



# NOTICE OF CHANGE OF COUNCIL MEETING SCHEDULE

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## CHANGE OF COUNCIL MEETING SCHEDULE

**MONDAY, SEPTEMBER 9, 2024 AT 5:15 PM**

Notice is hereby given that the Regular Council meeting schedule has changed to allow for the September 9, 2024 meeting to commence at 5:15 pm instead of 6:00 pm.

Members of the public are advised that the purpose of this earlier start time is to recess to the Committee of the Whole, Closed Session, which will be closed to the public pursuant to the *Community Charter*, Sections 90(1)(a) [personal information] and 90(1)(c) [labour relations].

The Regular meeting will begin at 5:15 pm in Conference Room A/B, immediately recess to the Committee of the Whole, Closed Session, and then reconvene at 6:00 pm in the Council Chamber and electronically (hybrid) from City Hall, 141 West 14<sup>th</sup> Street, North Vancouver, BC.

Members of the public may attend to hear, or watch and hear, those portions of the Regular Meeting that are open to the public in person or via electronic means.

Members of the public may access the open meeting agenda on the Council Meetings webpage at [cnv.org/City-Hall/Council-Meetings](http://cnv.org/City-Hall/Council-Meetings).

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Peter DeJong  
Acting Corporate Officer  
Posted: September 5, 2024

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**AGENDA FOR THE REGULAR MEETING OF COUNCIL HELD IN CONFERENCE ROOM A/B, THE COUNCIL CHAMBER AND ELECTRONICALLY (HYBRID) FROM CITY HALL, 141 WEST 14<sup>TH</sup> STREET, NORTH VANCOUVER, BC, ON MONDAY, SEPTEMBER 9, 2024 AT 5:15 PM**

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Watch Livestream at [cnv.org/LiveStreaming](https://cnv.org/LiveStreaming)  
View complete Agenda Package at [cnv.org/CouncilMeetings](https://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 Səlilwətaʔ (Tseil-Waututh) Nations.*

**CALL TO ORDER**

**RECESS TO CLOSED SESSION**

**RECONVENE REGULAR MEETING (6:00 PM)**

**APPROVAL OF AGENDA**

1. Regular Council Meeting Agenda, September 9, 2024

**ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, July 22, 2024

**PUBLIC INPUT PERIOD**

**CONSENT AGENDA**

Item \*3 is listed in the Consent Agenda for consideration.

**BYLAW – ADOPTION**

- \*3. “Housing Agreement Bylaw, 2024, No. 9062” (City of North Vancouver, 120 St. Georges Avenue, CD-737, Rental Housing Commitments)

**DELEGATION**

Sharon Lalli, Deputy Assessor for Industrial, Cost and Strata ICI Properties, and Michael Law, Deputy Assessor for Commercial Properties, BC Assessment – Overview of Property Assessment and 2024 Assessment Roll

**CORRESPONDENCE**

4. Sharon Lalli, Deputy Assessor, BC Assessment – Overview of Property Assessment and 2024 Assessment Roll

**PRESENTATION**

Asset Management Approach and Strategy – Manager, Infrastructure Policy,  
Planning and Analysis

**REPORT**

5. Asset Management Approach and Strategy

**PRESENTATION**

Fees and Charges Policy – Chief Financial Officer

**REPORTS**

6. Fees and Charges Bylaw Policy
7. 2024-2034 Community Works Fund Agreement
8. North Shore Streamkeepers Mosquito Creek Restoration Project Phase II
9. Zoning Bylaw Amendment – 2416 Western Avenue (By Design Construction)

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

10. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9060” (By Design Construction, 2416 Western Avenue, CD-766)

**MOTION**

11. Development Variance Permit No. PLN2023-00014 (205 St. Patricks Avenue)

**PUBLIC CLARIFICATION PERIOD**

**COUNCIL INQUIRIES**

**NEW ITEMS OF BUSINESS**

**NOTICES OF MOTION**

**RECESS TO CLOSED SESSION**

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

**ADJOURN**

## **CALL TO ORDER**

## **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] and 90(1)(c) [labour relations] and where required, Council considers that the matters could reasonably be expected to harm the interests of the City if they were held in public.

## **RECONVENE REGULAR MEETING (6:00 PM)**

## **APPROVAL OF AGENDA**

1. Regular Council Meeting Agenda, September 9, 2024

## **ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, July 22, 2024

## **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 5:50pm on the day of the Council meeting.
- 2) **ELECTRONICALLY VIA WEBEX:** Speakers who choose to participate electronically must pre-register by 12:00 noon on the day of the Council meeting by completing the online form at [cnv.org/PublicInputPeriod](http://cnv.org/PublicInputPeriod), or by phoning 604-990-4234. These pre-registrants will receive instructions by email or phone on the afternoon before the Council meeting.

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

The Public Input Period provides an opportunity for comment only and places the speaker’s concern on record, without the expectation of a response from Council. Speakers must comply with the General Rules of Conduct set out in section 5.1 of “Council Procedure Bylaw, 2015, No. 8500” and may not speak with respect to items as listed in section 12.25(2), including Zoning Bylaws for which a Public Hearing will not be held or is prohibited under section 464 of the *Local Government Act*.

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**

Item \*3 is listed in the Consent Agenda for consideration.

### **RECOMMENDATION:**

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

## **START OF CONSENT AGENDA**

### **BYLAW – ADOPTION**

- \*3. “Housing Agreement Bylaw, 2024, No. 9062” (City of North Vancouver, 120 St. Georges Avenue, CD-737, Rental Housing Commitments)

### **RECOMMENDATION:**

THAT “Housing Agreement Bylaw, 2024, No. 9062” (City of North Vancouver, 120 St. Georges Avenue, CD-737, Rental Housing Commitments) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

## **END OF CONSENT AGENDA**

### **DELEGATION**

Sharon Lalli, Deputy Assessor for Industrial, Cost and Strata ICI Properties, and Michael Law, Deputy Assessor for Commercial Properties, BC Assessment

Re: Overview of Property Assessment and 2024 Assessment Roll

*Item 4 refers.*

### **CORRESPONDENCE**

4. Sharon Lalli, Deputy Assessor, BC Assessment, August 6, 2024  
– File: 05-1950-01-0001/2024

Re: Overview of Property Assessment and 2024 Assessment Roll

### **RECOMMENDATION:**

THAT the correspondence from Sharon Lalli, Deputy Assessor, BC Assessment, dated August 6, 2024, regarding the “Overview of Property Assessment and 2024 Assessment Roll”, be received for information with thanks.

## **PRESENTATION**

Asset Management Approach and Strategy – Manager, Infrastructure Policy, Planning and Analysis

*Item 5 refers.*

## **REPORT**

5. Asset Management Approach and Strategy – File: 11-5240-10-0001/1

Report: Manager, Infrastructure Policy, Planning and Analysis, August 21, 2024

### **RECOMMENDATION:**

PURSUANT to the report of the Manager, Infrastructure Policy, Planning and Analysis, dated August 21, 2024, entitled “Asset Management Approach and Strategy”:

THAT the *Asset Management for Sustainable Service Delivery – A BC Framework (AMBC Framework)* be endorsed as a reference framework to guide the City's asset management practices;

THAT staff begin an education and feedback process with the community on topics of service levels and risk to inform Council's future decisions;

AND THAT staff report back to Council with the draft Asset Management Strategy for endorsement.

## **PRESENTATION**

Fees and Charges Policy – Chief Financial Officer

*Item 6 refers.*

## **REPORTS**

6. Fees and Charges Bylaw Policy – File: 05-1810-01-0001/2024

Report: Chief Financial Officer, August 21, 2024

### **RECOMMENDATION:**

PURSUANT to the report of the Chief Financial Officer, dated August 21, 2024, entitled “Fees and Charges Bylaw Policy”:

THAT the recommended Fees and Charges Policy be approved;

AND THAT the Schedule of Fees for Filming Policy be repealed.

**REPORTS – Continued**

7. 2024-2034 Community Works Fund Agreement – File: 05-1855-01-0001/2024

Report: Chief Financial Officer, August 21, 2024

**RECOMMENDATION:**

PURSUANT to the report of the Chief Financial Officer, dated August 21, 2024, entitled “2024-2034 Community Works Fund Agreement”:

THAT the City of North Vancouver be authorized to enter into a 10-year agreement with the Union of British Columbia Municipalities to receive its share of annual funding from the Community Works Fund;

AND THAT the Mayor and Corporate Officer be authorized to sign the Union of British Columbia Municipalities 2024-2034 Community Works Fund Agreement on behalf of the City of North Vancouver.

8. North Shore Streamkeepers Mosquito Creek Restoration Project Phase II  
– File: 11-5280-10-0001/2024

Report: Environmental Coordinator, August 21, 2024

**RECOMMENDATION:**

PURSUANT to the report of the Environmental Coordinator, dated August 21, 2024, entitled “North Shore Streamkeepers Mosquito Creek Restoration Project Phase II”:

THAT funding of \$41,000 be contributed towards the North Shore Streamkeepers Mosquito Creek Restoration Project Phase II from the Stream Environmental Enhancement project (55097) within the approved 2024 Drainage Utility Budget.



**REPORTS – Continued**

9. Zoning Bylaw Amendment – 2416 Western Avenue (By Design Construction)  
– File: 08-3400-20-0134/1

Report: Planner 2, August 21, 2024

**RECOMMENDATION:**

PURSUANT to the report of the Planner 2, dated August 21, 2024, entitled “Zoning Bylaw Amendment – 2416 Western Avenue (By Design Construction)”:

THAT the application submitted by By Design Construction, to rezone the property located at 2416 Western Avenue from a RS-1 Zone to a Comprehensive Development Zone, be considered;

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9060” (By Design Construction, 2416 Western Avenue, CD-766) be considered for readings with no Public Hearing held, in accordance with the *Local Government Act, Section 464(3) [public hearing prohibited]*;

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

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

10. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9060” (By Design Construction, 2416 Western Avenue, CD-766)

**RECOMMENDATION:**

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9060” (By Design Construction, 2416 Western Avenue, CD-766) be given first and second readings;

AND THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9060” (By Design Construction, 2416 Western Avenue, CD-766) be given third reading.

*No Public Hearing held. Notice published on August 28 and September 4, 2024.*

**MOTION**

11. Development Variance Permit PLN2023-00014 (205 St. Patricks Avenue)  
– File: 08-3400-20-0122/1

**RECOMMENDATION:**

THAT Development Variance Permit No. PLN2023-00014 (205 St. Patricks Avenue) be issued to Malinder Brar, Golden Lines Home Limited, in accordance with Section 498 of the *Local Government Act*;

AND THAT the Mayor and Corporate Officer be authorized to sign Development Variance Permit No. PLN2023-00014.

**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**

**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)(d) [security of City property], 90(1)(i) [legal advice] and 90(2)(b) [intergovernmental relations] and where required, Council considers that the matters could reasonably be expected to harm the interests of the City if they were held in public.

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

**ADJOURN**



**MINUTES OF THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER AND ELECTRONICALLY (HYBRID) FROM CITY HALL, 141 WEST 14<sup>TH</sup> STREET, NORTH VANCOUVER, BC, ON  
MONDAY, JULY 22, 2024**

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**PRESENT**

**COUNCIL MEMBERS**

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

**ABSENT**

Councillor A. Girard

**STAFF MEMBERS**

L. McCarthy, CAO  
B. Pearce, Deputy CAO  
P. DeJong, Acting Corporate Officer  
J. Peters, Manager, Legislative and Election Services  
L. Sawrenko, Chief Financial Officer  
H. Granger, City Solicitor  
R. Skene, Deputy Director, Civic Development & Strategic Initiatives  
K. Magnusson, Director, Engineering, Parks and Environment  
S. Galloway, Director, Planning and Development  
M. Friesen, Manager, Planning (Urban Regeneration and Analytics)  
L. Mulleder, Development Planner  
K. Taylor, Community Planner  
M. Chan, Director, Real Estate, Facilities and Economic Development  
S. Smith, Manager, Economic Development  
B. Lin, Economic and Business Development Coordinator  
G. Schalk, Public Safety Director and Fire Chief  
E. Doran, Director, People, Culture and Transformation  
L. Barton, Manager, Communications  
D. Hutchison Koep, Chief Librarian, NVCL  
H. van Gelderen, Legislative Services Advisor

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

**APPROVAL OF AGENDA**

Moved by Councillor McIlroy, seconded by Councillor Back

1. Regular Council Meeting Agenda, July 22, 2024

**CARRIED UNANIMOUSLY**

R2024-07-22/1

**ADOPTION OF MINUTES**

Moved by Councillor Back, seconded by Councillor Valente

2. Regular Council Meeting Minutes, July 15, 2024

**CARRIED UNANIMOUSLY**

R2024-07-22/2

**PROCLAMATION**

Mayor Buchanan declared the following proclamation:

Pride Week – July 26 to August 4, 2024

## **PUBLIC INPUT PERIOD**

- Ryan Scholz, North Vancouver, spoke in support of Item 31 – Shaketown Brewing Corp. – Application for Change of Liquor Service Hours.

## **CONSENT AGENDA**

Moved by Councillor Bell, seconded by Councillor Valente

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

**CARRIED UNANIMOUSLY**

## **START OF CONSENT AGENDA**

### **BYLAWS – ADOPTION**

3. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 8995” (Robert Blaney, 528 East 7<sup>th</sup> Street, RS-2)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 8995” (Robert Blaney, 528 East 7<sup>th</sup> Street, RS-2) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/3

4. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9004” (Jim Pattison Developments Ltd., 351 West 3<sup>rd</sup> Street, CD-763)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9004” (Jim Pattison Developments Ltd., 351 West 3<sup>rd</sup> Street, CD-763) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/4

5. “Housing Agreement Bylaw, 2024, No. 9005” (Jim Pattison Developments Ltd., 351 West 3<sup>rd</sup> Street, CD-763, Rental Housing Commitments)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Housing Agreement Bylaw, 2024, No. 9005” (Jim Pattison Developments Ltd., 351 West 3<sup>rd</sup> Street, CD-763, Rental Housing Commitments) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/5

**CONSENT AGENDA – Continued**

**BYLAWS – ADOPTION – Continued**

6. “Fees and Charges Bylaw, 2024, No. 9000”

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Fees and Charges Bylaw, 2024, No. 9000” be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/6

7. “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2024, No. 9034” (Fees and Charges)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2024, No. 9034” (Fees and Charges) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/7

8. “Sign Bylaw, 1992, No. 6363, Amendment Bylaw, 2024, No. 9035” (Fees and Charges)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Sign Bylaw, 1992, No. 6363, Amendment Bylaw, 2024, No. 9035” (Fees and Charges) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/8

9. “Board of Variance Application Fee Bylaw, 1994, No. 6523, Amendment Bylaw, 2024, No. 9036” (Fees and Charges)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Board of Variance Application Fee Bylaw, 1994, No. 6523, Amendment Bylaw, 2024, No. 9036” (Fees and Charges) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/9

**CONSENT AGENDA – Continued**

**BYLAWS – ADOPTION – Continued**

10. “Parks Regulation Bylaw, 1996, No. 6611, Amendment Bylaw, 2024, No. 9037” (Fees and Charges)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Parks Regulation Bylaw, 1996, No. 6611, Amendment Bylaw, 2024, No. 9037” (Fees and Charges) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/10

11. “Development Procedures Bylaw, 2001, No. 7343, Amendment Bylaw, 2024, No. 9038” (Fees and Charges)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Development Procedures Bylaw, 2001, No. 7343, Amendment Bylaw, 2024, No. 9038” (Fees and Charges) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/11

12. “Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2024, No. 9039” (Fees and Charges)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2024, No. 9039” (Fees and Charges) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/12

13. “Wharf Regulation Bylaw, 2005, No. 7665, Amendment Bylaw, 2024, No. 9040” (Fees and Charges)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Wharf Regulation Bylaw, 2005, No. 7665, Amendment Bylaw, 2024, No. 9040” (Fees and Charges) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/13

**CONSENT AGENDA – Continued**

**BYLAWS – ADOPTION – Continued**

14. “Rental Premises Standards of Maintenance and Prevention of Nuisances Bylaw, 2008, No. 7931, Amendment Bylaw, 2024, No. 9041” (Fees and Charges)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Rental Premises Standards of Maintenance and Prevention of Nuisances Bylaw, 2008, No. 7931, Amendment Bylaw, 2024, No. 9041” (Fees and Charges) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/14

15. “Subdivision and Development Control Bylaw, 2010, No. 8014, Amendment Bylaw, 2024, No. 9042” (Fees and Charges)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Subdivision and Development Control Bylaw, 2010, No. 8014, Amendment Bylaw, 2024, No. 9042” (Fees and Charges) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/15

16. “Life Safety Upgrade Bylaw, 2011, No. 8090, Amendment Bylaw, 2024, No. 9043” (Fees and Charges)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Life Safety Upgrade Bylaw, 2011, No. 8090, Amendment Bylaw, 2024, No. 9043” (Fees and Charges) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/16

17. “North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2024, No. 9044” (Fees and Charges)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2024, No. 9044” (Fees and Charges) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/17

## **CONSENT AGENDA – Continued**

### **BYLAWS – ADOPTION – Continued**

18. “Dog Tax and Regulation Bylaw, 2010, No. 8113, Amendment Bylaw, 2024, No. 9045” (Fees and Charges)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Dog Tax and Regulation Bylaw, 2010, No. 8113, Amendment Bylaw, 2024, No. 9045” (Fees and Charges) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/18

19. “Business Licence Bylaw, 2018, No. 8640, Amendment Bylaw, 2024, No. 9046” (Fees and Charges)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Business Licence Bylaw, 2018, No. 8640, Amendment Bylaw, 2024, No. 9046” (Fees and Charges) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/19

20. “Fire Bylaw, 2021, No. 8852, Amendment Bylaw, 2024, No. 9047” (Fees and Charges)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Fire Bylaw, 2021, No. 8852, Amendment Bylaw, 2024, No. 9047” (Fees and Charges) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/20

21. “Noise Control Bylaw, 2021, No. 8885, Amendment Bylaw, 2024, No. 9048” (Fees and Charges)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Noise Control Bylaw, 2021, No. 8885, Amendment Bylaw, 2024, No. 9048” (Fees and Charges) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/21



**CONSENT AGENDA – Continued**

**BYLAWS – ADOPTION – Continued**

22. “Tree Bylaw, 2022, No. 8888, Amendment Bylaw, 2024, No. 9049” (Fees and Charges)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Tree Bylaw, 2022, No. 8888, Amendment Bylaw, 2024, No. 9049” (Fees and Charges) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/22

23. “Security Alarm Systems Bylaw, 2022, No. 8931, Amendment Bylaw, 2024, No. 9050” (Fees and Charges)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Security Alarm Systems Bylaw, 2022, No. 8931, Amendment Bylaw, 2024, No. 9050” (Fees and Charges) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/23

24. “Drinking Water Conservation Plan Bylaw, 2018, No. 8627, Amendment Bylaw, 2024, No. 9051” (Fees and Charges)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Drinking Water Conservation Plan Bylaw, 2018, No. 8627, Amendment Bylaw, 2024, No. 9051” (Fees and Charges) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/24

25. “Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2024, No. 9052” (Fees and Charges)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2024, No. 9052” (Fees and Charges) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/25

## **CONSENT AGENDA – Continued**

### **BYLAWS – ADOPTION – Continued**

26. “Sewerage and Drainage Utility Bylaw, 1995, No. 6746, Amendment Bylaw, 2024, No. 9053” (Fees and Charges)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Sewerage and Drainage Utility Bylaw, 1995, No. 6746, Amendment Bylaw, 2024, No. 9053” (Fees and Charges) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/26

27. “Solid Waste Management Service Bylaw, 1997, No. 6920, Amendment Bylaw, 2024, No. 9054” (Fees and Charges)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Solid Waste Management Service Bylaw, 1997, No. 6920, Amendment Bylaw, 2024, No. 9054” (Fees and Charges) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2024-07-22/27

## **END OF CONSENT AGENDA**

### **DELEGATION**

Caitlyn Swail, Connect and Prepare Facilitator, North Shore Community Resources

Re: Connect and Prepare

Caitlyn Swail, North Shore Community Resources, provided a PowerPoint presentation regarding “Connect and Prepare” and responded to questions from Council.

### **CORRESPONDENCE**

28. Caitlyn Swail, Connect and Prepare Facilitator, North Shore Community Resources, July 5, 2024 – File: 01-0550-30-0001/2024

Re: Connect and Prepare: Emergency Preparedness and Community Resilience

Moved by Councillor Bell, seconded by Councillor McIlroy

THAT the correspondence from Caitlyn Swail, Connect and Prepare Facilitator, North Shore Community Resources, dated July 5, 2024, regarding “Connect and Prepare: Emergency Preparedness and Community Resilience”, be received for information with thanks.

**CARRIED UNANIMOUSLY**

R2024-07-22/28

## **REPORT**

29. Zoning Bylaw Amendment for 2416 Western Avenue (By Design Construction)  
– File: 08-3400-20-0134/1

Report: Planner 2, July 3, 2024

Moved by Mayor Buchanan, seconded by Councillor Bell

PURSUANT to the report of the Planner 2, dated July 3, 2024, entitled “Zoning Bylaw Amendment for 2416 Western Avenue (By Design Construction)”:

THAT the application submitted by By Design Construction, to rezone the property located at 2416 Western Avenue from a RS-1 Zone to a Comprehensive Development Zone, be referred back to staff to work with the applicant to improve accessibility and built form on the site, and consider comprehensive traffic planning at West 23<sup>rd</sup> Street and Western Avenue, as well as Lonsdale Avenue.

**CARRIED UNANIMOUSLY**

R2024-07-22/29

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

30. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9060” (By Design Construction, 2416 Western Avenue, CD-766)

Moved by Councillor Bell, seconded by Councillor McIlroy

THAT Item 30, “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9060” (By Design Construction, 2416 Western Avenue, CD-766), be removed from the Agenda.

**CARRIED UNANIMOUSLY**

R2024-07-22/30

## **REPORTS**

31. Shaketown Brewing Corp. – Application for Change of Liquor Service Hours  
– File: 09-4320-50-0002/2024

Report: Manager, Economic Development, July 10, 2024

Moved by Councillor Valente, seconded by Councillor McIlroy

PURSUANT to the report of the Manager, Economic Development, dated July 10, 2024, entitled “Shaketown Brewing Corp. – Application for Change of Liquor Service Hours”:

THAT the proposed extension of liquor service closing hours to 12:00am, Sunday to Thursday, and 2:00am, Friday to Saturday, for Shaketown Brewing Corp., located at 105-288 East Esplanade, be supported on the basis that:

*Continued...*

## **REPORTS – Continued**

31. Shaketown Brewing Corp. – Application for Change of Liquor Service Hours  
– File: 09-4320-50-0002/2024 – Continued

- the proposed extension of liquor service hours will not result in the service area being operated in a manner that is contrary to the primary purpose of the business;
- the proposed extension of liquor service hours is consistent with the vision for the Shipyards Brewery District; and
- the impact of noise on the community in the immediate vicinity of the establishment is expected to be minimal;

THAT the City of North Vancouver opts out of the public consultation process with respect to this application;

THAT, subject to the Liquor and Cannabis Regulation Branch approving this application, staff be directed to modify the Outdoor Dining Agreement with regard to the service hours for the outdoor patio to cease by 11:00pm and be cleared by 12:00am;

AND THAT, subject to the Liquor and Cannabis Regulation Branch approving this application, staff be directed to work with the applicant to enter into a Good Neighbour Agreement with the City of North Vancouver.

**CARRIED UNANIMOUSLY**

R2024-07-22/31

Councillor Valente recused himself at 7:19 pm, declaring a potential conflict of interest due to the proximity of his residence to Streetcar Brewing in respect of Item 32 – “Streetcar Brewing Corp. – Public Feedback for Application for Change of Liquor Service Hours”.

32. Streetcar Brewing Corp. – Public Feedback for Application for Change of Liquor Service Hours – File: 09-4320-50-0002/2024

Report: Manager, Economic Development, July 10, 2024

Mayor Buchanan declared a recess at 7:23 pm and reconvened the meeting at 7:28 pm.

Moved by Councillor McIlroy, seconded by Councillor Shahriari

PURSUANT to the report of the Manager, Economic Development, dated July 10, 2024, entitled “Streetcar Brewing Corp. – Public Feedback for Application for Change of Liquor Service Hours”:

THAT the application for extension of liquor service closing hours to 12:00am, Sunday to Thursday, and 2:00am, Friday to Saturday, in the lounge area of Streetcar Brewing Corp., located at 123A East 1<sup>st</sup> Street, be supported, subject to the following conditions:

*Continued...*

## **REPORTS – Continued**

### 32. Streetcar Brewing Corp. – Public Feedback for Application for Change of Liquor Service Hours – File: 09-4320-50-0002/2024 – Continued

- permit the extension of liquor service closing hours solely for the indoor service area of the business;
- conclude an Outdoor Dining Agreement with the City of North Vancouver that specifies:
  - the end of all service on the outdoor patio by 9:00pm daily;
  - the closure of the garage door and clearing of the patio area by 9:30pm daily;
  - the establishment of a continuous barrier at the edge of the patio;
- remove the temporary outdoor patio, located east of the site fronting LoLo Lane; and
- update the Good Neighbour Agreement with the City of North Vancouver to include the following conditions:
  - ensure that all patrons of the business enter and exit via East 1<sup>st</sup> Street after 9:30pm; and
  - place signage in conspicuous areas on the site to inform patrons to be respectful of neighbours, and refrain from making noise when exiting the business premises or waiting for transportation;

THAT staff be directed to review compliance and operations of the business at the annual Business Licence renewal;

AND THAT support is granted on the basis that:

- the proposed extension of liquor service hours will not result in the service area being operated in a manner that is contrary to the primary purpose of the business;
- the proposed extension to liquor service hours is consistent with the vision for the Shipyards Brewery District;
- the impact of noise on the community in the immediate vicinity of the establishment is expected to be manageable by implementing the prescribed mitigation measures; and
- the concerns raised via public feedback from residents in the immediate vicinity of the establishment should be mitigated through the implementation of specific operating conditions.

**CARRIED**

(by remaining members present)

R2024-07-22/32

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

Councillor Valente returned to the meeting at 7:40 pm.

**REPORTS – Continued**

33. Allocation of City Library 2023 Surplus – File: LB-0110-01-0001/2024

Report: Chief Librarian, July 9, 2024

Moved by Councillor McIlroy, seconded by Councillor Valente

PURSUANT to the report of the Chief Librarian, dated July 9, 2024, entitled “Allocation of City Library 2023 Surplus”:

THAT the North Vancouver City Library be granted a one-time exemption to the City of North Vancouver Surplus Policy for Major City Funded Agencies to retain \$403,224 from 2023 surplus funds;

THAT \$373,338 of this amount, which arises from the Provincial Library Enhancement Grant received in 2023, be set aside in a library equity account to be expended by the library for its stipulated purpose;

AND THAT \$17,998 in 2023 surplus funds be returned to the City.

**CARRIED UNANIMOUSLY**

R2024-07-22/33

34. Statutory Rights of Way with Public Utilities for 1905 Jones Avenue and 240 East 23<sup>rd</sup> Street – File: 06-2360-01-0001/2024

Report: Manager, Real Estate, July 8, 2024

Moved by Councillor Valente, seconded by Councillor Bell

PURSUANT to the report of the Manager, Real Estate, dated July 8, 2024, entitled “Statutory Rights of Way with Public Utilities for 1905 Jones Avenue and 240 East 23<sup>rd</sup> Street”:

THAT staff be directed to negotiate any required statutory rights of way with public utilities (BC Hydro, Fortis, TELUS, Lonsdale Energy Corporation etc.) to permit registered statutory rights of way over City-owned land for the delivery and provision of utility services to 1905 Jones Avenue and 240 East 23<sup>rd</sup> Street;

THAT any required notices be published in accordance with Sections 26, 40 and 94 of the *Community Charter*;

AND THAT the Mayor and Corporate Officer be authorized to execute any documents to provide registered statutory rights of way, as described in the report.

**CARRIED UNANIMOUSLY**

R2024-07-22/34

## **REPORTS – Continued**

35. North Shore Neighbourhood House Phase 2 Hub Redevelopment – Housing Agreement – File: 02-0800-30-0022/1

Report: Director, Real Estate, Facilities and Economic Development, and Deputy Chief Administrative Officer, July 12, 2024

Moved by Councillor McIlroy, seconded by Councillor Valente

PURSUANT to the report of the Director, Real Estate, Facilities and Economic Development, and the Deputy Chief Administrative Officer, dated July 12, 2024, entitled “North Shore Neighbourhood House Phase 2 Hub Redevelopment – Housing Agreement”:

THAT “Housing Agreement Bylaw, 2024, No. 9062” (City of North Vancouver, 120 St. Georges Avenue, CD-737, Rental Housing Commitments) be considered for readings.

**CARRIED UNANIMOUSLY**

R2024-07-22/35

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

36. “Housing Agreement Bylaw, 2024, No. 9062” (City of North Vancouver, 120 St. Georges Avenue, CD-737, Rental Housing Commitments)

Moved by Councillor McIlroy, seconded by Councillor Valente

THAT “Housing Agreement Bylaw, 2024, No. 9062” (City of North Vancouver, 120 St. Georges Avenue, CD-737, Rental Housing Commitments) be given first and second readings;

AND THAT “Housing Agreement Bylaw, 2024, No. 9062” (City of North Vancouver, 120 St. Georges Avenue, CD-737, Rental Housing Commitments) be given third reading.

**CARRIED UNANIMOUSLY**

R2024-07-22/36

## **REPORT**

37. 2024 Appropriations #2.2 – North Shore Neighbourhood House Project – File: 05-1705-30-0019/2024

Report: Chief Financial Officer, July 10, 2024

Moved by Councillor Valente, seconded by Councillor McIlroy

PURSUANT to the report of the Chief Financial Officer, dated July 10, 2024, entitled “2024 Appropriations #2.2 – North Shore Neighbourhood House Project”:

*Continued...*

## **REPORT – Continued**

37. 2024 Appropriations #2.2 – North Shore Neighbourhood House Project  
– File: 05-1705-30-0019/2024 – Continued

THAT (Funding Appropriation #2422) an amount of \$35,000,000 be appropriated from the North Shore Neighbourhood House and City Parks Fund for the purpose of funding the 2024-2028 Capital Plan;

AND THAT should any of the amount remain unexpended as at December 31, 2028, the unexpended balance shall be returned to the credit of the North Shore Neighbourhood House and City Parks Fund.

**CARRIED UNANIMOUSLY**

R2024-07-22/37

## **PUBLIC CLARIFICATION PERIOD**

Nil.

## **COUNCIL INQUIRIES**

Nil.

## **COUNCIL REPORTS**

Nil.

## **NEW ITEMS OF BUSINESS**

Nil.

## **NOTICES OF MOTION**

Nil.

## **ADJOURN**

Moved by Councillor Bell, seconded by Councillor McIlroy

THAT the meeting adjourn.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 7:54 pm.

*“Certified Correct by the Acting Corporate Officer”*

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ACTING CORPORATE OFFICER



THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 9062

**A Bylaw to enter into a Housing Agreement for 120 St. Georges Avenue**

**WHEREAS** Section 483 of the *Local Government Act* R.S.B.C. 2015 c.1 permits a local government to enter into a housing agreement for rental housing.

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

1. This Bylaw shall be known and cited for all purposes as “**Housing Agreement Bylaw, 2024, No. 9062**” (City of North Vancouver, 120 St. Georges Avenue, CD-737, Rental Housing Commitments).
2. The Council hereby authorizes The Corporation of the City of North Vancouver to enter into a Housing Agreement substantially in the form attached to this bylaw with The Corporation of the City of North Vancouver and Catalyst Community Developments Society with respect to the lands referenced as ‘Site B’ in “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2021, No 8868” (City of North Vancouver, 200-236 East 1<sup>st</sup> Street and 207-225 East 2<sup>nd</sup> Street, CD-737).
3. The Mayor and Corporate Officer are authorized to execute any documents required to give effect to the Housing Agreement.

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

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

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

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

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MAYOR

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ACTING CORPORATE OFFICER

**PART 2 – TERMS OF INSTRUMENT**

**RENTAL HOUSING AGREEMENT AND SECTION 219 COVENANT**

**THIS AGREEMENT** is dated for reference the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BETWEEN:

**THE CORPORATION OF THE CITY OF NORTH VANCOUVER**,  
a municipal corporation pursuant to the *Local Government Act* and  
having its offices at 141 West 14th Street, North Vancouver,  
British Columbia, V7M 1H9

(in its capacity as owner of the Lands, the “**Owner**”)

AND:

**CATALYST COMMUNITY DEVELOPMENTS SOCIETY, NO.  
S0061889**  
309 – 877 East Hastings Street,  
Vancouver, British Columbia,  
V6A 3Y1

(“**Catalyst**”)

AND:

**THE CORPORATION OF THE CITY OF NORTH VANCOUVER**,  
a municipal corporation pursuant to the *Local Government Act* and  
having its offices at 141 West 14th Street, North Vancouver,  
British Columbia, V7M 1H9

(the “**City**”)

**WHEREAS:**

- A. The Owner is the registered and beneficial owner of the Lands and, in that capacity, has or will enter into the Catalyst Lease with Catalyst for construction of the Building on the Lands, which will be subdivided by way of an Air Space Parcel Subdivision after completion of construction. Following this subdivision, Catalyst will lease the Catalyst ASP to be used by Catalyst for non-profit rental housing purposes;
- B. Upon entering into the Catalyst Lease, Catalyst will assume the obligations of the Owner under this Agreement and the Section 219 Covenant contained herein;
- C. The City is a municipal corporation incorporated pursuant to the *Local Government Act*, RSBC 2015, c. 1 (the “**Act**”);
- D. Section 219 of the *Land Title Act*, RSBC 1996, c. 250 (the “**Land Title Act**”), permits registration of a covenant in favour of a municipality in respect of the use of land or the use of a building on or to be erected on land, that land is or is not to be built on except in

accordance with the covenant and that land is not to be subdivided except in accordance with the covenant;

- E. Section 483 of the Act permits a local government to, by bylaw, enter into a housing agreement that may include terms and conditions regarding the occupancy of the housing units identified in the agreement, including respecting the form of tenure of the housing units, the availability of the housing units to classes of persons, the administration and management of the housing units and the rents and lease, sale or share prices that may be charged;
- F. The City has adopted a bylaw authorizing this Agreement;
- G. The Owner and the City wish to enter into this Agreement pursuant to Section 219 of the *Land Title Act* and section 483 of the Act and Catalyst agrees to execute this agreement to consent to its terms and conditions and confirm its intent to be bound once it enters into the Ground Lease.

**NOW THEREFORE** in consideration of the sum of Ten Dollars (\$10.00) now paid by the City to the Owner and for other good and valuable consideration (the receipt and sufficiency of which the Owner hereby acknowledges), the Owner, and the City covenant each with the other as follows:

## 1. DEFINITIONS

- (a) “**Act**” has the meaning given in Recital C of this Agreement;
- (b) “**Affordable Rent**” means with respect to each Non-Market Rental Unit a monthly rent payment amount equal to the lowest of, and shall not exceed any of:
  - i. HILs Rent; and
  - ii. eighty percent (80%) of Market Rent; and
  - iii. eighty percent (80%) of CMHC Median Market Rents;
- (c) “**Age of Majority**” means the age of majority as defined in the *Age of Majority Act*, RSBC 1996, c.7, which is 19 years old as of the date of this Agreement;
- (d) “**Agreement**” means this agreement as amended from time to time;
- (e) “**Air Space Parcel Subdivision**” means the subdivision of the Lands by way of depositing an air space plan in respect of the Lands pursuant to Division 9 of the *Land Title Act*, to create the Catalyst ASP and one or more additional air space parcels and a remainder parcel to be owned by the City;
- (f) “**BC Housing**” means the British Columbia Housing Management Commission (or its successor in function);
- (g) “**Building**” means the 18-storey building to be constructed by Catalyst on the Lands which will, at completion, be subdivided by way of the Air Space Parcel Subdivision;
- (h) “**Catalyst ASP**” means the air space parcel to be created by the Air Space Parcel Subdivision and leased to Catalyst pursuant to the Catalyst Lease to be used for Rental Purposes, which parcel will contain 179 Dwelling Units;

- (i) **“Catalyst Lease”** means the lease for the Lands to be entered into by the Owner and Catalyst to allow for the construction of the Building and upon completion of the Air Space Parcel Subdivision, to be converted to a lease between the Owner and Catalyst for the Catalyst ASP and surrendered by Catalyst from the remainder of the Lands and Building, in a form to be agreed to between Catalyst, as lessee and the Owner, as lessor;
- (j) **“CMHC”** means Canada Mortgage and Housing Corporation;
- (k) **“CMHC Median Market Rent”** means the median monthly rent in the City of North Vancouver for primary rental Dwelling Units published for the most recent year by CMHC through its Housing Market Information Portal (<https://www03.cmhc-schl.gc.ca/hmip-pimh/en#Profile/1/1/Canada>), based on CMHC’s Annual Rental Market Survey;
- (l) **“Commencement Date”** has the meaning set out in section 3.1 herein;
- (m) **“Council”** means the municipal council for the City;
- (n) **“Director of Planning”** means the Director of the Department of Planning and Development of the City and his or her successors in function and their respective nominees;
- (o) **“Dwelling Unit”** means a dwelling unit as defined in the City’s “Zoning Bylaw, 1995, No. 6700” as amended from time to time;
- (p) **“Eligible Household”** means a household:
  - i. having a gross annual household income at or below Housing Income Limits;
  - ii. that does not currently own an interest in residential real property anywhere in the world; and
  - iii. that does not own assets (including stocks, bonds, term deposits, mutual funds and cash, real estate equity, business equity in a private incorporated company and such other assets, net of debt, as are valued by BC Housing from time to time to determine eligibility for supportive housing) in excess of: \$400,000 for two bedroom and three bedroom Rental Units and \$300,000 for studio and one bedroom Rental Units;
- (q) **“Housing Income Limits”** or **“HILs”** means the household annual income limit for subsidized housing (for each category of Dwelling Unit), in Vancouver, as determined annually and set out in the current “Housing Income Limits” table published by the British Columbia Housing Management Commission (or its successor in function), which is derived from CMHC’s Annual Rental Market Survey, or equivalent publication;
- (r) **“HILs Rent”** means rent, expressed monthly, which is no more than 30 percent of Housing Income Limits, for the applicable category of Dwelling Unit;
- (s) **“Lands”** means those lands having a civic address of 120 St. Georges Street and legally described in Part 1 of this instrument;

- (t) “**Land Title Act**” has the meaning given in Recital D of this Agreement;
- (u) “**Market Rent**” means average monthly rent for Dwelling Units with a specific bedroom type and size and in buildings with comparable age, quality and location, as determined by Catalyst based on a market appraisal completed within three months of the proposed start of a tenancy of the rents for at least ten similar Dwelling Units within the City of North Vancouver, and approved by the City;
- (v) “**Market Rental Units**” means all of the residential Dwelling Units in the Catalyst ASP, excluding the Non-Market Rental Units, which are all to be used for Rental Purposes;
- (w) “**Non-Market Rental Units**” means the Dwelling Units in the Catalyst ASP that are to be rented for Affordable Rent to Eligible Households with incomes below Housing Income Limits in accordance with this Agreement;
- (x) “**Over-Housing**” has the meaning given in Section 5.13;
- (y) “**Over-Housing Charge**” means an amount calculated as the difference between Affordable Rent for a Non-Market Rental Unit that is occupied by a tenant experiencing Over-Housing and the Affordable Rent for the Non-Market Rental Unit having fewer bedrooms that the tenant should be occupying and that has been offered by the Owner to that same tenant so that they are not experiencing Over-Housing, in accordance with this Agreement;
- (z) “**Rental Purposes**” means an occupancy or intended occupancy which is or would be governed by a tenancy agreement as defined in Section 1 of the RT Act between the Owner and the tenant;
- (aa) “**Rental Units**” means all of the residential Dwelling Units in the Catalyst ASP, including the Non-Market Rental Units, which are all to be used for Rental Purposes;
- (bb) “**RT Act**” means the *Residential Tenancy Act*, SBC 2002 c. 78 as amended from time to time;
- (cc) “**Rezoning Bylaw**” means the rezoning bylaw applicable to the Lands described as “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2021, No. 8868”;
- (dd) “**Section 219 Covenant**” means a covenant pursuant to Section 219 of the *Land Title Act*;
- (ee) “**Tenancy Agreement**” means an agreement, whether written or oral, express or implied, between the Owner or Catalyst and a tenant respecting possession or occupancy of a Rental Unit and subject to the requirements of the RT Act; and
- (ff) “**Term**” has the meaning set out in section 3.1 herein.

## 2. OBLIGATIONS OF CATALYST

- 2.1 The Owner and Catalyst hereby acknowledge and agree that the Owner has or will grant the Catalyst Lease to Catalyst for the construction of the Building and that upon

completion, the Lands will be subdivided by way of an Air Space Parcel Subdivision. As a part of the Catalyst Lease, the Owner will assign and will require Catalyst to assume all of the rights and obligations of the Owner under this Agreement in relation to the Lands until the Air Space Parcel Subdivision and then, following the Air Space Parcel Subdivision, the rights and obligations relating to the Catalyst ASP only. From and after the Commencement Date, references to the Owner herein will be interpreted to mean Catalyst, including, without limitation, the indemnity in Section 4.3 of this Agreement. On or after the date of the Air Space Parcel Subdivision, the City will release this Agreement from the title to all parcels into which the Lands are subdivided other than the Catalyst ASP.

### **3. TERM**

- 3.1 This Agreement will commence upon the commencement of the term of the Catalyst Lease (the “**Commencement Date**”) and will continue until the date this Agreement is terminated in accordance with sections 3.2 or 9.3(c) (the “**Term**”).
- 3.2 This Agreement will terminate immediately upon the earlier of the expiry of the Catalyst Lease and the removal or destruction of the Building, provided that the Building is not repaired or rebuilt following the destruction thereof.
- 3.3 Subject to section 8.3, upon termination of this Agreement, this Agreement will be at an end and of no further force and effect.

### **4. SECTION 219 COVENANT**

- 4.1 The Owner covenants and agrees with the City as a covenant in favour of the City pursuant to Section 219 of the *Land Title Act*, RSBC 1996, c. 250 that during the Term of this Agreement, it being the intention and agreement of the Owner that the provisions in this Agreement be annexed to, and run with and be a charge upon the Lands, that notwithstanding the Rezoning Bylaw, the Lands shall be used and built on only in strict compliance with the terms and conditions of this Agreement and that:
- (a) following the Air Space Parcel Subdivision, the Catalyst ASP shall not be further subdivided or stratified;
  - (b) the Rental Units in the Catalyst ASP shall be used for Rental Purposes only; and
  - (c) no Rental Unit in the Catalyst ASP shall be occupied for any purpose except for Rental Purposes pursuant to a Tenancy Agreement.
- 4.2 The Owner further covenants and agrees with the City that the Lands and any buildings or structures constructed thereon including the Building shall be developed, built, and maintained in accordance with the Catalyst Lease, all City bylaws, regulations and guidelines as amended from time to time.
- 4.3 Pursuant to section 219(6) of the *Land Title Act*, RSBC 1996, c. 250 except for the negligence of the City or its employees, agents or contractors, the Owner will indemnify and save harmless each of the City and its elected officials, board members, officers, directors, employees, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:
- (a) any act or omission, negligent or otherwise, by the Owner, or its officers, directors,

employees, agents, contractors, or other persons for whom at law the Owner is responsible;

- (b) the Owner's default under this Agreement; and
- (c) the Owner's ownership, operation, management or financing of the Lands and Building for the provision of housing for Rental Purposes.

## **5. UNIT MIX AND TENANCY RESTRICTIONS**

- 5.1 The unit mix and unit sizes for all Rental Units, including Non-Market Rental Units and Market Rental Units in the Catalyst ASP shall be as set out in Table 1 in Schedule A to this Agreement. The Owner may only change this unit mix with the approval in writing by the Director of Planning.
- 5.2 At least thirty percent (30%) of the Rental Units in the Catalyst ASP (54 units) must, at all times during the Term, be Non-Market Rental Units and the Owner will not lease, rent, license or permit occupancy of a Non-Market Rental Unit except as follows:
  - (a) to an Eligible Household, selected in accordance with Section 6.1(c) of this Agreement;
  - (b) at Affordable Rent;
  - (c) as a principal residence, meaning the usual, main, regular, habitual home of at least one member of the Eligible Household and the place where they reside for at least six months of the year; and
  - (d) pursuant to a Tenancy Agreement.
- 5.3 The Owner will ensure that during the Term, the number of individuals who permanently reside in a Non-Market Rental Unit will be at a minimum of one person per bedroom and a maximum of two persons per bedroom, provided that an increase to the number of minor children below the Age of Majority occupying a bedroom (up to a maximum of three children) during a tenancy shall not be considered a breach of the requirements of this Section 5.3.
- 5.4 The average rent of all Rental Units shall be at least ten percent (10%) below Market Rent for the duration of the Term.
- 5.5 The maximum rent amount for a Rental Unit shall not exceed Market Rent at the start of a Tenancy Agreement.
- 5.6 The Owner shall enter into a minimum one year Tenancy Agreement for each of the Rental Units which will convert to a month to month tenancy at the end of the one year term in accordance with the RT Act.
- 5.7 Tenancy Agreements for Non-Market Rental Units will identify all occupants of the unit and will stipulate that anyone not identified in the Tenancy Agreement will be prohibited from residing in the unit for more than 14 consecutive days without prior written consent of the Owner and the City, provided that the tenant's children will not result in a breach of this Section 5.7.

- 5.8 If a tenancy for a Non-Market Rental Unit is ended prior to the end of the Term, the Owner must rent the Non-Market Rental Unit to Eligible Households selected in accordance with Section 6.1(c) at Affordable Rent for each successive tenancy. For greater certainty, at the end of each tenancy, each Non-Market Rental Unit will continue to be rented as a Non-Market Rental Unit at Affordable Rent, which obligation will be ongoing at all times during the Term.
- 5.9 Affordable Rent for Non-Market Rental Units is to be determined at the time of commencement of a tenancy. Rent amounts during a tenancy may then be subsequently increased only by the permitted annual rent increase then set under the RT Act or lesser amount and increases between tenancies are to be in accordance with Section 5.10.
- 5.10 If a tenancy for any Rental Unit is ended prior to the end of the Term, the Owner must only increase the rent to be charged for the next tenancy in that Rental Unit by an amount equivalent to the lesser of:
- (a) the allowable annual rental increase established by the RT Act for continuing tenancies plus five percent; and
  - (b) ten percent,
- provided that if the Owner can demonstrate to the City that the actual operating costs for the Building necessitate an increase in rents for a Rental Unit above the percentages set out in this Section 5.10, the Director of Planning may approve such an increase at their discretion, acting reasonably.
- 5.11 The Owner will not permit a Non-Market Rental Unit to be subleased, or the Tenancy Agreement for a Non-Market Rental Unit to be assigned.
- 5.12 Subject to the requirements of the RT Act and the provisions of this Agreement, the Owner will include in each Tenancy Agreement for a Non-Market Rental Unit, a provision entitling the Owner to terminate the Tenancy Agreement if:
- (a) the Non-Market Rental Unit is occupied by a person(s) other than the persons comprising the Eligible Household and stated in the Tenancy Agreement;
  - (b) the tenant subleases the Non-Market Rental Unit or assigns the Tenancy Agreement for such a unit;
  - (c) the Non-Market Rental Unit is occupied by more than the number of occupants set out in Section 5.3; or
  - (d) the Non-Market Rental Unit remains vacant for three consecutive months or longer, notwithstanding the timely payment of rent.
- 5.13 Subject to any contrary provisions of the RT Act, if a Non-Market Rental Unit having two or more bedrooms becomes occupied by less than one person per bedroom (also known as "**Over-housing**"), the Owner will offer a Non-Market Rental Unit having the correct number of bedrooms to the household experiencing Over-housing when the correctly-sized Non-Market Dwelling Unit becomes available. The tenant will then have 30 days from the date of the offer to accept or refuse the correctly-sized Non-Market Dwelling Unit. If the tenant experiencing Over-housing accepts the offer and moves into the correctly-



sized Non-Market Dwelling Unit, that tenant will not be charged any Over-Housing Charges from the time that they started experiencing Over-housing until the time they move into the correctly-sized Non-Market Dwelling Unit. If the tenant experiencing Over-housing refuses the offer, then after six months from the date of the offer, the Owner will charge that tenant Over-Housing Charges and will provide those amounts to the City. If such Over-housing continues for more than 12 months, then the Over-Housing Charges will increase by 10% per month. The Owner will make best efforts to avoid Over-housing and will advise tenants at the start of a tenancy for a Non-Market Housing Unit having two or more bedrooms that Over-housing Charges will apply in the circumstances set out in this Section 5.13. If there is more than one household experiencing Over-housing, the Owner will offer a correctly-sized Non-Market Rental Unit when it becomes available to households in order of longest tenure.

- 5.14 The Owner will not impose any age-based restrictions on tenants in respect of the Rental Units, provided that it may decline to enter into a Tenancy Agreement for a Rental Unit with a person who has not reached the Age of Majority.
- 5.15 The Owner will not prohibit tenants from having pets in a Non-Market Rental Unit, subject to all applicable provincial, federal and municipal laws and bylaws. The Owner may make reasonable rules and regulations with respect to security deposit requirements, size and number of pets.

## **6. OWNER'S OBLIGATIONS**

6.1 Without limiting section 4.1 of this Agreement:

- (a) Management and administration: the management, administration, and associated costs with the management and administration of the Rental Units, including the Non-Market Rental Units, will be borne by the Owner, provided that the Owner may assign or delegate management and operation of the Non-Market Rental Units to a separate non-profit entity with the prior written consent of the City, acting reasonably;
- (b) Advertisement: when the Rental Units first become available, the Owner will advertise such units for a minimum of one month on at least two common rental property search platforms that allow potential tenants to view available properties for rent in North Vancouver without payment of a fee or requirement for registration, and the Owner will feature the tenure restrictions set out in this Agreement prominently in all advertising of Non-Market Rental Units;
- (c) Tenant Selection: the Owner will make the Rental Units available in the following order of priority:
- (i) Eligible Households for Non-Market Rental Units must have household incomes below the Housing Income Limits;
  - (ii) the Owner will first make Rental Units available to Eligible Households who are either current residents of the City of North Vancouver or who work in the City of North Vancouver and have done so for at least six months, provided that if there are multiple applicants in this category for one unit, then applicant families with one or more dependents will have priority for units with two or more bedrooms and if applicants are equal in

this regard, then applications will be considered on a first come-first-served basis;

- (iii) if there are any remaining Non-Market Rental Units not rented by Eligible Households who meet the criteria in Section 6.1(c)(ii) after the expiry of the one-month advertising period, then the Owner will make such units available to Eligible Households who do not strictly meet the criteria in Sections 6.1(c)(ii) but which do meet the criteria in Section 6.1(c)(i) and the definition of “Eligible Household” in this Agreement; and
  - (iv) to determine the eligibility of a prospective tenant of a Non-Market Rental Unit, the Owner may reasonably rely on information provided by the prospective tenant, provided that the Owner will require all reasonable information necessary to confirm eligibility (including without being exhaustive, the information that is required to be collected under Section 6.1(f)(i), income tax records, employment records, school records, residence and/or employment history). Unless the Owners' reliance is unreasonable, negligent or constitutes willful misconduct, the Owner will have no liability nor will have breached this Agreement if the prospective tenant intentionally or unintentionally provides inaccurate information.
- (d) Compliance with applicable laws: without restricting the foregoing, the Owner will comply with all applicable provisions of the RT Act and any other provincial or municipal enactments imposing obligations on landlords in relation to residential tenancies;
- (e) Performance: the Owner will perform its obligations under this Agreement diligently and in good faith;
- (f) Evidence of compliance: provided that the same can be done without breaching the *Personal Information Protection Act* (as amended from time to time) the Owner will:
- (i) collect the following information from tenants of Non-Market Rental Units on an annual basis: gross annual income from all sources of all members of the tenants' household over the Age of Majority; a statement of asset ownership and the number of occupants in the household;
  - (ii) at Business License renewal on an annual basis, supply to the City copies of any documentation in possession of the Owner (with all personal information redacted) necessary to establish compliance with the Owner's obligations under this Agreement including, without limitation, the determination of Market Rent for any Dwelling Unit and the determination of eligibility for a Non-Market Rental Unit;
  - (iii) ensure that each Tenancy Agreement for a Non-Market Rental Unit includes a provision allowing the Owner to collect, retain and disclose to the City (with all personal information redacted) the information described in this Section 6.1(f) both at the beginning of the tenancy and thereafter on an annual basis, to confirm continued eligibility. The Owner will retain all records related to the Rental Units for at least seven years; and

- (iv) complete a statutory declaration substantially in the form attached as Schedule B and provide the completed document to the Director of Planning by February 1<sup>st</sup> of each year of the term, in respect of the previous calendar year.
- (g) Increased affordability: during the Term, the Owner will make best efforts to increase the affordability of the Rental Units beyond the requirements of this Agreement, including, but not limited to, pursuing all appropriate opportunities for funding, grants and favourable financing;
- (h) Payments Additional to Rent: in addition to Affordable Rent to be paid by tenants of the Non-Market Rental Units, the Owner may charge for the following:
  - (i) the use of storage areas and parking stalls for long-term parking on an exclusive basis together with the costs of fobs and keys, provided that any charges for the use of the storage areas, parking stalls, fobs and keys are reasonable and that the tenants of the Non-Market Rental Units can opt out of such exclusive use of the storage areas and parking stalls without penalty;
  - (ii) proportionate amounts of reasonable cold water charges billed by the Owner, and heat and hot water costs billed by Lonsdale Energy Corporation or its agents; and
  - (iii) reasonable and actual cleaning fees for the Non-Market Rental Unit tenants' exclusive use of any amenity space in the Building,

provided that the Owner may, with the express consent of the Director of Planning, charge reasonable amounts for additional items not listed above that are directly attributable to the tenants of Non-Market Rental Units and are documented to the satisfaction of the Director of Planning; and

- (i) Equal Access: the Owner will ensure that occupants of Non-Market Rental Units will have access to and use of all shared-use property including indoor and outdoor facilities and amenities located in the Building and on the Lands equal to the access and use afforded to tenants of the Rental Units rented at Market Rent.

## 7. DEFAULT AND REMEDIES

- 7.1 The City may, acting reasonably, give to the Owner a written notice (in this section 7.1, the “**Notice**”) requiring the Owner to cure a default under this Agreement within 30 days of receipt of the Notice. The Notice must specify the nature of the default. The Owner must act with diligence to correct the default within the time specified.
- 7.2 If the default is in respect of the amount of rent being charged for Non-Market Rental Units and is not corrected within the time specified or so soon thereafter as is feasible in the circumstances, the Owner will pay to the City on demand by the City 200 percent of the difference between current Market Rent, as determined by a third-party appraiser, and Affordable Rent for each Non-Market Rental Unit in default for the default year and each year following until the default is remedied. The City agrees that this remedy may be waived by the Director of Planning in circumstances where the overcharge was not intentional.

- 7.3 The Owner will pay to the City on demand by the City all the City's costs of exercising its rights or remedies under this Agreement, on a full indemnity basis.
- 7.4 The Owner acknowledges and agrees that in case of a breach of this Agreement which is not fully remediable by the mere payment of money and promptly so remedied, the harm sustained by the City and to the public interest may be irreparable and not susceptible of adequate monetary compensation.
- 7.5 Each party to this Agreement, in addition to its rights under this Agreement or at law, will be entitled to all equitable remedies including specific performance, injunction and declaratory relief, or any of them, to enforce its rights under this Agreement.
- 7.6 The Owner acknowledges and agrees that it is entering into this Agreement to benefit the public interest in providing housing for Rental Purposes, and that the City's rights and remedies under this Agreement are necessary to ensure that this purpose is carried out and that the City's rights and remedies under this Agreement are fair and reasonable and ought not to be construed as a penalty or forfeiture.
- 7.7 No reference to nor exercise of any specific right or remedy under this Agreement or at law or at equity by any party will prejudice, limit or preclude that party from exercising any other right or remedy, including termination of the Catalyst Lease in accordance with its terms. No right or remedy will be exclusive or dependent upon any other right or remedy, but any party, from time to time, may exercise any one or more of such rights or remedies independently, successively, or in combination. The Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy of a default by the Owner under this Agreement.

## **8. LIABILITY**

- 8.1 Except for the negligence of the City or its employees, agents or contractors, the Owner will indemnify and save harmless each of the City and its elected officials, board members, officers, directors, employees, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:
- (a) any act or omission by the Owner, or its officers, directors, employees, agents, contractors, or other persons for whom at law the Owner is responsible; and
  - (b) the Owner's ownership, operation, management or financing of the Lands and/or Catalyst ASP for the provision of housing for Rental Purposes.
- 8.2 Except to the extent such advice or direction is given negligently, the Owner hereby releases and forever discharges the City, its elected officials, board members, officers, directors, employees and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns from and against all claims, demands, damages, actions or causes of action by reason of or arising out of advice or direction respecting the ownership, operation or management of the Lands and/or Catalyst ASP for the provision of housing for Rental Purposes which has been or hereafter may be given to the Owner by all or any of them.
- 8.3 The covenants of the Owner set out in sections 8.1 and 8.2 of this Agreement will survive the expiration or the earlier termination of this Agreement and will continue to apply to any breach

of the Agreement and to any claims arising under this Agreement during the ownership or lease by the Owner of the Lands.

## **9. GENERAL PROVISIONS**

9.1 The Owner will bear their own costs, legal or otherwise, connected with the preparation, execution or registration of this Agreement.

9.2 Nothing in this Agreement:

- (a) affects or limits any discretion, rights, powers, duties or obligations of the City under any enactment or at common law, including in relation to the use or subdivision of land;
- (b) affects or limits any enactment relating to the use of the Lands or any condition contained in any approval including any development permit concerning the development of the Lands; or
- (c) relieves the Owner from complying with any enactment, including the City's bylaws in relation to the use of the Lands.

9.3 The Owner and the City agree that:

- (a) this Agreement is entered into only for the benefit of the City;
- (b) this Agreement is not intended to protect the interests of the Owner, occupier or user of the Lands or any portion of it including the Rental Units; and
- (c) without limiting the terms and conditions in this Agreement, the City may at any time execute a release and discharge of this Agreement in respect of the Lands or any portion thereof, without liability to anyone for doing so and for clarity, this Agreement will be deemed to have been terminated upon such release and discharge.

9.4 This Agreement burdens and runs with the Lands and any part into which any of them may be subdivided or consolidated, except as otherwise provided herein. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its successors and assigns, and all persons who acquire an interest in the Lands or Catalyst ASP after the date of this Agreement. Without limiting the generality of the foregoing and subject to Section 8.3, the Owner will not be liable for any breach of any covenant, promise or agreement herein in respect of any portion of the Lands leased, sold, assigned, considered or otherwise disposed of, occurring after such lease, sale, assignment or other disposition by the Owner.

9.5 The covenants and agreements on the part of the Owner in this Agreement have been made by the Owner as contractual obligations as well as being made pursuant to section 483 of the Local Government Act and Section 219 of the Land Title Act and as such will be binding on the Owner.

9.6 The Owner will, at its expense, do or cause to be done all acts reasonably necessary to ensure this Agreement is registered against the title to the Lands, including any amendments to this Agreement as may be required by the Land Title Office or the City to effect such registration.

9.7 The City and the Owner each intend by execution and delivery of this Agreement to create both a contract and a deed under seal.

- 9.8 An alleged waiver by a party of any breach by another party of its obligations under this Agreement will be effective only if it is an express waiver of the breach in writing. No waiver of a breach of this Agreement is deemed or construed to be a consent or waiver of any other breach of this Agreement.
- 9.9 If a Court of competent jurisdiction finds that any part of this Agreement is invalid, illegal, or unenforceable, that part is to be considered to have been severed from the rest of this Agreement and the rest of this Agreement remains in force unaffected by that holding or by the severance of that part.
- 9.10 Every obligation of a party which is set out in this Agreement will extend throughout the Term and, to the extent that any obligation ought to have been observed or performed prior to or upon the expiry or earlier termination of the Term, such obligation will survive the expiry or earlier termination of the Term until it has been observed or performed.
- 9.11 All notices, demands, approvals or requests of any kind, which a party may be required or permitted to serve on another in connection with this Agreement, must be in writing and may be served on the other parties by registered mail, by e-mail transmission, or by personal service, to the following address for each party:

City: The Corporation of the City of North Vancouver  
141 West 14<sup>th</sup> Street  
North Vancouver, British Columbia V7M 1H9  
**Attention: Director, Planning and Development**  
Email: clerks@cnv.org

The Owner: The Corporation of the City of North Vancouver  
141 West 14<sup>th</sup> Street  
North Vancouver, British Columbia V7M 1H9  
**Attention: Director, Real Estate, Facilities, and Economic Development**  
Email: clerks@cnv.org

Catalyst: Catalyst Community Developments Society  
290 – 1275 Venables Street  
Vancouver, British Columbia V6A 2C9  
**Attention: President**  
Email: info@catalystcommdev.org

Service of any such notice, demand, or request will be deemed complete, if made by registered mail, 72 hours after the date and hour of mailing, except where there is a postal service disruption during such period, in which case service will be deemed to be complete only upon actual delivery of the notice, demand or request; if made by e-mail transmission, on the date when the e-mail transmission was transmitted; and if made by personal service, upon personal service being effected. Any party, from time to time, by notice in writing served upon the other parties, may designate a different address or different or additional persons to which all notices, demands, or requests are to be addressed.

- 9.12 Upon request by the City, the Owner will promptly do such acts and execute such documents as may be reasonably necessary, in the opinion of the City, to give effect to this Agreement.
- 9.13 This Agreement will enure to the benefit of and be binding upon each of the parties and their successors and permitted assigns.

9.14 Time is of the essence in this Agreement.

## **10. INTERPRETATION**

10.1 Gender specific terms include both genders and include corporations. Words in the singular include the plural, and words in the plural include the singular.

10.2 The division of this Agreement into sections and the use of headings are for convenience of reference only and are not intended to govern, limit or aid in the construction of any provision. In all cases, the language in this Agreement is to be construed simply according to its fair meaning, and not strictly for or against either party.

10.3 The word "including" when following any general statement or term is not to be construed to limit the general statement or term to the specific items which immediately follow the general statement or term to similar items whether or not words such as "without limitation" or "but not limited to" are used, but rather the general statement or term is to be construed to refer to all other items that could reasonably fall within the broadest possible scope of the general statement or term.

10.4 The words "must" and "will" are to be construed as imperative.

10.5 Any reference in this Agreement to any statute or bylaw includes any subsequent amendment, re-enactment, or replacement of that statute or bylaw.

10.6 This is the entire agreement between the City, Catalyst and the Owner concerning its subject, and there are no warranties, representations, conditions or collateral agreements relating to the subject matter of this Agreement, except the Catalyst Lease and as otherwise referred to in this Agreement. This Agreement may be amended only by a document executed by the parties to this Agreement and by bylaw, such amendment to be effective only upon adoption by City Council of an amending bylaw to "Housing Agreement Bylaw, 2024, No. 9062".

10.7 This Agreement is to be governed by and construed and enforced in accordance with the laws of British Columbia.

10.8 This Agreement may be signed in counterparts and transmitted by pdf email transmission, and each such counterpart or pdf email transmission copy shall constitute an original document and such counterparts, taken together, shall constitute one and the same instrument.

10.9 Catalyst, by signing below, agrees to be bound by the terms of this Agreement once it enters into the Catalyst Lease and any contemplated assignment and assumption agreement as set out in Section 2.1:

**CATALYST COMMUNITY DEVELOPMENTS SOCIETY** by its authorized signatory(ies):

\_\_\_\_\_  
Authorized Signatory  
Name:

\_\_\_\_\_  
Authorized Signatory  
Name:

IN WITNESS OF THIS AGREEMENT the City and the Owner have executed this Agreement by signing the “Form C – General Instrument – Part 1” or “Form D – Executions Continued” attached hereto.



## SCHEDULE A

### TABLE 1: Unit Mix and Unit Sizes

Unit Type	% Mix	Number of Units	Average Unit Size (Square Feet)
Studio	18.4%	33	400-465
1-Bedroom	40.2%	72	445-485
2-Bedroom	31.3%	56	700-770
3-Bedroom	10.1%	18	760-1000
TOTAL	100%	179	N/A

**SCHEDULE B  
STATUTORY DECLARATION**

CANADA	)	IN THE MATTER OF Unit Nos. (collectively,
	)	the " <b>Non-Market Rental Units</b> ") located at
	)	_____
	)	(street address), British Columbia, and
PROVINCE OF BRITISH COLUMBIA	)	Housing Agreement dated _____, 20__
	)	(the " <b>Housing Agreement</b> ") between Catalyst
	)	Community Developments Society and The
TO WIT:	)	Corporation of the City of North Vancouver
	)	(the " <b>City</b> ")

I, \_\_\_\_\_ (*full name*),  
of \_\_\_\_\_ (*address*) in the Province  
of British Columbia, DO SOLEMNLY DECLARE that:

I am \_\_\_\_\_ of Catalyst Community Developments Society and have personal knowledge of the matters set out herein;

This declaration is made pursuant to the terms of the Housing Agreement in respect of the Non-Market Rental Housing Units for each of the 12 months for the period from January 1, 20\_\_ to December 31, 20\_\_ (the "**Period**");

Throughout the Period:

- (a) the Non-Market Rental Units, if occupied, were occupied only by Eligible Households (as defined in the Housing Agreement);
- (b) all Non-Market Rental Units have been rented at Affordable Rent (as defined in the Housing Agreement);
- (c) the average rent for all Rental Units has been at least 10% below Market Rent as defined in the Housing Agreement, except as expressly permitted in the Housing Agreement;
- (d) for tenancies for any Rental Unit that ended during the Period, increases to the rent to be charged for the next tenancy was increased only by an amount equal to the lesser of: (i) the allowable annual rental increases established by the RT Act for continuing tenancies plus five percent (5%), and (ii) ten percent (10%); and
- (e) subject to availability, all Non-Market Rental Units have been rented to Eligible Households, with the number of tenants necessary to avoid overcrowding and Overhousing in accordance with the Housing Agreement.

Appendix 1 is attached to this declaration setting out: the Affordable Rent for each rented Non-Market Rental Unit as of the date of this declaration, the date of tenancy commencement, the time and rate of last increase in the Affordable Rent, and the list of Non-Market Rental Units not rented as of the date of this declaration.

The Market Rent, as defined in the Housing Agreement, in the City of North Vancouver for equivalent units in the same time period is set out in the report attached as Appendix 2.

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declarations should be signed, stamped, and dated and witnessed by a lawyer, notary public or commissioner for taking affidavits.

DECLARED BEFORE ME at )  
\_\_\_\_\_, in the Province of British )  
Columbia, Canada, this \_\_\_ day of )  
\_\_\_\_\_, 20\_\_\_. )  
 )  
 )  
 )  
 )  
 )  
 )

\_\_\_\_\_  
(Signature of Declarant)

Name:

\_\_\_\_\_)  
A Notary Public in and a commissioner for taking )  
Affidavits in and for the Province of British )  
Columbia )

*Appendix 1 - Non-Market Rental Units*

<b>Unit #</b>	<b>Rented (R) or Unrented (UR)</b>	<b>if rented: Current rent</b>	<b>If rented: Date current tenancy commenced</b>	<b>If rented: Date of last rent increase</b>	<b>If rented: % of last rent increase</b>	<b>Number of occupants</b>

*Appendix 2 - Market Rental Units*

[attach summary of Market Rent for equivalent units]



## Overview of Property Assessment & 2024 Assessment Roll

### City of North Vancouver

**Sharon Lalli**  
Deputy Assessor

**Michael Law**  
Deputy Assessor

September 9th, 2024



### Topics

1. About BC Assessment
2. Valuation
3. Classification
4. Assessment Cycle & Key Dates
5. 2024 Assessment Roll Overview
6. Collaborating with BC Assessment
7. Questions



## Evolution of BC Assessment

- Established in 1974 under the *Assessment Authority Act*
- A provincial Crown corporation, operating independent of taxing function & politics
- Provides uniform and fair property assessments to B.C.'s property owners
- 1975: 879,000 properties assessed
- 2024: 2.184 million properties assessed



BC ASSESSMENT



## Our Product

- Annual list of property values provides stable, predictable base for real property taxation in B.C.
- Represents over 2.16 million properties with total value of about \$2.72 trillion
- Identifies ownership, value, classification and exemptions for each property
- Provides stable base for local governments and taxing authorities to raise billions of dollars annually in property taxes for schools and important local services

## The Assessment Roll

BC ASSESSMENT



## How We Value Different Properties

- Market value as of July 1<sup>st</sup>

**Market Value:** *The most probable price which a property should bring in a competitive market under all conditions requisite to a fair sale, the buyer & seller, each acting prudently, knowledgeably & assuming the price is not affected by undue stimulus.*



Residential

- Physical condition and use as of October 31
- Consider present use, location, original cost, replacement cost, revenue or rental value, selling price of the land and improvements and comparable land and improvements, economic and functional obsolescence
- Consider wide variety of physical factors such as size, age, quality and condition of the improvements (buildings) as well as location, availability of services, shape and topography of the land.
- Legislated (regulated values)

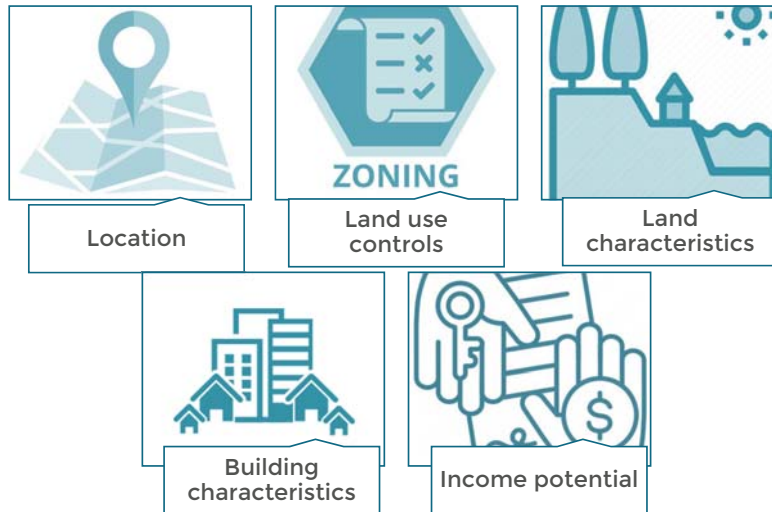


Commercial

RC ASSESSMENT



## Factors Effecting Market Value



RC ASSESSMENT



## Highest & Best Use (HBU)

- Foundation of market value is H&BU, which is the reasonable probable use of a property that is:



Physically possible



Legally permissible



Financially feasible



Maximally productive

### ***HBU analysis is the foundation of market value estimate –***

*Fee appraisers, industry experts, realtors, purchasers and vendors base their valuations on the HBU; it is synonymous with market value.*

BC ASSESSMENT



## How Land Use Effects Market Value

Our communities are changing.



