

AGENDA

REGULAR MEETING OF COUNCIL

Monday, November 5, 2012

7:00 p.m.

Council Chamber, Municipal Hall

355 West Queens Road,

North Vancouver, BC

Council Members:

Mayor Richard Walton

Councillor Roger Bassam

Councillor Robin Hicks

Councillor Mike Little

Councillor Doug MacKay-Dunn

Councillor Lisa Muri

Councillor Alan Nixon



NORTH VANCOUVER
DISTRICT

www.dnv.org

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REGULAR MEETING OF COUNCIL

7:00 p.m.
Monday, November 5, 2012
Council Chamber, Municipal Hall,
355 West Queens Road, North Vancouver

AGENDA

BROADCAST OF MEETING

- Broadcast on Shaw channel 4 at 9:00 a.m. Saturday
- Online at www.dnv.org

CLOSED PUBLIC HEARING ITEMS NOT AVAILABLE FOR DISCUSSION

- Bylaw 7907 – Proposed Triplex Development, 3068 Fromme Rd.
- Bylaw 7922 – North Shore Credit Union, 3053 Edgemont Blvd.
- Bylaws 7883 & 7930 – Argyle Rezoning, 1131 Frederick Rd.
- Bylaw 7938 – 1515 Barrow St.
- Bylaw 7924 – 1147 West Keith Road

1. ADOPTION OF THE AGENDA

1.1. November 5, 2012 Regular Meeting Agenda

Recommendation:

THAT the agenda for the November 5, 2012 Regular Meeting of Council for the District of North Vancouver be adopted as circulated, including the addition of any items listed in the agenda addendum.

2. PUBLIC INPUT

(limit of two minutes per speaker to a maximum of thirty minutes total)

3. PROCLAMATIONS

3.1. Restorative Justice Week – November 18 – 25, 2012 p. 9

3.2. Veterans' Week – November 5 – 11, 2012 p. 11

4. RECOGNITIONS

4.1. Ms. Margaret Benson, Coast Mental Health, p. 15-17
2012 Courage to Come Back Award

- 4.2. **Mr. Jack Palmer, BC Canadian Transplant Association's Youth Award** p. 15-17
- 4.3. **BC Municipal Safety Association Certificate of Recognition** p. 19-20
- 5. **DELEGATIONS**
- 5.1. **Ms. Diana Saboe, President, Royal Canadian Legion Lynn Valley Branch** p. 23-24
Re: Veterans Week
- 5.2. **Mr. Kim Selody, Presentation House Theatre** p. 25-26
Re: Presentation House Theatre – Vision and Business Plan update
- 6. **ADOPTION OF MINUTES**
- 7. **RELEASE OF CLOSED MEETING DECISIONS**
- 8. **REPORTS FROM COUNCIL OR STAFF**

With the consent of Council, any member may request an item be added to the Consent Agenda to be approved without debate.

If a member of the public signs up to speak to an item, it shall be excluded from the Consent Agenda.

*Staff suggestion for consent agenda.

Recommendation:

THAT items _____ be included in the Consent Agenda and be approved without debate.

- 8.1. **Seymour Golf Club Lease Modification Process** p. 29-41
File No.

Presentation: Gavin Joyce, General Manager - Engineering, Parks & Facilities

Presentation: Seymour Golf Club

- 8.2. **Reconsideration of Remedial Action Requirement – 1606 Lynn Valley Road (Dovercourt House)** p. 43-92
File 08.3010.01/000.000

Recommendation:

THAT the report from the Manager of Administrative Services regarding Reconsideration of Remedial Action Requirement – 1606 Lynn Valley Road (Dovercourt House) dated October 25, 2012 be received for information.

- 8.3. Bicycle Master Plan** **p. 93-172**
File No. 16.8450.00/002.001

Recommendation:

WHEREAS Council approves cycling priorities on an annual basis as part of the capital project approval process;

WHEREAS a Council-approved Bicycle Master Plan enables the District to pursue funding opportunities;

THEREFORE BE IT RESOLVED THAT Council adopt the 2012 Bicycle Master Plan; and

THAT Council direct staff to work with the City of North Vancouver to investigate and report back on the potential to allow cycling on sidewalks.

