



AGENDA FOR THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER AND ELECTRONICALLY (HYBRID) FROM CITY HALL, 141 WEST 14TH STREET, NORTH VANCOUVER, BC, ON MONDAY, DECEMBER 4, 2023 AT 6:00 PM

Watch Livestream at cnv.org/LiveStreaming
View complete Agenda Package at cnv.org/CouncilMeetings

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, December 4, 2023

ADOPTION OF MINUTES

2. Regular Council Meeting Minutes, November 27, 2023

PROCLAMATION

National Day of Remembrance and Action on Violence Against Women
– December 6, 2023

PUBLIC INPUT PERIOD

CONSENT AGENDA

Items *3, *4, *5, *6, *7, *8, *9, *10, *11, *12, *13 and *14 are listed in the Consent Agenda and may be considered separately or in one motion.

CORRESPONDENCE

- *3. Board in Brief – Metro Vancouver Regional District, November 24, 2023

BYLAWS – ADOPTION

- *4. “North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2023, No. 8961” (Fee Schedule and Memorial Regulations)
- *5. “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2023, No. 8979” (Schedule F – Fees)
- *6. “Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 8980” (Schedule A – Water Services Fees)
- *7. “Sewerage and Drainage Utility Bylaw, 1995, No. 6746, Amendment Bylaw, 2023, No. 8981” (Schedule A – Sewer and Drainage Services Fees)

BYLAWS – ADOPTION – Continued

- *8. “Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2023, No. 8982” (Schedule A – Fees and Deposits)
- *9. “Bylaw Notice Enforcement Bylaw, 2018, No. 8675, Amendment Bylaw, 2023, No. 8983” (Schedule A – Street and Traffic Bylaw Penalties)
- *10. “Fees and Charges Bylaw, 1993, No. 6383, Amendment Bylaw, 2023, No. 8984” (Schedule C – Filming Fees)
- *11. “North Vancouver Recreation and Culture Commission Establishing Bylaw, 2009, No. 8020, Amendment Bylaw, 2023, No. 8996” (Schedule A)
- *12. “North Vancouver Recreation and Culture Commission Delegation Bylaw, 2014, No. 8381, Amendment Bylaw, 2023, No. 8998” (Schedule A)
- *13. “Council Remuneration Bylaw, 2021, No. 8820, Amendment Bylaw, 2023, No. 8999” (Text Amendment)

REPORT

- *14. North Shore Advisory Committee on Disability Issues – Terms of Reference Update: Indigenous Representation

PRESENTATION

2024 Utility Budgets, Rates and Bylaw Updates – Chief Financial Officer

REPORT

- 15. 2024 Utility Rates

BYLAWS – FIRST, SECOND AND THIRD READINGS

- 16. “Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 9001”
- 17. “Sewerage and Drainage Utility Bylaw, 1995, No. 6746, Amendment Bylaw, 2023, No. 9002”
- 18. “Solid Waste Management Service Bylaw, 1997, No. 6920, Amendment Bylaw, 2023, No. 9003”

REPORT

- 19. Revised Council Code of Conduct

PUBLIC CLARIFICATION PERIOD

COUNCIL INQUIRIES / REPORTS

NEW ITEMS OF BUSINESS

NOTICES OF MOTION

RECESS TO CLOSED SESSION

REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION)

ADJOURN

CALL TO ORDER

APPROVAL OF AGENDA

1. Regular Council Meeting Agenda, December 4, 2023

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2. Regular Council Meeting Minutes, November 27, 2023

PROCLAMATION

National Day of Remembrance and Action on Violence Against Women
– December 6, 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, 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 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 *3, *4, *5, *6, *7, *8, *9, *10, *11, *12, *13 and *14 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

- *3. Board in Brief, Metro Vancouver Regional District, November 24, 2023
– File: 01-0400-60-0006/2023

Re: Metro Vancouver – Board in Brief

RECOMMENDATION:

THAT the correspondence from Metro Vancouver, dated November 24, 2023, regarding the “Metro Vancouver – Board in Brief”, be received and filed.

BYLAWS – ADOPTION

- *4. “North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2023, No. 8961” (Fee Schedule and Memorial Regulations)

RECOMMENDATION:

THAT “North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2023, No. 8961” (Fee Schedule and Memorial Regulations) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

- *5. “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2023, No. 8979” (Schedule F – Fees)

RECOMMENDATION:

THAT “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2023, No. 8979” (Schedule F – Fees) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

CONSENT AGENDA – Continued

BYLAWS – ADOPTION – Continued

- *6. “Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 8980”
(Schedule A – Water Services Fees)

RECOMMENDATION:

THAT “Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 8980”
(Schedule A – Water Services Fees) be adopted, signed by the Mayor and
Corporate Officer and affixed with the corporate seal.

- *7. “Sewerage and Drainage Utility Bylaw, 1995, No. 6746, Amendment Bylaw,
2023, No. 8981” (Schedule A – Sewer and Drainage Services Fees)

RECOMMENDATION:

THAT “Sewerage and Drainage Utility Bylaw, 1995, No. 6746, Amendment
Bylaw, 2023, No. 8981” (Schedule A – Sewer and Drainage Services Fees) be
adopted, signed by the Mayor and Corporate Officer and affixed with the
corporate seal.

- *8. “Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2023,
No. 8982” (Schedule A – Fees and Deposits)

RECOMMENDATION:

THAT “Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw,
2023, No. 8982” (Schedule A – Fees and Deposits) be adopted, signed by the
Mayor and Corporate Officer and affixed with the corporate seal.

- *9. “Bylaw Notice Enforcement Bylaw, 2018, No. 8675, Amendment Bylaw, 2023,
No. 8983” (Schedule A – Street and Traffic Bylaw Penalties)

RECOMMENDATION:

THAT “Bylaw Notice Enforcement Bylaw, 2018, No. 8675, Amendment Bylaw,
2023, No. 8983” (Schedule A – Street and Traffic Bylaw Penalties) be adopted,
signed by the Mayor and Corporate Officer and affixed with the corporate seal.

- *10. “Fees and Charges Bylaw, 1993, No. 6383, Amendment Bylaw, 2023, No. 8984”
(Schedule C – Filming Fees)

RECOMMENDATION:

THAT “Fees and Charges Bylaw, 1993, No. 6383, Amendment Bylaw, 2023,
No. 8984” (Schedule C – Filming Fees) be adopted, signed by the Mayor and
Corporate Officer and affixed with the corporate seal.

CONSENT AGENDA – Continued

BYLAWS – ADOPTION – Continued

- *11. “North Vancouver Recreation and Culture Commission Establishing Bylaw, 2009, No. 8020, Amendment Bylaw, 2023, No. 8996” (Schedule A)

RECOMMENDATION:

THAT “North Vancouver Recreation and Culture Commission Establishing Bylaw, 2009, No. 8020, Amendment Bylaw, 2023, No. 8996” (Schedule A) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

- *12. “North Vancouver Recreation and Culture Commission Delegation Bylaw, 2014, No. 8381, Amendment Bylaw, 2023, No. 8998” (Schedule A)

RECOMMENDATION:

THAT “North Vancouver Recreation and Culture Commission Delegation Bylaw, 2014, No. 8381, Amendment Bylaw, 2023, No. 8998” (Schedule A) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

- *13. “Council Remuneration Bylaw, 2021, No. 8820, Amendment Bylaw, 2023, No. 8999” (Text Amendment)

RECOMMENDATION:

THAT “Council Remuneration Bylaw, 2021, No. 8820, Amendment Bylaw, 2023, No. 8999” (Text Amendment) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

REPORT

- *14. North Shore Advisory Committee on Disability Issues – Terms of Reference Update: Indigenous Representation – File: 01-0360-20-0055/2023

Report: Corporate Officer, November 2, 2023

RECOMMENDATION:

PURSUANT to the report of the Corporate Officer, dated November 2, 2023, entitled “North Shore Advisory Committee on Disability Issues – Terms of Reference Updates: Indigenous Representation”:

THAT the revised Terms of Reference of the North Shore Advisory Committee on Disability Issues to include Indigenous representation be approved.

END OF CONSENT AGENDA

PRESENTATION

2024 Utility Budgets, Rates and Bylaw Updates – Chief Financial Officer

Item 15 refers.

REPORT

15. 2024 Utility Rates – File: 05-1820-04-0001/2023

Report: Chief Financial Officer and Director, Engineering, Parks and Environment, November 22, 2023

RECOMMENDATION:

PURSUANT to the report of the Chief Financial Officer and Director, Engineering, Parks and Environment, dated November 22, 2023, entitled “2024 Utility Rates”:

THAT the 2024 Utilities Budgets and the 2023-2027 Utilities Capital Plan, dated November 22, 2023, be endorsed;

AND THAT the following bylaws be considered:

- “Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 9001”;
- “Sewerage and Drainage Utility Bylaw, 1995, No. 6746, Amendment Bylaw, 2023, No. 9002”; and
- “Solid Waste Management Service Bylaw, 1997, No. 6920, Amendment Bylaw, 2023, No. 9003”.

Items 16, 17 and 18 refer.

BYLAWS – FIRST, SECOND AND THIRD READINGS

16. “Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 9001”

RECOMMENDATION:

THAT “Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 9001” be given first, second and third readings.

17. “Sewerage and Drainage Utility Bylaw, 1995, No. 6746, Amendment Bylaw, 2023, No. 9002”

RECOMMENDATION:

THAT “Sewerage and Drainage Utility Bylaw, 1995, No. 6746, Amendment Bylaw, 2023, No. 9002” be given first, second and third readings.

BYLAWS – FIRST, SECOND AND THIRD READINGS – Continued

18. “Solid Waste Management Service Bylaw, 1997, No. 6920, Amendment Bylaw, 2023, No. 9003”

RECOMMENDATION:

THAT “Solid Waste Management Service Bylaw, 1997, No. 6920, Amendment Bylaw, 2023, No. 9003” be given first, second and third readings.

REPORT

19. Revised Council Code of Conduct – File: 01-0530-01-0001/2023

Report: Corporate Officers, November 21, 2023

RECOMMENDATION:

PURSUANT to the report of the Corporate Officers, dated November 21, 2023, entitled “Revised Council Code of Conduct”:

THAT the revised Council Code of Conduct be approved.

PUBLIC CLARIFICATION PERIOD

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

COUNCIL INQUIRIES / REPORTS

NEW ITEMS OF BUSINESS

NOTICES OF MOTION

RECESS TO CLOSED SESSION

THAT Council recess to the Committee of the Whole, Closed Session, pursuant to the *Community Charter*, Sections 90(1)(a) [personal information], 90(1)(e) [land matter], 90(1)(k) [contract negotiations] and 90(2)(b) [intergovernmental relations].

REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION)

ADJOURN

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**MINUTES OF THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER AND ELECTRONICALLY (HYBRID) FROM CITY HALL, 141 WEST 14TH STREET, NORTH VANCOUVER, BC, ON
MONDAY, NOVEMBER 27, 2023**

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
A. Cifarelli, Corporate Officer
K. Graham, Corporate Officer
J. Peters, Acting Deputy Corporate Officer
L. Sawrenko, Chief Financial Officer
D. Van Heerden, Manager, Financial Planning
H. Granger, City Solicitor
K. Magnusson, Director, Engineering, Parks and Environment
D. Hutch, Deputy Director, Parks and Public Spaces
J. Hall, Manager, Public Realm Infrastructure
D. Priestly, Section Manager, Parks Operations
M. Kwaterska, Manager, Shipyards and Waterfront
J. Smith, Landscape Technician
S. Galloway, Director, Planning and Development
T. Ryce, Chief Building Official
R. Basi, Acting Deputy Director, Planning and Development
M. Friesen, Acting Manager, Development Planning
R. de St. Croix, Manager, Long Range and Community Planning
A. Garcha, Planning Assistant
E. Macdonald, Development Planner
H. Evans, Community Planner
C. Chant, Manager, Development Services
G. Schalk, Public Safety Director and Fire Chief
D. Owens, Deputy Fire Chief, Prevention and Public Safety
J. Spitale, Coordinator, Community Development
C. Husk, Filming and Events Coordinator
E. Doran, Director, People and Culture
C. Bulman, Committee Clerk

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

APPROVAL OF AGENDA

Moved by Councillor Back, seconded by Councillor Valente

1. Regular Council Meeting Agenda, November 27, 2023

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Moved by Councillor Girard, seconded by Councillor Shahriari

2. Regular Council Meeting Minutes, November 20, 2023

CARRIED UNANIMOUSLY

PROCLAMATION

Mayor Buchanan declared the following proclamation:

International Day of Persons with Disabilities – December 3, 2023
– read by Councillor Shahriari

PUBLIC INPUT PERIOD

Nil.

CONSENT AGENDA

Moved by Councillor Valente, seconded by Councillor Back

THAT Items 3 and 4 be removed from the Consent Agenda.

CARRIED UNANIMOUSLY

REPORT

3. 2024 Council Committees and Appointments – File: 01-0530-01-0001/2023

Report: Corporate Officer, November 20, 2023

Moved by Councillor Valente, seconded by Councillor Girard

PURSUANT to the report of the Corporate Officer, dated November 20, 2023, entitled “2024 Council Committees and Appointments”:

THAT the 2024 Council Committees and Appointments be endorsed, as presented;

AND THAT the “Council Remuneration Bylaw, 2021, No. 8820, Amendment Bylaw, 2023, No. 8999” (Text Amendment) be considered.

CARRIED UNANIMOUSLY

BYLAW – FIRST, SECOND AND THIRD READINGS

4. “Council Remuneration Bylaw, 2021, No. 8820, Amendment Bylaw, 2023, No. 8999” (Text Amendment)

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “Council Remuneration Bylaw, 2021, No. 8820, Amendment Bylaw, 2023, No. 8999” (Text Amendment) be given first and second readings.

CARRIED UNANIMOUSLY

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “Council Remuneration Bylaw, 2021, No. 8820, Amendment Bylaw, 2023, No. 8999” (Text Amendment) be given third reading.

CARRIED UNANIMOUSLY

PRESENTATIONS

State of the Urban Forest – Next Steps – Acting Manager, Development Planning

The Acting Manager, Development Planning, provided a PowerPoint presentation regarding the “State of the Urban Forest – Next Steps” and responded to questions of Council.

Living City Tree Planting Program – An Overview of Emerging Challenges – Manager, Public Realm Infrastructure, and Landscape Technician

The Manager, Public Realm Infrastructure, and Landscape Technician provided a PowerPoint presentation regarding the “Living City Tree Planting Program – An Overview of Emerging Challenges” and responded to questions of Council.

REPORTS

5. 2023 Round Two Community Grant Recommendations
– File: 05-1850-20-0005/2023

Report: Community Planner, November 15, 2023

Moved by Councillor Valente, seconded by Councillor Back

PURSUANT to the report of the Community Planner, dated November 15, 2023, entitled “2023 Round Two Community Grant Recommendations”:

THAT the 2023 Round Two Community Grants be awarded to the list of organizations as proposed in the report, in the total amount of \$50,696, with funds allocated from the 2023 Community Grants budget, as follows:

Continued...

REPORTS – Continued

5. 2023 Round Two Community Grant Recommendations
– File: 05-1850-20-0005/2023 – Continued

Table 1 – Applications Recommended for Funding

Athletics for Kids Financial Assistance (B.C.) Society (Operating)	\$3,000
British Columbia Centre for Ability Association (Operating)	\$1,000
Carson Graham Secondary School (Program – Carson Graham Community Dinner)	\$3,000
Crisis Intervention & Suicide Prevention Centre of BC (Program – North Shore Volunteer Recruitment)	\$2,000
Hollyburn Family Services Society (Program – Life Success)	\$2,000
Hollyburn Family Services Society (Program – North Shore Youth Safe House)	\$4,000
Hollyburn Family Services Society (Program – Seniors Safe House)	\$2,500
Hollyburn Family Services Society (Program – Wired 4 Success)	\$2,000
Hollyburn Family Services Society (Program – Youth Education Navigator)	\$2,000
Living Systems Family Systems Counselling & Education Society (Program – Access Counselling)	\$5,000
North Shore Alliance Church (Program – North Shore Community Christmas Dinner)	\$3,000
North Shore Stroke Recovery Centre (Program – Art Therapy)	\$2,000
North Shore Stroke Recovery Centre (Program – Family Caregiver)	\$2,000
North Shore Stroke Recovery Centre (Program – Speech Language Pathology)	\$3,000
Parkgate Community Services Society (Program – Youth Outreach)	\$3,500
Pathways Serious Mental Illness Society (Program – Family to Family Peer Support Course)	\$2,500
Shelter Movers Vancouver	\$3,000
Spectrum Mothers Support Society (Operating)	\$5,196
Total	\$50,696

Continued...

REPORTS – Continued

- 5. 2023 Round Two Community Grant Recommendations
– File: 05-1850-20-0005/2023 – Continued

AND THAT the following organizations be notified that their application for a 2023 Community Grant will not be funded:

Table 2 – Applications Recommended Not to Receive Funding

The Cinderella Project (Operating)
Ecowaves Community Volunteer Club (Operating)
Elevation Health Foundations (Operating)
Elevation Health Foundations (Program – Physical Literary Program)
(The) Giraffes Art School (Operating)
Iranian Laughter Club (Program HOpe Laughter Program)
North Shore Neighbourhood House (Program – Centreview Child Care Centre)
North Shore Neighbourhood House (Program – John Braithwaite Out of School Care)
North Shore Neighbourhood House (Program – Learning Together Child Care)
North Shore Neighbourhood House (Program – NSNH Child Care)
North Shore Neighbourhood House (Program – Queen Mary Out of School Care)
North Shore Neighbourhood House (Program – Ridgeway Out of School Care)
North Shore Polish Association Belweder (Program – Joy Seniors’ Club – Just Older Youth)
SCY Society for Children and Youth of BC (Program – Youth Transit Leaders Program)

CARRIED UNANIMOUSLY

- 6. 2023 Children and Youth Initiatives Fund – Special Project Grant Applications
– File: 10-5120-01-0001/2023

Report: Community Development Coordinator, November 22, 2023

Moved by Councillor McIlroy, seconded by Councillor Girard

PURSUANT to the report of the Community Development Coordinator, dated November 22, 2023, entitled “2023 Children and Youth Initiatives Fund – Special Project Grant Applications”:

THAT the 2023 Children and Youth Initiatives Fund grant applications be awarded to the list of organizations as proposed in the report, in the total amount of \$20,500, with funds allocated from the Children and Youth Initiatives Fund, as follows:

Continued...

REPORTS – Continued

6. 2023 Children and Youth Initiatives Fund – Special Project Grant Applications
– File: 10-5120-01-0001/2023 – Continued

Mountainside Secondary School – PE 10 Wellness	\$1,000
Middlepeace Clinical Counselling Society – Youth Leadership	\$500
Soap for Hope Canada – Essential Hygiene Products for Vulnerable Youth	\$1,500
Washington Kids Foundation – Eslha7an Program	\$1,500
Get Out and Play	\$800
Air Cadet League of Canada – Air Cadet Youth Training Program	\$1,000
North Shore Girls	\$1,000
Junior Achievement BC – Success Skills for NV Youth	\$1,250
CityHive Youth Engagement Society – CityShapers at City Hall	\$1,700
Ridgeway Elementary School – ReconciliAction Ravens	\$500
Mountainside Secondary School – Developing Social Skills through Gaming	\$400
Youth Unlimited North Shore – Mobile Youth Drop-In Expansion to Sutherland	\$1,500
Sutherland Secondary School – Girls Club	\$750
Queen Mary Community Elementary – Body Science Workshops	\$700
Katrina Hansen – Crafternoon	\$400
North Shore Women’s Centre – Fearless: Girls’ Empowerment Camp	\$1,500
Community Crochet	\$500
CityFest 2024	\$2,500
Carson Graham Secondary – Beyond the Four Walls	\$1,500
Total	\$20,500

AND THAT a copy of the Council resolution be sent to the District of North Vancouver and to the North Vancouver School Board (SD No. 44) for information.

CARRIED UNANIMOUSLY

PRESENTATIONS

Zoning Bylaw Update – Phase 1 Summary – Manager, Long Range and Community Planning

The Manager, Long Range and Community Planning, provided a PowerPoint presentation regarding the “Zoning Bylaw Update – Phase 1 Summary” and responded to questions of Council.

2023 Fees and Charges Review – Chief Financial Officer

The Chief Financial Officer provided a PowerPoint presentation regarding the “2023 Fees and Charges Review” and responded to questions of Council.

REPORT

7. 2023 Fees and Charges Review – File: 05-1715-20-0001/2023

Report: Chief Financial Officer, November 15, 2023

Moved by Councillor McIlroy, seconded by Councillor Girard

PURSUANT to the report of the Chief Financial Officer, dated November 15, 2023, entitled “2023 Fees and Charges Review”:

THAT the following bylaws be considered:

- “North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2023, No. 8961” (Fee Schedule and Memorial Regulations);
- “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2023, No. 8979” (Schedule F – Fees);
- “Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 8980” (Schedule A – Water Services Fees);
- “Sewerage and Drainage Utility Bylaw 1995, No. 6746, Amendment Bylaw, 2023, No. 8981” (Schedule A – Sewer and Drainage Services Fees);
- “Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2023, No. 8982” (Schedule A – Fees and Deposits);
- “Bylaw Notice Enforcement Bylaw, 2018, No. 8675, Amendment Bylaw, 2023, No. 8983” (Schedule A – Street and Traffic Bylaw Penalties); and
- “Fees and Charges Bylaw, 1993, No. 6383, Amendment Bylaw, 2023, No. 8984” (Schedule C – Filming Fees).

CARRIED UNANIMOUSLY

BYLAWS – FIRST, SECOND AND THIRD READINGS

8. “North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2023, No. 8961” (Fee Schedule and Memorial Regulations)

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2023, No. 8961” (Fee Schedule and Memorial Regulations)” be given first and second readings.

CARRIED UNANIMOUSLY

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2023, No. 8961” (Fee Schedule and Memorial Regulations)” be given third reading.

CARRIED UNANIMOUSLY

9. “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2023, No. 8979” (Schedule F – Fees)

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2023, No. 8979” (Schedule F – Fees) be given first and second readings.

CARRIED UNANIMOUSLY

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2023, No. 8979” (Schedule F – Fees) be given third reading.

CARRIED UNANIMOUSLY

10. “Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 8980” (Schedule A – Water Services Fees)

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 8980” (Schedule A – Water Services Fees) be given first and second readings.

CARRIED UNANIMOUSLY

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 8980” (Schedule A – Water Services Fees) be given third reading.

CARRIED UNANIMOUSLY

BYLAWS – FIRST, SECOND AND THIRD READINGS – Continued

11. “Sewerage and Drainage Utility Bylaw, 1995, No. 6746, Amendment Bylaw, 2023, No. 8981” (Schedule A – Sewer and Drainage Services Fees)

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “Sewerage and Drainage Utility Bylaw, 1995, No. 6746, Amendment Bylaw, 2023, No. 8981” (Schedule A – Sewer and Drainage Services Fees) be given first and second readings.

CARRIED UNANIMOUSLY

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “Sewerage and Drainage Utility Bylaw, 1995, No. 6746, Amendment Bylaw, 2023, No. 8981” (Schedule A – Sewer and Drainage Services Fees) be given third reading.

CARRIED UNANIMOUSLY

12. “Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2023, No. 8982” (Schedule A – Fees and Deposits)

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2023, No. 8982” (Schedule A – Fees and Deposits) be given first and second readings.

CARRIED UNANIMOUSLY

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2023, No. 8982” (Schedule A – Fees and Deposits) be given third reading.

CARRIED UNANIMOUSLY

13. “Bylaw Notice Enforcement Bylaw, 2018, No. 8675, Amendment Bylaw, 2023, No. 8983” (Schedule A – Street and Traffic Bylaw Penalties)

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “Bylaw Notice Enforcement Bylaw, 2018, No. 8675, Amendment Bylaw, 2023, No. 8983” (Schedule A – Street and Traffic Bylaw Penalties) be given first and second readings.

CARRIED UNANIMOUSLY

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “Bylaw Notice Enforcement Bylaw, 2018, No. 8675, Amendment Bylaw, 2023, No. 8983” (Schedule A – Street and Traffic Bylaw Penalties) be given third reading.

CARRIED UNANIMOUSLY

BYLAWS – FIRST, SECOND AND THIRD READINGS – Continued

14. “Fees and Charges Bylaw, 1993, No. 6383, Amendment Bylaw, 2023, No. 8984”
(Schedule C – Filming Fees)

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “Fees and Charges Bylaw, 1993, No. 6383, Amendment Bylaw, 2023,
No. 8984” (Schedule C – Filming Fees) be given first and second readings.

CARRIED UNANIMOUSLY

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “Fees and Charges Bylaw, 1993, No. 6383, Amendment Bylaw, 2023,
No. 8984” (Schedule C – Filming Fees) be given third reading.

CARRIED UNANIMOUSLY

PUBLIC CLARIFICATION PERIOD

Nil.

COUNCIL INQUIRIES / REPORTS

Nil.

NEW ITEMS OF BUSINESS

Nil.

NOTICES OF MOTION

Nil.

RECESS TO CLOSED SESSION

Moved by Councillor Valente, seconded by Councillor Back

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

CARRIED UNANIMOUSLY

The meeting recessed to the Committee of the Whole, Closed Session, at 9:04 pm and
reconvened at 9:22 pm.

REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION)

15. Land Matter – File: 08-3030-20-0333/1

Report: Director, Planning and Development, and Director, Engineering, Parks and Environment, November 15, 2023

Moved by Councillor McIlroy, seconded by Councillor Girard

PURSUANT to the report of the Director, Planning and Development, and Director, Engineering, Parks and Environment, dated November 15, 2023, regarding a land 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 Director, Planning and Development, and Director, Engineering, Parks and Environment, dated November 15, 2023, remain in the Closed session.

CARRIED UNANIMOUSLY

ADJOURN

Moved by Councillor McIlroy, seconded by Councillor Shahriari

THAT the meeting adjourn.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:23 pm.

“Certified Correct by the Corporate Officer”

CORPORATE OFFICER

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Office of the Mayor

CITY OF NORTH VANCOUVER
BRITISH COLUMBIA

Proclamation

NATIONAL DAY OF REMEMBRANCE AND ACTION ON VIOLENCE AGAINST WOMEN

Whereas the National Day of Remembrance and Action on Violence Against Women in Canada was established in 1991 to mark the anniversary of the 1989 murder of 14 young women at l'École Polytechnique de Montréal whose lives ended in an act of gender-based violence that shocked the nation;

Whereas the National Inquiry into Missing and Murdered Indigenous Women and Girls has highlighted multigenerational and intergenerational trauma and marginalization that has resulted in the diminished status of women and girls in society, leaving them vulnerable to violence;

And Whereas the Strength and Remembrance Totem Pole, erected in the City on October 25, 2019, honours and remembers all missing and murdered women and girls, and all women who suffer as victims of violence, and offers a place for victims, their family and friends to find strength and comfort;

Now Therefore I, Linda Buchanan, Mayor of the City of North Vancouver, do hereby proclaim **December 6, 2023** as **National Day of Remembrance and Action on Violence Against Women** in the City of North Vancouver, the traditional territories of the Squamish and Tsleil-Waututh Nations.

So proclaimed on Monday, December 4, 2023

Linda C. Buchanan

Mayor Linda Buchanan

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For Metro Vancouver meetings on Friday, November 24, 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.

Metro Vancouver Regional District

Election of Chair and Vice Chair

The Board acclaimed George V. Harvie as Board Chair and John McEwen as Board Vice Chair.

E1.1 Kanaka Creek Regional Park – Contribution Agreement for Operation of the Kanaka Creek Bell-Irving Hatchery 2024 – 2026 **APPROVED**

The Board approved a contribution agreement with the Kanaka Education and Environmental Partnership Society toward the operation of the Kanaka Creek Bell-Irving Hatchery for a three-year term in the amount of \$21,525 in Year 1, \$25,000 in Year 2, and \$28,000 in Year 3, commencing January 1, 2024 and ending on December 31, 2026.

E2.1 Air Quality Advisories during the Summer of 2023 **RECEIVED**

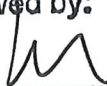
British Columbia experienced a record-breaking wildfire season in 2023 with more than twice the area burned compared with the previous record in 2018. This resulted in widespread wildfire smoke impacts. Metro Vancouver issues air quality advisories for the Lower Fraser Valley airshed, including Metro Vancouver and the Fraser Valley Regional District, to help protect public health during periods of degraded air quality.

Metro Vancouver issued five air quality advisories during the summer of 2023, resulting in advisories being in effect for a total of 10 days. Wildfire smoke advisories in seven of the last nine summers, and elevated ground-level ozone due to extreme heat waves emphasize how climate change is presenting new challenges for air quality.

The Board received the report for information.

E3.1 Metro 2050 Implementation Guideline – Regional Growth Strategy Amendments **APPROVED**

Metro Vancouver staff are in the process of developing and updating a suite of guidelines to support the interpretation and implementation of *Metro 2050*. The main changes in the updated *Metro 2050* Implementation Guideline – Regional Growth Strategy Amendments include:

Reviewed by:


CAO

- New information on submission requirements, engagement timelines, and relationship with Regional Context Statements
- New examples of council resolutions and submission cover letter
- A new regional growth strategy amendment process diagram
- Formatting for better readability

The Board endorsed the *Metro 2050* Implementation Guideline – Regional Growth Strategy Amendments as presented.

E3.2 Request for Sanitary Service Connection at 14500 Silver Valley Road, Maple Ridge **APPROVED**

The City of Maple Ridge submitted an application to amend the Fraser Sewerage Area boundary to include four building footprints at 14500 Silver Valley Road, to service the expansion of an existing UBC forestry research facility and accessory uses. The Board resolved that sewer service is generally consistent with the provisions of *Metro 2050*, and forwarded the request to the GVS&DD Board for consideration.

E3.3 Support for The National Housing Accord: A Multi-Sector Approach to Ending Canada’s Rental Housing Crisis **APPROVED**

The National Housing Accord is a national campaign and policy proposal put forward by various housing sector organizations. It outlines 10 recommendations to the federal government to address the shortage of rental housing in Canada, with the aim of building over two million new affordable and market rental units by 2030. The recommendations align strongly with the housing policy and actions in *Metro 2050*, as well as with other regional housing policy initiatives underway in the region.

- Create a coordinated housing plan involving all three orders of government
- Create a national workforce and immigration strategy on housing
- Reform CMHC fees and the federal tax system
- Provide low-cost, long-term fixed-rate financing for constructing purpose-built rental housing
- Develop a robust innovation strategy for housing
- Reform the National Building Code for innovation and productivity
- Streamline the CMHC approvals process
- Create property acquisition programs for non-profit housing providers
- Create a Homelessness Prevention and Housing Benefit
- Reform the Canada Housing Benefit

The Board endorsed the National Housing Accord.

E3.4 Regional Context Statement from the University of British Columbia **RECEIVED**

As part of the Campus Vision 2050 process, the University of British Columbia has developed a land use plan and updated its Regional Context Statement, which has been submitted to Metro Vancouver. Unlike the typical local government process for submitting Regional Context Statements, the *Municipalities Enabling and Validating Act* requires the UBC Board to forward any new or amended Regional Context Statement to Metro Vancouver’s Chief Planning Officer for written comments on the relationship between the Regional

Context Statement and the regional growth strategy. UBC then submits these comments to the provincial minister responsible for UBC for review and consideration of adoption.

Regional Planning staff have reviewed UBC’s Regional Context Statement relative to *Metro 2050*’s goals and policy actions, provided feedback to UBC, and UBC has revised its Regional Context Statement accordingly. Metro Vancouver staff, including the Chief Planning Officer, have reviewed the updated UBC Regional Context Statement and Metro Vancouver’s Chief Planning Officer will send a letter to UBC noting that the submitted Regional Context Statement is generally consistent with the regional growth strategy.

The Board received the report for information.

E3.5 Costs of Providing Infrastructure and Services to Different Residential Densities Study RECEIVED

Staff have completed the Costs of Providing Infrastructure Services to Different Residential Densities Study as an initiative to support the implementation of *Metro 2050*. The study aims to better understand the costs and revenues associated with different types of housing by exploring the associated municipal infrastructure capital and operating costs, property taxation, and utility fees.

Similar analyses have been completed in other jurisdictions around the world, but not in the Metro Vancouver region. Drawing from available sources, this study provides data specific to this region to inform the discussion about the possible costs, benefits, and implications of development within the existing urban/high density (infill) areas of the region versus expansion into new suburban/low density (greenfield) areas.

Consistent with the findings of studies completed in other jurisdictions, the data confirms that low-density “urban sprawl” is costlier to build and maintain than redevelopment and intensification in established urban areas.

The Board received the report for information and directed staff to provide a copy of the report to BC MLAs and MPs.

E4.1 Greater Vancouver Regional Fund – Options for Program Renewal APPROVED

The Board directed staff to prepare a new *Greater Vancouver Regional Fund (GVRF) Policy* and work with UBCM staff to revise the administrative agreement on the Federal Gas Tax Fund in British Columbia for the years 2024 to 2034 based on:

- Member jurisdictions continuing to pool 95 per cent of the federal Canada Community-Building Fund distributions in support of regional transportation projects (via TransLink) with the remaining five per cent allocated to community projects (via member jurisdictions)
- The allocation of any future one-time or permanent increases in Canada Community-Building Fund distributions, beyond the indexed annual rate, being considered on a case-by-case basis by the MVRD Board upon confirmation of the additional funding

- The project eligibility criteria being updated to specify that zero-emission transportation projects are preferred to be funded through the renewed program
- The funding allocation and criteria set out in the GVRP Policy being reviewed by the MVRD Board after five years of implementation

E4.2 Fraser Basin Council: Renewed Three-Year Agreement with Metro Vancouver APPROVED

Since 1997, Metro Vancouver has provided an annual financial contribution to the Fraser Basin Council (FBC) in recognition that many of its activities align with Metro Vancouver’s priorities. This contribution has been set at \$300,000 annually since 2018. Recent examples of FBC activities include electric vehicle incentive programs, Lower Mainland flood planning, and the Realizing UNDRIP Initiative, among others. The current contribution agreement will expire on December 31, 2023, and FBC requested to enter into a new three-year agreement for 2024-2026. Staff have done a high-level assessment of FBC’s activities in the region relative to Metro Vancouver’s priorities and financial contribution.