**Local Government**

When a local government introduces a new community or development plan, it provides a long-term vision for land use.



**Rezoning**

The plan may permit rezoning to encourage redevelopment of under used property.



**Redevelopment**

For example, new plans may support redevelopment of two-storey commercial buildings downtown into 20 storey mixed residential and commercial towers.



**Market Demand**

If market demand for new towers is high, smaller buildings often sell quickly and for high prices based on their redevelopment potential, not their current use.



**Assessment**

BC Assessment assesses properties at market value as of July 1 each year.

BC ASSESSMENT





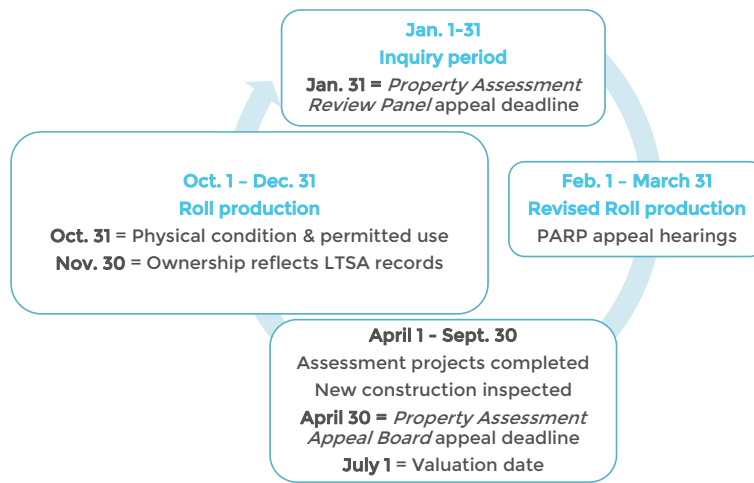
## How We Classify Properties



RC ASSESSMENT



## Assessment Cycle & Key Dates



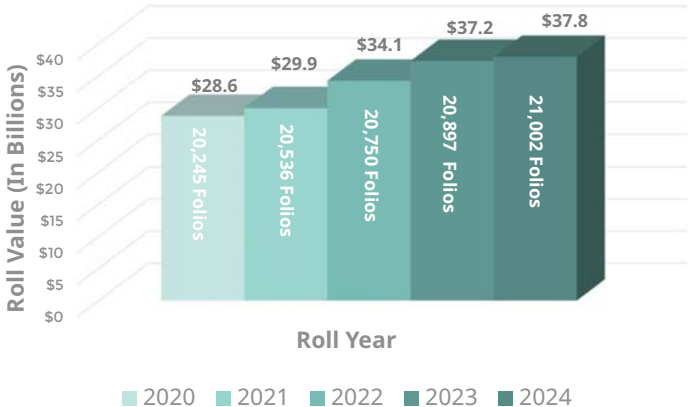
RC ASSESSMENT



# 2024 Assessment Roll Overview

BC ASSESSMENT

## 2020 to 2024 Revised Roll Values - City of North Vancouver



BC ASSESSMENT

Council Presentation



## Distribution of 2024 Revised Roll Value - By Property Class

Property Class	Occurrences	2024 Revised Roll Value	% of 2024 Revised Roll Value
Residential Vacant	276	\$757,172,000	2.00%
Residential Single Family	5,571	\$11,679,262,000	30.82%
Residential Strata	13,370	\$12,291,141,000	32.44%
Residential Other	345	\$4,432,354,000	11.70%
<b>1 - *Total Residential*</b>	<b>19,562</b>	<b>\$29,159,929,000</b>	<b>76.95%</b>
2 - Utilities	23	\$72,659,000	0.19%
3 - Supportive Housing	1	\$0	0.00%
4 - Major Industry	10	\$386,277,000	1.02%
5 - Light Industry	35	\$146,130,000	0.39%
6 - Business And Other	1,374	\$7,147,775,000	18.86%
8 - Rec/Non Profit	109	\$980,970,000	2.59%
<b>Total for Jurisdiction</b>		<b>\$37,893,740,000</b>	<b>100.00%</b>



## Revised Roll Value vs Taxable Roll Value (Net of Exemptions)



Revised Roll Value	Less Exemptions	Taxable Value
\$37.8 Billion	\$4.2 Billion	\$33.5 Billion



## 2022-2024 Non Market Change (NMC) Revised Roll

Property Class	2022 NMC \$	2023 NMC \$	2024 NMC \$
Res Vacant	(\$117,901,000)	(\$38,916,000)	\$2,927,000
Res Single Family	\$76,142,000	\$88,655,000	\$65,124,000
Res Strata	\$200,399,000	\$113,484,000	\$103,937,000
Res Other	\$186,733,000	\$151,931,000	\$343,787,000
<b>01 - Residential Total</b>	<b>\$345,373,000</b>	<b>\$315,154,000</b>	<b>\$515,775,000</b>
02 - Utilities	(\$707,000)	\$2,000	\$418,000
04 - Major Industry	\$17,147,000	\$1,547,000	\$4,170,000
05 - Light Industry	\$8,789,000	(\$11,793,000)	(\$828,000)
06 - Business And Other	(\$30,776,000)	\$2,589,000	(\$27,680,000)
08 - Rec/Non Profit	(\$28,635,000)	\$0	\$0
<b>Total All Classes</b>	<b>\$310,179,000</b>	<b>\$306,773,000</b>	<b>\$490,848,000</b>



## 2022-2024 Non Market Change (NMC) & Market Movement Revised Roll

Property Class	2022			2023			2024		
	% Change NMC	% Change Market	Total % Change	% Change NMC	% Change Market	Total % Change	% Change NMC	% Change Market	Total % Change
<b>01 - Residential Total</b>	<b>1.58%</b>	<b>14.75%</b>	<b>16.33%</b>	<b>1.24%</b>	<b>8.34%</b>	<b>9.58%</b>	<b>1.85%</b>	<b>0.01%</b>	<b>1.86%</b>
02 - Utilities	-7.07%	0.36%	-6.71%	0.02%	-2.67%	-2.65%	4.60%	-1.77%	2.84%
04 - Major Industry	5.36%	0.50%	5.86%	0.46%	3.32%	3.78%	1.19%	4.72%	5.90%
05 - Light Industry	7.37%	13.72%	21.09%	-8.17%	8.70%	0.53%	-0.57%	1.06%	0.49%
06 - Business And Other	-0.75%	5.82%	5.08%	0.06%	9.48%	9.54%	-0.59%	-1.21%	-1.80%
08 - Rec/Non Profit	-61.51%	0.60%	-60.91%	0	7.82%	7.82%		-1.49%	-1.49%
<b>Total All Classes</b>	<b>1.17%</b>	<b>13.14%</b>	<b>14.31%</b>	<b>1.01%</b>	<b>8.45%</b>	<b>9.46%</b>	<b>1.48%</b>	<b>-0.11%</b>	<b>1.38%</b>



## Top 5 Neighbourhoods By NMC & Market Movement

### Top 5 Neighbourhoods by NMC Change (All Classes)

Neighbourhood	NMC % Change
Central Lonsdale	3.37%
Queensbury	2.82%
Lower Lonsdale	2.24%
Hamilton North	0.95%
Grand Boulevard	0.68%

### Top 5 Neighbourhoods by Market Movement (All Classes)

Neighbourhood	Market Movement %
Mahon	4.09%
Tempe New	3.85%
Westview	1.67%
Hamilton North	1.13%
Grande Boulevard	1.08%

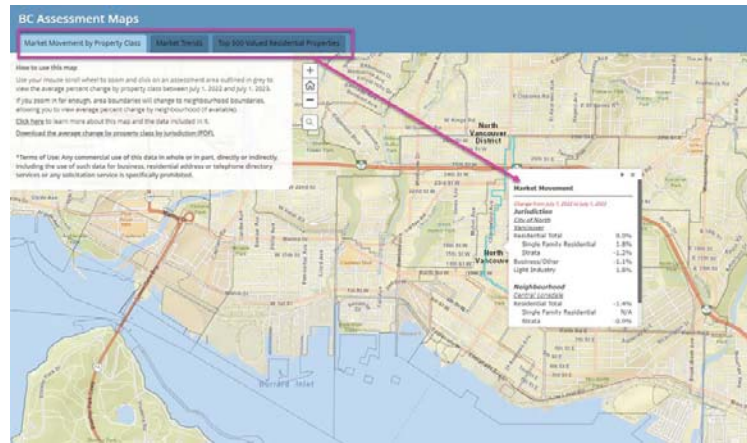


## WEBSITE: [bcassessment.ca](http://bcassessment.ca)

- Assessment search tool
- Public can access property information & Trends
- Info about Assessment process, our policies, products and services, local office info
- Interactive property trends map
- Information pages (FAQs)
- BC Assessment YouTube channel
- Links to update contact info or change mailing address
- Submit request for review of property details



## 2024 BC Assessment Interactive Property Trend Maps



BC ASSESSMENT



## Collaborating to Achieve Our Mandates

- By sharing information & working together BC Assessment & Local Governments can:
  - ✓ Ensure fair & equitable property assessments
  - ✓ Maintain a stable & predictable assessment roll
  - ✓ Optimize property tax revenue levied & collected by taxing authorities
  - ✓ Increase citizen awareness of property assessment & taxation



BC ASSESSMENT





Questions?

RC ASSESSMENT





August 6<sup>th</sup>, 2024

**Attn:** Corporate Officer  
City of North Vancouver  
141 West 14<sup>th</sup> Street  
North Vancouver, BC  
V7M 1H9  
Via email: [clerks@cnv.org](mailto:clerks@cnv.org)

Reviewed by CAO     Im    

Please accept this letter as BC Assessment's request to present to City Council as a delegation on September 9<sup>th</sup>, 2024.

BC Assessment is committed to providing fair, accurate and reliable assessment services and property information for British Columbia. As part of honouring that commitment, BC Assessment would like to provide Council with an update on the work that we do and how it impacts local government.

The presentation will be delivered by Sharon Lalli, Deputy Assessor for Industrial, Cost and Strata ICI properties and Michael Law, Deputy Assessor for Commercial properties, in the Lower Mainland. We will provide a copy of our PowerPoint presentation in advance of the Council meeting, as per City of North Vancouver's direction.

Please let me know if you require any additional information to process our request. We look forward to presenting to Mayor Bucharan and members of the Council.

Sincerely,

Sharon Lalli  
Deputy Assessor, BC Assessment



# Asset Management Approach & Strategy

September 2024



## Agenda

- **Policy & Approach**
  - Policy Context
  - AMBC Framework
- **Asset Management Strategy**
  - Service Delivery Line-of-Sight
  - Risk & Criticality
  - Asset Management Planning Process
  - Decision-Making Process
- **Next Steps**





## What is Asset Management?

“ *Asset management is the process of bringing together the skills, expertise and activities of people to manage a community’s physical assets and to provide **sustainable service delivery**.* ”

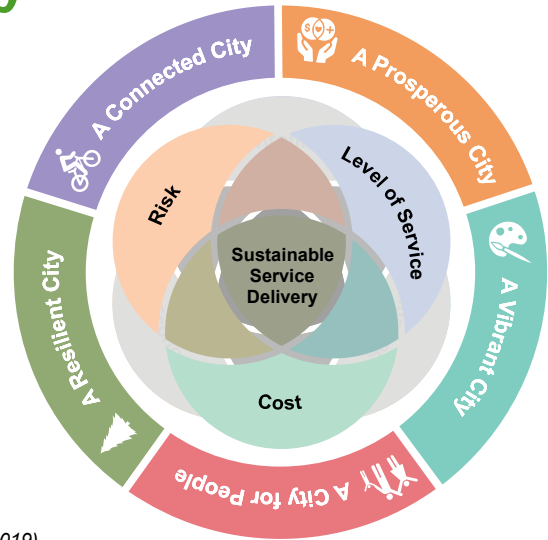
*Asset Management Policy, adopted Dec. 2, 2019*



## Sustainable Service Delivery

Providing services to the community in a way that fosters economic, social & environmental well-being – today and into the future.

Asset Management supports sustainable service delivery by integrating **community priorities** with an understanding of trade-offs between **risks, costs, and service levels**



Asset Management for Sustainable Service Delivery: A BC Framework (2019)

## Asset Management Objectives

From *Asset Management Policy*, adopted Dec. 2, 2019

- |  |  |
|--|--|
| <p><b>Integrated</b><br/>Integrate asset management process across all City departments and into its organizational culture.</p>       | <p><b>Delivery of Services</b><br/>Utilize the City's physical assets to deliver a defined level of service to interest-holders that optimally balances the City's vision, risk and affordability.</p> |
| <p><b>Systematic</b><br/>Create a systematic approach to create asset management plans that are formal, consistent and repeatable.</p> | <p><b>Risk-Based &amp; Information-Driven</b><br/>Incorporate risk-based and information-driven approaches to drive decision making for asset management.</p>  |
| <p><b>Sustainable</b><br/>Manage the City's assets in a socio-culturally, environmentally and economically sustainable manner.</p>     | <p><b>Innovative</b><br/>Establish an innovative organizational culture to encourage continual improvement and adaptability.</p>   |

## Regulations & Policy Context

- A patchwork of regulations, policies, and best-practice guidance direct asset management practice
- Tangible Capital Assets Accounting (PSAB 3150) has been main driving force for local government asset management since 2008
- Federal & provincial governments have used funding to encourage local government asset management planning and practices
- Other legislation and regulations indirectly impact asset management (e.g., emergency management, housing)
- *Asset Management for Sustainable Service Delivery – A BC Framework* (“AMBC Framework”) developed to support holistic asset management planning



## AMBC Framework

- Staff recommend adopting *AMBC Framework* to guide asset management practices towards sustainable service delivery
- Based on international standards and best practices but **developed by practitioners in BC specifically for local governments**
- Likely to be the framework for measurement and reporting if asset management legislation is enacted.
- Centered on **facilitating sustainable service delivery** in alignment with the Policy direction



## Framework Elements

- The Framework is composed of:
  - **4 core components** necessary for asset management implementation
  - **8 processes** to guide organization through assessment, planning and implementation of asset management practices
  - **3 supporting activities** that are integral to all processes
- The process is iterative and based on a **continuous cycle of improvement**



## Overview

- The Asset Management Strategy links organizational objectives to asset management objectives and guides their implementation to achieve financial predictability & reduce costs
- It will include the following key sections:

WHAT	▪ Service Inventory & Asset Hierarchy
HOW	<ul style="list-style-type: none"> <li>▪ Levels of Service</li> <li>▪ Risk &amp; Criticality</li> <li>▪ Demand Management</li> <li>▪ Asset Management Planning Process</li> <li>▪ Decision Making Process</li> <li>▪ Long-Range Financial Plan Integration</li> <li>▪ Communication &amp; Engagement</li> </ul>
WHO	▪ Governance Structure
WHEN	▪ Implementation & Improvement Roadmap



## Service & Asset Hierarchy

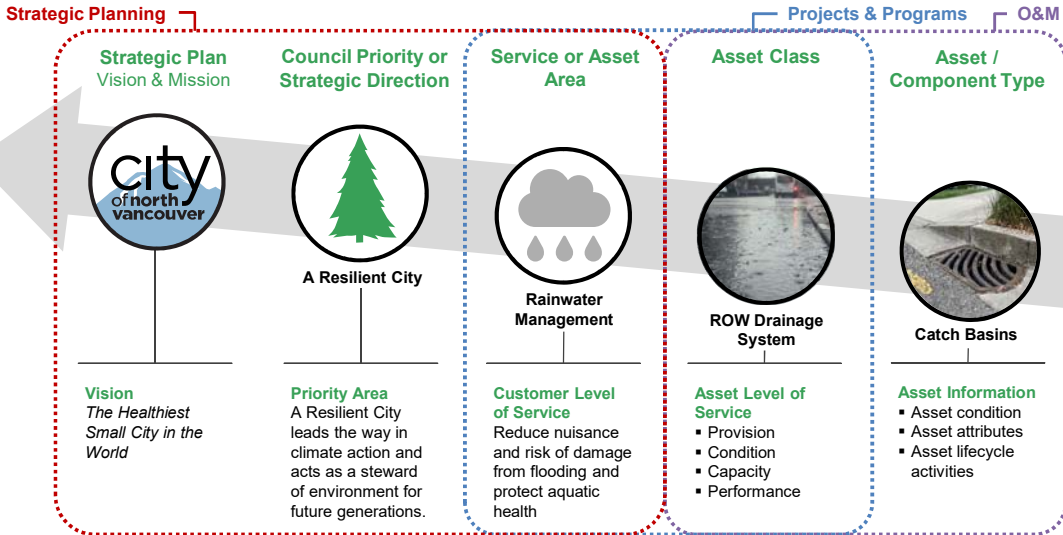
### Service & Asset Areas

- Water Distribution
- Wastewater Conveyance
- Rainwater Management
- Streets & Transportation
- Parks & Public Spaces
- Natural Areas
- Buildings & Facilities
- Fleet & Equipment
- Information Technology

### Asset Types

- Storm Water Mains
- Storm Service Connections
- Catch Basins
- Utility Holes
- Outfalls
- Culverts
- Ditches & Channels
- Oil-Grit Separators
- Storm Water Ponds

# Assets & Service Delivery Line-of-Sight



# Risk & Criticality

- Establish a consistent process for assessing risk to service delivery across service areas



- Define how risk & criticality influence decision-making processes
- Provide a climate change vulnerability & risk assessment methodology
- Document risks to asset management processes and implementation and measures to mitigate those risks




**Risk:** effect of uncertainty on outcomes, based on likelihood & consequences of threat or failure

$$\text{Risk} = \text{Likelihood of failure} \times \text{Consequences of failure}$$

**Criticality:** the importance of an asset to achieving outcomes & service delivery

	1	2	3	4	5
5	Monitor	Monitor / Schedule Renewal	Fix Now	Fix Now	Fix Now
4	Monitor	Monitor / Schedule Renewal	Schedule Renewal	Fix Now	Fix Now
3	Monitor	Monitor	Monitor / Schedule Renewal	Monitor / Schedule Renewal	Schedule Renewal
2	Fix on Failure	Fix on Failure	Monitor	Monitor / Schedule Renewal	Monitor / Schedule Renewal
1	Fix on Failure	Fix on Failure	Monitor	Monitor	Monitor
	Probability of Failure				
	<span style="color: red;">■</span> High <span style="color: orange;">■</span> Medium <span style="color: green;">■</span> Low				

## Asset Management Plan (AMP) Components







- 
**Inventory**  
 Summary of quantity and types of assets as well as key attributes like location, installation date, size, material, location & any other operational and technical information
- 
**Condition Assessment**  
 Results of inspections, data collection or theoretical models used to assess condition, remaining useful life and preventative and remedial needs for an asset
- 
**Demand Analysis**  
 Summary of infrastructure and community service needs based on established service levels and future demand drivers & changes (e.g. demographic, climatic, legislative)

**Requires Council Direction**

- 
**Service Levels**  
 Record of current service levels and established targets for service delivery, based on provision, condition, capacity and performance of services and assets
- 
**Risk Analysis**  
 Outcomes of the process of identifying hazards, evaluating impacts, and comparing likelihood and consequence of asset failure to the community's risk tolerance
- 
**Long-Range Investment Plan**  
 Plan to aid decision making that balances the required costs and funding sources to meet service needs ideally over entire asset lifecycle (or at least 10 years)

## AMP Component Tracking & Reporting

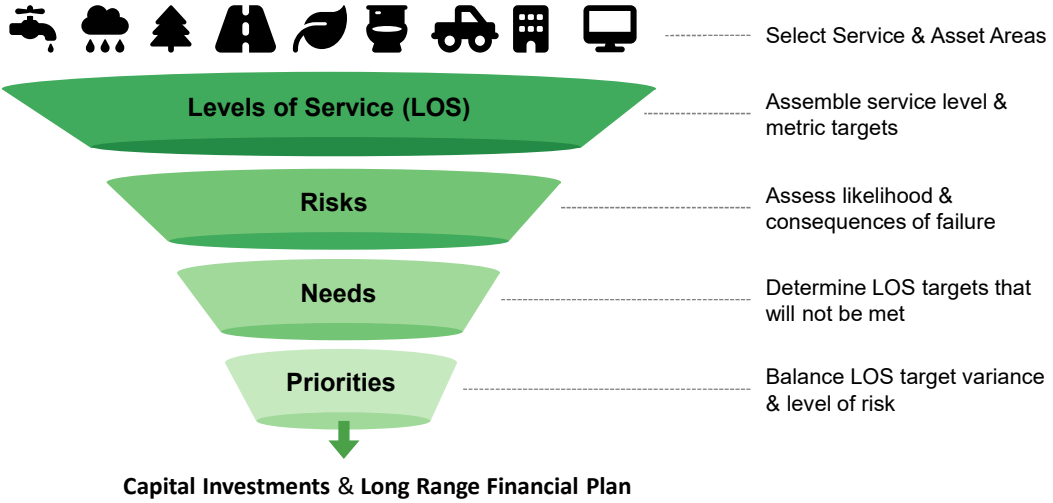
- AMP components are being advanced through ongoing projects based on capacity and urgency
- First-generation AMPs will be developed once baseline set of information are available
- A methodology and template will be developed for reporting progress (conceptual dashboard shown on right)

	Inventory 	Condition 	Demand 	Service Levels 	Risk Analysis 	Long-Range Invest Plan 
<b>Rainwater Management</b>						
Drainage Mains	●	◐	◐	◐	◐	◐
Service Connections	●	○	◐	◐	◐	◐
Catch Basins	●	●	○	○	○	◐
Utility Holes	●	○	○	○	○	◐
Drainage Outfalls	◐	○	○	○	○	○

Status Legend: ○ Future Work   ◐ In Progress   ● Re-evaluating  
 ○ Starting   ● Complete



## Decision Making Process



**Next Steps**

## Next Steps

2024

- Sept. 9** *Asset Management Approach & Strategy*  
(for endorsement)
- Sept. 23** *Annual Reporting Framework & Progress Update*  
(for information)
- November** *2024 State of Assets Report*  
(for information to align with Capital Planning process)


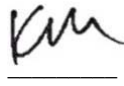

2025

- Q2 / Q3** *Asset Management Strategy*  
(for endorsement)



Thank you.



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

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Ali Nayeri, Manager, Infrastructure Policy, Planning and Analysis

Subject: ASSET MANAGEMENT APPROACH AND STRATEGY

Date: August 21, 2024 File No: 11-5240-10-0001/1

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

**RECOMMENDATION**

PURSUANT to the report of the Manager, Infrastructure Policy, Planning and Analysis, dated August 21, 2024, entitled “Asset Management Approach and Strategy”:

THAT the *Asset Management for Sustainable Service Delivery – A BC Framework (AMBC Framework)* be endorsed as a reference framework to guide the City’s asset management practices;

THAT staff begin an education and feedback process with the community on topics of service levels and risk to inform Council’s future decisions;

AND THAT staff report back to Council with the draft Asset Management Strategy for endorsement.

**ATTACHMENTS**

1. Asset Management Policy (A18) (CityDoc # [1828546](#))
2. Asset Management for Sustainable Service Delivery – A BC Framework (AMBC Framework) (CityDoc # [2564039](#))

**SUMMARY**

This report provides an overview of the City’s asset management approach to ensure sustainable service delivery. Building on the adoption of the Asset Management Policy in 2019, the report discusses the regulatory context for asset management in British

Columbia. The report also outlines the rationale for adoption of the Asset Management BC Framework as a reference for structuring asset management practices at the City. Finally, the report highlights the key elements of the upcoming Asset Management Strategy, which will guide the City's asset management efforts over the next five years.

## **BACKGROUND**

### **Purpose of Asset Management**

The goal of the Asset Management Program is to develop and implement a systematic and consistent approach to managing the City's physical assets to ensure that decisions regarding levels of service, asset maintenance, renewal and replacement, as well as funding are sustainable over the long term. This sustainable service delivery approach combines community values and concerns with an understanding of trade-offs between risks, costs and service levels. Council plays a critical role in this process by reflecting the community's priorities and providing direction on balancing service levels, risk and cost of services.

For as long as the City has been delivering services to the community, it has been planning, designing, building and managing the assets that deliver those services. Consequently, the principles of asset management are not new to the organization and have always been part of Staff's decision making. Staff continue to apply their experience and expertise every day to not only build and maintain these assets but also generate new data and information to inform capital and maintenance planning decisions through conditions assessments, modelling, master planning, and maintaining asset records.

The intent of the asset management program is to augment staff experience with data, information, tools and processes that enable analysis of patterns and a wider range of scenarios to effectively plan and manage the community's assets for the long term. Ultimately this will allow the City to have greater financial predictability for its service delivery to support consistent service levels long-term. Furthermore, by documenting practices and processes, the asset management program ensures a more efficient transfer of institutional and operational knowledge as well as ensuring business and operational continuity.

### **Asset Management Policy**

In 2019, Council endorsed the adoption of the Asset Management Policy to guide the management of the City's physical assets with the goal of ensuring sustainable service delivery. The Policy also formalizes the corporate commitment to asset management and its implementation in a systematic and coordinated way throughout the City.

The Policy outlines six objectives that encapsulate the vision for a mature asset management practice and culture within the City as well as providing guidance on development and improvement of asset management processes. Based on this direction, Staff have been developing processes and procedures to develop a systematic, integrated and sustainable asset management practice. They have also been gradually improving and integrating data to inform longer-range decision-making.

## Regulatory Context and Framework

The regulatory environment influencing asset management practice is multifaceted and includes a patchwork of regulations, policies and best-practice guidance.

The Public Sector Accounting Board (“PSAB”) policy PS 3150 around Tangible Capital Assets accounting has been the main requirement driving local government asset management activities. Coming into effect in 2009, the goal of these requirements was to standardize accounting and reporting for tangible capital assets in financial statements. The need to present information continues to drive improved stewardship by encouraging decreased government infrastructure deficits through improved record keeping and implementation of processes around annual infrastructure funding and long-range planning. In addition to the PSAB requirements, both federal and provincial governments have leveraged funding and grant opportunities to encourage local governments to develop Asset Management Plans.

In addition to the financial regulations and incentives, a number of recent legislations and regulations indirectly influence asset management practice in areas such as emergency management and housing as well as through existing regulations governing specific assets and services such as wastewater management.

While these tools have improved financial planning over the last two decades, a variety of guidelines and standards have been developed to help local governments develop a more holistic approach to service and asset management planning. The *Asset Management for Sustainable Service Delivery – A BC Framework* (“AMBC Framework”) developed by Asset Management BC is one such resource.

While BC has not yet mandated asset management requirements for local governments, the ongoing work to proactively develop asset management policies, strategies and plans based on a standardized tool like the AMBC Framework will ensure that the City is well-positioned to respond to changes in regulations.

## DISCUSSION

### AMBC Framework

Developed by the Union of BC Municipalities (UBCM) and Asset Management BC in 2019, the *AMBC Framework* establishes a high-level, systematic approach that supports local governments in moving toward service, asset and financial sustainability through an asset management process. While it is based on international standards and best practices such as ISO 55000 series of standards as well as the *International Infrastructure Management Manual (IIMM)*, the Framework has been specifically tailored for local governments by practitioners in BC.

The framework is already widely adopted by both local governments and is used as the reference framework within Engineers & Geoscientists BC’s (EGBC) [Local Government Asset Management](#) professional practice guidelines.

The Framework recognizes that there are many components within the asset management process and provides a circular, continuous pathway to link all components of the process together, as illustrated in the “AMBC Wheel” shown in Figure 1.



Figure 1: AMBC Wheel summarizes the various components of the AMBC Framework and illustrates the relationship between the components and processes described in the Framework.

The framework is composed of three essential elements. At the centre are four core components - assets, information, finances and people - which are necessary for successful implementation of asset management practices in an organization. Along the outer ring, there are 8 asset management processes which guide the organization through an iterative process of assessing practices and assets, planning strategic approaches and tactical direction to understand community needs and define desired outcomes and implementing, improving and reporting on these practices and processes. These process are supported by three supporting activities around engagement, review and communication, which are integral to all of the processes.

The City has already begun aligning its practices with the *AMBC Framework*, using it to inform the development of its Asset Management Policy, the first-generation asset management plans for the utility assets, and annual reporting. Adopting this Framework will ensure that the City remains well-prepared for any future legislative requirements and continues to advance sustainable service delivery.

Staff propose that City formally adopt the Asset Management BC Framework as a reference framework to structure asset management at the City and form the foundation of the upcoming Asset Management Strategy. In the future, additional frameworks can be layered to provide guidance in specific service areas like Information Technology.

## Asset Management Strategy

The next significant step in the City's asset management journey is the development of an Asset Management Strategy. The intent of the Strategy is to document and guide how organizational and asset management objectives will be translated into practice. Building on the *AMBC Framework*, the Strategy will operationalize and expand the components and processes of the *AMBC Framework* to fit the City of North Vancouver's context and culture.

Furthermore the Strategy will:

- summarize the services the City delivers and the assets that support those services;
- describe the methodology for defining, assessing and managing service levels, risk, future demand and asset lifecycle activities;
- outline the City's approach to management of natural assets;
- provide direction on a decision-making process to guide Council and Staff in setting service levels and prioritizing investments;
- develop a process for preparing long-range financial plans at both the service and City-wide level;
- outline the plan for communicating and engaging interest-holders;
- present the governance structure that will be put in place to support asset management practice; and
- serve as a foundation for continuous improvement by documenting the principles and aspirations to guide long-term work plans for implementation.

The Strategy will also consider how Asset Management integrates with future updates to the Official Community Plan ("OCP") as well as other strategies and plans to ensure that asset management practices support broader community goals. The Strategy will be developed with ongoing input from Council and is expected to be completed in 2025.

The following sections provide additional details about some components that will be integrated into the Asset Management Strategy, namely:

- Assets & Service Delivery Line-of-Sight
- Risk & Criticality Assessment
- Asset Management Planning Process & Components
- Natural Assets Management
- Decision-Making Process
- Long-Term Financial Plan Integration
- Communications and Community Engagement
- Implementation and Improvement Roadmap

### Assets & Service Delivery Line-of-Sight

Understanding the services offered by the City to the community is a fundamental step within the development of the Strategy, since the City builds and maintains assets for the sole purpose of delivering services. During this step, the City's services are reviewed for alignment with the values and priorities of the community as expressed in Council's Strategic Priorities, the OCP and various Council approved strategies and are mandated through legislative and/or regulatory requirements set out by other levels of government.

This work will also be aligned and integrated with the ongoing work by the Finance and Strategic Initiatives teams to develop a city-wide Performance Measurement Framework that will define services and provide key performance indicators (KPIs) to allow the City to measure performance, identify areas of improvement, and make informed decisions.

At the same time, all of the City's assets and their components are reviewed and organized into an asset hierarchy. An asset hierarchy is a method of organizing and viewing asset information in a set of logical groupings and sub-groupings that is used to ensure a systematic and consistent approach to managing related components, equipment and systems. The levels of the hierarchy will depend on the nature and complexity of the assets. For example, the drainage system on City roadways can be broken down into a number of asset types like catch basins, storm water mains and blue-green infrastructure features, etc. Each of the asset types can then be further subdivided into their constituent components (see Figure 2).

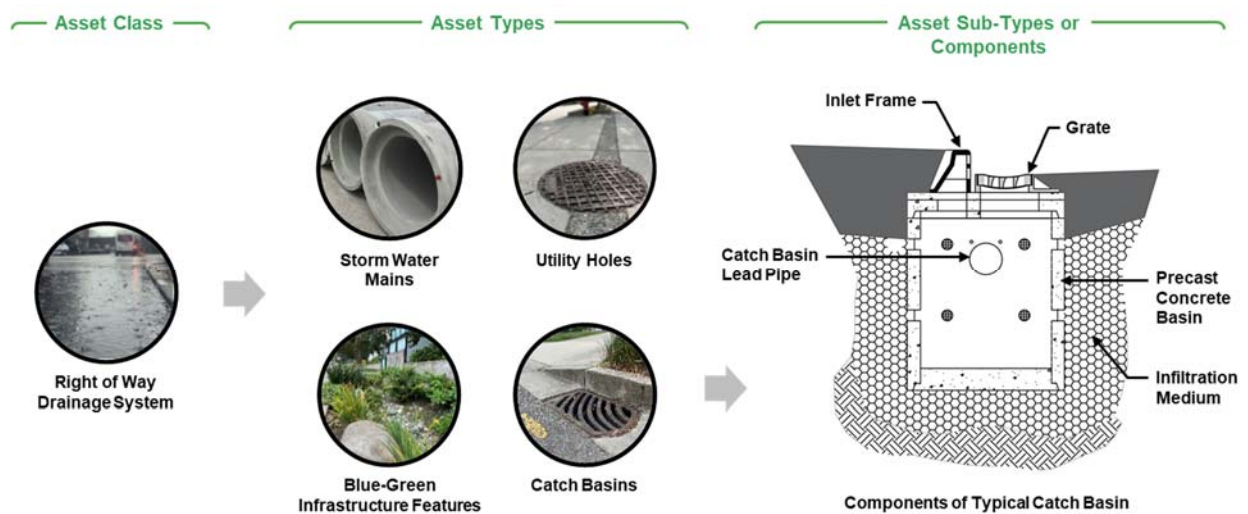


Figure 2: Illustrative example of an asset hierarchy for road right of way drainage system.

Through the implementation of the City's computerized maintenance management system (CMMS), there are well-developed asset hierarchies for many of the service areas and hierarchies for additional services that will be developed over time.

In the final step of the process all the assets which support the delivery of each service, either exclusively or partially, are linked to service areas to develop a service delivery line-of-sight. An example of a service delivery line of sight is shown in Figure 3. The service delivery line-of-sight clearly links community's expected service levels to technical and operational service levels (e.g. condition and performance metrics) for the assets that support the service delivery. This approach allows changes to targets at any level to be mapped and the cascading impacts evaluated. The line-of-sight also illustrates how various activities, outputs and roles within a local government support overall service delivery and how they overlap. Consequently, Staff doing the physical work on the infrastructure can see how the work they do supports the strategic goals of the City, while Council, leadership and the community who set the strategic goals of the City can see how their decisions influence how infrastructure is managed.





Figure 3: Service delivery line of sight (adopted from Region of Peel's Enterprise Asset Management Plan)

### Risk & Criticality Assessment

Managing risk while meeting service levels and minimizing lifecycle costs is one of the key goals of sustainable service delivery. The Strategy will provide guidance and methodology for identification, assessment, mitigation and communication of risk. This methodology will be used at the service area and asset level to understand the threats and the likelihoods of failure as well as develop asset-specific risk matrices that reflect consequences and criticality of the assets.

The recent examples of significant infrastructure failures in Calgary and Montreal highlight the importance of a systematic approach to risk assessment. By assessing the consequences of failure for assets in each area, the City will be able to identify assets which are critical for service delivery and take steps to manage the risk. This includes increasing frequency of assessments, completing more sophisticated data analysis to identify patterns, making changes to design standards as well as planning for increased redundancy in the systems. It is important to note that it is not always feasible to eliminate all risks. Consequently, it is important that residual risks are clearly communicated and plans developed to respond to unforeseen situations.

The Strategy will also address climate change risk through a vulnerability and impact assessment. While climate risk will be integrated into the overall risk profile, by addressing this component separately staff will be able to communicate climate change impacts more clearly and have information to access climate adaptation-specific funding.

Finally, the strategy will identify risks to the asset management program and practices themselves and will provide recommendations to ensure that the asset management program is sustainable and well-managed.

## Asset Management Planning Process & Components

Once the overarching methodologies for managing service levels, risk, future demand and asset lifecycle have been developed, they can be applied to each of the service areas to develop service and asset management plans (often simply referred to as asset management plans or AMPs).

Broadly speaking, asset management plans support the operationalization and implementation of the Asset Management Strategy and Asset Management Policy by identifying specific activities within each service area that will help the organization achieve its asset management objectives.



An asset management plan is a written document detailing the required management activities that need to be undertaken over the entire lifecycle of the asset to cost effectively and efficiently provide an identified level of service. Asset management plans provide clear direction on what to do, when to do it, how much it will cost as well as the expected consequences of not doing the work.

While each asset management plan will need to be tailored to the specific requirements and best practices of the particular grouping of assets it represents, the Strategy will set out an outline of the key components to be included in all plans to ensure consistency and allow for aggregation of data across service areas and at city-wide level. The following are some of the key components which will be included:

- **Asset inventory:** a summary of quantity and types of assets considered under the plan as well as information regarding key attributes like location, installation date, size, material, location, etc.
- **Asset condition:** a summary of available asset condition information based on data collected through observation or developed through the application of theoretical models or best practices.
- **Demand analysis:** a summary of infrastructure and community service needs based on established service levels as well as future demand drivers & changes (e.g. demographic, climatic, legislative)
- **Service levels:** a record of current service levels and established targets based on provision, condition, capacity and performance of services and assets.
- **Risk analysis:** a summary of the process of identifying hazards, evaluating impacts and comparing likelihood and consequence of asset failure to the community's risk tolerance.
- **Long-Range Investment Plan:** a plan to aid decision making that balances the required costs and funding sources to meet service needs, ideally over the entire expected lifecycle of the assets or at least a 10-year time horizon.

## Natural Assets Management

The Strategy will provide general direction on and an approach to the integration of natural assets management within the City's asset management processes. Natural assets are the stocks of ecosystems and natural areas that directly or indirectly contribute to the provision of one or more services required for the health, well-being and long-term sustainability of a community and its residents. These services can include provision of clean drinking water, improved air quality, and flood control, as well as added benefits such as enabling recreation and cultural and spiritual practice. Recognizing natural assets and the range of services they provide to local governments and their residents is essential to ensure these assets are effectively managed and that the vital services they provide do not deteriorate. This is particularly important in the face of unprecedented challenges due to climate change impact.

Given the unique nature of natural assets, the approach will be guided by the latest research and best practices such as [Nature is Infrastructure: How to Include Natural Assets in Asset Management Plans \(2024\)](#) developed by Natural Assets Initiative as well as the [Specifications for natural asset inventories \(CSA W218-23\)](#) developed by Canadian Standards Association.

In preparation for this work, Staff have begun to assess the current state of practice at the City and develop a high level draft roadmap of the actions over the short to medium term necessary to integrate natural asset management in the City's asset management practices and overall Asset Management Roadmap. It is expected that the work on management of natural assets will be tackled in phases as the Asset Management Program matures.

## Decision-Making Process

Bringing it all together, the Strategy will also outline a process for decision-making to support development of capital plans and inform the long-range financial plan. At a high level, the decision-making process will allow Council and staff to:

- systematically evaluate the current state of services and assets against established targets and community expectations;
- assess risks through evaluating likelihood and consequences of asset failures;
- determine service targets that may not be met or at risk due to emerging threats and/or changes in demand; and
- establish investment priorities through a process of analyzing various scenarios while balancing variance in service targets and risk levels.

Just like all other activities in asset management practice, this will be a cyclical and iterative process that will improve and mature over time.

## Long-Term Financial Plan Integration

The long-term financial plan balances the cost to deliver services with available funding to ensure the City is able to meet infrastructure and service needs over a longer time horizon than what is considered in the annual Financial Plan. It provides financial predictability and clarity and ultimately reduce costs by planning to do the right work at

the right time. The long-term financial plan provides the basis for discussions on cost of services and alternative models of service delivery. It is also an important tool for managing and reducing the infrastructure backlog and provides rationale for financial support requests to higher levels of government.

By integrating asset management plans with the long-term financial plan, the City is able to identify gaps between cost of services and available long-term funding and develop strategies to manage the variance. These include, a review of requirements for capital (renewal/growth), operations, and maintenance, as well as seeking opportunity to reduce costs (by adjusting service levels) and/or increase funding (by raising revenue and contribution from higher levels of government). Since the community are both the recipients of services and the primary source of funding, adjustments between service levels and funding must reflect the community's priorities and willingness to pay. Council plays a pivotal role in balancing service levels and communities risk tolerance both on the short and long-term.

### Communications and Community Engagement

The Strategy will include a communications and engagement plan with a goal of building trust, encouraging a shared understanding and facilitating informed discussions that align asset management practices with community values and expectations.

The communication and engagement plan will outline the methods and channels for effective communication, the frequency and format of updates and the opportunities for interest-holder input. The plan will also identify interest-holders and the levels of engagement appropriate for each component and phase of the asset management program to ensure that all interested parties, including Council, staff and the community, are well-informed and actively involved.

### Implementation and Improvement Roadmap

Through the development of the Asset Management Strategy, staff will identify and prioritize actions and initiatives that will help the organization to continue to improve and advance its asset management practices. This information will be captured within the Strategy as a draft five-year asset management roadmap.

### **Next Steps**

Subject to Council approval, staff will begin development of a draft Asset Management Strategy for Council's endorsement in 2025. Council will be engaged throughout the strategy development process to ensure alignment with community priorities. Staff will also begin an education and feedback process with the community on topics of service levels and risk to inform Council's future decisions. The specific communication approach has not yet been determined and will be aimed at striking the right balance between providing accessible/digestible information to the community while also providing meaningful opportunities for community feedback.

At the same time, staff will continue to advance ongoing asset management initiatives such as completing condition assessments, developing first-generation asset

management plans for core infrastructure and improving asset data quality. Staff will present an update on the progress of these ongoing activities as well as the current state of City's infrastructure in subsequent reports and presentations.

## **FINANCIAL IMPLICATIONS**

In the 2024 Financial Plan, funding was allocated to support the development of the Asset Management Strategy as well as advance work on asset-specific asset management plans. Funding to support the ongoing Asset Management Program, in particular the priority initiatives identified as part of the asset management roadmap, will be addressed through future Annual Financial Plans reviewed and considered by Council.

## **INTER-DEPARTMENTAL IMPLICATIONS**

The Asset Management Owners Team ("AMOT") has been established as an interdepartmental working group with staff representation from the Finance, Engineering, Parks & Environment, Facilities, Strategic Initiatives, and IT departments. AMOT will provide strategic and tactical oversight over the asset management program as well as oversee the development of the Asset Management Strategy and the other ongoing initiatives. Staff across other departments will also be engaged throughout the development of the Asset Management Strategy to build awareness, share knowledge and ensure alignment with departmental plans and procedures.

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

The principle policy direction for the Asset Management Program is through the City's Asset Management Policy (A18). The ongoing work supports the following directions within the Policy:

- Development and implementation of an Asset Management Strategy which will demonstrate transparent and responsible asset management processes in alignment with best practices.
- Preparation of asset management plans for major service and asset categories.

The asset management program also supports the following objectives of the 2014 Official Community Plan:

- 8.1.4 Improve financial models to include cash flow projections that meet capital asset replacement needs, and explore opportunities from senior levels of government in the financing of all capital assets.
- 8.2.2 Identify and monitor the condition of our infrastructure on a regular basis in order to identify the remaining operational useful life of individual elements, and to identify and rectify weaknesses before failure, thereby optimizing capital and maintenance expenditures.

The program is also well aligned with the Corporate Business Plan's "A Fiscally Responsible Organization" priority through the implementation of asset management planning for resilient infrastructure.

Finally, the City's assets and the services they enable support Council's Strategic Priorities of a Resilient City, A Vibrant City and a Connected City

## **CONCLUSION**

The City's commitment to sustainable service delivery through effective asset management is well underway, guided by a robust policy framework and informed by best practices. The adoption of the *AMBC Framework* will strengthen our approach, ensuring that the City remains proactive in managing its assets and preparing for future regulatory changes. The development of the Asset Management Strategy marks the next critical step in this journey, providing clear direction for aligning service delivery with community priorities, managing risks and optimizing resources. Continued engagement with Council will be essential to refining this Strategy and ensuring it meets the needs of our community both now and in the future.

RESPECTFULLY SUBMITTED:



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Ali Nayeri, P.Eng.,  
Manager, Infrastructure, Policy, Planning &  
Analysis

# City of North Vancouver

## CORPORATE POLICY

Policy Name **Asset Management Policy**

Policy Number **A18**



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### PURPOSE

Asset management is the process of bringing together the skills, expertise and activities of people to manage a community's physical assets and to provide sustainable service delivery. The purpose of this policy is to specify objectives and principles for asset management processes in the City of North Vancouver.

### SCOPE

This policy applies to all City of North Vancouver activities related to its assets, defined as physical components of a system that have value, are used to provide services and have an economic useful life greater than one year.

### OBJECTIVES

This policy will address the management of the City's physical assets in supporting its strategic goals of becoming a highly livable community that is resilient and sustainable for future generations. Specifically, this policy directs staff to address the following objectives:

- **Integrate** - Integrate asset management processes across all City departments and into its organizational culture.
  - Encourage a corporate culture where all employees play a part in overall care for city assets by providing awareness, training and professional development.
  - Incorporate asset management plans during the preparation of the City's long-term financial plan.
  - Ensure necessary capacity and operational capabilities are allocated toward asset management responsibilities.
- **Delivery of Services** - Utilize the City's physical assets to deliver a defined level of service to stakeholders that optimally balances the City's vision, risk and affordability.
  - Define target service levels for major asset categories.
  - Balance delivery of services without sacrificing the ability for future generations to meet their needs.
  - Establish a continuous review and reassessment plan to ensure target service levels are maintained and relevant.
- **Sustainable** - Manage the City's assets in a socio-culturally, environmentally and economically sustainable manner.
  - Adhere to all relevant legislative and regulatory requirements.
  - Integrate community values and priorities and consider political, social, environmental and economic factors in developing asset management strategy and plans.
  - Apply asset management processes to natural assets.

- Risk-based and Information-driven - Incorporate risk-based and information-driven approaches to drive decision making for asset management.
  - Develop an information and evidence-based framework to improve business decision making.
  - Assess asset renewals and alternative options and document risks and consequences as part of asset management plans.
  - Utilize a total cost of ownership approach to make business decisions.
  
- Systematic - Create a systematic approach to create asset management plans that are formal, consistent and repeatable.
  - Develop asset management plans for major service and asset categories.
  - Demonstrate transparent and responsible asset management processes with best practices.
  
- Innovative - Establish an innovative organizational culture to encourage continual improvement and adaptability.
  - Implement and continually improve asset management systems to support data management.
  - Consistently review and update asset management plans in response to changing conditions and priorities.

## LEGISLATIVE REFERENCES

- *Community Charter* (SBC 2003) s.7(c) and Chapter 26
- 254/2004 - *Municipal Liabilities Regulation*
- *Local Government Act* [RSBC 1996] Chapter 323
- *Canada Health Act, Fishers Act, BC Building Code, BC Drinking Water Protection Regulation, BC Environment Management Act* (at the asset and corporate levels)

## RELATED DOCUMENTS

- City of North Vancouver Official Community Plan
- Risk Management: ISO 31000
- Asset Management: ISO 55000
- Asset Management for Sustainable Service Delivery – A BC Framework
- FCM The Building Blocks of Asset Management
- FCM How to Develop and Asset Management Policy, Strategy and Governance Framework

## RESPONSIBILITY

- Council is responsible for approving asset management policy, approving and allocating funding and resources and providing oversight regarding asset management strategy and plans.
- The Chief Administrative Officer (CAO) is responsible for providing oversight and establishing the high level vision, objectives and governance structure for asset management. The CAO is also responsible for leading staff in implementing plans for this policy.

## REVIEW DATE

This policy has a life of 4 years. It will be reviewed in 2023.

Approval date:	December 2, 2019	Approved by:	Council
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# Asset Management for Sustainable Service Delivery



A BC Framework  
2019



*“Local Governments too often take core infrastructure for granted until it breaks down. Without robust Asset Management practices, it is too easy for local governments to starve capital replenishment and bring in artificially low tax rates and user fees in order to balance budgets – the long-term consequences of this can be catastrophic. Sustainable service delivery is critical for the guarantee of future livability with our communities.”*

- Mike Little, Mayor, District of North Vancouver, 2019



# Preface

Local governments in British Columbia are increasingly working to implement asset management practices as a way to deal with aging infrastructure, the costs of replacing assets, increasing expectations for service levels, and increasing risks to the delivery of critical services such as water delivery, sewage collection, transportation, recreation, and civic services. *Asset Management for Sustainable Service Delivery: A BC Framework* (“the Framework”) was developed to provide local governments with a high-level overview of the process of asset management. This 2019 update reflects advancements in asset management over the past five years – it references new resources, profiles additional progress in BC local governments, and better integrates land use planning, operations and maintenance, natural assets, and climate change.

## The Approach

The Framework aligns with the ‘BC Approach’ for asset management which is being led by Asset Management British Columbia (AMBC). It is based on current international best practices, as well as best practices that have been developed and endorsed by BC local government practitioners. The Framework recognizes the diversity of BC communities and is scalable to community size, character, and capacity. The Framework focuses on desired outcomes rather than prescribing specific methodologies which allows local governments to develop and implement an approach that local governments can adapt to their unique local conditions.

The Framework describes asset management as a process, providing a guide to the what and why of asset management, with a high-level review of the how. It is a principal resource for local governments looking for strategic direction or guidance on asset management. The Framework is complemented by the Asset Management Roadmap which provides step-by-step directions on asset management, along with the additional tools and resources identified throughout this document.

## Acknowledgements

The development of the Framework was funded by the Union of British Columbia Municipalities (UBCM). The Framework was developed in partnership with the Ministry of Municipal Affairs and Housing and AMBC, with consulting services provided by Urban Systems Ltd.

Special thanks to the members of Asset Management BC for providing input and feedback, and particularly to members of the Asset Management Framework Steering Committee:

- Glen Brown, Chair, Union of British Columbia Municipalities
- Brian Bedford, Ministry of Municipal Affairs and Housing
- Wally Wells, Coordinator, Asset Management BC
- David Allen, Chief Administrative Officer, City of Courtenay
- Andy Wardell, Chief Financial Officer, District of North Vancouver
- Doug Allin, Chief Administrative Officer, Township of Spallumcheen
- Kala Harris, Executive Director, Government Finance Officers Association of BC

## About Asset Management BC

AMBC is the greater community of any person, organization or agency engaged in or has an interest in asset management. AMBC is governed by a Partnership Committee that includes; Union of BC Municipalities, Local Government Management Association, Government Finance Officers of BC, Planning Institute of BC, Public Works Association of BC, BC Water & Waste Association, Municipal Insurance Association of BC, CivicInfo and the Province of BC. In addition, the 'Asset Management BC Community of Practice' which is a broader group of Associations, local governments, First Nations, and committed individuals has a purpose that includes:

- Supporting British Columbia's asset management's greater community of practice through learning, collaboration, sharing, educating, and encouraging the development and implementation of asset management best practices.
- Providing support, advice and recommendations to the AMBC Partnership Committee.
- Supporting the development and implementation of the AMBC activities.

The formation of AMBC involved broad consultation and discussion with a wide selection of stakeholder parties including local governments, professional associations, private and academic sectors.

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# 1.0 About this Framework

**Asset Management for Sustainable Service Delivery: A BC Framework** (the “Framework”) is a high-level, systematic approach designed to support local governments in moving toward service, asset, and financial sustainability through an asset management process. The Framework addresses three questions:

1. What is asset management?
2. Why is asset management necessary?
3. How can asset management be implemented?

The Framework was designed for local government staff to advance asset management practices in their organizations. It provides a common system for understanding the key concepts of asset management. It is represented graphically as a circular, continuous process that is ongoing and requires continuous review and improvement.

This document is intended to be used as a reference to guide asset management work within local governments. It may be helpful to read the whole document initially, but the chapters were designed to make it easier for users to move to the section that is most relevant for them. There is also an executive summary version that is intended to provide a high-level overview of the Framework for council and staff who would like an introduction but do not need the details for their role.

The first part of this document provides information about the what and why of asset management (Section 2.0). The second part delves into the how of asset management through a review of each component of the wheel (Section 3.0, 4.0 and 5.0).

The Framework is based on current international best practices (International Infrastructure Management Manual and the International Organization for Standardization (ISO) 55000 Standard for Asset Management), as well as best practices that have been developed and endorsed by local government practitioners in BC. It is part of a series of asset management foundation documents released by Asset Management BC (AMBC).



## AMBC ASSET MANAGEMENT FOUNDATIONAL RESOURCES

Resource	Description
<b>Asset Management for Sustainable Service Delivery: A BC Framework</b>	A resource that describes the high-level process of asset management to achieve the objective of sustainable service delivery.
<b>AssetSMART 2.0</b>	A tool for assessing the state of asset management practices.
<b>Asset Management BC Roadmap</b>	A resource to support implementation of asset management.
<b>Sustainable Service Delivery Primers</b>	A set of reference documents that expand on specific topics included in the Framework. These primers currently include: <ol style="list-style-type: none"> <li>1. Climate Change and Asset Management</li> <li>2. Integrating Natural Assets into Asset Management</li> <li>3. The Role of Operations and Maintenance in Asset Management</li> <li>4. Land Use Planning and Asset Management</li> </ol>

The Framework recognizes the diversity of BC communities and that asset management and corresponding best practices must be scalable to community size, character, and capacity. The Framework focuses on desired outcomes rather than prescribing specific methodologies, which allows local governments to develop and implement approaches that are tailored to their specific needs and capacities.

The Framework is a living document. Recognizing that best practices change and are updated, this document will be periodically updated and made publicly available through AMBC.

## Overview of Sections of the Framework

### SECTION 2.0 – Asset Management for Sustainable Service Delivery

Sustainable service delivery is the primary objective of asset management and is at the centre of the process diagram. This section describes what sustainable service delivery is, and the role of asset management in achieving it. This section also presents definitions and benefits of asset management.

### SECTION 3.0 - Core Elements

This section describes each of the core elements shown in the blue circle inside the wheel: assets, information, finances, and people. Each of these elements are required to support all asset management and service delivery activities.

### SECTION 4.0 - Communicate, Engage and Review

This section describes the importance of the white circle inside the wheel: ongoing communication, engagement, and review throughout the entire process of asset management.

### SECTION 5.0 - The Process

This section describes the outer circle of the Framework wheel: Assess (red), Plan (yellow), and Implement (green). This section details why each component of the process is important, example activities to undertake (including where to start) and provides examples of application.

### SECTION 6.0 - Resources and Tools

This section summarizes the resources and tools referenced throughout this document.

All the referenced resources are available through [www.assetmanagementbc.ca](http://www.assetmanagementbc.ca).

## 2.0 Asset Management for Sustainable Service Delivery

Communities build and maintain infrastructure to provide services. These services support quality of life, protect health and safety, and promote social, economic and environmental well-being. Failure to care for infrastructure, manage natural resources, and protect the services provided by nature risks degrading—or even losing—the services that communities enjoy, and future generations rely on.



### 2.1 What is sustainable service delivery?

Sustainable service delivery is defined as a process of providing services to the community in a way that fosters the economic, social, and environmental well-being – today and into the future. Sound asset management practices support sustainable service delivery by integrating community priorities, values, and an informed understanding of the trade-offs between risks, costs, and services.

Sustainable service delivery lies at the centre of the asset management process; it is the purpose and desired outcome of asset management. Infrastructure represents a significant investment for every local government, and council members are the stewards of local government assets for current and future generations.

Stewardship and sustainable service delivery requires more than just replacing assets when they get old. Every day, in ways big and small, local governments are making decisions and taking actions that influence the levels of service being delivered, the risks to those services, and the costs of delivering those levels of service – today and into the future. Sustainable service delivery involves understanding and making informed decisions about trade-offs between delivering service, managing risk, and reducing cost throughout the lifecycle of the asset. Balancing these trade-offs starts with early stages of community planning, and continues with design, procurement, operations, maintenance, asset renewal, and ultimate asset retirement. It includes recognizing and managing natural assets that have a critical role in the delivery of core services and community well-being.

Asset management processes focused on sustainable service delivery will help local governments to achieve their primary purposes.

### PURPOSE OF LOCAL GOVERNMENT

The purposes of a local government include:

- a) providing for good government of its community,
- b) providing for services, laws and other matters for community benefit,
- c) providing for stewardship of the public assets of its community, and
- d) fostering the economic, social and environmental well-being of its community.

*Community Charter, s7, Municipal Purposes  
Local Government Act, s185, Purposes of Regional Districts*

## 2.2 What is asset management?

Asset management is a formalized process that integrates the four core elements:

- **PEOPLE** – The training, skills, expertise, activities, and leadership of staff and elected officials.
- **ASSETS** – The engineered and natural assets that allow the delivery of services to a community.
- **FINANCES** – The understanding of long-term costs of capital, operations, and maintenance of engineered and natural assets.
- **INFORMATION** – The information you need to make decisions about your services and assets, such as the age, condition, and lifecycle costs of engineered and natural assets.

For as long as local governments have delivered services, they have managed assets. Asset management is about more than just managing assets. It is a formalized, corporate-wide ongoing process of continuous improvement for making decisions about assets that balance costs, risks, and service to support sustainable service delivery.

Asset management is a process within the everyday business of local government; it is not a separate activity, software, or a plan.



## DEFINING ASSETS

Assets are physical components of a system that enables a service, or services to be provided.

Engineered assets are the designed and constructed components of infrastructure systems. For example, roads and water treatment plants are engineered assets.

Natural assets are ecosystems or natural resources that communities rely on for critical services community functioning and overall well-being. Examples of natural assets include rivers and creeks, foreshore areas, wetlands, forests, and aquifers. Examples of services and community benefits provided include flood protection, drainage and rainwater attenuation, water treatment and storage, recreation, and air quality regulation, to name only a few.

## ASSET MANAGEMENT: DEFINITIONS OF THE CONCEPT

ISO 55000 defines asset management as:

A coordinated activity of an organization to realize value from assets. Realization of value will normally involve a balancing of costs, risks, opportunities and performance benefits.

National Roundtable for Sustainable Infrastructure defines asset management as:

Asset management is an integrated business approach involving planning, finance, engineering and operations to effectively manage existing and new infrastructure to maximize benefits, reduce risk and provide satisfactory levels of service to community users in a socially, environmentally and economically sustainable manner.

International Infrastructure Management Manual describes asset management as:

The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost-effective manner.

## 2.3 What are the benefits of asset management?

A formal approach to the management of engineered and natural assets leads to significant benefits:

- Adequate quality information to support decision-making.
- Effective and reliable delivery of critical services – today and into the future.
- Reduced lifecycle costs of service delivery.
- Enhanced value of a community’s investment in assets over their lifecycle.
- Defensible prioritization of limited resources using a consistent and repeatable system.
- Improved financial planning and better management of deferred maintenance and any unfunded liability associated with renewing or replacing aging engineered assets.
- Alignment of organizational and community objectives with technical and financial decisions and actions.
- Demonstrated stewardship that builds confidence with constituents, customers, and other stakeholders.

### **THE CASE FOR ASSET MANAGEMENT: DISTRICT OF NORTH VANCOUVER ASSET MANAGEMENT STRATEGY**

“These best practices profile and reinforce that:

1. Community infrastructure is a foundation of sustained growing economic and social development.
2. Infrastructure is critical to meeting the recreational, institutional, cultural and other needs of the community.
3. Properly built and effectively maintained infrastructure supports public health and safety and mitigates potential adverse environmental impacts of society.
4. Financial sustainability requires strong connections between long-term infrastructure investment needs, long-term funding plans and financial performance measures to track progress over time.
5. Well informed decisions contribute to achieving the goals of the community, while balancing the financial capacity of current and future generations.”

- *Asset Management Strategy, District of North Vancouver*



## 2.4 How does asset management apply throughout the asset lifecycle?

Asset management for sustainable service delivery is an ongoing process that applies throughout the asset lifecycle. At each lifecycle stage, there are opportunities to make decisions about levels of service, managing risk, and containing or reducing costs.

Lifecycle Stage	Considerations Impacting Service, Risk, and Cost
<p><b>Planning</b></p>	<p>Before any infrastructure is even designed or built, land use planning sets the direction for the type and scale of infrastructure that will be needed in a community – decisions that will drive service levels and costs for decades. Land use planning decisions provide opportunities to identify and maintain or enhance natural assets, which can increase service while managing risk and reducing costs of service delivery.</p> <p>For more on how land use planning connects to asset management, refer to <i>Land Use Planning and Asset Management: A Sustainable Service Delivery Primer</i>.</p> <p>For more information on natural assets, refer to <i>Integrating Natural Assets into Asset Management: A Sustainable Service Delivery Primer</i>.</p>
<p><b>Design</b></p>	<p>Good design, procurement and construction can significantly improve service delivery, reduce risks, and reduce costs. Design that applies asset management principles incorporates factors like changing demands (including population growth or decline, technology changes, climate change, etc.), operating conditions and constraints, social and environmental impacts, and full lifecycle costs.</p> <p>For more information on how climate change can be considered in asset management, refer to <i>Climate Change and Asset Management: A Sustainable Service Delivery Primer</i>.</p>
<p><b>Procure / Construct</b></p>	<p>An improperly installed or constructed asset will often experience higher service disruptions, higher costs, and a service life below the expected design life. Asset management during the procurement and construction stage requires considering trade-offs between quality and lifecycle cost, following good installation or construction processes, conducting appropriate inspections and testing, identifying and adapting to field conditions that were not anticipated during design, and creating the appropriate documentation about the new assets to include them in the asset inventory.</p>
<p><b>Operate and Maintain</b></p>	<p>Operate and Maintain (O&amp;M) activities within the context of asset management involve optimizing operations and maintenance activities to deliver service and manage risk while containing costs. This requires understanding lifecycle performance of assets and the cost-benefit trade-offs of investing in operational changes or increased levels of maintenance. O&amp;M plans and processes need to be reviewed on a regular basis as conditions change due to factors like asset age, changing service demands, or climate change.</p> <p>For more information on O&amp;M, refer to <i>The Role of Operations and Maintenance in Asset Management: A Sustainable Service Delivery Primer</i>.</p>

Lifecycle Stage	Considerations Impacting Service, Risk, and Cost
<b>Renew</b>	In planning for asset renewal, service, risk, and cost are best balanced by identifying which assets should be prioritized for proactive renewal, and which can be run-to-fail. These decisions will be based on level of service goals, risk tolerance, and costs.
<b>Retire</b>	Decommissioned assets should be disposed of in a cost-effective manner that aligns with environmental stewardship goals. This stage of the asset lifecycle should also include a process for updating the asset register to remove the retired asset.

### ASSESSING SERVICE SUSTAINABILITY: A TOOL

Local governments across BC are striving to provide sustainable services to their residents. However, many are not certain how their services are performing today or if they're prepared for the future. Factors such as scarcity of resources, rising expectations, and aging infrastructure can threaten the sustainability of municipal services. The Service Sustainability Assessment Tool (SSAT) was prepared to help local governments identify areas where service sustainability may be threatened, and to provide feedback on practices that contribute to service sustainability.

The SSAT will help you:

- Communicate to Council and the public about sustainability
- Identify areas where services are doing well
- Identify areas where the sustainability of the service is at risk
- Develop plans to improve the sustainability of service provision
- Track progress over time

The SSAT is available on the Asset Management BC website.

## ADDITIONAL RESOURCES

**Sustainable Service Delivery Primers** | Asset Management BC

**International Infrastructure Management Manual** | Institute of Public Works Engineering Australasia

**ISO 55000:2014** | International Organization for Standardization

**Building Sustainable and Resilient Communities with Asset Management: An Introduction for Municipal Leaders** | Federation of Canadian Municipalities

**Asset Management Resources** | Canadian Network of Asset Managers

## ASSET MANAGEMENT: THE PARADIGM SHIFT

“Sustainable service delivery integrates all the principles of asset management. It understands the value of land-use planning; and it understands the impacts that land-use planning has on service delivery. It also integrates the ‘design with nature’ philosophy.”

“Asset management usually commences after something is built. The challenge is to think about what asset management entails BEFORE the asset is built. Cost-avoidance is a driver for this ‘new business-as-usual’. This paradigm-shift starts with land use and watershed-based planning, to determine what services are affordable, both now and over time.”

“We know that if we do things right at the front-end, the outcome will be a lot better, and everyone will wind up saving time and money. And we will have a healthier environment.”

- Derek Richmond, Secretary, Partnership for Water Sustainability in BC, 2015



### **AN OUTCOMES-FOCUSED APPROACH: A LOCAL GOVERNMENT CAO PERSPECTIVE**

“The Town of Gibsons has recognized, formally and in practice, that nature, and the ecosystem services it provides, are a fundamental and integral part of the Town’s infrastructure system. Gibsons is one of the first communities in North America to do so. The policy change occurred with the adoption of the 2013/14 Strategic Plan. This hybrid document combines a sustainability framework with a more traditional strategic plan.

Natural assets are considered cheaper to operate; can last indefinitely, if properly managed; are carbon neutral, and in some cases can be carbon positive. It is important to differentiate green infrastructure, which is designed and built to mimic nature, such as a rain garden, from a natural asset such as a creek. Gibsons is also creating sub-categories in asset lists and financial statements to include Eco-Assets and implementing a strategy to manage these assets specifically.

Ultimately, the goal is to move from simply maintaining infrastructure to a service delivery model, where those services are delivered by the smallest number, the most natural, most energy energy-efficient, and the most reliable municipal assets, that cost the least to operate over the long term.”

- Emanuel Machado, Chief Administrative Officer, 2015



## **THE SUSTAINABLE FOUNDATION: SERVICE, ASSET & FINANCIAL SUSTAINABILITY AT THE DISTRICT OF NORTH VANCOUVER**

“With clear Council direction, staff expertise and the use of international best practices in asset management, our interdisciplinary Asset Management Steering Committee has been working since 2006 to continuously improve and manage our existing infrastructure assets.”

“At the District, our asset management is grounded in what we call “The Sustainable Foundation”; a fully integrated asset management approach that brings the four core elements and our entire organization into alignment. Integration is achieved by:

- Developing asset management plans from the bottom up and setting policy at the top. Strategy brings it all together.
- Combining best practices in accounting, engineering, financial planning and sustainability performance measurement.
- Shifting our culture away from silos to a corporate mindset focused on continuously building organizational capacity.
- Training staff in finance, engineering, operations and planning together on how to develop asset management plans and integrate these requirements into long-term financial planning.”

“Building a sustainable foundation takes time but if you don’t start you will not finish. Once you have a vision you need to make it a shared vision. That is what The Sustainable Foundation is really all about; having a shared vision, continuously striving to bringing alignment to the organization and the key stakeholders that all play a role in stewarding local government toward long-term sustainability.”

- Andy Wardell, Director, Financial Services, 2015



## 3.0 The Core Elements

Assets, information, people, and finances are considered the core elements of asset management. Sustainable service delivery requires understanding, developing, and integrating these four elements over time, using an approach of incremental continuous improvement. The core elements are the foundation for the process of asset management. Just like the process of asset management, the capacities required in each of the four core elements are scalable to the context of each local government.

Assets enable service delivery. Assets include the physical infrastructure owned by local governments, as well as the elements of nature that provide services critical to the well-being of the community. The table below provides examples of types of assets that may be included in asset management processes.



### 3.1 Examples of Assets

#### Engineered Assets

- Water and wastewater systems
- Drainage and flood protection systems
- Solid waste management infrastructure
- Transportation systems
- Civic facilities
- Parks
- Fleet
- Information technology
- Others

#### Natural Assets

- Rivers and creeks
- Foreshore areas
- Wetlands
- Forests and urban trees
- Natural landscapes
- Aquifers
- Soil
- Others



The data required for asset management comes from answering the following questions about engineered and natural assets:

- What assets do we own?
- What services are provided by these assets?
- Where are the assets located?
- What are their attributes? (e.g. size, material, make, model, etc.)
- What is their depreciated value and replacement value?
- What condition are they in?
- What is their expected remaining life?

Compiling this data into a consolidated asset inventory can be helpful for decision-making. Each local government in BC has a basic inventory or register of their engineered assets developed to meet Public Sector Accounting Board reporting requirements. This basic inventory or register can serve as a starting point for collecting asset information.

Building an understanding of infrastructure and natural assets is a process that can be completed over time. It begins with compiling available and anecdotal knowledge and prioritizing more detailed data collection based on what is needed to inform decision-making.

## 3.2 Information

Information brings together data about assets in a way that supports decision-making about service, risk, and cost trade-offs. This is often done through tools such as asset management strategy and asset management plans. The quality of information and its collection and dissemination can evolve over time to strengthen informed decision-making. Answering the following questions provides much of the information needed about both engineered and natural assets:

- What is the current and desired or targeted level of service?
- What service and asset risks need to be prioritized and managed?
- When will repair, upgrade, or replacement of assets be required to manage risk and deliver target levels of service?
- What O&M activities will optimize the life of the asset?
- How much will it cost?
- Which assets can be disposed?
- Which new assets may be required and when?

While it may take time, information should be updated over time to capture asset acquisitions or renewals, changing costs, retired assets, changing asset conditions, and service level expectations.