- 8.4. Bylaw 7923 & 7925: Amendments to Fire Bylaw 7481 and Fees and Charges Bylaw 6481** **p. 173-185**
File No.

Recommendation:

THAT “Fire Bylaw 7481, 2004, Amendment Bylaw 7923, 2012 (Amendment 5)” is given FIRST, SECOND, and THIRD reading.

THAT “Fees and Charges Bylaw 6481, 1992, Amendment Bylaw 7925 (Amendment 32)” is given FIRST, SECOND, and THIRD reading.

- 8.5. Bylaw 7924: 1147 West Keith Road** **p. 187-189**
File No. 09.3900.01/000.000

Recommendation:

THAT “The District of North Vancouver Rezoning Bylaw 1279 (Bylaw 7924)” is given SECOND and THIRD reading.

- 8.6. Bylaw 7967: 2012-2016 Consolidated Financial Plan – Bylaw Amendment 1** **p. 191-196**
File No. 05.1780

Recommendation:

THAT the, “2012 – 2016 Consolidated Financial Plan Approval Bylaw 7926, 2012, Amendment Bylaw 7967 (Amendment 1)” is given FIRST, SECOND, and THIRD reading on recommendation from the Finance and Audit Standing Committee.

- 8.7. Bylaw 7951: Grant Connell Tennis Centre Loan Authorization Bylaw** **p. 197-200**
File No. 09.3900.01/000.000

Recommendation:

THAT “Grant Connell Tennis Centre Loan Authorization Bylaw 7951, 20012” is ADOPTED.

9. REPORTS

9.1. Mayor

9.2. Chief Administrative Officer

9.3. Councillors

9.4. Metro Vancouver Committee Appointees

10. ANY OTHER BUSINESS

11. ADJOURNMENT

Recommendation:

THAT the November 5, 2012 Regular Meeting of Council for the District of North Vancouver be adjourned.

PROCLAMATIONS

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PROCLAMATION

“Restorative Justice Week” (November 18 – 25, 2012)

- WHEREAS:** In the face of crime or conflict, restorative justice offers a philosophy and approach that views these matters principally as harm done to people and relationships; and
- WHEREAS:** restorative justice approaches strive to provide support and opportunities for the voluntary participation and communication between those affected by crime and conflict (victims, offenders, community) to encourage accountability, reparation and a movement towards understanding, feelings of satisfaction, healing and a sense of closure; and
- WHEREAS:** this year's theme for Restorative Justice Week is “*Diverse Needs; Unique Responses*”, it is an opportunity to learn about restorative justice, educate and celebrate along with other communities across the country during the week.
- NOW THEREFORE I,** Richard Walton, Mayor of The District of North Vancouver, do hereby proclaim November 18 – 25, 2012 as “Restorative Justice Week” in the District of North Vancouver.

Richard Walton
MAYOR

Dated at North Vancouver, BC
This 5th day of November 2012

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PROCLAMATION

**“Veterans’ Week”
(November 5 - 11, 2012)**

- WHEREAS:** Canada has grown into a vibrant country, a nation shaped by its people, their courage and commitment to protecting and defending human rights, whenever and wherever they are threatened; and
- WHEREAS:** it is an honour to express our appreciation to veterans for their past loyalty, dedication and sacrifice as members of the Armed Forces; and
- WHEREAS:** every year Canadian men and women leave their homes and families to join the current effort to restore liberty and bring peace to the world; and
- WHEREAS:** Canadian sacrifice and valour will be remembered forever as a rich legacy of peace and freedom;
- NOW THEREFORE I,** in recognition of Armed Forces members’ selfless courage, I, Richard Walton, Mayor of The District of North Vancouver, do hereby proclaim November 5 - 11, 2012 as “Veterans’ Week” in the District of North Vancouver. I encourage all citizens to proudly wear a Remembrance Day poppy and observe the two minutes of silence at 11:00 a.m. on November 11th.

Richard Walton
MAYOR

Dated at North Vancouver, BC
This 5th day of November 2012

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RECOGNITIONS

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The district of North Vancouver is fortunate to have two very active advocates in their community, whose passion it is to raise awareness for organ and tissue donation, the importance of transplantation and ensuring every BC resident registers to be an organ donor. These two people although very different in chronological age, are very similar in organ transplant years (14 and 13 years post transplant), which is where they also share many other similarities.