The Board directed staff to develop a contribution agreement with the Fraser Basin Council for an annual amount of \$300,000 for the three-year term from January 1, 2024 to December 31, 2026.

E4.3 Award of an Enterprise Agreement to Microsoft Canada under Government of British Columbia Master Business and Services Agreement APPROVED

Metro Vancouver's current enterprise agreement with Microsoft Canada has been in place since 2020. This agreement is set to expire at the end of 2023 and allows for corporate-wide use of Microsoft products. Metro Vancouver plans to continue using and expanding its use of Microsoft products. Therefore, it is recommended to enter into a new five-year agreement with Microsoft.

This new agreement will offer support for existing Microsoft products and grant access to additional services, including Microsoft's cloud-based Azure, Office 365, and cybersecurity platforms.

The Board approved award of the enterprise agreement for up to \$10.8 million (exclusive of taxes) to Microsoft Canada and its reseller Partner Softchoice LP for a term of five years, subject to final review by the Chief Administrative Officer.

E5.1 Policing Our Ports APPROVED

The Board resolved to send a letter to the Prime Minister of Canada, Premier of British Columbia, and appropriate federal and provincial ministers requesting a response to the following concerns outlined in the report dated September 12, 2023 titled *Policing Our Ports* by Peter German & Associates:

- The absence of dedicated, uniformed, community-oriented port police services
- The reduced federal capacity to effectively conduct drug and other controversial investigations, and to respond to seizures conducted by the Canada Border Services Agency
- The flow of contraband, including illicit drugs, in and out of Canada through its ports
- The urgent need for concerted and strategic action to fortify our ports, protect our communities, and preserve the integrity of our nation’s security.

G1.1 MVRD Regional Parks Regulation Amendment Bylaw No. 1372, 2023 – Amendment Bylaw No. 1177, 2012 **APPROVED**

The annual bylaw update ensures that fees and charges are appropriate and based on current market conditions. Fee changes brought forward as part of the bylaw amendment are for implementation in the coming calendar year. While most fee increases are inflationary, including parking permit rates, camping fees, and indoor facility rental rates, a number of additional changes are proposed that will affect administration of the schedule and the fees charged for public services provided by Regional Parks. The changes are expected to generate a net increase of approximately \$150,000 in revenues to offset increasing operational costs and are to take effect January 1, 2024.

The Board gave first, second, and third readings to *Metro Vancouver Regional District Regional Parks Regulation Amendment Bylaw No. 1372, 2023* then adopted said bylaw.

G2.1 MVRD Air Quality Management Fees Regulation Amendment Bylaw No. 1373, 2023 **APPROVED**

Metro Vancouver protects air quality through emission regulations and site-specific conditional authorizations for the discharge of air contaminants. Metro Vancouver charges regulatory fees for authorized air emissions to recover administrative costs and to encourage emission reductions.

After broad engagement in early 2021, the Board adopted an updated bylaw that establishes emission fee rates for different categories of air contaminants depending on their potential harm and emission reduction benefits, in particular for methane and other greenhouse gases based on their global warming potential. New amendments clarify the meaning of “global warming potential,” and clarify and confirm the regulatory fee rate chargeable for methane emissions, to align with the intent of *Bylaw 1330*.

The Board gave first, second, and third readings to the amendment bylaw, then passed and finally adopted it.

G3.1 MVRD Temporary Borrowing Bylaw No. 1374, 2023 **APPROVED**

Metro Vancouver introduced temporary borrowing in 2022 as a cash management strategy for infrastructure financing for GVWD and GVS&DD. Although the *GVWD Act* does not include provisions for temporary borrowing, MVRD can access temporary borrowing on behalf of the GVWD, through the *Municipal Enabling and Validating Act*. Approval of the *Metro Vancouver Water District Temporary Borrowing Bylaw No. 1374, 2023* provides the authority for temporary borrowing in the amount not exceeding \$1.833 billion, the amount of the *Greater Vancouver Water District Borrowing Bylaw No. 261, 2023* and the maximum borrowing authorized. This will provide Metro Vancouver with borrowing methods

equivalent to what is used in municipalities and provides the optimization of cash and investment portfolio decisions which can reduce overall debt servicing costs and provide maximum investment returns.

The Board authorized temporary borrowing on behalf of GVWD an amount, or amounts in aggregate, not exceeding \$1.833 billion dollars, the maximum amount authorized by the *Greater Vancouver Water District Borrowing Bylaw No. 261, 2023*, then gave first, second, and third readings to *Metro Vancouver Regional District Temporary Borrowing Bylaw Number 1374, 2023*.

I 1 Committee Information Items and Delegation Summaries

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

Regional Parks Committee – November 1, 2023

Information Items:

5.2 Regional Parks Public Programming Strategy Implementation Update

Public programs and events in regional parks are designed to inspire appreciation and understanding of the environment. In 2022, 39,389 people participated in 525 programs, events, and outreach activities. All programs and events are guided by the *Regional Parks Public Programming Strategy* that was approved by the MVRD Board in April 2022. Significant progress has been made regarding the implementation of the adopted strategic goals. This report provides an update on the deliverables of the strategy.

Climate Action Committee – November 2, 2023

Information Items:

5.1 Climate Action Committee and Regional Planning Committee Joint Discussion on the Metro 2050 Climate Policy Enhancement Study

As directed by the Board, Regional Planning has undertaken a *Metro 2050 Climate Policy Enhancement Study* with an aim to strengthen climate action language and policy, and to better integrate climate action into *Metro 2050's* priorities. The study included engagement with regional stakeholders, municipal staff, First Nations, industry experts, and academic institutions to explore best practices and opportunities.

The feedback received informed draft recommendations to enhance the policies of *Metro 2050* that would reduce greenhouse gas emissions and improve climate resilience in the region. An initial list of policy ideas was presented and workshopped in early 2023, and has been refined based on the feedback received. Pending Regional Planning Committee and Board direction, recommendations for stronger climate action policy actions in *Metro 2050* may be forthcoming via a proposed amendment to be considered in early 2024. The *Metro 2050 Climate Policy Enhancement Study* was closely coordinated with the engagement and process to develop the *Climate 2050 Land Use and Urban Form Roadmap*.

George Massey Crossing Task Force – November 2, 2023

Information Items:

5.1 Fraser River Tunnel Project Environmental Assessment Process – Update

The Fraser River Tunnel Project is proposing to replace the existing George Massey Tunnel on Highway 99 with a new eight-lane immersed tube tunnel. The project is undergoing an environmental assessment by the BC Environmental Assessment Office (BC EAO) and is in the process planning phase of the review process. Metro Vancouver staff are participating in the environmental assessment review. This phase has a legislated timeline of 120 days, which would end on January 12, 2024. Once the BC EAO issues the process order, the project will proceed to the application development and review phase. TI Corp is expecting to complete the Environmental Assessment Certificate process before fall 2025.

5.2 Fraser River Tunnel Project Procurement Process – Update

The Ministry of Transportation and Infrastructure has announced a shortlist of teams that will move forward to the Request for Proposals phase of procurement for the Fraser River Tunnel Project to three selected bid teams. The new crossing will be an eight-lane immersed tube tunnel with three general-purpose travel lanes and one dedicated transit lane in each direction. The new tunnel will have bike and pedestrian crossings to support active transportation options in the region. Following evaluation of the proposal submissions, the Province will select a single proponent to enter into a design-early works agreement for the project. The Province expects to select a design-build team by spring 2024. Award of a separate design-build RFP is scheduled for 2025. The estimated cost of the new tunnel is approximately \$4.15 billion and is projected to be complete in 2030.

Finance Committee – November 9, 2023

Delegation Summaries:

3.1 David Marshall, Chief Executive Officer, Fraser Basin Council

Subject: Metro Vancouver – Fraser Basin Council Agreement Renewal

3.2 Roderick V. Louis

Subject: *GVWD Borrowing Bylaw No. 261, 2023 and GVWD Temporary Borrowing Bylaw No. 262, 2023*

Information Items:

5.1 MVRD Audit Plan from BDO Canada LLP

Metro Vancouver Districts and the Metro Vancouver Housing Corporation are required under provincial legislation to prepare annual financial statements, audited by a public accounting firm and approved by the Board, by May 15 each year. The 2023 annual financial statements, along with the draft auditor's report, will be presented to the Finance Committee at its April meeting, prior to Board approval. Metro Vancouver auditors, BDO Canada LLP, presented their audit planning report to the Finance Committee.

This report outlines the audit approach, key audit areas, auditor responsibilities and audit deliverables. In addition, the report highlights a number of upcoming accounting standards, the most significant being the Asset Retirement Obligation requirement, effective fiscal year 2023.

Management will be working with BDO Canada to review scoping and measurement estimates during BDO's interim audit to complete the audit standard.

5.3 Metro Vancouver Quarterly Financial Report – September 30, 2023

At September 30, 2023, operating expenditures are at \$777.7 million (71 per cent) of the annual budget of \$1.09 billion and 95 per cent of the year-to-date expected budget and capital expenditures are at \$462.8 million (37.1 per cent) of total annual cash flow of \$1.25 billion and 48.9 per cent of the prorated year-to-date cash flow target of \$946.8 million. The projected year-end operating surplus to budget is forecasting to be \$13.7 million, or 1.3 per cent of the annual budget, with revenues expected to be \$12.2 million higher than budget and expenditures at \$1.5 million under budget. Higher-than-budgeted operating revenues are due to greater-than-anticipated waste flows and water consumption, offset by lower transfers from reserves for capital replacement and maintenance projects due to seasonality of expenditures. Key factors contributing to lower-than-expected operating expenditures of \$1.5 million include staff vacancies, deferred operating projects, and seasonality of expenditures, offset by higher-than-anticipated landfill costs and biosolids program work. The capital spending is forecasting to be \$781.2 million, or 62.7 per cent of the annual capital cash flow largely due to major project complexities, design completion and unplanned delays for the Iona, North Shore, Northwest Langley, and Coquitlam Water Main projects. Additional factors including ongoing supply chain delays, protracted property negotiations, as well as issues with permitting, tendering works, and initiating construction.

5.4 Treasury Report – July 1, 2023 to September 30, 2023

The investment performance for this period has met expectations, with annualized investment returns in the third quarter rising to 4.13 per cent from 4.04 per cent in the second quarter. The overall rate of return is expected to continue to rise in the fourth quarter, as prior years' investments mature and are locked in at more attractive rates. Due to timing of maturities, long-term investment performance is slightly below benchmark. Short-term investments are now trending above benchmark. A significant percentage of the portfolio will continue to be held in cash for liquidity to meet operational and capital expenditure needs.

In addition to stronger investment returns, there is a forecasted surplus of \$4.2 million in debt financing as the targeted borrowing with MFA was over \$300 million for 2023, which is considerably less than actual long-term borrowing for Metro Vancouver Districts of \$100 million (\$65 million for GVS&DD and \$35 million for GVWD). This is expected to pick up as the major capital spending advances over the five-year plan. Overall, inflation has been trending downward to 3.8 per cent in September from its peak at 8.1 per cent in June 2022. Bank of Canada announced on October 25 that they will continue to hold steady at five per cent but warns that more increases are possible until inflation comes back to its two per cent target. Rise in interest rates will be mitigated with extending the amortization periods and locking in 10-year terms with MFA. MFA long-term borrowing rates are projected between three and five per cent.

Mayors Committee – November 9, 2023

Information Items:

5.1 Metro Vancouver Industrial Lands and Property Taxation Overview

The *Regional Industrial Lands Strategy* and the *Regional Growth Strategy, Metro 2050*, include policies and actions to address industrial lands. Metro Vancouver continues to work on initiatives to implement

these strategies, and is now providing an industrial lands and property taxation overview to support the Mayors Committee discussion.

Greater Vancouver Water District

G1.1 GVWD Borrowing Bylaw No. 261, 2023

APPROVED

GVWD does not borrow in advance of spending but borrows only when capital expenditures accumulate to such a level that long-term funding is beneficial relative to funding through working capital. The GVWD estimates long-term borrowing needs of up to \$1.833 billion over the next five years in order to fund its significant capital program. The existing *Borrowing Bylaw No. 248, 2015*, for \$700 million, has a remaining borrowing capacity of \$233 million, which is insufficient to meet the requirements of GVWD’s approved five-year capital plan.

The Board approved a borrowing limit of \$1.833 billion and gave first, second, and third readings to *Greater Vancouver Water District Borrowing Bylaw No. 261, 2023*, and then forwarded said bylaw to the Inspector of Municipalities for approval.

G1.2 GVWD Temporary Borrowing Request Bylaw No. 262, 2023

APPROVED

Metro Vancouver introduced temporary borrowing in 2022 as a cash management strategy for infrastructure financing for GVWD and GVS&DD. Although the *GVWD Act* does not include provisions for temporary borrowing, MVRD can access temporary borrowing on behalf of the GVWD, through the *Municipal Enabling and Validating Act*. Approval of the *Greater Vancouver Water District Temporary Borrowing Request Bylaw No. 262, 2023* provides the authority for temporary borrowing in the amount not exceeding \$1.833 billion, the amount of the *Greater Vancouver Water District Borrowing Bylaw No. 261, 2023*, and the maximum borrowing authorized. This will provide Metro Vancouver with borrowing methods equivalent to what is used in municipalities and provides the optimization of cash and investment portfolio decisions which can reduce overall debt servicing costs and provide maximum investment returns.

The Board authorized the Metro Vancouver Regional District to temporarily borrow on behalf of GVWD an amount, or amounts in aggregate, not exceeding \$1.833 billion, the maximum amount authorized by the *Greater Vancouver Water District Borrowing Bylaw No. 261, 2023*, then gave first, second, and third readings to *Greater Vancouver Water District Temporary Borrowing Request Bylaw No. 262, 2023* and then forwarded said bylaw to the Inspector of Municipalities for statutory approval.

I 1 Committee Information Items and Delegation Summaries

The Board received information items from a standing committee.

Water Committee – November 8, 2023

Information Items:

5.1 Summer 2023 Water Supply Performance

The water supply system performed well during the high demand season of 2023 despite the challenges imposed by the significant summer drought. Stage 1 of the *Drinking Water Conservation Plan* was activated on May 1, 2023 and Stage 2 was implemented on August 4 due to the mid-season long-range weather forecast indicating a high likelihood of a continued drought into the fall together with the sustained higher daily demands from May to July. While there were observed reductions in drinking water demands through August and September, the regional data implies that lawn watering was still occurring despite being banned in Stage 2 and that with increased education, enforcement, and progress in universal metering across the region, additional reductions are achievable. The success of water conservation measures will continue to be an essential factor in determining the need for and timing of future system expansion.

5.2 2023 Water Communications and Public Outreach Results

Metro Vancouver undertakes annual communications initiatives to support drinking water conservation across the region. These include the We Love Water campaign, the Water Wagon program, and communication of lawn watering restrictions in accordance with the *Drinking Water Conservation Plan*.

The promotional strategy for these initiatives in 2023 included region-wide reach through television, radio, multicultural print, direct mail, online, outdoor digital billboards, and social media. These broadcast and digital promotions delivered a combined total of 59.7 million impressions. Earned media resulted in a total potential combined reach and impressions of 1.4 billion (compared to 69 million in 2022) with an ad value equivalent of \$52 million. The hot, dry weather and province-wide drought made water conservation and supply top of mind for both residents and the media. The Water Wagon program resulted in 24,104 water bottle refills and fountain uses, and 3,094 engagements with residents about drinking water conservation and quality.

5.3 GVWD Capital Program Expenditure Update to September 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 September 30, 2023 in comparison to the prorated annual capital cash flow. In 2023, the annual capital expenditures for the GVWD are \$159.8 million to date compared to a prorated annual capital cash flow of \$300 million. Forecasted expenditures for the current water utility capital program remain within the approved budgets through to completion.

5.4 Kennedy Newton Main Phase 3 – Scott Road Section Completion Report

The Scott Road section of the Kennedy Newton Main consists of the installation of approximately 450 metres of 1.8-metre-diameter welded steel pipe along Scott Road, between 88th and 86th avenues. Due to the significant impacts on traffic along this major transit corridor, the schedule, sequencing, and duration of construction were closely coordinated with the cities of Surrey and Delta and TransLink's R6 Scott Road RapidBus upgrade project. The installation work for this project was awarded in November 2022 and in July

2023, the water main installation work was completed ahead of schedule and on budget, while also successfully mitigating many of the construction impacts to the public and area businesses.

The completion of this section of the Kennedy Newton Main is an example of how careful project planning, strong member jurisdiction collaboration, and active engagement with the community can help alleviate the community impacts associated with these significant water infrastructure projects.

5.5 Corrosion Control Program: Copper Pipes Protection Monitoring Update

This report summarizes key corrosion control initiatives undertaken by Metro Vancouver. Metro Vancouver’s untreated drinking water supply is naturally low in pH, making it corrosive to building plumbing systems. Corrosion control, through an increase in pH and alkalinity, has been implemented in Metro Vancouver over the past two decades. In June 2021, Metro Vancouver once again increased the pH of the drinking water to a target range of 8.3 to 8.5 and alkalinity to about 20 mg/L as calcium carbonate (CaCO₃) as a way to further protect copper pipes, fixtures, and hot water tanks in buildings throughout the region.

Monitoring showed reduced copper concentrations in water samples collected from residences across the region and continued compliance with the *Guidelines for Canadian Drinking Water Quality*.

Greater Vancouver Sewage and Drainage District

E1.1 Proposed Capital Investment for the Oval Village District Energy Utility Sewer Heat Recovery Project APPROVED

Metro Vancouver’s *Climate 2050* strategy includes a target to achieve a 45 per cent reduction in regional greenhouse gas emissions by 2030, from 2010 levels. Sewer heat recovery facilities will provide renewable, fossil-fuel-free heat extracted from sewage to residents and businesses in the region. There is enough excess heat in the liquid waste collection system to heat 700 high-rise buildings throughout the region, which would reduce greenhouse gas emissions by 250,000 tonnes.

The Oval Village District Energy Utility Sewer Heat Recovery Project will reduce greenhouse gas emissions, contributing to the *Climate 2050* strategy, as guided by the *Sewage and Waste: Heat Recovery Policy*. The investment will be capped at \$20 million out of a total estimated district energy expansion project cost of \$146 million, based on application of the *Carbon Price Policy*. The investment is based on the value of the anticipated greenhouse gas reductions over the life of the project, and was included in the endorsed 2024-2028 capital plan. Metro Vancouver will receive carbon credits based on relative costs incurred by both parties, which will contribute toward Metro Vancouver’s goal of carbon neutrality.

The Board directed staff to enter into contract negotiations with Lulu Island Energy and authorized expenditures up to \$20 million as endorsed in the 2024-2028 capital plan.

E2.1 Coffee Cup Revolution Funding Support APPROVED

The Binnars’ Project, which is part of MakeWay Charitable Society, organizes the Coffee Cup Revolution event, which recruits local binnars to collect discarded coffee cups and redeem them for a cash refund. Coffee Cup Revolution highlights the importance of reducing single-use coffee cups while raising awareness

of marginalized populations and green communities. Metro Vancouver has supported the event since 2017. The current three-year funding agreement provides \$10,000 per year and expires in December 2023. This report proposes a new three-year funding agreement in the amount of \$12,000 per year.

The Board approved entering into an agreement with MakeWay Charitable Society in support of the Binners’ Project Coffee Cup Revolution for a three-year period in the amount of \$12,000 per year, commencing January 1, 2024 and ending December 31, 2026.

G1.1 Greater Vancouver Sewerage and Drainage District Sewerage and Drainage Areas Boundaries Amending Bylaw No. 372, 2023 – Fraser Sewerage Area – Township of Langley APPROVED

At the October 27, 2023 meeting, the MVRD Board resolved that the extension of sewerage services for the properties at 1565 200th Street and 19925 12th Avenue in the Township of Langley was generally consistent with the provisions of *Metro 2050*. The Township of Langley submitted a sewer area amendment application to the GVS&DD requesting an extension of sewer service to 1565 200th Street to serve two existing dwellings and a new farm equipment storage building, and 19925 12th Avenue to accommodate an additional dwelling unit. A technical review indicated no material financial impact and negligible impact on the regional sewerage system.

The Board gave first, second, and third readings to the *Greater Vancouver Sewerage and Drainage District Sewerage and Drainage Areas Boundaries Amendment Bylaw No. 372, 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 – November 8, 2023

Information Items:

5.2 Liquid Waste Services Capital Program Expenditure Update as at September 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 third 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 September 30, 2023 in comparison to the annual capital cash flow. As of September 30, 2023, the capital expenditures for Liquid Waste Services are \$233.7 million, compared to a prorated annual capital cash flow of \$511.3 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. Forecast expenditures for the current Liquid Waste Services capital program will be under the annual capital cash flow planned for 2023.

Zero Waste Committee – November 9, 2023

Information Items:

5.1 Scaling Up Regional Reuse, Repair, and Food Recovery

Moving up the waste reduction hierarchy toward reuse and repair is a key *Board Strategic Plan* priority. Work is underway to scale up reuse and repair through a number of initiatives including scaling up reuse collection at recycling and waste centres, co-funding for member jurisdiction repair cafés, and expanding the regional food recovery network. These and other reuse and repair initiatives have a number of benefits beyond waste reduction including reducing greenhouse gas emissions, feeding people and animals, collaboration with community partners, building social cohesion, and increasing green jobs and volunteer positions.

5.3 Solid Waste Services Capital Program Expenditure Update to September 30, 2023

As of September 30, 2023 the capital expenditures for Solid Waste Services are \$4.4 million compared to a prorated annual capital cash flow of \$32.1 million, or 14 per cent of projected expenditures. In contrast, in 2022, the actual capital expenditures were 78 per cent of the approved expenditures because significant capital projects such as the United Boulevard and Central Surrey recycling and waste centres were in the final stages of construction. The 2023 underspend is primarily due to longer-than-anticipated design phases for Waste-to-Energy capital projects and the Langley and North Surrey recycling depot projects, which has delayed the construction phases. Key capital projects in development are expected to begin construction in 2024, meaning that expenditures in 2024 will better align with the budgeted capital cash flow. Additional third-party engineering support and resources have been added to support Waste-to-Energy project management and to assist with moving forward the significant capital projects at that facility.

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8961

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

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

1. This Bylaw shall be known and cited for all purposes as “**North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2023, No. 8961**” (Fee Schedule and Memorial Regulations).
2. “North Vancouver Cemetery Bylaw, 2011, No. 8109” is amended as follows:
 - A. In section A. of the beginning WHEREAS statement, by replacing the words “crematoriums, columbariums” with “crematoria, columbaria”.
 - B. By adding the following definition to Part 1.3:

COMMUNITY BURIAL (Interment) means intentional burial or interment of individuals, who are not related or connected in any way, being interred together in the same lot;
 - C. By deleting the definition for MEMORIAL in its entirety and replacing with:

MEMORIAL means all memorial work (monument, plaque, tablet, pillow, headstone or other marker) that is set on a lot and used to memorialize a deceased person; or a columbarium niche door engraving for the same purpose;
 - D. By deleting Part 6.1 d) in its entirety and replacing with:
 - d) The interment of cremated remains cannot be booked more than 90 days in advance. All documents must be signed and all fees must be paid at the time of booking the interment.
 - E. By deleting Part 6.3 a) in its entirety and replacing with:
 - a) The right of interment for an in-ground lot may be purchased when scheduling an interment in the lot at the time there is a need. At that time, the City may allow the purchase of the right of interment for a second adjacent single depth casket lot. To reserve a second single-depth casket lot, the interment in the originating lot must be a casket burial. The City reserves the right to stop the sale of secondary single-depth lots at its discretion.
 - F. By deleting Part 6.3 c) in its entirety and replacing with:
 - c) An adult single depth lot may hold:
 - i. one interment of adult human remains and a maximum of six interments of cremated remains; or

- ii. one interment of adult human remains and the human remains of a child, two years of age and under, and a maximum of four interments of cremated remains.
- G. By deleting Part 6.3 d) in its entirety and replacing with:
- d) An adult double-depth lot may hold two interments of human remains and a maximum of six interments of cremated remains. The first interment of human remains will be at the lower level.
- H. By adding Part 6.3 e) as follows and renumbering subsequent sections accordingly:
- e) If the second casket (upper) is scheduled at the same time as the first one (lower), the preparation and placement fee for the second casket is waived.
- I. By deleting Part 6.3 f) in its entirety and replacing with:
- f) Cremation lots that are 2'x2' in size may hold a maximum of two interments of cremated remains. The right of interment for an in-ground cremation lot may be purchased when scheduling an interment in the lot at the time there is a need. At that time, the City may allow the purchase of the right of interment for a second adjacent in-ground cremation lot. The City reserves the right to stop the sale of secondary lots at its discretion.
- J. By adding Part 6.3 g) as follows:
- g) Cremation lots that are 3'x3' in size may hold a maximum of four interments of cremated remains. The right of interment for an in-ground cremation lot may be purchased when scheduling an interment in the lot at the time there is a need. At that time, the City may allow the purchase of the right of interment for a second adjacent in-ground cremation lot. The City reserves the right to stop the sale of secondary lots at its discretion.
- K. By deleting Part 6.3 h) in its entirety and replacing with:
- h) An infant/child lot may hold an infant/child casket and a maximum of two interments of cremated remains of individuals who are related to the child. The right of interment for an infant/child lot may be purchased when scheduling an interment of a child twelve years and under.
- L. By adding Part 6.4 e) as follows:
- e) The rights holder is also responsible for making sure that the engraving meets the standards that the City has set out and that they use one of the companies approved to do that engraving.

- M. By adding Part 6.5 e) as follows:
- e) Veterans from all other wars since World War II may be buried (interred) throughout the cemetery and recorded as veterans.
- N. By deleting Part 6.6 Heritage Section in its entirety and replacing with:
- (Blocks numbered 1-118 inclusive and Blocks A, B, C and D)
- a) See Part 6.3 c) of this Bylaw for the number of allowable interments in these lots.
 - b) All existing curbing in the Heritage Section will be allowed to remain and is the sole responsibility of the families to maintain.
 - c) No new curbing is allowed in the Heritage Section.
- O. By deleting Part 8.1 Fees and Prices in its entirety and replacing with:
- Any person who applies for issuance, disposition, surrender, or cancellation of a right of interment or memorial permit or who requests or orders any product or service under this Bylaw set out in Schedule “A”, must pay the fee or price set out in Schedule “A” at the time of making such application, request or order and in accordance with any requirements set out in Schedule “A”.
- P. By deleting Part 8.2 Proof of Residency in its entirety and replacing with:
- For the purpose of defining resident and non-resident, proof of residence within the City or District of North Vancouver shall be produced to the satisfaction of the City at the time of purchase.
- Q. By deleting Part 10.3 b) in its entirety and replacing with:
- b) In-ground vases shall be permitted on defined lots, in all areas of the Cemetery, where lot sizes allow, with the exception of the Veteran’s Section.
- R. By deleting Part 11.5 e) in its entirety and replacing with:
- e) No person shall play any game or sport within the Cemetery.
- S. By deleting Schedule “A” North Vancouver Cemetery Fees in its entirety and replacing it with the Schedule “A” attached to this Bylaw.
- T. By deleting Schedule “B” North Vancouver Cemetery Memorials in its entirety and replacing it with the Schedule “B” attached to this Bylaw.

3. The effective date of this bylaw is January 1, 2024.

READ a first time on the 27th day of November, 2023.

READ a second time on the 27th day of November, 2023.

READ a third time on the 27th day of November, 2023.

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

MAYOR

CORPORATE OFFICER

NORTH VANCOUVER CEMETERY
Schedule A – North Vancouver Cemetery Fees
 “North Vancouver Cemetery Bylaw, 2011, No. 8109,
 Amendment Bylaw, 2023, No. 8961” – Effective January 1, 2024

City of North Vancouver
 141 West 14th Street
 North Vancouver, BC V7M 1H9
 T 604 983 7351
 F 604 985 9417
cemetery@cnv.org

In-ground Interments Resident Fees	Lot	Care Fund		Right of Interment	Preparation/ Placement	Liner	Total
Adult Casket Single-depth	\$3,710.00	\$2,060.00	=	\$5,770.00	\$1,760.00	\$980.00	\$8,510.00
Adult Casket Single-depth Crypt	\$4,790.00	\$2,060.00	=	\$6,850.00	\$1,760.00		\$8,610.00
Adult Casket Double-depth Crypt							
◆ 1st Casket at Lower Level	\$6,390.00	\$2,580.00	=	\$8,970.00	\$1,760.00		\$10,730.00
Adult Casket Double-depth Crypt							
◆ 2nd Casket at Upper Level		\$830.00			\$1,760.00		\$2,590.00
Infant/Child Casket (2-12 years)	\$1,080.00	\$1,030.00	=	\$2,110.00	\$890.00		\$3,000.00
Infant/Child Casket (0-2 years)							\$0.00
Cremation Lot with 1st Interment	\$2,060.00	\$980.00	=	\$3,040.00	\$370.00		\$3,410.00
Cremated Remains in Occupied Lot		\$520.00			\$370.00		\$890.00

Columbarium Niche Resident Fees	Lot	Care Fund		Right of Interment	Preparation/ Placement	Total
Niche with 1st Interment (top 2 rows)	\$2,270.00	\$1,030.00	=	\$3,300.00	\$260.00	\$3,560.00
Niche with 1st Interment (mid 2 rows)	\$1,650.00	\$1,030.00	=	\$2,680.00	\$260.00	\$2,940.00
Niche with 1st Interment (bottom row)	\$1,140.00	\$1,030.00	=	\$2,170.00	\$260.00	\$2,430.00
2nd Interment in niche		\$210.00			\$260.00	\$470.00

In-ground Interments Non-Resident Fees	Lot	Care Fund		Right of Interment	Preparation/ Placement	Liner	Total
Adult Casket Single-depth	\$6,910.00	\$4,330.00	=	\$11,240.00	\$1,760.00	\$980.00	\$13,980.00
Adult Casket Single-depth Crypt	\$8,300.00	\$4,120.00	=	\$12,420.00	\$1,760.00		\$14,180.00
Adult Casket Double-depth Crypt							
◆ 1st Casket at Lower Level	\$13,700.00	\$5,150.00	=	\$18,850.00	\$1,760.00		\$20,610.00
Adult Casket double-depth Crypt							
◆ 2nd Casket at Upper Level		\$830.00	=	\$830.00	\$1,760.00		\$2,590.00
Infant/Child Casket (0-12 years)	\$2,630.00	\$2,060.00		\$4,690.00	\$930.00		\$5,620.00
Cremation Lot with 1st Interment	\$3,860.00	\$1,860.00		\$5,720.00	\$370.00		\$6,090.00
Cremated Remains in Occupied Lot		\$520.00			\$370.00		\$890.00

Columbarium Niche Non-Resident Fees	Lot	Care Fund		Right of Interment	Preparation/ Placement	Total
Niche with 1st Interment (top 2 rows)	\$2,950.00	\$1,340.00	=	\$4,290.00	\$260.00	\$4,550.00
Niche with 1st Interment (mid 2 rows)	\$2,150.00	\$1,340.00	=	\$3,490.00	\$260.00	\$3,750.00
Niche with 1st Interment (bottom row)	\$1,480.00	\$1,340.00	=	\$2,820.00	\$260.00	\$3,080.00
2nd Interment in niche		\$210.00			\$260.00	\$470.00

NORTH VANCOUVER CEMETERY
Schedule A – North Vancouver Cemetery Fees
 “North Vancouver Cemetery Bylaw, 2011, No. 8109,
 Amendment Bylaw, 2023, No. 8961” – Effective January 1, 2024

City of North Vancouver
 141 West 14th Street
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Memorial Fees	Care Fund	Permit	Total
Memorial Permit	\$110.00	\$130.00	\$240.00
Memorial Resetting		\$130.00	\$130.00
Memorial Tablet Levelling		\$160.00	\$160.00
City Concrete Foundation		\$1,240.00	\$1,240.00

Lot Adornment Fees	Total
In-ground Vase (includes installation)	\$100.00

Disinterment & Exhumation Fees	Total
Adult Casket Single-depth	\$2,170.00
Adult Casket Single-depth Crypt	\$2,170.00
Adult Casket Double-depth Crypt	
◆ Casket – Upper Level	\$2,170.00
◆ Casket – Lower Level	\$2,680.00
◆ Both Caskets (at the same time)	\$4,850.00
Infant/Child Casket (0-12 years)	\$1,240.00
Cremated Remains (in-ground)	\$470.00
Cremated Remains (in-ground) with reinterment	\$670.00
Cremated Remains (niche)	\$230.00

Additional Fees	Total
After Hours Surcharge for Adult Casket Burial	\$1,650.00
After Hours Surcharge for Infant/Child Casket Burial	\$540.00
After Hours Surcharge for In-ground Cremation Interment	\$310.00
After Hours Surcharge for Niche Interment	\$210.00
Cremation Urn Vault - Single	\$110.00
Administration Fees	\$90.00

Lot Surrender Refund For Lots Purchased on or before June 18, 2006	Total
See ‘Cancellation of Right of Interment’ for complete details.	
Adult Single Depth Lot	\$1,163
Adult Double Depth Lot	\$1,845
Infant/Child Lot	\$608
Cremation Lot	\$405
Niche in Upper Two Rows	\$1,200
Niche in Lower Two Rows	\$885

RESIDENT refers to the residency of the deceased person or person for whom the lot is being purchased. Proof of residence shall be produced to the satisfaction of the City at the time of purchase.

Resident means a person who was:

- a) A registered owner of a property in the City or District of North Vancouver for a minimum of twelve (12) months immediately preceding the date of death, or
- b) A tenant or occupier of real property within the City or District of North Vancouver for a minimum of twelve (12) months immediately preceding the date of death.

NON-RESIDENT refers to a person who does not qualify as a resident.

CANCELLATION OF RIGHT OF INTERMENT

The right holder must give written notice to the City for intent to cancel the right of interment for an unoccupied lot. The person requesting the refund is required to produce the original license or right of interment and proof satisfactory to the City of their right to claim a refund. A right of interment can only be surrendered back to the City. It cannot be sold privately. No refund shall be made for the right of interment for a columbaria niche where the niche door has been engraved.

If the purchaser cancels the right of interment within 30 days of entering into an interment right contract, they will be refunded the full amount paid less the cost of specially ordered goods or services rendered.

After 30 days from the date of entering into an interment right contract no refund shall be made of any care fund contribution collected. Fees associated with the removal of any memorial on the lot, must be paid before a refund is issued.