### 3.3 People

Asset management is a corporate responsibility, it is not the role of one person. The importance of ensuring people have the necessary knowledge, skills, and attitudes, along with enabling corporate processes and culture, cannot be overlooked. Local governments that successfully implement asset management generally have some key attributes:

- Elected officials understand the need for and benefits of asset management.
- Top-down leadership: senior management or leadership endorses and promotes a culture of asset management.
- Bottom-up leadership: staff at all levels understand their role in asset management and take actions that contribute to desired service delivery outcomes.
- Culture and corporate alignment that fosters teamwork and integration across departments and disciplines, including land use planning, environmental stewardship, engineering, public works, and finance. For example, the asset management team includes someone from planning, or the engineering department regularly communicates with the finance and planning departments.
- Staff with the required knowledge and skills to develop and implement asset management practices.
- Commitment to continuous improvement.

### 3.4 Finances

To achieve sustainable service delivery, services need to be financially viable over the long term. Asset management requires the integration of technical information about services, risks, and assets with information about costs and funding to inform decision-making.

Balancing costs and funding strategies is an iterative and ongoing process that begins with ensuring that the levels of service provided can be financially sustained. This information should be integrated in a financial plan.

Costs throughout the asset lifecycle need to be understood and considered, including long-term costs of capital, operations, maintenance, renewal, and disposal. Having information on assets and lifecycle costs helps prevent financial surprises.

Costs should be supported by a mix of funding strategies, including planning for changes to revenue rates or fees, reserves, and debt. Debt can be either a useful tool for a local government, or a burden and significant risk. In general terms, the correct amount of debt is subjective and context specific. Use of debt is best when it is strategic and augments progress toward steady state replacement of existing assets.

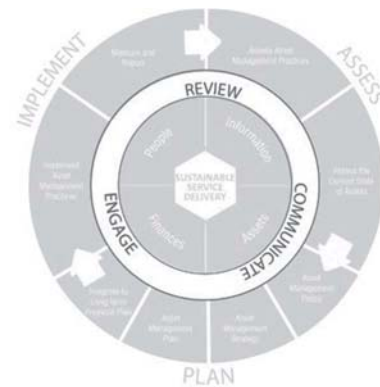
Some of the most important actions communities can take to contain their costs and maintain financial sustainability involve asset management:

1. **Setting an appropriate level of service.** Establishing both customer and technical levels of service ideally begins with decisions made in the up-front planning stage and continues throughout the lifecycle of the asset. Levels of service targets should be informed by affordability and public willingness to pay and consider both engineered and natural assets. Clearly defining levels of service ensures efforts and expectations are aligned and enables the identification of efficiencies.

- 2. Managing risk.** Risk management involves a cycle of assessing risk, identifying risk tolerance, implementing actions to treat risks, and assessing the effectiveness of those actions. Effective risk management is done at a system level and considers potential risks to short-term service and costs, as well as ongoing service and financial sustainability (such as changing climate). It applies a variety of actions to manage risks such as proactive maintenance, modified operations, public education programs, defined renewal strategies, appropriate insurance policies, and management of financial reserves.
- 3. Considering full lifecycle costs.** An understanding of the full lifecycles costs of assets should be used to inform decisions throughout the asset lifecycle. Asset management practices can support land use planning through consideration of the lifecycle costs of building and maintaining infrastructure for growth. Because cost implications can extend over decades, considering land use planning and asset management together can help a community be more proactive. Making land use planning decisions without understanding the implications on infrastructure can compromise service sustainability and leave a community playing “catch up” for many years. For the same reasons, full lifecycle costs are important to consider in decisions about asset design, procurement and construction. Lifecycle costs can also be used to inform decisions about the appropriate time to renew or replace an asset rather than continuing to invest in maintaining it.
- 4. Proactive and effective operations and maintenance.** A robust and optimized O&M program will yield fewer service disruptions, more predictable results, and lower total lifecycle costs when informed decisions are made about when to apply proactive vs. reactive maintenance and renewal. Effective O&M programs are reviewed and updated over time to consider changing demands or circumstances.

## 4.0 Communicate, Engage and Review

Communicating, engaging, and reviewing are a set of ongoing activities that are applied, to some extent, in each stage of the process. Although these activities are ongoing and embedded in the overall process, their importance justifies dedicated consideration to ensure that they are central to the process and not an afterthought.



### 4.1 Purpose

The purpose of communicating, engaging, and reviewing is to work towards the following goals:

- Providing general education and increasing awareness of asset management among staff, elected officials, and the public.
- Aligning people and departments within an organization, including commitment from senior leadership and elected officials.
- Working towards common goals and reducing or preventing silos.
- Efficiently implementing asset management by providing a bridge between the technical information and incorporating this information into decision-making and programming.
- Gaining support for asset management from elected officials, staff, residents, and other ratepayers.

### 4.2 Approach

The scope and scale of these activities will vary based on organizational context, culture, and the level of maturity of the asset management process that an organization is at. However, there are a number of important steps that apply to all contexts:

- Identify the various stakeholders or audiences and their concerns or perspective (e.g. council, ratepayers, management, operations, etc.).
- Identify the goals for each type of communication or engagement method that will be used.
- Design and implement communications activities that support these goals. Both formal and informal communication and engagement channels may be leveraged.
- Use information obtained through communication and engagement to support the review and improvement of the asset management process.

Never advance a solution to an issue prior to having public awareness of the issue, or the solution may become the issue.

*- Frank Leonard, Former Mayor, District of Saanich & Past President, Union of BC Municipalities*

The following are common topics for asset management communication and engagement:

- Importance of infrastructure and natural assets in service delivery.
- State of assets.
- State of finances and funding challenges.
- Levels of service.
- Service delivery costs and trade-offs.
- Organization's approach to asset management.
- Staff and community members roles.
- Work, training, and education being completed to ensure long-term sustainable service delivery.
- Opportunities to leverage land use planning process to support service sustainability.
- Understanding risks, such as climate change.

These topics are relevant both internally and externally to an organization; however, the level of detail and the delivery of the message will depend on the audience. It is advisable to develop internal alignment and an understanding of assets, services, and related costs and risks prior to external communication and engagement.

## 4.3 Activities

Each organization will develop and tailor communication and engagement activities to suit their unique context. The following are some examples of activities:

1. Establishing an Asset Management Steering Committee with a mandate and a regular meeting schedule.
2. Identifying executive sponsors.
3. Developing and regularly communicating an asset management vision statement.
4. Engaging with the planning department on long-range planning exercises to incorporate an asset management lens.
5. Communicating progress in asset management and sustainable service delivery in public reports (e.g. financial plans, annual reports, general purpose financial statements, etc.).
6. Developing and implementing an asset management communications policy, strategy and/or plan. Reviewing and updating these documents regularly.
7. Leveraging public engagement events (e.g. open houses, satisfaction surveys, community workshops, etc.) to obtain input to inform asset management decision-making and priorities (e.g. willingness to pay, levels of service, etc.).
8. Educate the public and stakeholders on the importance of natural assets in service delivery. Educate the public and stakeholders on the impacts of climate change on sustainable service delivery.

## THE IMPORTANCE OF COMMUNICATION

Local infrastructure is the foundation of the health, well-being, and economic prosperity of communities across the country. Throughout my tenure in local government, as Mayor and Councillor, it had become apparent to me that the general public remains largely unaware of the cost implications of maintaining and renewing existing infrastructure.

During my final term as Mayor, I conducted an inquiry project to investigate how the Town of Golden engaged the community in Asset Management. The goal was to develop a meaningful process that was focused on engaging the community and providing an opportunity to bring the staff, elected officials, and residents of Golden together to collectively decide what services the people need, want, and are willing to pay for. There were two opportunities for residents to participate in the inquiry. Data analysis led to the following findings:

1. Residents of Golden placed a high value on communication, and they wished to be able to access information through a variety of channels.
2. Although the citizens of Golden recognized the broad range of services provided by the local government, they did not understand the magnitude of the cost associated with providing those services or replacing those services.
3. Minor tax increases were generally acceptable to maintain or to improve levels of service.
4. The roles and responsibilities of local government are not always clearly understood by residents.

These findings, combined with my experience as Mayor of Golden, resulted in the following:

1. Citizens expect to be involved in local government decisions and to have a say on how their tax dollars are spent.
2. Communication, engagement, and education are critical factors for:
  - a) Improving the level of trust between the citizens and the local government;
  - b) Building awareness and understanding of the roles, responsibilities, and limitations of the local government; and
  - c) Creating capacity in citizens to participate in conversations involving community owned assets.

Local governments need to engage their communities in a dialogue to consider what resources/ services they want and, more importantly, what are they willing to pay for. Building a common understanding allows the community to address this complex issue in a collaborative manner.

- *Christina Benty, Former Mayor of Golden & Owner of Christina Benty Strategic Leadership Solutions, 2015*

## **ADDITIONAL RESOURCES – COMMUNICATE, ENGAGE, REVIEW**

**Communication Toolkit** | Asset Management BC

**Asset Management Communication Plan** | City of Prince George

**AM Communications Strategy** | Mickelson Consulting Inc.

**Level of Service and Community Engagement: Practice Note 8** | Institute of Public Works Engineering Australasia

**Why Invest in Asset Management? Video** | Federation of Canadian Municipalities

**Starting the Asset Management Conversation in Your Community – Tool** | Federation of Canadian Municipalities



# 5.0 The Process of Asset Management



## 5.1 An Overview

The process of asset management is a continuous, data-driven process for making decisions about the use and care of assets to deliver services. Asset management is not a standalone project – it is integrated into the everyday business of local government. As a continuous process, asset management involves a cycle of three repeating stages:

- Assessing asset management practices and the state of assets.
- Planning what needs to be done to improve asset management.
- Implementing the plans.

This cycle integrates the four core elements. It is scalable and can be used to guide asset management practices at organizations of all sizes and capacity levels because it does not require any expensive software or external support. An organization makes incremental improvements to their asset management practices by moving through the cycle multiple times. The cycle continues even when things are going well, allowing an organization to be proactive about managing risks and delivering services in a cost-effective way.

The following sections introduce each of these stages, explain why they are important, and provide examples of typical activities to illustrate what is involved. Within each stage, the examples of typical activities can be modified to reflect an organization’s size, capacity level, and local priorities.

## TIPS FOR GETTING STARTED

There is no 'correct' place to start. Each local government must first consider where they are within the asset management cycle. If you're not sure where to start, it makes sense to start with "Assess" and follow a few initial steps:

1. **Assess existing practices.** Complete an assessment of asset management practices and organizational capacity using a tool like **AssetSMART 2.0** to identify good practices and opportunities for improvement. Refer to the **Assess Asset Management Practices** section for additional information, tools, and resources.
2. **Take stock of assets and finances.** Collect information on the asset inventory/registry and condition information (if available) to provide estimated remaining life of assets. This can be integrated with available financial data regarding replacement costs, O&M costs, and allocations. The existing Tangible Capital Asset registry used for financial reporting is a good starting point for basic asset inventory and historic cost information. Refer to the **Assess Current State of Assets** section for additional information, tools and resources.
3. **Build awareness.** Raise awareness with staff and council about the status of assets and finances, compared to long-term goals and objectives. Building awareness is key to getting the commitment needed to move through the asset management process and exercise continuous improvement. Refer to the **Review, Communicate and Engage** section for additional information, tools and resources.

If asset management is new to your organization, consider investing in training for key staff or council to build awareness of asset management and learn how to use this Framework.

## 5.2 Assess

### Assess Asset Management Practices

Assessing asset management practices will help an organization identify the practices and processes that are currently in place, how they work together, and how effective they are. It will also identify areas where the organization has good practices and areas where there is room for improvement.

The table below provides some prompts that can be used to initiate the assessment process, across the four core elements of the Framework. However, there are several assessment tools available for local governments and these are referenced below.



People	Assets
<ul style="list-style-type: none"> <li>- Is there a cross-functional team in place?</li> <li>- What is the level of asset management knowledge of relevant staff?</li> <li>- Are roles and responsibilities clear?</li> <li>- How do we communicate across departments and ensure our priorities are aligned?</li> </ul>	<ul style="list-style-type: none"> <li>- Do we have the data we need about our engineered and natural assets?</li> <li>- Is the asset data complete, accurate, and reliable?</li> <li>- Is asset data compiled into a format that is accessible?</li> </ul>
Information	Finances
<ul style="list-style-type: none"> <li>- Have we processed our asset data into information that can be used for decision-making?</li> <li>- Have we developed asset management policies, strategies, and plans?</li> <li>- Are we using our asset management policies, plans, and strategies?</li> </ul>	<ul style="list-style-type: none"> <li>- Do we have policies and practices in place related to:                             <ul style="list-style-type: none"> <li>o Long-term financial planning?</li> <li>o Infrastructure backlog?</li> <li>o Cost recovery?</li> <li>o Reserves?</li> <li>o Debt?</li> <li>o Financial tracking?</li> </ul> </li> </ul>

### TOOLS TO ASSESS ASSET MANAGEMENT PRACTICES

**AssetSMART 2.0** | Ministry of Municipal Affairs and Housing

**NAMS.PLUS Maturity Assessment** | Institute of Public Works Engineering Australasia

**Asset Management Readiness Scale** | Federation of Canadian Municipalities

## Why It's Important

When starting to implement asset management, it is common for people within the organization to have different perspectives on the effectiveness of practices in place, priorities for improvement, and the ideal approach to asset management. An assessment can also be helpful in identifying what practices and processes are already in place that contribute to asset management. Completing an assessment helps establish a common understanding across departments about the current state of asset management and helps identify areas for improvement. It is part of the process of getting everyone on the same page, a key component of successful asset management.

When used as part of a continuous process, assessing asset management practices can help an organization monitor progress and provides feedback on what initiatives are working well and which can be adjusted. Assessment results can be helpful to report on progress with senior management and council and communicate the need for improvement.

## Activities

1. Hold an inter-departmental workshop to assess the asset management practices and competencies of the organization, using a widely accepted assessment tool or framework such as **AssetSMART 2.0** or others (see additional resources) and knowledgeable facilitators (internal or external).
2. Conduct a high-level assessment of current organizational policies, strategies, and plans for alignment with asset management objectives and practices.
3. Use assessment results to establish an organizational benchmark of asset management practices and inform improvement goals.
4. Communicate the results of the asset management practices assessment to internal stakeholders, such as staff, management, and council.
5. Conduct an annual review of asset management practices and competencies, tracking progress and improvement against the established benchmark.

### TIPS FOR GETTING STARTED

Build a team. Assemble a corporate asset management team with representatives from finance, public works, engineering, planning, and other areas to undertake an integrated assessment. Identify a team champion to ensure the initiative moves forward. The team should evaluate their own capacity and resources available, and accordingly choose to lead the assessment internally, or to access external support to facilitate the assessment.

## WHERE TO START WHEN DEVELOPING A CORPORATE ASSET MANAGEMENT PROGRAM - ASSETSMART

“The City Kelowna faced this dilemma approximately three years ago when they started their corporate asset management journey. Prior to 2012, the City’s asset management was being carried out within asset “silos” (e.g. water, wastewater, transportation, parks, building, etc.) with limited cross department integration. This presented a number of challenges and inefficiencies as departments vied for limited funding at budget time and there were lost opportunities to bundle renewal projects. So where do you start? Kelowna utilized the tools and resources from AMBC beginning with AssetSMART – A Local Government Self-Assessment Tool. The process and questions from AssetSMART were presented to the City’s asset management cross functional team to identify gaps in the existing asset management practices and to develop priority projects for advancing the asset management program. The priority projects identified in the “up-front” AssetSMART exercise have proven to be very valuable for advancing the City’s asset management program and the City continues to work its way through the priority projects identified three years ago. AssetSMART – A Local Government Self-Assessment Tool is an excellent way to start development of a community’s asset management program.”

– Joel Shaw, Capital Assets and Investment Manager, City of Kelowna, 2015



### Assess the Current State of Assets

Assessing the current state of assets helps build an understanding of the assets owned by an organization, their service performance, risks, and related costs. Assessing the current state of assets requires understanding the:

- Infrastructure asset inventory/register.
- Natural asset inventory/register.
- Condition of assets.
- Customer and technical levels of service.
- Asset risks (e.g., condition, impact of climate change).
- Annual and lifecycle asset costs (including capital, operations, and maintenance).

Infrastructure report cards and infrastructure status reports are common examples of the output created after the completion of an assessment on the current state of assets.

Some asset information may not be readily available and may need to be compiled into a consolidated asset register from diverse sources or created for the first time. Whether from past assessments, studies, plans, or staff knowledge, pulling together existing information is the best place to start. Data gaps can be filled with anecdotal knowledge until more accurate data is available. Investing time and resources into obtaining new data should be prioritized only when the new information will significantly improve decision-making. Asset management is a continuous process and the understanding of the current state of assets will improve over time.

The assessment of the current state of assets is the foundation for the development of asset management plans. Developing an asset management plan requires identifying the gaps between the current state of assets and the desired state of assets and service levels, and the activities needed to close these gaps.

## **TOOLS TO ASSESS THE CURRENT STATE OF ASSETS**

**Asset Management Data Register** | Master Municipal Construction Documents Association

**NAMS.PLUS** | Institute of Public Works Engineering Australasia

**Developing Levels of Service** | Federation of Canadian Municipalities

**International Infrastructure Management Manual** | Institute of Public Works Engineering Australasia

**Primer on Asset Management** | Canadian Infrastructure Report Card

**Condition Assessment and Asset Performance Guidelines** | Institute of Public Works Engineering Australasia

**Practice Note 8: Levels of Service & Community Engagement** | Institute of Public Works Engineering Australasia

## Why It's Important

Assessing the current state of assets - especially the first time - is the beginning of the local government journey into asset management. It provides the basis for knowing the assets and their role in service delivery, identifying risks, understanding the resources required to sustain the assets at current levels of service, and quantifying what (if any) infrastructure backlog exists.

Assessing the current state of assets can also help shed light on the effectiveness of existing asset management practices. For example, if data is difficult to find or incomplete, this may highlight gaps in existing practices. The assessment process can also be used to inform the development of asset management objectives and form the basis of policy, strategy, and plan development or improvements. The results of the assessment to communicate with staff and council about the current state of assets, risks, and priorities.

Assessing the current state of assets is not a one-time activity that is done at the outset of building asset management practices. It is important that information about what assets are owned, their replacement value, age, risk, and role in service delivery is updated as new assets are added or replaced, degrade in condition, or are retired; the replacement costs change; or the community's service needs change. An asset registry is a powerful tool that can inform decision-making about day-to-day activities or long-term plans and it must be kept up-to-date to add value to the organization.

### A NOTE ABOUT ASSET MANAGEMENT SOFTWARE

Software is a valuable tool for supporting asset management and it is best used when there are already good processes in place. Software alone won't "do" asset management. More important than any software package is a commitment to, and strong process for, collecting and maintaining good data about your assets and using this information to make decisions that consider risk, cost, and level of service.

For more information, refer to **Questions to Ask** before your municipality considers asset management software, a resource by the Federation of Canadian Municipalities.

## ASSET CONDITION ASSESSMENT AND GAS TAX FUNDING

“It is my view that our asset management project is our single, greatest corporate challenge. Every service we deliver depends upon the many millions of dollars in tangible capital assets owned by the City. Led by Council, we have a statutory responsibility for the stewardship of those assets on behalf of all present users, and on behalf of all those who will use them in the future.

Asset condition assessment is an ongoing practice that underpins the entire project. However, with a limited flow of funding each year, the approach to it will be strategic. For example, in our early stages, it is generally better to develop basic information on all assets in all asset classes, rather than exhaustive information on a few assets isolated within one or two asset classes or departments. This is because the City’s assets exist to deliver a broad range of public services, and each service-delivery unit should have equal assurance that the assets it depends upon will not suffer in-service failure.

To that end, the Asset Management Working Group will use the Condition Grading System regardless of asset class and asset condition assessments will have continuing priority use of Gas Tax revenue as its funding source.”

– David Allen, Chief Administrative Officer to Courtenay, Asset Management BC, 2015





## Activities

1. Identify and compile existing sources of asset information, such as the asset register developed for Public Sector Accounting Board (PSAB) compliance; asset plans, reports, and studies; condition assessments; operations logs or reports; maintenance history; specialized staff knowledge.
2. Determine the appropriate type of asset register or inventory to develop, based on current capacities, needs, staffing levels, ability to use software, and types of assets (including infrastructure and natural assets).
3. Develop the asset register to consolidate asset information:
  - Physical asset attributes, including infrastructure and natural assets;
  - Replacement values;
  - Asset conditions - physical condition, demand/capacity condition, and functional condition;
  - Asset risk profiles, including emerging risks such as changing climate;
  - Current and desired levels of service; and
  - Long-term financial requirements for capital, maintenance and operating expenditures.
4. Conduct asset condition assessments as appropriate, or document known asset condition information.
5. Conduct asset risk assessments that consider both the probability and consequence of failure.
6. Define the current customer and technical levels of service.
7. Tabulate current capital and O&M expenditures by asset class.
8. Identify fully amortized assets and review their suitability for continued service. Extend lifecycles of fully amortized assets based on condition assessment results.
9. Evaluate accumulated amortization by asset class and compare it to past and present maintenance and capital renewal expenditures of that asset class.
10. Identify changes in asset replacement values, condition, risk profiles, and levels of service if the state of assets has been assessed in the past.
11. Compile information from the assessment into a summary report and communicate key messages with staff and council as context for the need for asset management.
12. Develop relevant policies and programs to ensure that asset data is kept up-to-date as conditions, assets, and costs change.

### TIPS TO GETTING STARTED

**Start small.** Asset management includes all asset classes, but it may be easier to start with one class as an internal learning exercise to build understanding of the process and achieve a “quick win” before expanding the process to capture all asset classes.

**Build upon your Tangible Capital Asset (TCA) Registry.** If no other asset registry is in place, the information compiled for TCA reporting can be a good place to start. This information can be compiled into your asset registry. Use widely available software tools, such as Excel and Geographical Information System (GIS) to develop the initial asset registry. More sophisticated tools can be implemented later if needed.

**Invest in training.** Send representatives from finance, public works, and engineering to asset management training together as a team (see AMBC for training opportunities). Up-front training can go a long way to building an organization’s capacity for asset management and ensuring that the organization can make progress quickly.

## 5.3 Plan

The “Plan” stage represents the formalization of an organization’s commitment to asset management and the documentation of how the four core elements of assets, information, people, and finances come together in asset management practices and improvement goals.

### Asset Management Policy

The asset management policy is a document that formalizes corporate commitment to asset management. The policy broadly outlines the principles and guides the development and implementation of asset management across the organization in a systematic and coordinated way, consistent with the organization’s plans.

The asset management policy will identify the connection between community objectives and the management of infrastructure assets; principles to guide decision-making about assets and services, such as connection to levels of service and risk; the integration of asset management into other documents, plans, and processes (such as land use planning); and the organization’s approach to asset renewal and financing.

### Why It’s Important

Having an asset management policy is critical to ensuring effective long-term implementation of asset management. It helps accomplish four main objectives:

1. Establishes the organization’s commitment to asset management and stable, long-term funding for the operation, maintenance, renewal, replacement or decommissioning of infrastructure.
2. Sets out clear guidance for council and staff for undertaking the asset management process. This includes corporate goals and objectives and may specify what is to be included in the asset management process (for example, natural assets and climate change response shall be included in asset management processes). The policy and may set up timelines for achieving results.
3. Ensures the approach to asset management is integrated throughout the organization and aligned with high-level objectives.
4. Provides direction for developing the asset management strategy and asset management plans.



## EXAMPLE POLICY PRINCIPLES

- All relevant legislative requirements together with political, social, and economic environments will be taken into account in asset management.
- Asset management will be incorporated into land use planning and development processes, as well as growth and master planning exercises.
- Natural assets, as a key component of overall service delivery, will be included in asset management practices.
- Asset management principles will be integrated within planning and operational processes, including long-range land use planning and O&M programs.
- Performance will be measured and monitored, and activities adjusted based on results.
- Climate change mitigation and adaptation will be incorporated into asset management practices.
- A consistent asset management strategy will exist for implementing systematic asset management and appropriate asset management best-practices throughout a municipality.
- Asset management plans will be developed for major service/asset categories. These plans will be informed by community consultation consistent with engagement strategies and activities; land use planning, financial planning and reporting.
- Asset renewals and agreed service levels will be identified in asset management plans. Asset management plans will be used to update the long-term financial plan.
- An inspection regime will be used to ensure agreed service levels are maintained and neither drop nor creep without input or Council approval.
- Annual budget deliberations will be informed by asset renewal alternative options, along with operating, maintenance and capital budget impacts. Service and risk consequences of asset renewal alternative options will be made clear in both asset management plans and budget documentation.
- Asset renewal plans will be prioritized and implemented progressively based on agreed service levels and the effectiveness of the current assets to continue providing that level of service.
- Assets are to be managed, valued and depreciated in accordance with appropriate best practice using replacement values - not historical costs.

## ADOPTION OF AN ASSET MANAGEMENT POLICY CITY OF MERRITT

“Adoption of the asset management policy helped formalize some of the good things we were already doing and define what we could be doing better. Adoption of an asset management policy helped us create a culture of big picture thinking. Every time we take on a new asset, we are looking at what it’s going to cost to operate and eventually replace in the future. The asset management policy also helped set the tone for budget deliberations and everyone is always looking forward and not just at today. The policy helped us to look at our utility systems from a full life cycle cost basis. This was instrumental in setting user rates that will sustain the utility systems into the future and plan for their renewal. With our asset management policy, we are no longer in a state of crisis but have set rates that will ensure the safe reliable operation and renewal of our utility systems well into the future.”

- Shawn Boven, Public Works Manager / Approving Officer, City of Merritt, 2015



## Activities

1. Engage key people in the organization to identify linkages between the long-term community vision, objectives, and plans; and the short- and long-term management of assets including risks and opportunities.
2. Identify the primary drivers for asset management.
3. Communicate the state of assets and practices to provide context for policy setting.
4. Establish goals and objectives for the asset management process that are aligned with asset management drivers, to set a clear understanding for council/board and staff undertaking the asset management process.
5. Draft a policy (refer to resource links and sample policies referenced).
6. Get council/board endorsement on the policy.
7. Communicate the policy throughout the organization.
8. Review and update the policy as needed, or every three to five years.

### TIPS FOR GETTING STARTED

Identify the right approach. The most efficient path to implementing successful asset management depends on the organization. Some find success with a top-down approach, starting with the endorsement and support of senior management and council. A top-down approach requires leadership and council buy-in, vision, and strong communication abilities. Endorsing an asset management policy can come early in these organizations. Other organizations begin with a bottom-up approach. In these organizations, early asset management plans are developed to provide good and clear examples to senior leadership and council of the value of asset management. A bottom-up approach requires motivated teams working together and strong communication among team members.

These approaches are not mutually exclusive, they can be very effectively used together.

### ADDITIONAL RESOURCES

[How to Develop an Asset Management Policy, Strategy, and Governance Framework](#) | Federation of Canadian Municipalities

[Asset Management Policy](#) | Town of Gibsons

[Asset Management Policy](#) | City of Vernon

## Asset Management Strategy

The asset management strategy is a corporate-level document that summarizes asset management objectives and how they relate to organizational objectives, and how the organization will approach the development of asset management practices and plans to achieve the objectives. The asset management strategy achieves the following purpose:

- Documents a summary of the current state of infrastructure and natural assets (e.g. replacement values, conditions, risk, levels of service), establishing a big picture context of the state of sustainable service delivery and the need for asset management.
- Identifies the desired state of assets, the target levels of service and critical risks to be managed.
- Outlines current asset management practices, asset management objectives, significant gaps between current practices and objectives, and approaches to filling these gaps.
- Provides a guide to each department to effectively implement asset management by documenting the desired asset management practices, including the corporate approach to assessing risks (including climate change), defining levels of service, and developing and implementing asset management plans.
- Identifies how other corporate plans for finances, community growth, and sustainability are linked to asset management plans, and how asset management decision-making is integrated into the organization.
- Provides clarity on governance and the representation, roles, and responsibilities within the asset management team.
- Summarizes projected resource requirements for developing and implementing asset management plans, including future requirements for capital, operations, and maintenance.
- Identifies the approach to reviewing and updating the strategy.

### CONNECTING ASSET MANAGEMENT TO OTHER CORPORATE INITIATIVES

An asset management strategy identifies linkages to other organizational plans, initiatives, and priorities. These include, but are not limited to:

- Overarching plans such as the Official Community Plan, Council Strategic Plan, or Integrated Community Sustainability Plan
- Focused plans, such as a Community Economic Development Plan, Downtown Revitalization Plan, or Climate Change Adaptation Plan
- Service area plans, such as infrastructure master plans, maintenance management plans
- Departmental plans, such as departmental business plan

## Why It's Important

Having an asset management strategy provides a corporate-level guide for all asset management activities. It identifies how other corporate plans, initiatives, or priorities connect to asset management and serves as a connection point between the principles in an asset management policy and actions in asset management plans. Without alignment of objectives, priorities, and approach, an organization risks missing key organizational connection points, as well as ineffective and inefficient use of assets, staff time, and financial resources.

## MAKING PROGRESS IN ASSET MANAGEMENT

“Prince George assessed its capacity to undertake asset management (AM) in 2004 followed by development of a business plan in 2006 which identified the tools required and how these might be integrated to optimize city systems while managing the costs of ownership. Prince George initiated a “top-down” approach to evaluate the high level and long-term funding requirements for the replacement of its infrastructure.

The funding requirements for its roads, drainage, water and sanitary networks were first reported to Council in 2006. In 2007 the City added an Asset Manager position to develop internal capacity and provide the resources to allow the AM work to continue to develop. In 2013 the city’s estimate of the replacement value of its assets was \$2.3 billion as compared to a reported cost (PSAB-3150) of \$810 million. This information together with estimates of the City’s backlog of infrastructure re-investments together with Council understanding and support of the importance of the issues to be addressed has increased the City’s AM activity.

Prince George’s AM Policy was implemented in December 2012 followed by its first Strategic Plan in February 2013. The strategic plan outlines the progress made from 2004 to 2013 and includes a corporate work plan for the short-medium term. The strategic plan is now under review together with updates to the replacement value of the City’s infrastructure. All of this activity is scalable to any organization along with a varying sophistication of available tools from spreadsheets to custom software which can be tailored to an organization’s AM maturity.”

- Frank Blues, Asset Manager, City of Prince George, 2015





## Activities

1. Articulate the benefits the organization wants to achieve from asset management.
2. Identify corporate asset management objectives.
3. Engage the right people throughout the organization to define the linkages between asset management and other organizational plans or initiatives.
4. Develop a standard corporate approach to:
  - Assessing and managing risks (including risks related to climate change)
  - Defining and measuring levels of service
  - Developing and updating asset management plans
  - Measuring asset management performance against asset management objectives
  - Financial and service sustainability performance reporting
5. Communicate progress on the asset management strategy with senior leadership and council annually.
6. Review annually and update the asset management strategy as necessary.
7. Provide an asset management orientation to ensure new councils understand the basics of asset management and the corporate asset management strategy.

### TIPS FOR GETTING STARTED

Build a framework. Rather than developing a full strategy, it can be helpful to begin by drafting a high-level corporate asset management framework. The framework summarizes the key elements of asset management, the organization's approach to asset management, and how asset management connects to other corporate plans and processes. This framework can be considered the skeleton of the asset management strategy and can be easily reviewed and iterated by internal stakeholders, building awareness and alignment with staff.

### ADDITIONAL RESOURCES

**Infraguide – Managing Infrastructure Assets** | Federation of Canadian Municipalities and National Research Council

**ISO 55000** | International Organization for Standardization

**How to Develop an Asset Management Policy, Strategy, and Governance Framework** | Federation of Canadian Municipalities

**Asset Management Framework** | District of North Vancouver

## Asset Management Plan

A local government may choose to have an asset management plan for each asset type, and/or a corporate asset management plan that includes all of the assets owned by the organization. Each asset management plan should tell the story of the assets it discusses. It should be a readable and user-friendly document that is long-term in scope. These asset management plans are continuously improved and regularly incorporate new information or changing requirements.

Asset management plans identify the following:

- Engineered and natural assets that are used to provide services to the community and their condition.
- Gaps between the current and desired levels of service.
- Risks to service delivery.
- Capital and O&M practices, projects, and programs required to meet organizational asset management objectives, manage risks, mitigate and/or adapt to climate change, and achieve the desired level of service in the most cost-effective way.
- A timeline for implementation.
- Resources required.
- Necessary future improvements to the plan.

While each asset or group of assets is unique with specialized requirements, certain key elements can be standardized using a corporate approach to achieve the best results. Some examples include the following:

- Condition rating scales (e.g. very good - 1, good - 2, fair - 3, poor – 4, very poor – 5).
- Risk frameworks based on the consequence and probability of failure, and incorporating consistent types of risk (e.g. condition, growth, capacity, climate change, etc.).
- Levels of service focused on both customers and technical requirements.
- Capital and O&M expenditure requirements.
- Process for connecting asset management with land use planning processes.
- Planning time frame (minimum 10 years) and structure to support easy update of long-term financial plans.

## Why It's Important

Asset management plans provide clear direction on what to do, when to do it, and how much it will cost. It should also identify the consequences of not doing it. The plan supports the implementation of the asset management strategy and policy, identifies actions for achieving the asset management objectives, helps plan for and allocate human and financial resources, and provides the basis for developing the long-term financial plan. This all supports making informed decisions about assets and achieving asset management objectives.

## Activities

1. Obtain asset information (outputs from assessing the state of the assets).
2. Identify data gaps.
3. Prioritize and fill data gaps or make informed and documented assumptions where there are information gaps.
4. Document current levels of service and asset performance.
5. Identify the target level of service for each asset type.
6. Identify risks to service delivery for each asset type, such as condition, capacity, and climate change.
7. Identify actions required to manage risks, meet the target level of service and the associated costs.
8. Review O&M costs and identify areas for optimization.
9. Compile information into a minimum 10-year plan for each asset class.
10. Identify improvements to asset management practices and processes.
11. Summarize information into an asset management plan for each service area (e.g. water, transportation, recreation, etc.).
12. Communicate the asset management plan(s) throughout the organization.
13. Review the asset management plan annually, and update with new information or adjustments.

### TIPS FOR GETTING STARTED

Start wherever you are. If an asset management strategy is in place, it should outline the corporate approach to developing asset management plans. If the corporate approach has been defined, it can be followed and areas for improvement can be identified. For some organizations, developing a basic asset management plan is the first thing they do, and no corporate approach has been defined yet. In most cases, these early asset management plans are based on available information and anecdotal knowledge. They have large information gaps and significant areas for improvement. However, these early plans are important tools for communicating the process of asset management and can be very helpful in building momentum in an organization.

## OUR ASSET MANAGEMENT PRACTICE

Our approach to asset management can be compared to living a healthy lifestyle that involves discipline and making good choices; a multifaceted and lifelong endeavor. You can't complete a 6-month program and claim a successful finish. Neither is it a do or don't proposition whereby you don't take care of yourself and you immediately wither and die. Thus, the issue is not whether you do "asset management"; it is whether you manage your assets well. Accordingly, we view asset management as a philosophy that we practice. This helps us imbed what we believe to be a sound and responsible methodology for effective service delivery in everything we do.

Our asset management strategies are founded in achieving sustainable service delivery.

- No unfunded liabilities by reconciling service levels desired by the community with the community's willingness to pay (LOS vs \$).
- Integrated decision making across the service delivery spectrum.

In order to achieve our goals, we differentiate and focus on both the technical and political processes involved to secure successful outcomes.

Technical aspects need but follow well established asset management methodologies. The trick is to keep it as simple as possible and avoid overanalyzing.

Political tactics can be much more challenging but are essential to obtaining support from decision makers. Obtaining long-term political support requires achieving community buy-in. Every practical long-range infrastructure plan or initiative involves change and leading the change represents the challenge. We strive to put as much focus and effort into the public aspects of our asset management practice as we do on technical aspects and we believe the combination of these factors has been key achieving success.

Case in point is our Water Master Plan adopted by Council in 2012 which identifies a very ambitious \$80 million capital improvement program intended to be delivered over 20 years. The plan required raising water rates from approximately \$500 per year per household to \$750. Obviously, this had the potential to result in significant community backlash. Our success in obtaining community buy-in resulted from clearly articulating the issues followed by presenting solutions including benefits. Inevitably the questions boil down to "What's in it for me?" and "How much is it going to cost?". We didn't always get enthusiasm, but we often got understanding, "I don't like it, but I get it!". In the end our objective is not consensus but community solidarity because solidarity is much more powerful and lasting than consensus which is apt to change.

- Greg Buchholz, Director of Infrastructure Services, District of Lake Country, 2015



## ADDITIONAL RESOURCES

**Asset Management Roadmap** | Asset Management BC

**Roadmap Case Studies** | Asset Management BC

**Primer on Asset Management** | Canadian Infrastructure Report Card

**Infrastructure Costs and Urban Growth Management** | Sustainable Cities International

**Optimized Asset Decision Making at the Region of Peel** | Region of Peel

**NAMS.PLUS (Training Program)** | Institute of Public Works Engineering Australasia

**Level of Service & Community Engagement: Practice Note 8** | Institute of Public Works Engineering Australasia

**Presentation on Developing Levels of Service** | City of Prince George

## Integrate to Long-term Financial Plan

The integration of asset management plans with the long-term financial plan is necessary for sustainable service delivery. This integration identifies gaps between long-term potential costs and available funding and includes a review of requirements for capital (renewal/growth), operations, and maintenance. Integrating asset management plans with the financial planning process provides the basis for developing, reviewing, updating, and implementing financial strategies for sustainability. This integration may result in the identified need to reduce costs (adjust service levels) or increase funding (raise revenue).

Residents and ratepayers are both the recipients of services and the primary source of funding. Therefore, adjustments between service levels and funding should reflect the community's priorities, willingness to pay, and Council decisions in fulfilling their stewardship and governance obligations. Both asset management plans and the long-term financial plan require regular updates and are the foundation for significant parts of the annual budget plan.

## Why It's Important

Integrating services and financial resources is necessary for sustainable service delivery. This integration translates asset management plans from a wish list to an actionable plan. This puts the organization on track to manage and reduce their infrastructure backlog. It also provides rationale for financial support requests to higher levels of government, for managing natural assets, or for evaluating alternative models of service delivery (e.g. Public Private Partnerships), reduced levels of service, or service/asset elimination.

## Activities

1. Compare asset management plans with the long-term financial plan to identify gaps between projected costs and projected revenues.
2. Implement strategies to gradually raise revenues or reduce costs to meet the target annual investment level and desired levels of service.
3. Communicate the value and costs associated with service delivery with Council and residents.
4. Consult residents and ratepayers about willingness to pay for services and service levels.
5. Identify an annual target asset investment level that is considered sustainable.
6. Identify and adjust service levels to reflect affordability and willingness to pay.
7. Update asset management plans and the long-term financial plan to reflect adjustments made or actions identified to reduce costs or increase funding.

### TIPS FOR GETTING STARTED

Build a shared understanding. Arrange for a meeting between financial and technical personnel to build a shared understanding around relevant topics such as the use of Tangible Capital Asset data reported for PS3150, long-term financial planning for asset replacement, and financial risks.

### ADDITIONAL RESOURCES

**Long-term Financial Planning and Asset Management Presentation** | District of North Vancouver

**Long-term Financial Plans** | Local Government Association of South Australia

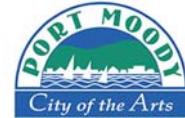
**Practice Note 6: Long-term Financial Planning** | Institute of Public Works Engineering Australasia

## LONG-TERM FINANCIAL PLANNING IN PORT MOODY

“Port Moody Council and staff fully endorse the principles of sustainable financial planning to ensure the financial well-being of future generations. In 2012, Council funded a detailed assessment of all of our major assets and then proceeded to develop and implement a long-range strategic financial plan. This plan took into consideration the current asset renewal backlog and the future planned replacement needs. Although our water and sewer utilities were appropriately funded, it was determined that other areas, particularly roads, bridges, and facilities, were under-resourced and required an increase in our asset levy of approximately 10%.

Port Moody Council considered the detailed analysis and the longer-term financial implications and committed to addressing infrastructure renewal before adding new infrastructure. As City Manager, there is nothing more rewarding than having a brave Council who addresses the “unsexy” asset replacement challenges before adding any “sexy” new projects. Port Moody Council should be congratulated on their courage to do the right thing – sustain your existing assets before adding anything new. These great decisions were a direct result of developing the detailed science behind long-term asset renewal.”

- Kevin Ramsay, Former City Manager, City of Port Moody, 2015

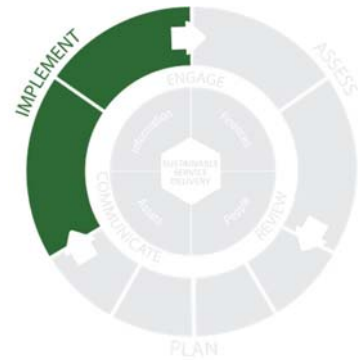


## 5.4 Implement

The “Implement” stage is about putting organizational asset management policies, strategies, and plans into practice, and measuring and reporting on progress.

### Implement Asset Management Practices

Implementing asset management practices means implementing asset management policies, strategies, and plans. Implementation is focused on delivering target levels of service and managing risks at a minimum cost. Implementing asset management practices includes wide-ranging activities, such as evaluating the lifecycle costs of various servicing scenarios when planning for land use, updating design standards to reflect the changing climate, renewing existing assets, optimizing preventative maintenance programs to enhance asset lifespan. Successful implementation requires participation and leadership from all local government functions.



The implementation of practices will be related to some or all of the core elements: people, assets, information, and finances. Implementation can be incremental and based on available financial and human resources. This can be part of a continuous process where improvements are made over time, guided by the priorities and projects identified in the Plan stage of the asset management process.

### Why It's Important

Although the necessity of implementing plans may seem obvious, many communities become so focused on developing asset management plans that they consider themselves finished once the plans are done. While the development of the plans is important, it is the implementation of the plans and ongoing asset management practices that are most impactful.

Asset management is meant to be a continuous process integrated within day-to-day practices. The value of asset management is maximized when initial investments such as building an asset inventory kick-start a regular process of updating asset information and using this information to make informed decisions. By updating inventory regularly and working towards the implementation of asset management plans, an organization will build capacity in asset management and ensure that quality information is available for decision-making.



## Activities

1. Update the asset inventory by including improved information as it becomes available, adding new assets, identifying asset renewals, replacements, and decommissioned assets.
2. Update asset replacement costs or natural asset values.
3. Implement risk management plans and projects.
4. Implement asset O&M, renewal, and replacement projects.
5. Incorporate asset management into procurement processes.
6. Hold regular asset management team meetings to review implementation progress, successes, and challenges.
7. Review and update lifecycle analysis of assets in the asset management plan;
8. Update related corporate plans to reflect asset management information (e.g. utility master plans, the official community plan, etc.).
9. Implement appropriate asset management systems to support data management.
10. Train staff to enhance asset management competencies, skills, and organizational capacity.
11. Develop succession plans.
12. Update and develop job descriptions to align with asset management requirements.

## Measure and Report

Best practices in progress measurement use high-level, corporate-wide indicators expressed in financial terms as overall indicators of progress. These indicators are tangible, measurable, and help to highlight the connections between cost, service, and performance trends over time.

Reporting demonstrates measurable progress in implementing the process and achieving sustainable service delivery. Asset management is an important part of overall sustainable service delivery. Annual and financial reports should include progress on the asset management objectives and outcomes identified in the asset management strategy and asset management plans, including performance on the indicators selected.

Each local government may wish to develop their own set of performance measures and processes for reporting in a way that best supports effective communication in their organization and achievement of their goals.

### WHY MEASURE AND REPORT

The Status of Asset Management in British Columbia (UBCM, 2016) shows that:

- 92% of local governments have not developed or underdeveloped asset management progress measures.
- 88% of local government reporting on asset management to key stakeholders is undeveloped or underdeveloped.

Measurement and reporting on asset management processes and outcomes is a critical step in raising awareness of the need for asset management and progress that has been made. Measurement and reporting will support the development of an organizational culture that prioritizes and implements asset management. The Status of Asset Management in British Columbia report is a mechanism to measure and report the development and continuous improvement of asset management in local governments across BC.

## TYPES OF MEASUREMENT AND REPORTING

Local governments can use several types of progress measurement tools and approaches, depending on what and who the information is needed for.

- Corporate indicators are used to measure progress on high-level objectives across the entire organization, though they may be categorized by department. These indicators are often tied to council priorities or a corporate strategic plan.
- Sustainable service delivery indicators are used to measure how the local government is meeting present needs while supporting the community's ability to meet future needs.

**AMBC's Service Sustainability Assessment Tool** helps local governments assess current performance and preparedness for the future across eight service areas: wastewater, water, drainage and flood protection, transportation, fire protection, parks and recreation, solid waste, and civic facilities.

- Key performance indicators can be used to report on the state of assets (e.g. average condition of assets), progress in asset renewal (e.g. lane km of road resurfaced), and financial performance (financial sustainability ratios).
- Asset management indicators are used to monitor improvements in specific asset management practices.
- Tools like **AssetSMART 2.0** or **The Asset Management BC Roadmap** helps local governments measure progress on asset management in five competency areas: data and information, policy and governance, planning and decision-making, people and leadership, and contribution to asset management.

Regardless of what kind of tool or approach is taken, progress measurement is most helpful when it is done on an annual basis to allow for year-to-year comparisons.

### Why It's Important

Asset management is a continuous improvement process, and processes are more likely to improve when results are being measured. Setting optimal levels of service requires understanding both the assets and finances needed to sustain service levels over the long-term. Understanding the connection between service and price is fundamental to being able to communicate progress to stakeholders toward achieving service, asset and financial sustainable. Making progress against indicators demonstrates the reduction of infrastructure backlogs and that service levels (and costs) are at a level people are willing to pay for.

## Activities

1. Identify the audience segments for reporting and the reporting objectives for each audience. Examples of audience segments include the public, council, senior leadership, and staff.
2. Develop or select key performance indicators for measurement (customers, technical, financial and environmental health) for each of the audience segments, in support of achieving the reporting objectives.
3. Measure performance against each of the indicators.
4. Communicate performance results through appropriate channels for each audience segment. For example, communication to the public may be done through the community annual report.

### ASSET MANAGEMENT BC ROADMAP IN PRACTICE

“The Regional District of Nanaimo is finalizing its integrated asset management strategy and implementation plan. Using the Asset Management BC Roadmap (AMBC Roadmap) as a guide we were able to assess where we are with asset management and where to focus in developing an effective and sustainable asset management process.

The Asset Management BC Roadmap is scalable, non-prescriptive and gives a realistic and understandable view of the asset management components. “Modules of practice”, six in all, capture the key principles. Using these modules, we were able to work through our current strengths and weaknesses and then move on to develop our implementation plan. What we now have is baseline information and a tool that allows us to measure progress as we implement asset management practices.

An important aspect of the Asset Management BC Roadmap is that it allows for plans to be developed that reflect each local government’s individual needs. It isn’t a one solution fits all approach, it gives you the tools to build a process that meets your community infrastructure profile.

The Asset Management BC Roadmap has been invaluable in clearly setting out the practices that our organization needs to effectively understand, manage and make informed decisions about the long-term sustainability of our community infrastructure.”

- Mike Donnelly, Manager of Water & Utility Services, 2015



## **ADDITIONAL RESOURCES**

**Sustainable Service Assessment Tool** | City of Grand Forks

**Financial Sustainability Information Paper #9** | Local Government Association (Australia)

**Asset Management Roadmap** | Asset Management BC

**AssetSMART 2.0** | Asset Management BC

**Asset Management Readiness Scale** | Federation of Canadian Municipalities

**Long-Term Financial Planning – Practice Note 6** | Institute of Public Works Engineering Australasia

## 6.0 Resources & Tools

As referenced in Section 1.0 of this Framework, this Framework is part of a set of foundational asset management resources prepared by AMBC. These resources include:

1. Asset Management for Sustainable Service Delivery: A BC Framework
2. Sustainable Service Delivery Primers, which currently include:
  - a. Climate Change and Asset Management
  - b. Integrating Natural Assets into Asset Management
  - c. Land Use Planning and Asset Management
  - d. The Role of Operations and Maintenance in Asset Management
3. AssetSMART 2.0
4. The Asset Management BC Roadmap

Other documents and tools have also been listed throughout this framework as resources to support the development and implementation of asset management practices. Publicly available presentations, plans, and other documents from BC municipalities have also been listed throughout the framework to provide examples. All these listed resources, and more, are available through the AMBC website ([www.assetmanagementbc.ca](http://www.assetmanagementbc.ca)). The Federation of Canadian Municipalities also has a compilation of national resources ([www.fcm.ca/en/resources/mamp/asset-management-resources](http://www.fcm.ca/en/resources/mamp/asset-management-resources)) including a list of recommended resources for beginning asset management.

### ASSET MANAGEMENT BC | ASSET MANAGEMENT ROADMAP

#### Description

A document that guides the reader through the steps of implementing asset management at a basic, intermediate, and advanced level through a modular approach.

#### This may help you with

- Understanding the scope of asset management activities
- Developing asset management plans
- Implementing asset management practices

### ASSET MANAGEMENT BC | ASSET MANAGEMENT ROADMAP CASE STUDIES

#### Description

A report summarizing the approach and results of four case studies in applying the Asset Management Roadmap.

#### This may help you with

- Understanding how to implement the roadmap
- Identifying how your results compare to other local governments

## ASSET MANAGEMENT BC | ASSETSMART 2.0

### Description

A tool to assess your local government's asset management practices. Asset SMART2.0 aligns with this framework.

### This may help you with

- Evaluating your asset management practices in a comprehensive way
- Establishing priorities
- Developing your asset management strategy

## CANADIAN NETWORK OF ASSET MANAGERMENTS | ASSET MANAGEMENT 101 BOOKLET

### Description

A guide on the what, why, and how of infrastructure asset management.

### This may help you with

- Getting introduced to asset management
- Communicating about asset management to council and other staff

## CANADIAN NETWORK OF ASSET MANAGERMENTS | RESOURCES

### Description

A range of resources on different aspects of asset management

### This may help you with

- Developing your organization's asset management practice

## CITY OF GRAND FORKS | SERVICE SUSTAINABILITY ASSESSMENT TOOL

### Description

A tool for local governments to assess current service delivery performance and preparedness for the future.

### This may help you with

- Assessing your organizations service sustainability

## CITY OF PRINCE GEORGE | ASSET MANAGEMENT COMMUNICATIONS PLAN

### Description

An example of an asset management communications plan.

## CITY OF PRINCE GEORGE | PRESENTATION ON DEVELOPING LEVELS OF SERVICE

### Description

An example of an approach for developing levels of service.

## **CITY OF VERNON | ASSET MANAGEMENT POLICY**

### **Description**

An example of an asset management policy.

## **DISTRICT OF NORTH VANCOUVER | ASSET MANAGEMENT FRAMEWORK**

### **Description**

An example of an asset management framework.

### **This may help you with**

- Developing an asset management framework or strategy

## **DISTRICT OF NORTH VANCOUVER | LONG-TERM FINANCIAL PLANNING AND ASSET MANAGEMENT PRESENTATION**

### **Description**

An example of an approach to long-term financial planning and asset management.

### **This may help you with**

- Integrating your asset management plan with your long-term financial plan

## **FEDERATION OF CANADIAN MUNICIPALITIES | BUILDING SUSTAINABLE AND RESILIENT COMMUNITIES WITH ASSET MANAGEMENT: AN INTRODUCTION FOR MUNICIPAL LEADERS**

### **Description**

An introduction to asset management.

### **This may help you with**

- Getting started on asset management for municipal leaders

## **FEDERATION OF CANADIAN MUNICIPALITIES | STARTING THE ASSET MANAGEMENT CONVERSATION WITH YOUR MUNICIPAL COUNCIL**

### **Description**

An editable template presentation that can be used to introduce asset management to council.

### **This may help you with**

- Communicating what asset management is and why it is important with council



## **FEDERATION OF CANADIAN MUNICIPALITIES, CANADIAN CONSTRUCTION ASSOCIATION, CANADIAN PUBLIC WORKS ASSOCIATION, CANADIAN SOCIETY OF CIVIL ENGINEERS | ASSET MANAGEMENT PRIMER – CANADIAN INFRASTRUCTURE REPORT CARD**

### **Description**

An accompanying document to the Canadian Infrastructure Report Card, this primer describes asset management and makes a set of recommendations for implementing asset management. The primer also includes an asset management plan outline.

### **This may help you with**

- Developing asset management plans.
- Understanding key components of asset management.

## **FEDERATION OF CANADIAN MUNICIPALITIES | QUESTIONS TO ASK BEFORE YOUR MUNICIPALITY CONSIDERS ASSET MANAGEMENT SOFTWARE**

### **Description**

A short guide of tips in selecting software and questions to ask vendors.

### **This may help you with**

- Selecting an asset management software.

## **FEDERATION OF CANADIAN MUNICIPALITIES | INFRAGUIDE – DECISION MAKING AND INVESTMENT PLANNING: MANAGING INFRASTRUCTURE ASSETS**

### **Description**

A series of 'best practice' documents for public works and asset management ([www.fcm.ca](http://www.fcm.ca)).

### **This may help you with**

- Developing an asset management plan

## **INTERNATIONAL ORGANIZATION FOR STANDARDIZATION | INTERNATIONAL STANDARDS 55000, 55001 AND 55002: ASSET MANAGEMENT**

### **Description**

An international standard for asset intensive businesses that provides an overview of the benefits, elements, requirements, and design of an asset management system ([www.iam.org](http://www.iam.org)).

### **This may help you with**

- Understanding asset management strategy
- Understanding the role of leadership in asset management
- Understanding the importance of a communication plan and what should be included

## **INSTITUTE OF PUBLIC WORKS ENGINEERING OF AUSTRALIA | INTERNATIONAL INFRASTRUCTURE MANAGEMENT MANUAL**

### **Description**

A definitive manual that outlines what asset management is and provides guidelines for how to implement asset management, techniques that can be used, and information management ([www.ipwea.org](http://www.ipwea.org)).

### **This may help you with**

- Deepening understanding of asset management concepts through a description of implementation and several case studies

## **INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA | NAMS.PLUS**

### **Description**

A subscription-based service that includes a set of templates and modelling tools to assist organizations in writing and updating asset management plans, based on the Infrastructure Management Manual.

### **This may help you with**

- Assessing your organization's asset management practices
- Developing asset management policy and strategy
- Developing asset management plans
- Develop long-term maintenance and capital works programs
- Developing multi-disciplinary teams

## **INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA | CONDITION ASSESSMENT AND ASSET PERFORMANCE GUIDELINES**

### **Description**

Generic principles for condition assessment and asset performance, applicable to all asset types.

### **This may help you with**

- Planning for condition assessments or setting up a condition assessment program

## **INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA | PRACTICE NOTE 6: LONG-TERM FINANCIAL PLANNING**

### **Description**

A document that provides guidance for the preparation of a long-term financial plan.

### **This may help you with**

- Developing a long-term financial plan

## **INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA | PRACTICE NOTE 8: LEVEL OF SERVICE AND COMMUNITY ENGAGEMENT**

### **Description**

A guide to support local governments in defining affordable and appropriate levels of service.

### **This may help you with**

- Community engagement with respect to services
- Developing levels of service
- Identifying tradeoffs between cost and level of service

## **LOCAL GOVERNMENT ASSOCIATION OF SOUTH AUSTRALIA FINANCIAL | MODEL FINANCIAL STATEMENTS**

### **Description**

A document with samples of model financial statements

([https://www.dpti.sa.gov.au/\\_\\_data/assets/pdf\\_file/0006/482235/SAModel2018.pdf](https://www.dpti.sa.gov.au/__data/assets/pdf_file/0006/482235/SAModel2018.pdf)).

### **This may help you with**

- Preparing a financial statement

## **MASTER MUNICIPAL CONSTRUCTION DOCUMENTS ASSOCIATION | ASSET MANAGEMENT DATA REGISTER PROJECT**

### **Description**

The project includes an Infrastructure Data Scheme that provides conventions for use in an asset register, and an Infrastructure Data Management Utility database that can be used by local governments to create and manage an asset inventory. The Master Municipal Construction Documents website includes several videos and other resources.

### **This may help you with**

- Developing your asset inventory
- Reporting the status of your inventory

## **MICKELSON CONSULTING INC. | AM COMMUNICATIONS STRATEGY**

### **Description**

A presentation outlining key messages for communication and strategies for effective communication.

### **This may help you with**

- Internal and external asset management communication and engagement

## **NATIONAL ROUND TABLE ON SUSTAINABLE INFRASTRUCTURE | AN ASSET MANAGEMENT GOVERNANCE FRAMEWORK FOR CANADA**

### **Description**

A document outlining the role of various stakeholders in improving and enhancing the service by municipalities by promoting better management techniques.

### **This may help you with**

- Identifying asset management stakeholders

## **REGION OF PEEL | OPTIMIZED ASSET DECISION MAKING AT THE REGION OF PEEL**

### **Description**

An example of asset decision making.

### **This may help you with**

- Making decisions for your capital plans, operations and maintenance plans, and asset management plans

## **SUSTAINABLE CITIES INTERNATIONAL | INFRASTRUCTURE COSTS AND URBAN GROWTH MANAGEMENT**

### **Description**

A guide for understanding the full costs of infrastructure and urban growth scenarios.

### **This may help you with**

- Undertaking cost of infrastructure studies

## **TOWN OF GIBSONS | ASSET MANAGEMENT POLICY MANUAL**

### **Description**

An example of an asset management policy manual.

### **This may help you with**

- Developing an asset management policy

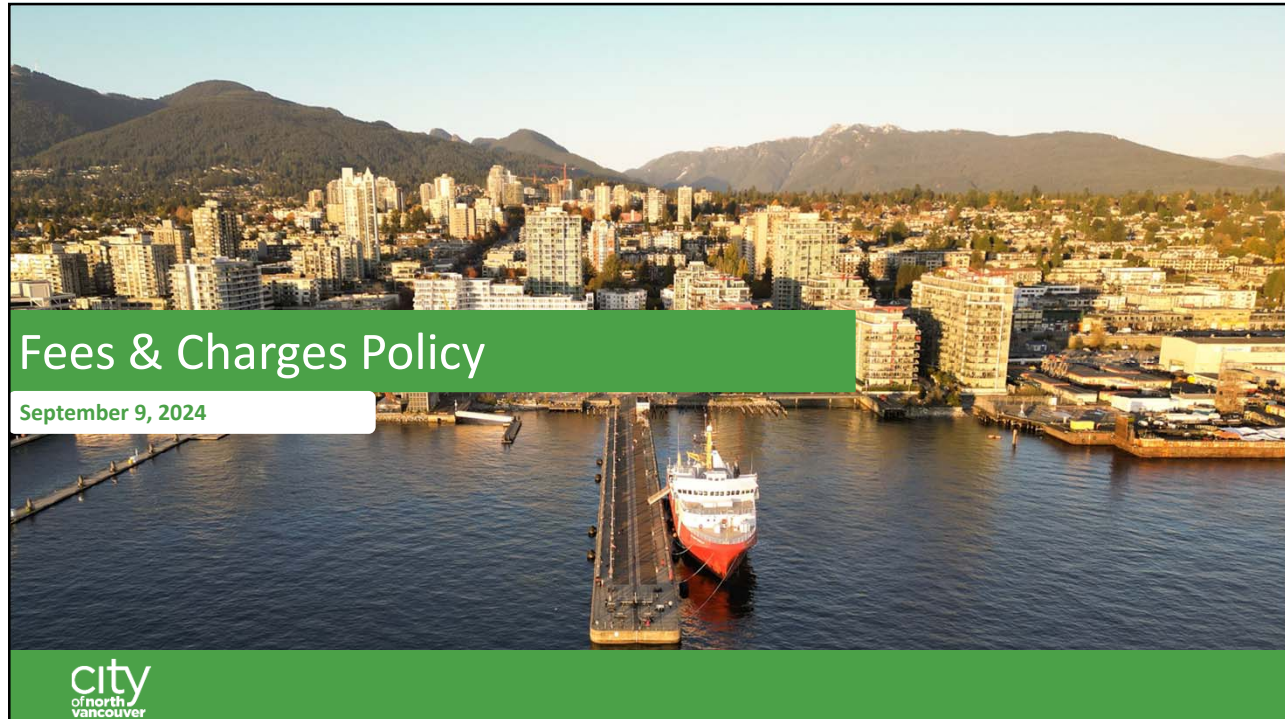
## **UBCM | STATUS OF ASSET MANAGEMENT IN BRITISH COLUMBIA**

### **Description**

A summary of results from the 2016 Gas Tax Fund asset management baseline survey.

### **This may help you with**

- Learning more about the state of asset management in BC



## Background

*CNV's Corporate Business Plan has a 2023-4 initiative to Complete a Consolidated Fee Bylaw to improve the visibility of, and transparency behind CNV's fees*

**Phase 1: Select fees and charges updated to improve cost recovery**

- Filming, Developer Permit, Street Permit, Utility (Water, Sewer and Drainage) Connection, and Cemetery Administration fees adjusted November 2023.

**Phase 2: One Fees & Charges Bylaw established to improve transparency and administration**

- Including improved ability to implement annual updates that stay current with inflation

**Phase 3 (Sept 2024): Fees & Charges Policy to improve governance**

- Informed by best practice research (Government Finance Officers Association, legal guidance, other municipalities (City Calgary) and government agencies (Vancouver Fraser Port Authority))

*The subject  
of this  
presentation*

## Policy Objectives

- User fees to be considered when there is individual benefit derived from consuming a CNV good or service.
- When determining appropriate fees, decisions would be balance 6 key principles:
  - Cost of Service: CNV should have an understanding of the costs to provide a good or service at the desired service level
  - Direct Benefits: Those who benefit from a good or the use of a service should pay
  - Differential Pricing: Where there are cost differentials in the provision of a good or service to a segment of residents or limited resources, differential pricing should be considered
  - Ability to Pay: Ability to pay should be considered when setting fees
  - Societal Benefit: Where a good or service provides a broad Societal Benefit, deviation from cost recovery can be considered.
  - Regulatory Authority: There must be regulatory authority for the fees and charges.

***Authority to approve revisions to, repeals of, and new fees rests with Council***

## Procedures

- The Policy refers to Procedures
  - Outlines a process for the reviewing and management of CNV's fees
  - Identifies Departmental responsibility for each of CNV's Fees and Charges listed in the Fees and Charges Bylaw
- Procedures provide administrative guidance and are proposed to be approved by Staff

## Schedule of Fees for Filming

- Staff have identified a “Schedule of Fees for Filming” policy from 1998
- With the adoption of the Fees & Charges Bylaw and with the Fees & Charges Policy recommended, this 1998 policy is recommended for repeal

## Recommendation

PURSUANT to the report of the Chief Financial Officer, dated August 21, 2024, entitled “Fees and Charges Bylaw Policy”:

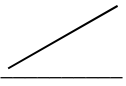
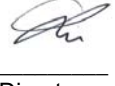

THAT the recommended Fees and Charges Policy be approved;

AND THAT Council repeals the Schedule of Fees for Filming Policy.







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

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Larry Sawrenko, Chief Financial Officer

Subject: FEES AND CHARGES BYLAW POLICY

Date: August 21, 2024 File No: 05-1810-01-0001/2024

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

**RECOMMENDATION**

PURSUANT to the report of the Chief Financial Officer, dated August 21, 2024, entitled “Fees and Charges Bylaw Policy”:

THAT the recommended Fees and Charges Policy be approved;

AND THAT Council repeals the Schedule of Fees for Filming Policy.

**ATTACHMENTS**

1. Draft Council Policy (CityDocs [2481331](#))
2. Schedule of Fees for Filming Policy (CityDocs [51741](#))

**SUMMARY**

As the third phase of a 2023-24 initiative to “Complete a Consolidated Fee Bylaw to improve the visibility of, and transparency behind, the City of North Vancouver’s fees”, staff have prepared a Fees and Charges Policy to help ensure CNV’s policy objectives are met and the organization remains financially sustainable.

**BACKGROUND**

CNV has a 2023-24 initiative to “Complete a Consolidated Fee Bylaw to improve the visibility of, and transparency behind, the City of North Vancouver’s fees”.

This initiative is being executed in three phases:

(1) In 2023, all fees and charges were reviewed and select ones were identified as the most material ones that were not recovering costs, not creating optimal incentives and/or disincentives, and/or were collectively placing an unnecessary burden on residents and tax payers. After careful analysis, updates to these select Fees and charges were presented to Council. Fees presented included Filming fees, Developer Permit fees, Street Permit fees, Utility (Water, Sewer and Drainage) Connection fees, and Cemetery Administration fees. This first phase of work was completed with Council approving recommended updates in November 2023.

(2) The second phase was to establish a singular “Fees and Charges Bylaw” that combined all CNV fees and charges together in one bylaw. This phase required amendments to various CNV bylaws to direct the specified fees and charges rates to the Fees and Charges Bylaw. This work was completed with Council approving amendments to various Bylaws in July 2024.

(3) The third part of this overall initiative is to create a Fees and Charges Policy that provides a consistent and transparent decision making framework for developing, reviewing, revising and updating CNV’s Fees and Charges to help ensure CNV’s policy objectives are met and the organization remains financially sustainable.

Phase 3 of the above 3 phases of work is the subject of this report.

## DISCUSSION

Staff have reviewed the policies adopted by other leading municipal and government owned organizations that levy fees, and recommendations provided by legal and government finance associations, and have now prepared a Fees and Charges Policy (**Attachment 1**) for Council Consideration.

This policy establishes the following:

- 1) User fees will be considered whenever there is individual benefit derived from consuming a CNV good or service.
- 2) When determining appropriate fees, staff will be guided by 6 key principles:
  - a) Cost of Service: CNV should have an understanding of how much it costs to provide a good or service at the desired service level when setting fees.
  - b) Direct Benefits: Those who benefit from a good or the use of a service should pay for that service.
  - c) Differential Pricing: Where there are cost differentials in the provision of a good or service to a segment of residents or limited resources, CNV should use differential pricing to ensure financial sustainability and/or encourage the responsible use of limited resources.
  - d) Ability to Pay: CNV should consider residents ability to pay when setting fees

- e) Societal Benefit: Where a good or service provides a broad Societal Benefit in alignment with CNV's long term policy goals and other Council approved Plans, deviation from cost recovery can be considered.
  - f) Regulatory Authority: There must be regulatory authority for the fees and charges.
- 3) Authority to approve revisions to, repeals of, and new fees and charges rests with City of North Vancouver Council.
  - 4) Staff will follow an annual review cycle for CNV's Fees and Charges.

The policy also refers to a Procedures document that outlines a process for reviewing, and internal accountability for the management of, CNV's fees.

In parallel with the above initiative, Staff have reviewed CNV's current inventory of policies and identified one from the past covering the Schedule of Fees for Filming (**Attachment 2**). With the adoption of CNV's new Fees and Charges Bylaw in July 2024 and with the Fees and Charges Policy proposed in this report, this old policy is no longer required and is recommended for repeal.

## FINANCIAL IMPLICATIONS

Financial implications are discussed throughout the report.

## INTER-DEPARTMENTAL IMPLICATIONS

This recommended policy clarifies responsibility for CNV's Fees and Charges across all CNV Departments and has been reviewed with CNV's Leadership Team. Repeal of the Schedule of Fees for Filming policy has also been reviewed by and is supported by the Engineering, Parks & Environment Department.

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The governance articulated in the Draft Fees and Charges Policy is consistent with the City's Official Community Plan that notes CNV seeks to "Diversify its revenue to reduce reliance on property taxation ..." and CNV's Corporate Business Plan Outcome to be a "Fiscally Responsible Organization".

RESPECTFULLY SUBMITTED:



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Larry Sawrenko  
Chief Financial Officer

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<b>Policy Name</b>	Fees and Charges		
<b>Policy Number</b>	TBD	<b>Previous Policy Number</b>	N/A
<b>Effective Date</b>	September 9, 2024		
<b>Approved By</b>	City Council		

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## PURPOSE

The purpose of this policy is to create a consistent and transparent decision making framework for developing, reviewing, revising and updating the Fees and Charges Bylaw to ensure CNV's policy objectives are met and the organization remains financially sustainable.

## REASON FOR POLICY STATEMENT

CNV seeks to diversify its revenue to reduce reliance on property taxation and increase CNV's resiliency, as stated in its 2014 Official Community Plan (*Bylaw No. 8400*).

CNV provides many different goods and services that contribute to the quality of life of residents. Some provide broad societal benefits while others provide more direct benefits to individuals who use that good or service. The costs of providing goods and services can be funded in a number of ways, including from fees and charges paid by individual users, through property taxes, or through a mix of these funding sources.

CNV's Fees and Charges Bylaw was established to improve the visibility of, and transparency behind City of North Vancouver (CNV) fees and charges that are used to recover costs of the sale of goods, for the use of CNV services and facilities, and to exercise regulatory authority.

## POLICY

User fees will be considered whenever there is individual benefit derived from consuming a CNV good or service.

The following principles will be considered when determining appropriate fees:

- a) **Cost of Service:** CNV should have an understanding of how much it costs to provide a good or service at the desired service level when setting fees.
- b) **Direct Benefits:** Those who benefit from a good or the use of a service should pay for that service.
- c) **Differential Pricing:** Where there are cost differentials in the provision of a good or service to a segment of residents or limited resources, CNV should use differential pricing to ensure financial sustainability and/or encourage the responsible use of limited resources.
- d) **Ability to Pay:** CNV should consider residents ability to pay when setting fees
- e) **Societal Benefit:** Where a good or service provides a broad Societal Benefit in alignment with CNV's long term policy goals and other Council approved Plans, deviation from cost recovery can be considered.
- f) **Regulatory Authority:** There must be regulatory authority for the fees and charges.

Authority to approve revisions to, repeals of, and new fees and charges rests with City of North Vancouver Council.