Jack Palmer (14 years old) and Margaret Benson (53 years old) are both organ transplant recipients. They have made it their goal in life to educate the general public about their stories, the importance of organ donation and to honor their donors and donor families.

Jack Palmer, otherwise known as, “Baby Jack,” has been famous since he was only a few weeks old. Born in North Vancouver, the first son of Brent and Jessica Palmer, he was the apple of their eye and was perfectly healthy, until a few days after he went home, he became very ill. Concerned, the family took Jack to Sick Children’s hospital and it was determined he had multiple heart defects. It was so serious the doctors knew he needed a heart transplant or he wouldn’t survive. He was also so sick they knew he wouldn’t make the flight to Toronto, the only hospital in Canada where they did pediatric transplant surgery, so he was flown to Loma Linda Hospital where the family waited 7 weeks for his heart. At 7 weeks old he received a new heart, thanks to the generous donation of a family who had lost their child and were able to look beyond their loss and give to others. That gift, the “Gift of Life,” the Palmers will always be grateful for and so began Jack’s journey in the transplant world.

Margaret Benson was born with Cystic Fibrosis (CF), the number one genetic killer of children and young adults in Canada. CF affects the lungs, pancreas, liver and the digestive tract. In the lungs, it causes the person to feel like they are drowning yet they are not in water. Margaret was very sick as a child, but was never diagnosed with CF until she was 14 when at that time the life expectancy for a person living with Cystic Fibrosis was

15. Margaret refused to listen to the doctors and went on to become a teacher in North Vancouver, a job she still holds today. In her 30's her health began to fail and by the time she was in her late 30's it was clear she needed a double lung transplant. After only 10 months on the transplant waiting list, Dec. 1st 1999 the phone call came which changed her life forever. A family who was in the midst of losing a family member was able to look outside their own tragedy and donate their loved ones organs saving not only Margaret, but also four other people. Again a gift that came in the nick of time and changed her life forever.

It is because of these precious gifts Jack and Margaret began advocating and educating others about organ donation and registering to be an organ donor. A donor saved their lives. A family honoured their loved ones wishes about donating their organs and both Jack and Margaret honour all donors and their families. For Jack and Margaret the way to do that is to give back. They volunteer for BC Transplant, Canadian Transplant Association, Cystic Fibrosis Canada and many other community organizations. They give presentations and talks to students, administrators, medical practitioners and donor families. They tell their stories and encourage everyone to register to be organ donors.

This past year both Jack and Margaret were honoured with awards for their contributions to their communities. On April 1st Jack received the first ever BC Canadian Transplant Association's Youth award at the Transplant Trot in Burnaby, BC. This summer he went on to win the National Canadian Transplant Association's Youth award. The award was presented at the National Transplant Games in Calgary, Alberta. He was unable to attend the ceremony, but a fellow heart recipient accepted the award for him. Jack will receive the National award this evening.

In May Margaret was recognized by Coast Mental Health and awarded 1 of 6 of the 2012 Courage to Come Back Awards. She won in the Medical/Health division. The ceremony took place at the Vancouver Convention Centre on May 17th with 1000 people in attendance and it was broadcast

live across Canada and around the world. There were 155 nominees for the six awards and one of our own North Vancouverites was a recipient. For Margaret, it was a humbling and life changing experience.

For both Jack and Margaret giving back is a natural thing. They were given the greatest gift of all, “The Gift of Life,” they want to show their gratitude by continuing to give back. Because they have given back in extraordinary ways, they have been recognized for their contributions. Congratulations to them both.

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Memo

October 31, 2012
File: 2640/00/01

TO: Mayor & Council

FROM: Chris Gonev, Human Resources

SUBJECT: BC Municipal Safety Association - Certificate of Recognition (COR)

The District of North Vancouver has been awarded Certificates of Recognition (COR Certification) for its Safety Management Systems and Return to Work Program.

Cathy Cook, Executive Director of the BC Municipal Safety Association will present the Certificates to Mayor and Council on Monday November 5th, 2012.