The refund is calculated as follows:

- a) If the lot was purchased on or before June 18, 2006:
The amount refunded will equal 75% of the fees set out in North Vancouver Cemetery Bylaw No. 7667 for the resident lot fee (lot license) and less the administration fee as specified in Schedule ‘A’ of North Vancouver Cemetery Bylaw, 2011, No. 8109, as amended from time to time.
- b) If the lot was purchased on or after June 19, 2006:
The amount refunded will equal the amount paid for the lot fee (lot license) less the administration fee as specified in Schedule ‘A’ of North Vancouver Cemetery Bylaw, 2011, No. 8109, as amended from time to time.

All fees shall be paid at the time of application and are subject to applicable taxes.

General Memorial Information

- a) Memorials may only be installed, removed or modified in the Cemetery after a memorial permit has been issued by the City. The memorial permit fee as specified in Schedule ‘A’ must be paid before the permit is issued.
- b) Before obtaining a memorial permit, the right holder or authorized representative, or a person authorized by the City shall submit complete details of the proposed memorial and obtain approval from the City.
- c) All memorials shall conform to the specifications set out in Schedule “B”. The City may refuse to issue a memorial permit to the applicant if the applicant has failed to comply with the requirements of this Bylaw and Schedule “B”.
- d) A permit for a memorial marker to be placed on an in-ground lot for a deceased person, who is not to be interred in the Cemetery, will be issued with the understanding that the memorial must indicate ‘in memoriam’ within the inscription. In memoriam inscriptions placed on a memorial marker count towards the total number of allowable interments in such lot. See Part 6.3 of this Bylaw.
- e) The City reserves the right to reject any memorial marker which, in their opinion, is not in keeping with the dignity of the Cemetery.
- f) The name of the deceased on the memorial marker must be in the English alphabet to ensure accurate record keeping by the City. The name of the deceased may be duplicated in a second language within the inscription.
- g) The memorial shall be placed on a lot in the location designated by the City.
- h) All memorial markers shall be constructed of granite or bronze. The use of marble is prohibited.
- i) The design and lettering on granite memorials must be level with the surface of the marker.
- j) The design and lettering on bronze memorials may be raised to a maximum of 0.5” above the surface of the concrete or granite support.
- k) The City shall not be liable for any damage done to any memorial marker or tablet during the course of setting the same, or for damage resulting from any person, other than City staff, having interfered with the memorial marker or tablet after it has been installed.
- l) The City shall not be held liable for, or be obliged to repair, any breakage or damage to any memorial in the Cemetery, except as shall arise as the result of the negligence of the caretaker.
- m) All memorials are the property of the purchaser and required care or repair is the responsibility of the purchaser.
- n) Installation of memorials shall occur during the Cemetery’s hours of staff operation.

Columbaria Niche Door Engraving

- a) Columbaria niche door inscriptions must be approved by the City with the engraving carried out by a company authorized by the City. To ensure readability and aesthetics, the City adheres to a professional engraving standard.
- b) Niche door engraving for a deceased person who is not to be interred in the niche shall count towards the total number of allowable interments in the lot. The niche door inscription does not have to indicate ‘in memoriam’.

NORTH VANCOUVER CEMETERY
Schedule B – North Vancouver Cemetery Memorials

“North Vancouver Cemetery Bylaw, 2011, No. 8109,
Amendment Bylaw, 2023, No. 8961” – Effective January 1, 2024

City of North Vancouver
141 West 14th Street
North Vancouver, BC V7M 1H9

T 604 983 7351
F 604 985 9417
cemetery@cnv.org

Memorial Definitions

- a) **Tablet Memorial** means a flat rectangular granite or bronze memorial.
- b) **Pillow Memorial** means a slightly sloping memorial with a low profile. These memorials sit above the ground and are installed on a foundation.
- c) **Upright Memorial** means a memorial that sits upright above the ground. These memorials are installed on a foundation. They do not include pillow or tablet markers.
- d) **Die** means the upper portion of an upright memorial usually placed above the base.
- e) **Base** means the lowest portion of a memorial set on a foundation.
- f) **Foundation** means a concrete or granite slab, set at grade to support a memorial.
- g) **Height** means the dimension as measured from the top to the bottom of the memorial, die, or base as applicable.
- h) **Depth** means the dimension as measured from the front edge to the back edge of the memorial, die, or base, as applicable.
- i) **Width** means the dimension as measured from the left edge to the right edge of the memorial, die, or base, as applicable.

Memorials for Cremation Lots

Upright memorials are not permitted in this section.

All memorial tablets shall be set level and flush with the surface of the surrounding ground.

- a) Main tablet memorial – 8” x 12”, 12” x 20” or 16” x 28” where lot size allows
- b) Secondary tablet memorial – 8” x 12”, 12” x 20” or 16” x 28” where lot size allows
- c) Secondary tablet memorial shall not be larger than the main tablet memorial

Memorials for Infant/Child Lots

Upright memorials are not permitted in this section.

All memorial tablets shall be set level and flush with the surface of the surrounding ground.

- a) Main tablet memorial – 12” x 20”
- b) Secondary tablet memorial – 8” x 12” or 12” x 20”
- c) Secondary tablet memorial shall not be larger than the main memorial tablet

Memorials for Veteran Section

Upright memorials are not permitted in this section. A lot in the Veteran Section may contain only one memorial for the member or veteran interred in the lot and it shall meet the requirements of the Commonwealth War Graves Commission or Veterans Affairs Canada. One additional 12” x 20” flat tablet memorial shall be allowed to commemorate the second person interred in that lot. All other interments in the lot can have 8”x12” memorials up to the maximum interments allowed.

Memorials for Adult Size Lots in the Heritage Section

Blocks 1 to 118 and Blocks A, B, C and D

Permits for new upright memorials will not be issued for the Heritage Section.

The replacement and/or restoration of existing damaged memorials in the Heritage Section shall be at the discretion of the City.

- a) Main memorial:
 - i. Tablet memorial – 12” x 20” or 16” x 28” set flush to the ground or on a foundation which allows for a minimum 2” border of exposed foundation; or
 - ii. Pillow memorial – 12” x 20” x 6/4” or 16” x 28” x 6/4” set on a foundation which allows for a minimum 2” border of exposed foundation; or
 - iii. Tablet memorial – 18” x 30” centered between adjacent side-by-side lots set flush to the ground; or

NORTH VANCOUVER CEMETERY
Schedule B – North Vancouver Cemetery Memorials

“North Vancouver Cemetery Bylaw, 2011, No. 8109,
Amendment Bylaw, 2023, No. 8961” – Effective January 1, 2024

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- iv. Pillow memorial – 18” x 30” x 6/4” centered between adjacent side-by-side lots and set on a foundation that allows for a minimum 2” border of exposed foundation.
- b) Subsequent memorials, up to the total number of burials allowed for the lot, shall be a tablet memorial – 8” x 12”, 12” x 20” or 16” x 28” set flush to the ground and shall not be larger than the main memorial or memorials already installed.

Memorials for Adult Size Lots in Blocks 643 to 647 and Blocks 730 to 747 [Bylaw 8920, June 27, 2022]

Upright memorials are not permitted in these areas.

All memorial tablets shall be set level and flush with the surface of the surrounding ground.

- a) Main tablet memorial – 12” x 20” or 16” x 28”; or
- b) Main tablet memorial centered between adjacent side-by-side lots - 18” x 30”.
- c) Secondary tablet memorial – 8” x 12”, 12” x 20” or 16” x 28” and shall not be larger than the main tablet memorial.

Memorials for Adult Size Lots (in areas not indicated above)

Upright memorials are permitted as the main marker in these sections.

- a) Main memorial:
 - i. Upright memorial to a maximum height of 36”; or
 - ii. Tablet memorial – 12” x 20” or 16” x 28” set flush to the ground or on a foundation which allows for a minimum 2” border of exposed foundation; or
 - iii. Pillow memorial – 12” x 20” x 6/4” or 16” x 28” x 6/4” set on a foundation which allows for a minimum 2” border of exposed foundation; or
 - iv. Tablet memorial – 18” x 30” centered between adjacent side-by-side lots set flush to the ground or on a foundation which allows for a minimum 2” border of exposed foundation; or
 - v. Pillow memorial – 18” x 30” x 6/4” centered between adjacent side-by-side lots and set on a foundation which allows for a minimum 2” border of exposed foundation.
- b) Secondary memorial shall be a tablet memorial – 8” x 12”, 12” x 20” or 16” x 28” set flush to the ground and shall not be larger than the main tablet memorial.

Tablet Memorial Specifications

All tablet memorials shall follow the specifications outlined below and shall be either granite or bronze set level and flush with the surface of the surrounding ground and must follow the dimensions and layouts provided to families at the time they purchase the rights to a lot.

- a) Granite tablet memorials shall have a minimum thickness of 3”.
- b) All tablet memorials shall have sides and edges cut true and perpendicular with the top surface.
- c) The tablet shall not be pinned or affixed in any way to a foundation.
- d) All bronze plaques shall be securely affixed to a concrete or granite support of a uniform thickness between 3” and 5”. The bronze plaque shall not extend beyond the edges of the support.
- e) Bronze memorials with loose plates shall only be used on adult size lots for the main memorial and will require a foundation. This type of memorial shall only be installed in areas where foundations are permitted.
- f) No person shall attach any fixture or other thing to any memorial installed flush with the ground.

Pillow Memorial Specifications

- a) The standard height of a granite pillow memorial is 6” at the back sloping to 4” at the front.
- b) These memorials sit above the ground and are installed on a foundation.
- c) The pillow shall not be pinned or affixed in any way to the foundation.
- d) No inscription or lettering shall be placed on the back or any side of a pillow marker.

Upright Memorial Specifications

- a) The maximum total allowable height is 36”.
- b) All upright memorials shall be placed on a foundation as specified and shall allow for a minimum 2” border of exposed foundation.
- c) The casket interment must precede the placement of an upright memorial.
- d) Only one upright memorial is permitted on any lot or portion thereof, and it must be placed at the head of the lot as designated by the City.
- e) Upright memorials may include the addition of a granite vase or statue. These pieces shall be affixed to the granite base and not extend beyond the edges of the base.
- f) A Base:
 - i. must be placed on a foundation;
 - ii. shall have sides and edges cut true and perpendicular with the top surface;
 - iii. must have rock pitch finished sides (excluding the top and bottom);
 - iv. must have a height that is between 3” and 8”; and
 - v. must allow for a minimum 2” border of exposed foundation.
- g) A Die:
 - i. must have a minimum depth of 6” at the bottom;
 - ii. must be of a single piece;
 - iii. must not exceed the width and depth dimensions of the base; and
 - iv. must be securely attached to a base or foundation to the satisfaction of the City.

Memorial Foundation Specifications

- a) Shall have a minimum 3” thickness
- b) Shall support a maximum total memorial height of 36”
- c) Shall only be installed after the ground has had sufficient time to settle
- d) Shall have sides and edges cut true and perpendicular with the top surface
- e) A Pre-Cast Concrete Foundation:
 - i. shall be installed by a memorial company;
 - ii. shall support a maximum total memorial height of 20”;
 - iii. depth shall be between 16” and 22”;
 - iv. width shall be between 24” and 36”;
 - v. shall be installed flush to the surrounding ground; and
 - vi. shall not have a tablet marker or pillow marker pinned or affixed to it.
- f) A City Installed Concrete Foundation:
 - i. shall be 28” x 48”; and
 - ii. the location and elevation of the concrete foundation will be at the City’s discretion.
- g) A Granite Foundation:
 - i. Shall be installed by the memorial company;
 - ii. Shall have a maximum width of 48” and maximum depth of 28”; and
 - iii. Shall be installed flush to the surrounding ground.

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8979

A Bylaw to amend “Street and Traffic Bylaw, 1991, No. 6234”

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 **“Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2023, No. 8979” (Schedule F – Fees)**.
2. “Street and Traffic Bylaw, 1991, No. 6234” is amended as follows:
 - A. In Schedule F – Fees:
 - (1) By replacing the Occupancy Fee of “\$2.50” of Permit Type – Temporary Building Zone with “\$3.05”;
 - (2) By replacing the Occupancy Fee of “\$2.50” of Permit Type – Temporary Street Occupancy with “\$3.05”.
3. The effective date of this bylaw is January 1, 2024.

READ a first time on the 27th day of November, 2023.

READ a second time on the 27th day of November, 2023.

READ a third time on the 27th day of November, 2023.

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

MAYOR

CORPORATE OFFICER

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8980

A Bylaw to amend “Water Utility Bylaw, 1994, No. 6417”

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 **“Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 8980” (Schedule A – Water Services Fees)**.
2. “Water Utility Bylaw, 1994, No. 6417” is amended as follows:
 - A. In Schedule A – Water Services, by replacing the Standard 19 mm fee of “\$5,500” with “\$9,600”.
3. The effective date of this bylaw is January 1, 2024.

READ a first time on the 27th day of November, 2023.

READ a second time on the 27th day of November, 2023.

READ a third time on the 27th day of November, 2023.

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

MAYOR

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8981

A Bylaw to amend “Sewerage and Drainage Utility Bylaw, 1995, No. 6746”

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 **“Sewerage and Drainage Utility Bylaw, 1995, No. 6746, Amendment Bylaw, 2023, No. 8981” (Schedule A – Sewer and Drainage Services Fees)**.
2. “Sewerage and Drainage Utility Bylaw, 1995, No. 6746” is amended as follows:
 - A. In Schedule A – Sewer and Drainage Services:
 - (1) In section 1 – Sanitary Connection, by replacing the Standard 100mm Replacement or Relining fee of “\$5,500” with “\$8,600”;
 - (2) In section 2 – Storm Connection, by replacing the Standard 150mm Replacement or Relining fee of “\$5,300” with “\$6,900”.
3. The effective date of this bylaw is January 1, 2024.

READ a first time on the 27th day of November, 2023.

READ a second time on the 27th day of November, 2023.

READ a third time on the 27th day of November, 2023.

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

MAYOR

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8982

A Bylaw to amend “Construction Regulation Bylaw, 2003, No. 7390”

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 “**Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2023, No. 8982**” (Schedule A – Fees and Deposits).
2. “Construction Regulation Bylaw, 2003, No. 7390” is amended as follows:
 - A. By deleting Schedule A – Fees and Deposits in its entirety and replacing it with the new Schedule A attached to this bylaw.
3. The effective date of this bylaw is March 1, 2024.

READ a first time on the 27th day of November, 2023.

READ a second time on the 27th day of November, 2023.

READ a third time on the 27th day of November, 2023.

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

MAYOR

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PART 16 – SCHEDULES

Schedule “A” – Fees and Deposits

1. GENERAL REGULATIONS

1. **Penalties:**
Work that has commenced without a permit is subject to a double permit fee not exceeding \$20,000.
2. **Refunds:**
Upon receipt of a written request for a refund, accompanied by the originally issued permit, 50% of the total permit fee may be refunded on condition that:
 1. work has not commenced;
 2. the permit has not expired;
 3. the permit has not been extended.
3. **Re-Inspection Fee:**
Where more than two inspections are necessary due to non-compliance with the provisions of this Bylaw, or to correct the violations from previous inspections or a no-show or no access provided, then the third inspection shall be charged at a rate equal to the original permit fee or \$120 (plus HST), whichever is less. A fourth re-inspection is \$240, a fifth is \$360, and a sixth (and greater) is \$480 (plus HST).
4. **Change of Contractor or Consultants:**
An issued and valid permit may be transferred to a new applicant or assigned to new consultants upon the payment of \$75 (plus HST).
5. **Interim Occupancy Certificate:**

Residential Occupancies	\$132 (plus HST) per dwelling unit to maximum of \$6,600 (plus HST) per 30 days
Other Occupancies	\$660 (plus HST) per 30 days
6. **Electronic Copy Fee:**

All drawings larger than 11”x17”	\$4 per sheet (plus HST)
All drawings 11”x17” or smaller	\$1 per sheet (plus HST)
7. **Strata Conversion Applications:**

Application Fee	\$500 and
Legal Fees	\$500 and
Inspection Fee	
Duplex Building	\$200
Multiple unit residential, commercial, industrial or institutional buildings	\$200 per unit to a maximum of \$1,200 (plus HST)
8. **Alternative Solution Fees:**

Up to two applications under the same cover	\$540 each (plus HST)
Each subsequent Alternate Solution under the same cover	\$480 each (plus HST)

9. **Plans and Document Revisions:**
Plan revisions are to be charged based on \$120 (plus HST) per plan revision as determined by the Building Official.

A charge shall be applied to any document retrieval and copying for a building permit applicant that is initiated after issuance of the building permit, and shall be charged at a rate of \$60 per half hour (plus HST).
10. **Application Extension Fee:**
10% of the original application fee but not less than \$120 (plus HST) to extend the life of an application beyond its 6 month expiry date for a period not exceeding 6 months
11. **Permit Renewal Fee:**
10% of original permit fee but not less than \$120 (plus HST) for the first extension not exceeding 6 months. The second and subsequent extension shall be charged at 15% of the original permit fee but not less than \$180 (plus HST).
12. **Zoning and Building Compliance Letters:**

Single family or duplex buildings	\$110 (plus HST)
Multiple unit residential (per suite), commercial, industrial or institutional buildings	\$210 (plus HST)
13. Repealed *[Bylaw 8477, May 2, 2016]*
14. **Temporary Buildings:**
Permit fees will be charged in accordance with Section 2.5 of this schedule. A \$750 deposit is required upon application and is refundable only when the building, structure or shelter is removed in it's entirely and the site is left in a safe and sanitary condition.
15. **Special Inspections:**
Inspections made in response to a request by those having a legal interest in establishing the status of a plumbing, electrical, gas system or building structure is \$120 (plus HST)
16. **Overtime Inspection Requests:**
Inspections which are requested outside of normal working hours are subject to the following hourly rate (plus HST)

Monday-Friday (Minimum 1 hour)	\$120 per hour
Saturday-Sunday (Minimum 2 hours)	\$180 per hour
17. **Occupant Load Calculations:**

For all licensed beverage establishments	\$240 (plus HST)
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18. **Plan Retrieval and Copies:**

For a copy of the first page of any drawing (to a max size of 11"x17")	\$36 (plus HST)
Each subsequent page (to a max size of 11"x17")	\$1.80 (plus HST)
19. **Waived Fees:** *[Bylaw 8907, January 31, 2022]*
Permit fees for City-led civic projects on City-owned land may be waived in whole or in part, at the discretion of the Director of Planning and Development.

2. BUILDING PERMIT FEES

1. Building Permit Application Fee:

An application shall be accompanied by:

for construction values up to \$200,000	50% of the fee prescribed and as set out in 2.5 of this schedule but not less than \$100
for construction values from \$200,001 to \$500,000	\$200 plus 40% of the fee prescribed and as set out in 2.5 of this schedule
for construction values more than \$500,001	\$500 plus 30% of the fee prescribed and as set out in 2.5 of this schedule

which said sum shall not be refundable.

2. Application Extension Fee:

10% of the original permit fee but not less than \$120 (plus HST) for an extension not exceeding 6 months.

3. Partial Permit Fees:

Building permit fees for partial permits may be based on the value of the portion of work being permitted, as determined by the building official plus \$120 (plus HST) as a partial permit processing fee.

4. Completion Deposit:

Building permit applications for additions, alterations, renovations, move-on buildings, sign permits and tenant improvements shall be accompanied by a deposit of 2% of the total construction value, not less than \$100 and not more than \$1,000. The deposit is forfeited if the work is not completed within 2 years.

5. Scale of Building Permit Fees:

The calculation of building permit values shall be based on the total construction or demolition costs, including materials and labour, as provided by the applicant, subject to approval by the *building official*.

If, under Section 7.3.2., it has been determined by the *Manager, Inspections* that a Professional Engineer or Architect is required to Certify that the plans, or specified aspects of the plans submitted with the permit application comply with the current *Provincial Building Code* and other applicable enactments respecting safety, the fees required for that permit will be reduced by five (5) percent, to a maximum of five hundred dollars (\$500).

Building permit fees payable for a permit for the construction, demolition, addition, alteration, repair of any building or structure or any part thereof, shall be as follows:

When the cost does not exceed \$5,000 \$120.00

For each additional \$1,000 or part thereof by which the cost exceeds \$5,001 up to a maximum of \$15,000 \$15.12

For each additional \$1,000 or part thereof by which the cost exceeds \$15,001 up to a maximum of \$50,000 \$13.62

For each additional \$1,000 or part thereof by which the cost exceeds \$50,001 up to a maximum of \$100,000 \$11.82

For each additional \$1,000 or part thereof by which the cost exceeds \$100,001 \$9.72

6. **Residential Inspection Fees:**

Where an application is made for a Building Permit with respect to the construction of a self-contained housing unit or units, there shall be, in addition to any other fees payable, an Inspection Fee for each self-contained unit of \$240 (plus HST)

7. **Fire-stopping for Plumbing Re-Pipe Permit Fees:**

Building Inspection fees for the re-inspection of fire-stopping in re-pipe installations is \$13.50 per dwelling unit with a minimum fee of \$180.

3. **PLUMBING PERMIT FEES**

1. **Plumbing Fixtures:**

When the number of fixtures does not exceed 4 \$120.00

Each Plumbing fixture in excess of 4 installed or roughed-in \$27.00

(Plumbing Fixture as defined by the BC Plumbing Code including Drains, Hot Tub, Catch Basin, Junction Box, Manhole, O/G Interceptor, Sump, Neutralizer, Inspection Chamber, Back Flow Preventer, Fire Hydrant, Fire Department Connection, Fire Hose Connection, Fire Hose Station)

2. **Service Pipes:**

Service lines including Sanitary Sewer, Storm Sewer, and Water Services

For the first 30m or part thereof \$120.00

For each additional 30m (100 feet) or part thereof \$33.42

3. **Fire Protection Services:**

Installation or alteration of fire sprinkler systems

First Sprinkler head \$120.00

Each Additional head \$2.10

4. **Installation and Alteration of Piping Only:**

For installation or alteration of plumbing piping where no alteration of fixtures is involved:

For the first 30m (100 feet) \$120.00

For each additional 30m (100 feet) of pipe, or part thereof \$33.42

4. GAS PERMIT FEES

For installation, alteration or replacement of appliances, vents for each appliance, or piping for each appliance:

Fee Per Appliance	Fee Payable
Installation or replacement: 1 or 2 appliances	\$129.00
Next 3 to 10 appliances	\$67.00
Next 11 to 20 appliances	\$39.00
Next 21 to 100 appliances	\$24.00
For each appliance over 100	\$11.00

5. ELECTRICAL PERMIT FEES

1. Homeowner Installation:

Fees based upon the total cost of materials.

Service Install or upgrade/relocation	Fee Payable
Installation of each residential service of less than or equal to 125A	\$806
Installation of each residential service of 126A-200A	\$1,172
Upgrade of each residential service up to and including 200A	\$541

2. Contractor Installation:

Fees based upon the value of the proposed electrical installation including all material and labour.

More Than	Not More Than	Fee Payable
\$0	\$250	\$59.00
\$251	\$1,000	\$103.00
\$1,001	\$2,500	\$177.00
\$2,501	\$5,000	\$287.00
\$5,001	\$10,000	\$441.00
\$10,001	\$20,000	\$722.00
\$20,001	\$35,000	\$1,057.00
\$35,001	\$50,000	\$1,474.00
\$50,001	\$100,000	\$2,114.00
\$100,001	\$200,000	\$3,167.00
\$200,001	\$1,000,000	\$2,880.00 +0.5% of job value
\$1,000,001	and over	\$5,759.00 +0.25% of job value

3.	Temporary Power Connections:	
	Less than or equal to 125A	\$443 per permit
	126A-200A	\$772 per permit
	201A-400A	\$1,057 per permit
	Greater than 400A	\$1,474 per permit
4.	Sign Connection:	
	The first sign connection	\$120.00
	Each subsequent sign connection for the same site where the permit is issued at the same time	\$60.00
5.	Electrical Permit Fees (Temporary Event Connections):	
	Each Permit <i>[Bylaw 8762, February 24, 2020]</i>	\$148.00
6.	Deleted <i>[Bylaw 8762, February 24, 2020]</i>	
7.	Electrical Permit Fees (Annual Permits):	
	1,000 H.P. or less	\$245.00
	Each additional 100 H.P. or fraction thereof	\$31.20
	Education Facilities per classroom, shop, laboratory, gymnasium, auditorium, or office	\$6.60
	Maximum annual fee	\$2,340.00

6. COMPRESSED GAS SYSTEMS AND OIL STORAGE TANKS

For the installation, replacement, renewal, alteration, removal or repair of any oil or compressed gas system or storage tank:

1.	Commercial or domestic oil burner	\$100.00
2.	Fuel dispensing nozzle	\$100.00
3.	Flammable or combustible liquid storage tank:	
	Up to 4,546 L	\$100.00
	Over 4,546 L	\$141.00
4.	Compressed gas system	\$100.00

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8983

A Bylaw to amend “Bylaw Notice Enforcement Bylaw, 2018, No. 8675”

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 **“Bylaw Notice Enforcement Bylaw, 2018, No. 8675, Amendment Bylaw, 2023, No. 8983” (Schedule A – Street and Traffic Bylaw Penalties)**.
2. “Bylaw Notice Enforcement Bylaw, 2018, No. 8675” is amended as follows:
 - A. In Schedule A – Designated Bylaw Contraventions & Penalties for Bylaw Contraventions:
 - (1) By deleting the “Parks Regulation Bylaw, 1996, No. 6611” table of penalties in its entirety and replacing it with the new table attached to this bylaw.
 - (2) By deleting the “Street and Traffic Bylaw, 1991, No. 6234” table of penalties in its entirety and replacing it with the new table attached to this bylaw.
3. The effective date of this bylaw is January 1, 2024.

READ a first time on the 27th day of November, 2023.

READ a second time on the 27th day of November, 2023.

READ a third time on the 27th day of November, 2023.

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

MAYOR

CORPORATE OFFICER

"Parks Regulation Bylaw, 1996, No. 6611"						
Description	Section	A1 Compliance Agreement Available	A2 Penalty	A3 Early Payment Penalty	A4 Late Payment Penalty	A5 Compliance Agreement Discount
Unlawful Concession in Park	501	No	\$125	\$100	\$150	N/A
Unlawful Presence in Park (Hours)	702	No	\$125	\$100	\$150	N/A
Damage to Trees	901.1	No	\$75	\$50	\$100	N/A
Erection of Structure	901.2	No	\$75	\$50	\$100	N/A
Damage Thing or Area	901.3	No	\$75	\$50	\$100	N/A
Remove or Dump Materials	901.4	No	\$225	\$200	\$250	N/A
Unlawful Fire or Lit Material	901.5	No	\$500	\$500	\$500	N/A
Interfere with Drainage/ Watercourse	901.6	No	\$75	\$50	\$100	N/A
Interfering with Persons	901.7	No	\$75	\$50	\$100	N/A
Interfering with Lawful Use	901.8	No	\$75	\$50	\$100	N/A
Unlawful Organized Use	901.9	No	\$75	\$50	\$100	N/A
Disorderly Conduct/loitering	901.10	No	\$75	\$50	\$100	N/A
Animal or Fowl at Large	1001.1	No	\$75	\$50	\$100	N/A
Feeding/Interfering with Animal, Wildlife, Bird or Fish	1001.2	No	\$75	\$50	\$100	N/A
Riding Animal in Prohibited Area	1002.1	No	\$75	\$50	\$100	N/A
Out of Control Animal	1002.2	No	\$75	\$50	\$100	N/A
Rider Failing to Obey Lawful Traffic Direction	1002.3	No	\$75	\$50	\$100	N/A
Dog in Park Contrary to Schedule F	1003.1	No	\$120	\$100	\$150	N/A
Conveyance Unlawfully on Pedestrian Path or Roadway	1101.1	No	\$125	\$100	\$150	N/A
Unlawful Use of Vehicle	1101.2	No	\$125	\$100	\$150	N/A
Disobey Lawful Traffic Direction	1101.3	No	\$125	\$100	\$150	N/A
Skateboarding/ Rollerblading with no Helmet	1101.5	No	\$50	\$40	\$80	N/A
Parent or Guardian Permitting no Helmet	1101.6	No	\$75	\$50	\$100	N/A

"Street and Traffic Bylaw, 1991, No. 6234"						
Description	Section	A1 Compliance Agreement Available	A2 Penalty	A3 Early Payment Penalty	A4 Late Payment Penalty	A5 Compliance Agreement Discount
Overtime Parking	501.15	No	\$60	\$45	\$100	N/A
Parked Longer than 72 Hours	505	No	\$45	\$35	\$75	N/A
Recreational Vehicle 24 hour parking	519	Yes	\$300	\$250	\$400	\$75
Overtime - parked on the Same Block	513	No	\$55	\$40	\$95	N/A
Jaywalking	1103.1	No	\$45	\$35	\$75	N/A
No Valid Payment Coupon	1304	No	\$55	\$40	\$95	N/A
Expired Meter	1304.4	No	\$55	\$40	\$95	N/A
Parked on Sidewalk or Boulevard	501.1	No	\$110	\$95	\$150	N/A
Within 3m of Driveway	501.2	No	\$60	\$45	\$100	N/A
Within 3m of Lane	501.3	No	\$60	\$45	\$100	N/A
Within 5m of Fire Hydrant	501.4	No	\$110	\$95	\$150	N/A
Parked on Crosswalk	501.5	No	\$110	\$95	\$150	N/A
Parked in Intersection	501.5	No	\$110	\$95	\$150	N/A
Within 6m of Crosswalk	501.6	No	\$110	\$95	\$150	N/A
Within 6m of Intersection	501.6	No	\$110	\$95	\$150	N/A
Within 6m of Stop Sign	501.7	No	\$110	\$95	\$150	N/A
Parked in a Lane	501.8	No	\$60	\$45	\$100	N/A
Within 15m of Rail Crossing	501.9	No	\$60	\$45	\$100	N/A
Advertising Selling or Repairing	501.10	No	\$60	\$45	\$100	N/A
Double Parking	501.12	No	\$60	\$45	\$100	N/A
On a Bridge or In a Tunnel	501.13	No	\$60	\$45	\$100	N/A
Contrary to Traffic Control Device	501.14	No	\$60	\$45	\$100	N/A
Obstructing Visibility of Sign	501.16	No	\$60	\$45	\$100	N/A
In Front of a School	501.17	No	\$60	\$45	\$100	N/A
Against Yellow Curb	501.18	No	\$60	\$45	\$100	N/A

"Street and Traffic Bylaw, 1991, No. 6234"						
Description	Section	A1 Compliance Agreement Available	A2 Penalty	A3 Early Payment Penalty	A4 Late Payment Penalty	A5 Compliance Agreement Discount
Impeding Snow Removal	501.19	No	\$110	\$95	\$150	N/A
Impeding Fire Fighting	501.20	No	\$110	\$95	\$150	N/A
Impeding Traffic	501.21	No	\$110	\$95	\$150	N/A
Impeding Street Work	501.22	No	\$110	\$95	\$150	N/A
Insecure Vehicle	501.23	No	\$60	\$45	\$100	N/A
Drive over Hose	501.24	No	\$60	\$45	\$100	N/A
Parked Facing Traffic Flow	503.1	No	\$60	\$45	\$100	N/A
2 way Street - Parked More 30cm From Curb	503.1	No	\$60	\$45	\$100	N/A
1 way Street - Parked More 30cm From Curb	503.2	No	\$60	\$45	\$100	N/A
Parallel Parking - Parked Outside Painted Stall	503.3	No	\$60	\$45	\$100	N/A
Parallel Parking – Occupying More than 2 Painted Stalls	503.3	No	\$60	\$45	\$100	N/A
Improperly Parked on Grade	503.4	No	\$60	\$45	\$100	N/A
Improper Angle Parking – Outside lines	504	No	\$60	\$45	\$100	N/A
Improper Angle Parking – backed in/Front tires more than 30 cm from Curb	504	No	\$60	\$45	\$100	N/A
Improper Use of a Loading Zone	509.1	No	\$60	\$45	\$100	N/A
Improper Use of a Commercial Loading Zone	509.2	No	\$60	\$45	\$100	N/A
Improper Use of a Passenger Loading Zone	509.3	No	\$60	\$45	\$100	N/A
Improper Use of a Bus Zone as bus	509.4	No	\$110	\$95	\$150	N/A
Improper Use of a Bus Zone as Canada Post	509.5	No	\$60	\$45	\$100	N/A
Improper Use of a Bus Zone as taxi	509.6	No	\$60	\$45	\$100	N/A
Improper Use of a Taxi Zone	509.7	No	\$60	\$45	\$100	N/A
Improper Use of a Fire Zone	509.8	No	\$60	\$45	\$100	N/A
Improper Use of a Shared Vehicle Zone	509.11	No	\$60	\$45	\$100	N/A
Improper Use of a Resident Permit Only Zone	509.12	No	\$60	\$45	\$100	N/A
Improper Use of a Special Parking Permit Zone	509.13	No	\$60	\$45	\$100	N/A
Improper Use of an E-Bike Share Zone [Bylaw 8792, December 7, 2020]	509.14	No	\$60	\$45	\$100	N/A
Skateboarding Without Helmet	408.8	No	\$60	\$45	\$100	N/A
Skateboarding Without Helmet Under 16 Years of Age	408.9	No	\$60	\$45	\$100	N/A
Blocking Intersection while in Traffic	502	No	\$65	\$50	\$105	N/A
Over 4500kg GVWR: 6pm to 6am	506	No	\$110	\$95	\$150	N/A
Over 6.1 m length: 6pm to 6am	506	No	\$110	\$95	\$150	N/A
No Permit for Oversize	507	No	\$65	\$50	\$105	N/A
Parked Unattached Trailer	514	No	\$110	\$95	\$150	N/A
Parked Trailer attached to Vehicle incapable of Towing Trailer	514	No	\$110	\$95	\$150	N/A
Excessive Vehicle Idling	516	No	\$65	\$50	\$105	N/A
No Municipal Decal	820.2	No	\$65	\$50	\$105	N/A
Studded Tires May 1 to Sept 30	903.1	No	\$65	\$50	\$105	N/A
Tire(s) Not In Good Order	903.2	No	\$65	\$50	\$105	N/A
Sounding Horn in Quiet Zone	1001	No	\$65	\$50	\$105	N/A
Driving on Closed Streets	404.1	No	\$110	\$95	\$150	N/A
Loitering on Street	405	No	\$110	\$95	\$150	N/A
Unauthorized crowds/groups	406	No	\$110	\$95	\$150	N/A
Tethering Animals	407	No	\$110	\$95	\$150	N/A
Sports on Streets	408	No	\$110	\$95	\$150	N/A
Obey Peace Officer Direction	409	No	\$110	\$95	\$150	N/A
Improper Use of a Disability Zone	509.9	No	\$110	\$95	\$150	N/A
Noise Nuisance/Horns, Alarms	515	No	\$110	\$95	\$150	N/A
Obey All Traffic Control Devices	601	No	\$110	\$95	\$150	N/A
Obey Direction of Fire Dept.	602	No	\$110	\$95	\$150	N/A
Remove Notice If Not Owner	603	No	\$110	\$95	\$150	N/A
Erase Chalk Mark	603	No	\$110	\$95	\$150	N/A
Parade Without Permit	701	No	\$110	\$95	\$150	N/A
Interfere with Processions	703	No	\$110	\$95	\$150	N/A
Unapproved Structure/Posters	801	No	\$110	\$95	\$150	N/A