All CNV Fees and Charges will typically be reviewed annually as part of the financial planning process to keep current with inflation. However, fees and charges may be approved, revised, repealed and added throughout the year as needed on a case by case basis.

This Policy does not apply to the setting of fines and penalties.

## DEFINITIONS

“Differential Pricing” means setting different prices for the same good or service based on customer characteristics, time of use, municipal residence, or other factors.

“Societal Benefit” means the benefit to society at large that is derived from an individual’s consumption of a good or service. These benefits can be economic, environmental, or social benefits.

“Tax Support Level” means the portion of financial costs to be funded by property taxes

## PROCEDURES

The procedures for developing, editing and maintaining the Fees and Charges Bylaw are addressed in a separate document entitled “Fees and Charges Procedures” (Citydocs#[2533201](#)). This document is for internal use and will be approved by staff.

## AUTHORITY

Section 194(1) of the *Community Charter*, SBC, 2003 allows Council to impose fees payable in respect of the following:

- a) All or part of a service of the municipality [*194(1)(a)*],
- b) The use of municipal property [*194(1)(b)*], and
- c) The exercise of authority to regulate, prohibit or impose requirements [*194(1)(c)*].

Section 196 of the *Community Charter* authorizes municipalities, by bylaw, to impose fees in relation to fire and security alarm systems [*196(1)*].

## REFERENCES

Fees and Charges Bylaw Policy Report, September, 2024 (CityDocs [2533123](#))

Fees and Charges Bylaw, 2024, No. 9000 (CityDocs [2412148](#) and [2530946](#))

Procedures for Fees and Charges Bylaw Policy (CityDocs [2533201](#))

## POLICY HISTORY

Date	Action	Approved By
Month DD, YYYY	Approved	

**POLICY REVIEW DATES**

<b>Date</b>	<b>Action</b>	<b>Responsible Department</b>
Month DD, YYYY	Review	

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

**POLICY NO. F4**

4. (k) **Filming - Schedule of Fees - File: 3510-02**

Report: City Clerk, March 31, 1998

**PURSUANT** to the report of the City Clerk, dated March 31, 1998, entitled "Filming - Schedule of Fees":

**THAT** the Schedule of Fees for Filming - (revised March 25, 1998) be approved.

**ADOPTED BY COUNCIL ON APRIL 6, 1998**



**THE CORPORATION OF THE CITY OF NORTH VANCOUVER**  
141 WEST 14TH STREET  
NORTH VANCOUVER, B.C. V7M 1H9  
TEL: 983-7351 FAX: 985-9417

**SCHEDULE OF FEES FOR FILMING**

**APPLICATION PERMIT FEE:**

1 - 4 Locations: \$ 300.00  
5 or more locations and on-going Television series \$ 500.00

The application would be issued after the initial meeting between the staff committee and the applicant if necessary, or after the applicant has satisfied the City Clerk and appropriate Department Manager of the project and the applicant is advised that the filming proposal is acceptable. No fee would be charged prior to this stage.

**ELECTRICAL PERMIT FEES: Single Inspection - 1 Location \$ 47.00**  
**Multiple Locations: (5 or More) \$ 204.00**

A Temporary Entertainment Installation Permit for the installation of electrical equipment and cables for television and motion picture production requiring only one inspection at one location shall be charged at \$47.

A Temporary Entertainment Installation Permit for the installation of electrical equipment and cables for television and motion picture production valid for the year January to December or for the duration of the production, whichever is the lesser, for multiple locations, for work specified under the permit. An inspection shall be requested whenever the equipment is to be set up at a new location shall be charged at \$204.

NOTE: The applicant must hold a valid electrical qualification certificate issued by the Chief Electrical Inspector of B.C. (Safety Branch at 750 Pacific Boulevard). The applicant should be prepared to provide, if possible, a list of locations and times inspections will be required.

**DAMAGE DEPOSIT: \$ 500.00**

A clean-up and Damage Deposit of \$500 for required facilities included for "shoots" involving locations or the use of facilities in the Cemetery, on City Streets, or in City buildings and structures over the daily charge rate.

**R.C.M.P.: Minimum 4 Hour callout \$ 75.00/Hour**

Fees to be subject to R.C.M.P. providing off-duty personnel for traffic control, shoot scenes or other activities shall be charged at the rate of \$75.00 per officer with a minimum of 4 hours and a 4 hours cancellation notice. This charge includes the use of detachment vehicles.



**SCHEDULE OF FEES FOR FILMING**

**DETACHMENT CLERICAL STAFF TIME: 1 - 3 Officers Required - \$ 20.00**  
**4 or More Officers - \$ 40.00**

To coordinate R.C.M.P. callout for filming purposes. For 1 - 3 Officers, Clerical Staff Time shall be charged at the rate of \$20. For four or more Officers, Clerical Staff Time shall be charged at the rate of \$40.

**FIREFIGHTERS: \$ 75.00/Hour**

Fees to be subject to Fire Department providing firefighter personnel for shoot scenes or other activities shall be charged at the rate of \$75.00 per hour, per officer with a minimum of 4 hours and 4 hours cancellation notice.

**SPECIAL EFFECTS APPLICATION (PYROTECHNICS)**

A Special Effects Application is required to be processed with the City of North Vancouver Fire and Rescue and an onsite meeting arranged. The fees are as follows:

**Special Effects Application: \$ 40.00**  
**Special Effects Remediation Deposit: \$ 5,000.00**

Fire suppression and/or fire prevention personnel required will be determined by the City of North Vancouver Fire and Rescue.

**FIRE DEPARTMENT VEHICLE COSTS:**

Pumper	\$ 100.00 per hour	Service Vehicle	\$ 40.00
Aerial	\$ 125.00 per hour	Small Vehicle	\$ 40.00
Rescue Vehicle	\$ 75.00 per hour	Air Pack	\$ 25.00
Comm. Officer Vehicle	\$ 40.00 per hour	O.T.	\$ 20.00

**ENGINEERING LABOUR & EQUIPMENT: \$ 180.00 (Est)**  
**(To make, place and remove signs)**

**STREET USAGE: \$ 50.00/100 FT.**

For Street Usage, a flat fee of \$50.00 per 100 feet of "No Parking Signage" will be charged per day as well as other direct labour, equipment and material, involved in the installation and removal, as per the payroll and to include fringe benefits.




**CITY BUILDINGS AND STRUCTURES:****CHARGE RATES**

City Hall	\$400.00 per day	Police Building	\$ 400.00 per day
Police Building	\$400.00 per day	Fire Hall	\$ 400.00 per day
Fire Hall	\$400.00 per day	Works Yard	\$ 400.00 per day
Park Buildings (Including Adjacent Playing Fields)	\$400.00 per day	Parks	\$ 400.00 per day
*Presentation House			\$ 400.00 per day
*N.S. Neighbourhood House			\$ 400.00 per day

- Since these are leased buildings under the direct control of other agencies, these rates would be the suggested fee for use of the property, subject to the approval of the leasehold agency as to both use and rate.

**NOTE: All of the above fees, exclusive of the Damage Deposit and Electrical Permit, are subject to the Goods and Services Tax.**



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

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Larry Sawrenko, Chief Financial Officer

Subject: 2024-2034 COMMUNITY WORKS FUND AGREEMENT

Date: August 21, 2024 File No: 05-1855-01-0001/2024

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

**RECOMMENDATION**

PURSUANT to the report of the Chief Financial Officer, dated August 21, 2024, entitled “2024-2034 Community Works Fund Agreement”:

THAT the City of North Vancouver be authorized to enter into a 10-year agreement with the Union of British Columbia Municipalities to receive its share of annual funding from the Community Works Fund;

AND THAT the Mayor and Corporate Officer be authorized to sign the Union of British Columbia Municipalities 2024-2034 Community Works Fund Agreement on behalf of the City of North Vancouver.

**ATTACHMENTS**

1. CNV 2024-2034 CWF Agreement Letter (CityDocs [2561204](#))
2. Draft 2024-2034 Community Works Fund Agreement (CityDocs [2561211](#))

**SUMMARY**

As part of the renewed Canada Community-Building Fund (“CCBF”), the Community Works Fund (“CWF”) will provide the City of North Vancouver (“CNV”) with funding of approximately \$250,000 per annum for 10 years for investments in local infrastructure and capacity-building priorities. A Council resolution is required to enter into the 10 year agreement with the administrator of the fund, the Union of British Columbia Municipalities (“UBCM”).

## BACKGROUND

The CWF is one of the three funding streams delivered through the CCBF, formerly known as the Gas Tax Fund. The recently renewed CWF provides a 10 year commitment of federal funding for investments in local government infrastructure and capacity projects through March 31, 2034. Since 2005, the Gas Tax Fund provided \$1.7 billion to local governments. Since 2009 CNV has received approximately \$3.5 million from this fund, and \$233,000 in 2023. Over the next 5 years, the CWF is expected to deliver \$649 million in funding to municipalities.

## DISCUSSION

The terms of the CWF are established in a tri-partied agreement between the Federal Government, the Provincial Government and UBCM. The funding is to be distributed through UBCM to B.C.'s municipalities and is primarily to fund Tangible Capital Assets or natural assets in a number of eligible categories, including:

- Local Roads and Bridges
- Active Transportation
- Recreation and Sport Infrastructure
- Wastewater and Stormwater
- Solid Waste Management
- Community Energy Systems
- Drinking Water
- Resilience
- Culture and Tourism
- Fire Halls and Trucks
- Brownfield Remediation
- Broadband Infrastructure

The funding can also be used for Capacity Building in the following categories:

- Asset Management
- Integrated Community Sustainability Planning
- Long Term Infrastructure Planning
- Housing Needs Assessments and other related housing planning
- Feasibility studies and detail design

Eligible costs include the expenditures associated with acquiring, planning, designing, constructing, renewing and rehabilitating infrastructure and any related debt financing charges specifically identified with that asset. Eligible costs also include expenditures directly related to joint communication activities and federal signage for CCBF projects.

The amount received by each municipality is based on a formula consisting of a floor and a per capita allocation. Amounts will be paid semi-annually, however CNV will receive its full 2024 allocation in December 2024. CNV's estimated funding for the first five years of the program is as follows:

Year	Estimated Funding
2024/25	\$251,335
2025/26	\$251,335
2026/27	\$251,335
2027/28	\$261,338
2028/29	\$261,338
<b>5- year total</b>	<b>\$1,276,681</b>

The CCBF also has new reporting requirements that UBCM describes as “simpler than past reporting”. As in previous years, CNV will prepare annual financial project reports but, with this renewed program, CNV will also need to include outcome measurements such as geolocations for each project, standardized metrics and standardized outcomes. UBCM is still finalizing these new requirements. Once the requirements are finalized, CNV staff will review them to determine how they can be met.

Additionally starting in 2025, for communities within Metro Vancouver and with a population greater than 30,000 (including CNV), additional program guidelines will tie to investment in housing outcomes. The Housing Needs Assessment that will be completed or updated by March 2025 will inform these additional program guidelines. More information will be made available to municipalities in the fall 2024. Again, CNV staff will review the additional program guidelines for applicability and implementation.

## FINANCIAL IMPLICATIONS

The allocation of CWF funding to various projects will be made as part of the Financial Plan process. Funding received from the CWF is required to be fully expended on eligible projects within five years.

## INTER-DEPARTMENTAL IMPLICATIONS

CWF funding can be used to support initiatives delivered by departments across CNV. Department delivering projects supported by the fund will be engaged to support ongoing reporting to UBCM.

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The CCBF National Objectives include (1) Productivity and Economic Growth, (2) A Clean Environment, and (3) Strong Cities and Communities. These objectives align well with Council’s Strategic Plan.

RESPECTFULLY SUBMITTED:



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Larry Sawrenko  
Chief Financial Officer



June 21, 2024

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

**SENT VIA E-MAIL:** [lmccarthy@cnv.org](mailto:lmccarthy@cnv.org)

Dear Leanne McCarthy:

**RE: 2024-2034 CANADA COMMUNITY-BUILDING FUND AGREEMENT**

Please find enclosed the 2024-2034 Community Works Fund Agreement between the City of North Vancouver and the Union of BC Municipalities. As part of the renewed Canada Community-Building Fund Agreement, the CWF will continue to provide dedicated and predictable funds to each local government in British Columbia for investments in local infrastructure and capacity-building priorities.

In order to receive your first CWF payment for the 2024/25 funding year, please review the Agreement, sign, and return to [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca).

Once we have received the Agreement, we will return an executed version for your records.

Please also include a Council resolution authorizing the Mayor and Corporate Officer to sign on behalf of your local government.

We have provided a program guide, an information sheet, and estimated funding for the first five years of the program on our UBCM CCBF [website](#).

If you have any questions, please emails us at [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca) or call us at 250-356-5134.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Felker".

Brant Felker  
Manager, CCBF Program Services

**2024-2034 COMMUNITY WORKS FUND AGREEMENT**  
under the  
**ADMINISTRATIVE AGREEMENT**  
**ON THE CANADA COMMUNITY-BUILDING FUND**

This Agreement made as of \_\_\_\_\_, 202\_\_,

BETWEEN:

City of North Vancouver (the Local Government)

AND

The **UNION OF BRITISH COLUMBIA MUNICIPALITIES** (UBCM) as continued by section 2 of the *Union of British Columbia Municipalities Act RSBC 2006, c.1*, as represented by the President (the "UBCM")

**1. PURPOSE**

The purpose of this Community Works Fund Agreement is to set out the roles and responsibilities of the Local Government and UBCM related to any Community Works Fund funds that may be delivered to the Local Government by UBCM.

**2. SCHEDULES**

The following annexes and schedules, originating in whole or part from the Agreement, are attached to and form part of this Community Works Fund Agreement:

Schedule A:	Ultimate Recipient Requirements
Schedule B:	Eligible Project Categories
Schedule C:	Eligible and Ineligible Expenditures
Schedule D:	Program Reporting
Schedule E:	Communications Protocol
Schedule F:	Asset Management
Schedule G:	Housing Report

**3. ROLE OF UBCM**

3.1 UBCM has, pursuant to the Agreement, agreed with Canada and British Columbia to:

- a) receive CCBF funding from Canada and allocate funds so received from Canada pursuant to the Agreement, including allocating Community Works Funds to the Local Government to be spent on Eligible Projects and Eligible Expenditures in accordance with the terms and conditions of this Community Works Fund Agreement;
- b) report to Canada and British Columbia, including Annual Reports and Outcome Reports, as required by the Agreement; and

c) fulfill other roles and responsibilities as set out in the Agreement.

#### **4. CONTRIBUTION PROVISIONS**

4.1 Over the term of this Community Works Fund Agreement, UBCM will pay the Local Government its annual allocation within 30 days of receipt of such funds from Canada.

4.2 Payments under section 4.1 are subject to UBCM receiving sufficient CCBF funds from Canada, and Local Government compliance with this Community Works Fund Agreement and any other Funding Agreement under the Prior Agreement.

4.3 Annual allocation is based on a formula set out in section 1.1 of Annex B of the Agreement. In the first year of this Community Works Fund Agreement, the Local Government will receive \$125,667, in two equal instalments which, subject to section 4.2, are expected to be delivered in the month following July 15 and between November 15, 2024 and March 31, 2025.

4.4 Annual allocation to the Local Government for all subsequent years under this Community Works Fund Agreement continue to be based on the funding formula set out in the Agreement, but are subject to change by UBCM from the amount set out in section 1.1 of Annex B of the Agreement due to such circumstances as local government boundary changes and new Local Government incorporations, changes in Census populations and changes in amounts that may be received by UBCM from Canada.

4.5 Timing of payments in subsequent years under this Community Works Fund Agreement to the Local Government by UBCM are subject to change due to any changes in timing of payments to UBCM by Canada.

#### **5. USE OF FUNDS BY LOCAL GOVERNMENT**

5.1 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government must be used by the Local Government in accordance with this Community Works Fund Agreement, including specifically Section 6. (Commitments of the Local Government).

5.2 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government will be treated as federal funds with respect to other federal infrastructure programs.

#### **6. COMMITMENTS OF THE LOCAL GOVERNMENT**

6.1 The Local Government shall:

- a) Be responsible for the completion of each Eligible Project in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).
- b) Comply with all requirements outlined in Schedule D (Program Reporting), Schedule E (Communications Protocol) and Schedule G (Housing Report).



- c) Continue to strengthen the development and implementation of asset management best practices over the course of the Agreement, in accordance with Schedule F.
- d) Invest, in a distinct account, Community Works Fund funding it receives from UBCM in advance of it paying Eligible Expenditures.
- e) With respect to Contracts, award and manage all Contracts in accordance with their relevant policies and procedures and, if applicable, in accordance with the Agreement on International Trade and applicable international trade agreements, and all other applicable laws.
- f) Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within (5) years of the date of completion of the Eligible Project.
- g) Allow Canada and UBCM reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of CWF funding and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by Canada or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Administrative Agreement.
- h) Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Canada and UBCM. Keep proper and accurate accounts and records relevant to the CWF program for a period of at least six (6) years after the termination of this Administrative Agreement.
- i) Ensure your actions do not establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Local Government, or between Canada and a Third-Party.
- j) Ensure that the Local Government do not represent themselves, including in any agreement with a Third Party, as a partner, employee or agent of Canada.
- k) Ensure that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from CCBF funding, Unspent Funds, and interest earned thereon, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.
- l) Ensure that the Local Government will not, at any time, hold the Government of Canada, British Columbia, or UBCM, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Local Government, Third Parties or any other person or entity may suffer in relation to any matter related to CCBF funding or an Eligible Project and that the Local Government will, at all times, compensate the Government of Canada, British Columbia, or UBCM, its officers, servants, employees, and agents for any claims or losses of any kind that any of the Local Government may suffer in relation to any matter related to CCBF funding or an Eligible Project.
- m) Agree that any CCBF funding received will be treated as federal funds for the purpose of other federal infrastructure programs.
- n) Agree that the above requirements which, by their nature, should extend beyond the expiration or termination of this Administrative Agreement, will extend beyond such

expiration or termination.

## **7. TERM**

This Community Works Fund Agreement will be effective as of April 1, 2024 and will be in effect until March 31, 2034 unless the Parties agree to renew it. In the event where this Community Works Fund Agreement is not renewed, any CCBF funding and Unspent Funds, and any interest earned thereon held by the Local Government, that have not been expended on Eligible Projects or other expenditures authorized by this Community Works Fund Agreement as of March 31, 2034 will nevertheless continue to be subject to this Community Works Fund Agreement until such time as may be determined by the Parties.

## **8. SURVIVAL**

The rights and obligations, set out in Sections 5.1, 5.2 and 6.1 will survive the expiry or early termination of this Community Works Fund Agreement and any other section which is required to give effect to the termination or to its consequences shall survive the termination or early termination of this Community Works Fund Agreement.

## **9. AMENDMENT**

The Local Government acknowledges that the Agreement may from time to time be amended by agreement of Canada, British Columbia and UBCM and if and whenever such amendments to the Agreement are made, the Local Government agrees that UBCM may require this Community Works Fund Agreement to be amended to reflect, at the sole discretion of UBCM, the amendments made to the Agreement. Where UBCM requires this Community Works Fund Agreement to be so amended, it will provide to the Local Government notice in writing of the amendments it requires. Such amendments shall form part of this Community Works Fund Agreement and be binding on the Local Government and UBCM thirty (30) days after such notice, unless before then the Local Government elects in writing to give written notice of termination of this Community Works Fund Agreement to UBCM.

## **10. WAIVER**

No provision of this Community Works Fund Agreement shall be deemed to be waived by UBCM, unless waived in writing with express reference to the waived provisions and no excusing, condoning or earlier waiver of any default by the Local Government shall be operative as a waiver, or in any way limit the rights and remedies of UBCM or Canada.

## **11. NO ASSIGNMENT**

This Community Works Fund Agreement is not assignable by the Local Government and the Local Government shall not assign, pledge, or otherwise transfer any entitlement to allocation of funds under this Community Works Fund Agreement to any person and shall upon receipt of any allocation of funds hereunder pay and expend such funds thereafter only in accordance with the terms of this Community Works Fund Agreement.

**12. NOTICE**

Any notice, information or document provided for under this Community Works Fund Agreement must be in writing and will be effectively given if delivered or sent by mail, postage or other charges prepaid, or by email. Any notice that is delivered will have been received on delivery; and any notice mailed will be deemed to have been received eight (8) calendar days after being mailed.

**Any notice to UBCM will be addressed to:**

Executive Director

525 Government Street

Victoria, British Columbia

V8V 0A8

Email: [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca)

**Any notice to the Local Government will be addressed to:**

The Corporate Officer at the place designated as the Local Government office.

**SIGNATURES**

This Community Works Fund Agreement has been executed on behalf of the Local Government by those officers indicated below and each person signing the agreement represents and warrants that they are duly authorized and have the legal capacity to execute the agreement.

City of North Vancouver

UNION OF BC MUNICIPALITIES

Original signed by:

Original signed by:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
General Manager, Victoria Operations

Signed by City of North Vancouver on the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

The Community Works Fund Agreement have been executed by UBCM on the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

### Schedule A – Definitions

**“Affordable Housing”** means a dwelling unit where the cost of shelter, including rent and utilities, is a maximum of 30% of before-tax household income. The household income is defined as 80% or less of the Area Median Household Income (AMHI) for the metropolitan area or rural region of the Ultimate Recipient.

**“Administrative Agreement or Agreement”** means the 2024-2034 Administrative Agreement on the Canada Community-Building Fund in British Columbia and UBCM.

**“Asset Management”** means an integrated process, bringing together skills, expertise, and activities of people; with information about a community’s physical and natural assets; and finances; so that informed decisions can be made, supporting Sustainable Service Delivery.

**“Canada Community-Building Fund” (CCBF)** means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

**“Chief Financial Officer”** means in the case of a municipality, the officer assigned financial administration responsibility under S. 149 of the *Community Charter*, and in the case of a Regional District, the officer assigned financial administration responsibility under S. 199 of the *Local Government Act*, R.S.B.C. 1996, c.323.

**“Community Works Fund”** means the fund provided from the Canada Community-Building Fund to be dispersed to local governments based on a percentage of the per capita allocation for local spending priorities in accordance with the terms and conditions set out in the Agreement.

**“Community Works Fund Agreement”** means this Agreement made between UBCM and Local Government.

**“Contract”** means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

**“Core Housing Need”** means a household living in an unsuitable, inadequate or unaffordable dwelling and cannot afford alternative housing in their community.

**“Eligible Expenditures”** means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

**“Eligible Projects”** means projects as described in Schedule B (Eligible Project Categories).

**“Funding Agreement”** means an agreement between British Columbia and UBCM and an Ultimate Recipient setting out the terms and conditions of the CCBF funding to be provided to the Ultimate Recipient, containing, at a minimum, the elements in Schedule A (Ultimate Recipient Requirements).

**“Gender Based Analysis Plus” (GBA Plus or GBA+)** is an analytical process that provides a rigorous method for the assessment of systemic inequalities, as well as a means to assess how diverse groups of women, men, and gender diverse people may experience policies, programs and initiatives. The “plus” in GBA Plus acknowledges that GBA Plus is not just about differences between biological (sexes) and socio-cultural (genders). GBA Plus considers many other identity factors such as race, ethnicity, religion, age, and mental or physical disability, and how the interaction between these factors influences the way we might experience government policies and initiatives. Conducting a GBA Plus analysis involves considering all intersecting identity factors as part of GBA Plus, not only sex and gender. GBA+ is a priority for the Government of Canada.

**“Housing Needs Assessment”** means a report informed by data and research describing the current and future housing needs of a municipality or community according to guidance provided by Canada.

**“Housing Report”** means the duly completed housing report to be prepared and delivered by British Columbia and UBCM to Canada annually by September 30, as described in Schedule G (Housing Report).

**“Ineligible Expenditures”** means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

**“Infrastructure”** means municipal or regional, publicly or privately owned tangible capital assets, or natural assets, in British Columbia primarily for public use or benefit.

**“Local Government”** means a municipality as defined in the *Community Charter* [SBC 2003] Chapter 26, a regional district as defined in the *Local Government Act* [RSBC 1996] Chapter 323, and the City of Vancouver as continued under the *Vancouver Charter* [SBC 1953] Chapter 55.

**“Oversight Committee”** means the committee established to monitor the overall implementation of this Administrative Agreement as outlined in section 7 (Oversight Committee) of this Administrative Agreement.

**“Party”** means Canada, British Columbia or UBCM when referred to individually and collectively referred to as “Parties”.

**“Previous Agreements”** means any agreements between Canada, British Columbia and UBCM for the purposes of administering the Gas Tax Fund or Canada Community-Building Fund (CCBF).

**“Prior Community Works Fund Agreement”** means the 2014-2024 Community Works Fund Agreement between this Local Government and the UBCM.

**Third Party”** means any person or legal entity, other than Canada, British Columbia and UBCM or an Ultimate Recipient, who participates in the implementation of an Eligible Project by means of a Contract.

**“Sustainable Service Delivery”** means ensuring that current community service needs, and how those services are delivered (in a socially, economically and environmentally responsible

manner), do not compromise the ability of future generations to meet their own needs. Sound asset management practices support Sustainable Service Delivery by considering community priorities, informed by an understanding of the trade-offs between the available resources and the desired services.

**“Ultimate Recipient”** means this Local Government

- (i) a Local Government or its agent (including its wholly owned corporation);
- (ii) a non-local government entity, including Indigenous recipients, non-governmental and not-for-profit organizations, on the condition that the Local Government(s) has (have) indicated support for the project through a formal resolution of its (their) council(s) or board(s) and that the entity receiving funds delivers a service typical of local government.
- (iii) TransLink, BC Transit, and Islands Trust

**“Unspent Funds”** means funds that have not been spent towards an Eligible Project or eligible costs in accordance with this Agreement or the Previous Agreements prior to the effective date of this Agreement.

## **SCHEDULE B - Eligible Project Categories**

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories (as defined in the current program terms and conditions):

1. Local roads and bridges – roads, bridges and active transportation infrastructure
2. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean
3. Short-line rail – railway related infrastructure for carriage of passengers or freight
4. Regional and local airports – airport-related infrastructure (excludes the National Airport System)
5. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities
6. Public transit – infrastructure which supports a shared passenger transport system which is

available for public use

7. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems
8. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems
9. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage
10. Community energy systems – infrastructure that generates or increases the efficient usage of energy
11. Brownfield Redevelopment - remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:
  - the construction of public infrastructure as identified in the context of any other category under the Canada Community-Building Fund, and/or;
  - the construction of local government public parks and publicly-owned social housing.
12. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League))
13. Recreational Infrastructure – recreational facilities or networks
14. Cultural Infrastructure – infrastructure that supports arts, humanities, and heritage
15. Tourism Infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes
16. Resilience – Infrastructure and systems that protect and strengthen the resilience of communities and withstand and sustain service in the face of climate change, natural disasters and extreme weather events.
17. Fire halls – fire halls and fire station infrastructure – including fire trucks
18. Capacity building - includes investments related to strengthening the ability of municipalities to develop long-term planning practices including: capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments and housing planning, and/or asset management plans, related to strengthening the ability of recipients to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.



## **SCHEDULE C - Eligible and Ineligible Expenditures**

### **1. Eligible Expenditures**

1.1 Eligible Expenditures of Ultimate Recipients will be limited to the following:

- a) the expenditures associated with acquiring, planning, designing, constructing or renewal and rehabilitation of infrastructure and any related debt financing charges specifically identified with that asset;
- b) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, and/or asset management plans. The expenditures could include developing and implementing:
  - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
  - ii. studies, strategies, or systems related to housing or land use, including Housing Needs Assessments;
  - iii. training directly related to asset management planning; and
  - iv. long-term infrastructure plans.
- c) the expenditures directly associated with joint federal communication activities and with federal project signage.

1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

- a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a Contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the Contract; and,
- c) the arrangement is approved in advance and in writing by UBCM.

### **2. Ineligible Expenditures**

The following are deemed Ineligible Expenditures:

- a) project expenditures incurred before April 1, 2005;
- b) project expenditures incurred before April 1, 2014 for the following investment categories:
  - i. highways;
  - ii. regional and local airports;
  - iii. short-line rail;

- iv. short-sea shipping;
  - v. disaster mitigation;
  - vi. broadband connectivity;
  - vii. brownfield redevelopment;
  - viii. cultural infrastructure;
  - ix. tourism infrastructure;
  - x. sport infrastructure; and
  - xi. recreational infrastructure.
- c) Fire Hall project expenditures incurred before April 1, 2021;
  - d) Fire Truck purchases as stand-alone expenditures and expenditures under the Resilience Infrastructure category before April 1, 2024;
  - e) the cost of leasing of equipment by the Ultimate Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, its direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
  - f) taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
  - g) purchase of land or any interest therein, and related costs;
  - h) legal fees;
  - i) routine repair or maintenance costs; and
  - j) costs associated with healthcare infrastructure or assets.

## **SCHEDULE D - Program Reporting**

### **Ultimate Recipient Reporting**

Ultimate Recipient requirements for program reporting under the CWF consist of the submission of an Annual Expenditure Report, and an outcomes report, which will be submitted to UBCM for review and acceptance. The reporting year is from January 1 to December 31. In addition to overall program reporting, specific asset management reporting and housing reporting obligations are described in Schedule F and G.

#### **1. Ultimate Recipient Annual Expenditure Report**

The Ultimate Recipient will provide UBCM an Annual Expenditure Report by June 1 of each year for the prior calendar year reporting which will include the following elements: unique project identifier, project title, project description, investment category, project start date, project end date, geo-location, total project cost, CCBF funding spent, closing balance, output indicator, and where applicable, a housing indicator and an outcomes indicator. A reporting template will be provided by UBCM.

The Annual Expenditure Report may also include a communications and signage report, and confirmation by the Ultimate Recipient's CFO that expenditures are eligible use of funds in accordance with the terms and conditions of this Agreement.

#### **2. Audited Financial Report**

The Ultimate Recipient must submit an Audited Financial Statement to British Columbia in order to receive funds in each reporting year.

##### **2.1 Independent Audit or Audit Based Attestation:**

UBCM will provide an independent audit opinion, or an attestation based on an independent audit and signed by a senior official designated in writing by UBCM, as to:

- a) the accuracy of the information submitted in the Financial Report Table; and
- b) that CCBF funding and Unspent Funds, and any interest earned thereon, were expended for the purposes intended.

##### **2.2 Ultimate Recipient audit:**

UBCM and Canada may perform an audit or of an Ultimate Recipient annually.

#### **3. Housing Report**

By September of 30 each year British Columbia and UBCM will provide to Canada a report on housing as outlined in Schedule G (Housing Report).

#### **4. Outcomes Report**

By March 31 of each year, British Columbia and UBCM will provide to Canada an outcomes report that will outline the following program benefits:

- a) beneficial impacts on communities of completed Eligible Projects, supported by specific outcomes examples in communities;
- b) the impact of CCBF as a predictable source of funding;
- c) progress made on improving Local Government planning and asset management, including development or update of Housing Needs Assessments; and
- d) a description of how CCBF funding has alleviated housing pressures tied to infrastructure gaps and contributed to housing supply and affordability outcomes (further details on this requirement may be found in Schedule G – Housing Report).

The outcomes report will present a narrative on how each program benefit is being met. A template and guidance document will be provided by Canada.

## **SCHEDULE E – Communications Protocol**

In support of transparency and accountability of the CCBF, the following communications protocol will apply to all communications activities undertaken regarding any CCBF funding and will apply to the Parties and Ultimate Recipients. Communicating to Canadians on the use of CCBF funding is clearly linked with our joint accountability to Canadians. Compliance with this protocol will inform the timing and flow of any CCBF funding and is critical to meeting our joint commitment to transparency.

### **1. Purpose**

- 1.1 The Communications Protocol applies to all communications activities related to any CCBF funding, including annual allocations and the identification and communication of projects under this Administrative Agreement. Communications activities may include, but are not limited to: public or media events, news releases, reports, digital and social media products, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.
- 1.2 Through collaboration, Canada, British Columbia and UBCM agree to work to ensure consistency in the communications activities meant for the public. This will include the importance of managing the delivery of communications activities based on the principle of transparent and open discussion.
- 1.3 Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this communication protocol may affect the timing and flow of any CCBF funding that may be transferred by Canada.

### **2. Joint communications approach**

- a. British Columbia and UBCM agree to work in collaboration with Canada to develop a joint communications approach to ensure visibility for the program, the provision of upfront project information and planned communications activities throughout the year.

Canada will provide a “Communications Approach” template to be completed by British Columbia and UBCM. This approach will then be reviewed and approved by Canada as well as British Columbia and UBCM.

This joint communications approach will have the objective of ensuring that proactive communications activities are undertaken each year to communicate the annual allocations and key projects, as identified in the communications approach, located in both large and small communities by using a wide range of communications tools to ensure local visibility.

To accomplish this, Canada, British Columbia and UBCM agree to establish a communications subcommittee that will meet biannually. This committee will review and approve a communications plan at the beginning of each year.

- b. Canada, British Columbia and UBCM will work together on the initial annual joint communications approach, which will be finalized and approved by Canada's Co-Chair and British Columbia and UBCM agree that achievements under the joint communications approaches will be reported to the

Oversight Committee once a year.

- c. Through the communications subcommittee, British Columbia and UBCM agree to assess, with Canada, the effectiveness of communications approaches on an annual basis and, as required, update and modify the joint communications approach, as required. Any modifications will be brought to Canada's Co-Chair, British Columbia's Co-Chair and UBCM's Co-Chair, as appropriate for approval.
- d. If informed of a communications opportunity (ex. milestone event, news release) by an Ultimate Recipient, Canada, British Columbia and UBCM agree to share information promptly and coordinate participation in alignment with section 4.3, 4.5 and 5.2 of this communications protocol.
- e. Canada, British Columbia and UBCM agree to ensure the timely sharing of information, products (ex. news releases, media advisories), and approvals in support of communications delivery.

### **3. Inform Canada on allocation and intended use of CCBF funding for communications planning purposes**

- 3.1 British Columbia and UBCM to provide to Canada upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis, prior to the construction season. Canada, British Columbia and UBCM will each agree, in this joint communications approach, on the date this information will be provided. Through the creation of a sub-committee, Canada, British Columbia and UBCM will be required to enact a communications approach that will be assessed bi-annually through the sub-committee mechanism.

In this agreement the information will include, at a minimum:

- Ultimate Recipient name; Eligible Project name; Eligible Project category, a brief but meaningful Eligible Project description; expected project outcomes including housing (if applicable); federal contribution; anticipated start date; anticipated end date; and a status indicator: not started, underway, completed.

Canada will link to the UBCM's CCBF website where this information will be accessible to the general public.

- 3.2 British Columbia and UBCM agree that the above information will be delivered to Canada in an electronic format deemed acceptable by Canada.
- 3.3 Canada, British Columbia and UBCM each agree that their joint communications approach will ensure the most up-to-date Eligible Project information is available to Canada to support media events and announcements (see 4.2 for full definition) for Eligible Projects.

### **4. Announcements and media events for Eligible Projects**

- 4.1 At Canada's request, Canada, British Columbia and UBCM agree to coordinate an announcement regarding annual allocations of CCBF funding.

- 4.2 Media events and announcements include, but are not limited to: news conferences, public announcements, and the issuing of news releases to communicate funding of projects or key milestones (e.g. ground breaking ceremonies, completions).
- 4.3 Key milestones events and announcements (such as ground breaking ceremonies and grand openings) may also be marked by media events and announcements, news releases, or through other communications activities. Ultimate recipients, Canada, British Columbia and UBCM will have equal visibility through quotes and will follow the [Table of Precedence for Canada](#).
- 4.4 Media events and announcements related to Eligible Projects will not occur without the prior knowledge and agreement of British Columbia and UBCM, as appropriate, Canada and the Ultimate Recipient.
- 4.5 The requester of a media event or an announcement will provide at least 15 working days' notice to other parties of their intention to undertake such an event or announcement. An event will take place at a mutually agreed date and location. British Columbia and UBCM, and, as appropriate, Canada and the Ultimate Recipient will have the opportunity to participate in such events through a designated representative. If communications is proposed through the issuing of a news release (with no supporting event), Canada requires at least 15 working days' notice and 5 working days with the draft news release to secure approvals and confirm the federal representative's quote.
- 4.6 For media events, each participant will choose its own designated representative. UBCM and Ultimate Recipients are responsible for coordinating all onsite logistics.
- 4.7 British Columbia and UBCM shall not unreasonably delay the announcement of opportunities identified in annual communications plans that have been pre-approved in advance.
- 4.8 The conduct of all joint media events, announcements for project funding, and supporting communications materials (ex. News releases, media advisories) will follow the [Table of Precedence for Canada](#).
- 4.9 All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of the parties.
- 4.10 All joint communications material for funding announcements must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 4.11 Canada, British Columbia and UBCM and Ultimate Recipients agree to ensure equal visibility in all communications activities.

## 5. Program communications

- 4.1 Canada, British Columbia, UBCM and Ultimate Recipients may include messaging in their own communications products and activities with regard to the CCBF.

- 4.2 The party undertaking these activities will recognize the funding of all contributors.
- 4.3 The conduct of all joint events and delivery of supporting communications materials (ex. News releases) that support program communications (ex. Such as intake launches) will follow the [Table of Precedence for Canada](#).
- 4.4 Canada, British Columbia and UBCM agree that they will not unreasonably restrict the other parties from using, for their own purposes, public communications products related to the CCBF prepared by Canada, British Columbia and UBCM or Ultimate Recipients, or, if web-based, from linking to it.
- 4.5 Notwithstanding Section 4 of Schedule E (Communications Protocol), Canada retains the right to meet its obligations to communicate to Canadians about the CCBF and the use of funding.

## **6. Operational communications**

- 6.1 British Columbia, UBCM or the Ultimate Recipient is solely responsible for operational communications with respect to Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.
- 6.2 Canada does not need to be informed on operational communications. However, such products should include, where appropriate, the following statement, “This project is funded in part by the Government of Canada” or “This project is funded by the Government of Canada”, as applicable.
- 6.3 British Columbia, UBCM and the Ultimate Recipient will share information as available with Canada should significant emerging media or stakeholder issues relating to an Eligible Project arise. Canada, British Columbia and UBCM will advise Ultimate Recipients, when appropriate, about media inquiries received concerning an Eligible Project.

## **7. Communicating success stories**

- 7.1 British Columbia and UBCM to facilitate communications between Canada and Ultimate Recipients for the purposes of collaborating on communications activities and products including, but not limited to Eligible Project success stories, including the positive impacts on housing, Eligible Project vignettes, and Eligible Project start-to-finish features.

## **8. Advertising campaigns**

- 8.1 Canada, British Columbia, UBCM or an Ultimate Recipient may, at their own cost, organize an advertising or public information campaign related to the CCBF or Eligible Projects. However, such a campaign must respect the provisions of this Administrative Agreement. In the event of such a campaign, the sponsoring party or Ultimate Recipient agrees to inform the other parties of its intention, and to inform them no less than 21 working days prior to the campaign launch.

## **9. Digital Communications, Websites and webpages**



- 9.1 Where British Columbia and UBCM produce social media content to provide visibility to CCBF programs or projects, they shall @mention the relevant Infrastructure Canada official social media account.
- 9.2 Where a website or webpage is created to promote or communicate progress on an Eligible Project or Projects, it must recognize federal funding through the use of a digital sign or through the use of the Canada wordmark and the following wording, “This project is funded in part by the Government of Canada” or “This project is funded by the Government of Canada”, as applicable. The Canada wordmark or digital sign must link to Canada’s website, at [www.infrastructure.gc.ca](http://www.infrastructure.gc.ca). The guidelines for how this recognition is to appear and language requirements are published on Canada’s website, at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

## **10. Project signage**

- 10.1 Unless otherwise approved by Canada, British Columbia, UBCM or Ultimate Recipients will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content, and installation guidelines will be provided by Canada and included in the joint communications approach.
- 10.2 Where British Columbia, UBCM or an Ultimate Recipient decides to install a sign, a permanent plaque or other suitable marker recognizing their contribution with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.
- 10.3 British Columbia, UBCM or the Ultimate Recipient is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.
- 10.4 British Columbia and UBCM to inform Canada of signage installations on a basis mutually agreed upon in the joint communications approaches.

## **11. Communication Costs**

- 11.1 The eligibility of costs related to communication activities that provide public information on this Administrative Agreement will be subject to Schedule C (Eligible and Ineligible Expenditures).

## **SCHEDULE F – Asset Management**

Canada, British Columbia and UBCM agree that the measures contained in the Previous Agreements to create and foster a culture of asset management planning were effective in increasing the capacity of the diverse range of Ultimate Recipients in British Columbia and UBCM to enhance their community's sustainability.

Under the previous Agreement (2014-2024), local governments in BC demonstrated a commitment to improving asset management practices within their respective communities. As awareness and knowledge has grown, asset management practices and culture has matured. However, as noted in the *2022 Status of Asset Management in BC Report*, while moving in the right direction, there remains significant gaps and priority areas where local governments need to improve if they are to realize the full benefits of asset management.

Using the results from the *2022 Status of Asset Management in BC Report* as a guide, the Oversight Committee will develop and approve Asset Management Commitments, over the duration of this Agreement for ultimate recipients, consistent with the Asset Management for Sustainable Service Delivery: A BC Framework. Asset Management BC will be asked to provide expertise and input where appropriate.

All Ultimate Recipients will be required to meet the Asset Management Commitments. Asset Management Commitments may vary depending on whether the Ultimate Recipient is; a Local Government, a non-local government entity, Translink, and/or BC Transit. Asset Management Commitments will focus on strengthening asset management capacity over the term of the Agreement while continuing to recognize the varying capacities of Ultimate Recipients and the range of ongoing asset management activities.

The Oversight Committee will consider Asset Management Commitments under the following areas;

- Reporting on continuous improvement of Asset Management practices over the duration of the Agreement, including reporting through the Ministry of Municipal Affairs Local Government Data Entry (LGDE) System,
- Development and implementation of Long-term Financial Plans
- Ongoing Asset Management education and training, and
- Implementing asset management performance measurement.

## **SCHEDULE G – Housing Report**

### **1. Housing Needs Assessments**

- 1.1 By March 31, 2025, or as otherwise agreed upon by Canada and British Columbia, municipalities with a 2021 Census population of 30,000 or more are required to complete and make available to Canada a Housing Needs Assessment (HNA) prepared in accordance with provincial legislation and additional details provided, as agreed to by Canada and British Columbia, which together align with the information requirements, spirit and intent of the federal Housing Needs Assessment template and the guidance document.
- 1.2 HNAs should be used by British Columbia and UBCM in preparing the Project-Level Housing Report and the Housing Narrative in the CCBF Outcomes Report in order to identify housing pressures related to infrastructure. HNAs should also be used by municipalities to prioritize infrastructure projects that support increased housing supply where it makes sense to do so.
- 1.3 HNAs must be made publicly available on the municipal website and municipalities are to provide links to the page where the HNAs are posted to Canada for all Ultimate Recipients in their jurisdiction that have a 2021 Census population of 30,000 or more.
- 1.4 A separate HNA Guidance Document has been provided by Canada.

### **2. Project-Level Housing Report**

By September 30 of each year, starting in 2025, British Columbia and UBCM will provide Canada a Housing Report in an electronic format deemed acceptable by Canada consisting of the following:

#### **2.1 Methodology**

British Columbia and UBCM will provide a description of the process used to collect data and information presented in the Housing Report. The methodology section should include the following information:

- Scope of the report and related rationale.
- Reporting process used to collect data from Ultimate Recipients.
- Identification of baseline data and other data sets used for the purposes of the report and which data has been excluded.
- How performance indicators were assessed in British Columbia.

## 2.2 Municipalities Identified for Project-Level Reporting

### Criteria for Project-Level Reporting

Municipalities with a population of 30,000 or more, outside of the Metro Vancouver Region, that have housing pressures that can be addressed through closing infrastructure gaps or building capacity where it makes sense to do so, must:

- be included in Table 1 (below); and,
- provide project-level data on housing requirements to British Columbia and UBCM, for inclusion in the Housing Report that will be submitted by British Columbia and UBCM to Canada.

HNA and project-level reporting requirements can also be applied to other municipalities as agreed to by Canada, British Columbia and UBCM. Municipalities that do not meet these criteria may additionally be included at the discretion of British Columbia and UBCM, but are not required by Canada to include project-level data in the annual Housing Report.

British Columbia and UBCM will be expected to summarize project-level information from the municipalities identified by the above criteria to report to Canada annually.

The following table (**Table 1**) is to be used as a template to identify municipalities required to provide project-level reporting and to identify housing pressures related to infrastructure needs. Housing pressures should be consistent with needs and pressures identified by Ultimate Recipients in their HNAs. British Columbia and UBCM will provide an aggregate of this table to Canada in their annual Housing Report.

<b>Ultimate Recipient</b>	<b>Project Level Reporting Criteria</b>	<b>Key Infrastructure-Related Housing Pressures</b>
<i>Name of the municipality</i>	<i>Identify which criteria as noted above applies</i>	<i>Identify key housing gaps and needs that are related to infrastructure</i>

**Table 1: Ultimate Recipients Identified for Project Level Reporting**

## 2.3 Project-Level Housing Outcomes

For municipalities required to provide project-level reporting, British Columbia and UBCM are required to collect project-level data on housing outcomes and to complete the table below (Table 2) on an annual basis.

Table 2 is intended to link the housing pressures identified in Table 1 and in HNAs with outcomes supported by CCBF projects that can help Ultimate Recipients to address their specific housing pressures. More specifically, Table 2 is to be completed by Ultimate Recipients outlined in Section 1.2. It will include a subset of the projects from the above project list and this subset represents projects with housing outcomes.

Project ID	Ultimate Recipient	Project Title	Project Description	Investment Category	Housing Outcomes and Indicators
<i>As provided in program reporting (Schedule D)</i>	<i>As provided in Table 1</i>	<i>As provided in program reporting (Schedule D)</i>	<i>Provide a brief description of the project</i>	<i>Indicate which CCBF category the project falls under</i>	<i>Identify key housing outcomes and indicators (section 2.3) that will be used to measure success.</i>

**Table 2: Project-Level Reporting on Housing Outcomes**

### 2.3.1 Housing Outcome Indicators

For each of the projects listed in Table 2, British Columbia and UBCM shall report on the following core indicators, as relevant to each investment category.

- # of housing units supported or preserved; and
- # of affordable housing units supported or preserved.

Units enabled is a measure of increased capacity for potential housing development as a result of the infrastructure investment made and, in some cases, where CCBF funding contributed directly to housing development (e.g., building social housing as part of brownfield remediation category, may include new units directly supported by CCBF funding).

### 3. Housing Narrative in the CCBF Outcomes Report

By March 31st each year, starting in 2026, British Columbia and UBCM shall provide Canada with a narrative report on program-level housing outcomes. This narrative report will be aligned with and incorporated into the annual CCBF Outcomes Report.

The housing narrative should outline how CCBF has supported housing supply and affordability pressures within British Columbia and UBCM's jurisdiction, over the reporting period, and measures taken between British Columbia, UBCM and Ultimate Recipients to improve housing supply and improve housing affordability for Canadians. It should also align with identified needs within Ultimate Recipients Housing Needs Assessments once they have been developed.

Further, British Columbia and UBCM must include in their Outcomes Report a narrative assessment of measures they have taken to improve housing outcomes through CCBF funded infrastructure projects. This should include:

- How Ultimate Recipients have prioritized specific infrastructure investments, where it made sense to do so, that support an increased supply of housing (e.g., upgrading pipes to support densification rather than sprawl, or remediating a brownfield site that could then be used for affordable housing);
- How Ultimate Recipients are utilizing CCBF funding to build local capacity for sound land use and development planning (e.g., through the capacity building category).
- Any measures taken to preserve and/or increase supply and mix of affordable housing (e.g., minimizing displacement, making land available for non-market housing, minimum affordability requirements for private developers); and

This housing narrative must also include responses to the following questions:

- How many or what percentage of projects from the total CCBF project list contribute to an increase in housing supply and how many housing units were supported or preserved (as outlined in 2.3.1)?
- What percentage of total housing units supported or preserved are affordable?
- How many communities have published a new Housing Needs Assessment or an updated one within the last 5 years?

For further information and details on the housing narrative portion of the Outcomes Report please refer to the Housing Report Template and Guidance document.

#### **4. Assessment of the Housing Reports and Compliance**


##### **4.1 Assessment of Housing Reports**

Both the project-level housing report and the housing narrative on program-level housing outcomes will be assessed against the Government of Canada's Evaluation Framework as well as HNAs.

##### **4.2 Compliance**

Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this Schedule may affect the timing and flow of any CCBF funding that may be transferred by Canada. Repeated or sustained failures to comply with the terms of this Schedule could result in downward adjustment of allocations for British Columbia, UBCM or Ultimate Recipient for future Infrastructure Canada programs.



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

**COUNCIL REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Angela Negenman, Environmental Coordinator

Subject: NORTH SHORE STREAMKEEPERS MOSQUITO CREEK  
RESTORATION PROJECT PHASE II

Date: August 21, 2024 File No: 11-5280-10-0001/2024

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

**RECOMMENDATION**

PURSUANT to the report of the Environmental Coordinator, dated August 21, 2024, entitled “North Shore Streamkeepers Mosquito Creek Restoration Project Phase II”:

THAT funding of \$41,000 be contributed towards the North Shore Streamkeepers Mosquito Creek Restoration Project Phase II from the Stream Environmental Enhancement project (55097) within the approved 2024 Drainage Utility Budget.

**ATTACHMENTS**

1. 2019 – Council Report – 2019-02-11 Item 06 North Shore Streamkeepers Mosquito Creek Restoration Project ([CD#1752072](#))
2. 2024 – Information Report – 2024-08-01 – Lower Mosquito Creek Salmon Enhancement Phase II Project Update ([CD#2558393](#))

**SUMMARY**

The purpose of this report is to provide information to Council regarding the North Shore Streamkeepers (NSSK) environmental enhancement work in Mosquito Creek and seek Council’s approval of the society’s request for a grant from the City totaling an amount of \$41,000 to help support funding the work.

## BACKGROUND

### North Shore Streamkeepers Society

The City of North Vancouver has a long-standing relationship with North Shore Streamkeepers, who are a dedicated group of local volunteers who work actively to protect and enhance local watersheds. North Shore Streamkeepers work with other local stewardship groups and government agencies including the City of North Vancouver, District of North Vancouver, Fisheries and Oceans Canada (DFO), BC Wildlife Federation, Sk̓wx̓wú7mesh Úxwumixw (Squamish Nation) and səliiwətał (Tsleil-Waututh Nation), as well as other First Nations and provincial agencies.

Celebrating their 31<sup>st</sup> anniversary this year, the North Shore Streamkeepers were one of the first community-based streamkeeper groups established with a dedicated Fisheries and Oceans Community Advisor. The founding members were responsible for the creation of the Streamkeepers Handbook and Modules, currently available to the public through the Pacific Streamkeeper Federation.

North Shore Streamkeepers volunteers dedicate time to monitor and improve streams and waterways through a wide range of activities including instream restoration projects, fish surveys, invasive plant removals, streamside plantings, student and community workshops, community art projects, and hatcheries. For example, the small hatchery in Heywood Park (attached to the washroom building) is fully operated by volunteers through the North Shore Fish and Game Club, one of the groups within the North Shore Streamkeepers.

### Mosquito Creek

The Mosquito Creek watershed is approximately 15.5 kilometres<sup>2</sup>, with its headwaters near Grouse Mountain in the District of North Vancouver and its mouth at Burrard Inlet in the Squamish Nation. Approximately 40% of the City of North Vancouver's total area is within that watershed and it includes a number of major tributary creeks, such as Wagg Creek, Thain Creek and Mission Creek. Mosquito Creek and the associated watershed is the largest environmental feature in the City and much of its lower sections are situated within City park lands.

Historically, Mosquito Creek had thousands of salmon return every fall, but like many urban watersheds throughout the region, there have been low returns of chum and coho, and no pink and chinook. As a result of flood control measures in the 1950s and subsequent urban development, Mosquito Creek has lost nearly all in-creek large woody debris, an important source for stream complexity and habitat for many species, including: salmon, small mammals, birds, amphibians and insects.

Over the last 25 years, the City has made significant efforts to enhance the habitat in the Mosquito Creek Watershed, including riparian and instream restoration projects in Mosquito Creek Park, Mahon Park, Wagg Creek Park, and Bewicke Park. The impact of these capital projects has been further advanced by the volunteer efforts of the City Park Stewards who meet monthly to remove invasive plants species and plant native trees and shrubs to enhance natural areas in our community. The City also provides ongoing



community outreach and education on a variety of topics such as stormwater management, sediment and erosion control, spill prevention, invasive species, habitat restoration, urban wildlife and tips on reducing our environmental footprint.

## **DISCUSSION**

### Lower Mosquito Creek Salmon Enhancement Project Overview

The goal of this project is to continue to improve salmon spawning, rearing habitat and safe refuge areas, which will be accomplished by re-introducing large woody debris to the lower sections of freshwater habitat on Mosquito Creek. The overall project, located on both City of North Vancouver and Squamish Nation lands, has an area of roughly 270 metres in length, beginning at the confluence of Wagg and Mosquito Creeks (upstream of the Bewicke Bridge) and extending downstream to the CN Rail Bridge.

The project site was identified with the aid of the Habitat Restoration Unit from the Department of Fisheries and Oceans Canada as a desirable area for the re-introduction of large woody debris. The site is ideal as it has a significant accumulation of spawning gravel and appropriate grades; however, some sections lack complexity required for salmon protection.

### Phase I: Lower Mosquito Creek Salmon Enhancement (2017 - 2020)

In 2017, Skwxwú7mesh Úxwumixw provided \$20,000 to a qualified consultant, Northwest Hydraulics Consultants Ltd. (NHC) to develop a Strategic Restoration Plan (SRP) for the lower reaches and estuary of Mosquito Creek. In 2018, the NSSK pursued the Lower Mosquito Creek Salmon Enhancement-Phase I Project located in the Skwxwú7mesh Úxwumixw, restoring 165 metres from the CN Rail bridge upstream to the Bewicke bridge, a project which supports the implementation of the Skwxwú7mesh Úxwumixw SRP.

NSSK obtained support from Skwxwú7mesh Úxwumixw and the City provided \$10,000 towards the design and construction budget. In 2020, NSSK successfully completed Phase I of the Project for approximately \$150,000. Skwxwú7mesh Úxwumixw continued to support the NSSK in their applications for funding toward Phase II.

### Phase II: Lower Mosquito Creek Salmon Enhancement (August – September 2024)

NSSK is in the process of implementing the larger scale Lower Mosquito Creek Salmon Enhancement Phase II. This scope of work will continue the instream and surrounding riparian habitat restoration at Mosquito Creek. The project area of approximately 130 metres in length spans from the Bewicke Avenue bridge upstream to the 2<sup>nd</sup> Street bridge (Figure 1). The project area is inclusive of the Wagg Creek confluence and this reach is located just upstream of the tidally influenced portion of Mosquito Creek.



Figure 1 Overview map of the project area on Mosquito Creek (project extents outlined in red) as per NHC Mosquito Creek Habitat Enhancements (Phase 2). Phase I was completed in 2020 Source: Northwest Hydraulics Consultants, Interim Design Brief 2024

The Phase II design is more extensive than the first phase of work and includes:

- removal of concrete rubble, anthropogenic debris and invasive vegetation within the channel and riparian area;
- provide instream habitat complexity via holding pools, riffles and spawning gravels;
- install large woody debris and boulder clusters to stabilize the banks and add complexity; and
- native riparian planting.

Overall, Phase II will improve aquatic habitat quality and complexity and enhance the riparian area in this heavily industrialized, urbanized system. DFO considers this work to be integral to the recovery and stewardship of salmonid species in North Shore urban streams, particularly to chum, coho and pink salmon.

## FINANCIAL IMPLICATIONS

The North Shore Streamkeepers Society have been the lead in scoping and securing funding for this project. The total anticipated cost to implement the proposed enhancements is approximately \$230,000; however, this is dependent on the costs associated with obtaining materials, especially log structures to meet the specifications.

This project is being facilitated by NSSK, a non-profit organization that is facilitated entirely by volunteers. The project benefits from the extent of funds and multiple resources available to the organization. NSSK has received the following funding:

- \$50,000 grant from the Pacific Salmon Foundation;
- \$100,000 grant secured through the BC Wildlife Federation;
- \$20,000 in-kind contribution through the Squamish Nation Restoration Master Plan;
- \$5000 in-kind contribution from NHC for preliminary design; and
- \$5000 in-kind contribution from NSSK.

Through additional fundraising efforts for 2025, NSSK intends to complete approximately \$48,000 in riparian habitat works (in addition to the \$230,000 Phase II project budget). This component of works will include extensive invasive plant removal and native vegetation planting. In addition, NSSK and BC Wildlife Federation have applied for significant grants for a potential Phase III, which would encompass the section of Mosquito Creek between the Marine Drive bridge and the 2nd Street bridge.

Given the environmental significance of this City owned site, the efforts of North Shore Streamkeepers to bring this project to fruition and the potential to engage the public and a variety of other local stakeholders, staff recommend that Council endorse a grant contribution of \$41,000 of existing project funding to assist in meeting the current funding shortfall for the Mosquito Creek Restoration Project. The City funding would be used to support project design (\$16,000) and onsite project management (\$25,000) services provided by Northwest Hydraulics Consultants Ltd..

If supported by Council, sufficient funding is available within the annual Stream Environmental Enhancement project (55097) within the approved 2024 Drainage Utility Budget. This project is intended to support opportunities for instream habitat improvements.

The NSSK work is an excellent demonstration of environmental enhancement and will support ongoing partnerships with the Squamish Nation, Fisheries and Oceans Canada and local volunteers.

## **NEXT STEPS**

City staff support the habitat rehabilitation activities proposed by North Shore Streamkeepers and are enthusiastic about the measurable impact these activities will have on ecological integrity in the Mosquito Creek watershed. The community stewardship and education activities proposed will be invaluable in raising the public profile of watershed health within the local community. Given the environmental significance of this City owned site, the efforts of North Shore Streamkeepers to bring this project to fruition and the potential to engage the public and a variety of other local stakeholders, staff recommend that Council support the request for funding.

As per Metro Vancouver requirements, water quality and aquatic insect sampling is collected biannually, during two 5-week periods of the year, both in the dry and wet seasons. Monitoring and evaluating watershed health is critical to assessing the effectiveness of the City's Integrated Stormwater Management Plan and is a supporting metric in the Climate and Environment Strategy's Less Grey, More Green Pathway. The supporting metric is the stream and stormwater health indicators, as monitoring aquatic

health of the City's watersheds helps us understand better the management of our waterways and what is needed to improve water quality.

The results of this monitoring will be used to inform the City's watershed management actions and steps to improved creek health. Staff will be reporting out on these results and any next steps in the coming months.

### **INTER-DEPARTMENTAL IMPLICATIONS**

The Finance department has reviewed and approved the source of funds for the contribution towards this project.

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

This project supports key climate and environment-related objectives and policies from the City's Official Community Plan (2014) and Council's vision of a Resilient City that acts as a steward of the environment for future generations. Further, this project supports the Climate and Environment Strategy (2024) "Less Grey, More Green" strategic pathway to improve stream and riparian health and water quality across the City as it flows to Burrard Inlet.

RESPECTFULLY SUBMITTED:



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Angela Negenman  
Environmental Coordinator

**MINUTES OF THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER, CITY HALL, 141 WEST 14<sup>th</sup> STREET, NORTH VANCOUVER, BC, ON MONDAY, FEBRUARY 11, 2019**

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**REPORT**

6. North Shore Streamkeepers Mosquito Creek Restoration Project  
– File: 11-5280-08-0001/2019

Report: Environmental Technician, January 30, 2019

Moved by Councillor Bell, seconded by Councillor Girard




PURSUANT to the report of the Environmental Technician, dated January 30, 2019, entitled “North Shore Streamkeepers Mosquito Creek Restoration Project”:

THAT funding up to a total of \$10,000 (in-kind) be contributed towards the Mosquito Creek Restoration Project, consisting of \$10,000 from the Stream Environmental Enhancement project within the approved 2019 Drainage Utility Budget;

AND THAT Council provide a letter of support to the North Shore Streamkeepers for their grant application to the Pacific Salmon Foundation.

**CARRIED UNANIMOUSLY**



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

**COUNCIL REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Angela Negenman, Environmental Technician

Subject: NORTH SHORE STREAMKEEPERS MOSQUITO CREEK  
RESTORATION PROJECT

Date: January 30, 2019 File No: 11-5280-08-0001/2019

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

**RECOMMENDATION:**

**PURSUANT** to the report of the Environmental Technician, dated January 30, 2019, entitled "North Shore Streamkeepers Mosquito Creek Restoration Project":

**THAT** funding up to a total of \$10,000 (in-kind) be contributed towards the Mosquito Creek Restoration Project, consisting of \$10,000 from the Stream Environmental Enhancement project within the approved 2019 Drainage Utility Budget;

**AND THAT** Council provide a letter of support to the North Shore Streamkeepers for their grant application to the Pacific Salmon Foundation.

**PURPOSE:**

The purpose of this report is to provide information to Council regarding the North Shore Streamkeepers (NSSK) and their request for a letter of support and in-kind contributions for the proposed Mosquito Creek Restoration Project.

## **BACKGROUND:**

### North Shore Streamkeepers Society

The City of North Vancouver has a long standing relationship with North Shore Streamkeepers, who are dedicated groups of local volunteers who work actively to protect and enhance local watersheds. North Shore Streamkeepers work with other local stewardship groups and government agencies including the City of North Vancouver, District of North Vancouver, Fisheries and Oceans Canada, Squamish Nation and Tsleil-Waututh Nation.

Celebrating their 26<sup>th</sup> anniversary this year, the North Shore Streamkeepers were one of the first community-based streamkeeper groups established with a dedicated Fisheries and Oceans Community Advisor. The founding members were responsible for the creation of the Streamkeepers Handbook and Modules, currently available to the public through the Pacific Streamkeeper Federation.

North Shore Streamkeepers volunteer much of their time to monitor and improve streams and waterways through a wide range of activities, including fish surveys, invasive plant removals, streamside plantings, student and community workshops, community art projects, and hatcheries. For example, the small hatchery in Heywood Park (attached to the washroom building) is fully operated by volunteers through the North Shore Fish and Game Club, one of the groups within the North Shore Streamkeepers. The mural on the hatchery and washroom building was also a NSSK initiative, completed as a community project with local elementary schools.

### Mosquito Creek

The Mosquito Creek watershed is approximately 15.5 kilometres<sup>2</sup>, with its headwaters near Grouse Mountain in the District of North Vancouver and its mouth at Burrard Inlet in the Squamish Nation. Approximately 40% of the City of North Vancouver's total area is within that watershed, and it includes a number of major tributary creeks, such as Wagg Creek, Thain Creek, and Mission Creek. Mosquito Creek and the associated watershed is the largest environmental feature in the City, and much of its lower sections are situated within City park lands.

At one time, Mosquito Creek was an important resource for First Nations people and would have supported a wide range of resident and anadromous fish species. The onset of development in the 1900s underscored the inherently hazardous nature of Mosquito Creek. Large floods in the 1950s resulted in significant property damage and channel instability. This led to the construction of the Evergreen debris flood basin by the Greater Vancouver Sewerage and Drainage District (Metro Vancouver) and the 1.2 kilometre Evergreen Culvert upstream of Queens Road in the District of North Vancouver.

Historically, Mosquito Creek had thousands of salmon return every fall, but like many urban watersheds throughout the region, there have been low returns of Chum and Coho, and no Pink and Chinook. As a result of the flood control measures of the 1950s, and subsequent development, Mosquito Creek has lost nearly all in-creek large woody debris,

an important source for stream complexity and habitat for many species, including: salmon, small mammals, birds, amphibians, and insects.

Over the last 20 years, the City has made significant efforts to enhance the habitat in the Mosquito Creek Watershed, including riparian and instream restoration projects in Mosquito Creek Park, Mahon Park, Wagg Creek Park, and Bewicke Park. The impact of these capital projects has been further advanced by the volunteer efforts of the City Park Stewards who meet monthly to remove invasive plants species and plant native trees and shrubs to enhance natural areas in our community. The City also provides ongoing community outreach and education on a variety of topics such as stormwater management, sediment and erosion control, spill prevention, invasive species, habitat restoration, urban wildlife and tips on reducing our environmental footprint.

While there is still much to be done, the City's Environmental Monitoring Program is showing improvements in our local creeks. In-stream sampling of benthic organisms (a key indicator of urban stream health) indicates general improvements over the last 10-years.

## **DISCUSSION:**

### Mosquito Creek Restoration Project

The goal of this project is to improve salmon spawning, rearing habitat and safe refuge areas, which will be accomplished by re-introducing large woody debris to the lower sections of freshwater habitat on Mosquito Creek. The project, located on both City of North Vancouver and Squamish Nation lands, has an area of roughly 270 metres in length, beginning at the confluence of Wagg and Mosquito Creeks (upstream of the Bewicke Bridge) extending downstream to the CN Rail Bridge.

The project site was identified with the aid of the Habitat Restoration Unit from the Department of Fisheries and Oceans Canada as a desirable area for the re-introduction of large woody debris. The site is ideal as it has a significant accumulation of spawning gravel and appropriate grades, however, it lacks complexity required for salmon protection from predation.

Proposed for completion in the late summer of 2019, this project will result in the installation of six instream structures, including boulder weirs, log structures, and post stabilization jams. Riparian habitat will be improved through invasive plant removal and native vegetation planting.

Access to the site will be coordinated with Squamish Nation and City Engineering, Parks and Environment staff. Work would be coordinated with the City's planned instream maintenance of the Bewicke Bridge, allowing shared use of construction equipment and materials.

The project is expected to result in an increase in numbers of all returning salmonid species, including bringing Pink salmon back to Mosquito Creek and raising Chum salmon to sustainable population levels.



## **FINANCIAL IMPLICATIONS:**

North Shore Streamkeepers are engaging an engineering firm to obtain a detailed design for the proposed project. The Streamkeepers are also working with the Squamish Nation to obtain a letter of support, ensure the appropriate permits and project communications are in place, and plan project logistics, including access to Squamish Nation lands.

As previously mentioned, North Shore Streamkeepers have been the lead in scoping and securing funding for this proposed project. The total anticipated cost to implement the proposed enhancements is approximately \$100,000; however, this is dependent on the final detailed engineering design.

Based on their initial cost estimate, North Shore Streamkeepers are submitting a grant proposal to the Pacific Salmon Foundation (due February 15, 2019), for approximately \$50,000 in funds. The intent is for the remaining \$50,000 to be secured from other potential partners, including the Squamish Nation and Fisheries and Oceans Canada.

Given the environmental significance of this City owned site, the efforts of North Shore Streamkeepers to bring this project to fruition and the potential to engage the public and a variety of other local stakeholders, staff recommend that Council endorse an in-kind contribution of up to \$10,000 of existing project funding to assist in meeting the current funding shortfall for the Mosquito Creek Restoration Project. The City funding would be used to help procure materials (such as boulders) and use of City-contracted construction equipment to complete the instream work. The City's contribution would be contingent on the Streamkeepers securing the Pacific Salmon Foundation funding.

If supported by Council, sufficient funding is available within the annual Stream Environmental Enhancement project within the approved 2019 Drainage Utility Budget. The Stream Environment Enhancement fund is a Capital Project budget of \$100,000 that was created to support opportunities for instream habitat improvements. The proposed project is an appropriate use of these funds and is consistent with the intended purpose.

The proposed project is an excellent demonstration of environmental enhancement and will support ongoing partnerships with the Squamish Nation, Fisheries and Oceans Canada and local volunteers.

## **NEXT STEPS:**

City staff support the habitat rehabilitation activities proposed by North Shore Streamkeepers and are enthusiastic about the measurable impact these activities will have on ecological integrity in the Mosquito Creek watershed. The community stewardship and education activities proposed will be invaluable in raising the public profile of watershed health within the local community. Given the environmental significance of this City owned site, the efforts of North Shore Streamkeeper to bring this project to fruition and the potential to engage the public and a variety of other local stakeholders, staff recommend that Council support the request for funding and provide a letter of support for the project to help facilitate additional grant applications.

As previously mentioned, North Shore Streamkeepers are in the process of securing a letter of support from Squamish Nation and will be submitting a grant application to the Pacific Salmon Foundation. Both contributions are critical to the implementation of the proposed enhancements. Once those sources have been confirmed, staff will report back to Council with a project update, and refined timeline for implementation.




RESPECTFULLY SUBMITTED:



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Angela Negenman  
Environmental Technician



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

**INFORMATION REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Angela Negenman, Environmental Coordinator

Subject: LOWER MOSQUITO CREEK SALMON ENHANCEMENT PHASE II  
PROJECT UPDATE

Date: August 1, 2024 File No: 11-5280-08-0001/2024

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**ATTACHMENT**

1. Mosquito Creek Habitat Enhancements Phase II - Plan View (North Shore Stream Keepers/Northwest Hydraulic Consultants) ([CD# 2555856](#))

**PURPOSE**

The purpose of this report is to provide Council with an update on the upcoming implementation of the Lower Mosquito Creek Salmon Enhancement Phase II Project led by the North Shore Streamkeepers.

**BACKGROUND**

The City of North Vancouver has a long-standing relationship with the North Shore Streamkeepers (NSSK), a registered non-profit charitable society made up of dedicated local volunteers who work actively to protect and enhance local watersheds. NSSK works with many local stewardship groups and government agencies, including the City of North Vancouver, District of North Vancouver, Fisheries and Oceans Canada (DFO), BC Wildlife Federation, Sk̓wx̓wú7mesh Úxwumixw (Squamish Nation) and səliłwətał (Tseil-waututh Nation), as well as other First Nations and provincial agencies.