The Certificate of Recognition (COR) program is a WorkSafeBC initiative that rewards employers who have developed and implemented safety management systems against industry based standards. It provides an opportunity for employers and safety associations to take a proactive role in promoting health and safety. Employers can reduce injuries and accidents in the workplace while receiving annual incentive payments from WorkSafeBC. Achieving and maintaining a valid COR is required for earning an annual incentive payment from WorkSafeBC.

Certificates are issued by WorkSafeBC and are co-signed by the Certifying Partner. The British Columbia Municipal Safety Association (BCMSA) is the Certifying Partner for Local Government employers and is responsible for the creation of audit tools, training and certifying auditors, and overall quality assurance of the program.

After two years of hard work followed by successful completion of a three-week comprehensive external audit, the District of North Vancouver became the 13th municipality to achieve COR certification for its Health and Safety program and the 7th municipality to achieve COR certification for its 'Return to Work' program.

In addition to Provincial recognition, the District will receive a 15% reduction off its base WSBC premium (Approximately \$80,000 per year)

Though spear-headed by Human Resources, COR certification would not have been possible without the assistance and support of all District Divisions and their respective employees.

Receiving COR certification is a first step in making the District of North Vancouver, a leader in workplace health & safety.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Chris Gonev', with a long horizontal flourish extending to the right.

Chris Gonev, CHRP
Human Resources Advisor

DELEGATIONS

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District of North Vancouver

Delegation to Council Request Form FOR NOV. 5, 2012

Name of person or group wishing to appear before Council: ROYAL CANADIAN LEGION
LYNN VALLEY BRANCH #114 DIANA SABOE PRESIDENT

Subject of presentation:
We would like Mayor Walton to "PROCLAIM" Veterans Week
and present the PROCLAMATION to our President Diana Saboe.

Purpose of presentation: information only
 requesting a letter of support
 other (provide details)

Our President Diana Saboe would then like to invite
council members to our Legion Branch for a visit on Nov. 11/12

Contact person (if different than above): CATHIE PHILLIPSON

Jaytime Telephone number: (604) 980-8991

Email address: catenjames@shaw.ca

Will you be providing supporting documentation? yes no COPY OF PROCLAMATION

If yes: handouts at meeting
 PowerPoint presentation
 DVD
 publication in agenda (one original due by noon the Monday prior to your appearance date)

Arrangements can be made, upon request, for you to familiarize yourself with the Council Chamber equipment.

Technical requirements: laptop
 multimedia projector
 easels (number required)
 flip chart
 other

Rules for Delegations:

1. Scheduled by the Clerk after receipt of a request submitted in writing and addressed to Mayor and Council.
2. If a delegation request concerns a matter previously decided by Council or concerns an issue which is being or has been dealt with in a public participation process, the delegation's request to appear before Council may be placed on the appropriate agenda for Council direction.
3. Supporting submissions for the delegation should be provided to the Clerk by noon on the Monday preceding the scheduled appearance.
4. Following the delegation, Council may either
 - i. refer the issue for a report; or
 - ii. refer the issue to a specific meeting of Council.
5. A maximum of 3 delegations will be permitted at any Regular Council meeting.
6. Delegations will be allowed a maximum of five minutes to make their presentation, and any delegation wishing to express the opposing viewpoint will also be allowed five minutes.
7. Any questions to delegations by members of Council will seek only to clarify a material aspect of a delegate's presentation.
8. Persons invited to speak at the Council meeting may not speak disrespectfully of any other person or use any rude or offensive language or make a statement or allegation which impugns the character of any person.

Helpful Suggestions:

- have a purpose
- get right to your point and make it
- be concise
- be prepared
- don't waste time
- state your request if any
- do not expect an immediate response to a request
- multiple-person presentations are still five minutes maximum
- be courteous, polite, and respectful
- it is a presentation, not a debate
- the Council Clerk may ask for any relevant notes from you if not handed out or published in the agenda