“Street and Traffic Bylaw, 1991, No. 6234”						
Description	Section	A1 Compliance Agreement Available	A2 Penalty	A3 Early Payment Penalty	A4 Late Payment Penalty	A5 Compliance Agreement Discount
Deposit Waste Matter/goods on Street	802	No	\$450	\$400	\$500	N/A
Spill Substance on Street	803	No	\$450	\$400	\$500	N/A
Not Using Street for Normal Use	805	No	\$110	\$95	\$150	N/A
Awning, Canopy, Marquee without Approval	806	No	\$110	\$95	\$150	N/A
Damage/Excavate Street without Approval	807	No	\$450	\$400	\$500	N/A
Drive on/across Boulevard/Sidewalk	810	No	\$110	\$95	\$150	N/A
Barricade for Street Work not Provided/Insufficient	811	No	\$450	\$400	\$500	N/A
Tamper With Barricades	812	No	\$110	\$95	\$150	N/A
Obstruct/Impede Traffic on Street/Sidewalk	813.1	No	\$450	\$400	\$500	N/A
Remove Snow/Ice From Sidewalk	814	No	\$110	\$95	\$150	N/A
Remove Leaves/Rubbish or Dirt From Sidewalk	815	No	\$110	\$95	\$150	N/A
Improper Commercial Use of Sidewalk	816	No	\$110	\$95	\$150	N/A
Non-compliant Sandwich Board Sign on Sidewalk	816.2	No	\$110	\$95	\$150	N/A
Obstructive Solicitation	817	No	\$105	\$90	\$145	N/A
Alter/remove Street Landscaping	818.1(a)	No	\$110	\$95	\$150	N/A
Alter/Damage Street Trees	818.1(b)	No	\$450	\$400	\$500	\$225 having consideration for the damage done
Street Trees	818.1(c)	No	\$450	\$400	\$500	N/A
Tag Day Solicitation without Approval	819	No	\$110	\$95	\$150	N/A
No Valid Licence Plates	820.1	Yes for decals missing only, not for uninsured	\$110	\$95	\$150	\$50 for decals missing
Truck off Designated Truck Route without Approval	902.1	No	\$450	\$400	\$500	N/A
Board or Alight Vehicle Safely	1002	No	\$110	\$95	\$150	N/A
Drive Over Wet Painted Lines	1006	No	\$110	\$95	\$150	N/A
Neighbourhood Zero Emission Vehicle on Unapproved Street	1007.1	No	\$110	\$95	\$150	N/A
Neighbourhood Zero Emission Vehicle Improper Use on Street	1007.2	No	\$110	\$95	\$150	N/A
Neighbourhood Zero Emission Vehicle on Restricted Street without Permit	1007.3	No	\$110	\$95	\$150	N/A
Use Right Hand Side Crosswalk	1101	No	\$110	\$95	\$150	N/A
Care When Exiting Bus	1102	No	\$110	\$95	\$150	N/A
Jaywalking (signalized crosswalk)	1103.2	No	\$45	\$35	\$75	N/A
Bicycle with Inadequate Brakes	1201	No	\$110	\$95	\$150	N/A
Damage a Parking Metre	1306	No	\$110	\$95	\$150	N/A
Vehicle Weight, Loads	901	No	\$200	\$180	\$250	N/A
Dimensions	901	No	\$200	\$180	\$250	N/A
Unsecured Vehicle Load	901.2	No	\$200	\$180	\$250	N/A
Vehicle as Living Quarters	517	N/A	\$205	\$155	\$255	N/A
Vehicle as Working Quarters	518	N/A	\$205	\$155	\$255	N/A
Unauthorized Street Closure	404.2	No	\$450	\$400	\$500	N/A
Improper Use of a Building Zone	509.10	No	\$450	\$400	\$500	N/A
Contravene Street Use Permit Conditions	1501	N/A	\$450	\$400	\$500	N/A
E-Bike Share Permit Infraction [Bylaw 8792, December 7, 2020]	822	No	\$50	\$40	\$80	N/A
Impeding Permitted Traffic in a Transit Lane [Bylaw 8787, September 14, 2020]	501.25	No	\$120	\$100	\$150	N/A
Improper Use of an Electric Vehicle Parking Space [Bylaw 8787, September 14, 2020] [Bylaw 8825, April 19, 2021]	508.3	No	\$60	\$45	\$100	N/A
Impeding Traffic in a Mobility Lane [Bylaw 8816, February 8, 2021]	501.26	No	\$200	\$180	\$250	N/A

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8984

A Bylaw to amend “Fees and Charges Bylaw, 1993, No. 6383”

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 **“Fees and Charges Bylaw, 1993, No. 6383, Amendment Bylaw, 2023, No. 8984” (Schedule C – Filming Fees)**.
2. “Fees and Charges Bylaw, 1993, No. 6383” is amended as follows:
 - A. By deleting Schedule C – Filming Fees in its entirety and replacing it with the new Schedule C attached to this bylaw.
3. The effective date of this bylaw is January 1, 2024.

READ a first time on the 27th day of November, 2023.

READ a second time on the 27th day of November, 2023.

READ a third time on the 27th day of November, 2023.

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

MAYOR

CORPORATE OFFICER

**SCHEDULE C
FILMING FEES**

PERMIT	
Film Permit Fee	\$230
Material changes to Issued Permit	\$75
Cancellation of Issued Permit	Permit fee plus all non recoverable costs to the City
Each additional location	\$230
Commercial Media: i.e. still photography, reality TV, corporate video	\$225
Student Film Permit	Free
Damage/Security Deposit	\$5,000 (dependent on location/project)
Youth in Film (one time annual fee, not mandatory) (GST EXEMPT)	\$250

ELECTRICAL PERMIT (GST EXEMPT)	
Single Location permit (one inspection/location)	\$124
Annual Permit	\$750

PARKING, STREET USE & TOW SHOTS	
Street Encroachment Fee	\$350 per day per 100m block face
Missing No Parking Sign, replacement cost	\$15 per sign
Signage Amendment	\$6 per sign
Tow shots	\$150
Street Filming User Fee (per block)	\$175
Street Meter Charges	Standard vehicle space per day billed per current daily rate of 225- East 15th street

PARKING, STREET USE & TOW SHOTS	
Parking Stall Charges	Stall per day billed per current daily rate of 112 East 1st street surface lot + TransLink tax
Parking Lots/Gravel Fields	\$500 per day
Parking Infraction	\$150 per day per occurrence
RCMP (MINIMUM 4 HOUR CALLOUT AND 48 HOUR CANCELLATION NOTICE) NOTE: Hourly rate includes mileage and meal times. Hourly start time will commence once RCMP Officer and/or Sergeant reaches RCMP detachment.	
RCMP Officer (Cst/Cpl)	\$163 per hour
RCMP Sergeant	\$194 per hour
Clerical Staff Time (overtime)	\$80 per hour (no 4 hour minimum)

FIRE DEPARTMENT (MINIMUM 4 HOUR CALLOUT AND 48 HOUR CANCELLATION NOTICE) NOTE: Will include charged time for officers to change into uniform, secure vehicles, depart from, and arrive back at the Fire Hall.	
Firefighters & Vehicles	Charged as per "Fire Bylaw, 2021, No. 8852"

SPECIAL EFFECTS APPLICATION (PYROTECHNICS)	
Special Effects Permit (SPFX)	\$150 (minimum)
Special Effects On-Site Inspection by Fire Officer	\$100 per hour

CITY BUILDINGS AND PLAZAS: DAILY RATE	
Fire Hall, Operations Yard, 14 th Street Plaza & other similar sites	\$600 per day
City Hall (per named component)	\$600 per day
City Library	\$2,500 per day
Parks	\$600 per day

CITY BUILDINGS AND PLAZAS: DAILY RATE	
Lunch Tents in Parks	\$250 per day
Prep and Wrap Days	50% of daily amount
Parks Restoration Fee (not mandatory) (GST EXEMPT)	

CITY SHIPYARDS PUBLIC REALM: DAILY RATE	
Each named component (e.g. Spirit Trail, Wallace Mews, Shipbuilder Square, etc.)	\$1,000 per day
Burrard Dry Dock	\$2,500 per day
The Shipyard Commons	\$4,500 per day
The Commons Ice Rink (in addition to the Commons Fee)	\$1,500 per day
Prep and Wrap Days	50% of daily amount (min)
Electrical connection	\$150 per day per connection
Parking at Wallace Mews	\$350 per half block face per day
Shipyards Public Realm Lunch Tents (Shipbuilders' Square or Cates Deck)	<ul style="list-style-type: none"> • \$250 daily per tent no larger than 20'x40' • \$500 daily per tent larger than 20x40 • \$1,000 daily for tents that encompass the entire space

CEMETERY: DAILY RATE	
Cemetery (Heritage Section)	\$3,000 per day
Prep and Wrap Days	50% of daily amount
Cemetery Caretaker (out of hours only)	\$80 per hour
Cemetery Ground Interment Preparation (incl. digger, truck & two staff)	\$1,760
Parks Restoration Fee (not mandatory) (GST EXEMPT)	

MISCELLANEOUS FEES	
Site Meeting / site liaison fee, for City of North Vancouver staff	at cost
Film Liaison on site	\$80 per hour

GST applies to the fees listed above, except for Electrical Permits. Please note that items in this Schedule of Fees are subject to change without notice.

FEE REDUCTION

The City's Film Office staff have the authority to consider a request for a one-time 50% fee reduction of the City's location fees, subject to the following criteria:

1. Productions should be either non-theatrical (such as shorts, student foundation films, documentaries), or
2. Theatrical productions that are under \$500,000 total gross budget (staff will request they provide their budget top sheet to verify),
3. Filming will not take place over more than two days in the City location,
4. This reduction does not apply to The Shipyards Public Realm.

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8996

**A Bylaw to amend “North Vancouver Recreation and Culture Commission
Establishing Bylaw, 2009, No. 8020”**

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

1. This Bylaw shall be known and cited for all purposes as **“North Vancouver Recreation and Culture Commission Establishing Bylaw, 2009, No. 8020, Amendment Bylaw, 2023, No. 8996” (Schedule A)**.
2. “North Vancouver Recreation and Culture Commission Establishing Bylaw, 2009, No. 8020” is amended by deleting Schedule “A” in its entirety and replacing it with the Schedule “A” attached to this bylaw.
3. The Mayor and Corporate Officer are authorized to execute the agreement entitled “North Vancouver Recreation and Culture Commission Agreement”, which is attached to this bylaw as Schedule “A”.
4. Upon execution and delivery of the amended North Vancouver Recreation and Culture Commission Agreement, the North Vancouver Recreation Commission is continued as the North Vancouver Recreation and Culture Commission.

READ a first time on the 20th day of November, 2023.

READ a second time on the 20th day of November, 2023.

READ a third time on the 20th day of November, 2023.

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

MAYOR

CORPORATE OFFICER

**SCHEDULE “A”
NORTH VANCOUVER RECREATION AND CULTURE COMMISSION AGREEMENT**

This Agreement, dated for reference the _____ day of _____, 2023.

BETWEEN:

THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER, 355 West Queens Road, North Vancouver, British Columbia, V7N 4N5

(the “District”)

AND:

THE CORPORATION OF THE CITY OF NORTH VANCOUVER, 141 West 14th Street, North Vancouver, British Columbia, V7M 1H9

(the “City”)

Witnesses that Whereas:

- A. The District and the City wish to establish the Commission for the purpose of providing intermunicipal recreation and arts services pursuant to section 14 of the Community Charter, SBC c. 26, 2003;
- B. The District and the City wish to delegate to the Commission the authority, on behalf of the District and the City, to plan, develop and conduct, within the approved funding of any budget year, comprehensive and balanced recreation and arts services in the District of North Vancouver and City of North Vancouver for people of all ages and abilities; and
- C. The District and the City are committed to the cooperative delivery of recreation and arts services to the residents of the District and the City and to the equitable sharing of the costs of delivery of those services as set out in this Agreement;

NOW THEREFORE the District and the City agree as follows:

PART 1

Definitions

- 1. In this Agreement, the following definitions apply:
 - (a) “Agreement” means this Agreement and all Attachments, which are deemed to be included as part of this Agreement;
 - (b) “Appointed Financial Officer” means either the Chief Financial Officer for the District or the Director of Finance for the City, whichever one has been appointed to act in this capacity by the District and the City by mutual agreement in writing, and on the reference date of this Agreement means the District’s Chief Financial Officer;

- (c) “Arts Grants” means municipal grants to not-for-profit organizations involved in arts and cultural activities in North Vancouver as set out in a formal written grants policy approved by the City Council and the District Council from time to time, subject to annual funding limits set out in the City and District budgets;
- (d) “Arts Services” means those arts and culture activities, programs and services that may be engaged in or offered by the Commission, as provided in the approved Commission budget from time to time, but does not include capital costs of the City and District public art programs;
- (e) “City” means the City of North Vancouver;
- (f) “City CAO” means the City’s chief administrative officer;
- (g) “Commission” means the North Vancouver Recreation and Culture Commission;
- (h) “Commissioner” means a person duly appointed to the Commission pursuant to the terms hereof;
- (i) “Community Programs” means any community-oriented programs and services that are not included in the Recreation Services or the Arts Services, and that are or may be offered by a Service Provider through any Facility, and are not funded through Commission joint funding but rather are funded by the Facility Owner or by way of other funding sources;
- (j) “Core Facility” means any Facility, owned by the District or the City, that serves the residents of both the District and the City and is included in Appendix A hereto, as amended from time to time by the District and the City in accordance with section 19 herein;
- (k) “Director of Recreation and Culture” means the person hired by the Commission as director of the Commission under this Bylaw;
- (l) “District” means the District of North Vancouver;
- (m) “District CAO” means the District chief administrative officer;
- (n) “Facility” or “Facilities” means any facility in which Recreation Services, Arts Services, and Community Programs (if any), are provided to the residents of the District and/or the City;
- (o) “Facility Owner” means the District or City with respect to any Facility owned by, and located in, the District or the City, respectively;
- (p) “Partnering Agreement” has the meaning given to it under the Community Charter, SBC c. 26, 2003;
- (q) “Recreation Services” means those fitness, sport, social recreation, aquatic, arena and outdoor activity and other recreation programs and services that may be engaged in offered by the Commission, as provided in the approved Commission budget from time to time;

- (r) “Schedule of Facilities” means the list of Core Facilities attached hereto as Appendix “A”, as may be amended from time to time by the District and the City in accordance with section 19 herein; and
- (s) “Service Provider” means any public, not-for profit, or private organization responsible for delivering Community Programs at any Facility, and, if applicable, responsible for delivering Recreation Services or Arts Services at any Facility.

PART 2

THE COMMISSION

Mandate

- 2. The District and the City are committed to the joint delivery of quality recreation and arts services to residents of both municipalities, and mandate the Commission, on behalf of the District and the City, to:
 - (a) plan, develop, evaluate, and jointly and seamlessly deliver, within the approved funding of any budget year, an appropriate array of quality Recreation Services and Arts Services in the District of North Vancouver and City of North Vancouver to meet the needs of District and City residents regardless of age, ability, gender or economic status. In carrying out this mandate, the Commission will act in the best interest of the District and the City and in the best interests of residents of both municipalities;
 - (b) implement the North Vancouver Cultural Plan adopted by the City and the District in 2002 (or subsequent plans related to arts and culture approved by the District Council and the City Council) and to undertake periodic reviews of the said North Vancouver Cultural Plan; and
 - (c) administer the Arts Grants.

Powers, Duties and Functions of Commission

- 3. The parties agree that the powers, duties and functions of the Commission are as set out in the District’s and City’s companion North Vancouver Recreation and Culture Commission Delegation Bylaws No. 7988, 2014 and No. 8381, 2014, respectively, as amended from time to time.

North Vancouver Recreation and Culture Commission Delegation Bylaws

- 4. The City agrees that it will not adopt any bylaws to amend its Delegation Bylaw No. 8381, 2014 without first consulting with the District, and the District agrees that it will not adopt any bylaws to amend its Delegation Bylaw No. 7988, 2014 without first consulting with the City.

Director of Recreation and Culture

- 5. The District and the City agree that:

- (a) the Commission is responsible for employing a person in the capacity of Director of Recreation and Culture in accordance with the District's and City's companion North Vancouver Recreation and Culture Commission Delegation Bylaws No. 7988, 2014 and No. 8381, 2014, respectively; and
- (b) the powers, duties and functions of the Director of Recreation and Culture are as set out in the said Delegation Bylaws.

Composition of Commission

- 6. The Commission will consist of seven (7) Commissioners.

Appointment of Commissioners

- 7. The District:

- (a) at the inaugural meeting of Council following each municipal election, or as soon as practical thereafter, and then subsequently at the first Council meeting in every December or as soon as practical thereafter,
 - (i) will appoint two (2) members of District Council to serve as Commissioners for a one-year term; and
 - (ii) may appoint one (1) alternate member of District Council who may, on behalf of an absent Commissioner appointed under 7(a)(i) above, take the place of, vote and generally act in all matters for the absent Commissioner; and
- (b) at the inaugural meeting of Council following each municipal election, or as soon as practical thereafter, and then again at the first Council meeting in December at mid-term, or as soon as practical thereafter, will appoint one (1) senior staff member to serve as a Commissioner for a two-year term.

- 8. The City:

- (a) at the inaugural meeting of Council following each municipal election, or as soon as practical thereafter, and then subsequently at the first Council meeting in every December or as soon as practical thereafter,
 - (i) will appoint two (2) member of City Council to serve as Commissioners for a one-year term; and
 - (ii) may appoint one (1) alternate member of City Council who may, on behalf of an absent Commissioner appointed under 8(a)(i) above, take the place of, vote and generally act in all matters for the absent Commissioner; and
- (b) at the inaugural meeting of Council follow each municipal election, or as soon as practical thereafter, and then again at the first Council meeting in December at mid-term, or as soon as practical thereafter, will appoint one senior staff member to serve as a Commissioner for a two-year term.

- 9. The Director of Recreation and Culture is to serve as a Commissioner.

- 10. For certainty, the term of any Commissioner appointed pursuant to Sections 7 and 8 above continues and will be deemed to be extended until the first meeting of the Commission following new appointments pursuant to those sections, and the Director of Recreation and Culture ceases to be a Commissioner upon ceasing to be Director of Recreation and Culture.

Term Limitation

- 11. This section is deleted.

Qualifications

- 12. Subject to Section 13, a Commissioner appointed pursuant to section 7(a) or 8(a) may hold office as a Commissioner only for such time as they hold office as a member of the Council.
- 13. A Commissioner appointed pursuant to section 7(b) or 8(b) may only be appointed and hold office for such time as they are employed by either the City or the District.

Conflict of Interest

- 14. The conflict of interest rules in Division 6 of Part 4 of the Community Charter, as amended or replaced from time to time, apply to all Commissioners.

Vacancy

- 15. In the event of a vacancy on the Commission due to death, resignation, loss of office, loss of qualifications or any other reason, the District or City will, as applicable, so soon as reasonably possible, make a replacement appointment pursuant to section 7(a), 7(b), 8(a) or 8(b) as applicable.

Failure to Attend Meetings

- 16. This section is deleted.

PART 3

RECREATION FACILITIES

Construction of Facilities

- 17. The parties agree that the design and capital construction costs of each Facility are the sole responsibility of the Facility Owner.

New Facilities

- 18. Either the District or the City may create a new Facility but the Facility will not be a Core Facility unless the District and the City mutually agree that:
 - (a) the proposed Facility meets the standard of construction generally applicable to other Core Facilities;

- (b) the anticipated operating costs of the Facility are appropriate; and
 - (c) the proposed Facility will serve the needs of residents of both the District and the City.
19. Each new Core Facility will be included in the Schedule of Facilities.

Closing Facilities

20. A Facility Owner may, in its sole discretion, close any Facility (including any Core Facility) that the Facility Owner determines is unsafe, requires significant capital improvements, renovations or repairs, no longer serves a useful function, or the operation of which is no longer in the public interest. For certainty, no Facility Owner will be obliged to replace any closed Facility.

Role of Facility Owner

21. For any Facility, the Facility Owner may:
- (a) direct the Commission to operate the Facility and provide Recreation Services and Arts Services within the Facility;
 - (b) approve a partnership agreement between the Commission and a Service Provider for the operation of the Facility, such agreement to be developed in accordance with any principles that may be established by agreement of the District and City;
 - (c) select Service Providers for the purpose of providing Community Programs in the Facility; and
 - (d) direct and control the delivery of Community Programs by the Service Provider in a Facility and determine the appropriate governance and reporting structure for the Service Provider.

Community Programs

22. The parties agree that all Community Programs offered through any Facility will not be jointly funded through the Commission but be wholly funded by the Facility Owner and/or others.

PART 4

COMMISSION FINANCES

Definitions

23. In this Part 4:
- (a) “Arts Office Services” means the services previously provided by the North Vancouver Office of Cultural Affairs pursuant to the North Shore Arts Commission Establishment Agreement, including the services set out and described in Appendix B hereto, but not including the capital costs of the City or District public

art programs. For further certainty, this is a transitional term relevant only for the purpose of section 34(a) herein. This term is without prejudice to the definition of “Arts Services” in section 1;

- (b) “City Share” means City’s share of the total net operational funding contribution required in any budget year for Core Funding in any Facility or for any Program Funding determined in accordance with Sections 30 and 31;
- (c) “City Use” means the percentage use by City residents of any Facility in any budget year determined through the User Statistics Program;
- (d) “Core Funding” means the funding provided to the Commission for building maintenance and operation of a Core Facility and for Recreation Services and Arts Services offered at Core Facilities, including any plant, equipment, fixtures, fittings, off-street parking areas, walkways and landscaped grounds, and including capital upgrading and repair costs as required to maintain the Core Facility;
- (e) “District Share” means the District’s share of the total net operational funding contributions required in any budget year for any Core Funding in any Facility or for any Program Funding determined in accordance with Sections 30 and 31;
- (f) “District Use” means the percentage use by District residents of any Facility in any budget year determined through the User Statistics Program;
- (g) “Program Funding” means the funding provided by the Commission for Recreation Services and Arts Services offered at any locations other than at Core Facilities and included in operating financial plan approved by District and City Councils in accordance with this Agreement; and
- (h) “Special Projects” means any special operating program or additional maintenance or similar undertaking desired by a Facility Owner for a specific Facility; and
- (i) “User Statistics Program” means the program, as approved by the District and City, used by the Commission to measure and calculate the use by residents of the District and residents of the City, respectively, of Recreation Services and Arts Services in any Facility in any budget year.

Operating Financial Plan

- 24. The District and the City agree that the operating financial plan for the Recreation Services and the Arts Services must include:
 - (a) the estimated operational expenditures for:
 - (i) Core Funding for each Core Facility;
 - (ii) Program Funding;
 - (iii) other functions of the Commission; and
 - (iv) the Arts Grants;
 - (b) the anticipated revenues for each Facility;

- (c) the difference between estimated revenues and operational expenditures for each Facility;
 - (d) the District Share and City Share required for Core Funding for each Facility and for Program Funding, as applicable;
 - (e) the contribution required by each of the District and the City for any District or City Special Projects, respectively; and
 - (f) the contribution required by each of the District and the City for estimated net operational expenditures not attributable to a Facility, calculated on the District Share and City Share formula.
25. For certainty, funding for Community Programs offered through any Facility is the sole responsibility of the Facility Owner and/or other Owner and is not to be included in the Commission's operating financial plan for any budget year.

Capital Plan

26. The parties agree that the capital financial plan for the Recreation Services and Arts Services must include:
- (a) the estimated capital expenditures for any new Facility or major addition to an existing Facility with separate amounts indicated for:
 - (i) design and management;
 - (ii) construction; and
 - (iii) fittings, furnishings and equipment;
 - (b) the estimated capital expenditures for internal alterations and additions to any Facility;
 - (c) the estimated capital expenditures for the acquisition or replacement of equipment for each Facility;
 - (d) the estimated capital expenditures for the acquisition or replacement of equipment where such expenditures are not attributable to any particular Facility; and
 - (e) the estimated amount required to maintain an emergency capital replacement fund.

Operating Plan Approval

27. District and City Councils will each consider for approval (or for amendment and then approval) the operating financial plan provided by the Director of Recreation and Culture for the provision of the Recreation Services and the Arts Services.

Capital Plan Approval

28. District and City Councils will each consider for approval (or for amendment and then approval) the capital plan provided by the Director of Recreation and Culture for the Core

Facilities and for jointly funded capital expenditures in relation to the provision of the Recreation Services and the Arts Services.

Operating and Capital Plan Amendments

29. The District and City agree that in considering, amending and approving the operating financial plan and the capital plan the District Council and the City Council will be governed by the following principles:
- (a) the operating financial plan and the capital plan will be reasonable and made in good faith;
 - (b) the operating financial plan and the capital plan will endeavour to achieve an equitable allocation of operating and capital funds to programs and services in both District and City Facilities; and
 - (c) the operating financial plan and the capital plan will achieve a reasonable level of program and service quality.

Share Determination

30. The District Share and City Share have been determined by agreement of the District and City Directors of Finance every 3 years commencing in 2002 on the basis of the annual District Use and City Use percentages in the previous 3 year period, and the parties agree, subject to Section 33 and Section 34, to continue with this arrangement. The Directors of Finance will advise the Director of Recreation and Culture in advance of the preparation of the annual operating budget of any change to the District Share and City Share.
31. For each new Core Facility, the District Share and City Share in each of the first two years of the operation of the Facility will be determined on the basis of use estimates prepared by the Director of Recreation and Culture, after which the actual user statistics for the Facility will be used to modify, if necessary, the District Share and City Share determinations in Section 30.
32. The Appointed Financial Officer shall direct the administration of the User Statistics Program as required in respect of each Facility to determine the percentages of total annual use that represent District Use and City Use and report findings promptly to the District and City Directors of Finance, and to ensure that the User Statistics Program is properly conducted and audited to permit an equitable revision of the District Share and City Share as and when necessary.
33. The City and the District may, by mutual agreement in writing, modify the method of determining the District Share and the City Share in respect of the Core Funding in any Facility or in respect of Program Funding.
34. Notwithstanding any other provision in this Agreement to the contrary, but subject always to any modifications made by mutual consent pursuant to section 44:
- (a) for the 2014 calendar year, the District and the City will share the costs of providing the Arts Office Services and the cost of administering and funding the Arts Grants on a 50/50 basis, provided that, unless otherwise agreed to in writing by the parties hereto, only costs that were attributed to the Arts Office Services and split 50/50

between the City and the District prior to the date of this Agreement will be included in the costs of the Arts Office Services and split 50/50 between the City and the District; and

- (b) for the 2015 calendar year and for all years thereafter, the District and the City will share the costs of providing the Arts Services and administering the Arts Grants in accordance with section 30 herein, and the costs of funding the Arts Grants on a 50/50 basis.

Funding Contributions

- 35. The District will, upon approval by District Council and City Council of the Commission operating financial plan and capital plan, pay the following amounts:
 - (a) the District Share for any applicable Facility;
 - (b) the District Share the amount calculated in the Commission's operating financial plan for estimated net operational expenditures not attributable to a Facility;
 - (c) 100% of the contribution calculated in the Commission's capital plan for any Facility owned by the District;
 - (d) the District Share of the amount calculated in the Commission's capital plan for any non-attributable capital expenditures; and
 - (e) the District Share of the contribution required to maintain an emergency capital replacement fund.
- 36. The City will, upon approval by District and City Council of the Commission operating financial plan and capital plan, pay the following amounts:
 - (a) the City Share for any applicable Facility;
 - (b) the City Share of the amount calculated in the Commission's operating financial plan for estimated net operational expenditures not attributable to a Facility;
 - (c) 100% of the contribution calculated in the Commission's capital plan for any Facility owned by the City;
 - (d) the City Share of the contribution calculated in the Commission's capital plan for any non-attributable capital expenditures; and
 - (e) the City Share of the contribution required to maintain the emergency capital replacement fund.

Fees and Rental Charges

- 37. The District and City Councils agree to each consider adopting the bylaw setting the agreed fees recommended by the Commission for the purpose of having consistent fees for the Recreation Services and Arts Services across all Facilities.

Financial Over-Sight and Annual Audit

38. The Appointed Financial Officer will be responsible for oversight of the Director of Recreation and Culture with respect to all matters relating to financial administration, including responsibility for ensuring compliance with all statutory financial requirements. The Appointed Financial Officer will also be responsible for the annual financial audit of the Commission.

Reimbursement of Costs

39. The anticipated cost of providing the financial administration services, including overhead costs, shall be included in the Commission's annual operating financial plan based on a detailed estimate from the District or the City, as the case may be. The District's or the City's actual costs of providing these services will be reimbursed by the Commission, with said reimbursement funded by the District and the City in accordance with the funding formula herein.

Examination of Records

40. Either the City or the District may conduct audits or examinations to obtain information or determine that adequate financial controls are being maintained by the Commission. The parties will cooperate with each other in the conduct of any such audits particularly in respect to access to financial records, user statistics and other information of the Commission.

Budget Year

41. The budget year of the Commission is that of the District and the City.

Ownership of Capital Assets

42. Each Facility and every capital asset utilized by the Commission from funds contributed pursuant to the capital plan and separately funded by either the District or the City remains the separate property of the District or City, as applicable.
43. Every capital asset that has been jointly funded under this Agreement, including without limitation any real or personal property, fixtures, chattels, vehicles, equipment, computer system software and proprietary information remains, at the termination of the Agreement, the joint property of the District and the City, and may:
- (a) be acquired by agreement by either the District or the City for exclusive use, on payment to the other party of the applicable proportion of the other party's contribution to the asset at its then depreciated value in accordance with the Canada Income Tax Act;
 - (b) be sold, if neither party wishes to acquire the asset for exclusive use; or
 - (c) where both parties wish to acquire the asset for exclusive use, be acquired by either party following negotiations between the parties or if agreement is not reached, remain the joint property of the District and the City.

PART 5

MISCELLANEOUS

Amendments

44. The District and the City will, in good faith, negotiate any proposed amendment to this Agreement upon request of either party, all amendments to be in writing and executed by the parties. Without limiting the generality of the foregoing, the funding arrangements provided for in Part 4 herein may be amended by agreement of the parties in writing.

Dispute Resolution

45. The District and the City will submit any dispute arising out of the interpretation or application of this Agreement:
- (a) first, to the District CAO and City CAO to resolve the dispute, such resolution will be final and binding upon the parties;
 - (b) second, if the District CAO and City CAO are unable to resolve the dispute within 60 days, to the Councils of the District and the City in a joint meeting where, if a resolution is adopted by the majority vote of each Council, the resolution will be final and binding upon the parties; and
 - (c) third, if the Councils are unable to reach a resolution to resolve the dispute, to the Inspector of Municipalities, or at the election of the parties, a commercial arbitrator appointed by agreement or, failing agreement, appointed pursuant to the Commercial Arbitration Act, for final determination, and the determination of the Inspector or arbitrator as applicable will be final and binding upon the parties.

Term

46. This Agreement continues in effect until terminated by either party upon one year's written notice to the other party, or by agreement of both parties.

North Vancouver Recreation Commission Agreement

47. Upon execution and delivery of this Agreement, the North Vancouver Recreation Commission Agreement entered into between the District and the City and dated for reference June 30, 2009 and the North Shore Arts Commission Establishment Agreement entered into between the District and the City and dated July 26, 1989, and all amendments thereto, shall terminate and be of no further force or effect.

IN WITNESS WHEREOF the District and the City have executed this Agreement on the date first above written.

THE CORPORATE SEAL of **THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER** was hereunto affixed in the presence of:

_____))
Mayor) C/S
))
))
_____))
Municipal Clerk)

THE CORPORATE SEAL of **THE CORPORATION OF THE CITY OF NORTH VANCOUVER** was hereunto affixed in the presence of:

_____))
Mayor) C/S
))
))
_____))
Corporate Officer)

Appendix A

Schedule of Facilities

Core Facilities

The following facilities are Core Facilities (Facility Owner):

- (a) Harry Jerome Community Recreation Centre (City)
- (b) William Griffin Community Recreation Centre (District)
- (c) Karen Magnussen Community Recreation Centre (District)
- (d) Ron Andrews Community Recreation Centre (District)
- (e) Delbrook Community Recreation Centre (District)
- (f) Seylynn Community Recreation Centre (District)
- (g) Lynn Valley Community Recreation Centre (District)
- (h) Mickey McDougall Community Recreation Centre (City)
- (i) Memorial Recreation Community Centre (City)
- (j) Centennial Theatre (City)
- (k) Parkgate Community Centre (District)
- (l) North Vancouver Tennis Centre (District)
- (m) John Braithwaite Community Centre (City)

Appendix B

Arts Services

1. Serving as a resource to City and District Council and staff in relation to arts and cultural planning and other related;
2. To create and recommend policy; and to manage, administrate the City's and District's individual Public Art Programs;
3. Providing recommendations to the District and the City regarding requests for Arts Grants;
4. Supporting, promoting, planning and coordinating arts and cultural activities for City and District residents;
5. To provide expert advice and recommendation to City and District Council on arts and cultural matters;
6. Receiving and responding to referrals from the City and the District regarding arts and cultural issues;
7. Engaging in dialogue with the community on current endeavours and future plans relating to the arts;
8. Facilitating North Vancouver arts projects and events;
9. Assisting North Vancouver arts and cultural organizations to fulfill their artistic objectives.