As part of the implementation of the Sk̓wx̓wú7mesh Úxwumixw Strategic Restoration Plan (2017) for the Mosquito Creek lower reaches and estuary, the NSSK completed Phase I of the Lower Mosquito Creek Salmon Enhancement Project in 2020. With support from both the City and Sk̓wx̓wú7mesh Úxwumixw, the first phase restored 165 m of streamside habitat on Sk̓wx̓wú7mesh Úxwumixw lands (from the CN Rail bridge upstream to the Bewicke bridge).

## DISCUSSION

### Phase II Project Overview

The implementation of Lower Mosquito Creek Salmon Enhancement Phase II will continue the instream and surrounding riparian habitat restoration at Mosquito Creek, spanning a project area of approximately 130m from the Bewicke Avenue bridge upstream to the 2<sup>nd</sup> Street bridge (Figure 1).



Figure 1 Overview map of the Phase II project area on Mosquito Creek (project extents outlined in red) as per NHC Mosquito Creek Habitat Enhancements - Interim Design Brief.

The Phase II implementation includes:

- removal of concrete rubble, anthropogenic debris and invasive vegetation within the channel and riparian area;
- creating instream habitat complexity via holding pools, riffles and spawning gravels;
- installation of large woody debris and boulder clusters to stabilize the banks and add complexity; and,
- native riparian planting.

Overall, Phase II will improve aquatic habitat quality and complexity and enhance the riparian area in this heavily industrialized, urbanized system. DFO considers this work to be integral to the recovery and stewardship of salmonid species in North Shore urban streams, particularly to chum, coho and pink salmon.

## **Partners and Project Support**

The NSSK has been the lead in scoping and securing funding for Phases I and II. It has fostered multiple partnerships, including with the BC Wildlife Federation and DFO. Agencies consider this work to be integral to the recovery and stewardship of salmonid species in North Shore urban streams and DFO has recognized that Mosquito Creek restoration is a priority for the North Shore.

The project benefits from support, grants and contributions from multiple sources including the City of North Vancouver, Pacific Salmon Foundation, BC Wildlife Federation, Skwxwú7mesh Úxwumixw Strategic Restoration Plan and Northwest Hydraulic Consultants.

The City has identified \$41,000 toward this project (Project 55073 - Stream Environmental Enhancement) within the approved 2024 Drainage Utility Budget. This capital project was created to support opportunities for instream habitat improvements. The project is an appropriate use of these funds and is consistent with the intended purpose and objectives. Staff will return to Council for grant allocation approval.

City staff have also been supporting the project ensuring coordination and interdepartmental awareness and with other agencies, projects and works in the vicinity.

## **NEXT STEPS**

Implementation of Phase II is currently scheduled for August 15 – 26, 2024. As this section of Mosquito Creek is a culturally significant area, a Chance Find Protocol is in place and Squamish Nation Guardians will be on site for every day of the works. All work will be also completed within the fisheries instream work window.

The NSSK is planning further fundraising efforts in 2025 to complete additional riparian habitat enhancements, including extensive invasive plant removal and native vegetation planting. The NSSK and BC Wildlife Federation have also applied for significant grants for a potential Phase III which would encompass the section of Mosquito Creek between Marine Drive bridge and the 2nd Street bridge.

This project supports the ecological integrity of the Mosquito Creek watershed and community stewardship and is an excellent demonstration of environmental enhancement in alignment with the City's Climate and Environment and Community Wellbeing Strategies. It also supports ongoing partnerships with multiple stakeholders including Skwxwú7mesh Úxwumixw (Squamish Nation), səliłwətał (Tseil-Waututh Nation) and the Department of Fisheries and Oceans Canada.

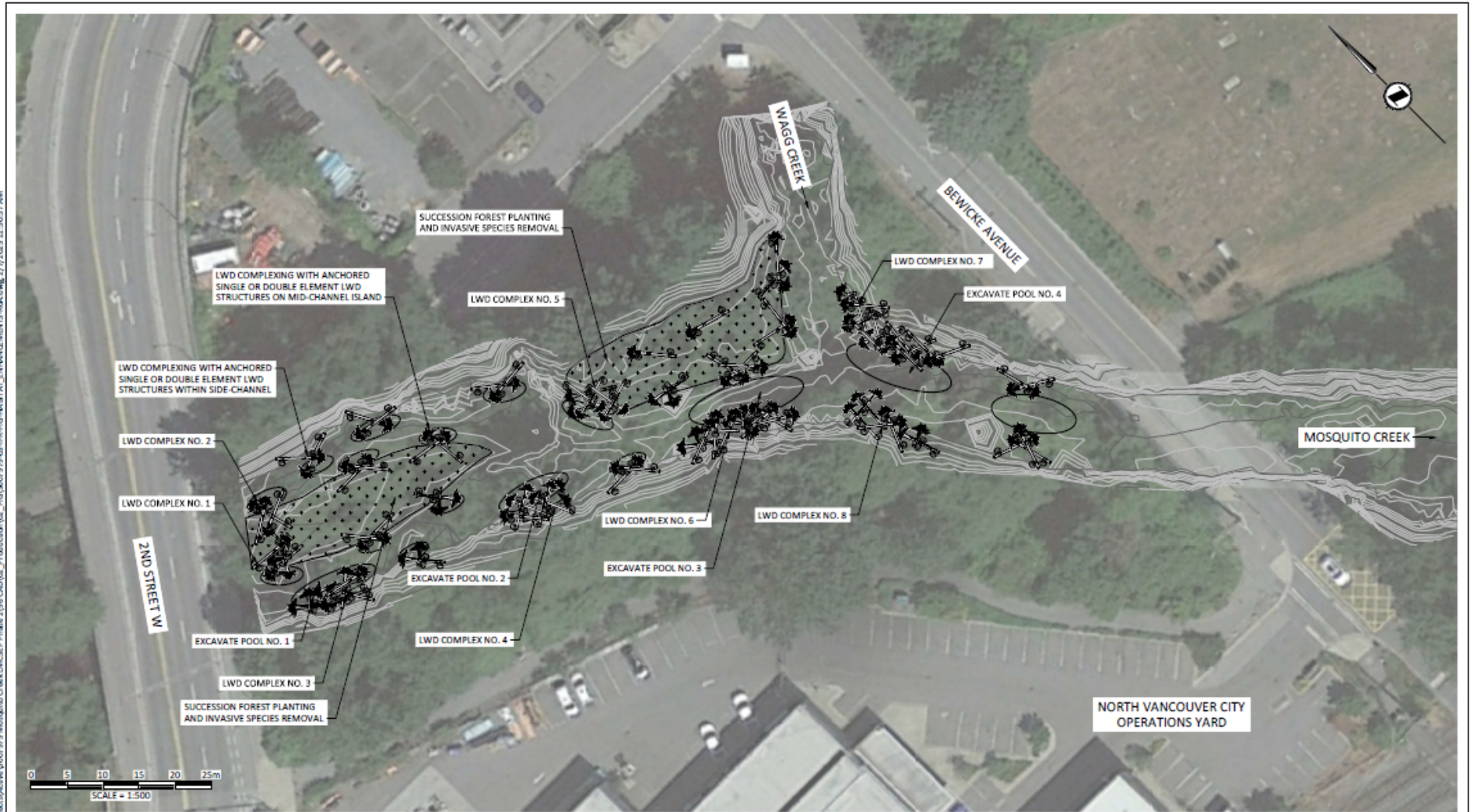
RESPECTFULLY SUBMITTED:



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Angela Negenman  
Environmental Coordinator

Lower Mosquito Creek Salmon Enhancement Phase II Project Update



PLAN VIEW

CLIENT: NORTSHORE STREAM KEEPERS  
2372 TREETOP LANE  
NORTH VANCOUVER, B.C. V7H 2K5



MOSQUITO CREEK HABITAT ENHANCEMENTS  
LMCSEP PHASE 2  
PLAN VIEW

DESIGNED: SGF  
DRAFTED: KEH/SGF  
CHECKED: BMC  
APPROVED: BMC

SHEET ID: 3007979-03-IFR-FIG-HABITAT_ENHANCEMENTS-RDA-002 RD	SHEET No: 002
STATUS: ISSUED FOR REVIEW	REV No: RD
SCALE: AS SHOWN WHEN PLOTTED B SIZE	
DATE: 7 FEB 2023	

SUPERSEDES ALL REVISIONS WITH NUMBER PRECEDING



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

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Linden Mulleder, Planner 2

Subject: ZONING BYLAW AMENDMENT – 2416 WESTERN AVENUE (BY DESIGN CONSTRUCTION)

Date: August 21, 2024 File No: 08-3400-20-0134/1

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

**RECOMMENDATION**

PURSUANT to the report of the Planner 2, dated August 21, 2024, entitled “Zoning Bylaw Amendment – 2416 Western Avenue (By Design Construction)”:

THAT the application submitted by By Design Construction, to rezone the property located at 2416 Western Avenue from a RS-1 Zone to a Comprehensive Development Zone, be considered;

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9060” (By Design Construction, 2416 Western Avenue, CD-766) be considered for readings with no Public Hearing held, in accordance with the *Local Government Act, Section 464(3) [public hearing prohibited]*;

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

**ATTACHMENTS**

1. Context Map (CityDocs [2537050](#))
2. Architectural Plans, dated August 12, 2024 (CityDocs [2559043](#))
3. Landscape Plans, dated August 12, 2024 (CityDocs [2559046](#))
4. Advisory Design Panel Resolution, dated January 17, 2024 (CityDocs [2541484](#))
5. Advisory Design Panel Resolution, dated March 19, 2024 (CityDocs [2512495](#))
6. Public Consultation Summary (CityDocs [2540420](#))

7. Overview of Zoning Variances (CityDocs [2556188](#))
8. "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9060" (By Design Construction, 2416 Western Avenue, CD-766) (CityDocs [2536841](#))

## SUMMARY

This report presents a rezoning application at 2146 Western Avenue to rezone the properties to support the development of three ground-oriented residential buildings comprising a total of 18 units.

## BACKGROUND

At the Council meeting of July 22, 2024, Council supported the following motion:

"THAT the application submitted by By Design Construction, to rezone the property located at 2416 Western Avenue from a RS-1 Zone to a Comprehensive Development Zone, be referred back to staff to work with the applicant to improve accessibility and built form on the site, and consider comprehensive traffic planning at West 23rd Street and Western Avenue, as well as Lonsdale Avenue."

Staff have worked with the applicant to include one disability parking stall on site, as required by Section 908(11) of the Zoning Bylaw. The stall is located in the underground parkade and is accessible by a widened staircase in which a stair lift will be installed. As the disability stall is required to be provided as a portion of the total required residential parking stalls, the total number of vehicle parking stalls remains the same.

Council also indicated concerns with traffic planning in the area. Near term work is planned for the intersection of Lonsdale and 23<sup>rd</sup> Street for the opening of the Harry Jerome Community Recreation Centre. This will include introduction of a separated bicycle facility for westbound cyclists and signal phasing changes to increase safety for vulnerable road users (i.e. pedestrians and cyclists). Staff will provide a report back to Council on the intersection improvements being delivered and potential timing at the next Council meeting. Lastly, as with all intersections close to provincial infrastructure Ministry of Transportation and Infrastructure (MoTI) signoff of any changes is required.

Applicant:	By Design Construction
Architect:	Architectural Collective
Official Community Plan Designation:	Residential Level 4-A (Medium Density)
Existing Zoning:	One-Unit Residential 1 (RS-1)
Applicable Guidelines:	None



## DISCUSSION

### Site Context and Surrounding Use

The subject site has a total size of 1,311.5 sq. m (14,117 sq. ft.) with a frontage of approximately 29.5 m (96.69 ft.) along Western Ave. The proposed development would replace two existing single family homes on the site.

The site is located at the northern end of Western Avenue, just south of Highway 1. The site is close to frequent transit and within walking distance to commercial and recreational amenities along the Lonsdale corridor. The buildings and uses immediately surrounding the site are described in Table 1 below:

**Table 1. Surrounding Uses**

Direction	Address	Description	Zoning
North	N/A	Highway 1	N/A
South	2358 Western Ave.	Townhouses (OCP designation R4 A)	CD-635
East	2369 Lonsdale Ave	Rental Apartment building (OCP designation R5)	RM-1
West	2401-2417 Western Ave	Single family homes (OCP designation R3)	RS-1

### Project Description

The application proposes three buildings (two of which are three-storey and one at two-storeys) with a total of 18 residential units. The residential units are ground oriented and the site includes outdoor amenity spaces for residents. Parking access is provided off the rear lane to the east. Table 2 provides an overview of the proposed development:

**Table 2: Development Proposal Overview**

Element	Proposal
Density	1.0 FSR
Unit Mix	18 residential rental units, including <ul style="list-style-type: none"> <li>• 6 one-bedroom units;</li> <li>• 6 two-bedroom units;</li> <li>• 2 three-bedroom units (11%);</li> <li>• 4 four-bedroom units (22%)</li> </ul>
Height	Building #1 – Three storeys and 11.5 metres Building #2 - Three storeys and 11.6 metres Building #3 – Two storeys and 7.8 metres

## PLANNING ANALYSIS

### Policy Alignment

The proposal is consistent with the OCP land use designation and below the OCP height limits for the site. The proposed density is 1.0 FSR, which is consistent with the OCP Residential Level 4A land use designation.

The proposed mix of unit types meets key actions of the Housing Action Plan for family-friendly units. The proposal addresses the Active Design Guidelines outdoor amenity spaces.

### **Built Form and Urban Design**

The proposed built form is generally consistent with the character of the neighbourhood. To allow the buildings to integrate with developments on adjoining lots, and to retain two large mature trees, a generous setback is provided at the front of the development while the building along the lane has been limited to two storeys. By doing so the proposal establishes a strong street wall along Western Avenue and the rear lane.

A high level of laneway activation and casual surveillance is also achieved through pedestrian access from the lane and patios facing the lane. The proposed development also features landscaping treatments within the project design to further soften the visual impacts of the built form.

### **Tree Replacement**

There are currently 13 trees on the site, including one which is within the lane dedication. Two large Western Red cedar trees at the south-west corner of the lot are in good condition, and will be retained.

The remainder of the trees will be removed to facilitate the development. Staff are supportive of the removal of these trees, as they are located within the buildable footprint of the property, and the proposed buildings and parkade cannot not be reasonably modified to retain the trees without decreasing the allowable density established in the Official Community Plan. Furthermore, the City has requested a considerable lane dedication along the northern property boundary, further impacting the developable portion of the site.

The removal of the trees is subject to the City's Tree Bylaw. It is anticipated that payment in lieu will be provided as per the bylaw, rather than replacement trees on site, given the limited area.

Beyond the payment in lieu, the City will also work towards street tree planting through the Building Permit Process when more detailed site design is considered.

### **Lane Dedication**

At the request of the City's Transportation Engineering Division, the applicant has agreed to provide a three-metre road dedication along the north side of the property line. This comprises about 10% of the current lot, which constrains the developable area and necessitates some variances to the zoning (Attachment 7). The road dedication will be used to provide a one-way lane connection between Western Ave and the rear lane.

The connection is needed to improve the traffic configuration at the intersection of the lane and West 23rd Street which is currently resulting in conflict among road users due to the proximity to the intersection with Lonsdale Ave. It is likely that that the issues will worsen without any intervention as more properties redevelop with increased density. The one-way lane connection would alleviate some of these pressures and opens up opportunities to improve this intersection that otherwise would not be feasible.

**Proposed Zoning Changes**

The proposed Comprehensive Development Zone will be based on the Ground Oriented RG-3 zone. To allow the development, the proposed bylaw would vary the lot coverage, height, siting, and floor area exclusions in the RG-3 Zone. A table summary and overview of the proposed zoning changes is included in Attachment 7.

**Parking and Transportation**

The application proposes vehicle access to the underground parkade from the Eastern laneway. The application exceeds the bicycle parking requirements of the Zoning Bylaw of 1.5 stalls per unit. The relevant statistics and variances are provided in Table 3.

**Table 3: Proposed Vehicle and Bicycle Parking**

<b>Car Parking</b>	17 Car Parking Spaces total <ul style="list-style-type: none"> <li>• A total of 12 Resident parking spaces</li> <li>• 1 Car share parking space (counted as 4 regular parking stalls as per the Zoning Bylaw)</li> <li>• 1 visitor parking space</li> <li>• 1 disability parking space</li> </ul>
<b>Bicycle Parking</b>	Residential: <ul style="list-style-type: none"> <li>• Secure — 31 spaces + 1 Cargo bike stall (1.7 per unit);</li> <li>• Short Term — 0 spaces (not required).</li> </ul>
<b>Transportation Demand Management (TDM) measures</b>	2 Two-year MODO Memberships for each residential unit

Three variances to residential parking are proposed for the development:

- A reduction in Parking Spaces from 19 to 17. Based on the constrained site after the need for a land dedication, the parking was reduced. Considering the central location and transportation demand management measures in place, this variance is supported by staff.
- To reduce the visitor parking space requirement from 2 Parking Stall to 1 Parking Space. Based on the constrained site after the need for a land dedication, the parking was reduced. This variance is also supported by staff as one stall will still be provided, accommodating visitors parking on site.

**Off-Site Works and Infrastructure Upgrades**

The proposed development will provide required off-site streetscape upgrades consistent with the Subdivision and Development Control Bylaw. This includes new sidewalks, curb and gutter, street trees, street lighting, and road and lane paving. The frontage along Western Avenue and the rear lane will be reconstructed, and a new one-way lane in the land dedication to the north will be constructed.

In addition to the bylaw required works, the development will secure the following:

- Provision of a water main upgrade along Western Avenue from building service to W 23<sup>rd</sup> Street to provide adequate water service to meet the fire flow; and
- Dedication of 3m along the north property line for construction of a laneway.

These requirements will be secured through legal agreements with the City.

### **Density Bonus and Community Benefits**

The City's *Density Bonus and Community Benefits Policy*, in conjunction with the Official Community Plan, allows for density bonuses beyond the existing zoned density of 0.5 FSR up to 1.0 FSR in the Residential Level 4A designation.

The proposed project would include community benefits valued at approximately \$176,462, as outlined in Table 4 below.

**Table 4. Estimated Value of Community Benefits through Density Bonusing**

Density Value Calculation	Value
Density Bonus to 1.0 FSR / OCP Density (7,058 @ \$25 / sq. ft.)	\$176,462.50
<b>Total Value of Community Benefits</b>	<b>\$176,462.50</b>

The policy provides a number of community benefits options for projects seeking additional density and seeks to ensure the City receives value for additional density granted. The specific amenities and benefits included in the proposed project are described in Table 5 below and would be secured as conditions of receiving a density bonus should Council wish to proceed with the proposed project.

**Table 5. Community Benefits Summary**

Community Benefit	Value
<b>A. Cash Contributions</b>	
Contribution to Community Amenity Reserve Fund	\$141,170
Contribution to Affordable Housing Reserve Fund	\$35,292
<b>B. In-Kind Benefits</b>	
N/a	0
<b>TOTAL VALUE (A + B)</b>	<b>\$176,462</b>

## Legal Agreements

Should Council support this rezoning, the following legal agreements will be prepared prior to final adoption:

- Development Covenant;
- Servicing Agreement;
- Road Dedication;
- Community Good Neighbour Agreement;
- Crane Swing and Shoring Agreement;
- Flooding Covenant; and
- Community Energy Agreement.

The plan for the road dedications will be required to be prepared by the applicant and signed and delivered to the City with the above-noted agreements prior to final adoption.

## ADVISORY BODY INPUT

The application was reviewed by the Advisory Design Panel (ADP) on January 16th 2024 and again on March 19th 2024 after revisions were made as per the directions of the ADP. On March 19th 2024 The ADP recommended approval of the proposal without further conditions.

The ADP resolutions for both meetings are available in Attachments 4 and 5.

A Developer's Information Session (DIS) was held on December 6th 2023, and was attended by four people. A total of six comment forms were submitted following the DIS. One of the comment forms received was opposed to the project.

Staff received one email outside of the DIS process.

The main reasons for support were:

- Support for multi-unit development and more choice and supply;
- General support for the building design and scale;
- Support for new buildings to improve street frontage.

The main concerns were:

- Concerns regarding traffic and access of lane for garbage and recycling trucks;

- Concerns regarding reduced parking proposed on site;
- Concerns regarding the increase in density.

A summary of the public consultation, as prepared by the applicant, is available in Attachment 6.

### Staff Response

The application was generally well received, the concerns regarding parking and access have been addressed through the provision of the one-way lane connection, which should improve vehicle moment through the lane for all developments. The parking reductions are in line with other developments within the Lonsdale Regional City Centre close in proximity of transit, bike routes and commercial services.

### **NO PUBLIC HEARING FOR OCP COMPLIANT RESIDENTIAL DEVELOPMENT**

Pursuant to recent Provincial amendments to Section 464 of the *Local Government Act*, which came into force on November 30, 2023, the City must not hold a public hearing on a proposed rezoning bylaw if: an OCP is in place for the subject site; the bylaw is consistent with the OCP; the purpose of the bylaw is to permit a development that is residential; and that residential component is at least half of the gross floor area for the development. Since all of these factors apply to this development, no public hearing will be held and notices have been published prior to First Reading of the Bylaw, as required by the *Local Government Act*.

### **CONCLUSION**

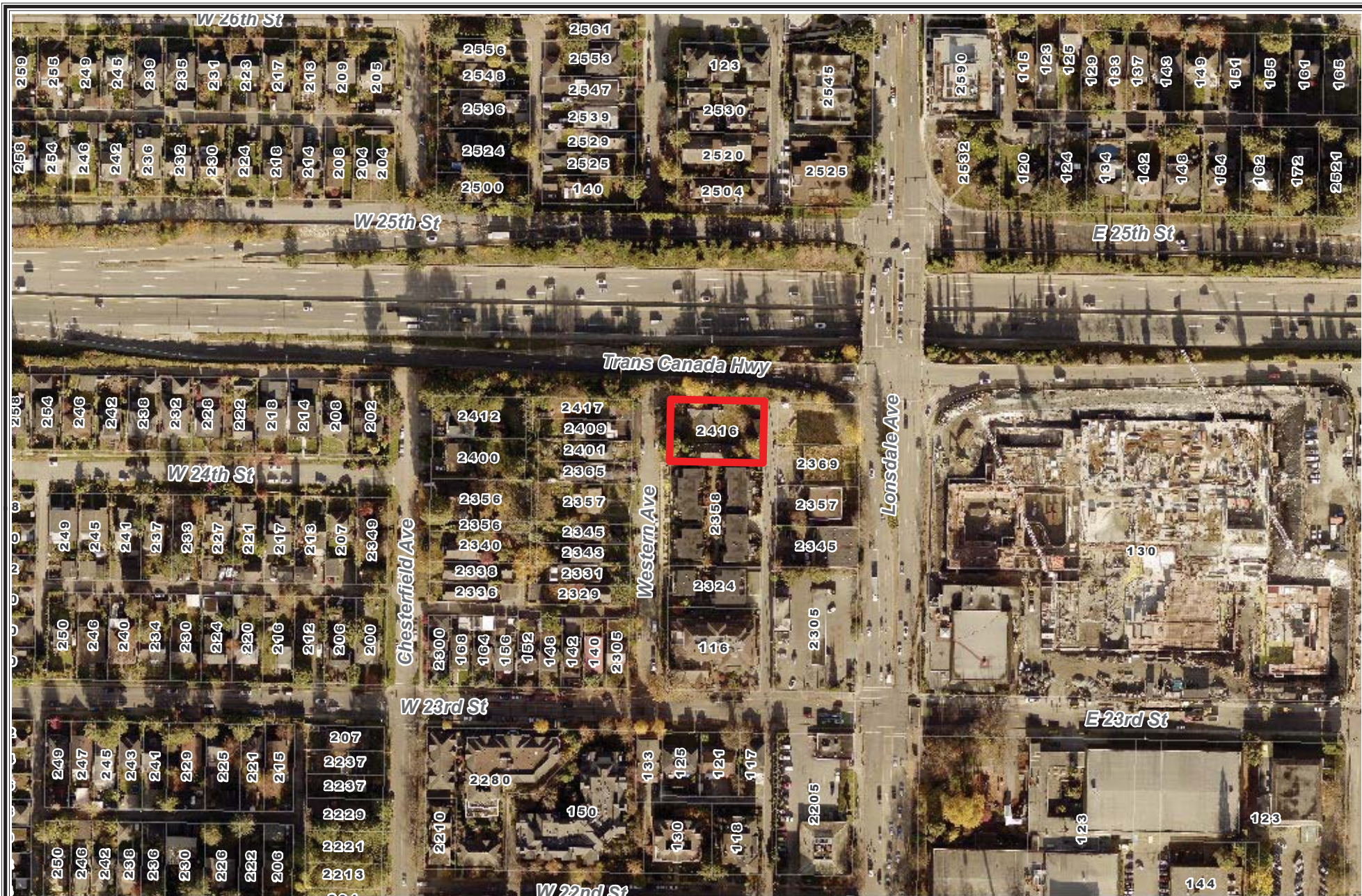
This proposal is in alignment with the goals and objectives of the OCP and Council Strategic Plan to intensify residential development within the Lonsdale Regional City Centre, and to increase family-friendly units in the City. The project will also provide necessary land dedications to facilitate a lane connection between Western Avenue and the rear lane behind the property.

RESPECTFULLY SUBMITTED:



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Linden Mulleder  
Planner 2



Context Map: 2416 Western Avenue

#	DRAWING NAME
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**RZ100 TITLESHEET & PROJECT STATISTICS**

RZ101	SITE CONTEXT & FIRE DEPT REQ'TS
RZ102	SITE PLAN
RZ103	EXISTING AND PROPOSED WESTERN AVE. STREETSCAPE
RZ104	EXISTING AND PROPOSED LANE STREETSCAPE
RZ201	FLOOR PLANS - CELLAR & PARKING LEVEL
RZ202	FLOOR PLANS - LEVEL 1
RZ203	FLOOR PLAN - LEVEL 2
RZ204	FLOOR PLAN - LEVEL 3
RZ205	ROOF PLAN
RZ301	ELEVATIONS - BLDGS #1/2 WEST
RZ302	ELEVATIONS - BLDGS #1/2 EAST
RZ303	ELEVATION - BLDG #1 NORTH
RZ304	ELEVATION - BLDG #1 SOUTH
RZ305	ELEVATION - BLDG #2 NORTH
RZ306	ELEVATION - BLDG #2 SOUTH
RZ307	ELEVATIONS - BLDG #3 SOUTH & EAST
RZ308	ELEVATIONS - BLDGS #3 WEST & NORTH
RZ401	SECTIONS - EAST-WEST
RZ402	SECTIONS - NORTH-SOUTH (BLDG #1&2)
RZ403	SECTIONS - EAST-WEST THRU ROOF DECKS (BLDG #1&3)
RZ501	MATERIALS & COLOURS
RZ601	SHADOW STUDIES - JUNE 21
RZ602	SHADOW STUDIES - DECEMBER 21
RZ603	SHADOW STUDIES - MARCH 21

**LIST OF CONSULTANTS**  
**SURVEYOR**  
 KEN K. WONG AND ASSOCIATES  
 CONTACT: STEVE WONG  
 5624 E HASTINGS STREET  
 BURNABY, B.C. V5B 1R4  
 TEL: 604.294.8881  
 EMAIL: wong\_associates@shawbiz.ca

**ARCHITECT**  
 TALUS CONSULTING  
 CONTACT: JOE MCLEOD  
 TEL: 604.354.7799  
 EMAIL: talusbc@gmail.com

**LANDSCAPE ARCHITECT**  
 PROSPECT & REFUGE  
 CONTACT: ALYSSA SEMCZYNSZYN  
 #102-1661 W. 2nd AVENUE  
 VANCOUVER, BC V6J 1H3  
 TEL: 604.669.1003  
 EMAIL: info@prospectrefuge.ca

**CIVIL ENGINEER**  
 CREUS ENGINEERING  
 CONTACT: FRED CIAMBRELLI  
 #610 - EAST TOWER 221 ESPERANADE WEST  
 NORTH VANCOUVER, BC V7M 3J3  
 TEL: 604.987.9070 X301  
 EMAIL: FCIAMBRELLI@CREUS.CA



**RESIDENTIAL LEVEL 4A**  
 Ground Oriented (Medium Density)  
 Purpose: To provide a range of housing types and sizes close to transit and services including smaller, more affordable housing.  
 Form: Townhouses, rowhouses, stacked townhouses, garden apartments, fourplexes.  
 Max Density: 1.0 FSR  
 Bonus: n/a

**DESIGN RATIONALE**

THE SITE IS LOCATED AT THE NORTH END OF WESTERN AVENUE TO THE SOUTH OF THE UPPER LEVELS HIGHWAY THAT HAS A SIGNIFICANT GREEN SPACE BUFFER TO THE MERGING LANES INTO THE HIGHWAY. DIRECTLY TO THE SOUTH OF THE PROPERTY IS AN EXISTING 18 UNIT TOWNHOUSE DEVELOPMENT CONSISTING OF THREE BUILDINGS AND AN UNDERGROUND PARKING ACCESSED FROM THE EAST LANE. THE PROPOSED MULTI-FAMILY RESIDENTIAL DEVELOPMENT IS SIMILAR IN SIZE AND SCOPE WITH A TOTAL OF 18 RESIDENTIAL UNITS LOCATED WITHIN THREE BUILDINGS ON THE SITE WITH AN UNDERGROUND PARKING GARAGE ACCESSED FROM THE EAST LANE.

THE PROPOSED DEVELOPMENT'S SOUTHERN BUILDING#2 IS PROPOSED TO BE SET BACK SIGNIFICANTLY FROM THE FRONT PROPERTY LINE TO RETAIN THE TWO EXISTING TREES AS RECOMMENDED BY THE ARBORIST AS A RESULT. THE MASSING OF THE SOUTHERN BUILDING IS PROPOSED TO HOUSE ADDITIONAL FLOOR AREA IN THE FOURTH FLOOR TO FACILITATE THE RELOCATION OF THIS FLOOR AREA.

TO THE NORTH OF THE SITE, A 10 FEET LANE DEDICATION IS PROVIDED AS REQUIRED BY CITY ENGINEERING FURTHER LIMITING THE DEVELOPMENT FOOTPRINT. THE RESULTANT RESIDENTIAL UNIT DESIGN PROVIDES STACKED UNITS IN THE FRONT ORIENTED BUILDINGS AND A DUPLEX BUILDING IN THE REAR YARD WITH INTERMEDIARY COURTYARD SPACE. THE DESIGN OF BUILDING#1 WHICH IS LOCATED ALONG THIS NORTH PROPERTY LINE IS PROPOSED TO BE REDUCED IN BUILDING FOOTPRINT SIZE TO MATCH BUILDING#2 TO ALLOW FOR A LARGER OUTDOOR COURTYARD SPACE BETWEEN THE FRONT AND REAR BUILDINGS TO IMPROVE THE OVERALL LIVABILITY AND NATURAL LIGHT. FLOOR AREA EXEMPTIONS REQUESTED RESULTING FROM TREE RETENTION AND 10 FEET REDUCTION OF THE LANE DEDICATION INCLUDES A TOTAL OF 6907SF AS NOTED IN THE PROJECT STATISTICS.

THE DEVELOPMENT PROPOSAL FOR THIS SITE IS TO PROVIDE AN AFFORDABLE MIX OF STRATA RESIDENTIAL UNITS. UNIT FLOOR AREAS RANGE FROM TWO TO FOUR BEDROOMS AND 600SF TO 1630SF.

**DESCRIPTION OF PROJECT & IMPLEMENTATION OF PROJECT GOALS AND OBJECTIVES.**

**USE.**  
 THE PROPOSED USE FOR THE MULTI-FAMILY RESIDENTIAL 18 UNIT PROJECT IS SIMILAR IN DEVELOPMENT TO THE SOUTH NEIGHBOURING LOT THAT IS ALSO A 1.0 FSR IN DENSITY WITHIN THE R4A LAND USE CODE. THIS DEVELOPMENT PROPOSAL FOLLOWS THE GROUND ORIENTED MEDIUM DENSITY RESIDENTIAL GUIDELINES AS RECOMMENDED IN THE OFFICIAL COMMUNITY PLAN (OCP). WITH THE UNIT MIX PROPOSED AND THE INCREASE IN DENSITY, THIS MEETS THE INTENT OF THE REGIONAL GROWTH STRATEGY, PROVINCIAL AND FEDERAL FOCUS IN PROVIDING MORE VIABLE AND AFFORDABLE HOUSING OPTIONS.

**INTENSITY.**  
 THE PROPOSED INTENSITY MEETS THE RESIDENTIAL LEVEL 4A MEDIUM DENSITY MAXIMUM FSR OF 1.0 AND IS APPROPRIATE TO THE NEIGHBOURHOOD AND THE EXISTING MULTI-FAMILY DEVELOPMENTS ALONG WESTERN AVENUE TO THE SOUTH.

**FORM.**  
 THE EXISTING GRADING ON WESTERN AVENUE RISES FROM SOUTH TO NORTH. THE PROPOSED MASSING AND HEIGHT FOLLOWS THE EXISTING TOPOGRAPHY. SHADOWING WITH SOUTHERN SUN EXPOSURE WILL NOT IMPACT ANY NEIGHBOURS AS THE NORTH FACES THE LANE DEDICATION AND THE HIGHWAY BUFFER. PARKING ACCESS IS FROM THE EASTERN LANE AND RAMPS DOWN INTO THE UNDERGROUND PARKING LEVEL BELOW THE DUPLEX. CURRENTLY THE EXISTING STREETSCAPE IS UNDEVELOPED AND THE NEW DEVELOPMENT WILL PROVIDE THE CONTINUATION OF THE STREET CURBS AND BOULEVARD WITH A NEW LANE DEDICATION FOR ACCESS ON THE NORTH END OF WESTERN AVENUE.

Table 104-61 - Parking Provision by Class of Building - Minimum Required (R4A, R4B)

Class of Building	Required Minimum Parking Spaces	Notes
1. Residential Unit	1 space per Dwelling Unit	
2. Retail	1 space per 100 sqm retail area	
3. Office	1 space per 100 sqm office area	
4. Restaurant	1 space per 100 sqm restaurant area	
5. Automobile Service	1 space per 100 sqm service area	
6. Other	1 space per 100 sqm other area	

(1) Required Disability Parking  
 A portion of the required Public Spaces in accordance with Figure 9.3 shall be dedicated for Disability Parking and shall:

- (i) Within Townhouse Residential Use, Apartment Residential Use, Retail Apartment Residential Use and Accessory Apartment Residential Use, 2% of each Dwelling Unit.
- (ii) Within Residential Use, 2% of each Dwelling Unit.

Figure 9.3 - Minimum Parking Provision by Class of Building

Class of Building	Required Number of Spaces
1. Residential Unit	1 space per Dwelling Unit
2. Retail	1 space per 100 sqm retail area
3. Office	1 space per 100 sqm office area
4. Restaurant	1 space per 100 sqm restaurant area
5. Automobile Service	1 space per 100 sqm service area
6. Other	1 space per 100 sqm other area

- (f) Visitor Parking  
 Where provision of 10 or more Parking Spaces is required on a lot, a portion of the required Parking Spaces shall be provided for visitor parking and shall:
  - (i) be calculated at a ratio of 1 space per dwelling unit, and
  - (ii) be calculated at a ratio of 1 space per dwelling unit, and

- (g) Parking under/over/through/around developments with a total area of 10,000 sqm or more shall be provided for parking and shall:
  - (i) be calculated at a ratio of 1 space per 100 sqm of total area, and
  - (ii) be calculated at a ratio of 1 space per 100 sqm of total area, and

UNIT AREAS	UNIT#1	593SF	UNIT#13	1631SF
	UNIT#2	593SF	UNIT#14	1631SF
	UNIT#3	702SF	UNIT#15	1582SF
	UNIT#4	716SF	UNIT#16	1611SF
	UNIT#5	1631SF	UNIT#17	1501SF
	UNIT#6	1631SF	UNIT#18	1425SF
	UNIT#7	1611SF		
	UNIT#8	1583SF		
	UNIT#9	593SF		
	UNIT#10	593SF		
	UNIT#11	694SF		
	UNIT#12	703SF		

**GARBAGE/RECYCLING**

MULTIPLE RESIDENTIAL UNITS SPACE REQUIREMENT 5.23SF / UNIT + 118.4SF MIN.
<b>REQUIRED:</b> 5.23SF X 18 UNITS = 94SF + 118.4 = <b>212.4 SF</b>
<b>PROPOSED:</b> <b>186SF</b> PROPOSED

**PROJECT STATISTICS - REZONING DEVELOPMENT PROPOSAL / RESIDENTIAL LEVEL 4A**

<b>1. SITE AREA:</b> 14,117SF (1,311.5 SM)				
<b>2. FSR (ALLOWABLE):</b> 1.00 (14,117 SF)	<b>FSR (PROPOSED):</b> 1.00 (14,117SF)			
GFA: 21,024 SF				
EXCLUSIONS: 6,907SF				
NET AREA: 14,117 SF				
<b>2A. BUILDING AREAS:</b>	<b>BLDG#1</b>	<b>BLDG#2</b>	<b>BLDG#3</b>	<b>TOTAL</b>
<b>PARKING &amp; SERVICES (BELOW GRADE)</b>				6212
CELLAR	1200	1200	0	2400
LEVEL 1	2737	2714	1371	6822
LEVEL 2	2718	2718	1555	6991
LEVEL 3	2421	2418	0	4839
<b>GFA</b>				<b>27,264</b>
<b>CELLAR EXCLUSION</b>	1200	1200		<b>2400</b>
<b>RETENTION TREE SETBACK EXCLUSION</b>		374 X 2		<b>748</b>
<b>COURTYARD DEDICATION ABOVE GRADE EXCLUSION</b>	1538	1538		<b>3076</b>
<b>HRV CLOSET EXCLUSION (155SF/UNIT)</b>	120	90	30	<b>240</b>
<b>EXTERIOR WALL THICKNESS EXCLUSION IN EXCESS OF 6.5" (2.875" EXCESS)</b>	196	195	80	<b>471</b>
<b>PARKING / BIKE PARKING / MECH/ ELEC / LEC EXCLUSION</b>				<b>6212</b>
<b>TOTAL EXCLUSIONS</b>				<b>13,147SF</b>
<b>TOTAL FLOOR AREA:</b> 27,264 SF - 13,147 SF = 14,117 SF				
<b>PROPOSED FSR = 1.0 FSR</b>				
<b>3. LOT COVERAGE PROPOSED:</b> 2737+2714+1555SF = (7006SF) /14,117SF = <b>49.6%</b>				

UNIT MIX	BLDG#1	BLDG#2	BLDG#3	BLDG#4	TOTAL
1 BED	2	4	0	0	6
2 BED	2	2	1	1	6
3 BED	0	2	0	0	2
4 BED	2	2	0	0	4
<b>TOTAL RESIDENTIAL UNITS = 18</b>					

**HEIGHTS**  
 HEIGHT RECOMMENDATIONS R4A - All residential development without maximum heights on this map shall not exceed six storeys. For other uses, heights shall be regulated through the Zoning Bylaw and in considering increases in building heights, attention will be given to view impacts, contextual relationships and the livability or use of the buildings.

**HEIGHTS PROPOSED: BUILDING#1 - 11.528M / BUILDING#2 - 11.649M / BUILDING#3 - 7.820M**

**SETBACK**  
 EAST SIDE - 2'-0"  
 WEST SIDE - 13'-0"  
 NORTH - 3'-11.25" (NOT INCLUDING LANE DEDICATION)  
 SOUTH - 3'-11.25"

**PARKING SUMMARY - (BIKE PARKING)**

1) **SECURED BIKE STALLS = 18 UNITS X 1.5 = 27 STALLS (BIKE STALLS REQUIRED)**  
**31 STALLS + 1 CARGO BIKE STALLS PROVIDED**

**PARKING SUMMARY - (CAR PARKING)**

2) 18 UNITS X 1.05 STALLS PER UNIT = **18.9 = 19 STALLS (PARKING REQUIRED)**  
 (35% SMALL CAR ALLOWABLE = 4.9=5 STALLS)  
 1 CAR SHARE = 4 STALLS

**VISITOR STALLS REQUIRED = 0.1 STALLS PER DWELLING UNIT = 18 UNITS X 0.1 = 1.8 = 2 STALLS**

**DISABILITY PARKING STALLS REQUIRED = 0.038 STALLS PER DWELLING UNIT = 18 UNITS X 0.038 = 0.684 = 1 STALL REQUIRED & PROVIDED**

**PROPOSED: (1 CAR SHARE = 4 STALLS) + 13 STALLS = 17 STALLS**  
**14 SECURED PARKING STALLS** (8 STANDARD STALL SIZE/ 5 SMALL CARS / 1 ACCESSIBLE STALL)

**SHORT TERM BIKE SPACES**  
 NONE REQUIRED OR PROVIDED

**VERTICAL STALLS MAX ALLOWABLE = 35% = 10 STALLS (7 PROPOSED)**



WESTERN AVENUE PROPOSED ELEVATION

**ARCHITECTURAL COLLECTIVE**

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 VANCOUVER, BC V5V 2K7  
 PH: 604.286.8679  
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CONTRACT REVISIONS

No.	Description	Date
3	ISSUED FOR CNV PRELIM REVIEW#1	2023 MAY 26
4	ISSUED FOR CLIENT REVIEW#1	2023 JUN 19
5	ISSUED FOR CNV PRELIM REVIEW#2	2023 JUN 26
7	ISSUED FOR REZONING	2023 OCT 08
10	RESUBMITTED FOR REZONING	2024 MAR 01
11	RESUBMITTED FOR REZONING	2024 MAY 12
12	RESUBMITTED FOR REZONING	2024 JUN 18

**REVISIONS**

No.	Description	Date
3	ISSUED FOR CNV PRELIM REVIEW#1	2023 MAY 26
4	ISSUED FOR CLIENT REVIEW#1	2023 JUN 19
5	ISSUED FOR CNV PRELIM REVIEW#2	2023 JUN 26
7	ISSUED FOR REZONING	2023 OCT 08
10	RESUBMITTED FOR REZONING	2024 MAR 01
11	RESUBMITTED FOR REZONING	2024 MAY 12
12	RESUBMITTED FOR REZONING	2024 JUN 18



**PROJECT:**  
 LEGAL ADDRESS: LOT A, BLOCK 215, DISTRICT LOT 545, GROUP 1, NWD  
 PLAN EPP119522

2416 WESTERN AVE.  
 NORTH VANCOUVER

**TITLESHEET & PROJECT STATISTICS**

Date	Project number
2024 AUG 08	2316
Scale	1/16" = 1'-0"
Drawn by	SB
Approved by	CK

**RZ100**

2024 08 08 4:45:16 PM





AERIAL VIEW - LOOKING EAST



AERIAL VIEW - LOOKING WEST



AERIAL VIEW - LOOKING SOUTH (PROPOSED)



CONTEXT & ZONING MAP



FIRE HYDRANT LOCATION

Land Use Designation  
This map should be viewed in conjunction with the provisions of Sections 2.1 and 2.2 of Chapter 1

Residential	Designation	OCP Density (FSR)	Maximum Bonus (FSR)
Residential Level 1 (Low Density)	Residential Level 1	0.5	
Residential Level 2 (Low Density)	Residential Level 2	0.5	
Residential Level 3 (Low Density)	Residential Level 3	0.75	
Residential Level 4A (Medium Density)	Residential Level 4A	1.0	
Residential Level 4B (Medium Density)	Residential Level 4B	1.25	
Residential Level 5 (Medium Density)	Residential Level 5	1.6	up to 1.0
Residential Level 6 (High Density)	Residential Level 6	2.3	up to 1.0



OFFICIAL COMMUNITY PLAN



677 EAST 27TH AVENUE  
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No.	Description	Date
3	ISSUED FOR CIV PRELIM REVIEW#1	2023 MAY 26
4	ISSUED FOR CLIENT REVIEW#3	2023 JUNE 19
5	ISSUED FOR CIV PRELIM REVIEW#2	2023 JUNE 26
7	ISSUED FOR REZONING	2023 OCT 08
10	RESUBMITTED FOR REZONING	2024 MAR 01
11	RESUBMITTED FOR REZONING	2024 MAY 12



PROJECT:  
LEGAL ADDRESS: LOT A, BLOCK 215,  
DISTRICT LOT 545, GROUP 1, NWD  
PLAN EPP119522

2416 WESTERN AVE,  
NORTH VANCOUVER

DRAWING TITLE

SITE CONTEXT &  
FIRE DEPT  
REQ'TS

Date	Project number
2024 AUG 08	2316
Scale	As indicated
Drawn by	SB
Approved by	CK

RZ101



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ISSUES

No.	Description	Date
1	ISSUED FOR CLIENT REVIEW#1	2023 MAR 31
2	ISSUED FOR CLIENT REVIEW#2	2023 MAY 08
3	ISSUED FOR CNV PRELIM REVIEW#1	2023 MAY 26
4	ISSUED FOR CLIENT REVIEW#3	2023 JUN 19
5	ISSUED FOR CNV PRELIM REVIEW#2	2023 JUN 26
6	ISSUED FOR COORD	2023 JULY 04
7	ISSUED FOR REZONING	2023 OCT 08
8	ISSUED FOR CLIENT REVIEW#4	2024 JAN 29
9	ISSUED FOR COORD	2024 FEB 05
10	RESUBMITTED FOR REZONING	2024 MAR 01
11	RESUBMITTED FOR REZONING	2024 MAY 12
12	RESUBMITTED FOR REZONING	2024 JUN 08
13	RESUBMITTED FOR REZONING	2024 JUN 08



PROJECT:  
LEGAL ADDRESS: LOT A, BLOCK 215,  
DISTRICT LOT 545, GROUP 1, NWD  
PLAN EPP119522

2416 WESTERN AVE,  
NORTH VANCOUVER

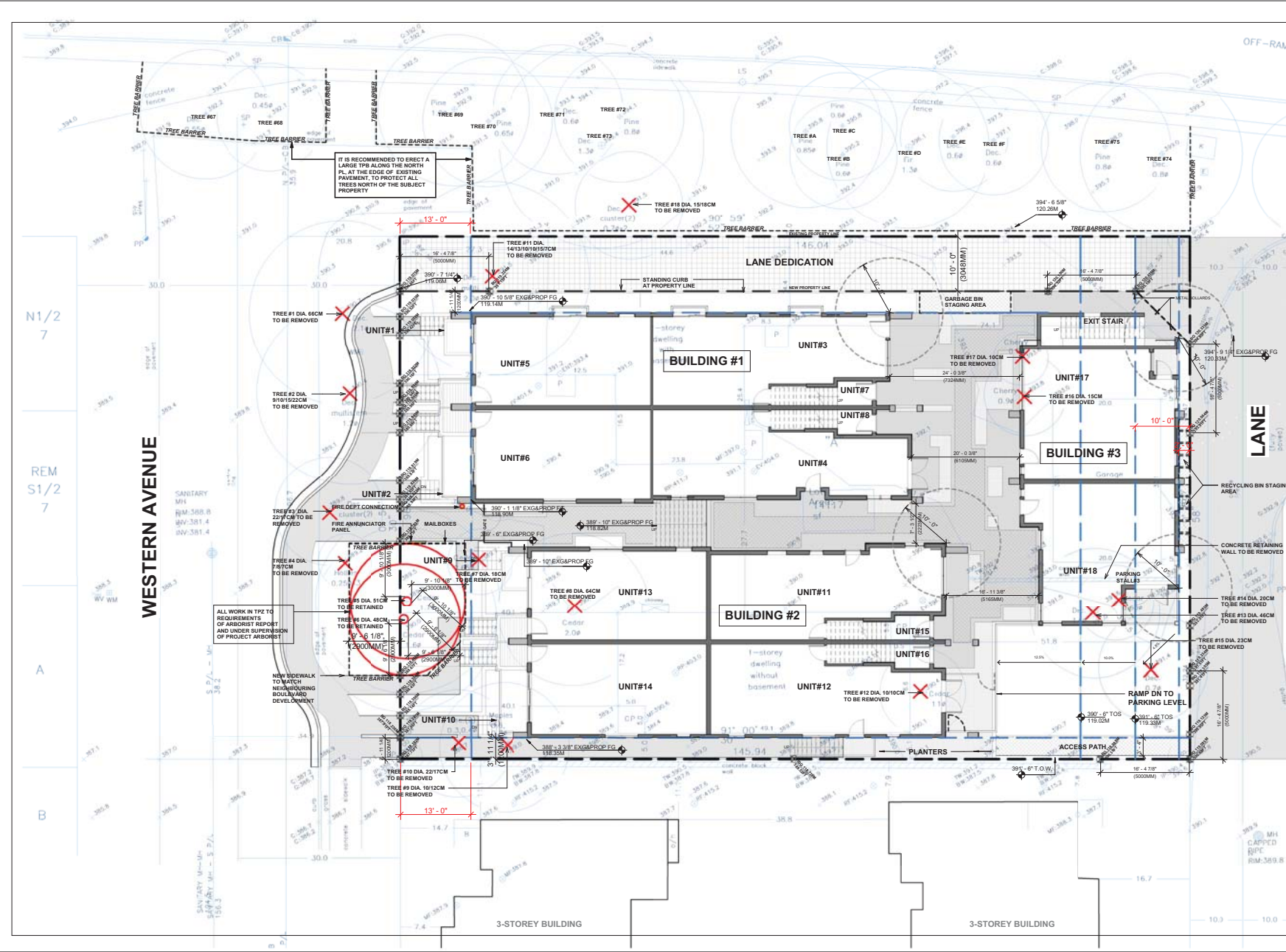
DRAWING TITLE  
**SITE PLAN**

Date: 2024 AUG 08  
Project number: 2316

Scale: 1/8" = 1'-0"  
RZ102

Drawn by: CK/HD  
Approved by: CK

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N1/2  
7

REM  
S1/2  
7

A

B







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**REVISIONS**

No.	Description	Date
1	ISSUED FOR CLIENT REVIEW#1	2023 MAR 31
2	ISSUED FOR CLIENT REVIEW#1	2023 MAY 08
3	ISSUED FOR CNV PRELIM REVIEW#2	2023 MAY 26
4	ISSUED FOR CLIENT REVIEW#2	2023 JUNE 19
5	ISSUED FOR CNV PRELIM REVIEW#2	2023 JUNE 26
6	ISSUED FOR CLIENT REVIEW#3	2023 OCT 08
7	ISSUED FOR CNV PRELIM REVIEW#3	2023 OCT 08
8	ISSUED FOR CLIENT REVIEW#4	2024 JAN 29
9	ISSUED FOR CNV PRELIM REVIEW#4	2024 MAR 01
10	RESUBMITTED FOR REZONING	2024 MAY 12
11	RESUBMITTED FOR REZONING	2024 MAY 12
12	RESUBMITTED FOR REZONING	2024 MAY 12
13	RESUBMITTED FOR REZONING	2024 AUG 08



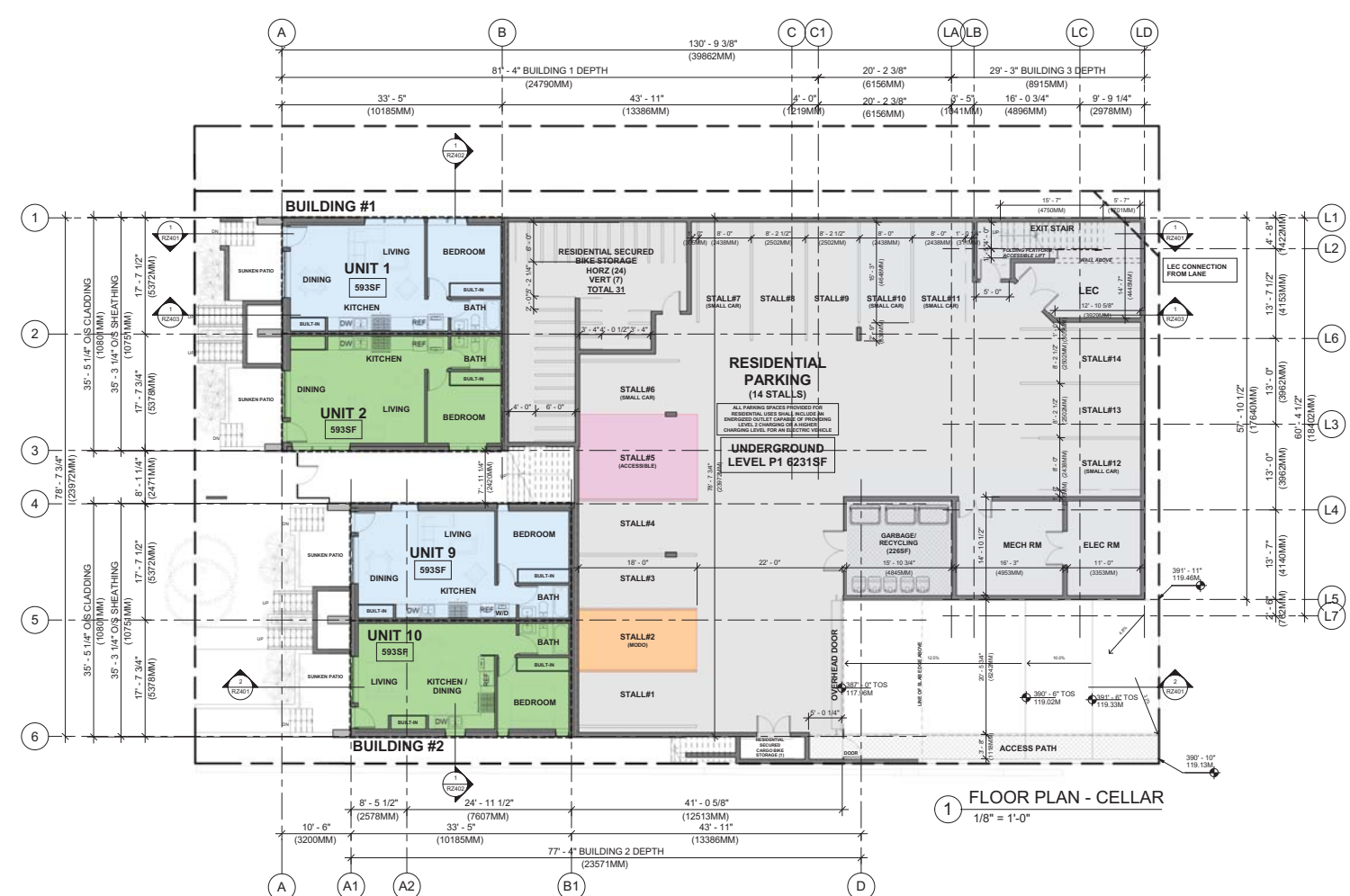
PROJECT:  
LEGAL ADDRESS: LOT A, BLOCK 215,  
DISTRICT LOT 545, GROUP 1, NWD  
PLAN EPP119522

2416 WESTERN AVE.  
NORTH VANCOUVER

**DRAWING TITLE**

**FLOOR PLANS -  
CELLAR &  
PARKING LEVEL**

Date	Project number
2024 AUG 08	2316
Scale	
1/8" = 1'-0"	
Drawn by	
CK/HD	<b>RZ201</b>
Approved by	
CK	





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E: INFO@ARCHITECTURALCOLLECTIVE.COM

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REVISIONS		
No.	Description	Date
1	ISSUED FOR CLIENT REVIEW#1	2023 MAR 31
2	ISSUED FOR CLIENT REVIEW#2	2023 MAY 08
3	ISSUED FOR CNV PRELIM REVIEW#1	2023 MAY 26
4	ISSUED FOR CLIENT REVIEW#3	2023 JUN 19
5	ISSUED FOR CNV PRELIM REVIEW#2	2023 JUN 26
7	ISSUED FOR CLIENT REVIEW#4	2023 OCT 08
8	ISSUED FOR CLIENT REVIEW#5	2024 JAN 29
10	RESUBMITTED FOR REZONING	2024 MAR 01
11	RESUBMITTED FOR REZONING	2024 MAY 12
13	RESUBMITTED FOR REZONING	2024 AUG 08



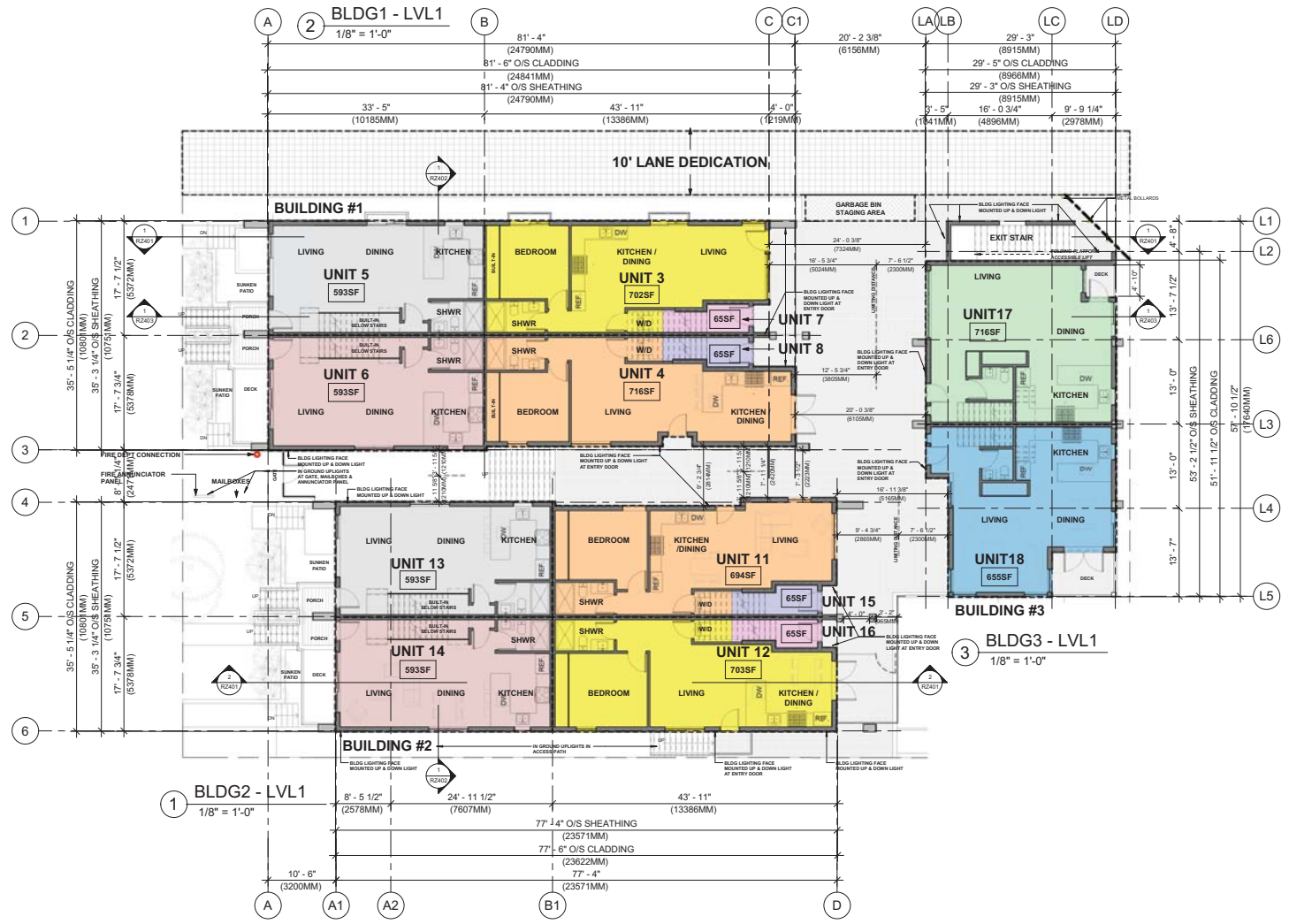
PROJECT:  
LEGAL ADDRESS: LOT A, BLOCK 215,  
DISTRICT LOT 545, GROUP 1, NWD  
PLAN EPP11952Z

2416 WESTERN AVE,  
NORTH VANCOUVER

**DRAWING TITLE**

**FLOOR PLANS - LEVEL 1**

Date	Project number
2024 AUG 08	2316
Scale	<b>RZ202</b>
1/8" = 1'-0"	
Drawn by	CK/HD
Approved by	CK





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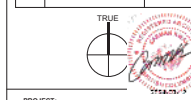
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CONTRACTOR'S RESPONSIBILITY TO OBTAIN PERMITS

REVISIONS

No.	Description	Date
1	ISSUED FOR CLIENT REVIEW#1	2023 MAR 31
2	ISSUED FOR CLIENT REVIEW#2	2023 MAY 08
3	ISSUED FOR CNV PRELIM REVIEW#1	2023 MAY 26
4	ISSUED FOR CLIENT REVIEW#3	2023 JUN 19
5	ISSUED FOR CNV PRELIM REVIEW#2	2023 JUN 26
6	ISSUED FOR CLIENT REVIEW#4	2023 JUN 26
7	ISSUED FOR REZONING REVIEW#1	2023 OCT 08
8	ISSUED FOR CLIENT REVIEW#5	2023 NOV 29
10	RESUBMITTED FOR REZONING	2024 MAR 01
11	RESUBMITTED FOR REZONING	2024 MAY 12



PROJECT:  
LEGAL ADDRESS: LOT A, BLOCK 215,  
DISTRICT LOT 545, GROUP 1, NWD  
PLAN EPP11952Z

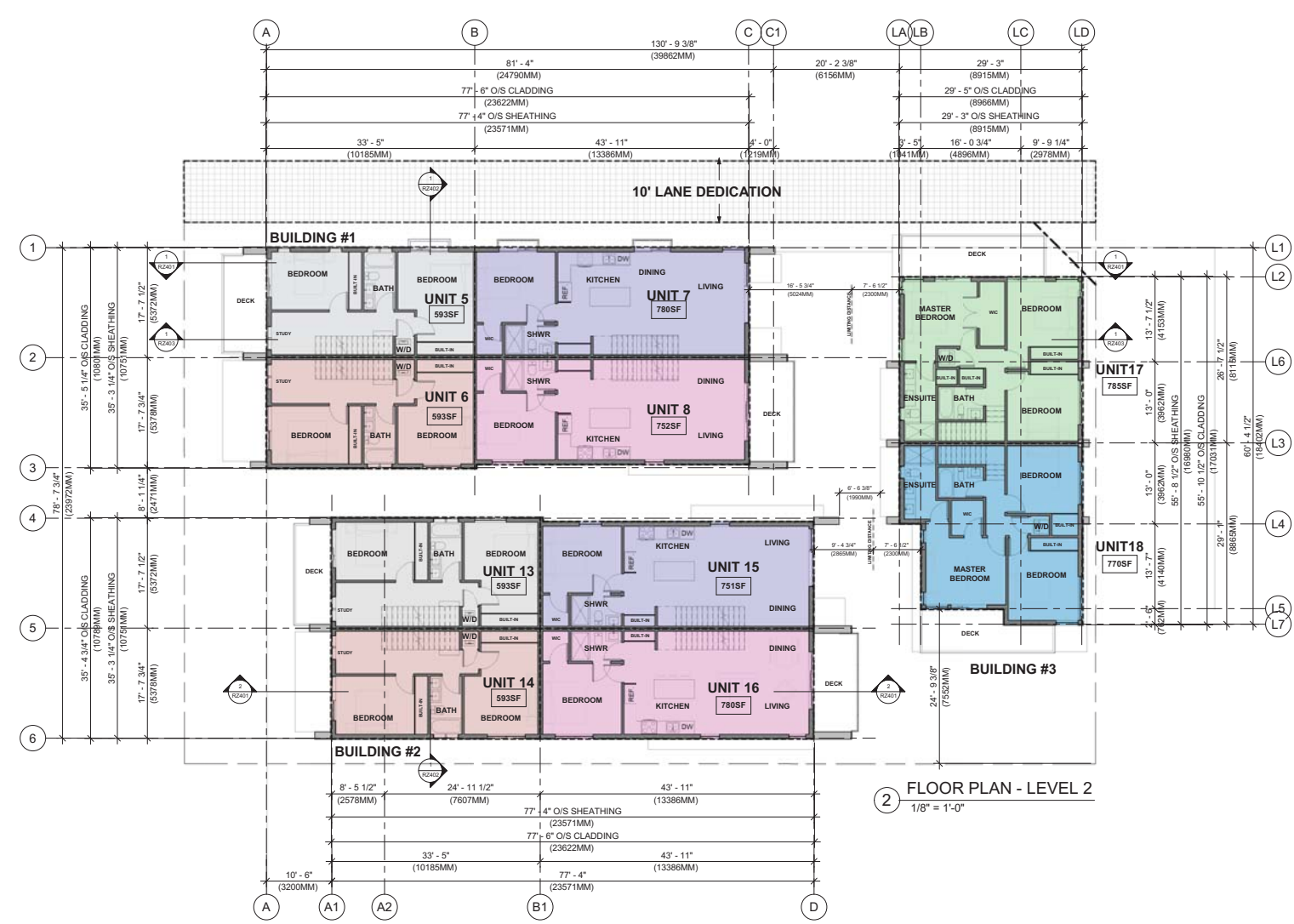
2416 WESTERN AVE,  
NORTH VANCOUVER

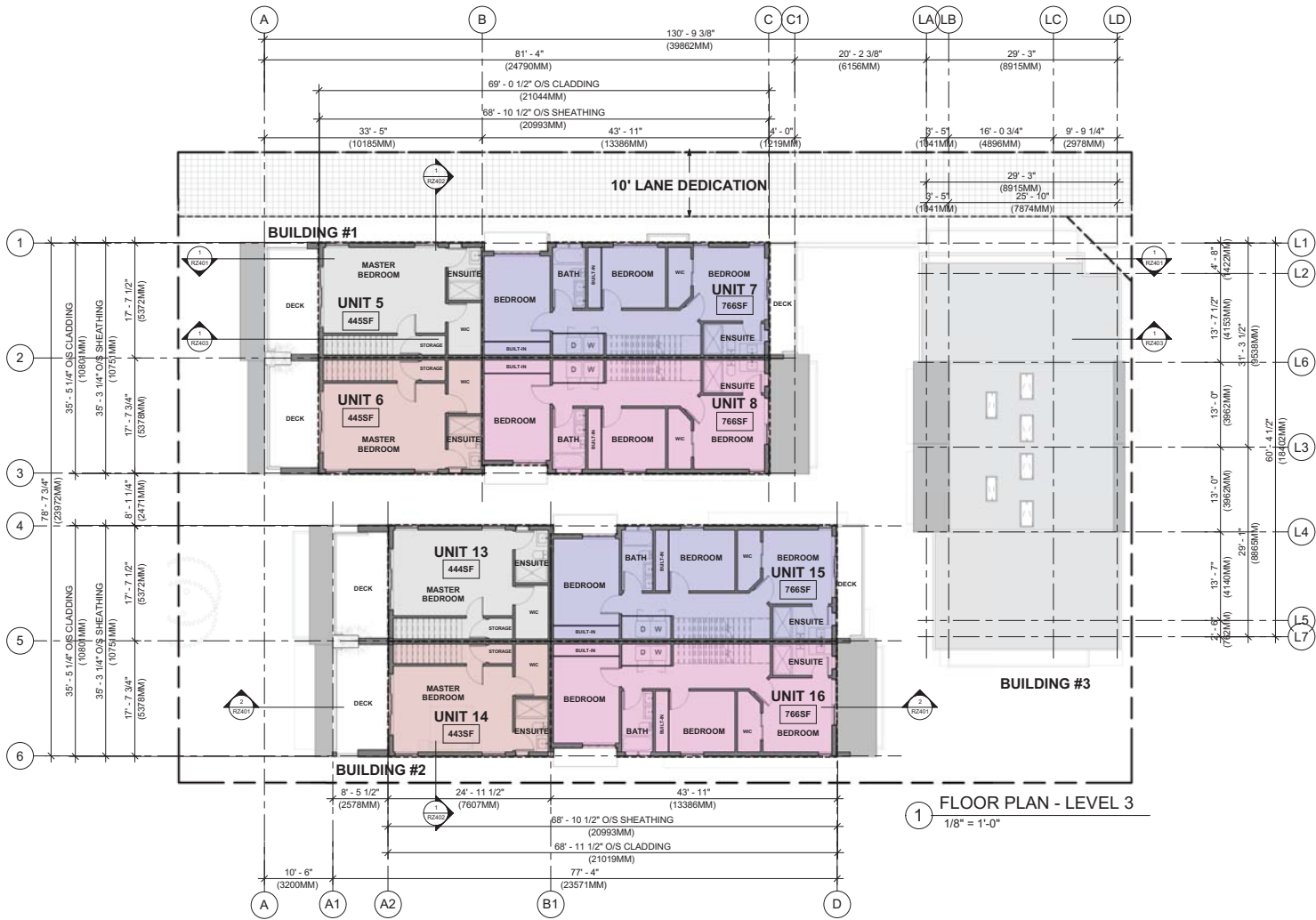
DRAWING TITLE

**FLOOR PLAN - LEVEL 2**

Date	2024 AUG 08	Project number	2316
Scale	1/8" = 1'-0"		
Drawn by	CK/HD		
Approved by	CK		

**RZ203**





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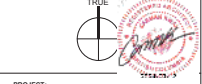
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No.	Description	Date
4	ISSUED FOR CLIENT REVIEW#3	2023 JUNE 19
5	ISSUED FOR ONLY PRELIM REVIEW#2	2023 JUNE 28
7	ISSUED FOR REZONING REVIEW#1	2023 OCT 08
8	ISSUED FOR CLIENT REVIEW#4	2024 JAN 29
10	RESUBMITTED FOR REZONING	2024 MAR 01
11	RESUBMITTED FOR REZONING	2024 MAY 12



**PROJECT:**  
 LEGAL ADDRESS: LOT A, BLOCK 215,  
 DISTRICT LOT 545, GROUP 1, NWD  
 PLAN EPP119522

2416 WESTERN AVE,  
 NORTH VANCOUVER

**DRAWING TITLE**

**FLOOR PLAN - LEVEL 3**

Date	Project number
2024 AUG 08	2316
Scale	
1/8" = 1'-0"	
Drawn by	<b>RZ204</b>
CK/HD	
Approved by	
CK	