I understand and agree to these rules for delegations

CATHIE PHILLIPSON

Name of Delegate or Representative of Group

Cathie Phillipson

Signature

Oct. 5, 2012

Date

		For Office Use	
		<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Rejected
By (signature):	<u>[Signature]</u>	<input type="checkbox"/> Mayor	<input type="checkbox"/> CAO
		<input type="checkbox"/> Municipal Clerk	<input type="checkbox"/> Deputy Municipal Clerk
Appearance date if applicable:	<u>Nov 5, 2012</u>		
Applicant informed of approval/rejection on (date):	<u>Nov 5, 2012</u>		
By (signature):	<u>[Signature]</u>	Date:	<u>Oct 2, 2012</u>



District of North Vancouver
Clerk's Department
355 West Queens Rd, North Vancouver, BC V7N 4N5

Questions about this form: Phone: 604-990-2311
Form submission: Submit to address above or Fax: 604.984.9637

COMPLETION: To ensure legibility, please complete (type) online then print. Sign the printed copy and submit to the department and address indicated above.

Name of person or group wishing to appear before Council: Presentation House Theatre

Title of Presentation: Presentation House Theatre - Vision and Business Plan update

- Purpose of Presentation:
- Information only
 - Requesting a letter of support
 - Other (provide details below)

Please describe.

There has been a change of senior management at Presentation House Theatre, and a revision of our business plan and vision. We would like to update Council on these matters.

Contact person (if different than above): Kim Selody

Daytime telephone number: 604 9903473

Email address: kimselody@phtheatre.org

Will you be providing supporting documentation? Yes No

- If yes:
- PowerPoint presentation
 - DVD
 - Handout

Note: All supporting documentation must be provided 12 days prior to your appearance date.

Arrangements can be made, upon request, for you to familiarize yourself with the Council Chamber equipment.

- Technical requirements:
- Laptop
 - Multimedia projector

Rules for Delegations:

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2. If a delegation request concerns a matter previously decided by Council or concerns an issue which is being or has been dealt with in a public participation process, the delegation's request to appear before Council may be placed on the appropriate agenda for Council direction.
3. Supporting submissions for the delegation should be provided to the Clerk by noon 12 days preceding the scheduled appearance.
4. A maximum of 3 delegations will be permitted at any Regular Council meeting.
5. Delegations will be allowed a maximum of five minutes to make their presentation.
6. Any questions to delegations by members of Council will seek only to clarify a material aspect of a delegate's presentation.
7. Persons invited to speak at the Council meeting may not speak disrespectfully of any other person or use any rude or offensive language or make a statement or allegation which impugns the character of any person.

Helpful Suggestions:

- have a purpose
- get right to your point and make it
- be concise
- be prepared
- state your request if any
- do not expect an immediate response to a request
- multiple-person presentations are still five minutes maximum
- be courteous, polite, and respectful
- it is a presentation, not a debate
- the Council Clerk may ask for any relevant notes from you if not handed out or published in the agenda

I understand and agree to these rules for delegations

Presentation House Theatre

September 7, 2012

Name of Delegate or Representative of Group

Date

Signature

For Office Use Only	
<input type="radio"/> Approved	<input type="radio"/> Rejected
By: Signature: <u>[Signature]</u>	<input type="radio"/> Municipal Clerk <input type="radio"/> Deputy Municipal Clerk
Appearance date if applicable:	<u>November 5, 2012</u>
Applicant informed of approval/rejection on (date):	<u>September 10, 2012</u>
By (signature): <u>[Signature]</u>	Date: <u>September 10, 2012</u>

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. Further information may be obtained by speaking with The District of North Vancouver's Manager of Administrative Services at 604-990-2207 or at 355 W Queens Road, North Vancouver.

REPORTS

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Memo

Oct 25, 2012

File:

TO: Gavin Joyce

FROM: Gary Nedergard

SUBJECT: Update: Seymour Lease Modification Process

With the release of the in-camera closed Council Meeting decision which was released to the public on Sept 10th, 2012 that read:

**7.1 Seymour Golf & Country Club
June 19, 2012 Closed Special Meeting of Council**

THAT staff convey Council's preference, to the Seymour Golf and Country Club, for a well thought out public engagement process in regards to any changes to public play days; and, therefore, deferral of any consultation regarding public play days to the fall;

AND THAT Council would be prepared to endorse a change to the lease to eliminate the restriction on public play rates separate from the play days proposal.

Moving the process forward, Seymour G&CC has met with its members on Wed, Oct 24, outlining the proposed changes they are seeking to the current lease agreement with an overwhelming favourable response to the modifications proposed.