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8998

**A Bylaw to amend “North Vancouver Recreation and Culture Commission
Delegation Bylaw, 2014, No. 8381”**

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

1. This Bylaw shall be known and cited for all purposes as **“North Vancouver Recreation and Culture Commission Delegation Bylaw, 2014, No. 8381, Amendment Bylaw, 2023, No. 8998” (Schedule A)**.
2. “North Vancouver Recreation and Culture Commission Delegation Bylaw, 2014, No. 8381” is amended by deleting Schedule “A” it in its entirety and replacing it with the Schedule “A” attached to this bylaw.

READ a first time on the 20th day of November, 2023.

READ a second time on the 20th day of November, 2023.

READ a third time on the 20th day of November, 2023.

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

MAYOR

CORPORATE OFFICER

SCHEDULE "A" **Rules of Procedure**

Election of Chair and Vice-Chair

1. The Director of Recreation and Culture will preside at the first meeting following the appointments of Commissioners, and the first order of business will be the election by the Commissioners of a Chair and Vice-Chair.

Vice-Chair

2. In the absence or incapacity of the Chair, the Vice-Chair has all the powers and is subject to the same rules as the Chair.

Regular Meetings

3. The Commission will, by resolution, set a schedule of regular meetings, and the Commission will hold meetings in accordance with the approved schedule unless another date for a meeting is fixed by the Chair at the previous meeting or with 24 hours' notice to the Commissioners.

Quorum

4. A quorum of the Commission is five (5) Commissioners.
5. An elected Commissioner appointed by the District and an elected Commissioner appointed by the City must be present at each meeting.

Inaugural Meeting Following Municipal Election

6. The Director of Recreation and Culture will call for the first meeting of the Commission as soon as is practical following the inaugural meeting of the District and City Councils.

Electronic Meetings

7. A Commissioner who is unable to attend any meeting in person, may attend and participate by telephone conference, video conference, or similar means, if the Commissioners have been provided with notice, an agenda and background material for the meeting.
8. The following rules apply in relation to a meeting referred to in section (7):
 - (a) the electronic or other communication facilities must enable the meeting's participants to hear, or watch and hear, each other;
 - (b) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the participation of the member.

Notice

9. Notice of each regular meeting, together with an agenda for the meeting, will be delivered to each Commissioner with copies to the Clerks of the District and the City at least three days prior to each regular meeting. Notice of each special meeting, together with an agenda for the meeting, will be delivered to each Commissioner and to the Clerks of the District and the City at the earliest reasonable opportunity prior to the meeting.

Conduct of Meeting

10. The Chair will preside at all meetings of the Commission and will be guided by the following rules:
 - (a) the order of business will be as set out in the agenda, except that an item may be added to or withdrawn from the agenda by the Chair, subject to a majority vote of the Commissioners present being required if a Commissioner objects;
 - (b) all decisions of the Commission will be made by resolution and a resolution will be considered adopted by a majority vote of the Commissioners present. Each Commissioner, including the Chair, has one vote. If the votes of Commissioners present at the meeting at the time of the vote are equal for or against the motion, the motion is defeated;
 - (c) all meetings of the Commission will be open to the public, except for resolutions and matters that may be considered in a closed meeting in accordance with the requirements in Part 4, Division 3 the Community Charter;
 - (d) when an item dealt with at a closed meeting is no longer confidential, as resolved by the Commission, the minutes for that item shall be received without debate in a subsequent meeting;
 - (e) the Chair will maintain order by following these rules and any supplementary rules adopted by the Commission. In the absence of any rule or supplementary rule, the Chair may determine every other matter reserved to the presiding officer in accordance with Roberts' Rules of Order;
 - (f) the Director cannot be the Chair; and
 - (g) for greater certainty, the Director will not participate in any discussion or vote on any question relating to performance or termination of the Director or remain or attend any part of a meeting during which any such discussion is taking place or any such question is under consideration.

Supplementary Rules

11. The Commission may adopt any supplementary rules of order that do not conflict with those contained in this Agreement.
12. Any decisions related to the performance or termination of the Director or appointment of a new Director require an affirmative vote at least 2/3 of the votes cast.

Minutes

13. Minutes of the proceedings of the Commission and any Commission committees must be:
 - (a) legibly recorded;
 - (b) certified as correct by the secretary appointed by the Commission; and
 - (c) signed by the Chair or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
14. Minutes of all meetings, whether open or closed to the public, must be distributed as soon as possible after the meeting and in any event before the next regular meeting to the Commissioners and to the Clerks of the District and City and to others as directed by the City CAO or the District CAO.

Standing Committees

15. The Chair may appoint standing committees of Commissioners to review and make recommendations to the Commission on any matter. A standing committee will serve at the pleasure of the Commission, and the Director of Recreation and Culture, or the Director's delegate, may sit as a non-voting member. Minutes of the meetings of a standing committee will be kept and copies sent to all Commissioners. Standing committees may meet by telephone conference, video conference, or e-mail if convenient.

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8999

A Bylaw to amend “Council Remuneration Bylaw, 2021, No. 8820”

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 “**Council Remuneration Bylaw, 2021, No. 8820, Amendment Bylaw, 2023, No. 8999**” (Text Amendment).
2. “Council Remuneration Bylaw, 2021, No. 8820” is amended as follows:
 - A. In section 4, by deleting the following text:

“The schedule for Acting Mayor is as follows:

Councillor Bell	November – December
Councillor Back	January – February
Councillor Valente	March – April
Councillor Girard	May – June
Councillor Hu	July – August
Councillor McIlroy	September – October”

READ a first time on the 27th day of November, 2023.

READ a second time on the 27th day of November, 2023.

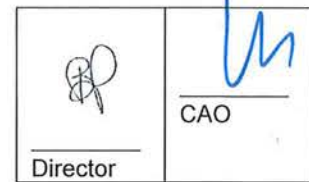
READ a third time on the 27th day of November, 2023.

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

MAYOR

CORPORATE OFFICER

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The Corporation of **THE CITY OF NORTH VANCOUVER**
OFFICE OF THE DEPUTY CHIEF ADMINISTRATIVE OFFICE
CITY CLERK'S DIVISION

REPORT

To: Mayor Linda Buchanan and Members of Council

From: Karla Graham, Corporate Officer

Subject: NORTH SHORE ADVISORY COMMITTEE ON DISABILITY ISSUES –
TERMS OF REFERENCE UPDATE: INDIGENOUS REPRESENTATION

Date: November 2, 2023 File No: 01-0360-20-0055/2023

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

RECOMMENDATION

PURSUANT to the report of the Corporate Officer, dated November 2, 2023, entitled "North Shore Advisory Committee on Disability Issues – Terms of Reference Updates: Indigenous Representation":

THAT the revised Terms of Reference of the North Shore Advisory Committee on Disability Issues to include Indigenous representation be approved.

ATTACHMENT

1. North Shore Advisory Committee on Disability Issues – Revised Terms of Reference
(CityDocs [2428344](#))

PURPOSE:

In June 2021, the Government of British Columbia passed the *Accessible British Columbia Act* (the Act), mandating over 750 public sector organizations to comply with a series of requirements to improve accessibility and inclusion. The Act requires committees to seek Indigenous representation on the North Shore's accessibility committee – the North Shore Advisory Committee on Disability Issues (NSACDI). This report recommends updates to the Terms of Reference (TOR) for Council's consideration to meet this requirement.

BACKGROUND

In September 2021, the *Accessible British Columbia Act* was passed, which aims to identify, remove and prevent barriers for people with disabilities in BC. The Act requires local governments to establish:

1. An accessibility committee;
2. An accessibility plan;
3. A tool to receive feedback on accessibility.

Incorporating Indigenous representation on the accessibility Committee will formalize this requirement. The Act states that:

Committees must, to the extent possible, have ... at least one of the members [be] an Indigenous person (Bill 6 – 2021: Accessible British Columbia Act).

The NSACDI is a longstanding tri-municipal committee (DNV, CNV, DWV) that meets the Provincial requirements. The committee's purpose is to:

1. Provide a forum for discussion of issues affecting people with all types of disabilities;
2. To formulate proposals, respond to requests and make recommendations to the 3 North Shore municipalities that will promote, develop and sustain an accessible community, free of physical and social barriers;
3. To organize and/or participate in relevant community events or awareness activities, wherever possible.

The current TOR seeks balanced geographical representation for the North Shore and a cross-disability representation among the voting members of the Committee. There are currently no Indigenous members on the NSACDI.

DISCUSSION

To comply with the Act, staff recommend that 3 Indigenous voting members are added to the Committee, increasing the number of voting members from 12 to 15, and that these additional memberships are left vacant if not filled by Indigenous applicants. By adding 3 additional members, there is an opportunity for Indigenous peoples with disabilities who reside, work and/or recreate in the North Shore to advocate and advise the 3 municipalities on accessibility matters.

Previous membership clause in the TOR:

1. *The Committee shall be a working committee composed of the following members:*
Voting Members
A maximum of 12 people with disabilities from the 3 North Shore municipalities. Every effort will be made to achieve balanced geographical representation from each of the 3 municipalities. In addition, every effort will be made to have cross disability representation.

Proposed amendment to the TOR membership clause:

1. *The Committee shall be a working committee composed of the following members:*

Voting Members

*A maximum of **15 persons** with disabilities from the 3 North Shore municipalities.*

The Committee must, to the extent possible, have members who are selected in accordance with the following goals:

1. ***Balanced geographical representation for the North Shore.***
2. ***At least 3 of the members are Indigenous persons.***
3. *In addition, every effort will be made to have cross-disability representation.*
4. ***If 3 Indigenous members are not appointed, the positions will remain vacant for the duration of the term.***

Staff considered several options for determining the Indigenous representation on the Committee. Adding less than 3 seats was not recommended, as it could potentially limit the participation of Indigenous peoples representing distinct Indigenous communities on the North Shore, such as Skwxwú7mesh (Squamish), Səl̓íwətaɫ (Tseil-Waututh) and urban Indigenous peoples. Staff concluded that including more than 3 members was deemed unfeasible, since it would significantly increase the total number of voting members and make the overall recruitment process more challenging.

NSACDI members voted to endorse the proposed changes on June 29, 2023.

The proposed changes to NSACDI's TOR were approved by both the Districts of North Vancouver and West Vancouver in October 2023. If Council approves the revised TOR, 2024 recruitment to the NSACDI will include Indigenous representation. This change to the TOR does not preclude future amendments as recommended from time to time to ensure continued alignment of the Committee with the needs of the community and Council.

STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The proposed updates to the NSACDI TOR are aligned with the City's commitment to advance reconciliation and strengthen relationships with local First Nations.

RESPECTFULLY SUBMITTED:



Karla Graham
Corporate Officer

**THE DISTRICT OF NORTH VANCOUVER
THE CITY OF NORTH VANCOUVER
THE DISTRICT OF WEST VANCOUVER**

NORTH SHORE ADVISORY COMMITTEE ON DISABILITY ISSUES

TERMS OF REFERENCE

Purpose

1. To provide a forum for discussion of issues affecting people with all types of disabilities.
2. To formulate proposals, to respond to requests and to make recommendations to the three North Shore municipalities (the City and District of North Vancouver and the District of West Vancouver,) that will promote, develop and sustain an accessible community, free of physical and social barriers.
3. To organize and/or to participate in relevant community events or awareness activities wherever possible.

Responsibilities

1.
 - a) To bring forth issues and recommendations that require action by municipal Councils and staff;
 - b) To deal with any matter referred by municipal councils or staff.
2. To advise on any matters that the North Shore municipalities are undertaking (i.e. municipal works projects) in order to ensure that the issues and concerns of people with disabilities are addressed.
3.
 - a) To work cooperatively with municipal departments, boards and commissions whose activities affect people with disabilities;
 - b) To work cooperatively with agencies representing people with disabilities;
 - c) To maintain a list of key organizations and contact people willing to be resources to the Committee.
4. To solicit public input on matters affecting people with disabilities as appropriate to the work of the Committee.

Membership

1. The Committee shall be a working committee composed of the following members:

Voting Members

a maximum of ~~12~~15 ~~people~~ persons with disabilities from the 3 North Shore municipalities.

The Committee must, to the extent possible, have members who are selected in accordance with the following goals:

1. Balanced geographical representation for the North Shore.
2. At least 3 of the members are Indigenous persons.
3. In addition, every effort will be made to have cross-disability representation.

Non-Voting Members

One member from Councils of the District of West Vancouver, the District of North Vancouver and the City of North Vancouver.

This working committee's activities require planning and commitments beyond regular meetings.

2. Staff Support:
 - a) Responsibilities for municipal planning support will rotate among the 3 participating municipalities on a one-year term;
 - b) A committee clerk shall be provided to the Committee who will be responsible for minute taking, preparation of agenda packages in an accessible format for all Committee members and those requesting this information, and all meeting arrangements;
 - c) Staff from other municipal departments and government bodies will serve as liaisons as needed.
3. Members shall be appointed each year for a 2-year period with terms concluding December 31st. Members whose terms are expiring may request a continuance for a further 2-year period, but no member shall serve more than 6 consecutive years.
4. If 3 Indigenous members are not appointed, the positions will remain vacant for the duration of the term.
5. Any vacancy caused by the resignation or deemed resignation of a member shall be filled for the unexpired term of such member by selecting the most appropriate candidate from the waiting list or through the recruitment process.

6. When a person is appointed from the waiting list or through the recruitment process to fulfill an unexpired term of 6 months or less, then the potential for 6 years of ACDI membership shall be considered to begin as of January 1st of the following year.
7. Notwithstanding Clause 3, an extension beyond 6 consecutive years may be granted where
 - a) The member who wishes the extension expresses their reasons in writing or alternate format to the Committee;
 - b) The waiting list for Committee membership is exhausted and the membership is not at capacity; and
 - c) An extension is affirmed by a simple majority vote of the Committee and must be ratified by Mayor and Council of the municipality in which the member resides.

An extension will be granted for one year only. Further extensions can be requested in compliance with the above requirements.

8. The Committee will provide the resources necessary for every member to be able to fully participate in Committee activities. This may include reasonable reimbursement for transportation, child care, interpreters for the hearing impaired and for provision of technical equipment and administrative aids required for participation in ACDI activities.
9. Any voting member who
 - a) has missed 3 or more meetings in a 12-month period; and
 - b) is unable to fulfill his/her commitments to the ACDI;

And where the Executive Committee chaired by the staff liaison determines that the situations in (a) and (b) are likely to continue, and being so effects the work of the Committee;

Then a recommendation will be brought for discussion to the Committee as a whole "in-camera" to decide whether or not that member will be deemed to have resigned from the Committee and, if so, then that member will be advised of such in writing or in suitable alternative format.

The Executive

1. A Chair, a Vice Chair and 2 Executive committee members shall be elected from the members by the Committee at its first meeting every year. The past Chair will be encouraged to sit as a member of the Executive. If the past Chair is not available to the Executive Committee, then an additional Executive member will be elected to make a quorum of 5.

2. If the Chair and the Vice Chair are absent from any meeting, another member of the executive shall be designated to chair the meeting.
3. The duties of the Chair shall include the calling of and presiding at meetings of the Committee in accordance with the parameters of the Committee and such other duties as the Committee may assign.
4. The Executive will
 - a) Assist the Chair in reviewing the minutes, setting the agenda and preparing for meetings;
 - b) Carrying out such other duties as the Chair or the Committee may assign.
5.
 - a) If the Chair resigns before the end of the calendar year, the Vice Chair will become the Chair for the remainder of the year. The new Vice Chair will be elected by the membership at the next regular meeting of the Committee. If the Vice Chair is unable to assume the role of Chair, the remaining members of the Executive Committee will act as Co-Chairs until the next regular meeting, at which time the new Chair and Vice Chair will be elected.
 - b) If the Vice Chair or an executive member resigns before the end of the calendar year, the replacement on the Executive will be elected by the membership at the next regular meeting of the Committee.

Quorum

1. A quorum will be a simple majority of voting members.
2. All decisions of the Committee shall be determined by a simple majority of the quorum.
3. The Chair or person acting as Chair, shall vote on all questions submitted and, in the case of a tie vote, the question shall be disposed of in the negative.

Meetings

1. The Committee shall meet on the last Thursday of each month, or at the call of the Chair, and not less than one meeting shall be called in each 3-month period. Meetings shall commence at 5:00 pm, unless otherwise agreed by the Committee or deemed necessary by the Chair.
2. Regular meetings of the Committee shall be open to the general public. In-camera meetings may be held based upon the provisions of the *Community Charter*.

3. Any voting member missing 3 regularly scheduled consecutive meetings without giving a reasonable cause to the Chair or committee clerk in advance will be deemed to have resigned, and will be advised as such in writing or suitable alternative format.

Procedures

1. The Committee shall prepare an annual work plan in conjunction with the evaluation of the previous year's work plan and implementation/ accomplishments.
2. The Committee shall annually file a budget appropriation request, based in part on the annual work plan to all 3 municipal Councils for their approval. The budget should be designed to enable the committee to conduct its affairs during the coming year.
3. Members will be polled in September to determine
 - a) Whether members whose terms are expiring wish to apply for a continuance of their membership (as per Membership Clause 3);
 - b) Whether members whose terms are not expiring intend to complete their term.

The purpose of this survey is to determine the number of vacancies that will exist the following year.

4. A Recruitment Subcommittee, consisting of the Chair, the staff support person and 2 other Committee members shall be established in August or early September of each year to request and review applications for membership and recommend applicants to fill positions that will become vacant on the 1st of January of the following year. The Recruitment Subcommittee will also develop a waiting list of applicants who would have been recommended for membership had vacancies existed.
5. The names of those applicants recommended and approved by the Committee shall be submitted for approval to the Council of the municipality in which each applicant resides. Information submitted to the Council should include the vacancy to be filled and the term of office, the resumes of all residents of the municipality and the confidential recommendation of the ACDI with respect to the application and who ACDI would recommend be appointed.

Revised – November 2023



city
of north
vancouver

2024 Utility Budgets, Rates, & Bylaw Updates

December 4, 2023 Council Presentation
Finance and Engineering, Parks & Environment

city
of north
vancouver

1

Summary

- **2024 Rate increase :**
 - Multi-Unit dwelling increase of **\$110** proposed
 - Duplex unit increase of **\$175** proposed
 - Single-Unit dwelling increase of **\$200** proposed
- **Rate Drivers:**
 - Increased investment in asset management to ensure resilient infrastructure systems, including replacement of end of life assets
 - Metro Vancouver cost escalations
- **Asset Management**
 - Utility asset management plans now in draft with outside expert input
 - Budgets based on recommendations for annual investments
 - Increased funds for asset renewals, funds for natural assets enhancement/protection, and system studies including monitoring

Outline

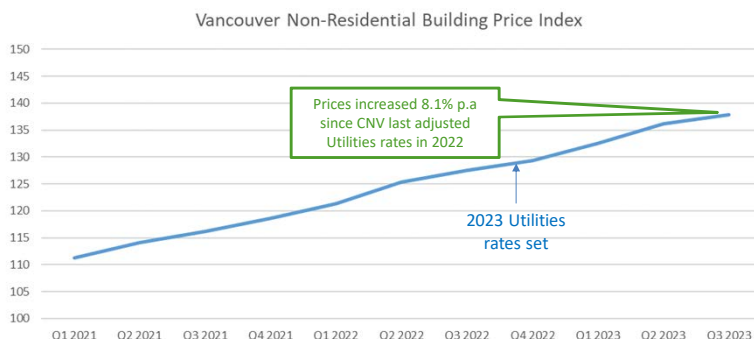
- The Planning Environment
- Asset Management
- Utilities Budgets
- Recommendations and Regional Comparatives
- Conclusions



The Planning Environment

Inflation

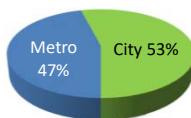
- Construction cost inflation has remained high over the past year, even as headline consumer inflation starts to return to pre-pandemic levels.



Metro Vancouver

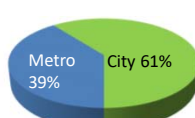
- Metro Vancouver (MV) provides regional services that support the delivery of City utility services
- CNV utility rates are made up of MV Costs and CNV costs

Water Utility



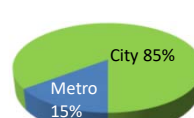
- MV**
- Provides treated water
- CNV**
- Conveys water to each property
 - Controls pressure

Sewer and Drainage



- MV**
- Treats liquid waste
- CNV**
- Conveys waste to Metro
 - Provides drainage system

Solid Waste



- MV**
- Processes garbage and green waste
- CNV**
- Collects garbage and green waste
 - Collects litter

Metro Vancouver Charges

- CNV has supported initiatives to reduce MV's charges, such as MV's move to 30 year debt amortization and Wet Weather pricing
- MV's long term financial plan includes increased DCC revenues
 - MV's DCC Bylaw received 3rd reading October 27th.
 - If not passed, new costs may be passed down to municipalities

(\$M's)	2023	2024	2025	2026	2027	2028	23-28 ↑
Bulk Water	8.0	8.8	9.6	10.2	10.6	10.9	2.9
GVS&DD Levy*	8.7	10.0	14.0	17.4	19.3	19.6	10.9
Tipping Fees	0.6	0.6	0.7	0.7	0.7	0.8	0.2
Total	15.3	19.4	24.3	28.3	30.6	31.3	16.0

*Assumes current budget for NSWWTP of \$1.06B

- Even with the above initiatives, MV charges will continue to pressure CNV's utility rates for the coming years (105% increase over the planning period)

North Shore Waste Water Treatment Plant

- North Shore Wastewater Treatment Plant (NSWWTP) current budget is \$1.06 billion
- MV terminated its contractor Acciona in January 2022 when MV concluded Acciona would be unable to meet its obligations:
 - Acciona sued MV for \$250M in April 2022, for delays and cost overruns
 - MV counter sued Acciona in July 2022, arguing that Acciona's breaches will cost MV \$500M
- Since Feb 2022, PCL Constructors has been working to finalize project design, timeline, and provide an updated cost estimate
- In March 2023, MV reported
 - "significant deficiencies" in the design and construction of the project and "in some cases, more extensive deficiencies than originally anticipated"
 - that repair work is taking longer than planned
 - that "the extent of the problem was not apparent until MV took over the site"

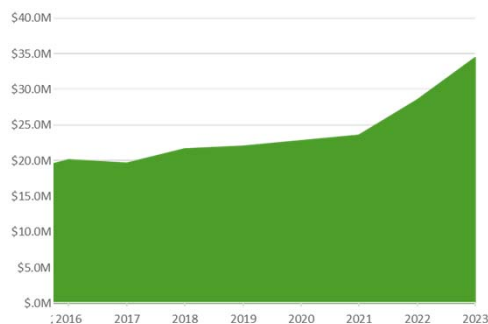


North Shore Waste Water Treatment Plant Update

- Release of a revised budget, last anticipated in Q3 2023, has been delayed until after a new MV task force reviews options for completing the project
- Further increases to the NSWWTP budget and MV Sewer & Drainage levy will have a material impact on CNV's Utility Rates

Utility Reserves

- CNV's Utility reserve balances have been increasing, anticipating future budget pressures (ie related to the NSWWTP)



- Reserve balances are now available to smooth rate increases over the coming years.



Asset Management

- CNV follows the Asset Management BC Framework for Sustainable Service Delivery.
- Utility AMPs have informed 2024-2028 Financial plan.



Plan

- Policy 2019 – provides direction
- Strategy – in draft – provides objectives and goals
- Plans – provides actions for desired service level
- Integrate into Long Range Financial Planning

Implement

- Continuous improvement
- Annual State of the Asset reports to track changes and share with public

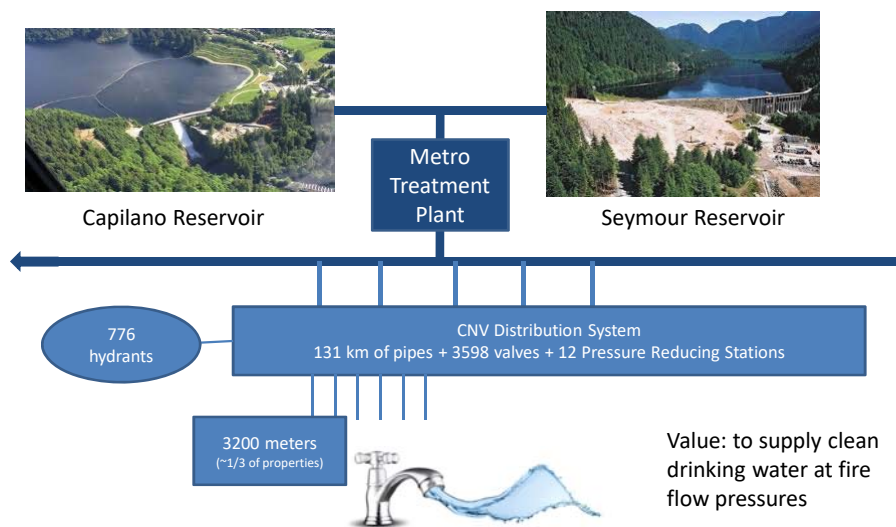
Assess

- Reflect on improvement of practice
- Monitor changes in asset conditions and ability to deliver service level

Asset Management Plans

- Consultant took CNV's asset inventory and condition/age data and provided draft AMPs for water, sanitary and drainage
- 3 model scenarios looked at change in condition at different investment levels (High, Mid, and Low)
- Based on 20 year look ahead
- Recommendations:
 - Increase investment levels to **Mid**, the lowest cost option that maintains assets in good condition
 - Prioritize replacement of very poor assets early in the 20 year cycle
 - Increase condition knowledge and system measurements for proper feedback loops
- These plans provides guidance for investment and prioritization as discussed on following slides
- Next Steps: create draft plans for other assets and report to Council for direction /endorsement of each

Asset Overview - Water



Asset Management Plan - Water

- Water Service Level - to provide sustained clean water at fire flow pressures to our community.

Total Value of System:
~\$345M

Average Condition:
Good

Recommended
Investment: 2.2%pa*

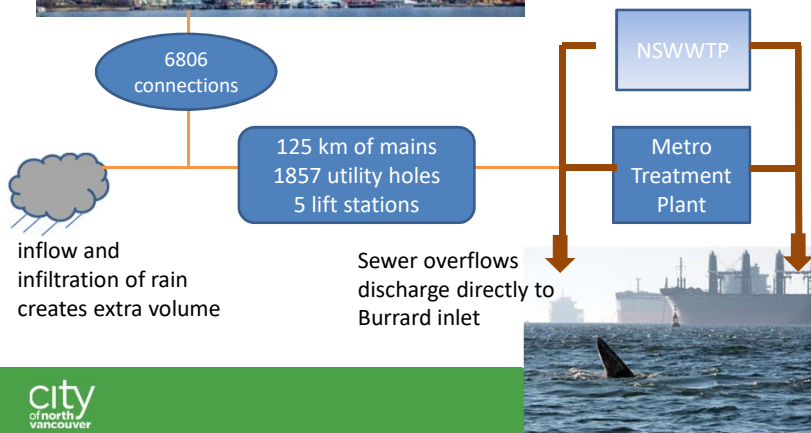
*On average, includes both operating and capital spending

- Asset Management Plan
 - Adopt consultant's recommendation for investment levels of 2.2%
 - Increase rate of main renewal
 - Accelerate replacement of valves in "Very Poor" condition
- Climate Adaptation and Community Resilience
 - Housing growth will increase demand
 - Conservation through education, regulation and enforcement
 - Equity of resource – advance studies for universal metering

Asset Overview – Sanitary Sewer



Value: to convey sewage to the Metro Vancouver system at the lowest possible volumes and without discharge to the environment.



Asset Management Plan – Sanitary Sewer

- Sanitary Sewer Service Level - to convey sewage to the Metro Vancouver system at the lowest possible volumes and without discharge to the environment.

Total Value of System:
~\$321M

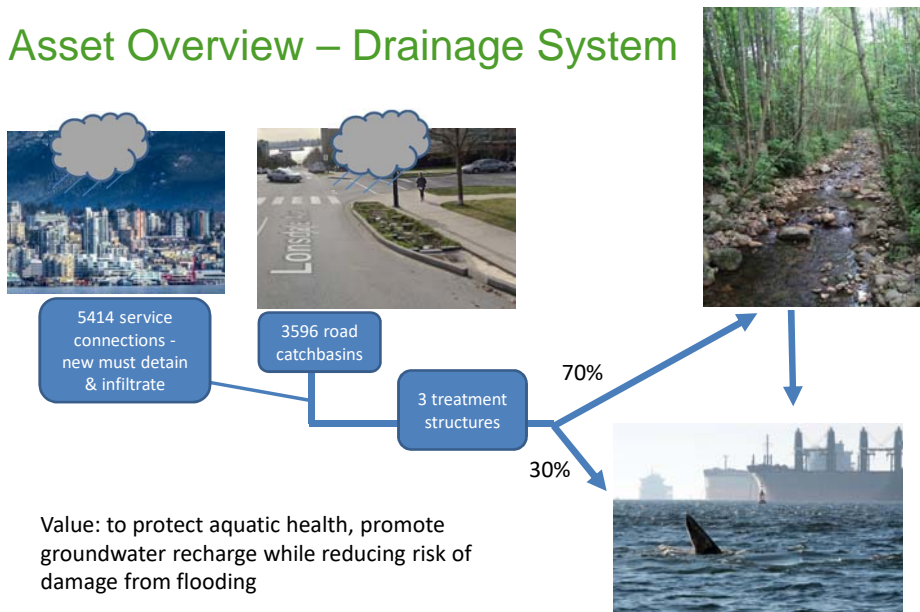
Average Condition:
Good

Recommended
Investment: 1.3%pa*

*On average, includes both operating and capital spending

- Asset Management:
 - Increase main replacement rate from 0.2% to 1.3%
 - Improve condition data
 - Monitor and reduce inflow and infiltration of rainwater (I&I)
 - Replace end of life pipes
- Climate Adaptation and Community Resilience
 - Housing growth will increase demand
 - Impacts of overflows to environment (reduce I&I)
 - Impact of costs from regional investment in renewed waste water treatment

Asset Overview – Drainage System



Asset Management Plan – Drainage System

- Drainage System Service Level - to protect aquatic health, promote groundwater recharge while reducing risk of damage from flooding.

Total Value of System:
~\$400M

Average Condition:
Good

Recommended
Investment: 1.0%pa*

*On average, includes both operating and capital spending

- Asset Management:
 - Include natural areas and infiltration gardens in asset system
 - Monitor flow and update rain intensity for modelling
 - Inspect and improve existing pipes and outfalls
 - Create opportunities for infiltration (rain gardens, swales,..)
 - Build out system, add treatment facilities
- Climate Adaptation and Community Resilience
 - Increasing intensity of storm events
 - Damage due to overland flow to assets and environment



Utilities Budgets

Water Capital

Recommended (Mid) Asset Management Scenario

Increased investment needed to ensure strong asset management

(\$000's)	2023 Budget	2024 Budget	Variance
Watermain Replacement	3,083	4,751	1,668
Connection Replacement	200	200	0
Water Meter Replacement Program	160	160	0
Valve Replacement Program	100	150	50
Redundant Watermain Decommissioning	75	75	0
All Others	581	478	-103
Total	4,124	5,814	1,690

Water Utility Budget

Water (000's)	2023 Budget	2024 Budget	Variance	
Revenue				
Flat Rate Sales	9,523	10,438	915	Increased Fees (see slide 27)
Metered Sales	5,186	5,382	196	
Penalties Flat Rate	15	16	1	
Transfer from DNV	163	169	6	
Water Connection Fees/Permits	791	815	24	Reserve draws to fund capex and smooth rates (see Slide 26)
Transfer from Statutory Reserve	700	2,141	1,442	
	16,378	18,962	2,584	
Expenses				
Water Purchases	8,236	8,830	594	Increased Metro Vancouver Rates (See Slide 7)
Wages and Benefits	1,519	1,564	44	
Financial Services	1,020	1,188	167	
Capital	4,124	5,814	1,690	Increased Capital (See previous slide)
Reserve Transfers	412	370	(42)	
Other	1,065	1,196	131	
	16,378	18,962	2,584	

Sewer & Drainage Capital

Recommended (Mid) Asset Management Scenario

Additional investment
In asset management.