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**REVISIONS**

No.	Description	Date
2	ISSUED FOR CLIENT REVIEW#2	2023 MAY 08
3	ISSUED FOR CNV PRELIM REVIEW#1	2023 MAY 26
4	ISSUED FOR CLIENT REVIEW#2	2023 JUNE 19
5	ISSUED FOR CNV PRELIM REVIEW#2	2023 JUNE 26
7	ISSUED FOR REZONING	2023 OCT 08
8	ISSUED FOR CLIENT REVIEW#4	2024 JAN 29
10	RESUBMITTED FOR REZONING	2024 MAR 01
11	RESUBMITTED FOR REZONING	2024 MAY 12

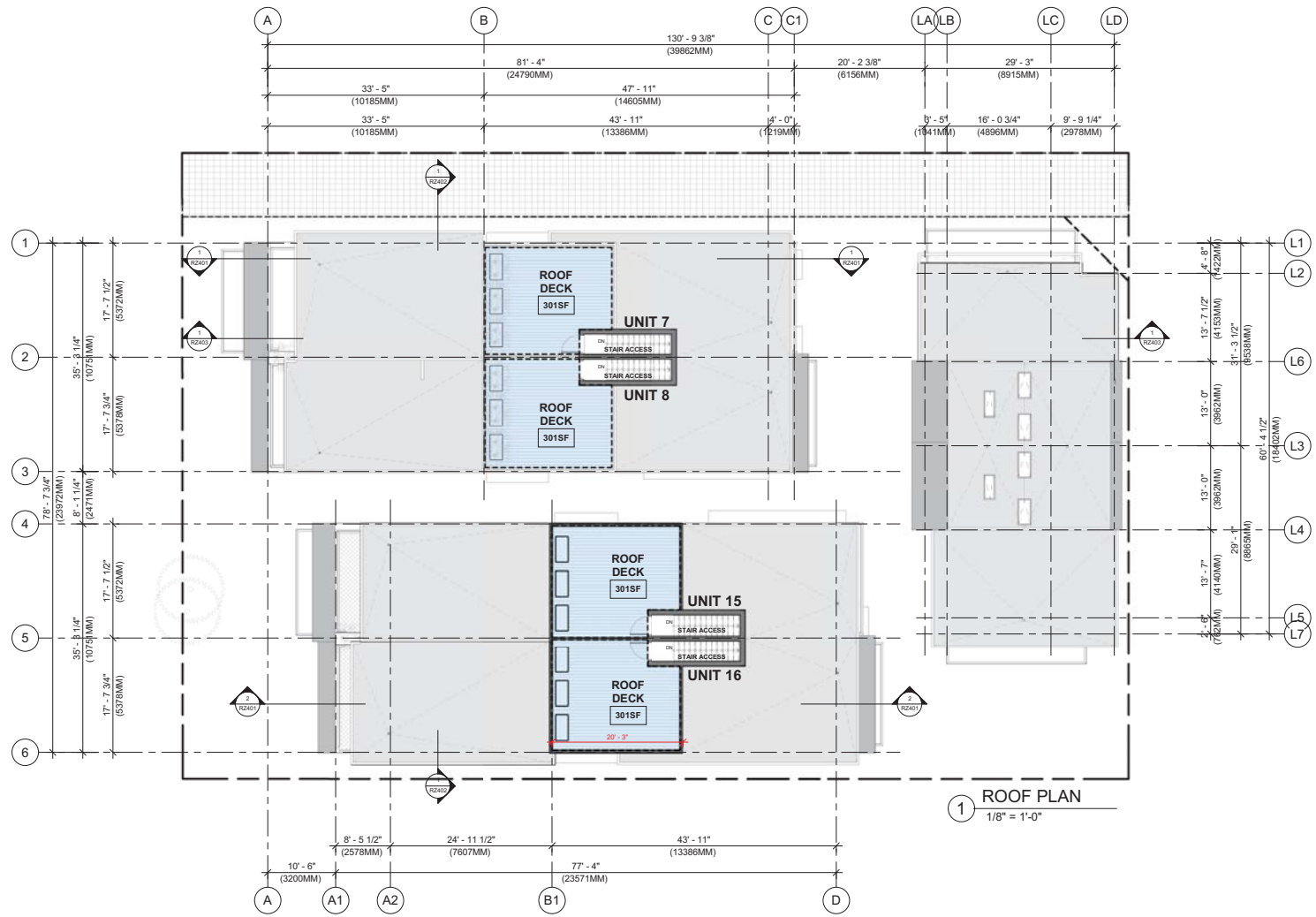


PROJECT:  
LEGAL ADDRESS: LOT A, BLOCK 215,  
DISTRICT LOT 545, GROUP 1, NWD  
PLAN EPP119522

2416 WESTERN AVE,  
NORTH VANCOUVER

**DRAWING TITLE**  
**ROOF PLAN**

Date	2024 AUG 08	Project number	2316
Scale	1/8" = 1'-0"	<b>RZ205</b>	
Drawn by	CK/HD		
Approved by	CK		





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REVISONS	No.	Description	Date
	3	ISSUED FOR CIV PRELIM REVIEW#1	2023 MAY 26
	4	ISSUED FOR CIV PRELIM REVIEW#2	2023 JUNE 26
	5	ISSUED FOR REZONING REVIEW#1	2023 OCT 08
	6	ISSUED FOR CLIENT REVIEW#1	2024 JAN 29
	7	ISSUED FOR REZONING REVIEW#2	2024 MAR 01
	8	ISSUED FOR REZONING REVIEW#3	2024 MAR 01
	9	ISSUED FOR REZONING REVIEW#4	2024 MAY 12
	10	ISSUED FOR REZONING REVIEW#5	
	11	ISSUED FOR REZONING REVIEW#6	



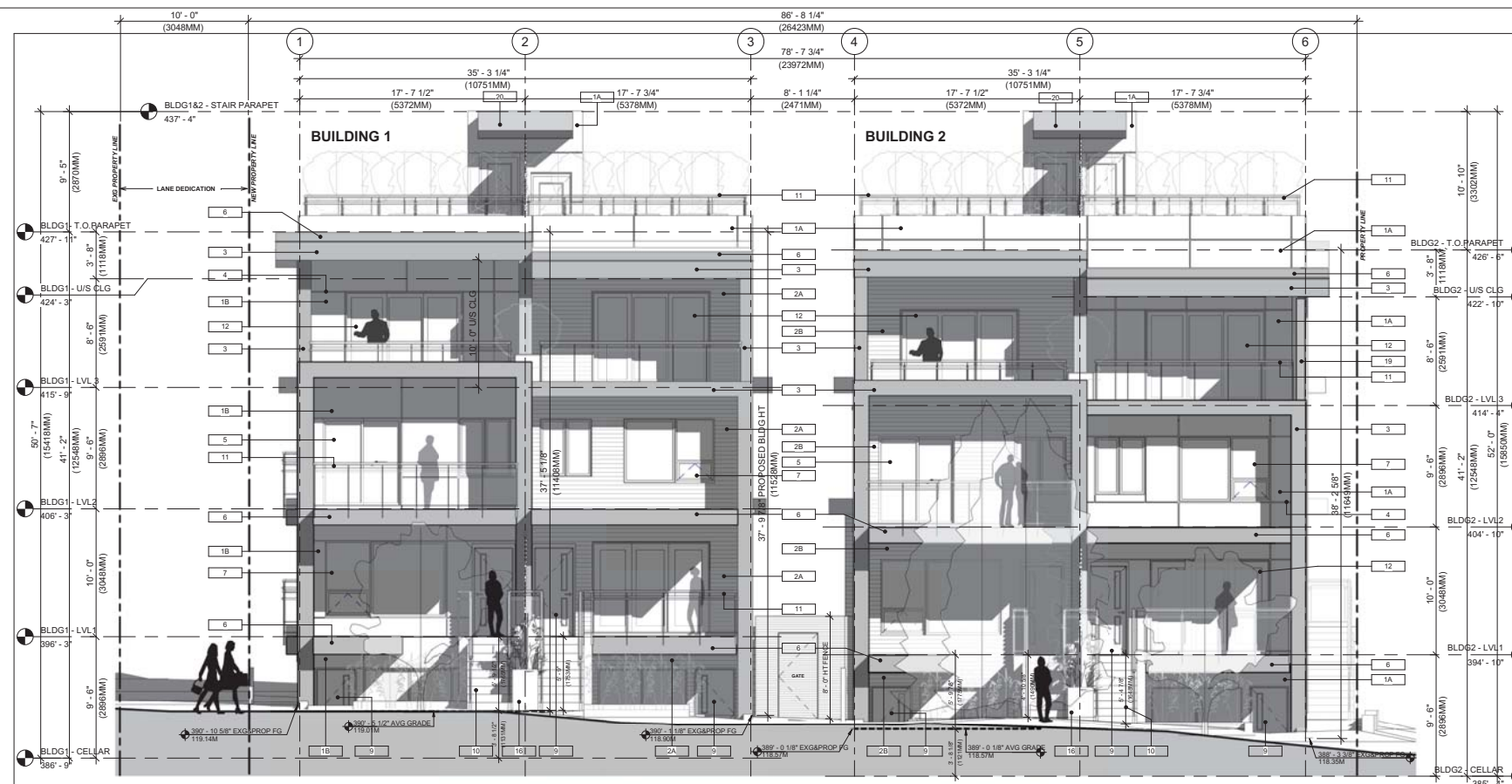
PROJECT:  
LEGAL ADDRESS: LOT A, BLOCK 215,  
DISTRICT LOT 545, GROUP 1, NWD  
PLAN EPP119522

2416 WESTERN AVE,  
NORTH VANCOUVER

**ELEVATIONS -  
BLDGs #1/2 WEST**

Date	2024 AUG 08	Project number	2316
Scale	1/4" = 1'-0"	Drawn by	SB/HD
Approved by	CK	Project name	<b>RZ301</b>

2024/08/08 4:42:33 PM



**1-4 WEST (FRONT) ELEVATION**  
1/4" = 1'-0"



**WEST (FRONT) PERSPECTIVE**

MATERIALS LIST	
#	DESCRIPTION
1A	NON-COMBUSTIBLE COMPOSITE PANEL C/W PREFIN METAL REVEALS/ TRANSITIONS (PAINT COLOUR: BM DISTANT GREY)
1B	NON-COMBUSTIBLE COMPOSITE PANEL C/W PREFIN METAL REVEALS/ TRANSITIONS (PAINT COLOUR: BM METROPOLITAN)
2A	NON-COMBUSTIBLE PLANK SIDING (PAINT COLOUR: BM DISTANT GREY)
2B	NON-COMBUSTIBLE PLANK SIDING (PAINT COLOUR: BM CHAMPION COBALT)
3	STANDING SEAM MTL CLADDING (PAINT COLOUR: CASCADIA SLATE GREY)
4	1" REVEAL TRANSITION (PTD TO MATCH CLADDING)
5	DOUBLE GLAZED SLIDING DOOR
6	PREFINISHED MTL FLASHING AT FASCIA (COLOUR TO MATCH STANDING SEAM)
7	VINYL FRAMED GLAZED WINDOWS (FRAME COLOUR: BLACK)
9	ENTRY DOOR W/ GLAZED LITES (PAINT COLOUR: BM LIGHTNING BUG)
10	CAST IN PLACE CONCRETE STAIR
11	POWDERCOATED ALUM STANCHIONS C/W 1/2" TEMPERED GLAZED GUARDS C/W POWDERCOATED ALUM OR SS 'U' CHANNEL @ TOP OF GLAZING PANEL
12	STACKING GLAZED DOOR SYSTEM
16	CAST IN PLACE CONCRETE PLANTER
19	POWDERCOATED ALUM PRIVACY SCREEN
20	STANDING SEAM METAL ROOFING



677 EAST 27TH AVENUE  
VANCOUVER, BC V5V 2K7  
PH: 604.266.4679  
E: INFO@ARCHITECTURALCOLLECTIVE.COM

WWW.ARCHITECTURALCOLLECTIVE.COM

**ADDITIONAL CONTRACTORS RESPONSIBILITY TO AVOID CLASH**

IT IS THE GENERAL CONTRACTOR'S RESPONSIBILITY TO LAY OUT AND CHECK OUT THE WORK AS SET FORTH IN THE CONTRACT DOCUMENTS. IT IS THE GENERAL CONTRACTOR'S RESPONSIBILITY TO ENSURE THAT THE CONTRACT DOCUMENTS AND SITE CONDITIONS ARE TO BE DISCUSSED WITH THE ARCHITECT IMMEDIATELY BEFORE PROCEEDING WITH ANY WORK. ANY DISCREPANCIES WHICH THE GENERAL CONTRACTOR DISCOVERS WITHIN THE CONTRACT DOCUMENTS SHOULD BE DISCUSSED WITH THE ARCHITECT IMMEDIATELY BEFORE PROCEEDING WITH ANY WORK.

ANY DISCREPANCIES WHICH THE GENERAL CONTRACTOR DISCOVERS WITHIN THE CONTRACT DOCUMENTS SHOULD BE DISCUSSED WITH THE ARCHITECT IMMEDIATELY BEFORE PROCEEDING WITH ANY WORK.

WRITTEN DIMENSIONS AND LARGER SCALE DETAILS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS.

THIS PLAN AND DESIGN ARE, AND AT ALL TIMES REMAIN, THE EXCLUSIVE PROPERTY OF ARCHITECTURAL COLLECTIVE INC. AND MAY NOT BE USED OR REPRODUCED WITHOUT WRITTEN CONSENT.

CONTRACT NUMBER:

No.	Description	Date
7	ISSUED FOR REZONING	2023 OCT 08
8	ISSUED FOR CLIENT REVIEW	2024 JAN 29
10	ISSUED FOR REZONING	2024 MAR 01
11	ISSUED FOR REZONING	2024 MAY 12



PROJECT:  
LEGAL ADDRESS: LOT A, BLOCK 215,  
DISTRICT LOT 545, GROUP 1, NWD  
PLAN EPP11952Z

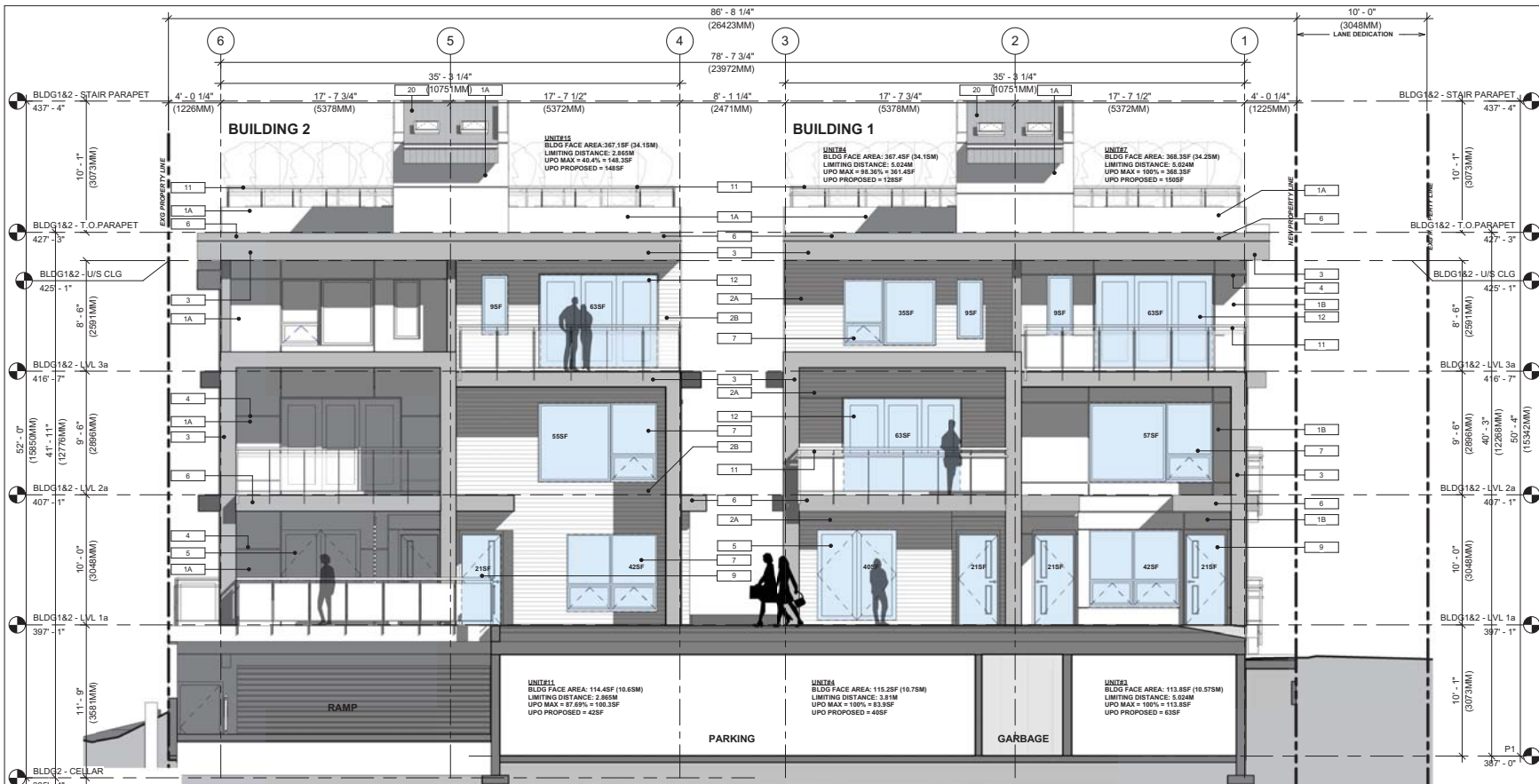
2416 WESTERN AVE.  
NORTH VANCOUVER

DRAWING TITLE  
**ELEVATIONS -  
BLDGs #1/2 EAST**

Date	2024 AUG 08	Project number	2316
Scale	1/4" = 1'-0"	Drawn by	CK/HD
Approved by	CK	Checked by	CK

**RZ302**

2024/08/08 4:40:00 PM



1-4 EAST (REAR) ELEVATION  
1/4" = 1'-0"



EAST (REAR) PERSPECTIVE

#	DESCRIPTION
1A	NON-COMBUSTIBLE COMPOSITE PANEL C/W PREFIN METAL REVEALS/ TRANSITIONS (PAINT COLOUR: BM DISTANT GREY)
1B	NON-COMBUSTIBLE COMPOSITE PANEL C/W PREFIN METAL REVEALS/ TRANSITIONS (PAINT COLOUR: BM METROPOLITAN)
2A	NON-COMBUSTIBLE PLANK SIDING (PAINT COLOUR: BM DISTANT GREY)
2B	NON-COMBUSTIBLE PLANK SIDING (PAINT COLOUR: BM CHAMPION COBALT)
3	STANDING SEAM MTL CLADDING (PAINT COLOUR: CASCADIA SLATE GREY)
4	1" REVEAL TRANSITION (PTD TO MATCH CLADDING)
5	DOUBLE GLAZED SLIDING DOOR
6	PREFINISHED MTL FLASHING AT FASCIA (COLOUR TO MATCH STANDING SEAM)
7	VINYL FRAMED GLAZED WINDOWS (FRAME COLOUR: BLACK)
9	ENTRY DOOR W/ GLAZED LITES (PAINT COLOUR: BM LIGHNING BUG)
11	POWDERCOATED ALUM STANCHIONS C/W 1/2" TEMPERED GLAZED GUARDS C/W POWDERCOATED ALUM OR SS-U CHANNEL @ TOP OF GLAZING PANEL
12	STACKING GLAZED DOOR SYSTEM
20	STANDING SEAM METAL ROOFING









677 EAST 27TH AVENUE  
VANCOUVER, BC V5V 2K7  
PH: 604.286.4679  
E: INFO@ARCHITECTURALCOLLECTIVE.COM

WWW.ARCHITECTURALCOLLECTIVE.COM

**ADDITIONAL CONTRACTOR RESPONSIBILITIES TO PROVIDE:**

IT IS THE GENERAL CONTRACTOR'S RESPONSIBILITY TO LAY OUT AND CHECK OUT THE WORK AS SET OUT IN THE CONTRACT DOCUMENTS. IT IS THE GENERAL CONTRACTOR'S RESPONSIBILITY TO OBTAIN THE NECESSARY PERMITS AND TO OBTAIN THE NECESSARY APPROVALS FROM THE LOCAL GOVERNMENT. THE ARCHITECT ASSUMES NO LIABILITY FOR ANY ERRORS OR OMISSIONS IN THE CONTRACT DOCUMENTS OR FOR ANY CONSEQUENCES WHICH MAY VARY FROM THOSE ANTICIPATED BY THE GENERAL CONTRACTOR.

ANY DISCREPANCIES WHICH THE GENERAL CONTRACTOR DISCOVERS WITHIN THE CONTRACT DOCUMENTS SHALL BE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR. THE CONTRACT DOCUMENTS AND SITE CONDITIONS ARE TO BE DISCLOSED TO THE ARCHITECT IMMEDIATELY BEFORE PROCEEDING WITH ANY WORK.

WRITTEN DIMENSIONS AND LARGER SCALE DETAILS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS.

CONTRACTOR RESPONSIBILITY

THIS PLAN AND DESIGN ARE, AND AT ALL TIMES REMAIN, THE EXCLUSIVE PROPERTY OF ARCHITECTURAL COLLECTIVE INC. AND MAY NOT BE USED OR REPRODUCED WITHOUT WRITTEN CONSENT.

No.	Description	Date
3	ISSUED FOR CIVIL PRELIM REVIEW#1	2023 MAY 26
5	ISSUED FOR CIVIL PRELIM REVIEW#2	2023 JUN 28
7	ISSUED FOR REZONING REVIEW#1	2023 OCT 08
8	ISSUED FOR CLIENT REVIEW#1	2024 JAN 29
10	ISSUED FOR REZONING REVIEW#2	2024 MAR 01
11	ISSUED FOR REZONING REVIEW#3	2024 MAY 12



PROJECT:  
LEGAL ADDRESS: LOT A, BLOCK 215,  
DISTRICT LOT 545, GROUP 1, NWD  
PLAN EPP119522

2416 WESTERN AVE,  
NORTH VANCOUVER

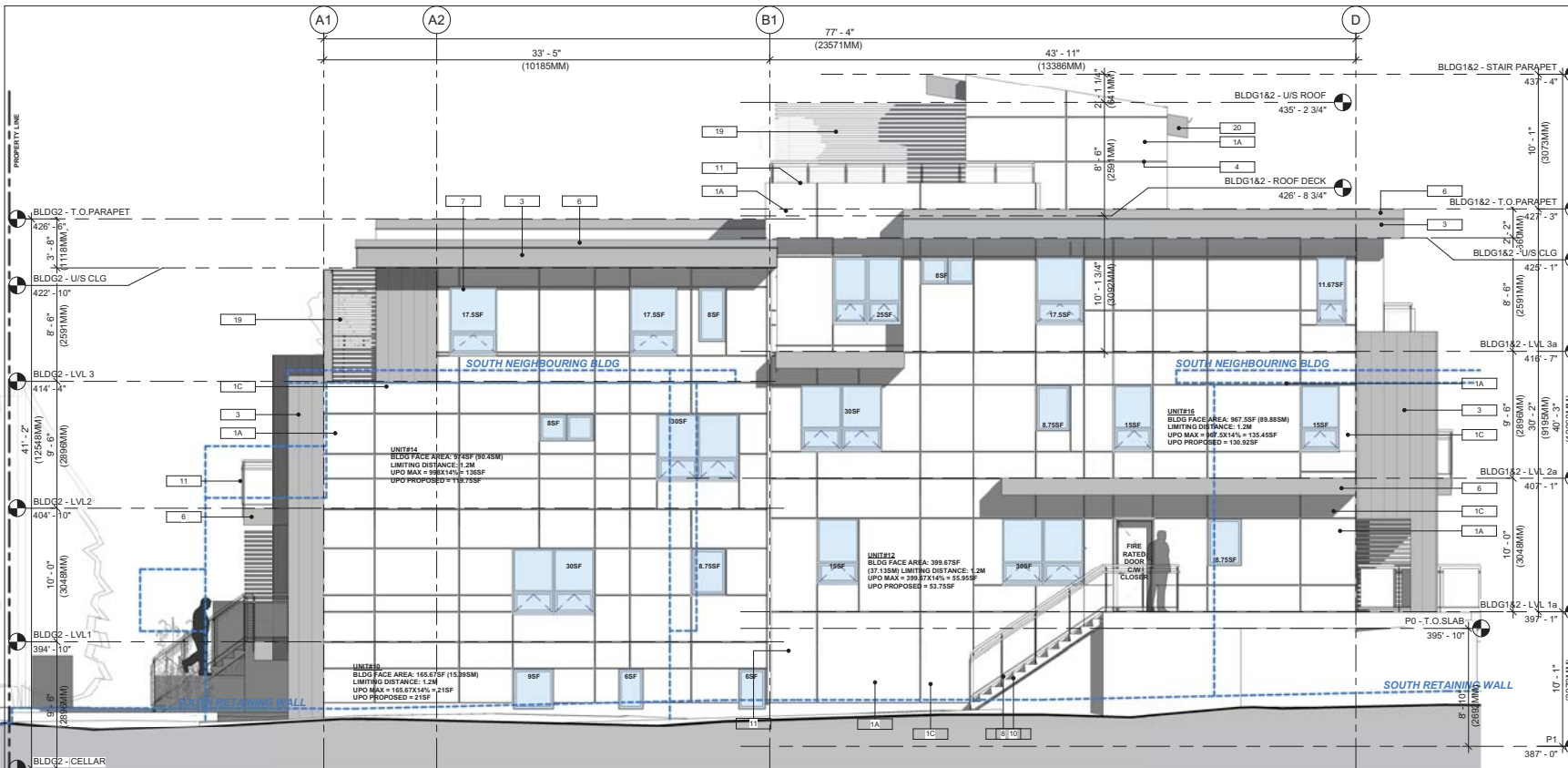
DRAWING TITLE

**ELEVATION -  
BLDG #2 SOUTH**

Date	2024 AUG 08	Project number	2316
Scale	1/4" = 1'-0"		
Drawn by	CK		
Approved by	CK		

**RZ306**

2024/08/04 4:50:01 PM



1-4 SOUTH ELEVATIONS  
② BLDG#2  
1/4" = 1'-0"



SOUTH PERSPECTIVE - BUILDING 2

MATERIALS LIST	
#	DESCRIPTION
1A	NON-COMBUSTIBLE COMPOSITE PANEL C/W PREFIN METAL REVEALS/ TRANSITIONS (PAINT COLOUR: BM DISTANT GREY)
1C	NON-COMBUSTIBLE COMPOSITE PANEL C/W PREFIN METAL REVEALS/ TRANSITIONS (PAINT COLOUR: BM COLONIAL BLUE)
3	STANDING SEAM MTL CLADDING (PAINT COLOUR: CASCADIA SLATE GREY)
4	1" REVEAL TRANSITION (PTD TO MATCH CLADDING)
6	PREFINISHED MTL FLASHING AT FASCIA (COLOUR TO MATCH STANDING SEAM)
7	VINYL FRAMED GLAZED WINDOWS (FRAME COLOUR: BLACK)
8	CAST IN PLACE CONCRETE FOUNDATION
10	CAST IN PLACE CONCRETE STAIR
11	POWDERCOATED ALUM STANCHIONS C/W 1/2" TEMPERED GLAZED GUARDS C/W POWDERCOATED ALUM OR SS 'U' CHANNEL @ TOP OF GLAZING PANEL
19	POWDERCOATED ALUM PRIVACY SCREEN
20	STANDING SEAM METAL ROOFING























# PROJECT NAME: 2416-2400 Western Ave North Van

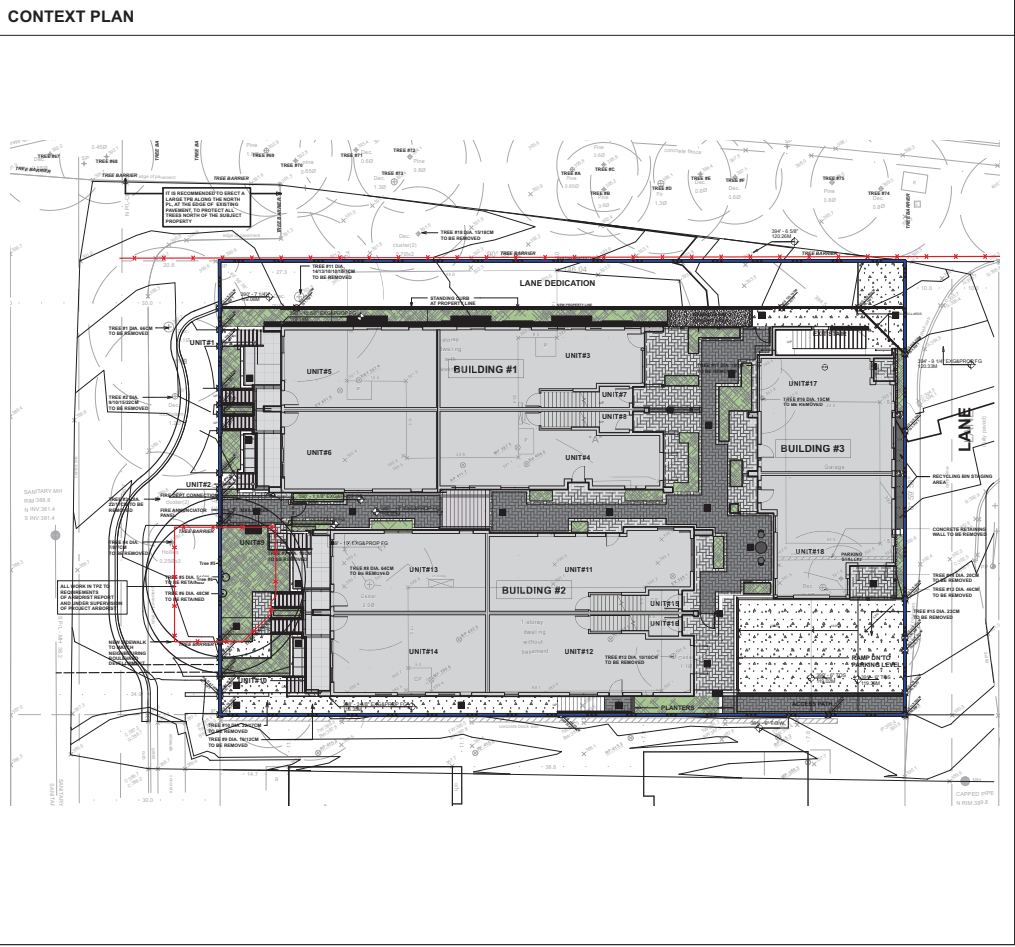
PROJECT NO: 2022-31

PROJECT ADDRESS: 2416-2400 Western Ave North Van


DATE: 2024-08-12

ISSUED FOR: Re-issue for municipal review

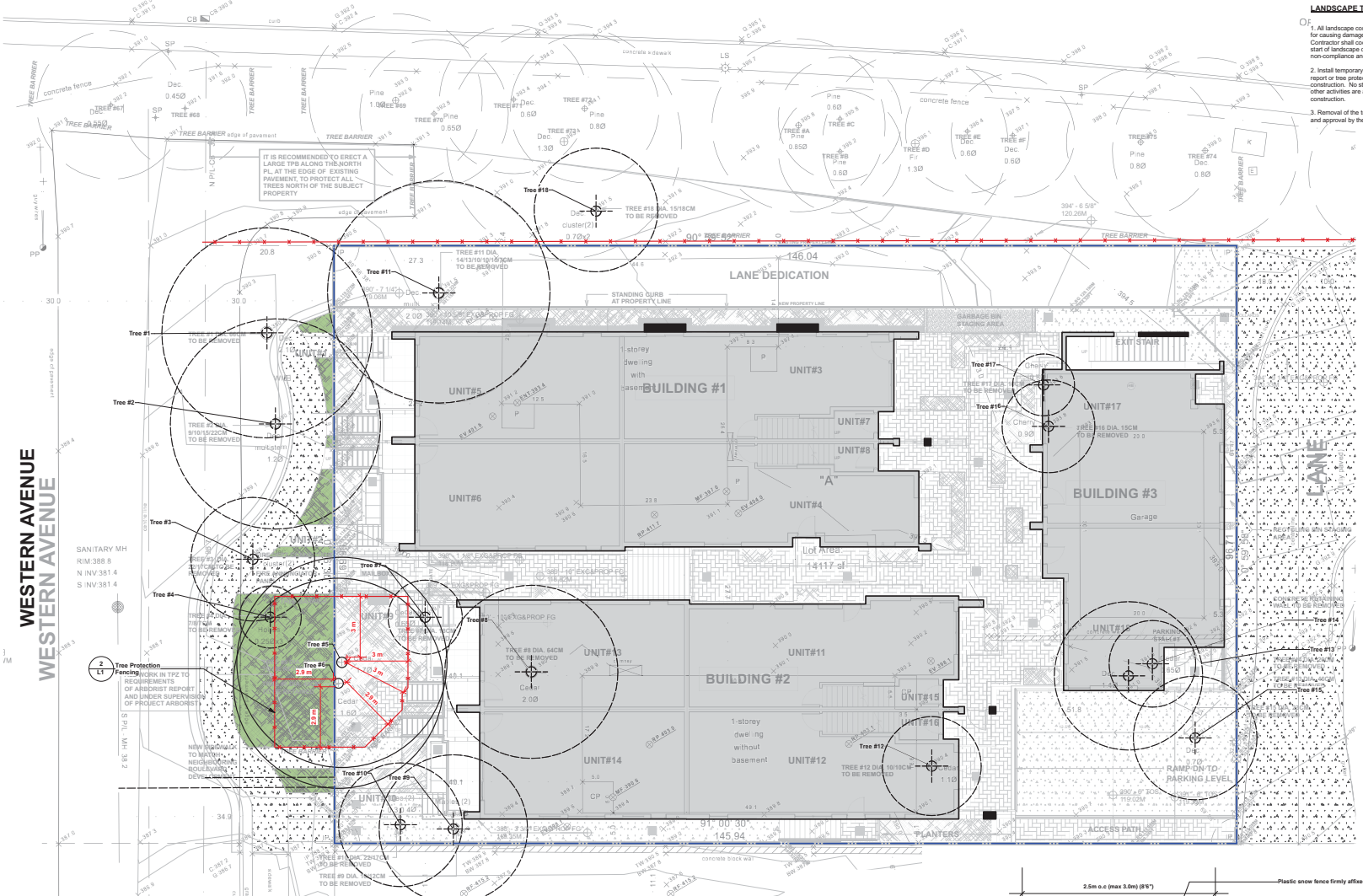
TABLE OF CONTENTS	
Sheet Number	Sheet Title
L0a	Landscape Cover Sheet
L1	Landscape Tree Protection Plan
L2a	Landscape Materials and Layout Plan - Ground Level
L2b	Landscape Materials and Layout Plan - Rooftop
L2c	Landscape Grading and Drainage Plan
L3	Landscape Lighting and Irrigation Plan
L4a	Landscape Planting Plan - Ground Level
L4b	Landscape Planting Plan - Roof Level
L5a	Landscape Materials and Layout Plan - Offsite
L5b	Landscape Planting Plan - Offsite
L6a	Landscape Details
L6b	Landscape Details



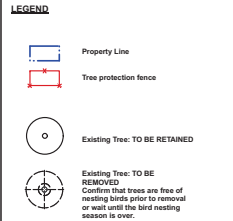
PACKAGE IS ONLY TO SCALE WHEN PRINTED ON 24"x36" SHEETS UNLESS OTHERWISE INDICATED

2024-08-12	Re-issue for municipal review
2024-05-13	Re-issue for Rezoning
2024-03-13	Reissued for Rezoning
2024-02-24	Issued for Arch Coordination
2023-09-27	Issued for DP
2023-09-26	Issued for Review - Pre DP
2023-08-18	Issued for Arch Review/Coordination
2023-08-09	Issued for Arch Review
2023-07-04	Issued for Arch Review
Date	Issue Notes
	
<p><b>Prospect &amp; Refuge</b> LANDSCAPE ARCHITECTS</p> <p>4010 108th St, Burnaby, BC, V5H 1Y1 604-665-1102 info@prospectandrefuge.ca Building on over 28 years of history in Jonathan Lewis, LIA</p>	
<p>Project Title and Address: 2416-2400 Western Ave North Van 2416-2400 Western Ave North Van</p>	
<p>Sheet Title: Landscape Cover Sheet</p>	
Project No: 2022-31	Date:
Project Manager: NR	Drawn No.:
Reviewed By: AS	<b>L0a</b>

TRANS CANADA HIGHWAY



- LANDSCAPE TREE NOTES**
- All landscape construction activities have a high potential for causing damage to trees, roots and soil. The Landscape Contractor shall coordinate with the project Arborist prior to the start of landscape operations to avoid tree protection non-compliance and bylaw issues.
  - Install temporary tree protection fencing as per arborist report or tree protection plan. Maintain the fencing during construction. No storage of materials or equipment, or any other activities are allowed within the protection zone during construction.
  - Removal of the tree barriers requires advance coordination and approval by the project arborist.



NOTE: The tree protection barriers must be built and inspected before the building permits can be issued. Please call the building inspector at least municipality and request a tree barrier inspection at least 48 hours in advance of the building permit.

Date	Issue Notes
2024-08-12	Re-issue for municipal review
2024-05-13	Reissue for Rezoning
2024-03-13	Reissued for Rezoning
2024-02-24	Issued for Arch Coordination
2023-09-27	Issued for DP
2023-09-26	Issued for Review - Pre DP
2023-08-18	Issued for Arch Review/Coordination.
2023-08-09	Issued for Arch Review
2023-07-04	Issued for Arch Review



**Prospect & Refuge**

LANDSCAPE ARCHITECTS

400-668-8888 | 2416-2400 Western Ave North Van  
 604-695-1002 | info@prospectandrefuge.ca

Building for over 28 years of history on Jonathan Lewis Lane

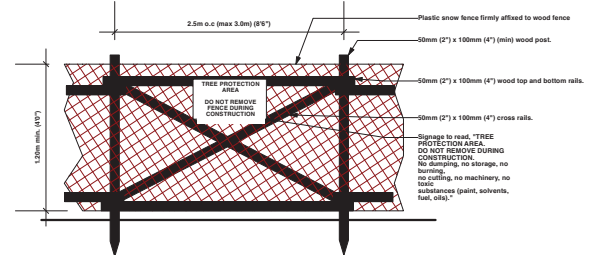
Project Title and Address:  
 2416-2400 Western Ave North Van  
 2416-2400 Western Ave North Van

Draw Title:  
 Landscape Tree Protection Plan

Project No.: 2022-31 Date: 1/8" = 1'-0"

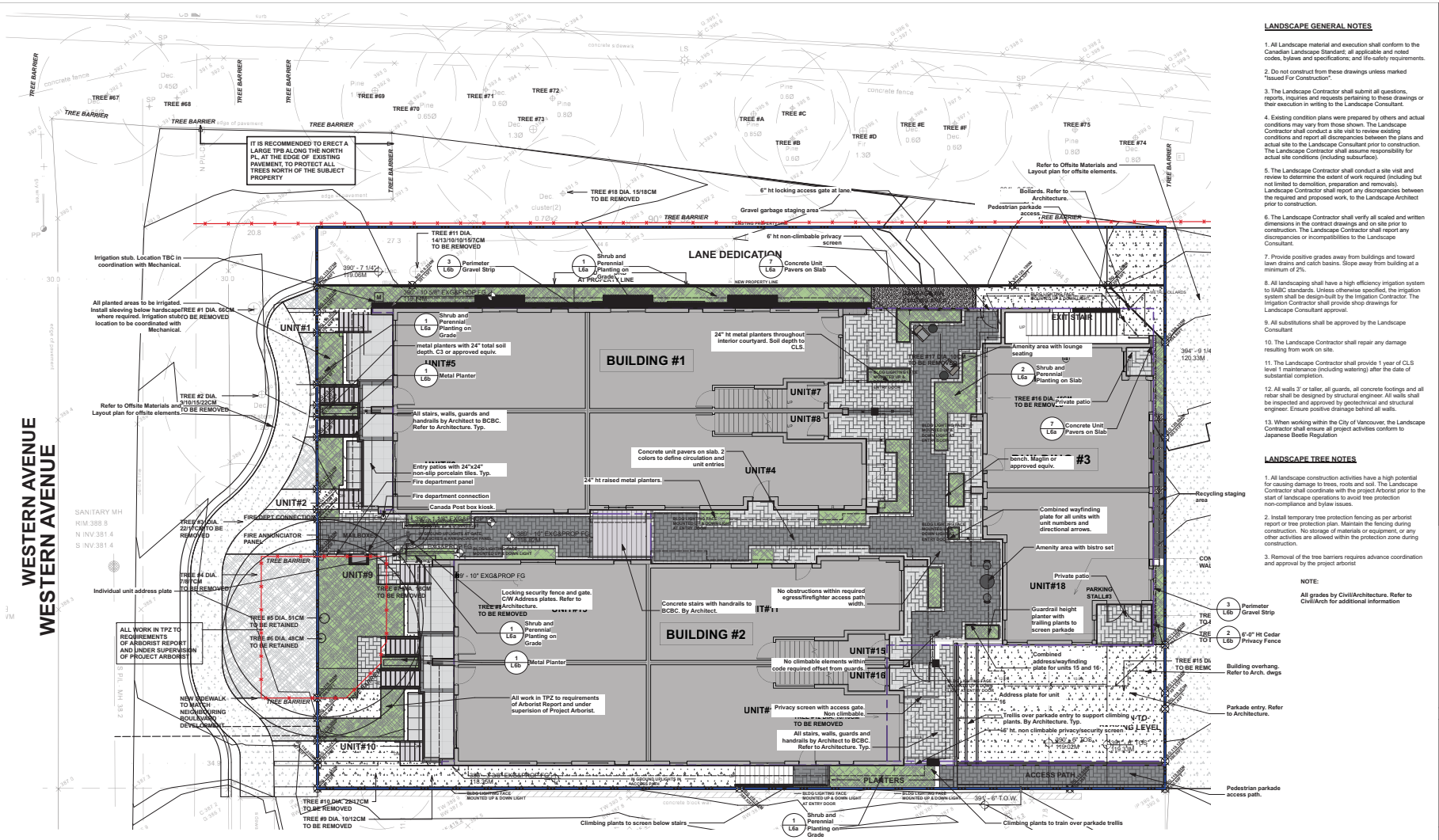
Project Manager: NR Draw No.: L1

Tree Number	DBH	Tree Type	Action
Tree #1	2,165	Deciduous	Remove
Tree #2	1,500	Deciduous	Remove
Tree #3	623	Deciduous	Remove
Tree #4	229	Evergreen	Remove
Tree #7	591	Conifer	Remove
Tree #8	2,100	Conifer	Remove
Tree #9	519	Deciduous	Remove
Tree #10	917	Deciduous	Remove
Tree #11	377	Deciduous	Remove
Tree #17	328	Deciduous	Remove
Tree #18	456	Deciduous	Remove
Tree #12	328	Conifer	Remove
Tree #14	456	Deciduous	Remove
Tree #13	24,000	Deciduous	Remove
Tree #15	755	Deciduous	Remove
Tree #6	1,275	Conifer	Retain
Tree #5	1,873	Conifer	Retain
Tree #18	689	Deciduous	Remove



2 Tree Protection Fencing  
 Scale: 1/2" = 1'-0"

3 Landscape Tree Protection Plan  
 Scale: 1/8" = 1'-0"



**LANDSCAPE GENERAL NOTES**

1. All Landscape material and execution shall conform to the Canadian Landscape Standard, all applicable and noted codes, bylaws and specifications, and life-safety requirements.
2. Do not construct from these drawings unless marked "Issued For Construction".
3. The Landscape Contractor shall submit all questions, reports, inquiries and requests pertaining to these drawings or their execution in writing to the Landscape Consultant.
4. Existing condition plans were prepared by others and actual conditions may vary from those shown. The Landscape Contractor shall verify all existing conditions and report all discrepancies between the plans and actual site to the Landscape Consultant prior to construction. The Landscape Contractor shall assume responsibility for actual site conditions (including subsurface).
5. The Landscape Contractor shall conduct a site visit and review to determine the extent of work required (including but not limited to demolition, preparation and removals). Landscape Contractor shall report any discrepancies between the required and proposed work, to the Landscape Architect prior to construction.
6. The Landscape Contractor shall verify all scaled and written dimensions in the contract drawings and on site prior to construction. The Landscape Contractor shall report any discrepancies or incompatibilities to the Landscape Consultant.
7. Provide positive grades away from buildings and toward lawn drains and catch basins. Slope away from building at a minimum of 2%.
8. All landscaping shall have a high efficiency irrigation system to IABC standards. Unless otherwise specified, the irrigation system shall be designed by the Irrigation Contractor. The Irrigation Contractor shall provide shop drawings for the Landscape Consultant approval.
9. All plantings shall be approved by the Landscape Consultant.
10. The Landscape Contractor shall repair any damage resulting from work on site.
11. The Landscape Contractor shall provide 1 year of CLS level 1 maintenance (including watering) after the date of substantial completion.
12. All walls 3' or taller, all guards, all concrete footings and all other shall be designed by structural engineer. All walls shall be inspected and approved by geotechnical and structural engineer. Ensure positive drainage behind all walls.
13. When working within the City of Vancouver, the Landscape Contractor shall ensure all project activities conform to Japanese Beetle Regulation.

**LANDSCAPE TREE NOTES**

1. All landscape construction activities have a high potential for causing damage to trees, roots and soil. The Landscape Contractor shall coordinate with the project Arborist prior to the start of landscape operations to avoid tree protection non-compliance and bylaw issues.
2. Install temporary tree protection fencing as per arborist report or tree protection plan. Maintain the fencing during construction. No storage of materials or equipment, or any other activities are allowed within the protection zone during construction.
3. Removal of the tree barriers requires advance coordination and approval by the project arborist.

**NOTE**  
All grades by Civil/Architecture. Refer to Civil/Arch for additional information

LEGEND	
	Property Line
	Tree of protection fence
	Line of slab below
HARDSCAPE MATERIALS:	
	Concrete unit pavers on slab. Newstone Pavers Standard series c/w 3mm spacer bars. Layout: Herringbone Color: Main - Northern Shadow, Accent - Natural
	Permeable concrete unit pavers on grade Newstone Pavers Standard series c/w 3mm spacer bars Layout: Herringbone Color: Main - Northern Shadow, Accent - Natural
	CIP concrete sidewalk/walkway. To CNV standard where offsets.
	Porcelain Pavers with non-slip surface. 24" x 24" unit size. Product spec tbd. Installation method (adhesive or on pedestals) tbc.
SOFTSCAPE MATERIALS:	
	Planting Bed
	Sodded Lawn
LINES & SYMBOLS	
	Building envelope
	Building roof overhang

Date	Issue Notes
2024-08-12	Re-issue for municipal review
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2023-06-18	Issued for Arch Review/Coordination.
2023-06-09	Issued for Arch Review
2023-07-04	Issued for Arch Review

**3 Landscape Materials and Layout Plan - Ground Level**  
Scale: 1/8" = 1'-0"



2 colors of pavers to define entries and circulation areas



Indigenous and low maintenance planting



Raised metal planters to define space and create opportunities for additional planting in slab areas



Small seating areas for community use



Blue outdoor table and chairs set

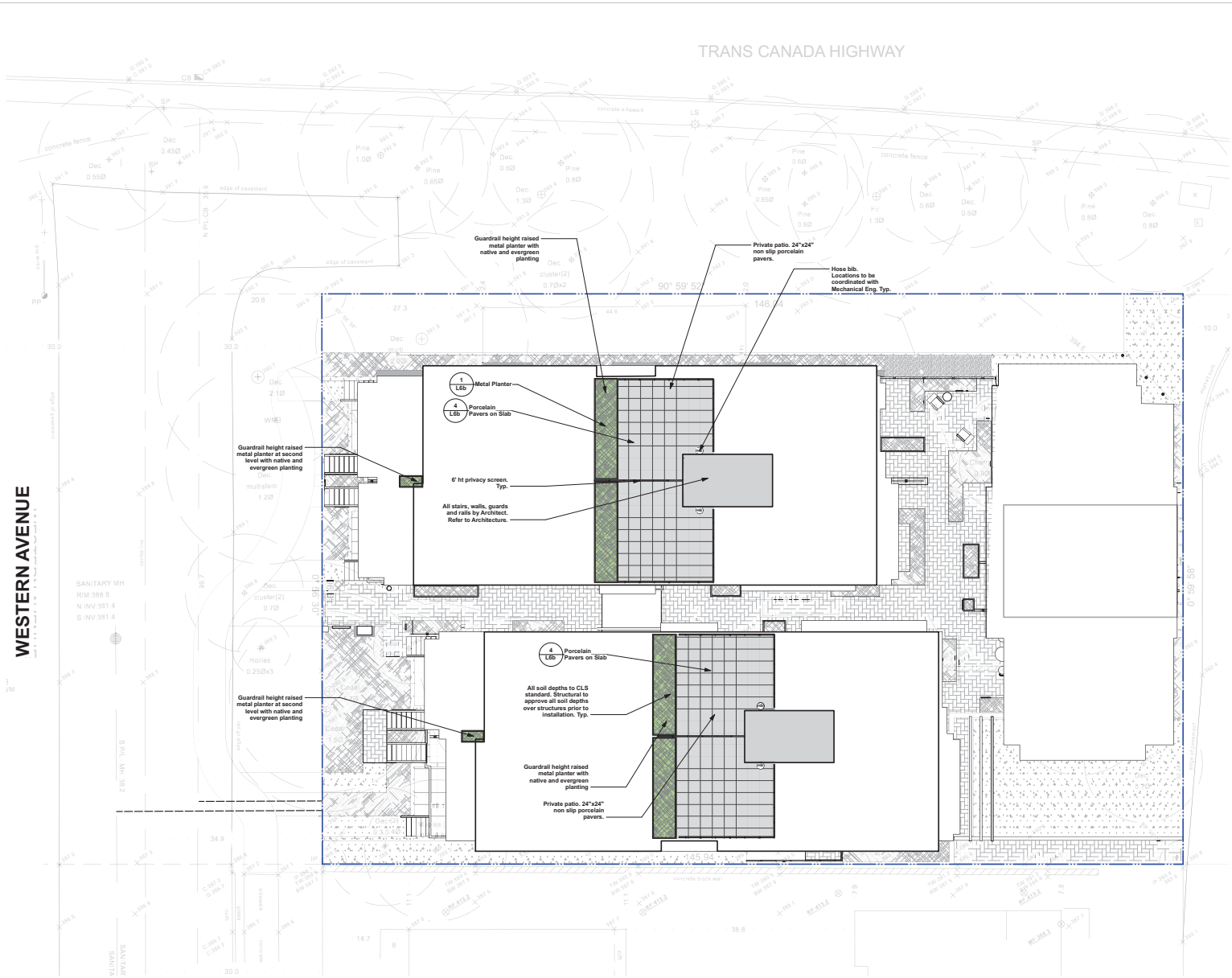
**Prospect & Refuge**  
LANDSCAPE ARCHITECTS  
#100-1088 W. 2nd Ave Vancouver, BC, V6C 1H3  
604-685-1000 | info@prospectandrefuge.ca  
Building on over 28 years of history in Vancouver, Canada.

Project Name and Address:  
**2416-2400 Western Ave North Van**  
2416-2400 Western Ave North Van

Sheet Title:  
**Landscape Materials and Layout Plan - Ground Level**

Project No. 2022-31	Date 1/8" = 1'-0"
Project Designer NR	Drawn No.
Reviewed by AS	<b>L2a</b>

TRANS CANADA HIGHWAY



- LANDSCAPE GENERAL NOTES**
- All Landscape material and execution shall conform to the Canadian Landscape Standard, all applicable and noted codes, bylaws and specifications, and life-safety requirements.
  - Do not construct from these drawings unless marked "Issued For Construction".
  - The Landscape Contractor shall submit all questions, reports, inquiries and requests pertaining to these drawings or their execution in writing to the Landscape Consultant.
  - Existing condition plans were prepared by others and actual conditions may vary from those shown. The Landscape Contractor shall conduct a site visit to review existing conditions and report all discrepancies between the plans and actual site to the Landscape Consultant prior to construction. The Landscape Contractor shall assume responsibility for actual site conditions (including subsurface).
  - The Landscape Contractor shall conduct a site visit and review to determine the extent of work required (including but not limited to demolition, preparation and removals). Landscape Contractor shall report any discrepancies between the required and proposed work, to the Landscape Architect prior to construction.
  - The Landscape Contractor shall verify all scaled and written dimensions in the contract drawings and on site prior to construction. The Landscape Contractor shall report any discrepancies or incompatibilities to the Landscape Consultant.
  - Provide positive grades away from buildings and toward lawn drains and catch basins. Slope away from building at a minimum of 2%.
  - All landscaping shall have a high efficiency irrigation system to IABC standards. Unless otherwise specified, the irrigation system shall be designed by the Irrigation Contractor. The Irrigation Contractor shall provide shop drawings for Landscape Consultant approval.
  - All substitutions shall be approved by the Landscape Consultant.
  - The Landscape Contractor shall repair any damage resulting from work on site.
  - The Landscape Contractor shall provide 1 year of CLS level 1 maintenance (including watering) after the date of substantial completion.
  - All walls 3' or taller, all concrete footings and all rebar shall be designed by structural engineer. All walls shall be inspected and approved by geotechnical and structural engineer. Ensure positive drainage behind all walls.
  - When working within the City of Vancouver, the Landscape Contractor shall ensure all project activities conform to Japanese Beetle Regulation.

- LANDSCAPE TREE NOTES**
- All landscape construction activities have a high potential for causing damage to trees, roots and soil. The Landscape Contractor shall coordinate with the project Arborist prior to the start of landscape operations to avoid tree protection non-compliance and bylaw issues.
  - Install temporary tree protection fencing as per arborist report or tree protection plan. Maintain the fencing during construction. No storage of materials or equipment, or any other activities are allowed within the protection zone during construction.
  - Removal of the tree barriers requires advance coordination and approval by the project arborist.

**LEGEND**

- Property Line
- Tree protection fence
- Line of slab below

**HARDSCAPE MATERIALS:**

- Concrete unit pavers on slab. Newstone Pavers Standard series c/w 3mm spacer bars. Layout: Herringbone. Color: Main - Northern Shadow, Accent - Natural
- Permeable concrete unit pavers on grade. Newstone Pavers Standard series c/w 3mm spacer bars. Layout: Herringbone. Color: Main - Northern Shadow, Accent - Natural
- CIP concrete sidewalk/walkway. To CNV standard where offsite.
- Porcelain Pavers with non-slip surface. 24"X24" unit size. Product spec tbd. Installation method (adhesive or on pedestals) tbc.

**SOFTSCAPE MATERIALS:**

- Planting Bed
- Sodded Lawn

**LINES & SYMBOLS**

- Building envelope
- Building roof overhang

**NOTE:**  
All grades by Civil/Architecture. Refer to Civil/Arch for additional information

Date	Issue Notes
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2024-03-13	Reissued for Rezoning
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2023-09-26	Issued for Review - Pre DP
2023-08-18	Issued for Arch Review/Coordination.
2023-08-09	Issued for Arch Review
2023-07-04	Issued for Arch Review

Prospect & Refuge  
LANDSCAPE ARCHITECTS  
#401-1008 W. 2nd Ave Vancouver, BC, V6J 1Y3  
604-683-1000 info@prospectandrefuge.ca  
Building on over 25 years of history as Jordansons Landscape.

Project Site and Address  
2416-2400 Western Ave North Van  
2416-2400 Western Ave North Van

Sheet Title  
Landscape Materials and Layout Plan - Rooftop

Project No. 2022-31	Scale 1/8" = 1'-0"
Project Manager NR	Drawn No. L2b
Reviewed By AS	

3 Landscape Materials and Layout Plan - Level 3  
Scale: 1/8" = 1'-0"



TRANS CANADA HIGHWAY

WESTERN AVENUE




LANDSCAPE PLANTING NOTES

1. All planting materials and excavation shall conform to the current edition of the Canadian Landscape Standard (CLS) as a minimum acceptable standard.
2. Plant material shall be sourced from Washington State and BC.
3. Landscape Contractor shall submit a soil report for each soil type specified on site (including all imported soil and existing soil intended for re-use), to Landscape Consultant for approval prior to soil delivery to site. Soil report shall be dated no more than one month before submitted. Soil report shall include CLS measures of soil quality per specified soil type and recommendations for amendment.
4. Landscape Contractor shall amend approved soils per instruction of soil report. Provide documentation of fertilizer and lime applications and rates during the installation and maintenance periods.
5. The prepared sub-grade shall be approved by the Consultant prior to application of top soil mixtures and finish grading. Compacted subgrades shall be scarified to a minimum depth of 6" (150mm) immediately before placing growing medium.
6. The Landscape Contractor shall report discrepancies between plant quantities in the plant list and plan to the Landscape Consultant prior to ordering plant material. Where there is a discrepancy the plan shall supersede the list.
7. All plant material, sod and seeds shall be approved by Landscape Consultant prior to delivery on site. The Landscape Contractor shall provide photographs with scale reference for trees and location information for container stock to the Landscape Consultant prior to the Landscape Consultant scheduling a field inspection. The Landscape Contractor shall provide subculters or samples of soil and seeds for approval. Plant material, sod and seeds rejected on site shall be replaced by the Landscape Contractor at no cost to the Client.
8. Plant material, sod and seed substitutions shall not be made without the written approval of the Landscape Consultant.
9. All plant material (including root balls) shall be free of pernicious weeds, soil disease, infestation and infection. Plant material shall be supplied by nurseries who are certified by the Clean Plants program, Canadian Nursery Certification Institute (CNCI), current certification standard [www.cnci.ca](http://www.cnci.ca). Non-conforming plant material provided by the Landscape Contractor shall be removed, disposed of and replaced at the Landscape Contractor's expense.
10. If obstructions or other conditions detrimental to healthy plant growth are encountered, the Landscape Contractor shall notify the Landscape Consultant and request additional instructions.
11. The exact location of trees shall be determined on site and field to be as required. The Landscape Consultant shall approve the final location of trees prior to planting.
12. Plants shall not be pruned prior to delivery unless otherwise noted by the Landscape Consultant.
13. Install composted organic mulch to CLS standard on all shrub beds after planting and rake smooth. Follow CLS standards for depth and installation.
14. The Landscape Contractor shall provide level 1 maintenance per CLS standard for landscape type and a guarantee for all plant material, for 1 year after the date of substantial completion. Plants installed prior to June (Between Jan 1 and June 1) shall be under extended warranty until June 1 of the following year.
15. Off-site planting shall have landowner approval (municipal or otherwise) prior to installation. Size, species and location require approval at the time of installation.
16. All landscaping shall have a high efficiency irrigation system to IMBC standards. Unless otherwise specified, the irrigation system shall be design built by the irrigation Contractor. The irrigation Contractor shall provide shop drawings for Landscape Consultant approval.

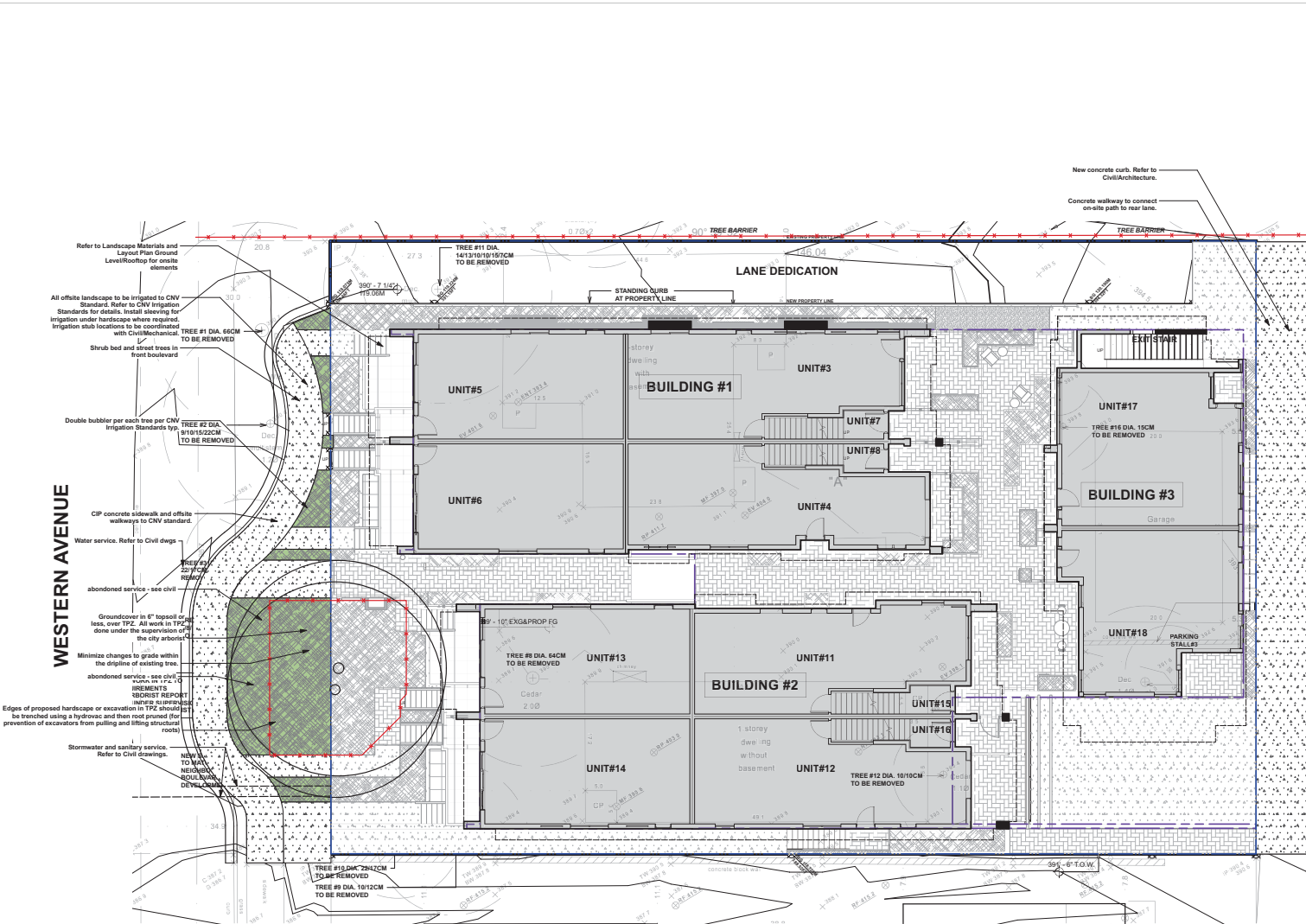
LANDSCAPE TREE NOTES

1. All landscape construction activities have a high potential for causing damage to trees, roots and soil. The Landscape Contractor shall coordinate with the project Arborist prior to the start of landscape operations to avoid tree protection non-compliance and bylaw issues.
2. Install temporary tree protection fencing as per arborist report or the protection plan. Maintain the fencing during construction. No storage of materials or equipment, or any other activities are allowed within the protection zone during construction.
3. Removal of the tree barriers requires advance coordination and approval by the project arborist.

2024-08-12	Re-issue for municipal review
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Date	Issue/Notes
	
<b>Prospect &amp; Refuge</b> LANDSCAPE ARCHITECTS <small>#101 West 10th Ave. Vancouver, BC, V6J 1G1                  604-683-1002 info@prospectandrefuge.ca                  Building for over 25 years of history w/ Jonathan Lewis, LIA.</small>	
Project Site and Address: 2416-2400 Western Ave North Van 2416-2400 Western Ave North Van	
Sheet Title: Landscape Planting Plan - Roof Level	
Project No: 2022-31	Date: 1/8" = 1'-0"
Project Designer: NR	Sheet No.: <b>L4b</b>
Reviewed by: AS	

3 Landscape Planting Plan -Level 3  
 Scale: 1/8" = 1'-0"

ID	Latin Name	Common Name	Quantity	Scheduled Size	Notes
<b>TREES</b>					
TR01	<i>Polystichum auratum</i>	Sword Fern	35	#1 pot @ 2'0" oc.	Cont.
TR02	<i>Thuja occidentalis</i>	Thuja	35	#10" ball @ 1'9" oc. R.	Cont.
<b>PERENNIALS</b>					
TR03	Assorted perennials selected by Landscape Architect				
TR04			20	#1 pot	Cont.



**LANDSCAPE GENERAL NOTES**

- All landscape material and execution shall conform to the Canadian Landscape Standard, all applicable and noted codes, bylaws and specifications, and life-safety requirements.
- Do not construct from these drawings unless marked "Issued For Construction".
- The Landscape Contractor shall submit all questions, reports, inquiries and requests pertaining to these drawings or their execution in writing to the Landscape Consultant.
- Existing condition plans were prepared by others and actual conditions may vary from those shown. The Landscape Contractor shall conduct a site visit to review existing conditions and report all discrepancies between the plans and actual site to the Landscape Consultant prior to construction. The Landscape Contractor shall assume responsibility for actual site conditions (including subsurface).
- The Landscape Contractor shall conduct a site visit and review to determine the extent of work required (including but not limited to demolition, preparation and removals). Landscape Contractor shall report any discrepancies between the required and proposed work, to the Landscape Architect prior to construction.
- The Landscape Contractor shall verify all scaled and written dimensions in the contract drawings and on site prior to construction. The Landscape Contractor shall report any discrepancies or incompatibilities to the Landscape Consultant.
- Provide positive grades away from buildings and toward lawn drains and catch basins. Slope away from building at a minimum of 2%.
- All landscaping shall have a high efficiency irrigation system to IMBC standards. Unless otherwise specified, the irrigation system shall be designed by the Irrigation Contractor. The Irrigation Contractor shall provide shop drawings for Landscape Consultant approval.
- All substitutions shall be approved by the Landscape Consultant.
- The Landscape Contractor shall repair any damage resulting from work on site.
- The Landscape Contractor shall provide 1 year of CLS level 1 maintenance (including watering) after the date of substantial completion.
- All walls 3' or taller, all concrete footings and all other shall be designed by structural engineer. All walls shall be inspected and approved by geotechnical and structural engineer. Ensure positive drainage behind all walls.

**LANDSCAPE TREE NOTES**

- All landscape construction activities have a high potential for causing damage to trees, roots and soil. The Landscape Contractor shall coordinate with the project Arborist prior to the start of landscape operations to avoid tree protection non-compliance and bylaw issues.
- Install temporary tree protection fencing as per arborist report or tree protection plan. Maintain the fencing during construction. No storage of materials or equipment, or any other activities are allowed within the protection zone during construction.
- Removal of the tree barriers requires advance coordination and approval by the project arborist.

**CNV OFFSITE IRRIGATION**

- Refer to CNV Irrigation Standards for specifics. All landscaping shall have a high efficiency irrigation system to IMBC standards. Unless otherwise specified, the irrigation system shall be design-built by the Irrigation Contractor. The Irrigation Contractor shall provide shop drawings for Landscape Consultant and CNV approval.

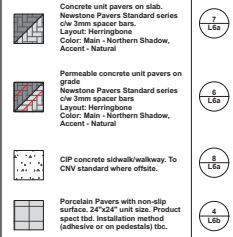
**CNV TREE NOTES**

- Contact City Arborist at least three days in advance of excavation. City Arborist to be on site at all excavations within TPZ zone.
- City arborist to perform root pruning.
- Retain as much existing vegetation as possible to shade the ground and retain moisture.
- Removal of any lawn within the tree protection area to be done by hand.
- Provide irrigation during construction. All trees affected by construction must be irrigated during warranty period. Extend automatic irrigation system with drip irrigation to both trees and vegetation in the TPZ.