Competing with Seymour G&CC during this past summer has continued to demonstrate the need to address the issue of public play days. In a declining golf market, rounds booked and played at Northlands on Monday's and Friday's are less than when competition is not an issue during the rest of the week. Any changes that may occur will benefit the overall financial performance of Northlands GC.

The General Manager and the Club President from Seymour G&CC will present to Council their requests to modify the current agreement at the Nov 5th Regular Council meeting.

A Public Workshop on the issue of lease modifications and Public play days has been scheduled for Nov 13th.

At the open Council workshop, Seymour G&CC will present changes to the agreement they deem necessary to sustain their business. DNV staff will be present to answer any questions that may arise.

Proposed Modifications to Public Play at Seymour

Oct 27, 2012

Public Golf Days to be Integrated with Membership Play

Seymour Golf and Country Club, in consultation with Northlands Golf Course and District of North Vancouver staff, is proposing to modify the public play experience at Seymour. This proposal is motivated by a decline in the golf industry throughout North America, affecting local golf courses including both Northlands and Seymour, making it desirable to differentiate the two local golf experiences. The proposal is designed to increase the number of public rounds at Northlands, improve Seymour’s ability to attract and retain members, and preserve DNV residents’ ability to golf at Seymour in an enhanced playing experience.

Introducing Seymour PlayCard

The proposal will see a transition at Seymour over the next three years from public play on Monday and Friday, instead offering enhanced access to District of North Vancouver residents and their guests at designated tee-times on Sunday, Monday and Tuesday alongside Seymour Members using a new Seymour PlayCard.

The transition period is designed to provide ample time for public education while maintaining equal or improved access to PlayCard holders.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
2013	M	P	M	M	M	P	M
2014-15	M+PC	P+PC	M+PC	M	M	M	M
2016+	M+PC	M+PC	M+PC	M	M	M	M

PC = PlayCard M = Member P =Public

PlayCard Details

- Available to any DNV resident at no cost (proof of residence required)
- 10% discount off Public Green Fee
- May book up to 6 tee-times each year with up to 3 guests
- Tee-times will be designated by Seymour’s Match Committee to complement Members’ times including Sunday Juniors and Tuesday Women’s as follows: Sunday-12 rounds (3 foursomes); Monday–24 rounds (6 foursomes); Tuesday-16 rounds (4 foursomes);
- Total annual rounds available remains the same as current DNV resident public play, approximately 2000 annually
- Green Fee will be the same as Seymour’s Guest Green Fee

Why change?

Public golf has been steadily declining over the past 10 years. At Seymour, Public Green Fee revenue has declined 13%. At Northlands, Public Rounds have declined 18%. This local decrease is consistent with the entire golf industry decline of almost 20%. The decline is measurable and affects the current and future management of both of these courses as noted in the North Vancouver District Draft Financial Plan 2012-2016 which shows an adjustment to the "Golf Facilities Parks Budget" of negative \$127,000, with the accompanying note: "The Golf program has declined in recent years due to poor weather and a sluggish economy and shows no signs of picking up despite managements efforts".

Seymour's original lease with the DNV defining public play on Mondays and Fridays was established in 1953, almost 60 years ago. Then, Seymour only had 66 members and the DNV needed a public golf facility. Today, Seymour has over 1000 members, and Northlands was constructed by the DNV and has been offering public golf for over 10 years within a few blocks of Seymour. These two neighbouring golf courses, both owned by the DNV, are competing for a diminishing market of public players.

The proposal is designed to increase the utilization of both of these facilities for the benefit of residents by further differentiating the offering. It is expected that approximately 25% of the Monday and Friday public golf rounds will migrate from Seymour to Northlands. Seymour's PlayCard will offer an enhanced golf experience with a faster pace of play of four hours fifteen minutes, in a more relaxed atmosphere with larger gaps between groups, where it is possible to maintain a higher standard of course conditions through fairways, bunkers, and greens. PlayCard holders will benefit from tee times adjacent to existing member programs such as Sunday Juniors and Tuesday Women's league.