(\$000's)	2023 Appropriations	2024 Budget	Variance
Sewermain Replacement	525	2,679	2,154
Sanitary Sewer Private Side I&I Management	200	350	150
Sewer Utility Pump Station Major Upgrades	250	500	250
Sanitary Manhole Upgrading	35	139	104
Sanitary Inspection Chamber Install and Connection Repl.	100	100	0
All Other Sanitary Sewer Projects	213	308	95
Total Sanitary Sewer	1,323	4,076	2,753
Storm Main Replacement	600	1,944	1,344
Storm Infill	375	1,125	750
Mosquito Creek Channel Improvements	0	750	750
Catch Basin Replacement and Conversion	52	431	379
Creek Hazard Management	50	350	300
All Other Storm Drainage Projects	911	1,003	92
Total Storm Drainage	1,988	5,604	3,616
TOTAL SEWER PROJECTS	\$3,311	\$9,680	\$6,369

To build out the system, net new assets

Sewer & Drainage Budget

Sewer & Drainage (000's)	2023 Budget	2024 Budget	Variance
Revenue			
Flat Rate Sales	9,366	11,036	1,670
Metered Sales	4,326	5,083	757
Drainage Levy	2,788	4,183	1,394
Sewer Connection Fees	1,252	1,314	62
Other	27	28	1
Transfers	166	3,868	3,702
	17,925	25,512	7,588
Expenses			
MV Levy	8,722	9,964	1,242
Wages and Benefits	1,413	1,681	268
Financial Services	1,057	1,091	34
Capital	3,311	9,680	6,369
Reserve Transfers	2,900	2,089	(867)
Other	523	1,007	541
	17,925	25,512	7,588

Increased Fees
(see slide 27)

Reserve draws to
fund capex and
smooth rates (see
Slide 26)

Increased Metro
Vancouver Rates
(See Slide 7)

Increased Capital
(See previous slide)

Solid Waste Budget

Solid Waste (000's)	2023 Budget	2024 Budget	Variance
Revenue			
Refuse Levy	966	993	27
Eco Levy	1,355	1,382	27
Green Can	1,138	1,161	23
Refuse Tags	13	13	-
Transfers	626	694	68
	4,098	4,242	144
Expenses			
Wages and Benefits	2,412	2,470	58
Financial Services	864	936	72
Other	822	836	14
	4,098	4,242	144

Includes Metro costs of \$0.6M (Tipping fees up 5%)

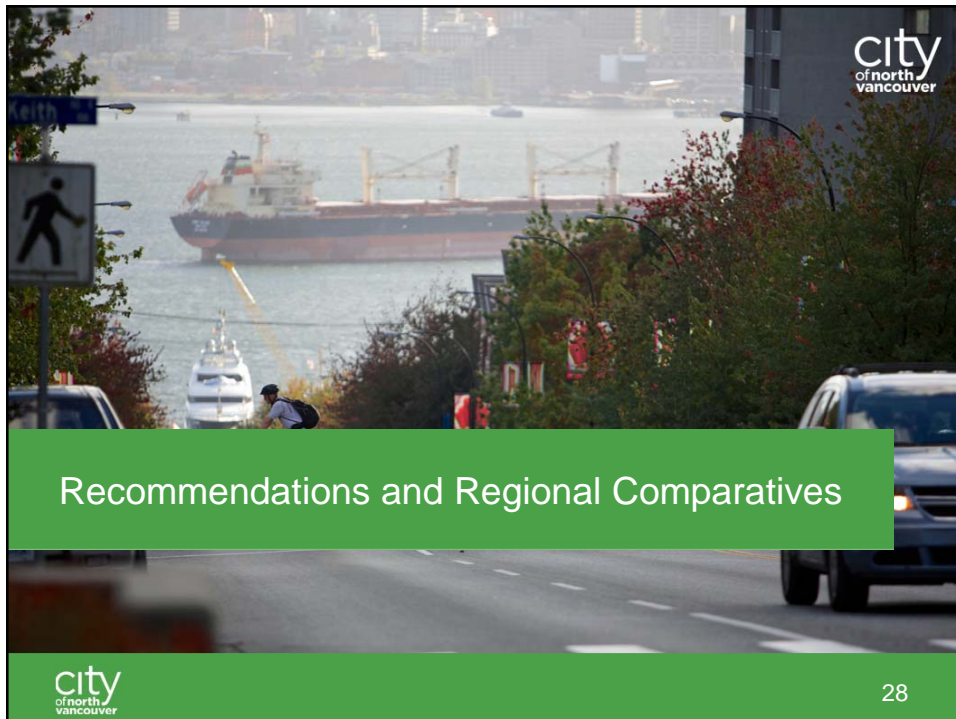
- Solid Waste Budget is up 3.5%, primarily driven by increased litter collection

Utility Reserves

millions	2023	2024	2025	2026	2027	2028
Operating Surpluses	\$6.2	\$5.8	\$5.8	\$4.1	\$3.2	\$4.2
For Future Expenditures	13.3	10.7	8.4	8.4	8.4	8.4
Rate Smoothing Provision	5.5	3.0	1.0	0.0	0.0	0.0
Waterworks Reserve	5.1	5.2	5.8	6.5	7.1	7.8
DCC Reserves	3.4	3.4	3.0	2.8	2.8	2.8
Contingencies	0.8	0.8	0.8	0.8	0.8	0.8
Total	\$34.3	\$28.9	\$24.8	\$22.5	\$22.3	\$24.0

- Reserves are recommended to be reduced from \$34M to \$22.5M in 2026 to minimize the impacts of budget pressures on rate payers starting in 2024.
- This reduction fully utilizes funds set aside for a Rate Smoothing Provision, and returns previous accumulated operating surpluses to the midpoint of CNV's target range.

Rate Projections – all Utilities, Multi-Unit

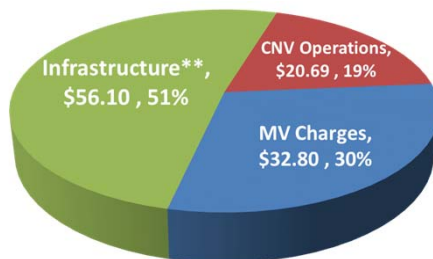


Recommendations and Regional Comparatives

Recommendations: Mid Asset Management, Smoothed

1. Increase investment in Asset Management to “Mid level”, the lowest cost option that maintains the Water, Sewer, and Drainage assets in good condition
2. Utilize the reserve balances accumulated over past years to achieve a “smoothed rate” plan.

2024 Multi Unit Increase of \$109.60*



* Eco levy and drainage are estimated, based on assessment value
 ** Infrastructure includes Capital and Transfers to Reserves

Rate Recommendations

Compared to 2022 Council Presentation

Shown to Council December 2022:

Utility	2023	2024	2025	2026	2027
Water	\$343	\$374	\$412	\$454	\$482
Sanitary Sewer	\$342	\$373	\$407	\$444	\$484
Drainage*	\$52	\$56	\$60	\$64	\$69
Eco Levy*	\$25	\$28	\$30	\$33	\$34
Total Multi-Unit	\$763	\$831	\$909	\$995	\$1,069
YoY Change	\$59	\$67	\$78	\$86	\$74

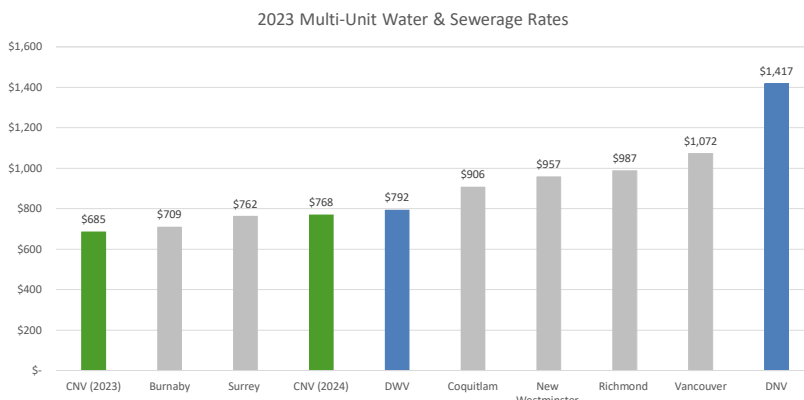
Current Recommendation:

Utility	2023	2024	2025	2026	2027	2028
Water	\$343	\$371	\$401	\$438	\$474	\$498
Sanitary Sewer	\$342	\$397	\$457	\$521	\$594	\$642
Drainage*	\$52	\$78	\$102	\$127	\$140	\$147
Eco Levy*	\$25	\$26	\$26	\$28	\$29	\$30
Total Multi-Unit	\$763	\$872	\$986	\$1,114	\$1,237	\$1,317
YoY Change	\$59	\$110	\$114	\$128	\$123	\$80

Additional increases expected in later years

Lower Mainland Comparison

- City of North Vancouver utility charges continue to compare favorably on the North Shore and within the Metro Vancouver Region



Recommendation

- THAT the 2023 Utilities Budgets and the 2023-2027 Utilities Capital Plan, dated December 4, 2023, be endorsed;
- AND THAT the following bylaws be considered:
 - “Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2022, No. 8953”;
 - “Sewerage and Drainage Utility Bylaw 1995, No. 6746, Amendment Bylaw, 2022, No. 8954”; and
 - “Solid Waste Management Service, Bylaw 1997, No. 6920, Amendment Bylaw, 2022, No. 8955”.



Conclusions

- Recommended approach:
 - supports CNV's asset management program, ensuring the sustainable service delivery that residents expect at the lowest cost
 - Smooths in rate increases to reduce impacts on rate payers

A balanced approach overall



city
of north
vancouver

35



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

REPORT

To: Mayor Linda Buchanan and Members of Council

From: Larry Sawrenko, Chief Financial Officer
Karyn Magnusson, Director, Engineering Parks & Environment

Subject: 2024 UTILITY RATES

Date: November 22, 2023 File No: 05-1820-04-0001/2023

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

RECOMMENDATION

PURSUANT to the report of the Chief Financial Officer and Director, Engineering Parks & Environment, dated November 22, 2023, entitled “2024 Utility Rates”:

THAT the 2024 Utilities Budgets and the 2023-2027 Utilities Capital Plan, dated November 22, 2023, be endorsed;

AND THAT the following bylaws be considered:

- “Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 9001”;
- “Sewerage and Drainage Utility Bylaw 1995, No. 6746, Amendment Bylaw, 2023, No. 9002”; and
- “Solid Waste Management Service, Bylaw 1997, No. 6920, Amendment Bylaw, 2023, No. 9003”.

ATTACHMENTS

1. 2024 Rates and Levies Summary (CityDoc#[2438688](#))
2. 2024-2028 Water Utility Capital Plan (CityDoc#[2438681](#))
3. 2024 Water Budget (CityDoc#[2438667](#))
4. 2024-2028 Sewerage & Drainage Utility Capital Plan (CityDoc#[2438675](#))
5. 2024 Sewerage & Drainage Budget (CityDoc#[2438680](#))
6. 2024 Solid Waste Budget (CityDoc#[2438732](#))
7. State of the Assets - Utilities (CityDoc#[2429778](#))
8. 2023-2028 Utility Reserves (CityDoc#[2438684](#))

9. Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 9001 (CityDoc#[2436033](#))
10. Sewerage and Drainage Utility Bylaw 1995, No. 6746, Amendment Bylaw, 2023, No. 9002 (CityDoc#[2436051](#))
11. Solid Waste Management Service, Bylaw 1997, No. 6920, Amendment Bylaw, 2023, No. 9003 (CityDoc#[2421588](#)).

PURPOSE

The purpose of this report is to provide Council with recommended budgets for the Water, Sewerage & Drainage, and Solid Waste utilities, as well as recommended 2024 utility rates and bylaw amendments.

BACKGROUND

CNV's utilities fees fund its Water, Sewerage & Drainage, and Solid Waste utilities. Utility rate levels are driven by CNV's requirements for reliable ongoing operations, capital maintenance/renewal programs, and prudent reserves. The rate charged to property owners also include the portion required to fund the Metro Vancouver component which provides the regionally serving portion of the service. CNV's utility fees are typically set in the fall each year in order to allow the preparation of utility bills for mailing in January.

Council adopted the "Development Cost Charges Bylaw, 2016, No. 8471" on July 25, 2016. The bylaw provides for the collection of DCC's for the Water and Sewerage & Drainage utilities. The fees collected under the Bylaw are also an important funding source for the utilities as the systems are upgraded and expanded to meet increasing service demands. Staff plan to review and update CNV's DCC program in 2024.

DISCUSSION

The proposed 2024 flat rate utility fees for a multi-unit dwelling are follows:

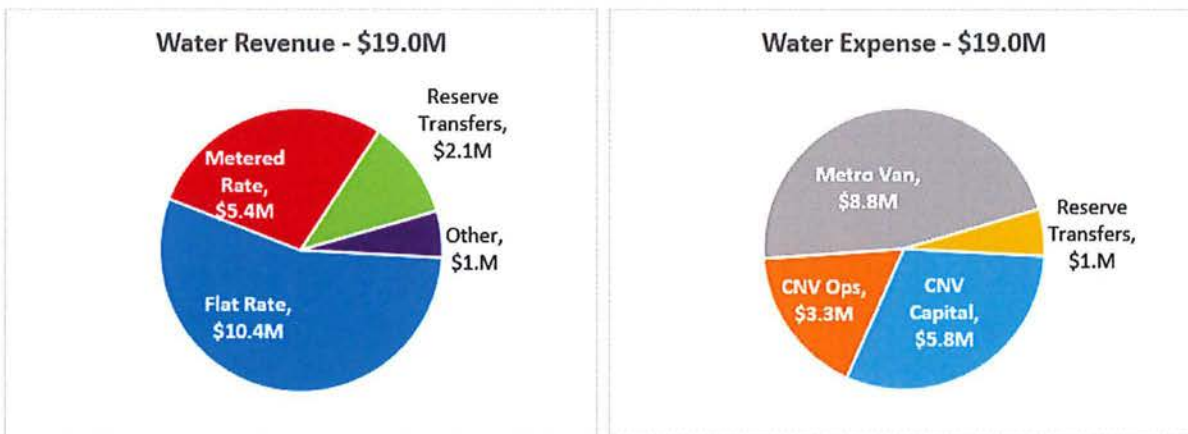
Flat Rate Utility Fees Multi-Unit Dwelling*	2023	2024	Net Change	Net Change %
Water	\$343.00	\$371.00	\$28.00	8.2%
Sewerage & Drainage				
Sewer	\$342.00	\$397.00	\$81.10	20.6%
Storm Drainage (average)	<u>\$52.20</u>	<u>\$78.30</u>		
Net Sewerage & Drainage	\$394.20	\$475.30		
Solid Waste				
Eco Levy (average)	\$25.30	\$25.80	\$0.50	\$2.0%
Total Flat Rate Utility Fee	\$762.50	\$872.10	\$109.60	14.4%

* Approximately 76% of the City's flat rate residential utility customer base is multi-unit dwellings. Single family homes make up 19%, and duplexes and other make up the final 5%. **Attachment 1** provides a summary of the proposed 2024 utility rates and levies for other dwelling types. Increases for other dwelling types are consistent (and slightly less than) those for Multi-units.

Further information on the budgets proposed for each of CNV's three utilities and the proposed rate increases needed to fund each budget is provided below.

Water Utility

The Water Utility provides a water distribution system for residents and businesses in the City. The proposed overall 2024 Water Utility budget is \$19.0 million, and is comprised of a \$12.1 million Operating Budget and a \$6.9 million Capital Budget (including reserves transfers).



The proposed budget represents a \$2.6 million increase over 2023, driven by increased bulk water purchase charges from Metro Vancouver (\$0.6M) and increased capital expenditures needed to maintain the condition of CNV's water distribution assets (\$1.7M).

Bulk water purchases from Metro Vancouver account for 47% of CNV's annual Water Utility's costs. Metro Vancouver has recently provided CNV with its estimated volumes and 2024 rates. Metro Vancouver's 2024 bulk water rates are increasing 7.6% over 2023. Water volumes consumed in the City are also expected to be increasing slightly.

The proposed Water Utility Capital Budget is \$5.8M, an increase of \$1.7M vs 2023. This increase is primarily driven by additional construction projects to renew aging mains identified through CNV's asset management program, and work needed to service growth. **Attachment 2** lists the capital projects planned for the Water Utility in 2024-2028.

Transfers to reserves in 2024 are primarily to fund third party connections (\$0.7M) to new developments in the City (capital expenditures for third party connections are covered by a corresponding revenue increase and there is zero net impact to CNV), replenish the extreme weather reserve (\$0.1M), and replenish a capital contingency reserve established in 2023 (\$0.25M). Extreme weather events caused by climate

change put pressure on City infrastructure and are becoming more frequent. The capital contingency was established to provide funds for projects, including those not yet identified in CNV's asset management plans and/or unanticipated costs related to connections to new developments. Should either of these reserves not be used in 2024, they would be retained within the Utility and can be used for future as yet unidentified capital projects (for example, as identified in future asset management studies) or to bring down rates in the future (ie rate smoothing).

CNV's 2024 Water revenues consist of flat rate utility fees, metered charges, and other fees (primarily connection and severance fees). CNV utilizes seasonal metered water rates to be consistent with Metro Vancouver's model for selling its bulk water to all member municipalities by charging a higher rate from June 1 to September 30 each year. Seasonal rates are designed to create a pricing strategy that values water more in the summer when alpine lake storage is most stressed. The Water Utility financial model assumes 35% of water usage will be in the peak periods and 65% in non-peak periods.

The 2024 increases proposed for CNV's flat rates, which are primarily residential properties, are shown in the table below.

Dwelling Type (\$ per annum)	2023	2024	Annual Net Change (\$)
Single Unit	584	631	47
Duplex	489	529	40
Multi-Unit	343	371	28
Commercial, Churches/Halls	131	142	11
Water Cooling units	907	980	72
Schools/classroom	418	452	34
Minimum charge	584	631	47

The 2024 increases proposed for CNV's metered (per cubic meter) rates, which are primarily commercial/industrial/hospital/school properties, are shown in the table below. It's also proposed that the current tiered rate structure remain in place:

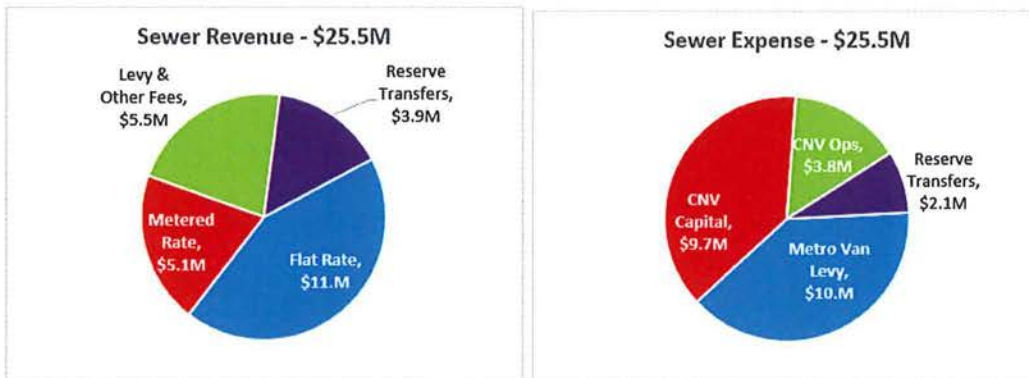
Period	2023	2024	Annual Net Change (\$)
Jan1 to May 31	1.4544	1.5708	0.1164
June 1 to Sept 30	1.8180	1.9634	0.1454
Oct 1 to Dec 31	1.4544	1.5708	0.1164

Attachment 3 provides a full summary of the proposed 2024 Water Utility Budget.

Sewer & Drainage Utility

The Sewerage & Drainage Utility provides a sanitary and storm water collection system for the residents and businesses of the City.

The proposed overall 2024 Sewerage & Drainage budget is \$25.5 million, and is comprised of a \$13.7 million Operating Budget and an \$11.8 million Capital Budget (including reserves transfers).



The proposed budget represents a \$7.8 million increase over 2023. This increase is primarily driven by increased charges from Metro Vancouver (\$1.2 million), and increased capital expenditures (\$6.5 million) needed for asset management, offset by decreased transfers to reserves.

The Metro Vancouver levy accounts for approximately 73% of the operating expenses of the Sewerage & Drainage utility, and 39% of the total \$25.5M budget. Metro Vancouver has recently indicated its 2024 rates are increasing 14.3% over 2023. The increase in the Metro Vancouver levy causes \$26 of the proposed \$81 Sewerage & Drainage rate increase for a typical multi residential unit.

Capital expenditures of \$9.7 million are planned for 2024, an increase of \$6.4 million vs 2023. The majority of the increase (\$6.5 million) is to maintain the condition of CNV's sewer & drainage assets. **Attachment 4** provides a full listing of the capital projects planned for the Sewerage & Drainage Utility in 2024-2028.

In prior years, the Sewerage & Drainage Utility Budget has included transfers to reserves totalling \$5.5 million to help moderate future rate increases as part of its "Smoothed Rate Plan". As proposed in the 2024 budget, the CNV will draw down these reserves starting in 2024 to help reduce rate impacts on utility customers.

Transfers to reserves in 2024 are primarily to fund third party connections (\$1.2M) to new developments in the City (capital expenditures for third party connections are covered by a corresponding revenue increase paid by the associated developers), as well as replenish the extreme weather reserve (\$0.2M) and the capital contingency reserves (\$0.2M) established in 2023. Extreme weather events caused by climate change put pressure on City infrastructure and are becoming more frequent. The capital contingency was established to provide funds for projects not yet identified through CNV's asset management plans and/or connections to new developments not covered by related developer fees. Should either of these reserves not be used in 2024, they would be retained within the Utility and can be used for future as yet unidentified capital projects (for example, as identified in future asset management studies) or to bring down rates in the future (ie. rate smoothing).

CNV's 2024 Sewer & Drainage revenue sources consist of sanitary sewerage flat rates and metered charges, a storm drainage levy, and other revenue streams (primarily connection and severance fees).

The 2024 increases proposed for CNV's flat rates (primarily residential) and metered rates per cubic meter (primarily commercial, industrial, hospitals, schools) are shown in the table below:

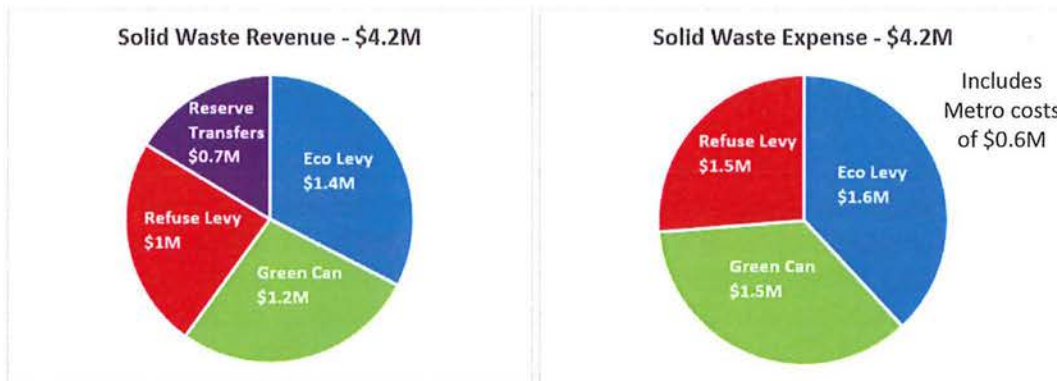
Dwelling type	2023	2024	Annual Net Change (\$)
Flat Rates			
Single unit	549	637	88
Duplex	508	590	82
Multi-unit	342	397	55
Commercial, churches/public halls	133	155	22
Combine/Minimum	549	637	88
Metered Rates	2.2329	2.5901	0.3572

Attachment 5 provides a summary of the 2024 Sewerage & Drainage Budget.

Solid Waste Utility

CNV's Solid Waste Utility provides for the collection and disposal of residential curbside garbage and the recycling of Green Can materials (yard trimmings and food scraps) from single-family homes and smaller multi-family buildings. It also provides for public realm litter collection (including parks, streetscape, and plazas) and community waste reduction initiatives funded by the Eco Levy.

The proposed overall 2024 Solid Waste Utility budget is \$4.2 million. This Utility's budget is entirely operating expenses.



The proposed 2024 budget represents a \$0.15M increase over 2023 and is primarily driven by increased operational costs from collecting larger volumes of litter. Since the onset of the COVID-19 pandemic, the use of City parks, streetscapes and plazas has increased significantly driving increased litter collection costs funded by the Eco Levy (Multi unit dwelling estimated rate increase of \$0.50). Additional multi-stream refuse and

recycling receptacles in the public realm are needed to help manage these increased litter volumes and to support CNV's waste diversion goals.

The increases to Refuse (single unit dwelling increase of \$3) and Green Can (single unit rate dwelling increase of \$3) can be attributed to increased costs from Metro Vancouver, and inflationary increases to CNV costs. Each year, Metro Vancouver establishes the rate or "tipping fee" for materials received at regional Waste and Recycling Centres, with separate rates for garbage and organics (Green Can). The 2024 Metro Vancouver tipping fee for municipal garbage disposal will be \$134 per tonne, representing a \$7 per tonne increase from 2023, while the 2024 tipping fee for municipal organics will be \$113 per tonne, an increase of \$7 per tonne. 2024 projected tipping fees total \$0.6M (\$0.2M and \$0.4M for Refuse and Green Can, respectively), and represent 15% of the Solid Waste Utility annual budget.

In 2011, CNV implemented an Eco Levy so that waste diversion programs are funded by both residential and non-residential sectors. The Eco Levy ensures that CNV's litter program and additional waste diversion initiatives, such as the provision of public realm recycling and the dog waste collection (red bin) program, are managed and funded through CNV's solid waste utility. The use of City parks, streetscapes and plazas increased significantly during the pandemic and the expectation is that this usage will continue. There was approximately 280 tonnes of streetscape and parks litter collected in 2022 representing an increase of approximately 4% from 2021. Additional funding for the Eco Levy program has been used for the associated costs from increased collection of larger volumes of litter, along with a number of multi-stream refuse and recycling receptacles placed in the public realm. These initiatives will support CNV's waste diversion goals along with continuing to keep parks and streets clean.

Solid Waste Utility revenues are primarily generated by annual per dwelling user fees that vary by type of dwelling and an annual Eco levy based on property assessment values. CNV's Solid Waste Utility also benefits from a reserve generated from past surpluses that has sufficient funds to cover some of the Utility's operating costs.

The 2024 recommended rate increases for Refuse and Green Can are 2.0%, resulting in overall solid waste fee increases of 2.0% for single unit dwellings.

Single Unit Rates	2023	2024	Change	%
Refuse	\$135.00	\$138.00	\$3.00	2.2%
Green Can	\$162.00	\$165.00	\$3.00	1.9%

Multi unit dwellings are usually responsible for their own Refuse and Green Can disposal through third party entities, and only pay the Eco Levy. CNV's financial modelling assumes that, for 2024, the Eco Levy will be increased by 2.0% to cover increasing operational costs from collecting larger volumes of litter. This recommendation will be formally proposed to Council for consideration when it reviews the recommended 2024 Tax Rate Bylaw in Q2 2024.

Attachment 6 provides a summary of the 2024 Solid Waste Budget.

Asset Management

The importance of proper asset management is to ensure a long view perspective is applied to resources, both operational maintenance and capital renewal, to provide reliable and intended services levels at the lowest total cost of asset ownership. Throughout 2023 staff worked with a consultant to refine the Draft Asset Management Plans (“AMP”) for the City’s Water, Sanitary Sewer and Drainage utility systems. Taking a total system approach, CNV’s asset inventory and condition/age data was reviewed to evaluate CNV’s long term ability to deliver efficient and effective services to the community. While each of CNV’s utility systems are found to currently be on average in “good” condition, there are components that are at end of life and in need of replacement. To assist with long range forecasting, each complex utility system was modelled under three scenarios to predict the long-term change in condition and service at different levels of investment. These models projected 20 years into the future to provide a smoothed investment profile to maintain average condition as “good”. Recommended actions stemming from the draft AMPs and associated modelling include:

- Increase annual investment levels for asset management activities to the following recommended levels to maintain a “good” condition,
 - Water System = 2.2% of total system value;
 - Sanitary Sewer System= 1.3% of total system value;
 - Drainage System = 1.0% of total system value;
- Prioritize replacement of very poor assets early in the 20 year cycle;
- Increase condition knowledge and system measurements for proper feedback loops and assessment against desired service levels;
- Build out the drainage system, including missing storm main network, treatment facilities (detention ponds) and continue to introduce water infiltration opportunities; and
- Establish corporate direction for service levels and associated sustainable investment through long-range financial plans.

Actions over the next year will include finalizing the draft Utility AMPs, initiating draft AMPs for other major asset systems, and reporting to Council for direction and endorsement of each. Staff will also continue to refine CNV’s State of the Asset reporting (see **Attachment 7**) into a dashboard style document that can be easily shared with our community.

FINANCIAL IMPLICATIONS

To summarize, the proposed 2024 flat rate utility fees by dwelling type are the following:

Dwelling Type	2023 Net Flat Rate	2024 Net Flat Rate (proposed)	Net Change \$	Change %
Single Unit	\$1,601.30	\$1,801.10	\$199.80	12.5%
Duplex	\$1,431.00	\$1,606.10	\$175.10	12.3%
Multi-Unit	\$762.50	\$872.010	\$109.60	14.4%

The above rates incorporate the latest increases to Metro Vancouver's regional rates as provided by Metro Vancouver in October 2023 over the next five years.

	2024	2025	2026	2027	2028
Bulk Water	7.6%	8.9%	6.4%	3.5%	2.7%
GVS&DD Levy	14.3%	40.6%	24.1%	11.2%	1.6%
Tipping Fees	5.5%	5.2%	5.0%	5.4%	5.1%

It should be noted that significant regional cost increases are anticipated in the coming years, driven predominately by Metro Vancouver's expanding capital programs.

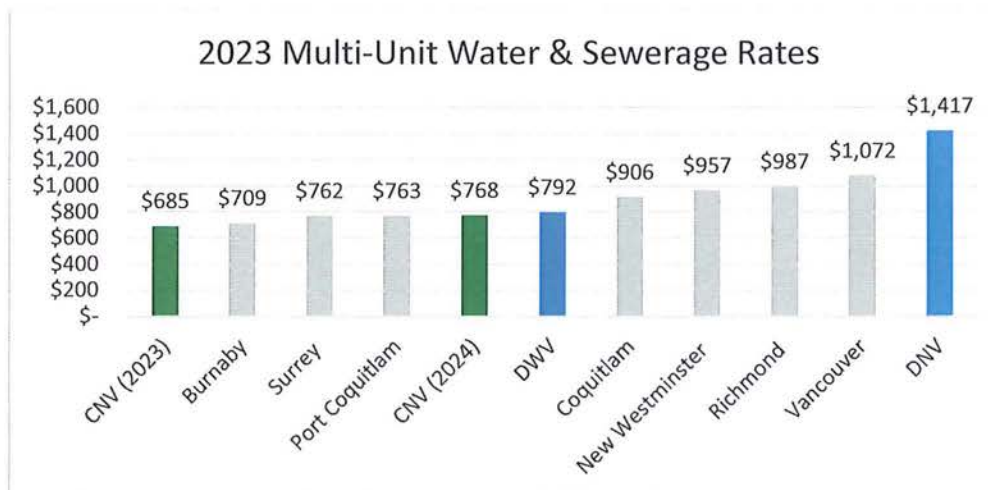
CNV has established a number of reserves within its utilities for a variety of reasons. Current and projected reserve balances are shown in **Attachment 8**. As summary of the purposes and history of these reserves is provided below

- Operating Surplus: Funds emergency expenditures (ie pandemic, flood, earthquake)
- Reserves for Future Expenditures: Hold funds set aside for approved projects not yet completed
- Rate Smoothing Provision: Since 2014, funds have been set aside to protect against sudden budget pressures (ie from Metro Vancouver's North Shore Waste Water Treatment Plant)
- Waterworks Reserve: A statutory reserve established to fund replacement and refurbishment of water infrastructure
- DCC Reserves: A statutory reserve established to fund the costs of infrastructure needed to service new growth
- Contingency: Newly established in 2023, reserves established to fund the costs of extreme weather and other risks that could impact capital projects.

The recommended rate increases assume these reserves are reduced from \$34M in 2023 to \$22.5M over the next 2 years to minimize the impacts of utilities budget pressures on rate payers, starting in 2024. This reduction fully utilizes funds set aside for a Rate Smoothing Provision, and returns previous operating surpluses to the midpoint of CNV's target range.

A further review of CNV's reserves is planned for 2024. As part of that work, staff plan to investigate new opportunities to restructure and simplify the reserves to reduce unnecessary restrictions, and reestablish appropriate reserve balance ranges.

CNV's utility rates are the lowest on the North Shore and continue to be competitive through the region.



- Per publically available information
- Amounts do not include solid waste and drainage, due to inconsistencies of billing methods
- Amounts for metered charges are estimated

INTER-DEPARTMENTAL IMPLICATIONS

This report has been prepared collaboratively by CNV's Finance and EPE departments. It should also be read in conjunction with the information report provided by EPE regarding CNV's Asset Management program. The Leadership Team also reviewed the recommendations at its November 15, 2023 meeting.

STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The recommended rates provide the funding to support the following goals and objectives of the 2014 Official Community Plan:

- 8.1.3 Consider stormwater management opportunities in streets, laneways and open spaces where appropriate;
- 8.1.9 Pursue the reduction of waste throughout the full lifecycle of production, consumption, recycling and disposal to achieve local and regional waste management goals;
- 8.2.1 Maintain or improve service levels related to water supply, sewers, transportation, communication and energy infrastructure;
- 8.2.2 Identify and monitor the condition of our infrastructure on a regular basis in order to identify the remaining operational life of individual elements, and to identify and rectify weaknesses before failure, thereby optimizing capital and maintenance program expenditures;

The proposed utility rates also support Council's commitment to being fiscally responsible through rates that balance operational and capital renewal needs with the impact on the ratepayer.