**LEGEND**



**HARDSCAPE MATERIALS:**



**SOFTSCAPE MATERIALS:**



**LINE & SYMBOL**



All grades by Civil/Architecture. Refer to Civil/Arch for additional information

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2023-07-04	Issued for Arch Review

Date	Issue Notes

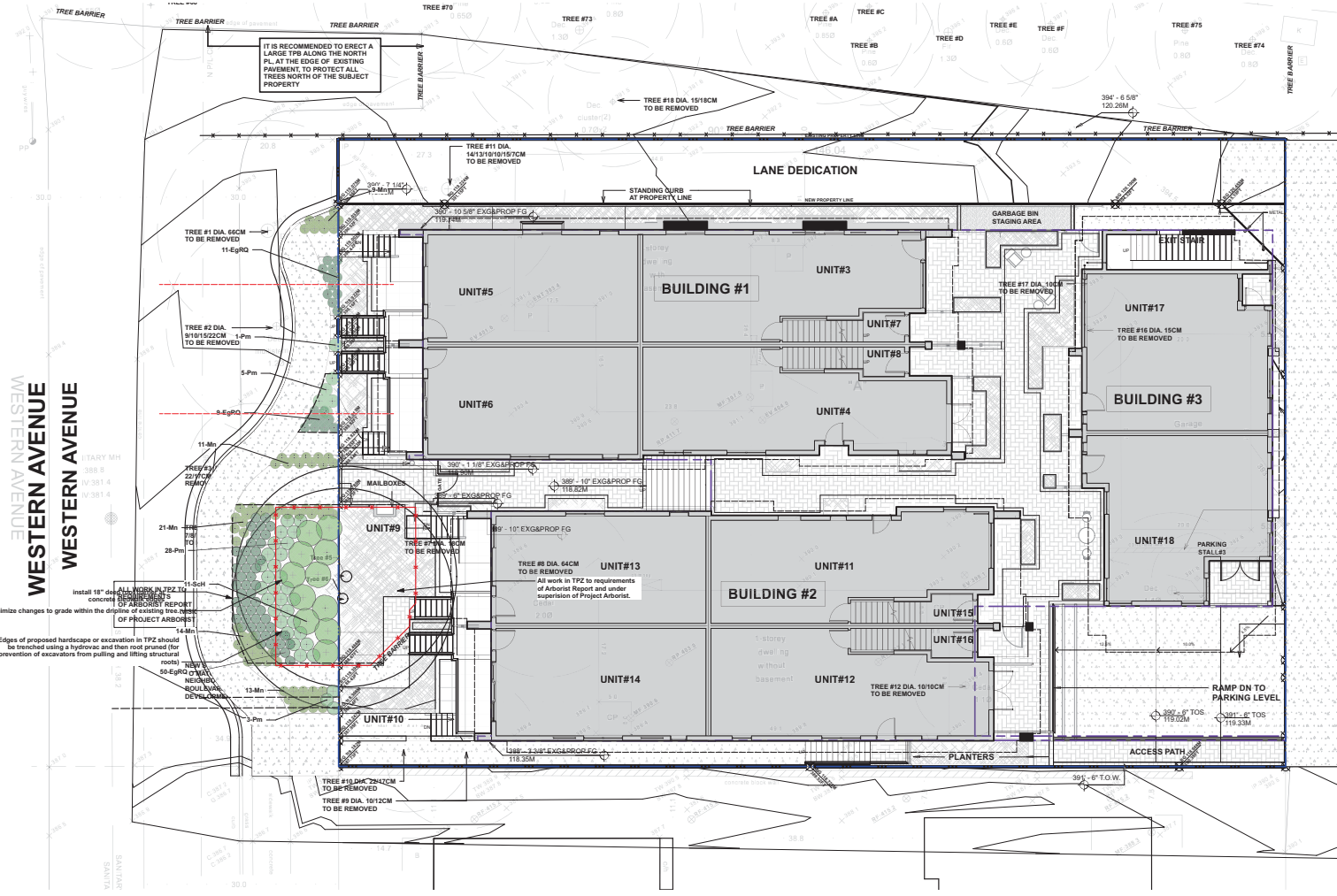
**Prospect & Refuge**  
LANDSCAPE ARCHITECTS  
#101 West W 2nd Ave Vancouver, BC, V6B 1Y1  
(604) 684-1000 info@prospectandrefuge.ca  
Building on over 25 years of history on Jonathan Lewis Lane.

Project Title and Address  
**2416-2400 Western Ave North Van**  
2416-2400 Western Ave North Van

Sheet Title  
**Landscape Materials and Layout Plan - Offsite**

Project No.	Date	Scale
2022-31		1/8" = 1'-0"
Project Manager	Drawn No.	
NR		
Reviewed By		<b>L5a</b>
AS		

**4 Landscape Materials and Layout Plan - Offsite**  
Scale: 1/8" = 1'-0"



**LANDSCAPE PLANTING NOTES**

- All planting materials and excavation shall conform to the current edition of the Canadian Landscape Standard (CLS) as a minimum acceptable standard.
- Plant material shall be sourced from Washington State and BC.
- Landscape Contractor shall submit a soil report for each soil type specified on site (including all imported soil and existing soil intended for re-use), to Landscape Consultant for approval prior to soil delivery to site. Soil report shall be dated no more than one month before submitted. Soil report shall include CLS measures of soil quality per specified soil type and recommendations for amendment.
- Landscape Contractor shall amend approved soils per instruction of soil report. Provide documentation of fertilizer and lime applications and rates during the installation and maintenance periods.
- The prepared sub-grade shall be approved by the Consultant prior to application of top soil mixture and finish grading. Compacted subgrades shall be scarified to a minimum depth of 6" (150mm) immediately before placing growing medium.
- The Landscape Contractor shall report discrepancies between plant quantities in the plant list and plan to the Landscape Consultant prior to ordering plant material. Where there is a discrepancy the plan shall supersede the list.
- All plant material, soil and seeds shall be approved by Landscape Consultant prior to delivery on site. The Landscape Contractor shall provide photographs with scale reference for trees and location information for container stock to the Landscape Consultant prior to the Landscape Consultant scheduling a field inspection. The Landscape Contractor shall provide cut sheets or samples of soil and seeds for approval. Plant material, soil and seeds rejected on site shall be replaced by the Landscape Contractor at no cost to the Client.
- Plant material, soil and seed substitutions shall not be made without the written approval of the Landscape Consultant.
- All plant material (including root balls) shall be free of pernicious weeds, soil disease, infestation and infection. Plant material shall be supplied by nurseries who are certified by the Clean Plants program, Canadian Nursery Certification Institute (CNCI), current certification standard <http://www.cnci.ca/>. Non-conforming plant material provided by the Landscape Contractor shall be removed, disposed of and replaced at the Landscape Contractor's expense.
- If obstructions or other conditions detrimental to healthy plant growth are encountered, the Landscape Contractor shall notify the Landscape Consultant and request additional instructions.
- The exact location of trees shall be determined on site and field to be required. The Landscape Consultant shall approve the final location of trees prior to planting.
- Plants shall not be pruned prior to delivery unless otherwise noted by the Landscape Consultant.
- Install composted organic mulch to CLS standard on all shrub beds after planting and make smooth. Follow CLS standards for depth and installation.
- The Landscape Contractor shall provide level 1 maintenance per CLS standard for landscape type and a guarantee for all plant material, for 1 year after the date of substantial completion. Plants installed prior to June (Between Jan 1 and June 1) shall be under extended warranty until June 1 of the following year.
- Offsite planting shall have landowner approval (municipal or otherwise) prior to installation. Size, species and location require approval at the time of installation.
- All landscaping shall have a high efficiency irrigation system to IMBC standards. Unless otherwise specified, the irrigation system shall be design built by the Irrigation Contractor. The Irrigation Contractor shall provide shop drawings for Landscape Consultant approval.

**LANDSCAPE TREE NOTES**

- All landscape construction activities have a high potential for causing damage to trees, roots and soil. The Landscape Contractor shall coordinate with the project Arborist prior to the start of landscape operations to avoid tree protection non-compliance and bylaw issues.
- Install temporary tree protection fencing as per arborist report or the protection plan. Maintain the fencing during construction. No storage of materials or equipment, or any other activities are allowed within the protection zone during construction.
- Removal of the tree barriers requires advance coordination and approval by the project arborist.

**ENV. TREE NOTES**

- Contact City Arborist at least three days in advance of excavation. City Arborist to be on site at all excavations within TPZ zone.
- City arborist to perform root pruning.
- Retain as much existing vegetation as possible to shade the ground and retain moisture.
- Removal of any lawn within the tree protection area to be done by hand.
- Provide irrigation during construction. All trees affected by construction must be irrigated during warranty period. Extend automatic irrigation system with drip irrigation to both trees and vegetation in the TPZ.

**2 Landscape Planting Plan - Offsite**  
Scale: 1/8" = 1'-0"

PLANT LIST	Quantity	Scheduled Size	Notes
<b>TREES</b>			
<b>SHRUBS</b>			
Red Queen	70	#1 pot @ 18" oc	Cont.
Madroña roseae	27	#1 pot @ 18" oc	Cont.
Flowering quince	27	#1 pot @ 18" oc	Cont.
Cherry laurel	11	#1 pot @ 18" oc	Cont.
<b>GROUNDCOVERS</b>			
Groundcover	20	#1 pot	Cont.

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4040 West 4th Ave. Vancouver, BC, V6L 2H1  
604-695-1000 info@prospectandrefuge.ca  
Building on over 28 years of history as Jonathan Leases, Ltd.

Project Title and Address:  
**2416-2400 Western Ave North Van**  
2416-2400 Western Ave North Van

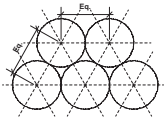
Issue Title:  
**Landscape Planting Plan - Offsite**

Project No.: 2022-31 Date: 1/8" = 1'-0"

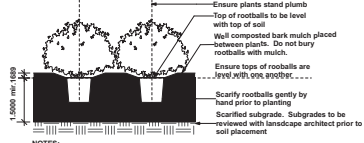
Project Manager: NR  
Drawn By: AS

**L5b**

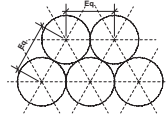




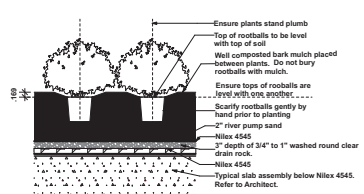
Plan view of typical planting layout. Unless otherwise noted, plants are to be spaced equally. In triangular layout pattern, to specified on-centre distance. Refer to planting plan and schedule.



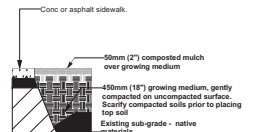
NOTES:  
1. Min. container size and root spread to comply with BC Landscape Standard for Nursery Stock - current edition.  
2. Prune all damaged, diseased, and dead limbs.  
3. Keep roots moist during installation: water container stock well prior to planting and following planting.



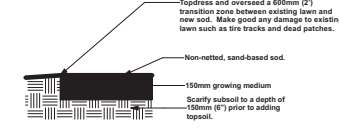
Plan view of typical planting layout. Unless otherwise noted, plants are to be spaced equally. In triangular layout pattern, to specified on-centre distance. Refer to planting plan and schedule.



NOTES:  
1. Min. container size and root spread to comply with BC Landscape Standard for Nursery Stock - current edition.  
2. Prune all damaged, diseased, and dead limbs.  
3. Keep roots moist during installation: water container stock well prior to planting and following planting.  
4. Soil for all on slab applications to be a lightweight free draining planter blend. Fines within soil blend be less than 10%, as defined in a soil analysis provided to the landscape architect for review and comment prior to delivery on site. Soil report shall no older than one month.



Standard Growing Medium for Lawns offsite: Level 2 type 2L as per Canadian Landscape Standards unless otherwise noted.  
Standard Growing Medium for Lawns onsite: Level 1 type 1H as per Canadian Landscape Standards unless otherwise noted.  
Supply sample to landscape architect for approval. Soil depths to meet or exceed Canadian Landscape Standard for growing medium:  
On-Grade: 6" for irrigated turf, 9" non irrigated, 18" for small shrubs & 24" for large shrubs and 3'-0" for trees.



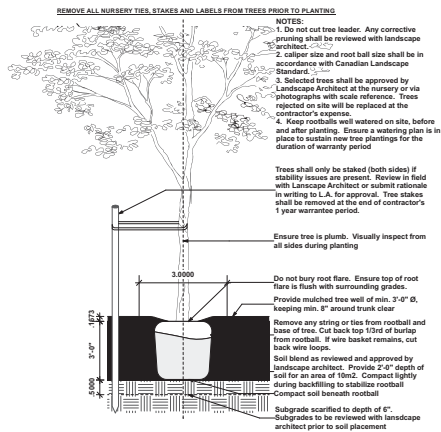
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Standard Growing Medium for Lawns onsite: Level 1 type 1H as per Canadian Landscape Standards unless otherwise noted.  
Supply sample to landscape architect for approval. Soil depths to meet or exceed Canadian Landscape Standard for growing medium:  
On-Sub: 6" for irrigated turf, 9" for non-irrigated.

**1 Shrub and Perennial Planting on Grade**  
Scale: 1/2" = 1'-0"

**2 Shrub and Perennial Planting on Slab**  
Scale: 1/2" = 1'-0"

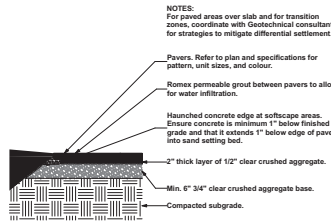
**3 Top Soil on Grade**  
Scale: 1/2" = 1'-0"

**4 Sodded Lawn**  
Scale: 1/2" = 1'-0"



REMOVE ALL NURSERY TIES, STAKES AND LABELS FROM TREES PRIOR TO PLANTING.  
NOTES:  
1. Do not cut tree leader. Any corrective pruning shall be reviewed with landscape architect.  
2. caliper size and root ball size shall be in accordance with Canadian Landscape Standard.  
3. Selected trees shall be approved by Landscape Architect at the nursery or via photographs with scale reference. Trees rejected on site will be replaced at the contractor's expense.  
4. Keep rootballs well watered on site, before and after planting. Ensure a watering plan is in place to sustain new tree plantings for the duration of warranty period.  
Trees shall only be staked (both sides) if stability issues are present. Review in field with Landscape Architect or submit rationale in writing to L.A. for approval. Tree stakes shall be removed at the end of contractor's 1 year warrantee period.  
Ensure tree is plumb. Visually inspect from all sides during planting.  
Do not bury root flare. Ensure top of root flare is flush with surrounding grade.  
Provide mulched tree well of min. 3'-0" Ø, keeping min. 8" around trunk clear.  
Remove any string or ties from rootball and base of tree. Cut back top 1/3rd of surface from rootball. If wire basket remains, cut back wire loops.  
Soil blend as reviewed and approved by landscape architect. Provide 2'-0" depth of soil for an area of 10m<sup>2</sup>. Compact lightly during backfilling to stabilize rootball.  
Compact soil beneath rootball.  
Subgrade scarified to depth of 6".  
Subgrades to be reviewed with landscape architect prior to soil placement.

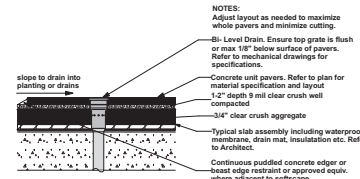
**5 Tree Planting on Grade**  
Scale: 1/2" = 1'-0"



NOTES:  
For paved areas over slab and for transition zones, coordinate with Geotechnical consultant for strategies to mitigate differential settlement.

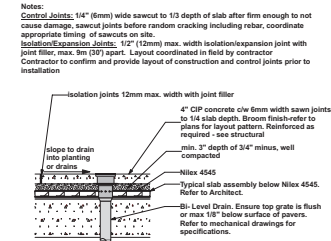
Pavers. Refer to plan and specifications for pattern, unit sizes, and colour.  
Rexma permeable grout between pavers to allow for water infiltration.  
Haunched concrete edge at softscape areas. Ensure concrete to minimum 1" below finished grade and that it extends 1" below edge of paver into sand setting bed.  
2" thick layer of 1/2" clear crushed aggregate.  
3/4" clear crushed aggregate base.  
Compacted subgrade.

**6 Permeable Concrete Unit Pavers on Grade**  
Scale: 1/2" = 1'-0"



NOTES:  
Adjust layout as needed to maximize whole pavers and minimize cutting.  
B1- Level Drain. Ensure top grate is flush at max 1/8" below surface of pavers. Refer to mechanical drawings for specifications.  
Concrete unit pavers. Refer to plan for material specification and layout.  
1/2" depth 9 mil clear crush well compacted.  
3/4" clear crush aggregate.  
Typical slab assembly including waterproof membrane, drain mat, insulation etc. Refer to Architect.  
Continuous puddled concrete edge or cast edge restraint or approved equiv. where adjacent to softscape.

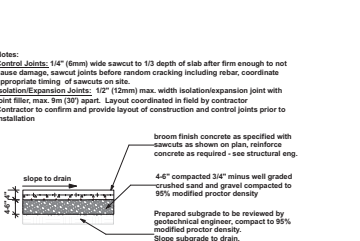
**7 Concrete Unit Pavers on Slab**  
Scale: 1/2" = 1'-0"



Notes:  
Control joints: 1/4" (6mm) wide sawcut to 1/3 depth of slab after firm enough to not cause damage, sawcut joints before random cracking including rebar, coordinate appropriate timing of sawcuts on site.  
Isolation/Expansion joints: 1/2" (12mm) max. width isolation/expansion joint with joint filler, max. 9m (30') apart. Layout coordinated in field by contractor.  
Contractor to confirm and provide layout of construction and control joints prior to installation.

Isolation joints 12mm max. width with joint filler.  
4" CIP concrete c/w 6mm width sawn joints to 1/4 slab depth. Broom finish- refer to plans for layout pattern. Reinforced as required - see structural min. 3" depth of 3/4" minus, well compacted.  
Nilax 4545  
Typical slab assembly below Nilax 4545. Refer to Architect.  
B1- Level Drain. Ensure top grate is flush or max 1/8" below surface of pavers. Refer to mechanical drawings for specifications.

**8 CIP Concrete Walkway on Slab**  
Scale: 1/2" = 1'-0"



Notes:  
Control joints: 1/4" (6mm) wide sawcut to 1/3 depth of slab after firm enough to not cause damage, sawcut joints before random cracking including rebar, coordinate appropriate timing of sawcuts on site.  
Isolation/Expansion joints: 1/2" (12mm) max. width isolation/expansion joint with joint filler, max. 9m (30') apart. Layout coordinated in field by contractor.  
Contractor to confirm and provide layout of construction and control joints prior to installation.

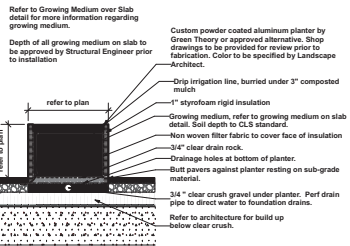
Broom finish concrete as specified with sawcuts as shown on plan, reinforce concrete as required - see structural eng.  
4.4" compacted 3/4" minus well graded crushed sand and gravel compacted to 95% modified proctor density.  
Prepared subgrade to be reviewed by geotechnical engineer, compact to 95% modified proctor density.  
Slope subgrade to drain.

**9 CIP Concrete Walkway on Grade**  
Scale: 1/2" = 1'-0"

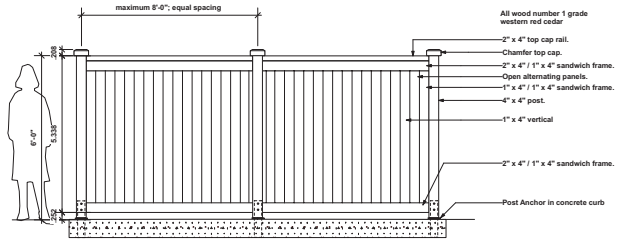
Date	Issue/Notes
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2023-06-09	Issued for Arch Review
2023-07-04	Issued for Arch Review

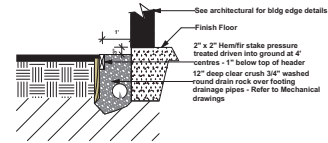
<b>Prospect &amp; Refuge</b> LANDSCAPE ARCHITECTS <small>4810 West 41st Ave. Vancouver, BC V6M 1Y1          (604) 663-1000 info@prospectandrefuge.ca          Building us over 28 years of history on Jonathan Lewis Lane.</small>	
Project Site and Address: <b>2416-2400 Western Ave North Van</b> 2416-2400 Western Ave North Van	
Project Title: <b>Landscape Details</b>	
Project No: 2022-31	Date: As Noted
Project Manager: NR	Drawn By: <b>L6a</b>
Reviewed By: AS	



**1 Metal Planter**  
Scale: 1/2" = 1'-0"

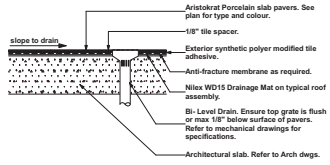


**2 6'-0" Ht Cedar Privacy Fence**  
Scale: 1/2" = 1'-0"



**3 Perimeter Gravel Strip**  
Scale: 1/2" = 1'-0"

- NOTES:**
1. Confirm installation method with project Architect prior to ordering.
  2. Adjust layout as needed to maximize whole pavers and minimize cutting.
  3. Spacers not needed if on pedestals, confirm with project team.
  4. Adjust crushed rock bed based on slab depth in project.



**4 Porcelain Pavers on Slab**  
Scale: 1/2" = 1'-0"

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Date	Issue/Notes
<b>Prospect &amp; Refuge</b> LANDSCAPE ARCHITECTS <small>#610-688-8838 • 800-546-8888 • 1000-1010          604-695-1000 • info@prospectandrefuge.ca</small> Building on over 25 years of history as Jonathan Lewis Ltd.	
Project Site and Address: <b>2416-2400 Western Ave North Van</b> 2416-2400 Western Ave North Van	
Sheet Title: <b>Landscape Details</b>	
Project No: 2022-31	Name: As Noted
Project Manager: NR	<b>L6b</b>
Reviewed By: AS	

July 17, 2024

File: 01-0360-20-0001/2024

VIA EMAIL: [carman@architecturalcollective.com](mailto:carman@architecturalcollective.com)

Carman Kwan  
Architectural Collective Inc.  
677 East 27<sup>th</sup> Avenue,  
Vancouver, BC V5V SK7

Dear Carman:

**Re: 2416 Western Avenue Rezoning Application**

At the meeting on Tuesday, July 16, 2024, the Advisory Design Panel reviewed the above application and unanimously endorsed the following resolution:

THAT the Advisory Design Panel has reviewed the Rezoning application for 2416 Western Avenue, North Vancouver and does not recommend approval of the submission pending resolution of the issues listed below. The Panel looks forward to reviewing the applicant's response at a future meeting.

1. Consider massing to address building height concerns, dominance on the streetscape and adjoining building to the south, building lot coverage, and to enhance landscaping opportunities throughout the site.
2. Review the livability of units adjacent to the central pathway, including access to the units, access to sunlight, and potential privacy issues.
3. Review the north elevation to improve visual interest, and consider potential public art opportunities.
4. Maximize landscaping opportunities throughout site.
5. Consider eliminating grass in the boulevard, and replace with shrubs to sidewalk.
6. Review potential to save additional existing trees within the boulevard.
7. CPTED concerns are to be considered, including security, wayfinding, lighting, legibility of the unit identification, and security of bike and storage rooms.
8. Rear lane to accommodate on-site garbage and recycling bin staging.
9. Courtyard to undergo design development to ensure functionality and usability.
10. Consider expansion of rooftop patios.
11. Ensure accessible parking is provided, if required for a development of this nature.

**Carried Unanimously**

The recommendations of the Advisory Design Panel pertain only to site-specific design and site planning considerations and do not, in any way, represent Council and staff approval or rejection of this project.

Yours truly,

Shreeya Tandon  
Committee Clerk Secretary



**ADVISORY DESIGN PANEL**  
CITY OF NORTH VANCOUVER  
141 WEST 14TH STREET  
NORTH VANCOUVER  
BC / CANADA / V7M 1H9

T 604 985 7761  
F 604 985 9417  
INFO@CNV.ORG  
CNV.ORG

April 2, 2024

VIA EMAIL: [carman@architecturalcollective.com](mailto:carman@architecturalcollective.com)

Carman Kwan  
Architectural Collective Inc.  
677 East 27<sup>th</sup> Avenue,  
Vancouver, BC V5V SK7

Dear Carman:

**Re: 2416 Western Avenue Revised Drawing**

At the meeting on March 19, 2024, the Advisory Design Panel reviewed the above application and endorsed the following resolution:

THAT the Advisory Design Panel has reviewed the rezoning application for 2416 Western Avenue, and recommends approval of the project. The Panel commends the applicant for the quality of the proposal and their presentation.

The recommendations of the Advisory Design Panel pertain only to site-specific design and site planning considerations and do not, in any way, represent Council and staff approval or rejection of this project.

Regards,

Sarah Friesen  
Administrative Coordinator

Cc: A. Semczysyn, Prospect Refuge  
B. Purba, By Design Construction  
M. Menzel, Planner 3  
B. Heijden, Planner 1



**ARCHITECTURAL  
COLLECTIVE INC.**

677 East 27<sup>th</sup> Avenue  
Vancouver, BC V5V2K7  
604.266.4679

[www.architecturalcollective.com](http://www.architecturalcollective.com)

# DEVELOPER INFORMATION SESSION MEETING SUMMARY

2416 Western Avenue, North  
Vancouver

Prepared on behalf of 1345529 BC Ltd. for the  
City of North Vancouver

January 2, 2023



## OVERVIEW

On behalf of 1345529 BC Ltd., Architectural Collective Inc. facilitated a Virtual Developer Information Session to introduce a development application for rezoning 2416 Western Avenue to permit a new residential development for 18 residential units with underground parking.

The Developer Information Session is required by the City of North Vancouver to ensure that the local residents, adjacent businesses, and property owners have an opportunity to learn about a proposed development, and provide comments or ask questions to the applicant and the City prior to Council consideration.

Overall, response to the proposal was positive. The comments and questions raised at the meeting and on feedback forms are summarized in this report.

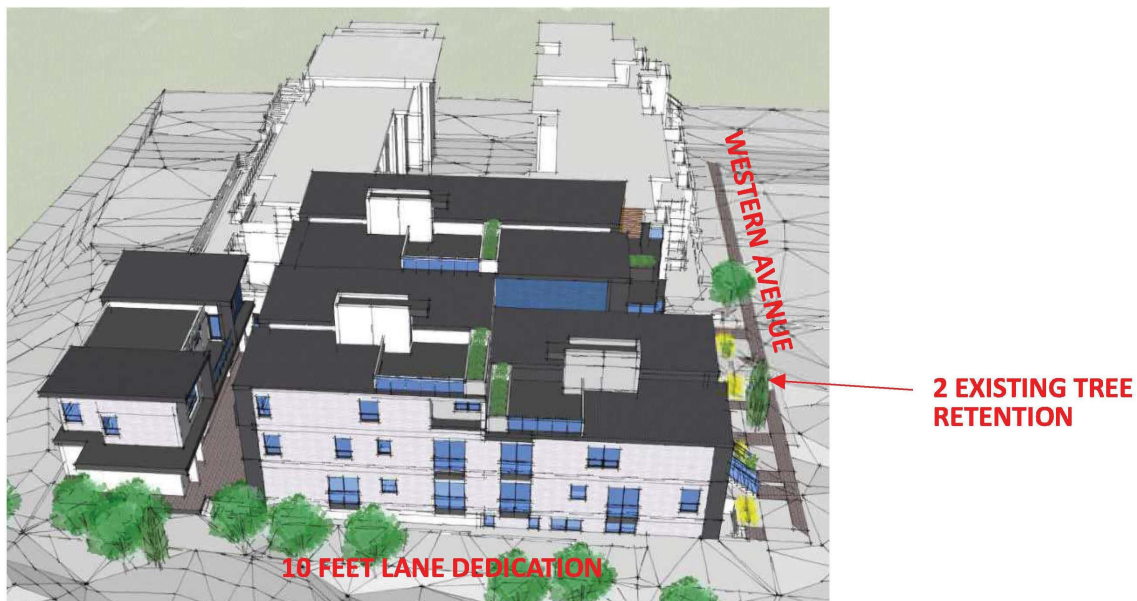
DEVELOPER PRELIMINARY MEETING QUICK FACTS	
<b>DATE</b>	December 6, 2023 (Wednesday)
<b>TIME</b>	6:00 – 8:00 p.m.
<b>LOCATION</b>	Virtual Zoom Meeting online
<b>ATTENDANCE</b>	1 person signed up for event from the public 1 Owner in attendance, City Planner and Facilitator/Applicant <b>Total of 4 people</b>
<b>FEEDBACK</b>	6 comments online City feedback 1 comment online Virtual DIS 1 comment by phone call to Applicant
<b>REPRESENTATION</b>	Carman Kwan – Architectural Collective Inc. Bram van der Heijden – City of North Vancouver Bobby Purba – 1345529 BC Ltd.
<b>ATTACHMENTS</b>	Feedback forms

## PROJECT DESCRIPTION

The development application proposes to rezone 2416 Western Avenue to permit a new multi-family development compliant to the Official Community Plan R4a zoning to include 18 residential units at a floor space ratio of 1.0. The development includes a mix of residential unit sizes including 8 affordable units under 800 square feet, an underground parking level and a 10 foot lane dedication on the north side of the lot.

### Key features of the project include:

- 18 residential units with 8 affordable units under 800 square feet
- Underground parking level with 14 parking stalls proposed and a 9 parking stall variance
- Floor space ratio of 1.0 compliant to the OCP R4a zoning
- Lane dedication of 10 feet at the north side of the site
- Retention of two existing trees on the west property line



DEVELOPER INFORMATION SESSION MEETING SUMMARY  
2416 WESTERN AVENUE, NORTH VANCOUVER

NOTIFICATION

Notification for the Developer Information Session meeting included:

- Information postcards mailed to adjacent properties
- Newspaper advertisement published in the NorthShore News (web online and print) on week of November 22 and November 29, 2023.
- Posted on City of North Vancouver's Website <https://www.cnv.org/Business-Development/Building/Land-Use-Approvals/Active-Applications/2416-Western-Avenue> launched during notification period and currently active and included in advertising project webpage and contact information

NORTHSHORE NEWS ADVERTISING

The image shows two side-by-side newspaper advertisements for a Development Information Session. Both ads are for the same event: a rezoning application for residential housing at 2416 Western Avenue, North Vancouver. The ads include the following information:

- Event Title:** Development Information Session - Early Public Input Opportunity - Rezoning Application Proposed Market Strata Residential Housing - 2416 Western Avenue
- Organizer:** Architectural Collective Inc.
- Location:** 2416 Western Avenue, North Vancouver, BC V8M 2G8
- Date:** Wednesday, December 6, 2023
- Time:** 6:00 PM - 8:00 PM
- Registration:** Free and open to the public. Registration is required for the meeting.
- Agenda:**
  - 6:00 PM - Registration and Sign-in
  - 6:30 PM - Welcome and Introduction
  - 7:00 PM - Presentation by Architectural Collective Inc. (15 minutes)
  - 7:15 PM - Public Input Opportunity (45 minutes)
  - 8:00 PM - Meeting Ends
- Contact Information:**
  - Architectural Collective Inc. (604) 291-1111
  - Website: [www.accollective.com](https://www.accollective.com)
  - Project Website: <https://www.2416western.com>
- Additional Information:**
  - The meeting is part of the City of North Vancouver's public input process.
  - The rezoning application is for a change from a single-family detached zone to a multi-unit residential zone.
  - The proposed building is a three-story, four-unit market strata residential building.

The ads also feature a QR code for registration and a 'Hot Spot For Sale' advertisement for a property at 604-653-7851.

NOVEMBER 22, 2023

NOVEMBER 29, 2023



## MEETING SUMMARY

The meeting was held virtually on Zoom Meeting and the meeting link was sent out to interested public who contacted us to attend the session. We received two requests from the public for attendance. Starting at 6:00 pm, the Virtual Developer Information Session was held and one member of the public signed in to the meeting. A presentation was provided by the facilitator/applicant and a question and comment period was held.

The public attendee was welcomed and invited to ask questions of the presentation material and the proposed development.

Comments from the public were positive and in support of the proposed development at the Developer Information Session meeting. Four comments were submitted during the Notification period on the City of North Vancouver's website and one comment by phone to the Applicant.

## DISCUSSION: QUESTIONS AND COMMENTS

- The proposed project was generally well received and supportive of development and density

## COMMENTS/ CLARIFICATION FROM THE APPLICANT & REPRESENTATIVES

- The applicant and City Planning staff provided clarifications that a 10 foot lane dedication was to be provided at the north of the site for continuity of existing east lane access to the north and on to Western Avenue.

## FEEDBACK FORM SUMMARY

Four feedback online city forms were submitted during the notification period and one phone call comment from the public. Generally, submissions were supportive of the proposed project and provided the following comments:

- The proposed project was generally well received and public supportive of development and density
- Affordability of the units proposed was welcomed and positive aspect of the development
- Support for multi-unit development and more choice and supply
- Support for new buildings to "improve outlook of Western Avenue" and revitalization of the street
- Proposed development "a great fit for the area based on the current and future developments"
- Suggestion for "different and unique design"
- Suggestion for "adding EV parking option"
- Suggestion for house or duplex density and development proposal too dense
- Suggestion for reduced density to 10-14 units
- Concerns regarding traffic and access of lane for garbage and recycling trucks
- Concerns regarding reduced parking proposed on site
- One comment concerns that no further development should take place on this street

## CONCLUSION

The Developer Information Session meeting for rezoning of 2416 Western Avenue to R4a zoning was advertised according to the City of North Vancouver's requirements and provided an open forum for community members to learn about the proposal, ask questions, and provide comments to the applicant and representatives. Those who asked questions or provided comments were supportive of the project and did not raise any significant concerns. Feedback summary forms submitted online were generally supportive of the development proposal with three out of six submissions commenting on concerns regarding parking, existing traffic flow and density proposed.

## Overview for Zoning Variances – 2416 Western Avenue

The following provides a summary and overview of the proposed zoning variances and car parking provisioning associated with the project at 2416 Western Avenue:

**Table 1. Summary of Proposed Zoning Changes**

	<b>BASE RG-3 ZONE</b>	<b>PROPOSED CD-766 ZONE</b>
<b>Density Maximum</b>	1.0 FSR	1.0 FSR based on the original lot size of 1,311.5 sq. m (14,117 sq. ft.)
<b>Lot Coverage Maximum</b>	60 percent	54% percent Based on the original lot size of 1,311.5 sq. m (14,117 sq. ft.)
<b>Height Maximum</b>	3 storeys and 13.0 m (42.65 ft.)	<p>Principal Buildings on the Western portion of the lot shall not exceed a Building Height of 3 storeys and 12 metres (39.3 feet), as measured from the average Building Grade at the North property based on the original lot measuring 120.0 metres (393.55 feet) geodetic;</p> <p>Principal Building on the Eastern portion of the lot shall not exceed a Building Height of 2 storeys and 9 metres (29.5 feet), as measured from the average Building Grade at the North property based on the original lot measuring 120.0 metres (393.55 feet) geodetic;</p> <p>The Heights of Buildings and Structures permitted elsewhere in the Bylaw may be exceeded for:</p> <ul style="list-style-type: none"> <li>i. Parapet walls, guard rails, Garden Structures, staircase and elevator structures by not more than 3.3 metres (10.8 feet.)</li> <li>ii. Fully screened mechanical equipment located at least 2 metres (9.8 feet.) from the roof edge by not more than 2.0 metres (6.6 ft.);</li> </ul>
<b>Siting</b>	<b>Front Lot Line Setback</b> 3 m (9.8 ft.)	3 m (9.8 ft.)
	<b>Exterior Side Lot Line Setback</b> 2.4 m (7.9 ft)	1.2 m (3.94 ft.)
	<b>Interior Side Lot Line Setback</b> 2.4 m (7.9 feet)	1.2 m (3.94 ft.)
	<b>Rear Lot Line Setback</b> 1.6 m (5.2 feet)	0.6 m (2 ft.)
<b>Floor area exclusion</b>	General provisions	<p>General provision plus:</p> <p>For the purposes of calculating Gross Floor Area, all residential floor area on the Cellar and any residential floor area located directly above the portion of the Cellar used for Parking, Secure Bicycle Parking, Garbage and Recycling, and common electrical, mechanical and LEC rooms, of an shall be excluded from the calculation;</p>

	<b>BASE RG-3 ZONE</b>	<b>PROPOSED CD-766 ZONE</b>
<b>Parking</b>	<ul style="list-style-type: none"> <li>• 1.05 spaces per Dwelling Unit</li> <li>• 10% visitor parking</li> <li>• 0.038 Disability Parking Spaces for each Dwelling Unit;</li> </ul>	<ul style="list-style-type: none"> <li>• A variance for 2 parking spaces is requested: <ul style="list-style-type: none"> <li>○ To reduce the required visitor parking from 2 stalls to 1</li> </ul> </li> </ul>

**Justification for Variances**

Lot Coverage

The application seeks a variation to the lot coverage requirements set for the RG-4 zone to reduce the lot coverage to 54% and base the lot coverage on the original lot prior to the taking of lane dedication. By doing so a suitable lot coverage will be provided regardless of the exact size road dedication.

Height

The height is slightly reduced from the 13m maximum in the RG-3 zone for the two buildings on the western side of the property, and reduced even further for the building on the eastern portion of the lot, in order to integrate with developments on adjoining lots.

Siting

The proposed setback variances are considered appropriate by staff considering the limited amount of space remaining after the taking of lane dedication and due to the retention of the two large trees in the front yard. Additionally the reduced setback still allows for suitable landscaping along the public realm, providing a desirable interface.

Floor Area Exclusion

Based on feedback from staff, and the Advisory Design Panel, vehicle parking was provided in an underground parkade, a 3m lane dedication was taken along the northern property line, the buildings were setback from the street to accommodate the retention of a tree, and then further set back from the interior of the site to enlarge the courtyard. Based on these design changes, it was no longer possible to provide living space in a Cellar level, and so staff support a variance to the usual exclusions to allow a portion of living area in the level above the Cellar to be excluded from GFA, in order to achieve the anticipated density allowed on the site under the Official Community Plan. This approach helps to achieve City goals, with livable units that achieve the anticipated development potential of the lot while retaining high quality design, as per the Official Community Plan.



# Notice of Proposed Zoning Amendment Bylaw - No Public Hearing

## Zoning Amendment Bylaw, 2024, No. 9060 2416 Western Avenue

**Purpose:** The purpose of the proposed Bylaw is to rezone the subject property from a One-Unit Residential 1 Zone (RS-1) to a new Comprehensive Development 766 Zone (CD-766), to permit the development of a three (3) storey ground-oriented residential development consisting of 18 units.

**Subject Lands:** The lands that are the subject of the proposed Bylaw are shown on the inset map, with a civic address of 2416 Western Avenue.

Legal Description: Lot A, Block 215, DL 545 Group 1  
New Westminster District, Plan EPP119522



**Bylaw Readings:** Consideration of first, second and third readings of the proposed Bylaw will be at the **Regular Council Meeting on September 9, 2024.**

**Access Documents:** A copy of the proposed Bylaw is available for inspection online anytime at [cnv.org/PublicNotices](https://cnv.org/PublicNotices) from August 28 to September 9, 2024.

**Provide Input: Written submissions only, including your name and address,** may be addressed to the Corporate Officer and sent by email to [input@cnv.org](mailto:input@cnv.org), or by mail or delivered to City Hall, **no later than noon on Monday, September 9, 2024**, to ensure availability to Council at the meeting. No Public Hearing will be held, as it is prohibited by section 464(3) of the *Local Government Act*. **No Public Input Period submissions on this matter will be heard at the Council meeting.**

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

**Questions?** Linden Mulleder, Planner, [planning@cnv.org](mailto:planning@cnv.org) / 604-982-9675

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141 WEST 14TH STREET / NORTH VANCOUVER / BC / V7M 1H9  
T 604 985 7761 / F 604 985 9417 / CNV.ORG

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

**BYLAW NO. 9060**

**A Bylaw to amend “Zoning Bylaw, 1995, No. 6700”**

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

1. This Bylaw shall be known and cited for all purposes as **“Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9060” (By Design Construction, 2416 Western Avenue, CD-766)**.
2. Division VI: Zoning Map of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by reclassifying the following lands currently having a civic address of 2416 Western Avenue and legally described below as henceforth being transferred, added to and forming part of CD-766 (Comprehensive Development 766 Zone):

PID: 031-694-012	LOT A BLOCK 215 DISTRICT LOT 545 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP119522
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from zone RS-1.

3. Part 11 of Division V: Comprehensive Development Regulations of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by:
  - A. Adding the following Comprehensive Development Zone to Section 1101 in numerical order:

“CD-766 Comprehensive Development 766 Zone” (2416 Western Avenue)

In the CD-766 Zone, permitted Uses, regulations for permitted Uses, regulations for the size, shape and siting of Buildings and Structures and required Off-Street Parking shall be as in the RG-3 Zone, except that:

    - (1) Three (3) Principal Buildings shall be permitted on one Lot;
    - (2) Section 563(4) Required Accessory Lock-Off Unit Use shall be waived;
    - (3) Density:
      - (a) The Gross Floor Area shall not exceed 1.0 times the Lot Area based on the original lot size of 1,311.5 square meters (14,117 square feet);
      - (b) For the purposes of calculating Gross Floor Area, all residential floor area on the Cellar and any residential floor area located directly above the portion of the Cellar used for Parking, Secure Bicycle Parking, Garbage and Recycling, and common electrical, mechanical and LEC rooms, of an shall be excluded from the calculation;

- (4) Lot Coverage:
  - (a) The Lot Coverage shall not exceed 54% the Lot Area based on the original lot size of 1,311.5 square meters (14,117 square feet);
- (5) Building Height:
  - (a) Principal Buildings on the Western portion of the lot shall not exceed a Building Height of 3 storeys and 12 metres (39.3 feet), as measured from the average Building Grade at the North property based on the original lot measuring 120.0 metres (393.55 feet) geodetic;
  - (b) Principal Building on the Eastern portion of the lot shall not exceed a Building Height of 2 storeys and 9 metres (29.5 feet), as measured from the average Building Grade at the North property based on the original lot measuring 120.0 metres (393.55 feet) geodetic;
- (6) Height Exceptions:
  - (a) The Heights of Buildings and Structures permitted elsewhere in the Bylaw may be exceeded for:
    - i. parapet walls, guard rails, Garden Structures, staircase and elevator structures by not more than 3.3 metres (10.8 feet);
    - ii. Fully screened mechanical equipment located at least 2 metres (9.8 feet) from the roof edge by not more than 2.0 metres (6.6 feet);
- (7) The minimum required Principal Building setback, measured to each building face, shall be limited to:
  - (a) 3 metres (9.8 feet) from the Front Lot Line;
  - (b) 1.2 metres (3.94 feet) from an Interior Side Lot Line or Exterior Side Lot Line; and
  - (c) 0.6 metres (2 feet) from the Rear Lot Line;
- (8) Off-Street Parking, Short-Term and Secure Bicycle Parking, and Accessory Off-Street Loading Spaces shall be provided in conformity with the requirements of Division IV, Parts 9, 10, and 10A, except that:
  - (a) Minimum number of accessory off-street Parking Spaces required Residential Use is varied to 0.95 per unit;



- (b) Visitor Parking shall be provided according to section 908 Visitor Parking except that 1 visitor parking space shall be provided.

READ a first time on the <> day of <>, 2024.

READ a second time on the <> day of <>, 2024.

READ a third time on the <> day of <>, 2024.

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

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MAYOR

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ACTING CORPORATE OFFICER

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

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Linden Mulleder, Planner 2

Subject: DEVELOPMENT VARIANCE PERMIT APPLICATION: 205 ST.  
PATRICKS AVENUE (1304400 B.C. LTD.)

Date: July 3, 2024 File No: 08-3400-20-0122/1

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

**RECOMMENDATION**

PURSUANT to the report of the Planner 2, dated July 3, 2024, entitled “Development Variance Permit Application: 205 St. Patricks Avenue (1304400 B.C. LTD.)”:

THAT Development Variance Permit No. PLN2023-00014 (1304400 B.C. LTD.) be considered for issuance under Section 498 of the *Local Government Act* and the Public Meeting be waived;

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

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

**ATTACHMENTS**

1. Context Map (CityDocs [2533179](#))
2. Architectural and Landscape Plans, dated Feb 14 2024 (CityDocs [2503469](#))
3. Tenant Relocation Summary (CityDocs [2503221](#))
4. Community Consultation Summary (CityDocs [2503224](#))
5. Development Variance Permit No. PLN2023-00014 (1304400 B.C. LTD.) (CityDocs [2502516](#))

## SUMMARY

This report presents an application for a Development Variance Permit (DVP) to provide variance to setback requirements and lot coverage in the existing RM-1 zone to allow for the development a ground-oriented residential building with six dwelling units, four of which include accessory lock off suites.

## BACKGROUND

Applicant:	Malinder Brar, Golden Line Homes Ltd.
Architect:	Pooyan Poostchi, F. Adab Architects Inc.
Official Community Plan Designation:	Residential Level 5 (R5)
Existing Zoning:	RM-1 (Medium Density Apartment Residential 1)

## DISCUSSION

### Site Context & Surrounding Use

The site is located on the North West corner of East 2<sup>nd</sup> Street and St Patricks Avenue (Attachment #1). The buildings and uses immediately surrounding the subject site are described in Table 1 below.

**Table 1. Surrounding Uses**

Direction	Address	Description	Zoning
North	375 E 3rd St (across the lane)	Three storey Apartment building	RM-1
South	137-149 St. Patricks Ave. (across the street)	Townhouse development	RM-1
East	220 St Patricks Ave.	Duplex	RG-3
West	360 E 2nd Street	Three storey Apartment building	RM-1

### Policy Context

The Official Community Plan (OCP) designates the subject site as Residential Level 5 (R5), which provides for Residential multifamily uses with a maximum density of 1.6 FSR without bonus density and 2.6 FSR with bonus density. The property is outside the East 3rd Street (Moodyville) Development Permit Area and is zoned RM-1 (Medium Density Apartment Residential 1), which allows a maximum density of 1.6 FSR.

### Project Description

The application proposes a three-storey residential building, above a basement that is partially below grade. There are six principal dwelling units, four of which include accessory lock-off suites in the lower levels. All units are ground-oriented with direct exterior access.

There is an enclosed parking area accessed directly from the lane with 6 vehicle parking stalls, which meets the zoning requirement for the unit count. Bicycle parking and storage lockers for each unit are provided in the basement level.

## PLANNING ANALYSIS

### Policy Alignment

The proposed development is in the R5 area of the OCP which anticipates intensified residential uses of ground-oriented or apartment style buildings of a height up to six storeys, and density up to 1.6 FSR, with an additional potential 1.0 FSR of bonus density. The proposal is for a ground-oriented residential building of three storeys and 1.34 FSR, which complies with the R5 designation.

### Proposed Zoning Variances

The applicant is requesting two variances to the existing RM-1 zoning, for lot coverage and siting (setbacks). The RM-1 zone anticipates 3-storey apartment buildings on lots that are usually quite large, with lot frontages of around 150-200 feet. The subject site is a single lot with a lot frontage of only 50 feet and a smaller size than anticipated in the zone. Therefore, the substantial setback requirements and limited lot coverage provisions in the RM-1 zone make it difficult to realize the anticipated density on such a small site.

The proposed zoning variances are outlined in Table 2.

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

	Current RM-1 Zone Provision	Proposed Variance
<b>Principal Building Setbacks</b>	Front Lot Line –6.096 m (20 ft.) Exterior Side Lot Line - 6.096 m (20 ft.) Rear Lot Line – 6.096 m (20 ft.) Interior Lot Lines – 4.57 m (15 ft.)	Front Lot Line –3.0 m (10 ft.) Exterior Side Lot Line – 2.1 m (7.2 ft.) Rear Lot Line – 3.1 m (10.3 ft.) Interior Lot Lines – 3.1 m (10.3 ft.)
<b>Lot Coverage</b>	50%	56%

By reducing setbacks and increasing the lot coverage, the proposed building design will allow the development of a multifamily building consistent with the OCP intent, by providing intensified residential uses, but in a townhouse form rather than apartment style. The reduced setbacks and increased lot coverage will allow the building to approach the maximum density, while simultaneously providing a contextual transition between the R5 area and the R4 area to the east.

All other aspects of the proposal comply with the Zoning Bylaw. The issuance of a Building Permit would be conditional on further staff review to ensure compliance with City bylaws and regulations, including the Subdivision and Development Control Bylaw, the Construction Regulation Bylaw, and the BC Building Code.

## **Landscaping & Tree Retention**

The site is subject to the City's Tree Bylaw. There are no trees on the subject property, but two trees on the adjacent lot to the west are proposed to be removed to facilitate the development. The neighbouring property owners have agreed to the trees being removed and the developer will pay for their replacement. All trees removed will be subject to replacement as per the City's Tree Bylaw.

There is one existing street tree on City property that will be retained during construction, and an estimated nine new street trees will be planted along the street frontages.

## **RESIDENTIAL TENANT RELOCATION**

The property has been used as a rental building; however, there are only four dwelling units on the site, and as such since there are fewer than 5 rental dwelling units on the site, the Residential Tenant Relocation Policy (2021) does not apply. Despite this, the applicant did offer assistance to tenants to transition to a new home. All tenants have been relocated and the building is now vacant. The Tenant Relocation Summary (Attachment #3) provides a description of offered assistance.

## **ADVISORY BODY INPUT**

### **Advisory Design Panel**

The application was reviewed by the Advisory Design Panel on September 19, 2023, and the Panel supported the proposal subject to further conditions regarding minor improvements to the design, including:

- From a building planning point of view, to review access to natural light for bedroom for the lock-off unit D at the bottom of the building.
- The review of plant species in relation to plant sizes and planting areas, specifically the laurel hedge, oak trees along 2<sup>nd</sup> Street.
- The provision for adequate lighting for the parking area, and robust locks on storage and bike storage to facilitate adequate CPTED provisions.
- Review overhead services in relation to offsite tree planting.

The applicant provided a revised design which addresses the above concerns to the satisfaction of staff.

## **COMMUNITY CONSULTATION**

The applicant sent a neighbourhood notification to nearby properties and installed two signs on the site to notify neighbours of the application. Detailed information and an opportunity to provide input was provided on the City's development web page. No formal feedback was provided. Given the limited scope of the application, and the limited feedback received after the notification, no Developer Information Session was hosted.

## CONCLUSION

The proposed variances support a design that will deliver ground-oriented housing within the anticipated height and density of the existing RM-1 zone, while responding to site context and limitations to provide a satisfactory design. Staff are supportive of the variance application as it will enable a variety of new housing within the City.

RESPECTFULLY SUBMITTED:



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Linden Mulleder  
Planner 2



**Context Map: 205 St. Patricks Ave**





**LIST OF DRAWINGS**

- A-1.0 PROJECT INDEX - CONTACTS LIST
- A-1.1 PROJECT STATISTICS
- A-1.2 CONTEXT PLAN - AERIAL MAP
- A-1.3 CONTEXT PHOTOS
- A-1.4 SURVEY PLAN
- A-1.5 SITE PLAN
- A-1.5a STREETScape AND NORTH ELEVATION
- A-1.6 DESIGN RATIONALE
- A-1.7 PERSPECTIVE VIEWS
- A-1.8 COLOR ELEVATIONS
- A-1.9 MATERIALS
- A-1.10 SHADOW ANALYSIS
  
- A-2.1 FLOOR PLAN - BASEMENT AND 1ST FLOOR
- A-2.2 FLOOR PLAN - 2ND FLOOR AND ROOF
- A-2.3 GROSS FLOOR AREA OVERLAY PLAN
- A-2.4 ADAPTABLE LEVEL 2 REQUIREMENT
  
- A-3.1 SOUTH AND EAST ELEVATIONS
- A-3.2 NORTH AND WEST ELEVATIONS
- A-3.3 REFLECTED NEIGHBOR'S WINDOWS TO THE WEST
  
- A-4.1 SECTIONS A-A , B-B

**CONTACT LIST:**

**OWNER:**

**JASR HOME LTD.**  
 725 Edgar Avenue Coquitlam, BC V3K 2J3  
 MALINDER BRAR Cell: 604-618 9219

**ARCHITECT :**

**F. ADAB ARCHITECTS INC.**  
 130 - 1000 ROOSEVELT CRESCENT  
 NORTH VANCOUVER, B.C. V7P 3R4  
 TEL : 604 987 3003

**CIVIL ENGINEER :**

**CENTRAS ENGINEERING LTD.**  
 218-2630 Croydon Drive, Surrey, BC V3Z 6T3  
 TEL: 604-307-4169

**ARBORIST :**

**OUTLOOK ARBORIST SERVICES**  
 JOHN MONK  
 TEL: 604 816-2592

**LANDSCAPE ARCHITECT:**

**ROD MARUYAMA AND ASSOCIATES INC.**  
 680 Leg in Boot Square  
 Vancouver, BC V5Z 4B4  
 TEL : 604 874-9967

**MECHANICAL CONSULTANT:**

**SRC ENGINEERING CONSULTANTS.**  
 205 - 4180 Lougheed Hwy,  
 Burnaby, BC V5C 6A7  
 TEL : 604-268-9091

**SURVEYOR:**

**GREWAL & ASSOCIATES PROFESSIONAL  
 LAND SURVEYORS**  
 204 - 15299 68th AVENUE , SURREY , BC V3S 2C1  
 TEL: 604 597-8567



**F. ADAB  
 ARCHITECTS  
 INC.**

#130-1000 ROOSEVELT CRESCENT  
 NORTH VANCOUVER, BC V7P 3R4  
 TEL: (604) 987-3003 FAX: (604) 987-3033  
 E-MAIL: info@muligordadab.com

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NO.	DATE	REVISION / ISSUED
4	FEB-2024	REISSUED CNV MEMO
3	JAN-2024	REISSUED PER ADP & CNV
2	MAY-2023	ISSUED FOR DP
1	JUL-2022	CONCEPTUAL DESIGN FOR PRE-CONSULTATION

PROJECT TITLE:  
**TOWNHOUSE DEVELOPMENT**  
 205-211, ST. PATRICK AVE.  
 NORTH VANCOUVER, BC.

FOR:  
**JASR HOMES LTD.**

DRAWING TITLE:  
**COVER SHEET**

DATE:	JUL 2022	SHEET NO:	<b>A-1.0</b>
SCALE:	NTS.		
DESIGN:	P.P		
DRAWN:	P.P		
PROJECT NO:	-		



**F. ADAB  
ARCHITECTS  
INC.**

#130-1000 ROOSEVELT CRESCENT  
NORTH VANCOUVER, BC V7P 3R4  
TEL: (604) 987-3033 FAX: (604) 987-3033  
E-MAIL: info@mulgieradab.com

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205-211, ST. PATRICK AVE., North Vancouver, BC	
Project Description / use	6 units Residential Town house + 4 Lock-off suites (2 of Which are Accessable)
Legal Description	LOT 17 BLOCK 143 DISTRICT 274 PLAN 878
Civic Address present	205-211, ST. PATRICK AVE., North Vancouver, BC
Civic Address Future	TBD
Lot Area	5975 Sqft
OCF / Area Design Guidline	R5
Current Zonning	RM-1
Proposed Zoning	RM-1
Proposed Number of Units	6

	Required/ Allowed	Proposed	Notes
FAR	1.6	1.34	
GFA	9560 SQFT	8017 SQFT	
Building Height			
South/Lane	42.65'	41.65'	
	3-STOREY	3-STOREY	
Number of Storey	3	3	
Site Coverage	50%	56%	Variance
Building Set back:			
North/Lane	20'	6'	Variance
East	15'	7.2'	Variance
West	20'	10.3'	Variance
South/East 2nd	20'	10'	Variance
Minimum Dwelling Size	400	1215	
Minimum Dwelling Size - Lock Off Suites	285	462	
Parking	6.3	6	1.05/unit
Bike	9	11	1.5/unit

	A	B	C	D	E	F	G	H	I=B+C+D+F+G+H	J	K=J-I
	Residential sqft	Mechanical/ Electrical (sqft)	Bike/locker sqft	Garbage sqft	Cellar sqft	Area exclusion for Lock-off Suites 150.7 sqft /lock-off unit ( sqft)	Area exclusion for Accessible Lock-off suite 107.6 sqft /accessible lock-off unit (sqft)	Corridors/Parking sqft	Total exclusions sqft	Floor Area sqft	Total Gross Area GFA (sqft)
Basement	2315	329.5	440	0	2241	602.8	215.28	292	4120.58	3317	-803.58
Level 1	1835			21				1335	1356	3329	1973
Level 2	3453									3453	3453
Level 3	3395									3395	3395
Total	10998	329.5	440	0	2241	602.8	215.28	1627	5476.58	13494	8017.42
											FAR: 1.34

Unit Mix				
Unit Type	#	Lock-off suite(sqft)	Accessbile Lock-off suite	Total Area (sqft)
A	1	1 (503 sqft)	✓	1956
B	1	1 (469 sqft)	✓	2104.9
C	1	1 (485sqft)		2113.2
D	1	1 (790 sqft)		2284.4
E	1	-		1247
F	1	-		1292.5
Total	6	4	2	10998

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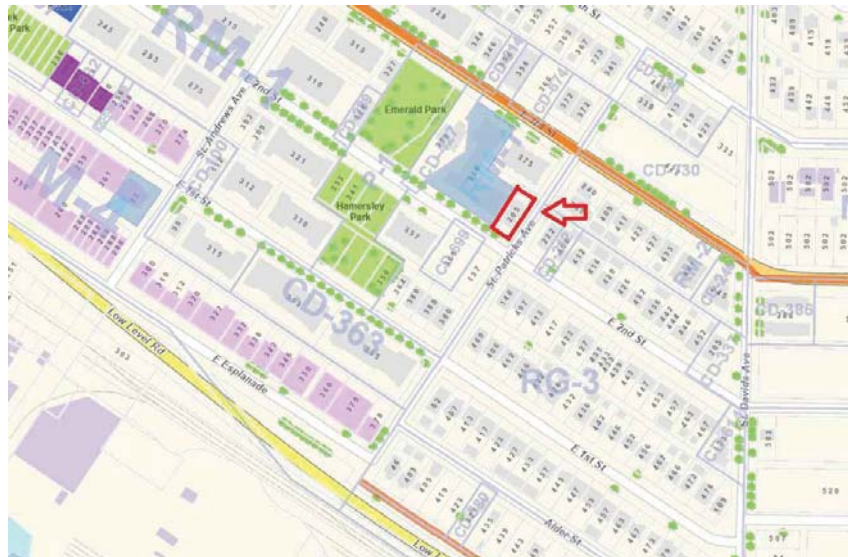
PROJECT TITLE:  
**TOWNHOUSE DEVELOPMENT**  
205-211, ST. PATRICK AVE.  
NORTH VANCOUVER, BC.

FOR:  
**JASR HOMES LTD.**

DRAWING TITLE:  
**STATISTIC**

DATE:	JUN. 2022	SHEET NO:
SCALE:	NTS.	
DESIGN:	P.P.	
DRAWN:	P.P.	
PROJECT NO:	-	

**A-1.1**



CONTEXT MAP



AERIAL PHOTO



**F. ADAB  
ARCHITECTS  
INC.**

#130-1000 ROOSEVELT CRESCENT  
NORTH VANCOUVER, BC V7P 3R4  
TEL: (604) 987-3033 FAX: (604) 987-3033  
E-MAIL: info@muligordab.com

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NORTH VANCOUVER, BC.

FOR:  
**JASR HOMES LTD.**

DRAWING TITLE:  
**CONTEXT PHOTO  
AERIAL MAP**

DATE:	JUN 2022	SHEET NO.:	A-1.2
SCALE:	NTS.		
DESIGN:	P.P		
DRAWN:	P.P		
PROJECT NO.:	-		





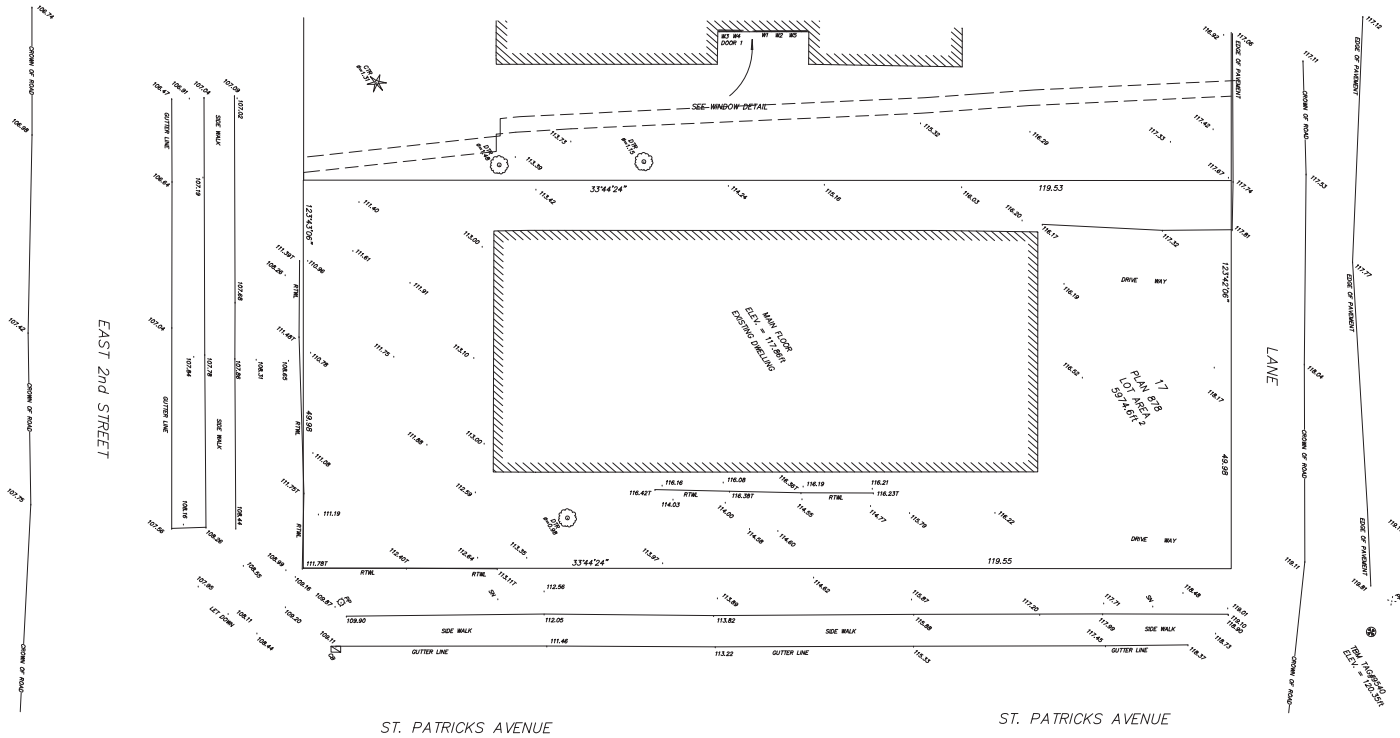
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#130-1000 ROOSEVELT CRESCENT  
NORTH VANCOUVER, BC V7P 3R4  
TEL: (604) 987-3003 FAX: (604) 987-3033  
E-MAIL: info@muligordab.com

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 NORTH VANCOUVER, BC.

FOR:  
**JASR HOMES LTD.**

DRAWING TITLE:  
**SURVEY PLAN**

DATE:	JUL 2022	SHEET NO.:	<b>A-1.4</b>
SCALE:	NTS.		
DESIGN:	P.P		
DRAWN:	P.P		
PROJECT NO.:	-		



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NORTH VANCOUVER, BC V7P 3R4  
TEL: (604) 987-3003 FAX: (604) 987-3033  
E-MAIL: info@muljigerfadiab.com

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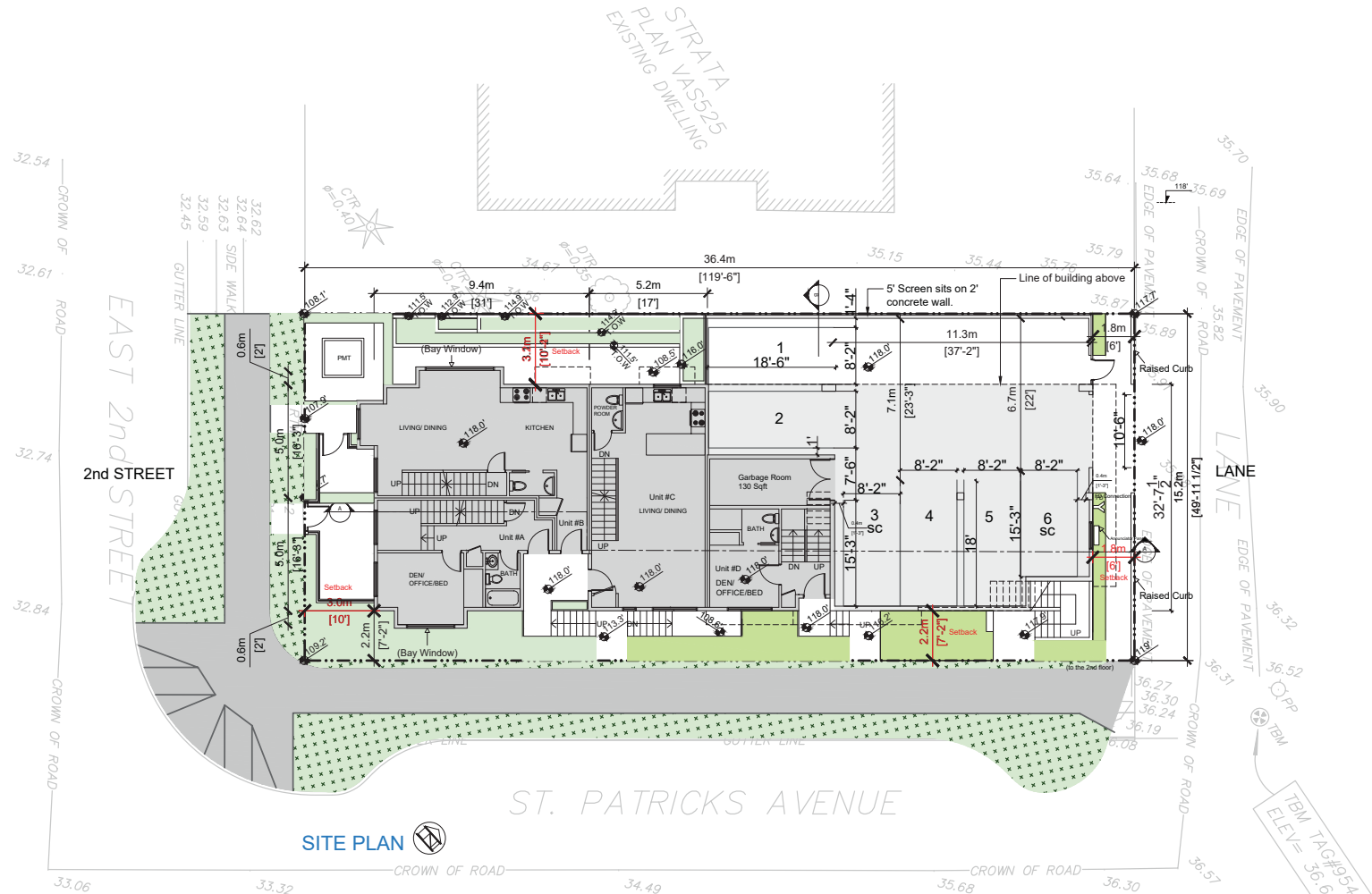
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**TOWNHOUSE DEVELOPMENT**  
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NORTH VANCOUVER, BC.

FOR:  
**JASR HOMES LTD.**

DRAWING TITLE:

**SITE PLAN**

DATE:	JUL 2022	SHEET NO.:
SCALE:	NTS.	<b>A-1.5</b>
DESIGN:	P.P.	
DRAWN:	P.P.	
PROJECT NO.:	-	





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#130-1000 ROOSEVELT CRESCENT  
NORTH VANCOUVER, BC V7P 3R4  
TEL: (604) 987-3033 FAX: (604) 987-3033  
E-MAIL: info@mulgieradab.com

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 NORTH VANCOUVER, BC.

FOR:  
**JASR HOMES LTD.**

DRAWING TITLE:  
**STREET SCAPE**

DATE:	JUL 2022	SHEET NO:
SCALE:	NTS.	<b>A-1.6</b>
DESIGN:	P.P	
DRAWN:	P.P	
PROJECT NO:	-	



VIEW FROM ST. PATRICK AVE.



VIEW FROM THE INTERSECTION OF THE LANE AND ST. PATRICK AVE.



VIEW FROM THE LANE



VIEW FROM THE INTERSECTION OF ST.PATRICK AVE. AND EAST 2ND ST.



**F. ADAB  
ARCHITECTS  
INC.**

#130-1000 ROOSEVELT CRESCENT  
NORTH VANCOUVER, BC V7P 3R4  
TEL: (604) 987-3003 FAX: (604) 987-3033  
E-MAIL: info@muligenceadab.com

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DRAWING TITLE:  
**3D RENDERINGS**

DATE:	JUN. 2022	SHEET NO.:
SCALE:	NTS.	
DESIGN:	P.P.	<b>A-1.7</b>
DRAWN:	P.P.	
PROJECT NO.:	-	



**Design Rationale / Statement of Intent**  
**762-758 East 3rd Street, North Vancouver**

**Introduction**

This Design Rationale is to be read as part of a rezoning and development application for a 6-unit townhouse development plus 4 lock off suites. For detailed information refer to the architectural, landscape, civil drawings, rendering and other related documents.

**The Site**

The total lot area is 5975 sqft. and is located at the corner of East 2nd and St. Patrick Avenue. There is a 6.0-meter lane to the north. Presently the site is occupied by four units. The grade differences between the e 2nd street and the lane is approximately 3.45 meter. This steep sloped site posed some design challenges in siting and orientation that resulted in stepping down the building from north to south.

**Proposed Development**

This application proposes 6-unit townhouse complex that 4 units have one lock-off suites at the lower floor. The building orientation considers and responds to view, sun, exposure and neighbouring properties as well as addressing two streets and lane characters. The location is accessible by transit, bicycle routes and walkable sidewalk providing opportunities for alternate method of movements.

The proposed development zone is RM-1, with a Floor Area Ratio (FAR) of 1.32. The average size of the townhouses ranges from 1,212 to 2,236 sqft including the lock off suites.

Lock off suites of townhouses along E. 2nd have direct access to the street and the townhouses at rear have access from the lane.

Vehicular access is provided from the lane and each unit has one garage with access from the court yard.

**Massing, Architectural Form and Character**

The development is located on a site with a height difference of approximately 3.5 meters from south to north. The vehicle access will be from the lane to the north, which is the site's highest point. To address this challenge, the parking area is situated in the northern half of the building with the same level as lane, consisting of six stalls. Above the parking area, there are two residential floors, and underneath it, is an underground floor for storage, bikes, and mechanical and electrical rooms. Due to the slope of the site, the underground floor to the north does not receive any natural light so is best place for the servicing areas.

On the south side of the building, we have designed two lock-off suites at the lowest level with direct access from East 2nd Street, allowing these units to benefit from excellent natural light. Additionally, there are two units above the parking area that have separate access through an open stair from the northeast side of St. Patrick Ave. One unit has separate access from St. Patrick Ave, while the remaining three units have access through a common open lobby to the southeast. The access for the two lock-off suites is in the middle of the building on St. Patrick Ave.