RESPECTFULLY SUBMITTED:



Larry Sawrenko
Chief Financial Officer

RESPECTFULLY SUBMITTED:



Karyn Magnusson
Director – Engineering, Parks & Environment

The City of North Vancouver
Rates and Levies Summary

	2023 **DWV	2023 ***DNV	2023 CNV	2024 CNV	Increase \$	%
MULTI-UNIT DWELLING						
Flat Rate Water	\$ 336.00	\$ 718.10	\$ 343.00	\$ 371.00		
Multi-Unit Net Water	336.00	718.10	343.00	371.00	28.00	8.2%
Flat Rate Sanitary Sewer	456.00	\$ 699.30	342.00	\$ 397.00		
Storm Drainage Levy (estimate)	20.00	-	52.22	78.30 *		
Multi-Unit Net Sewer & Drainage	476.00	699.30	394.22	475.30	81.08	20.6%
Water/Sanitary/Storm	\$ 812.00	\$ 1,417.40	\$ 737.22	\$ 846.30	\$ 109.08	14.8%
Recycling - Multi Unit	-	21.10	-	-	-	0.0%
Eco Levy (estimate)	61.89		25.30	25.80 *	0.50	2.0%
Total Multi Family Solid Waste	\$ 61.89	\$ 21.10	\$ 25.30	25.80	0.50	2.0%
TOTAL MULTI-UNIT ALL LEVIES	\$ 1,209.89	\$ 1,438.50	\$ 762.52	\$ 872.09	109.58	14.4%
SINGLE UNIT DWELLING						
Flat Rate Water	\$ 843.00	\$ 843.00	\$ 584.00	\$ 631.00		
Single Unit Net Water	843.00	843.00	584.00	631.00	47.00	8.0%
Flat Rate Sanitary Sewer	898.00	840.40	549.00	\$ 637.00		
Storm Drainage Levy (estimate)	528.00	-	115.37	173.10 *		
Single Unit Net Sewer & Drainage	1,426.00	840.40	664.37	810.10	145.73	21.9%
Total Single Unit Water/Sanitary/Storm	\$ 2,269.00	\$ 1,683.40	\$ 1,248.37	\$ 1,441.10	\$ 192.73	15.4%
Other Rates						
Refuse	\$ 247.22	\$ 311.20	\$ 135.00	\$ 138.00	3.00	2.2%
Green Can			162.00	\$ 165.00	3.00	1.9%
Recycling - Single Unit	-	34.20	-	\$ -	-	0.0%
Eco Levy (estimate)	61.89		55.90	57.00 *	1.10	2.0%
Total Single Unit Solid Waste	\$ 309.11	\$ 345.40	\$ 352.90	\$ 360.00	\$ 7.10	2.0%
TOTAL SINGLE UNIT ALL LEVIES	\$ 2,578.11	\$ 2,028.80	\$ 1,601.27	\$ 1,801.10	\$ 199.82	12.5%
DUPLEX Including Infills & Strata SFD)						
Flat Rate Water	\$ 674.40	\$ 718.10	\$ 489.00	\$ 529.00		
Duplex Net Water	674.40	718.10	489.00	529.00	40.00	8.2%
Flat Rate Sanitary Sewer	718.40	\$ 699.30	508.00	\$ 590.00		
Storm Drainage Levy (estimate)	528.00	-	92.30	138.48 *		
Duplex Net Sewer & Drainage	1,246.40	699.30	600.30	728.48	128.18	21.4%
Total Duplex Water/Sanitary/Storm	\$ 1,920.80	\$ 1,417.40	\$ 1,089.30	\$ 1,257.48	\$ 168.18	15.4%
Other Rates						
Refuse	\$ 247.22	\$ 265.10	135.00	\$ 138.00	3.00	2.2%
Green Can			162.00	165.00	3.00	1.9%
Recycling - Duplex	-	34.20	-	-	-	0.0%
Eco Levy (estimate)	61.89		44.72	45.60 *	0.88	2.0%
Total Duplex Solid Waste	\$ 309.11	\$ 299.30	\$ 341.72	\$ 348.60	\$ 6.88	2.0%
TOTAL DUPLEX ALL LEVIES	\$ 2,229.91	\$ 1,716.70	\$ 1,431.02	\$ 1,606.08	\$ 175.06	12.3%

* Average storm and eco levy based on average property assessments

** DWV is fully metered, therefore the water and sewer rates are estimates based on expected usages

*** DNV does not have a separate storm drainage levy

2024-2028 Water Utility Capital Plan

Project Name	2024	2025	2026	2027	2028	2024-2028	Description
Watermain Replacement	4,751,000	4,988,550	5,237,978	5,499,877	5,774,870	26,252,275	Water main construction projects to renew aging mains and upgrades to support growth. Includes expenditures funded with DCCs. Work at 14 locations is planned for 2024.
Connection Replacement	200,000	210,000	220,500	231,525	243,101	1,105,126	Replacement of water connections to residents and businesses throughout the City.
Water Meter Replacement Program	160,000	180,000	180,000	200,000	200,000	920,000	Installation of new and replacement of existing water meters throughout the City, which monitor usage.
Valve Replacement Program	150,000	157,500	165,375	173,644	182,326	828,845	Water valves that control the movement of water throughout the City and allow water mains to be shut off when there is a water main or water connection break.
Redundant Watermain Decommissioning	75,000	75,000	75,000	75,000	75,000	375,000	Decommissioning of redundant water mains throughout the City which have either been replaced or are superfluous to future need.
Hydrant Installations	50,000	52,500	55,125	57,881	60,775	276,282	Capital repairs to fire hydrants throughout the City when either damaged or needing replacement due to age or condition.
Trench Restoration for Mainline work	50,000	52,500	55,125	57,881	60,775	276,282	Restoration of trenches post completion of waterworks throughout the City.
Pressure Reducing Station Upgrades	50,000	50,000	50,000	50,000	50,000	250,000	Capital repairs to pressure reducing stations, which moderate water pressure throughout the City.
Enforcement of Water Restriction ByLaws	100,000	100,000	-	-	-	200,000	Addition of seasonal staff and two e-bikes to the City fleet to enforce mis-use of water during times of water conservation regulations. Staff will engage in a continuum of education through escalation to issuance of fines.
Utilitites Project Management	75,000	75,000	-	-	-	150,000	Dedicated Project Management is needed to deliver utility projects in an efficient and cost effective manner.
Backflow Prevention IPS Implementation	150,000	-	-	-	-	150,000	Backflow prevention from commercial properties is vital to the health and safety of our drinking water. This project will improve the regulation of backflow prevention devices in commercial properties by improving CNV's use of IPS.
Equipment - Water	15,000	15,750	16,538	17,364	18,233	82,884	Small equipment used for the construction, operation and maintenance of the CNV's Water Utility. This equipment includes water treatment equipment, construction equipment, and tools.
Water Sampling Station	15,000	15,750	16,538	17,364	18,233	82,884	Capital repairs to water sampling stations that are essential to monitoring water quality throughout the City.
Total	5,841,000	5,972,550	6,072,178	6,380,537	6,683,313	30,949,578	

2024 WATER BUDGET

Programs	2023 Annual Budget	2024 Annual Budget	Variance 2023 to 2024	% Variance	Notes
WATER REVENUE					
FLAT RATE SALES	9,522,671	10,438,100	915,429		Consistent with proposed rate increase
METERED SALES	5,185,614	5,382,327	196,712		Consistent with proposed rate increase and volume trends
PENALTIES FLAT RATE	15,400	15,900	500		
TRANSFER FROM DNV	162,900	168,600	5,700		
Water Admin	14,886,585	16,004,927	1,118,341	7.5%	
Water Operations	791,100	815,100	24,000	3.0%	Fees for Connection and Severance
Transfers from Reserve	700,000	2,141,973	1,421,800	203.1%	Use of capital reserves for significant projects in 2024 and draws from reserves for rate smoothing
Total Water Revenue	16,377,685	18,962,000	2,584,315	15.8%	
WATER EXPENSES					
WATER PURCHASES	8,235,520	8,829,600	594,080		3% MV rate increase in cost of bulk water and volume projections
WAGES AND BENEFITS	1,519,460	1,563,950	44,490		
GOODS AND SUPPLIES	81,050	99,950	18,900		
SERVICES	328,935	421,600	92,665		Increased studies re: increasing population density
FINANCIAL SERVICES	1,020,654	1,188,000	167,346		
Water Operating	11,185,619	12,103,100	917,481	8.2%	
TRANSFER TO CAPITAL	4,124,400	5,814,000	1,689,600		New projects identified thorough Asset Management studies
THIRD PARTY CONNECTIONS	655,200	674,900	19,700		
TRANSFERS TO RESERVES	412,466	370,000	-42,466		Contingencies, including for capital and extreme weather
Transfers to Reserves	5,192,066	6,858,900	1,666,834	32.1%	
Total Water Expenses	16,377,685	18,962,000	2,584,315	15.8%	

2024-2028 Sewerage & Drainage Utility Capital Plan

Project Name	2024	2025	2026	2027	2028	2024-2028	Description
Sewer Utility Main Replacement	2,679,000	2,812,950	2,953,597	3,101,277	3,256,341	14,803,164	Sewer main construction projects to renew aging mains and upgrades to support growth. Includes expenditures funded with DCCs. Work at 5 locations is planned for 2024.
Sanitary Sewer Private Side I&I Management	350,000	350,000	350,000	350,000	350,000	1,750,000	Repair of private side sanitary connections to minimise the occurrence of Inflow and Infiltration.
Sewer Utility Pump Station Major Upgrades	500,000	250,000	50,000	50,000	50,000	900,000	Major upgrades required to facilitate a resilient sanitary sewer network. Pump stations are required to enable wastewater to flow to sewer treatment facilities.
Sanitary Manhole Upgrading	139,000	145,950	153,248	160,910	168,955	768,063	Installation of new, and the replacement and upgrade of existing, sanitary man holes throughout the City. These facilitate inspection and maintenance of CNV's storm sewers network.
Sanitary Inspection Chamber Install and Connection Replacement	100,000	131,250	137,813	144,703	151,938	665,704	The installation of inspection chambers and the repair of existing sanitary connections in the City. These facilitate the movement of sanitary waste water from premises to sanitary mains.
Flow Monitoring Station Install	200,000	200,000	60,000	60,000	60,000	580,000	Installation of new flow monitoring stations throughout the City, which help to monitor sanitary flows and verify modelling with the goal of reducing Infiltration and Inflow in CNV's Sanitary System.
Trench Restoration for Mainline work	50,000	52,500	55,125	57,881	60,775	276,282	The restoration of trenches post completion of Sanitary Works throughout the City.
Equipment Sewers	20,000	21,000	22,050	23,153	24,310	110,513	Small equipment purchases used for construction, operation and maintenance of CNV's Sewers Utility. This equipment includes, but is not limited to, testing equipment, construction equipment, and tools.
Utilities Project Management	37,500	37,500	-	-	-	75,000	Dedicated Project Management is needed to deliver utility projects in an efficient and cost effective manner.
Total - Sanitary Sewer Projects	4,075,500	4,001,150	3,781,832	3,947,924	4,122,320	19,928,725	

Project Name	2024	2025	2026	2027	2028	2024-2028	Description
Storm Utility Main Replacement	1,944,000	2,041,200	2,143,260	2,250,423	2,362,944	10,741,827	A storm main construction project to renew aging mains and upgrades to accommodate growth and the effects of climate change. Includes DCC funding. 2024 work includes Lonsdale bypass to Victoria Park to alleviate potential overflow in Lower Lonsdale.
Storm Infill	1,125,000	1,181,250	1,240,313	1,302,328	1,367,445	6,216,335	Construction of new storm sewers in areas that are not currently serviced. These areas may have historically relied on open ditches, or shallow perforated pipe/ drain tile which does not meet current servicing needs. Typical projects are prioritized to coordinate with private property development on lots that are not serviced by the storm sewer system.
Catch Basin Replacement and Conversion	431,520	453,096	475,751	499,538	524,515	2,384,420	The installation of new, and the replacement and upgrade of existing, catch basins throughout the City. These capture road water run off and direct it into CNV's storm system.
Manhole Installations	232,125	243,731	255,918	268,714	282,149	1,282,637	The installation of new, and the replacement and upgrade of existing, storm manholes throughout the City. These manholes facilitate inspection and maintenance of CNV's storm sewers network.
Storm Water Quality Infrastructure	225,000	225,000	250,000	250,000	275,000	1,225,000	New rain gardens and other infrastructure that improves the quality of storm water runoff.
Stormwater Treatment Facilities	75,000	250,000	275,000	300,000	300,000	1,200,000	An upgrade to improve receiving water health by treating water before it enters receiving bodies. Includes projects to improve existing outfalls and offset the effects of development.
Mosquito Creek Channel Improvements	750,000	-	-	-	-	750,000	Regrading and reconfiguring creek channel immediately upstream of Marine Drive Bridge to improve fish passage and aquatic habitat, reduce nuisance flooding of adjacent pathway, manage gravel accumulation and frequency of future dredging.
City Wide Culvert Replace and Rehabilitation	75,000	75,000	50,000	150,000	200,000	550,000	The assessment, maintenance, repair, and replacement of existing large diameter storm culverts. These culverts typically convey streams and creeks under roadways and public spaces.
Creek Hazard Management	350,000	50,000	50,000	50,000	50,000	550,000	The drainage utility is the primary source of funds for dealing with the City's natural creeks and associated steep slopes along the ravines. On-going monitoring, intermittent technical assessments, and physical works are required to manage the hazards such as slope stability, erosion, and localized creek related flooding. Typical tasks include geotechnical and hydrotechnical assessments as well as slope stabilization and erosion protection works. Regular annual funding is required for on-going monitoring and to address localized issues as they arise.
Storm Inspection Chamber Install and Connection Replacement	54,000	82,950	113,348	119,015	124,966	494,278	The installation of inspection chambers and the repair of existing storm connections in the City. These facilitate the movement of storm water from premises to storm mains.
Flow Monitoring Station Install	60,000	63,000	66,150	69,458	72,930	331,538	The installation of new storm flow monitoring stations throughout the City, which help to monitor flows and verify modelling.
Trench Restoration for Mainline work	50,000	52,500	55,125	57,881	60,775	276,282	The restoration of trenches post completion of Storm Works throughout the city.
Utilities Engineering	120,000	120,000	-	-	-	240,000	Support for the storm, sanitary, and water utilities by leading and assisting utility model analysis and update, capital planning, design, and project management. This position is required to build upon and implement the asset management strategy for underground utilities.

Stream Environmental Enhancement	60,000	40,000	-	-	-	100,000	CNV utilizes the natural creeks and Burrard inlet as part of the drainage system, draining all surface water from private properties, public roadways, and public spaces to the natural habitat utilized by all aquatic species. As part of CNV's Integrated Storm Management Plan, all CNV projects in and around streams should improve local fish habitat and passage. This project delivers those improvements.
Driveway Culvert installation	15,000	15,000	15,000	15,000	15,000	75,000	The repair and replacement of existing driveway culverts in the City.
Utilities Project Management	37,500	37,500	-	-	-	75,000	Dedicated Project Management is needed to deliver utility projects in an efficient and cost effective manner.
Total - Storm Drainage Projects	5,604,145	4,930,227	4,989,864	5,332,357	5,635,725	26,492,317	
TOTAL	9,679,645	8,931,377	8,771,696	9,280,280	9,758,045	46,421,043	

2024 SEWERAGE AND DRAINAGE BUDGET

Programs	2023 Annual Budget	2024 Annual Budget	Variance 2024 to 2023	% Variance	Notes
SEWER AND DRAINAGE REVENUES					
FLAT RATE SALES	9,365,990	11,036,243	1,670,253		Consistent with proposed rate increase and increased number of units
METERED SALES	4,325,911	5,083,181	757,270		Consistent with proposed rate increase and increased number of units
FEES CONNECTION- SANITARY SEWER	374,700	393,400	18,700		
OTHER	27,200	28,000	800		
Sanitary Revenue	14,093,801	16,540,824	2,447,023	17.4%	
DRAINAGE LEVY	2,788,300	4,182,500	1,394,200		Consistent with proposed rate increase
FEES CONNECTION- DRAINAGE SEWER	876,800	920,600	43,800		
Drainage Revenue	3,665,100	5,103,100	1,438,000	39.2%	
Sub-Total Operating Revenues	17,758,901	21,643,924	3,885,023	21.9%	
Sanitary Sewer and Drainage Transfers	165,875	3,868,354	3,702,479	2232.1%	Use of capital reserves for significant projects in 2024 and draws from reserves for rate smoothing
Total Sanitary Sewer and Drainage Revenue	17,924,776	25,512,278	7,587,502	42.3%	
SANITARY SEWER AND DRAINAGE EXPENSES					
GVS&DD LEVY	8,721,567	9,964,424	1,242,857		14.3% increase in the GVS&DD Levy
WAGES AND BENEFITS	686,300	769,014	82,714		
GOODS AND SUPPLIES	29,300	29,700	400		
SERVICES	219,300	419,600	200,300		Increased studies re: increasing population density
FINANCIAL SERVICES	639,650	670,300	30,650		
Sanitary Expenses	10,296,117	11,853,038	1,556,921	15.1%	
WAGES AND BENEFITS	726,400	911,985	185,585		
GOODS AND SUPPLIES	38,300	39,300	1,000		
SERVICES	236,300	518,400	282,100		Increased studies re: increasing population density
FINANCIAL SERVICES	416,850	420,600	3,750		
Drainage Expenses	1,417,850	1,890,285	472,435	33.3%	
Sub-Total Sanitary Sewer and Drainage Expenses	11,713,967	13,743,323	2,029,356	17.3%	
TRANSFER TO CAPITAL	3,311,000	9,679,645	6,368,645		New projects identified through Asset Management studies
THIRD PARTY CONNECTIONS	1,142,100	1,199,200	57,100		
RESERVE FOR FUTURE EXPENDITURES	1,000,000	0	-1,000,000		Funds no longer being set aside for rate smoothing
OTHER TRANSFERS	757,709	890,110	132,401		To replenish contingencies for Capex and extreme weather
Sanitary Sewer and Drainage Transfers	6,210,809	11,768,955	5,558,146	89.5%	
Total Sanitary Sewer and Drainage Expenses	17,924,776	25,512,278	7,587,502	42.3%	

2024 SOLID WASTE BUDGET

Programs	2023 Annual Budget	2023 Annual Budget	Variance 2023 Annual to 2022 Annual	% Variance	Notes
SOLID WASTE REVENUE					
Green Can	1,138,300	1,161,100	22,800	2.0%	Consistent with proposed rate increase
REFUSE TAGS - COMMERCIAL	3,500	3,500	0		
REFUSE TAGS - RESIDENTIAL	9,000	9,000	0		
REFUSE LEVY	965,600	992,547	26,947		
Refuse	978,100	1,005,047	26,947	2.8%	Consistent with proposed rate increase
Eco Levy	1,355,100	1,382,200	27,100	2.0%	Consistent with proposed rate increase
Reserve Transfer	626,000	693,874	67,874	10.8%	Reserves used to smooth rate increases
Total Solid Waste Revenue	4,097,500	4,242,221	144,721	3.5%	
SOLID WASTE EXPENSES					
WAGES AND BENEFITS	578,000	564,945	-13,055		
GOODS AND SUPPLIES	48,300	48,300	0		
SERVICES	441,500	464,910	23,410		Increased tonnage
FINANCIAL SERVICES	415,100	436,255	21,155		
Green Can Ops	1,482,900	1,514,410	31,510	2.1%	
WAGES AND BENEFITS	456,000	432,187	-23,813		
GOODS AND SUPPLIES	2,000	2,000	0		
SERVICES	243,200	227,800	-15,400		
FINANCIAL SERVICES	403,500	452,166	48,666		
Refuse	1,104,700	1,114,153	9,453	0.9%	
WAGES AND BENEFITS	1,377,800	1,472,481	94,681		Increased public realm litter collection
GOODS AND SUPPLIES	48,300	51,619	3,319		
SERVICES	38,300	40,932	2,632		
FINANCIAL SERVICES	45,500	48,627	3,127		
Eco Levy Programs	1,509,900	1,613,659	103,759	6.9%	
Total Solid Waste Expenses	4,097,500	4,242,221	144,721	3.5%	

State of the Assets - Utilities

This appendix is the second iteration of an annual summary of asset information including various performance indicators and asset inventory information. While this version maintains a focus on the City's underground utilities, future iterations will expand incrementally to include additional asset types and will refine the available information with the intent of providing a familiar and repeatable source of asset information for the community.

Service Level Value Statement – this is the answer to the critical question “what do we need the asset to do”. Staff have created a placeholder value statement that can be the baseline for Council and community discussion and iterations in the future.

Key Facts and Performance Indicators – these help to answer the questions of “what do we have”, “what is its condition”, “how long can we expect it to provide the service level expected of it”, “what is the cost to replace”, and “what is the annual investment required to maintain sustainable service delivery”.

Asset Management – these are the key actions staff are taking to operate the asset system to deliver the intended service level at lowest cost of ownership. These include operating and maintenance efforts and capital construction.

Climate Adaptation and Community Resiliency – these are the forward look at external pressures on our ability to maintain our service levels. Risk assessment and mitigation become a key focus of our asset planning approach.

Replacement Value and Proposed Investments – this is the estimated value of the existing asset and a modelled approach to an annual investment and infrastructure renewal strategy. This modelled approach will, in time, become integrated into long range financial plans to balance the holistic needs of the City. Note, the replacement values and proposed investments represents only a portion of the entire budget for each utility. This is the funding recommended specifically for infrastructure replacement and renewal. In addition to funding for infrastructure replacement and renewal, the total recommended budget for each utility also includes funding for operations, maintenance, administration, contingencies, as well as regional costs.



Water

Service Level Value Statement:

To provide clean drinking water at fire flow pressures to our community for the long term.

Water System Summary:

Length of
Water Main
131 km

Average
Age of Main
51 years

Expected
Life 75 years

Estimated
Replacement Value
\$275 million

The City's water system's major components are mains, services, hydrants, valves, and pressure reducing valve stations (PRV). The City also maintains smaller components such as in-line valves, fountains, sampling stations, and meters. A summary of major components can be found in Table 1 below.

Table 1 - Summary of Water System Attributes

Asset Type	Quantity	Average Age (years)	Average Condition Score	% Exceeding Estimated Service Life (ESL)	Estimated Total Replacement Value
water main	131 km	51	Good	9	\$275,100,000
water service	6,725	28	Very Good	0.1	\$59,180,000
hydrants	776	37+	Poor	57	\$7,760,000
valves	3,598	37+	Good	25	unknown
pressure reducing valve (PRV) stations	10	40 [#]	unknown	unknown	\$2,250,000
water meters	599 (ICI) 2601 (Res)	unknown	Fair	unknown	\$3,758,000

+ hydrants and valves with unknown install dates estimated at 57 years

excluded three stations with unknown install date

Asset Management:

In late 2022, staff received a draft asset management plan for the water utility. The asset management plan provides staff with expert opinion lifecycle recommendations that consider all available information and includes a long-term capital replacement strategy. The draft plan has been used to develop the 2024 budget recommendations and 10-year capital plan. In 2023, staff have also been working with the consultant to update the City’s hydraulic model for the water network. The hydraulic model assists staff in understanding how changes – including main replacement and new developments – will impact water pressures throughout the system. An updated model will increase the accuracy of system attributes and should provide more accurate outputs to inform decisions.

Current Condition

Because water mains are a closed, pressurized system and not easily accessed for direct inspection, water main condition is estimated by using indirect measures. Condition assessment typically relies on water system age and repair history. Based on the draft Asset Management Plan the City’s average system condition is rated “good” with the mains having an average age of 51 years.

Looking ahead to the next decade or more, a large quantity of small diameter cast iron water mains will continue to be the focus of the annual replacement program. For 2024, water main replacements are proposed to add new mains to increase system resiliency and replacements to deal with ongoing water quality concerns related to the small diameter cast iron pipe.

The City also received a separate draft report assessing the condition of specific system components including valve chambers and pressure reducing stations (PRV). While it does not identify any PRVs for immediate replacement, several valve chambers have been identified as requiring replacement. Based on the draft report, there were six valve chambers identified as in very poor condition. Once the report is finalized, the recommendations will inform the 2025 budget request.

The City also tracks water main breaks and monitors calls about water quality and pressure which can be indicators of location-specific system health. In 2023 there were 15 responses to water main or service breaks. Customer service calls for dirty water or pressure are as follows.

Table 2 - Summary of Service Calls Related to Dirty Water and Pressure

	Dirty Water	Pressure
2021	64	19
2022	30	20
2023	58	39

Life Cycle

The average age of the City’s water mains is 51 years. While historically it was assumed that water mains had an expected service life of approximately 100 years, the draft asset management plan updates our current understanding of the expected service life (ESL) of water mains to between 70 and 80 years depending on pipe material. We also know that pipes may

remain in-service much longer where ground conditions are ideal and less where ground conditions are not ideal.

Hydrants, valves, and PRVs have shorter ESLs at 50, 40 and 10 years respectively. The City performs annual inspection and maintenance of hydrants and actual service life for these assets is expected to be longer as a result.

System Construction/Reconstruction:

In 2022, a total of 469 metres of new water main was installed in the City. 455 metres was installed by City crews and 14 metres was delivered by new development.

In 2023, a total of 591 metres of new water main was installed in the City. 210 metres was installed by City crews and 381 metres was delivered by new development.

Some planned water main replacement work in 2023 did not proceed due to increasing costs and ongoing recruitment. One water contract did not proceed because responses exceeded estimates. Estimates have now been revised to reflect current industry costs for construction. One internal water project did not proceed due to ongoing recruitment challenges.

Figure 1 below shows a summary of in-service mains by year added.

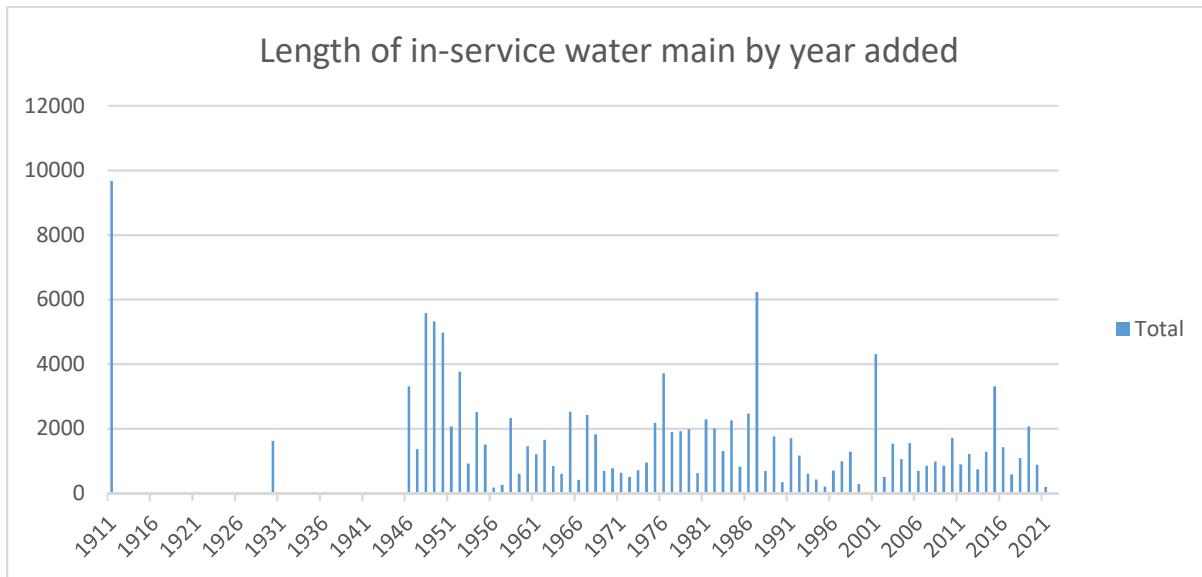


Figure 1 - Length of In-Service Water Main by Year Added

Climate Adaptation and Community Resiliency

With longer, warmer weather in the summer months and increased likelihood of extended drought periods projected for the Metro Vancouver regionⁱ, water conservation has been the focus of climate adaptation and community resiliency measures taken to support the water utility. To support water conservation, the Drinking Water Conservation Plan Bylaw was

updated in spring of 2022 and the City maintains a public information campaign to inform residents with current information and tools for conservation. In 2023, Stage 2 restrictions were implemented in early August and remained in place until October. The City also continues to install the necessary infrastructure on new water services to support the eventual move towards universal metering

Staff continue to monitor water quality and assess growth needs utilizing the water system hydraulic model. An annual flushing program helps to reduce episodes of cloudy brownish water that, while safe to drink, can be unappealing and is the result of aging cast iron water mains. In addition, each hydrant is on an annual inspection and maintenance program where pressure is tested and checks and repairs are made to ensure each is in good working order.

Replacement Value and Proposed Investment

The estimated replacement value for the water system can be seen in Table 1 above and has been determined through a combination of sources. The estimated replacement value for water mains was calculated using an “all-in” unit cost of \$2,100 per linear metre which includes valves, appurtenances, and surface restoration. This unit cost was applied across the entire existing network in order to determine the estimated replacement value. The City has current estimated replacement costs for valve chambers and pressure reducing stations from a recent consultant report.

Proposed Investment

The draft asset management plan shows that an average replacement rate of 2.2% of water mains for the next 20 years allows us to maintain a relatively steady overall asset condition of “good”. This scenario models replacing mains as they reach the end of their estimated service life and replacing the existing backlog (mains already past their estimated service life) over that period rather than all at once.

The proposed 2024 budget uses the recommended 2.2% replacement rate.



Sanitary Sewer

Service Level Value Statement:

To convey sewage to the Metro Vancouver system at the lowest possible volumes and without discharge to the environment.

Key Facts and Performance Indicators:

Length of
Sanitary Main
125 km

Average
Age
60 years

Expected Life 90
Years

Estimated
Replacement Value
\$250 million

The City's sanitary sewer system's major components are mains, services, manholes, and lift stations. A summary of major components can be found in Table 4 below.

Table 3 - Sanitary Sewer Asset Inventory

Asset Type	Quantity	Average Age (years)	Average Condition Score	% Exceeding Estimated Service Life (ESL)	Estimated Replacement Value
Sanitary main	125 km	60	Good	8	\$250,000,000
Sanitary service	6,806	43	Very Good	0.4	\$50,364,400
Manhole	1,857	59	Fair	18.3	\$18,570,000
Lift stations	5	33	Very Good	0	\$1,593,600

Asset Management

In late 2022, staff received a draft asset management plan for the sewer utility. The asset management plan provides staff with expert opinion lifecycle recommendations that consider all available information and includes a long-term capital replacement strategy. The draft plan has been used to develop the 2024 budget recommendations and 10-year capital plan. In 2023, staff have also been working with the consultant to update the City's hydraulic model for the sewer network. The hydraulic model assists staff in understanding how changes – including main replacement and new developments – will impact system capacity. An updated model will increase the accuracy of system attributes and should provide more accurate outputs.

Current Condition

The City conducts video inspections of the system each year with the goal of expanding this program to inspect approximately six kilometers (5%) of sanitary sewer annually. In addition to

direct inspection information, staff rely on age, material, and service history as indicators of condition.

Due to relatively low replacement rates for the last several decades, the average age of sewer main has been increasing. Currently, the average age of sanitary mains is approximately 60 years with 8% exceeding the expected service life. The installation year of in-service mains can be seen in Figure 3 below.

In 2022, the City also received a draft report assessing the condition of sewer lift stations which are comprised of wet wells, pumps, electrical components, and instrumentation. While several potential repairs and improvements were identified, the pump stations were estimated to have between 5 and 38 years of remaining life. Once the report is finalized, the recommendations will inform future budget requests as components are identified for replacement.

Life Cycle

The average age of the City's sewer mains is 60 years. The City's sanitary system has been predominately constructed using PVC pipe since 1980 and vitrified clay pipe before that. The draft asset management plan confirms the expected service life (ESL) of these sewer mains and service lines to 85 years (PVC) and 100 years (Vitrified Clay).

Lift station components have a range of expected service life. The wet wells are estimated to have an ESL of 80 years while other components have shorter ESLs and must be replaced sooner such as pumps with an ESL of 40 years and instrumentation at 25 years.

System Construction/Reconstruction

In 2022, a total of 78 metres of new sanitary main was installed in the City, all by new development.

In 2023, a total of 882 metres of new sanitary main was installed in the City. 33 metres were constructed by City crews and 849 metres were delivered by new development.

Figure 2 below shows a summary of in-service mains by year added.

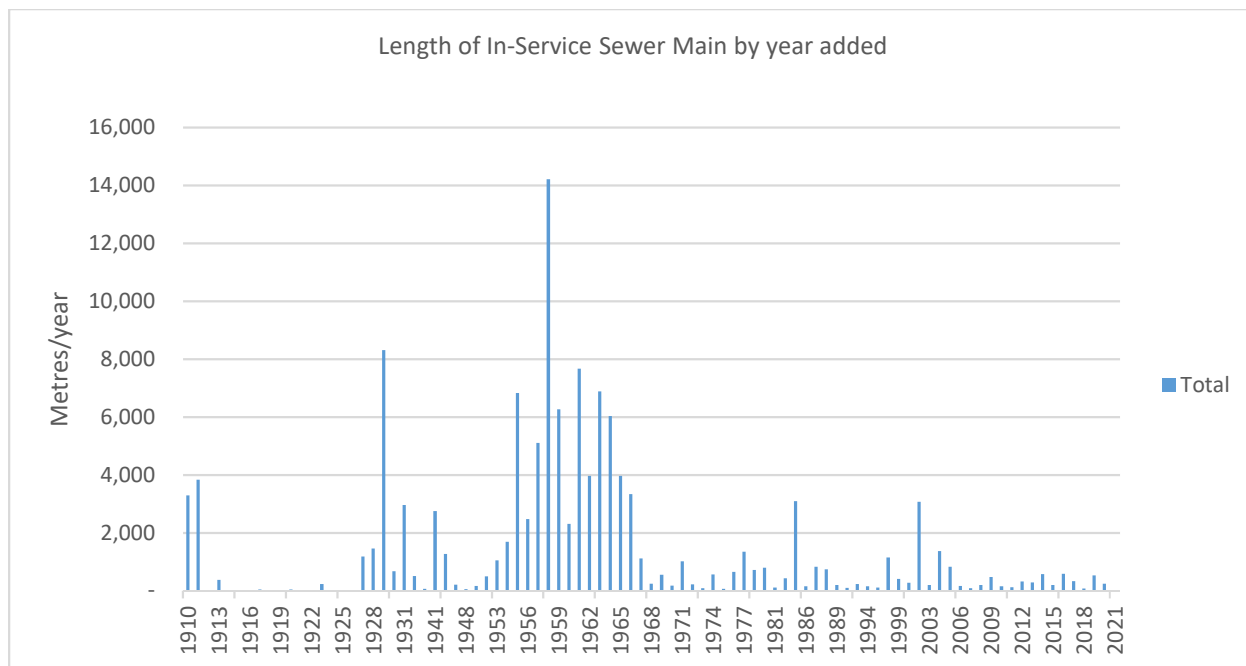


Figure 2 - Length of In-Service Sewer Main by Year Added

Climate Adaptation and Community Resiliency

Long-term resiliency measures for the sanitary sewer system are focused on addressing inflow and infiltration (I&I) within the system. I&I is the introduction of rainwater and groundwater into the sanitary sewer system which consumes pipe capacity, increases the volumes that are transported to regional treatment facilities, and reduces the sewer heat (reducing the effectiveness of waste heat recovery projects). When the volume exceeds pipe capacity, the system surcharges and direct discharge from the Metro conveyance mains to Burrard Inlet can occur and does multiple times per year during heavy rain events. Rainwater/groundwater in the sanitary system can be introduced through pipe defects in aging pipes, from the surface through manholes, and from private property through incorrectly connected services. Wetter fall and winter seasons and increased extreme wet weather eventsⁱ can increase the amount of I&I in the sanitary system.

Several measures are implemented to address I&I:

- New sanitary mains have gaskets which better resist infiltration at joints;
- Repairing joints in existing mains and manholes to resist infiltration;
- Sealed manhole lids are being trialed where appropriate; and,
- Areas with observed inflow are investigated to attempt to find and correct defects and cross-connections.

Replacement Value and Proposed Investment

The estimated replacement value for the sanitary sewer system can be seen in Table 3 above and has been determined through a combination of sources. The estimated replacement value

for sewer main was determined by using recent project costs for main construction by City crews. The average unit cost for replacement, including associated manholes, is estimated at \$2,000 per linear metre. This unit cost was applied across the entire existing network to determine the estimated replacement value. While this method blends manholes and mains together, staff believe this is a reasonable approach as it reflects the typical method of constructing new sewer main. The City has current estimates for lift stations from a recent consultant report.