Taking advantage of the slope, the design has ensured a good location and orientation for each suite, resulting in a three-story building facing north and a four-story building facing south. From an architectural point of view, facades are designed to create a visually appealing structure. The architectural language demonstrates a modern contemporary character. To enhance the aesthetic appeal and interior space, we have incorporated bay windows, recesses, and projections in the massing. These design elements help break up the long massing volume along St. Patrick Street and create a dynamic and lively facade with open stairs and corridors.

**Exterior Finishes and Colour**

The selection of the exterior finishes has been based on enhanced durability / longevity of the construction materials as part of a sustainable approach.

A variety of high quality building materials have been selected with emphasis on prefabricated cement board, brick and composite material (New Tech wood) for non-combustibility and longevity.

The colours are selected with emphasis on creating harmony and contrast by using a combination of black brick, light gray cement boards as well as dark brown (PE) for new tech wood.

The same high quality material used in front continue around the remaining sides. Windows frames are black from outside and white from inside and all railings also have black frame and clear glass.

**Livability Statement**

The proposed development consists one buildings with vehicular access from the north lane.

All units have roof deck and some units have deck and balcony on the second and third floor. the lock-off suites to the south have their own patio to the first street.

Where possible the windows are located at two sides providing natural ventilation and passive house strategy.

Another distinguished character of the project is creating affordability for potential purchasers by introducing small three bedroom townhomes along with lock-off suits.

The typical layout of each unit contains living dining and family on lower floor and bedrooms on the upper floors. Adequate sunlight, above average room sizes and private patios provides a comfortable, and livable environment for intended users.

Private outdoor roof deck patios are provided on top floor taking advantages of ocean view and south sun exposure. Planters and oversized pots are proposed on the roof decks to enhance the landscaping and green initiative.

Mechanical system is equipped with heat pump system providing both cool and hot air as well as heat recovery system "HRV" for recycling the heat energy.

**Energy Saving and Green Measures**

Many green building strategies have been incorporated into the project design including the following items:

- The energy efficiency target is to achieve step 3 code requirements.
- The building envelope, glazing, and mechanical system will be designed based on the 2018 code and in compliance with ASHRE 90, 2010
- Selection of the material is based on the use of low / non-toxic, low-maintenance, durable and sustainable products. Low emission adhesives paint and flooring will also be used throughout the
- Water efficient fixtures, energy efficient appliances and drought tolerance plants will be used to minimize the use of potable water
- All units have roof deck and some units have balcony or deck on the lower floors to livability of the units and creating a family oriented environment
- Replacing 4 dwelling unit with 6 and providing 4 lock off suites with high affordability measure.
- Provision of full electric vehicle chargers for all units.
- Provision of green roof reduces the solar intensity and provides increased insulation. This also reduces the rate of storm water run-off from the site.

**Crime Prevention Through Environmental Design. "CPTED"**

The building has been designed keeping safety in mind. The newly constructed residential developments along E2nd, E3rd and E4th keep the area active, lively with numerous eyes on the street and lane.

The rationale behind the CPTED strategy takes into account the standard measures as well as items specifically related to this proposal. These provisions are aimed to enhance safety and strengthen the perception of security.

The proposed CPTED measure fall into the following categories:

- Identifiable entries to the different units with direct access to the street along with identifiable private patios to the south creates a clear definition of hierarchy of space, a sense of territorial identity and sense of ownership
- The windows, patios and terraces, and open stairs and corridors ensure the outdoor presence of the people, which provide "eyes on the street" and security for the private and public spaces
- Lights would be installed on sides of the townhouse entries and garage doors illuminating the entire buildings and internal pathways.
- The access control is achieved by ensuring visible entrances overlooked by windows and balconies as well as defining the entrance ways and controlling the point of access to the site
- Gates and fences will be provided along the street and lane as well as on property lines to secure the site.
- Trees, shrubs and hedges are designed in a manner to increase visibility and avoid creating hidden spaces.

**Affordability**

Housing affordability is a social and economical shortcoming in BC. The development and construction industry has tried for many years to overcome this problem.

City of North Vancouver has initiated the concept of lock off suites and coach houses encouraging and promoting affordability by means of smaller units for younger generation.

Converting two single family houses into 10 townhouse units results in offering more economical accommodation and takes step in providing affordable dwelling.

By accommodating 10 families in two lots, the land cost which is a major component of every development will be divided into 10. Also by proposing 9 lock off suite as a mortgage helper a further consideration is given in providing affordable accommodation.

**Garbage Disposal**

A dedicated enclosed garbage disposal storage room has been provided in parking area accessible from the lane. The garbage will be picked up at lane on designated dates.



**F. ADAB  
ARCHITECTS  
INC.**

#130-1000 ROOSEVELT CRESCENT  
NORTH VANCOUVER, BC V7P 3R4  
TEL: (604) 987-3003 FAX: (604) 987-3033  
E-MAIL: info@mfadab.com

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 NORTH VANCOUVER, BC.

FOR:  
**JASR HOMES LTD.**

DRAWING TITLE:  
**DESIGN RATIONALE**

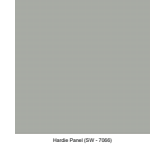

DATE:	JUN. 2022	SHEET NO.:
SCALE:	NTS.	<b>A-1.8</b>
DESIGN:	P.P.	
DRAWN:	P.P.	
PROJECT NO.:	-	



EAST ELEVATION.



WEST ELEVATION.

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#130-1000 ROOSEVELT CRESCENT  
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FOR:  
**JASR HOMES LTD.**

DRAWING TITLE:  
**MATERIALS**

DATE:	JUN. 2022	SHEET NO.:
SCALE:	NTS.	<b>A-1.9</b>
DESIGN:	P.P.	
DRAWN:	P.P.	
PROJECT NO.:	-	

10 A.M

12 A.M

2 P.M

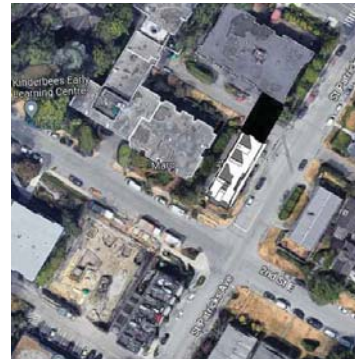
MARCH



JUNE



DECEMBER



**F. ADAB  
ARCHITECTS  
INC.**

#130-1000 ROOSEVELT CRESCENT  
NORTH VANCOUVER, BC V7P 3R4  
TEL: (604) 987-3003 FAX: (604) 987-3033  
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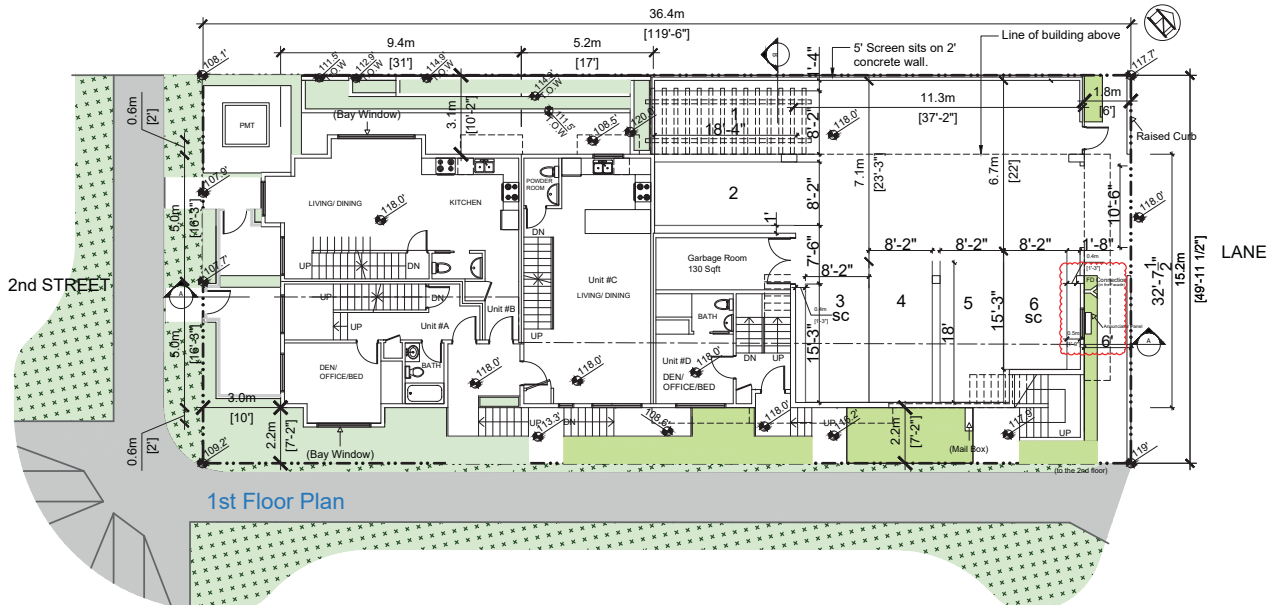
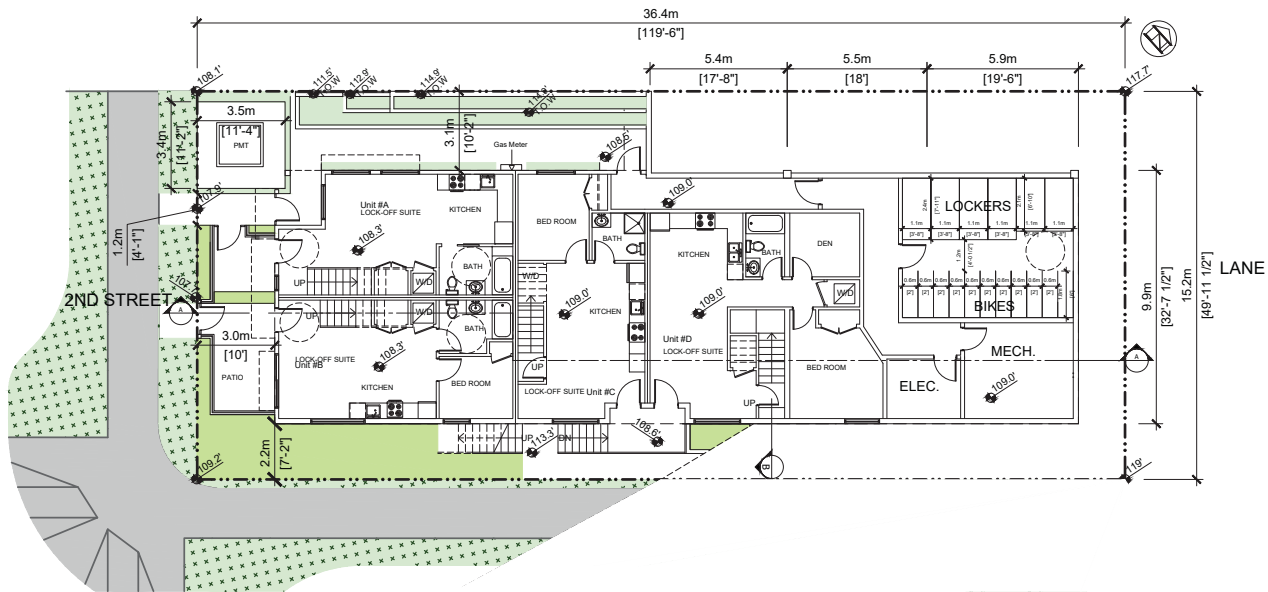
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NORTH VANCOUVER, BC.

FOR:  
**JASR HOMES LTD.**

DRAWING TITLE:  
**SHADOW ANALYSIS**

DATE:	JUN. 2022	SHEET NO.:
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DESIGN:	P.P.	
DRAWN:	P.P.	
PROJECT NO.:	-	

A-1.10



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#130-1000 ROOSEVELT CRESCENT  
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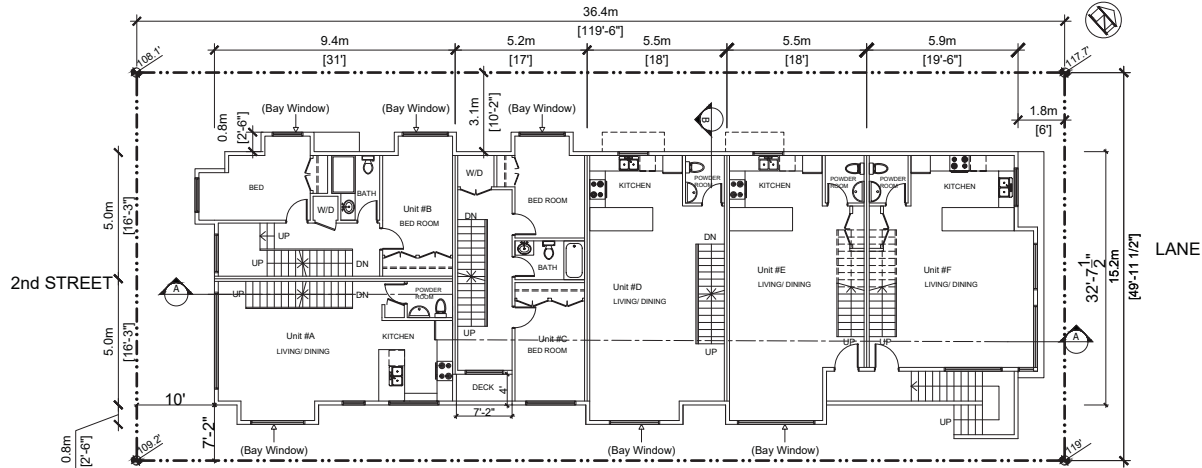
NO.	DATE	REVISION / ISSUED
4	FEB-2024	REISSUED CNV MEMO
3	JAN-2024	REISSUED PER ADP & CNV
2	June-2023	ISSUED FOR DP
1	JUL-2022	CONCEPTUAL DESIGN FOR PRE-CONSULTATION

PROJECT TITLE:  
**TOWNHOUSE DEVELOPMENT**  
205-211, ST. PATRICK AVE.  
NORTH VANCOUVER, BC.

FOR:  
**JASR HOMES LTD.**

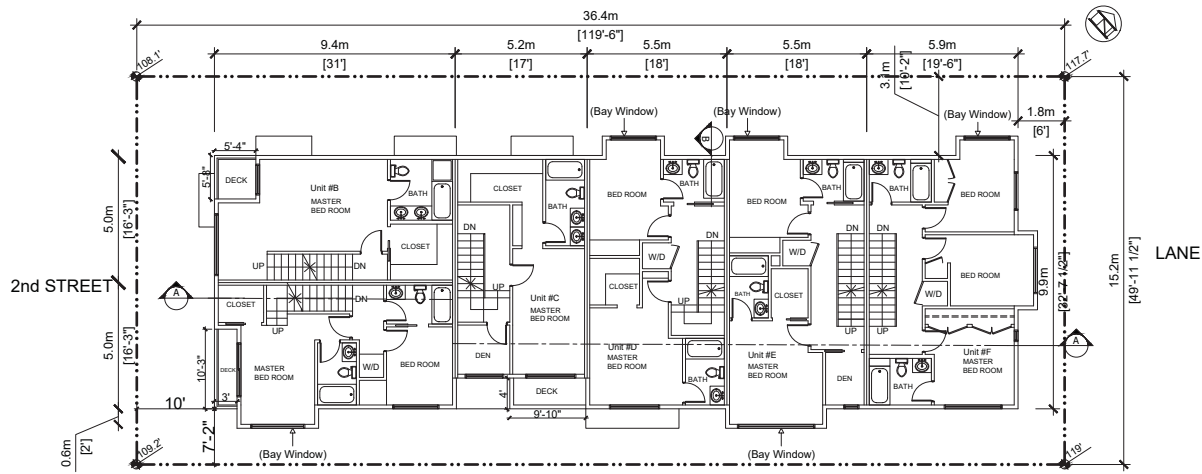
DRAWING TITLE:  
**BASEMENT AND 1ST FLOOR PLAN**

DATE:	JUN. 2022	SHEET NO.:	
SCALE:	NTS.		
DESIGN:	P.P.		
DRAWN:	P.P.		
PROJECT NO.:	-		<b>A-2.1</b>



2nd Floor Plan

ST. PATRICK AVE.



3rd Floor Plan

ST. PATRICK AVE.



**F. ADAB ARCHITECTS INC.**

#130-1000 ROOSEVELT CRESCENT  
NORTH VANCOUVER, BC V7P 3R4  
TEL: (604) 987-3003 FAX: (604) 987-3033  
E-MAIL: info@mfadab.com

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PROJECT TITLE:  
**TOWNHOUSE DEVELOPMENT**  
205-211, ST. PATRICK AVE.  
NORTH VANCOUVER, BC.

FOR:  
**JASR HOMES LTD.**

DRAWING TITLE:  
**2ND AND 3RD FLOOR PLAN**

DATE:	JUN. 2022	SHEET NO.:	
SCALE:	NTS.		
DESIGN:	P.P.		A-2.2
DRAWN:	P.P.		
PROJECT NO.:	-		



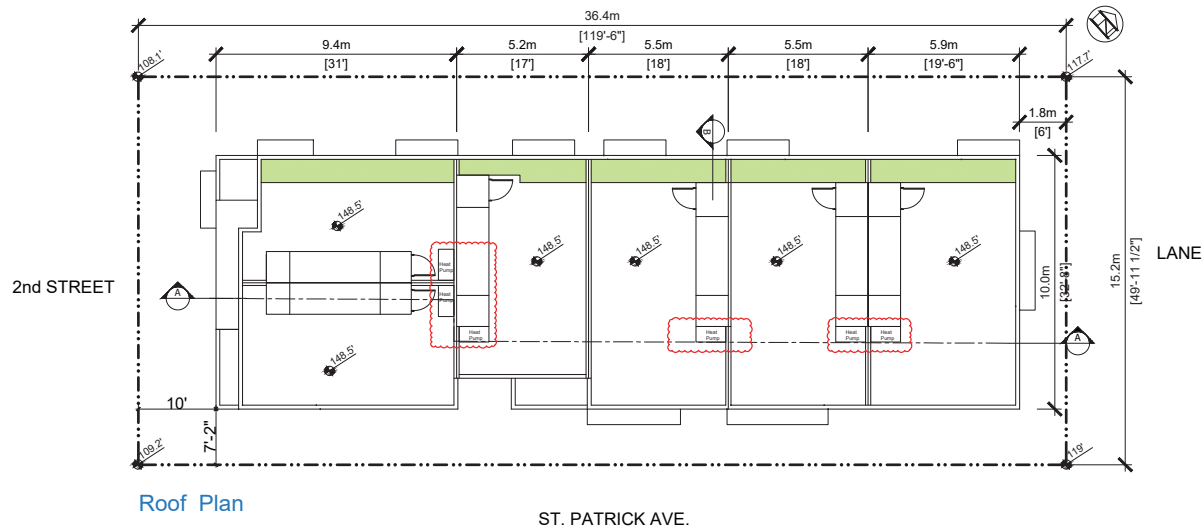
**F. ADAB  
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INC.**

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NORTH VANCOUVER, BC V7P 3R4  
TEL: (604) 987-3003 FAX: (604) 987-3033  
E-MAIL: info@munifordadab.com

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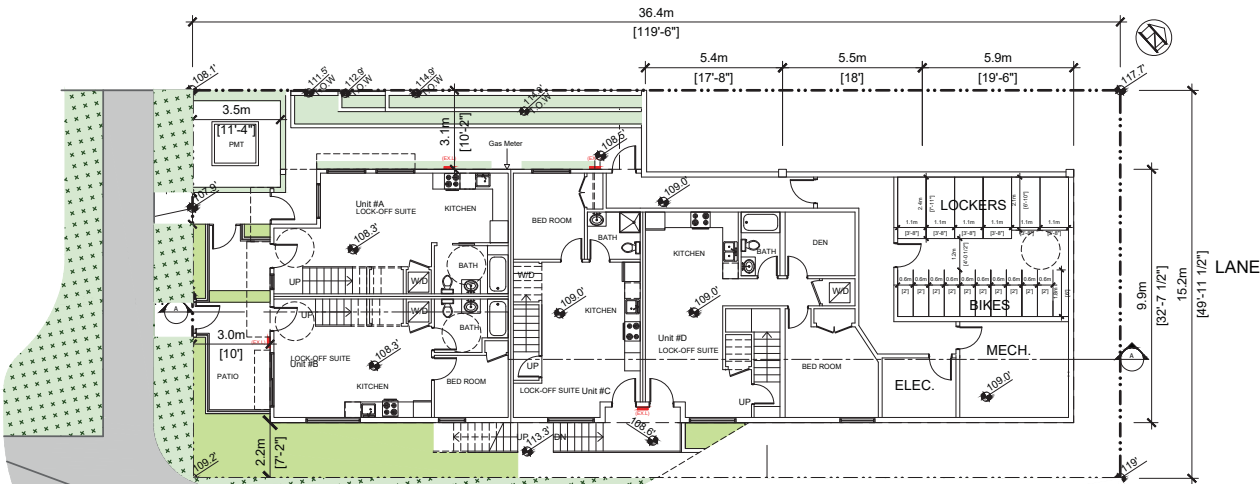
PROJECT TITLE:  
**TOWNHOUSE DEVELOPMENT**  
205-211, ST. PATRICK AVE.  
NORTH VANCOUVER, BC.

FOR:  
**JASR HOMES LTD.**

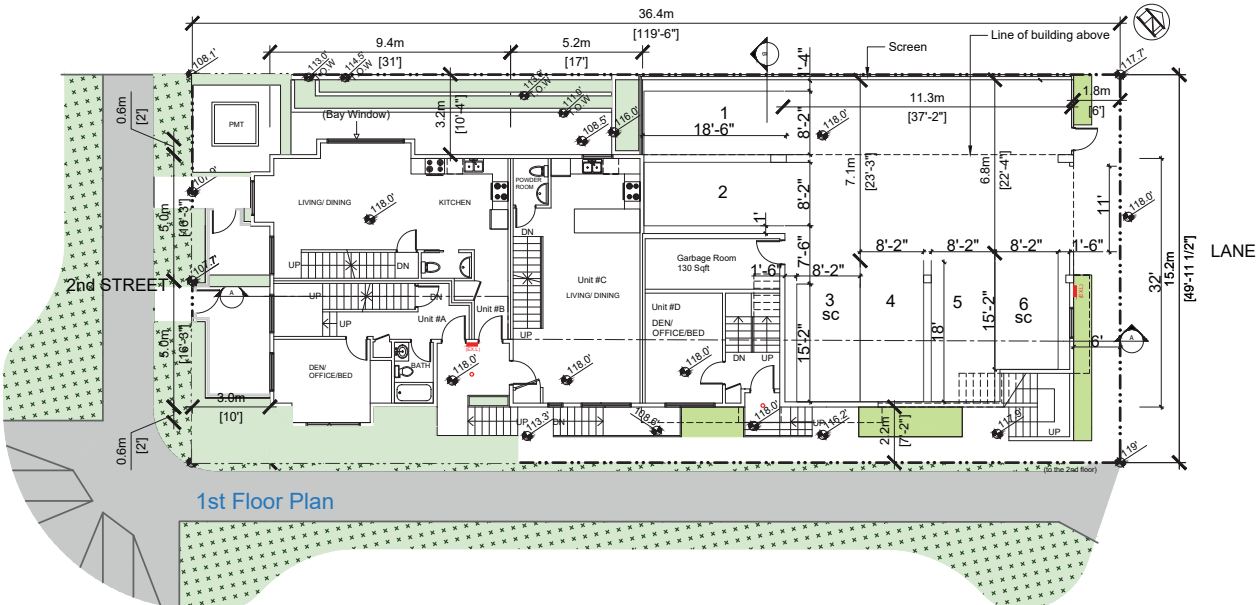
DRAWING TITLE:  
**ROOF PLAN**

DATE:	JUN. 2022	SHEET NO.:	
SCALE:	NTS.		
DESIGN:	P.P.		
DRAWN:	P.P.		
PROJECT NO.:	-		

**A-2.2(A)**



EXTERIOR LIGHTING (EX.L)



1st Floor Plan

**F. ADAB ARCHITECTS INC.**

#130-1000 ROOSEVELT CRESCENT  
NORTH VANCOUVER, BC V7P 3R4  
TEL: (604) 987-3003 FAX: (604) 987-3033  
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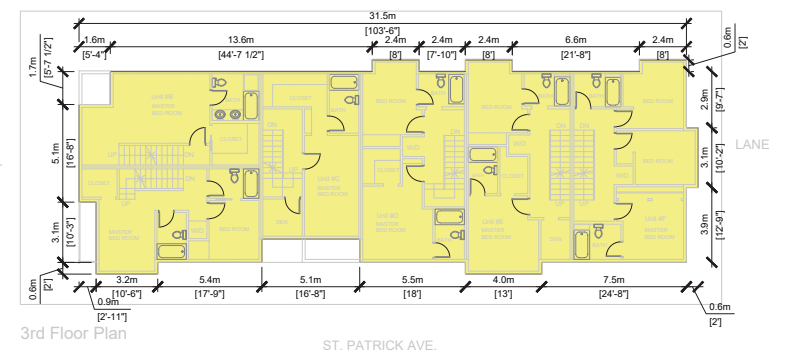
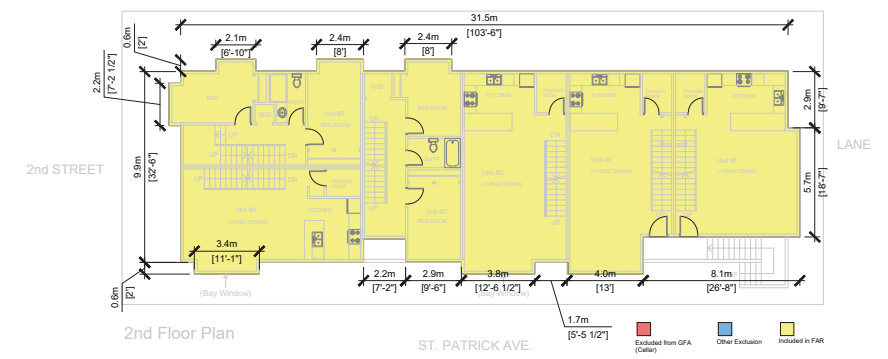
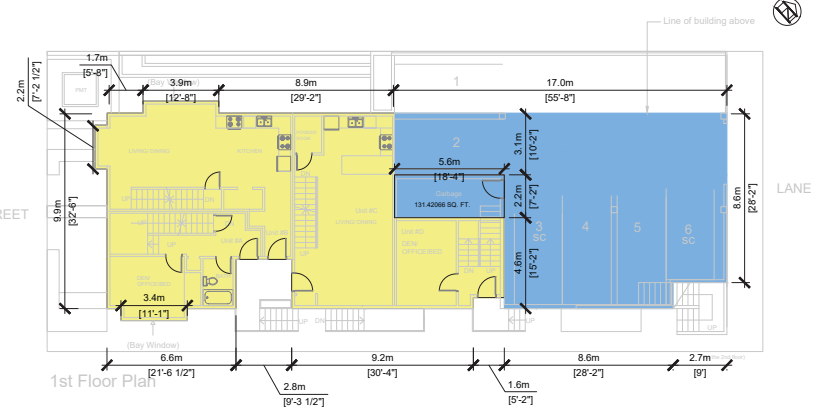
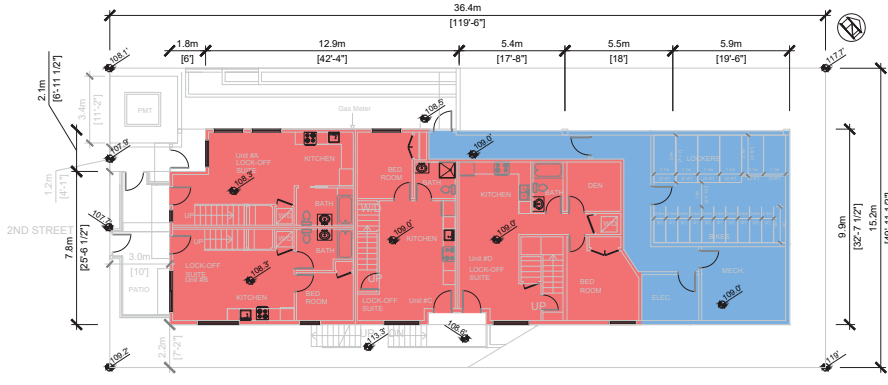
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PROJECT TITLE:  
**TOWNHOUSE DEVELOPMENT**  
205-211, ST. PATRICK AVE.  
NORTH VANCOUVER, BC.

FOR:  
**JASR HOMES LTD.**

DRAWING TITLE:  
**EXTERIOR LIGHTING**

DATE:	JUN. 2022	SHEET NO.:	
SCALE:	NTS.		
DESIGN:	P.P.		
DRAWN:	P.P.		
PROJECT NO.:	-		<b>A-2.3A</b>



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**PROJECT TITLE:**  
TOWNHOUSE DEVELOPMENT  
205-211, ST. PATRICK AVE.  
NORTH VANCOUVER, BC.

**FOR:**  
JASR HOMES LTD.

**DRAWING TITLE:**  
OVERLAYS

DATE:	JUN. 2022	SHEET NO.:	
SCALE:	NTS.		
DESIGN:	P.P.		A-2.3
DRAWN:	P.P.		
PROJECT NO.:	-		





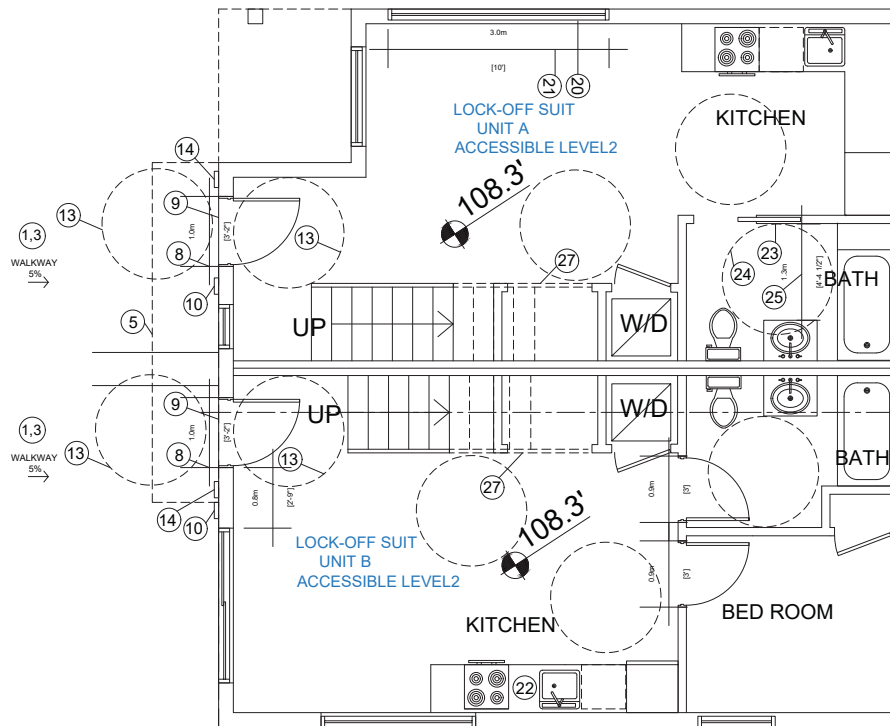
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COMPLIANCE CHECKLIST	AS PER THE REQUIREMENTS	PROVIDED
1 BUILDING ACCESS	Provide 100% minimum required of vertical parking on loading of each side	Provide to the accessible one main entry from the lobby by ramp.
2 BUILDING ACCESS	Curbside curb height and visual slope	N/A
3 BUILDING ACCESS	Provide barrier-free access to main building entrance from wheelchair	Access to the accessible unit main entry from the lobby by ramp.
4 BUILDING ACCESS	Provide barrier-free access to main building entrance from wheelchair	N/A
5 BUILDING ACCESS	Provide barrier-free access to main building entrance from wheelchair	N/A
6 BUILDING ACCESS	Provide barrier-free access to main building entrance from wheelchair	N/A
7 BUILDING ACCESS	Provide barrier-free access to main building entrance from wheelchair	N/A
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PROJECT TITLE:  
**TOWNHOUSE DEVELOPMENT**  
205-211, ST. PATRICK AVE.  
NORTH VANCOUVER, BC.

FOR:  
**JASR HOMES LTD.**

DRAWING TITLE:  
**ADAPTABLE LEVEL 2  
REQUIREMENT**

DATE:	JUN. 2022	SHEET NO.:
SCALE:	NTS.	
DESIGN:	P.P.	<b>A-2.4</b>
DRAWN:	P.P.	
PROJECT NO.:	-	



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#130-1000 ROOSEVELT CRESCENT  
NORTH VANCOUVER, BC V7P 3R4  
TEL: (604) 987-3033 FAX: (604) 987-3033  
E-MAIL: info@multigerlabs.com

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**TOWNHOUSE DEVELOPMENT**  
205-211, ST. PATRICK AVE.  
NORTH VANCOUVER, BC.

FOR:  
**JASR HOMES LTD.**

DRAWING TITLE:  
**SOUTH AND EAST  
ELEVATION**

DATE:	JUN. 2022	SHEET NO.:
SCALE:	NTS.	<b>A-3.1</b>
DESIGN:	P.P.	
DRAWN:	P.P.	
PROJECT NO.:	-	



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NORTH VANCOUVER, BC V7P 3R4  
TEL: (604) 987-3003 FAX: (604) 987-3033  
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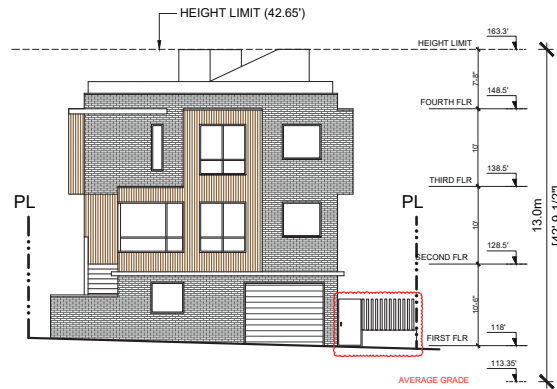
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WEST ELEVATION.



NORTH ELEVATION.

NO.	DATE	REVISION / ISSUED
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**TOWNHOUSE DEVELOPMENT**  
205-211, ST. PATRICK AVE.  
NORTH VANCOUVER, BC.

FOR:  
**JASR HOMES LTD.**

DRAWING TITLE:  
**WEST AND NORTH  
ELEVATIONS**

DATE:	JUN. 2022	SHEET NO.:
SCALE:	NTS.	
DESIGN:	P.P.	<b>A-3.2</b>
DRAWN:	P.P.	
PROJECT NO.:	-	



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TEL: (604) 987-3003 FAX: (604) 987-3033  
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205-211, ST. PATRICK AVE.  
NORTH VANCOUVER, BC.

FOR:  
**JASR HOMES LTD.**

DRAWING TITLE:  
**REFLECTED NEIGHBOUR'S  
WINDOWS TO THE WEST**

DATE:	JUN. 2022	SHEET NO.:	<b>A-3.3</b>
SCALE:	NTS.		
DESIGN:	P.P.		
DRAWN:	P.P.		
PROJECT NO.:	-		



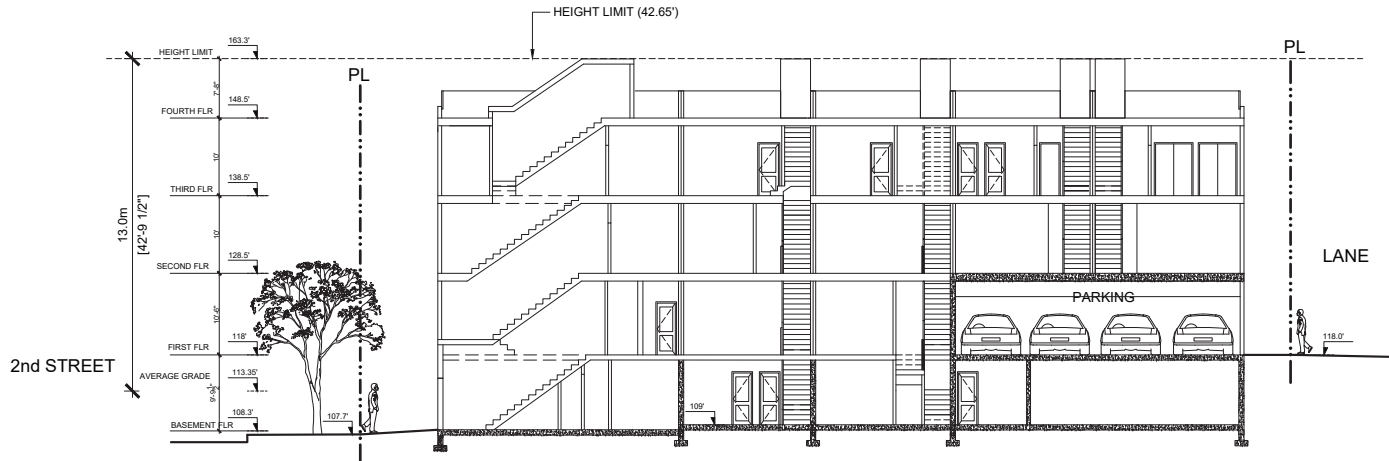
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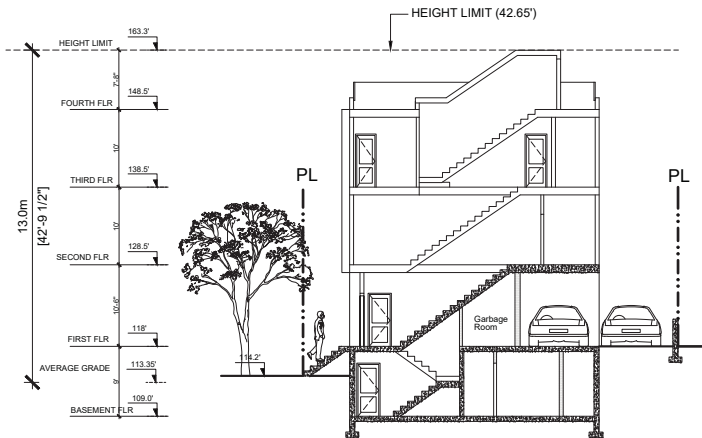
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**SECTION AA**



**SECTION BB**

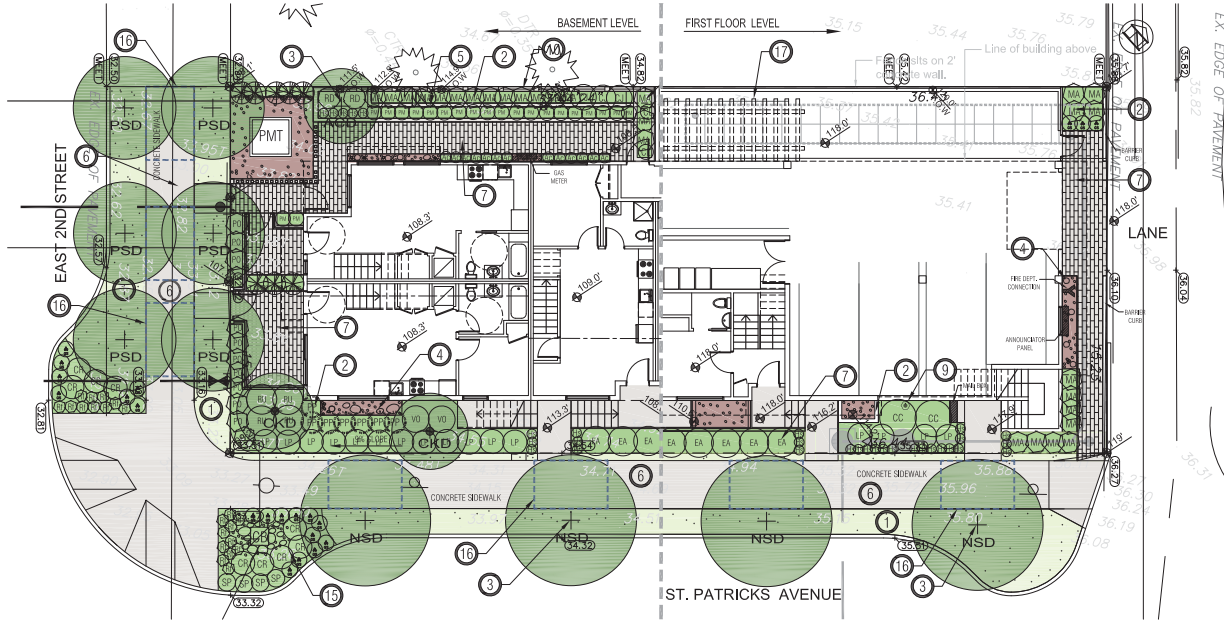
NO.	DATE	REVISION / ISSUED
4	FEB-2024	REISSUED CNV MEMO
3	JAN-2024	REISSUED PER ADP & CNV
2	June-2023	ISSUED FOR DP
1	JUL-2022	CONCEPTUAL DESIGN FOR PRE-CONSULTATION

PROJECT TITLE:  
**TOWNHOUSE DEVELOPMENT**  
 205-211, ST. PATRICK AVE.  
 NORTH VANCOUVER, BC.

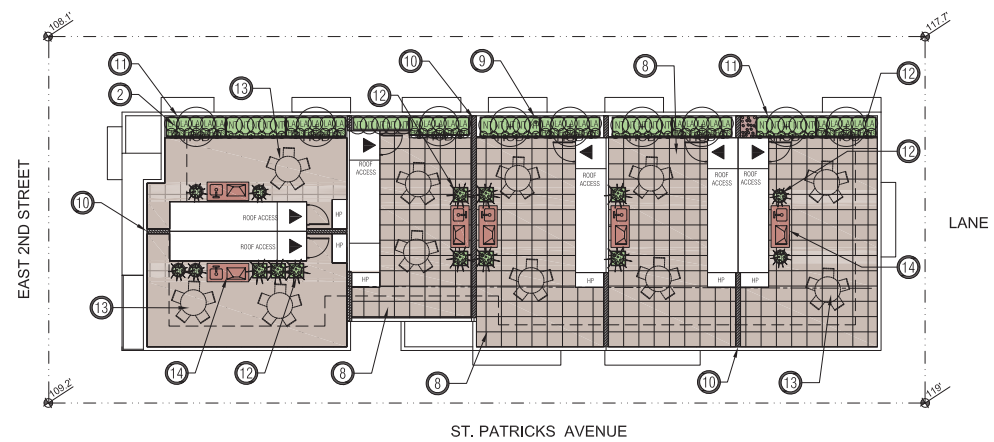
FOR:  
**JASR HOMES LTD.**

DRAWING TITLE:  
**SECTIONS**

DATE:	JUN. 2022	SHEET NO.:
SCALE:	NTS.	<b>A-4.1</b>
DESIGN:	P.P.	
DRAWN:	P.P.	
PROJECT NO.:	-	



**1 LANDSCAPE - BASEMENT AND FIRST FLOOR PLAN**  
SCALE: 1/8" = 1'-0"



**2 LANDSCAPE - ROOF TOP PLAN**  
SCALE: 1/8" = 1'-0"

- NOTES:**
- ALL PLANT MATERIAL SHALL MEET OR EXCEED STANDARDS REQUIRED BY THE LATEST VERSION OF CANADIAN LANDSCAPE STANDARDS.
  - REFER TO ARBORIST REPORT AND DRAWINGS FOR ALL RELATED TREE REMOVAL AND TREE RETENTION REQUIREMENTS.
  - TOPSOIL SHALL MEET OR EXCEED THE 2<sup>ND</sup> AND 3<sup>RD</sup> STANDARD OUTLINED IN CANADIAN LANDSCAPE STANDARDS. TOPSOIL SUPPLIED SHALL BE FROM A REPUTABLE SOURCE. A FULL ANALYSIS OF THE TOPSOIL WILL BE REQUIRED AT THE CONTRACTORS EXPENSE. SUBMIT TO LANDSCAPE CONSULTANT FOR APPROVAL.
  - AMENDED TOPSOIL PER SOIL ANALYSIS RECOMMENDATIONS FROM TOPOGRAPHIC ANALYSIS. REJECTED TOPSOIL SHALL BE REMOVED OFF SITE IMMEDIATELY AT THE LANDSCAPE CONTRACTORS EXPENSE.
  - TOPSOIL DEPTHS FOR PLANTING AS FOLLOWS:
    - GRASSED AREAS: 300MM
    - GROUND COVERS: 450MM
    - SHRUBS: 500-600MM
    - TREE SPEC: 2500 METERS PER TREE FIT PER TREE
  - ALL SHRUB PLANTING AREAS SHALL HAVE GROUND COVERS 14" O.C.
  - 2" DEPTH OF 100MM COMPOST MULCH TO BE INSTALLED IN ALL SHRUB PLANTING AREAS.
  - ON SITE IRRIGATION SYSTEM - AUTOMATIC SHALL BE DESIGN BUILT TO BE COORDINATED BY GENERAL CONTRACTOR WITH EFFICIENCY BRIGADIER TO BE PROVIDED FOR ALL PLANTING AREAS.
  - OFF SITE IRRIGATION SYSTEM TO BE SEPARATE
  - ROCK AND BOULDER MATERIALS
    - ALL BOULDERS SHALL BE SMOOTH FINISH SOURCED FROM RIVER OR FIELD. DO NOT SUPPLY STRAIGHT OR SPLIT FACED STONE. THEY WILL BE REJECTED. PROVIDE JPEG PHOTO OF STONE TO LANDSCAPE ARCHITECT FOR APPROVAL. BOULDERS TO BE EMBEDDED INTO GRADE DO NOT REST ON SURFACE.
    - SIZES: 4" 24" TO 24" DIAMETER
    - 8" 14" TO 24" DIAMETER
  - PAVING TYPES AND MATERIALS AS FOLLOWS:
    - OFF SITE SIDEWALKS: CAST IN PLACE CONCRETE W/ROOF FINISH. INSTALL SAW CUT CONTROL JOINT EVERY 8'. EROSION JOINT EVERY 20'.
    - PARKING AREA: PERMEABLE UNIT PAVERS
    - SEWERING STANDARD: CONCRETE PAVING WITH BROOM FINISH AND THROTTLED EDGES. SAW CUT EVERY 8'
    - ROOF LEVEL PRIVATE PATIOS: 2002 CONC. UNIT PAVERS W/ PLASTIC PEDESTALS. ABSORBS/SP CONCRETE PRODUCT OR EQUIVALENT. MODEL: SATURNIA. COLOR: CHARCOAL.
  - SITE GRADING: REFER TO ARCHITECTURAL AND CIVIL ENGINEERING DWGS FOR SITE GRADING OF ROADS, AND RETAINING WALLS, AREA DRAINS AND SUB-SURFACE PIPING TO BE COORDINATED WITH CIVIL GRADING FOR ALL LANDSCAPED AREAS TO ENSURE POSITIVE DRAINAGE, NO PONDING OF STORM WATER ALLOWED ON SITE.
  - STORM WATER MANAGEMENT: REFER TO CIVIL ENGINEERING.
  - REFER TO ARBORISTS REPORT FOR ALL MATTERS RELATED TO TREE PROTECTION, TREE ASSESSMENT AND TREE MANAGEMENT PROCEDURES.
  - ROOF TOP PAINT PLANTERS TO BE PRE-MANUFACTURED, ALUMINUM, GALVANIZED METAL, COMPLETE WITH DRAIN HOLE.

**PLANT LIST:**

KEY	QTY.	BOTANICAL NAME	COMMON NAME	SIZE	COND.
NSD	4	NYSSA SILVATICA	BLACK TURFLO	70CM CAL.	B & B
ACD	1	ACER ORBICULATUM	VINE MAPLE	2.75M HT.	B & B
CND	2	CORNUS KOUSA 'MIES SATOMI'	SATONIA DOGWOOD	1.75M HT.	B & B
PSD	6	PRUNUS SERRULATA SHIBOTAI	MOUNT FUJI CHERRY	70CM CAL.	B & B
TCC	9	TAXUS MEDIA HICKSII	HICKS YEW	1.75 M HT.	B & B
CC	2	COTONUS COGOCYBEM	SMOKE BUSH	#5	CONTAINER
CJ	3	CAMELLIA JAPONICA WOSHIO FLAME	JAPANESE CAMELLIA	#5	CONTAINER
CR	9	CORNUS STOLONIFERA	RED OSIER DOGWOOD	#3	CONTAINER
EA	8	EQUIMONAS ALATIS COMPACTUS	DWARF SUMMERS BUSH	#3	CONTAINER
MA	28	MAKOHIA AQUIFOLIUM	OREGON GRAPE	#3	CONTAINER
PO	13	PRUNUS LAUROCEPES OTTO LUYKEN	OTTO LUYKEN LAUREL	#3	CONTAINER
PP	7	PINUS MUGO PLUMBO	DWARF MUGO PINE	#2	CONTAINER
PM	18	POLYSTICHUM MUNITZII	WESTERN SWORD FERN	#3	CONTAINER
RD	2	RHOODOXANDRON CORA AMETIS	CORA AMETIS RHODO.	#3	CONTAINER
RU	4	RHOODOXANDRON UNDIQUE	UNDIQUE RHODO.	#3	CONTAINER
SP	4	SPIREAE JAPONICA LITTLE PRINCESS	LITTLE PRINCESS SPHRAEA	#3	CONTAINER
AC	13	ASTILBE CHINENSIS 'NIPONIS'	ASTILBE	#1	CONTAINER
HS	26	HEMEROCALLIS STELLA D'ORO	DAY LILY	#1	CONTAINER
GS	21	GALDOTHERA SHALDON	SILAJ	#1	CONTAINER
RF	21	RUEGERIA PALUDOSA 'GOLDSTRUM'	BLACK EYED SUSAN	#1	CONTAINER
LN	48	LYSIACHIS NUMMULARIA	CREeping JENNY	#1	CONTAINER
CL	2	CLIMATIS PANICULATA SWEET AUTUMN	SWEET AUTUMN CLIMATIS	#3	CONTAINER

- KEY:**
- 1 LAWN
  - 2 PLANTING BED
  - 3 PROPOSED DECIDUOUS TREE
  - 4 BOULDER & ROCK BED FEATURE
  - 5 RETAINING WALL, CONC. PLANTER
  - 6 CONCRETE PAVING BROOM FINISH
  - 7 UNIT PAVERS - PERMEABLE
  - 8 2" X 2" CONCRETE UNIT PAVERS PERMEABLE
  - 9 IRRIGATION SLUB OUT
  - 10 6' HT. WOOD FENCE/SCREEN
  - 11 PLANTER, PRE FABRICATED
  - 12 DECORATIVE POTS
  - 13 PATIO FURNITURE - NOT IN DP, PROVIDED BY STRATA CORP.
  - 14 BBQ - STATION
  - 15 RAIN GARDEN
  - 16 STRUCTURAL SOIL 2' DEPTH BELOW PAVING
  - 17 TRELLIS STRUCTURE REFER TO ARCH. DWGS.

REVISIONS ISSUED  
 1. 11/15/2023 - PREPARED FOR PERMIT  
 2. 11/15/2023 - PREPARED FOR PERMIT  
 3. 11/15/2023 - PREPARED FOR PERMIT  
 4. 11/15/2023 - PREPARED FOR PERMIT

ISSUED FOR PERMIT  
 FEB. 13, 2024

SEAL

PROJECT  
**TOWNHOUSE DEVELOPMENT**  
 205 ST. PATRICK AVENUE, NORTH VANCOUVER, BC.

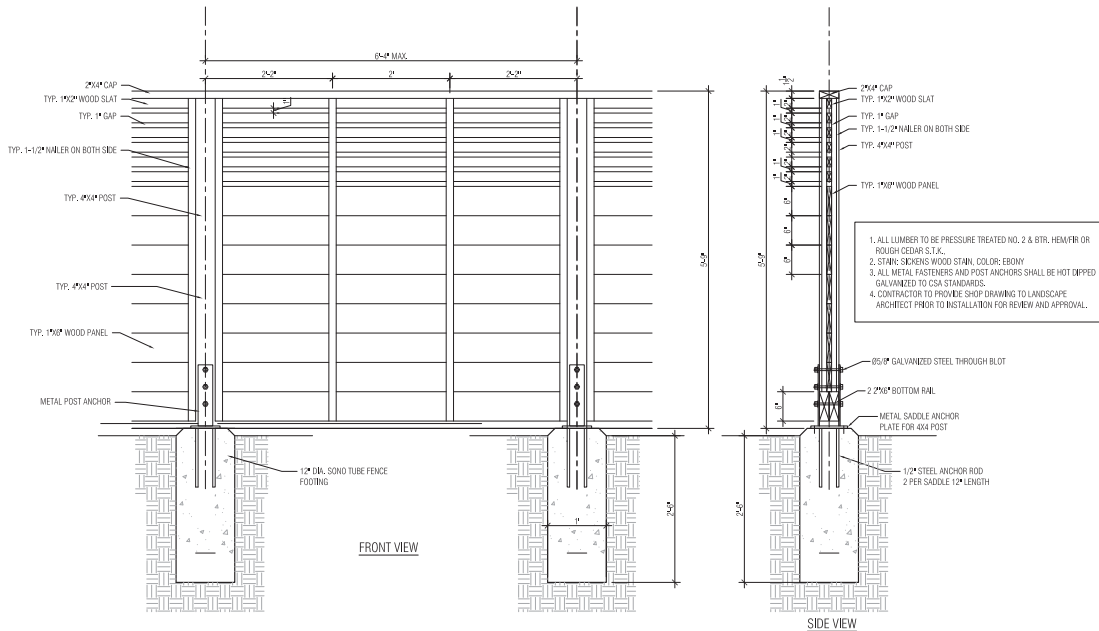
DEVELOPER: ASB HOMES LTD.  
 ARCHITECT: ADAB ARCHITECTS INC.  
 PLO MARUYAMA & ASSOCIATES INC. - CIVIL, LEO IN FOOT SQUARE, VANCOUVER, BC, CANADA. PHS: PHS@PHSINC.COM, PHS: PHS@PHSINC.COM

DATE: FEB. 06, 2023  
 DESIGN: JZ, MM  
 DRAWN: MM  
 CHECKED: MM  
 SCALE: AS SHOWN  
 JOB NO.: M0006

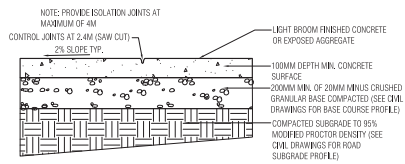
SHEET TITLE  
**LANDSCAPE PLAN**

SHEET NO.  
**L-01**

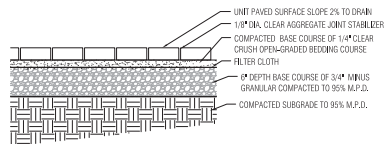
TRUE NORTH



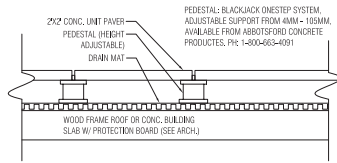
**1 WOOD FENCE 6 FT. HEIGHT**  
SCALE: 1" = 1'-0"



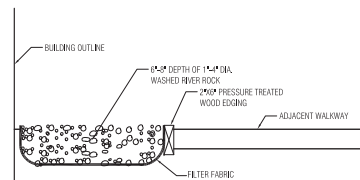
**2 CONCRETE PAVING ON GRADE**  
SCALE: 1" = 1'-0"



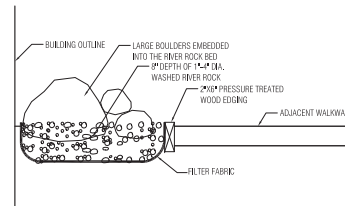
**3 UNIT PAVING ON GRADE**  
SCALE: 1" = 1'-0"



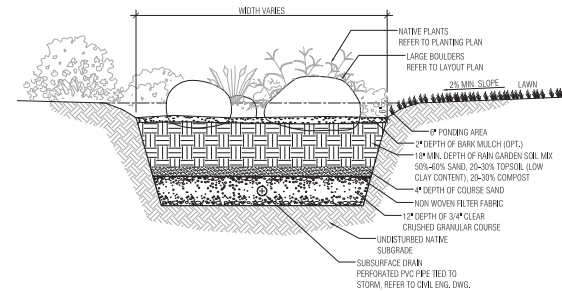
**4 2X2 UNIT PAVING ON ROOF TOP**  
SCALE: 1" = 1'-0"



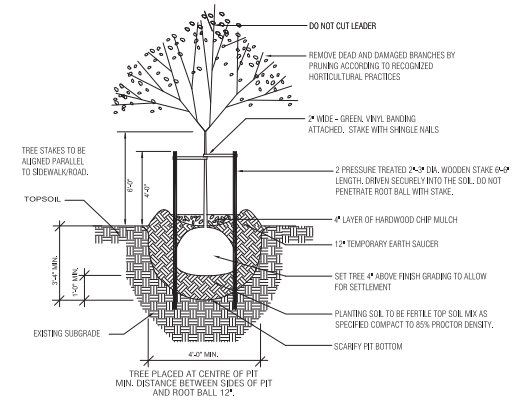
**5 GRANULAR BALLAST**  
SCALE: 1" = 1'-0"



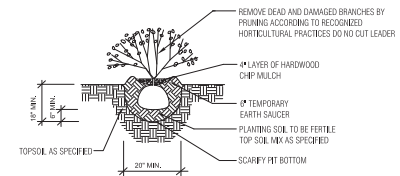
**6 BOULDERS / GRANULAR BALLAST**  
SCALE: 1" = 1'-0"



**7 RAIN GARDEN**  
SCALE: 1/2" = 1'-0"



**8 DECIDUOUS TREE PLANTING**  
SCALE: 1" = 1'-0"



**9 SHRUB PLANTING**  
SCALE: 1" = 1'-0"

REVISIONS ISSUED  
1. 11/20/2024 - REVISED PER COMMENTS FROM CLIENT  
2. 11/20/2024 - REVISED PER COMMENTS FROM CLIENT  
3. 11/20/2024 - REVISED PER COMMENTS FROM CLIENT  
4. 11/20/2024 - REVISED PER COMMENTS FROM CLIENT

SEAL

ISSUED FOR O.P.  
FEB. 13, 2024

PROJECT  
**TOWNHOUSE DEVELOPMENT**  
209 ST. PATRICK AVENUE, NORTH VANCOUVER, BC.  
DEVELOPER: ASB HOMES LTD.  
ARCHITECT: ADAM ARCHITECTS INC.  
R.D. MARUYAMA & ASSOCIATES INC. - ARCH. REG. IN BC, U.S.A. P.O. BOX 10801, VANCOUVER, BC, V6N 1S8. TEL: 604-273-8888. FAX: 604-273-8889. EMAIL: info@maruyama.ca



DATE: FEB. 06, 2023  
DESIGN: J.C. HUI  
DRAWN: HMM  
CHECKED: HMM  
SCALE: AS SHOWN  
JOB NO.: M0006

SHEET TITLE  
**LANDSCAPE DETAILS**  
SHEET NO.  
**L-02**

**Attn: Bram van der Heijden**  
Planner, Planning & Development Department  
City of North Vancouver



Dear Bram,

I'm reaching out to provide an update on the **relocation of tenants from 205 St Patricks Ave**, in preparation for our new development project.

The Golden Line Team has successfully managed the process, ensuring all tenants of the existing building were relocated with full respect to their rights and well-being. **Each tenant received a four-month notice and compensation according to RTB guidelines**, plus additional moving expenses upon request.

The building is now vacated and ready for hazardous material abatement, severance of the services, installation of site security measures, and ultimately demolition. This marks a significant step towards hopefully starting our project before the Summer is over.

Our team has prioritized a smooth and respectful transition for the tenants, aligning with our commitment to community and regulatory compliance.

Thank you for your ongoing support. Please contact me for further information or with any concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Malinder Brar", written in a cursive style.

**Malinder Brar**  
Director  
Golden Line Homes



**Attn: Bram van der Heijden**  
Planner, Planning & Development Department  
City of North Vancouver



Dear Bram,

I am writing on behalf of Golden Line Homes concerning our **6-unit project at 205 St Patricks Ave**. Following the city's requirements, we've completed the Neighbourhood Outreach, engaging the community for feedback on our development proposal.

We placed the mandated development signs and have been gratified by the positive response. Notably, one individual phoned us directly to commend the project's design, expressing interest in future development of their property inspired by our architecture. Apart from this, **no negative feedback was received**, and we've also encountered a few random positive remarks by members of the community walking by the site.

This feedback underlines a shared vision for development that enhances North Vancouver, respecting its character while contributing to its vibrancy. We are ready to proceed with the project, following your guidance for the next steps, and remain open for further discussion.

Thank you for your support and attention to this project. We look forward to any feedback or updates you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "Malinder Brar", with a large, sweeping flourish at the end.

**Malinder Brar**  
Director  
Golden Line Homes



# PUBLIC MEETING (Waived)

Monday, September 9, 2024 at 6:00pm

Development Variance Permit No. PLN2023-00014  
205 St. Patricks Avenue

**Proposal:** The purpose of the proposed Development Variance Permit is to vary the siting and lot coverage to allow a 6-unit townhouse development to be constructed in the existing Medium Density Apartment Residential 1 Zone (RM-1).

**Provide Input:** All persons who believe their interest in property may be affected by the proposed permit will be afforded an opportunity to be heard by written or email submission. *All submissions must include your name and address* and should be addressed to the Corporate Officer at [input@cnv.org](mailto:input@cnv.org), or sent by mail or delivered to City Hall, *no later than noon on Monday, September 9, 2024*, to ensure their availability to Council at the meeting.

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

**Access Documents:** online at [cnv.org/PublicNotices](https://cnv.org/PublicNotices) anytime from Wednesday, September 4 to Monday, September 9, 2024.

**Questions?** Linden Muller, Planner, [planning@cnv.org](mailto:planning@cnv.org) / 604-982-9675



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141 WEST 14TH STREET / NORTH VANCOUVER / BC / V7M 1H9  
T 604 985 7761 / F 604 985 9417 / CNV.ORG



**THE CORPORATION OF THE CITY OF NORTH VANCOUVER**  
**DEVELOPMENT VARIANCE PERMIT**

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Permit No. PLN2023-00014

File: 08-3400-20-0122/1

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Issued to owner(s): **1304400 B.C. LTD., INC. NO. BC1304400**

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Respecting the lands located at **205 St. Patricks Avenue**, North Vancouver, BC, legally described as:

**LOT 17 BLOCK 143 DL 274 PLAN 878 PID: 007-922-621**

(the “Lands”)

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**List of Attachments:**

Schedule “A”: List of Plans

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**Authority to Issue:**

1. This Development Variance Permit is issued pursuant to Section 498 of the *Local Government Act*.
- 

**Bylaws Supplemented or Varied:**

2. The provisions of the City of North Vancouver “Zoning Bylaw, 1995, No. 6700” are hereby varied as follows:
  - A. Section 512 Size, Shape and Siting of Buildings for Apartment Residential Use in the RM-1 Zone (3) to vary the allowable Lot Coverage from 50% to 56%;
  - B. Section 512 Size, Shape and Siting of Buildings for Apartment Residential Use in the RM-1 Zone (3) to vary the allowable siting from:  
  
shall be sited not less than:
    - (a) 6.096 metres (20 feet) from a front, rear, or Exterior Side Lot Line;
    - (b) 4.57 metres (15 feet) from an Interior Side Lot Line.

to:

shall be sited not less than:

- (a) 3.0 m (10 ft.) from a Front Lot Line
- (b) 2.1 m (7.2 ft.) from an Exterior Side Lot Line
- (c) 1.8 m (6 ft.) from a Rear Lot Line
- (d) 3.1 m (10.3 ft.) from an Interior Lot Lines

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### **Special Terms and Conditions of Use:**

- 3. The Buildings and Structures shall be developed in accordance with the plans dated and listed on the attached Schedule A "List of Plans" and filed in the offices of the City, approved by Council, and in compliance with the regulations and conditions listed hereunder:
- 4. No variances other than those specifically set out in this permit are implied or to be construed.
- 5. All plans attached to this Permit and specifications referred to above are subject to any changes required by the Building Inspector or other officials of the City where such plans and specifications do not comply with any bylaw or statute, and such non-compliance is not specifically permitted by this Development Variance Permit. The Lands may be subject to additional regulations, restrictive covenants and agreements which may affect their use, development and amenities, if any section or lesser portion of this Development Variance Permit is held invalid for any reason the invalid portion shall be severed from this Development Variance Permit and the validity of the remainder of the Development Variance Permit shall not be affected.

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### **General Terms and Conditions:**

- 6. Pursuant to Section 504 of the *Local Government Act*, this Permit lapses if the work authorized herein is not commenced within 24 months following issuance of this Development Variance Permit. In the event the Owner is delayed or interrupted or prevented from commencing or continuing the construction on or about the subdivision by reason of any unforeseen and severe natural event including, but not limited to, an earthquake, flood, disease, epidemic or pandemic, labour unrest (including strike and lockouts), weather conditions or any similar cause reasonably beyond the control of the Owner, the time for the completion of the works shall be extended for a period equal to the duration of the contingency that occasioned the delay, interruption or prevention, provided that the commercial or financial circumstances of the Owner shall not be viewed as a cause beyond the control of the Owner.

7. This Development Variance Permit shall not vary the permitted uses or densities of land use in the applicable zoning bylaw nor a flood plain specification designated under Section 524(3) of the *Local Government Act*.
8. Nothing in this Permit shall in any way relieve Land Owner/Developers obligation to ensure that the development proposal complies in every way with the statutes, regulations, requirements, covenants and licences applicable to the undertaking.
9. Nothing in this Permit shall in any way relieve the Land Owner/Developers obligation to comply with all setback regulations for construction of structures or provision of on-site services pursuant to the *Health Act*, the *Fire Services Act*, the *Electrical Energy Inspection Act*, and any other provincial statutes.

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Authorized by Council: \_\_\_\_\_  
Year / Month / Day

\_\_\_\_\_  
Linda C. Buchanan, Mayor

\_\_\_\_\_  
Peter DeJong, Acting Corporate Officer

Date Signed: \_\_\_\_\_  
Year / Month / Day

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Note: As required by Section 503 of the *Local Government Act*, the City of North Vancouver shall file a notice of this permit in the Land Title Office stating that the land described in this Permit is subject to Development Variance Permit No. PLN2023-00014.

Notice filed the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**THIS IS NOT A BUILDING PERMIT**

**Schedule A**  
**List of Plans – 205 St. Patricks Avenue**

<b>Designer</b>	<b>Project Name</b>	<b>Sheet Description</b>	<b>Sheet No.</b>	<b>Sheet Date</b>	<b>CityDocs File Number</b>
F. Adab Architects Inc.	Townhouse Development 205-211 St. Patricks Ave	Cover Sheet	A-1.0	Feb 2024	2503469
F. Adab Architects Inc.	Townhouse Development 205-211 St. Patricks Ave	Statistic	A-1.1	Feb 2024	2503469
F. Adab Architects Inc.	Townhouse Development 205-211 St. Patricks Ave	Context Photo Aerial Map	A-1.2	Feb 2024	2503469
F. Adab Architects Inc.	Townhouse Development 205-211 St. Patricks Ave	Context Photo	A-1.3	Feb 2024	2503469
F. Adab Architects Inc.	Townhouse Development 205-211 St. Patricks Ave	Survey Plan	A-1.4	Feb 2024	2503469
F. Adab Architects Inc.	Townhouse Development 205-211 St. Patricks Ave	Site plan	A-1.5	Feb 2024	2503469
F. Adab Architects Inc.	Townhouse Development 205-211 St. Patricks Ave	Street Scape	A-1.6	Feb 2024	2503469
F. Adab Architects Inc.	Townhouse Development 205-211 St. Patricks Ave	3D Renderings	A-1.7	Feb 2024	2503469
F. Adab Architects Inc.	Townhouse Development 205-211 St. Patricks Ave	Design Rationale	A-1.8	Feb 2024	2503469
F. Adab Architects Inc.	Townhouse Development 205-211 St. Patricks Ave	Materials	A-1.9	Feb 2024	2503469
F. Adab Architects Inc.	Townhouse Development 205-211 St. Patricks Ave	Shadow Analysis	A-1.10	Feb 2024	2503469
F. Adab Architects Inc.	Townhouse Development 205-211 St. Patricks Ave	Basement and 1 <sup>st</sup> Floor Plan	A-2.1	Feb 2024	2503469
F. Adab Architects Inc.	Townhouse Development 205-211 St. Patricks Ave	2 <sup>nd</sup> and 3 <sup>rd</sup> Floor Plan	A-2.2	Feb 2024	2503469
F. Adab Architects Inc.	Townhouse Development 205-211 St. Patricks Ave	Roof Plan	A-2.2(A)	Feb 2024	2503469
F. Adab Architects Inc.	Townhouse Development 205-211 St. Patricks Ave	Exterior Lighting	A-2.3(A)	Feb 2024	2503469

F. Adab Architects Inc.	Townhouse Development 205-211 St. Patricks Ave	Overlays	A-2.3	Feb 2024	2503469
F. Adab Architects Inc.	Townhouse Development 205-211 St. Patricks Ave	Adaptable Level 2 Requirement	A-2.4	Feb 2024	2503469
F. Adab Architects Inc.	Townhouse Development 205-211 St. Patricks Ave	South and East Elevation	A-3.1	Feb 2024	2503469
F. Adab Architects Inc.	Townhouse Development 205-211 St. Patricks Ave	West and North Elevations	A-3.2	Feb 2024	2503469
F. Adab Architects Inc.	Townhouse Development 205-211 St. Patricks Ave	Reflected Neighbours Windows to the West	A-3.3	Feb 2024	2503469
F. Adab Architects Inc.	Townhouse Development 205-211 St. Patricks Ave	Sections	A-4.1	Feb 2024	2503469
Maruyama & Associates Landscape Architects	Townhouse Development 205-211 St. Patricks Ave	Landscape Plan	L-01	Feb 2024	2503469
Maruyama & Associates Landscape Architects	Townhouse Development 205-211 St. Patricks Ave	Landscape Details	L-02	Feb 2024	2503469