Proposed Investment

The draft asset management plan shows that an average replacement rate of 1.3% of sanitary sewer mains for the next 20 years maintains a relatively steady overall asset condition of “good”. This scenario (dark blue in Figure 4 below) models replacing mains as they reach the end of the estimated service life and replacing the existing backlog (mains already past their estimated service life) over that period rather than all at once.

The proposed 2024 budget uses the recommended 1.3% replacement rate.



Storm Sewer (Drainage)

Service Level Value Statement:

Reduce nuisance and risk of damage from flooding and protect aquatic health.

Key Facts and Performance Indicators:

Length of Storm
Main
163 km

Average Age
48 years

Expected life
100 years

Estimated
Replacement Value
\$326 million

The City's drainage system's major components are mains, services, manholes, catch basins, and detention ponds. A summary of major components can be found in Table 4 below.

Table 4 - Storm Sewer Asset Inventory

Asset Type	Quantity (metres)	Average Age (years)	Average Condition Score	% Exceeding Estimated Service Life (ESL)	Estimated Replacement Value
Storm main	163 km	48	Very Good	5.6	\$326,000,000
Storm service	5,425	35	Very Good	0	\$34,720,000
Manhole	1,813	44	Good	6.2	\$18,130,000
Catch basins	3,596	42	Poor	45	\$21,576,000
Detention ponds	3	11	unknown	unknown	unknown

Asset Management

In late 2022, staff received a draft asset management plan for the drainage utility. The asset management plan provides staff with expert opinion lifecycle recommendations that consider all available information and includes a long-term capital replacement strategy. The draft plan has been used to develop the 2024 budget recommendations and 10-year capital plan. In 2023, staff have also been working with the consultant to update the City's hydraulic model for the drainage network. The hydraulic model assists staff in understanding how changes – including main replacement and new developments – will impact system capacity. An updated hydraulic model will increase the accuracy of system attributes and should provide more accurate outputs.

Current Condition

The City conducts video inspections of the system each year with the goal of expanding this program to inspect approximately eight kilometers (5%) of storm sewer annually. In addition to direct inspection information, staff rely on age, material, and service history as indicators of condition.

Due to relatively low replacement rates for the last several decades, the average age of the storm sewer mains has been increasing. Currently, the average age of storm mains is approximately 48 years with 2.3% older than 100 years.

System Construction/Reconstruction:

In 2022, a total of 1,029 metres of new storm main was installed: 392 metres were installed by City crews and an additional 637 metres were delivered by new development

In 2023, a total of 894 metres of new storm main was/is being installed: 450 metres by City crews and an additional 444 metres by new development (note some of this work will occur in early 2024).

Figure 3 below shows a summary of in-service mains by year added.

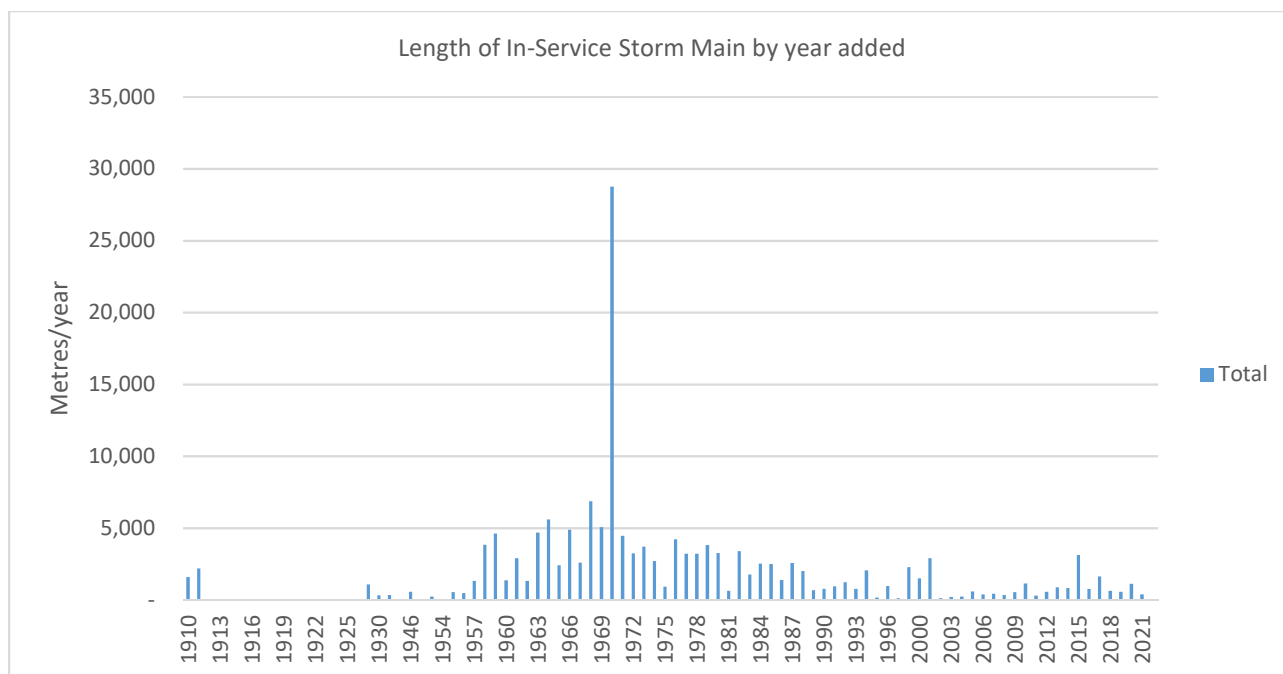


Figure 3 - Length of In-Service Storm Main by Year Added

Climate Adaptation and Community Resiliency

The storm sewer (drainage) utility is designed to discharge collected rainwater back to the environment. This is accomplished through a combination of infiltration and exfiltration to the ground and conveyance to creeks and Burrard Inlet. As we experience wetter fall and winter seasons and increased extreme weather events, the intensity of rainwater runoff will increase. Further, with hotter, drier summers, the amount of available groundwater can be expected to decrease.

To adapt to increasing impervious areas introduced through development combined with the increased runoff from more intense precipitation associated with climate change, the City is working to implement storm water source controls that infiltrate rainwater back into the ground and slow the release of peak flows to the overall system and to receiving bodies. These measures will help protect aquatic health while also delaying the need to increase the size of storm mains. Examples of source controls being installed in the City are:

- Alternative stormwater management measures as a requirement of all new development such as infiltration or detention tanks
- Raingardens and exfiltration catch basins to manage road runoff
- Infiltration galleries around street trees in highly urban streetscapes

Replacement Value and Proposed Investment

The estimated replacement value for the drainage system can be seen in Table 4 above.

The estimated replacement value for drainage utility assets has been determined through a combination of sources. The estimated replacement value for storm mains was determined by using recent project costs for storm main replacement by City crews. The average unit cost for replacement, including associated manholes, is \$2,000 per linear meter. This rate was applied across the entire existing network to calculate the estimated replacement value. While this method blends manholes, catch basins and mains together, staff believe this is a reasonable approach as it reflects the typical method of constructing new sewer main.

As new information is collected through the anticipated drainage utility asset management plan and data reporting capabilities are expanded, staff anticipate to be able to refine this value.

Proposed Budget

While the draft asset management plan indicates that an average replacement rate of 0.4% of storm mains for the next 20 years will maintain a relatively steady overall asset condition, staff recommend a more conservative 1% replacement rate.

The proposed 2024 budget assumes replacement of 1% of the system annually.

ⁱ Source: Metro Vancouver's Climate Projections Report <http://www.metrovancouver.org/services/air-quality/climate-action/climate2050/learn/local/Pages/default.aspx> (retrieved October 25, 2022)

2023-2028 Utilities Reserves

Utility Reserves (Grouped)	2023	2024	2025	2026	2027	2028
Operating Surplus	6,297,039	5,774,101	5,816,529	4,054,680	3,197,458	4,201,616
<i>% of total expenditures</i>	16%	12%	11%	7%	5%	7%
An operating surplus is held within each Utility at a level of 5-10% of total expenditures, in line with CNV's Policy on the maintenance and use of Accumulated Surplus. The operating reserve within the Solid Waste Utility has been above that due to lower than budgeted expenditures for a number of years. Proposed rate increases bring it back to within range over the plan period.						
Reserves for Future Expenditures	13,302,705	10,684,351	8,384,351	8,384,351	8,384,351	8,384,351
Reserves for Future Expenditures are held within each of the Utilities with capital projects (Water and Sewer & Drainage) and are maintained at balances needed to cover unexpended amounts of all appropriated projects. This reserve fluctuates and depends on the timing/speed of capital program delivery following appropriation. Balances in 2023 are high as some previously appropriated projects have been delayed when pricing has not met expectations in the current inflationary environment.						
Rate Smoothing Provision	5,500,000	3,000,000	1,000,000	0	0	0
With future Metro Vancouver rate increases anticipated due to the North Shore Waste Water Treatment Plant (NSWWTP), CNV has been setting aside funding since 2014, a total of \$5.5M, to smooth future rate increases. This reserve is now being exhausted over the planning period to reduce the impact of rate increases on residents.						
Waterworks Reserve	5,083,039	5,235,530	5,849,542	6,481,976	7,133,382	7,804,330
The Waterworks Reserve is a long historical statutory reserve created for the purpose of replacement and refurbishment of CNV's water infrastructure. It is currently used in combination with the Water Utility's Reserves for Future Expenditures to ensure funds are available for appropriated capital project. Staff are investigating opportunities to restructure this reserve so that balances can be repurposed, including for possible additional rate smoothing, as part of a planned 2024 reserves review. Until the completion of that review, balances are assumed to increase as internal borrowing is repaid and interest is earned.						
DCC Reserves	3,395,004	3,429,117	3,000,119	2,828,486	2,831,777	2,825,636
Development Cost Charges are levies collected to assist in financing the costs of infrastructure required to service new growth. Any funds collected must be retained in a separate reserve fund and set aside for eligible future growth projects. The CNV's last DCC Review was in 2016, and the next is planned for in 2024.						
Contingency Reserves	750,000	750,000	750,000	750,000	750,000	750,000
Contingencies are held in the Water and Sewer & Drainage Utilities for extreme weather events and unforeseen events or risks that could impact the budgets of capital projects. These contingency reserves are replenished annually as needed, to maintain current levels.						
Total Utility Reserves	34,327,786	28,873,099	24,800,542	22,499,493	22,296,968	23,965,933

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 9001

A Bylaw to Amend “Water Utility Bylaw, 1994, No. 6417”

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 **“Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 9001”**.
2. “Water Utility Bylaw, 1994, No. 6417” is amended as follows:
 - A. Schedules:
 - (1) Delete Schedule “A” in its entirety and replace with the new Schedule “A” attached to this bylaw;
 - (2) Delete Schedule “B” in its entirety and replace with the new Schedule “B” attached to this bylaw.
3. This bylaw shall be effective as of the 1st day of January, 2024.

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

SCHEDULE A

Water Services

2024 CONNECTIONS AND SEVERANCE RATES

1. Water Service Connections		
	Size	Fee
	Standard 19 mm	\$9,600
	>19 mm	At Cost, with a minimum charge equal to the standard fee.
2. Water Service Severance		
	For Standard 19 mm Replacement	\$1,290
	>19 mm service replacement	At Cost, with a minimum charge equal to the standard fee.
3. Water Connection Reuse		\$2,690
4. Turn on/off		\$52
5. Flat fee for installation and removal of temporary meter		\$430

A 50% rebate is available for standard 19mm water service replacements that are installed less than 2 years in advance of a City initiated programmed replacement of water services within the block.

SCHEDULE B

2024 Water Use Rates

1. WATER RATES

1. For Temporary Service during construction

Building Size (Total Floor Area)

46 sq. m to 460 sq. m	\$189
Over 460 sq. m but not exceeding 4,600 sq. m	\$373
Over 4,600 sq. m but not exceeding 23,000 sq. m	\$619
Over 23,000 sq. m	\$985

2. Flat Rates (un-metered premises)

Single Unit Dwelling	\$631 per year
Duplexes (including infills) per unit	\$529 per year
Multiple Unit Dwellings (including extra living units within single unit dwellings, apartments, condominiums, garden apartments and coach houses) for each dwelling	\$371 per year
Stores, offices, other commercial premises not elsewhere designated; Churches and Public Halls per fixture	\$142 per year
Water Cooling Units	\$980 per year
Schools per Classroom	\$452 per year
Minimum charge for any service	\$631 per year

2. METERED WATER RATES

For commercial and industrial properties, hospitals and schools served by water meters the following scale of charges shall apply:

1.	January 1 to May 31	\$ 1.5708 per cubic metre
	June 1 to September 30	\$ 1.9634 per cubic metre
	October 1 to December 31	\$ 1.5708 per cubic metre

A minimum bill for 30 cubic metres per month will be charged if a lesser quantity or no water is consumed.

2. Metered Charges for Mixed Use Premises

The charge for Mixed Use Premises on metered rates shall be the greater of the flat rate for Multiple Dwelling Units provided in this Schedule times the number of dwelling units or the metered rates.

3. MISCELLANEOUS CHARGES

1. Testing a Meter as Provided in Section 703

For meters 50 mm and smaller	\$375
For meters over 50 mm	\$536

4. DATE OF PAYMENT AND PENALTIES

1. For Flat Rate (un-metered premises)

1. Rates set out above shall be due on the last business day in February each year.
2. A penalty of 5% shall be added to rates that are not paid on or before the last business day of February and a further penalty of 5% shall be added to rates that are not paid on or before the last business day of April in the year the rates are due.

2. For Metered Premises

1. A penalty of five percent (5%) shall be added to rates which are not paid on or before the due date as indicated on metered account bills.

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 9002

A Bylaw to Amend “Sewerage and Drainage Utility Bylaw, 1995, No. 6746”

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 **“Sewerage and Drainage Utility Bylaw, 1995, No. 6746, Amendment Bylaw, 2023, No. 9002”**.
2. “Sewerage and Drainage Utility Bylaw, 1995, No. 6746” is amended as follows:
 - A. Schedules:
 - (1) Delete Schedule “A” in its entirety and replace with the new Schedule “A” attached to this bylaw;
 - (2) Delete Schedule “B” in its entirety and replace with the new Schedule “B” attached to this bylaw.
3. This bylaw shall be effective as of the 1st day of January, 2024.

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

SCHEDULE A

Sewer and Drainage Services

2024 CONNECTION AND SEVERANCE FEES

1. SANITARY CONNECTION

Size	Fee
Standard 100mm Replacement or Relining	\$8,600
>100mm	At Cost, with a minimum charge equal to the standard fee
Inspection Chamber	\$2,680
Private Sewer Connection Inspection and Certification Deposit	\$2,680
Sanitary Severance	\$1,290

2. STORM CONNECTION

Size	Fee
Standard 150mm Replacement or Relining	\$6,900
>150mm	At Cost, with a minimum charge equal to the standard fee
Inspection Chamber	\$2,680
Storm Sewer Extension and Connection for Single Unit Developments exceeding \$150,000 and excluding subdivision	\$1,340 per linear metre based on the total width of the lot serviced
Storm Severance	\$1,290
Off-Site Stormwater Management Facility Fees	\$34 per square metre of premises lot area or at cost to provide works on public property
Storm Collection System Ditch Culvert	\$270 per linear metre based on Construction the length of the culvert pipe

SCHEDULE B

2024 Sewer and Drainage Rates

The following rates shall apply to all real property used for one or more of the following purposes and from which there is a connection to the sewer systems of the City:

1. SANITARY SEWER 2024 Rates

1. **Annual Sewer Parcel Tax** \$ 0 per year

2. Flat Rates (un-metered premises)

Single Unit Dwelling..... \$637 per year

Duplexes (including infills) per unit..... \$590 per year

Multiple Unit Dwellings (including extra living units within single unit dwellings, apartments, condominiums, garden apartments and coach houses) for each dwelling..... \$397 per year

Stores, offices, other commercial premises not elsewhere designated; Churches and Public Halls per fixture \$155 per year

Minimum charge for any service is..... \$637 per year

Rate surcharge for combined connections..... \$637 per year

3. Metered Rates

For commercial and industrial properties, hospitals and schools served by water meters the following scale of charges shall apply:

\$2.5901 per cubic metre

A minimum bill for 30 cubic metres per month will be charged if a lesser quantity or no water is consumed.

Rate surcharge for combined connections..... \$2.5901 per cubic metre

4. GVS & DD Special Industrial User Charge

Where the owner or occupier of a parcel of real property is a special industrial user, that owner or occupier shall pay to the municipality for the use of the sewerage system the greater of:

- A. the charges payable under Schedule B, Section 1, Subsections 1, 2 and 3; or
- B. the GVS & DD special industrial user charge as determined by the GVS & DD for that owner or occupier, prorated if necessary for monthly or quarterly billings.

5. Charges for Contaminated Groundwater Discharges to Sanitary Sewer

Ground Water Discharges \$0.38/m³, or as determined by the GVS & DD.

6. Metered Charges for Mixed Use Premises

The charge for Mixed Use Premises on metered rates shall be the greater of the flat rate for Multiple Dwelling Units provided in this Schedule times the number of dwelling units or the metered rates.

7. Sewer Use Charges

Users having a metered water service, who return less than 40% of water purchased to the sanitary sewer system, may make application to the Director of Finance for a Flat Rate Sewer charge based on their number of plumbing fixtures discharging into the sewer outlet of the premises, together with a charge of \$400 per million dollars of taxable assessment.

Applications for flat rate sewer charges must be received prior to December 1 of the year of application, and must include a full description of water usage and the total number of fixtures on the property, as described in Schedule "B" of this Bylaw.

The Director of Finance will examine each application and the supporting documentation and may visit the site to ensure that the conditions described are representative of a complete year's usage and that the total number of fixtures is accurate.

The Director of Finance will either reject the application providing reasons, or approve a Flat Rate charge. This charge, if approved, will be billed annually.

Any user rate so adjusted will be subject to periodic review by the Director of Finance and may, at any time, be returned to a user rate based on metered water consumption and the applicant so notified.

In no case shall the annual charge for a sewer-user having a metered water connection be less than the rate for a Single Unit Dwelling.

8. Date of Payment, Penalties and Surcharge Fees

A. For Flat Rate (un-metered premises)

1. Rates set out above shall be due on the last business day in February each year.
2. A penalty of 5% shall be added to rates that are not paid on or before the last business day of February and a further penalty of 5% shall be added to rates that are not paid on or before the last business day of April in the year the rates are due.
3. A 100% surcharge fee will be applied to any sewer connections with combined storm drainage inflow to a sanitary connection contrary to City bylaws. The surcharge would be applied at the discretion of the City Engineer a minimum of 6 months following notification, and would be applied to the annual bill until the combined inflow is separated.

B. For Metered Premises

1. A penalty of 5% shall be added to rates that are not paid on or before the due date as indicated on metered account bills.
2. A 100% surcharge will be applied to the unit rate for any sewer connections with combined storm drainage inflow to a sanitary connection contrary to City bylaws. The surcharge would be applied at the discretion of the City Engineer a minimum of 6 months following notification, and would be applied to the annual bill until the combined inflow is separated.

2. STORM DRAINAGE

1. The Storm Drainage Levy is based on the taxable assessment of a property and is charged on the following classes per thousand dollars of taxable assessment based on the BC Assessment assessed value of:

- Residential
- Utility
- Major Industry
- Light Industry
- Business
- Recreation/non-profit

and is included on the Property Tax Notice payable annually in July of each year as set by Council.

2. Storm Drainage Charges

A user, who is aggrieved by the application of Schedule B 2.1 to a specific parcel, may make application to the City Engineer, in writing, stating the basis for the complaint. The City Engineer will respond, in writing, to the applicant's concern outlining any appropriate adjustment that may be authorized.

3. Penalty

A 5% penalty will be added to the balance owed if unpaid by the end of the first working day in July, and a further 5% penalty will be added to the balance owed if unpaid by the first working day of September.

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 9003

A Bylaw to Amend “Solid Waste Management Service Bylaw, 1997, No. 6920”

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 **“Solid Waste Management Service Bylaw, 1997, No. 6920, Amendment Bylaw, 2023, No. 9003”**.
2. “Solid Waste Management Service Bylaw, 1997, No. 6920” is amended as follows:
 - A. Part 11 – Schedules:
 - (1) Delete Schedule “A” in its entirety and replace with the new Schedule “A” attached to this bylaw;
 - (2) Delete Schedule “C” in its entirety and replace with the new Schedule “C” attached to this bylaw.
3. This bylaw shall be effective as of the 1st day of January, 2024.

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

PART 11 – SCHEDULES

SCHEDULE A Schedule of User Charges for Solid Waste Management Service

Definitions

1. **Standard Residential Service** – A maximum of two (2) garbage containers per dwelling unit collected every other week.
2. **Green Can Collection Service** – Weekly collection of a maximum total of six (6) Green Can designated containers, kraft bags and/or tied bundles of yard trimmings. With an additional maximum of twelve tags per household in a calendar year.

Annual User Charge

GARBAGE	2024 Rates
1. Per dwelling unit for single unit dwelling, duplex and infill	\$138.00
2. Per dwelling unit for secondary suite, coach house and multi-unit dwellings greater than 2 units	\$93.00
3. Per Residential garbage tag	\$6.00
4. Per Residential Green Can tag	\$6.00
GREEN CAN	2024 Rates
1. Per dwelling unit for single unit dwelling, duplex and infill	\$165.00
2. Per dwelling unit for secondary suite, coach house and multi-unit dwellings greater than 2 units	\$100.00
ECO LEVY	
The Eco Levy is based on the taxable assessment of a property and is charged on the following classes per thousand dollars of taxable assessment based on the BC Assessment assessed value of: <ul style="list-style-type: none">• Residential• Utility• Major Industry• Light Industry• Business• Recreation / non-profit and is included on the Property Tax Notice payable annually in July of each year as set by Council.	

Penalty

1. A 5% penalty will be added to the balance owed if unpaid by the end of the first working day in July, and a further 5% penalty will be added to the balance owed if unpaid by the first working day of September.

SCHEDULE C
Residential Garbage Tag and Green Can Tag

A Residential Garbage Tag and Green Can Tag as set out below permits a garbage/Green Can container to be picked up from a dwelling unit even though the garbage/Green Can container limit has been reached by that dwelling unit. The cost of a Residential Garbage Tag and Green Can Tag is set out in Schedule "A" attached to this Bylaw, and can be purchased from the Finance Department, City Hall, 141 West 14th Street, North Vancouver, BC V7M 1H9.

Residential Garbage Tag



The form is a yellow rectangular card. At the top right, it says "No 00001". On the left side, there is the logo for the City of North Vancouver, which consists of the word "city" in a large, lowercase, sans-serif font, with "of north" and "vancouver" in smaller, lowercase, sans-serif fonts stacked below it. Below the logo, the title "Residential Garbage Tag" is printed in a bold, black, sans-serif font. Underneath the title, there are three lines of text, each followed by a horizontal line for writing: "Name:", "Address:", and "Date:". At the bottom of the card, there is a small block of text: "This tag is good for the removal of one 77 litre bag or can of garbage, not to exceed 20 kg in weight."

Residential Green Can Tag



The form is a green rectangular card. At the top right, it says "No 00001". On the left side, there is the logo for the City of North Vancouver, which consists of the word "city" in a large, lowercase, sans-serif font, with "of north" and "vancouver" in smaller, lowercase, sans-serif fonts stacked below it. Below the logo, the title "Residential Green Can Tag" is printed in a bold, black, sans-serif font. Underneath the title, there are three lines of text, each followed by a horizontal line for writing: "Name:", "Address:", and "Date:". At the bottom of the card, there is a small block of text: "This tag is good for the removal of one 77 litre Green Can or one kraft paper bag, not to exceed 20 kg in weight."

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

REPORT

To: Mayor Linda Buchanan and Members of Council

From: Amelia Cifarelli, Corporate Officer
Karla Graham, Corporate Officer

Subject: REVISED COUNCIL CODE OF CONDUCT

Date: November 21, 2023 File No: 01-0530-01-0001/2023

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

RECOMMENDATION

PURSUANT to the report of the Corporate Officers, dated November 21, 2023, entitled "Revised Council Code of Conduct":

THAT the revised Council Code of Conduct be approved.

ATTACHMENTS

1. Revised Council Code of Conduct (Redlined Version) (CityDocs [2419262](#))
2. Revised Council Code of Conduct (CityDocs [2440024](#))

SUMMARY

At its regular meeting of November 6, 2023, Council unanimously resolved to refer the Council Code of Conduct Policy back to staff to incorporate proposed revisions and include additional definitions and report back with the revised Policy.

The purpose of this report is to present the revised Council Code of Conduct for Council's consideration.

DISCUSSION

At its regular meeting of November 6, 2023, Council provided feedback regarding the Council Code of Conduct Policy ("Policy"). Based on the feedback, staff have prepared a revised Policy (Attachment #1), which includes clarification on Council's interactions with staff, the Conflict of Interest provision, and Council's role when speaking to the media. For additional clarity, two definitions were added to the Policy.

Following adoption of the Council Code of Conduct, a subsequent procedure will be created to address the compliance and enforcement process. The procedure will outline the process for submitting complaints, the informal resolution process, the formal investigation process, the hearing procedures, remedies and punitive actions. Similarly to the staff compliant and enforcement process, the Council Code of Conduct Compliance and Enforcement Procedure will involve an impartial third party investigator to ensure the process is equitable and procedurally fair.

FINANCIAL IMPLICATIONS

In terms of compliance and enforcement of the Council Code of Conduct, costs would accrue to retain a third party investigator. It is difficult to anticipate the financial impact, as it will depend on a number of factors including the quantity of complaints submitted, the investigation process, and the investigator's findings and recommendations. Each situation is most likely to be unique, so an appropriate process would need to be determined in consultation with the third party investigator.

The City Clerk's Office, in collaboration with Legal Services and People and Culture, will work together to retain an impartial third party investigator, when needed. The Legal Services operating budget would cover the associated fees.


INTER-DEPARTMENTAL IMPLICATIONS

The Chief Administrative Officer will review any complaints received.

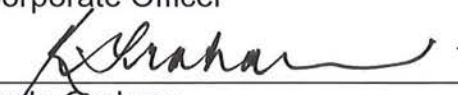
STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The Council Code of Conduct 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:



Amelia Cifarelli
Corporate Officer



Karla Graham
Corporate Officer

COUNCIL POLICY



Policy Name	Council Code of Conduct
Policy Number	## ###
Effective Date	Month DD, YYYY
Approved By	Council

PURPOSE

The City of North Vancouver has a priority to be “A City for People” and “A Vibrant City” that is welcoming, inclusive, safe, accessible, and supports the health and well-being for all. The purpose of this Council Code of Conduct (“Code”) is to establish a set of shared expectations for conduct and behaviour to ensure that the duties and obligations of Council are performed with the highest ethical standards. Responsible conduct is grounded on agreed upon foundational principles, which further enhances the City’s ability to provide good governance to the community.

COUNCIL CODE OF CONDUCT

1. Application

- 1.1 This Code applies to Council members while acting in their capacity as elected officials. It is each Council member’s responsibility to uphold the Code in their dealings with other Council members, City Staff, and members of the public.

2. Scope

- 2.1 This Code applies to Council members acting in the course of their duties as elected officials.
- 2.2 This Code does not apply to City Staff.
- 2.3 This Code will be administered in accordance with the:
- relevant Federal Legislation including the *Canadian Charter of Rights and Freedoms*;
 - applicable Provincial Legislation including, but not limited to, the *Community Charter*, the *Local Government Act*, the *Human Rights Code* and the *Freedom of Information and Protection of Privacy Act*, all as amended or replaced from time to time; and
 - relevant City bylaws and policies including, but not limited to, *Council Procedure Bylaw, 2015, No. 8500*, as amended or replaced.

3. Definitions

- 3.1 The following terms have the defined meanings in this Code:

a) “Business Associate” means someone who is closely connected to a member of Council due to the business in which they work together;

- b) “**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*;
- c) “**City**” means The Corporation of the City of North Vancouver;
- d) “**City Records**” are documents, data or recorded information, regardless of media or format, created, received and maintained in the custody and control of the City;
- e) “**City Staff**” means the officers or employees of the City, which includes volunteers or contractors authorized to act on behalf of the City and persons appointed to City committees, commissions and boards. This does not include Council members;
- 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 elected Council of the City of North Vancouver;
- h) “**Council members**” means the Mayor and Councillors of the City of North Vancouver;
- i) “**Family member**” means a spouse or common-law partner, brothers and sisters, father and mother, children (including biological, adopted, foster and stepchildren) grandchildren, aunts and uncles, nieces and nephews and mother-in-law and father-in-law; and
- j) “**Personal Information**” means recorded information regarding an identifiable individual, other than contact information. Personal information comprises all recorded information about an identifiable individual, with the exception of name and business contact information. If an individual is identifiable from the information, it is considered to be personal.

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4. Foundational Principles (Set out in the “Principles for Codes of Conduct Regulation” under the *Community Charter*)

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- 4.1 Council recognizes that responsible conduct is based on the following principles:
- a) Council members must carry out their duties with **integrity**;
 - b) Council members are **accountable** for the decisions that they make, and the actions that they take, in the course of their duties;
 - c) Council members must be **respectful** of others; and
 - d) Council members must demonstrate **leadership and collaboration**.

5. Standards of Professional Behaviour

- 5.1 **Integrity** is demonstrated through the following conduct:
- a) Council members will ensure that their actions are consistent with the foundational principles; and

- b) Council members will abide by their oath of office sworn upon taking office as a member of Council, as well as the meeting protocol outlined in the *Council Procedure Bylaw, 2015, No. 8500*, as amended or replaced.

5.2 **Accountability** is demonstrated through the following conduct:

- a) Council members will listen and consider the opinions and needs of the community in all decision-making processes;
- b) Council members will carry out their duties and obligations in an open and transparent manner, in accordance with the *Local Government Act* and the *Community Charter*, and
- c) Council members, individually and collectively, accept responsibility for their actions and decisions.

5.3 **Respect** is demonstrated through the following conduct:

- a) Council members will be truthful and honest in all dealings, including those with other Council members, City Staff, and members of the public; and
- b) Council members will treat every person with dignity and respect their values, beliefs, and contributions to discussions.

5.4 **Leadership and Collaboration** are demonstrated through the following conduct:

- a) Council members will behave in a manner that builds public trust and confidence in local government and models the conduct expected of them as set out in the Code; and
- b) Council members will collectively lead and positively influence others to create or meet a common goal.

6. **Interactions with City Staff**

- 6.1 Council members will not interfere with, hinder or obstruct City Staff in performing their roles, responsibilities, powers, duties or functions, including those powers, duties and functions that were delegated, in accordance with Section 154 of the *Community Charter*.
- 6.2 Council members will comply with human rights and health and safety legislation by respecting City Staff and not bullying, intimidating, harassing or denigrating City Staff in public or private settings.
- 6.3 Council members will not persuade, City Staff, in their municipal roles, to be involved in political activities including, but not limited to, activities related to campaigning for elected office or supporting a political candidate or party.

7. **Confidentiality**

- 7.1 Council members will not disclose confidential information obtained in the course of their duties, except as required or authorized by law or in accordance with Section 117 of the *Community Charter*.

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7.2 Council members will comply with the provisions of *the Freedom of Information and Protection of Privacy Act* and the policies and guidelines as established by the City, including, but not limited to, not disclosing personal information they may receive from a person in communication with the City that is not in the public domain.

8. City Resources

- 8.1 Council members will not request, use or permit the use of public resources, such as City Staff time, City equipment, City supplies or facilities, for private gain or personal purposes.
- 8.2 All City Records, including correspondence, databases and communications, including email, text messages and voicemails, created or stored using City resources, or created or received in the conduct of City business, are the property of the City.
- 8.3 City Records, including but not limited to, emails, text messages and voice messages that document City business, held in the custody or control of the City, are subject to requests made in accordance with the *Freedom of Information and Protection of Privacy Act*.

9. Conflict of Interest

- 9.1 Council members will be alert to and avoid any conflict between their personal interests and:
 - a) a direct or indirect pecuniary interest in the matter; or
 - b) another interest in the matter that constitutes a conflict from the *Community Charter* including, but not limited, to a Family member, or Business Associate who could stand to realize a personal benefit from a favourable decision on the matter, a bias or pre-judgment or undue influence.
- 9.2 Council members will abide by the Conflict of Interest protocol outlined in *Council Procedure Bylaw 2015, No. 8500*, as amended or replaced, as well as all statutory requirements set out in Part 4 – Division 6 of the *Community Charter*, as amended from time to time. If a Council member is unsure or unclear of a conflict, the individual is expected to seek independent legal advice.

10. Formal Council and City Communications

- 10.1 The Mayor, or in the Mayor's absence, the Acting Mayor, will serve as the City's official spokesperson in relation to media inquiries directed to Council or press releases regarding decisions of Council, City strategy or policy matters and/or on any other matters that warrant a response from the City.
- 10.2 In an effort to promote the respect and integrity of the decision-making process, Council members will accurately communicate the decisions of Council even if they disagree with the decision of the majority. Once a decision of Council is made, that resolution stands as Council's viewpoint.
- 10.3 When speaking for themselves as individuals in written forms of communication or when addressing the media, Council members will preface their opinions or remarks, relating to City-related business, with the disclaimer "in my personal opinion" or a similar phrase, to clearly indicate that the statement does not reflect the City as a whole or Council's position or decision on a matter.

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10.4 When discussing the positions taken by other Council members during a vote on a matter, Council members will refrain from making disparaging comments about the integrity, motivation or competence of other Council members.

11. Use of Social Media

- 11.1 Council members' social media profiles will adhere to this Code.
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12. Compliance and Enforcement

- 12.1 Council members have the primary responsibility to ensure that the standards outlined within this Code are understood and met.
- 12.2 If a Council member wishes to make a formal complaint, a written statement must be made outlining the contravention and the parties involved. Anonymous complaints will not be accepted.
- 12.3 The formal complaint must be submitted to the Chief Administrative Officer within 30 days of the alleged contravention. The complaint will be brought forward to a Closed meeting of Council.
- 12.4 A violation of this Code will not be considered a basis for challenging the validity of a Council decision.

DOCUMENT HISTORY

Date	Action	By
Month DD, YYYY	Approved	

COUNCIL POLICY



Policy Name	Council Code of Conduct
Policy Number	## ###
Effective Date	Month DD, YYYY
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