About Seymour

Seymour Golf and Country Club is a Not-For-Profit Society formed in 1953. Seymour is a family oriented club of 1000+ members from the Lower Mainland, over 65% of whom are DNV residents. Seymour's junior golf program is recognized as a leader in the Lower Mainland, with over 200 junior members. Seymour is a responsible community citizen, providing additional public access to its golf course to school golf programs such as High School Leagues and Capilano University and through a variety of junior summer golf camps.

Seymour also provides public access for annual charity tournaments such as the North Shore Mayors' Tournament and the North Shore Credit Union's fundraiser for North Shore Search and Rescue. For over 20 years, our own Seymour Charity has raised over \$500,000 for local non-profit organizations including: Emily Murphy House; Lion's Gate Hospital (palliative care, ICU monitor, and MRI scanner); Breast Cancer Research; Autism Education Society; Hemochromatosis Society; Alzheimer's Society; P.A.W.S; Northshore Hospice; the Westcoast Alternative Society; the Looking Glass Foundation; North Shore Stroke Recovery Centre; and the North Shore Crisis Services Society, and the Silver Harbour Senior's Activity Centre.

For decades Seymour has provided and will continue to provide public summer camps and instruction for hundreds of local juniors. Golf is underfunded in the school systems, and we are one of the only facilities on the North Shore which provides this kind of opportunity for kids. Along with our partners, including the North Shore

Golf Society, our Golf Professionals also help to introduce and showcase golf to almost two thousand grade 3's, 4's and 5's here on the North Shore.

We also work with the North Shore Public High School Golf Program to provide course access for their teams to compete. Many young golf athletes have come through Seymour on their way to competitive play at open amateur and university levels, having benefited from the coaching and mentoring our professionals provided. Additionally, Seymour is the home course for North Vancouver's Capilano University Golf Team. Seymour provides the Capilano "Blues" with access to our golf course and practice facilities, and the team is coached by our Head Professional Dale Schienbein and Assistant Professional Colin Lavers.

Women golfers at Seymour also run a separate league within the club structure, providing women with camaraderie and the ability to play in a non-stressful social environment that revolves around having fun and in many cases just learning the game. It's easy in a private setting for a beginner golfer, male or female, to find another member or group to provide mentoring and coaching as they begin to pick up the game.

Members invested over \$10M in the last 10 years in capital improvements at no cost to the public or the DNV. All our golfers are proud of the work golfers before them have done to improve Seymour's golf course and Club, and they wish to leave the course and Club a better place for the generations to come. Seymour contributes over \$1.2M annually to the community in the form of rent, property taxes, and HST payments.

Seymour also provides over 100 local jobs, with generations of families working here and generations of members playing here.

All of these existing programs will be maintained and enhanced from this proposal, and PlayCard holders will benefit from these existing programs. For example, Seymour's Junior tee-times on Sunday afternoons as well as Tuesday Women's will be complemented by the addition of PlayCard tee-times adjacent to these programs.

Seymour members support this proposal. An online Member Survey indicated over 85% of members support this proposal, with 14% undecided and only 1% opposed. Following that, our well attended Member meeting on 24 October 2012 where we provided additional details on the proposal showed unanimous support.

Win-Win-Win Proposal

The proposal is the result of more than a year's consultation between Seymour, Northlands and District of North Vancouver staff and is designed as a win-win-win for all parties involved.

✓ DNV Resident Golfers

PlayCard holders maintain an existing amount of access in an enhanced playing experience alongside Seymour Members with a faster pace of play, more relaxed spacing between groups, higher standard of course conditions, and adjacent tee-times to existing Sunday Juniors and Tuesday Womens.

Further differentiating the offers at Northlands and Seymour provides more diverse golf options for residents, and will increase the utilization of both facilities.

✓ Seymour Members

Membership value is increased as Monday and Friday become member days increasing the ability to attract new members and retain existing members.

Seymour continues it's time honoured tradition of community programs for Juniors, Charity, Womens, and generations of local families working and playing there.

✓ **Northlands and District of North Vancouver**

An estimated \$100,000 additional Public Green Fee revenue will be redirected from Seymour to Northlands annually.

An estimated \$25,000 additional rent will be paid annually by Seymour to the DNV as a result of increased Guest Green Fee revenue replacing Public Green Fee revenue, increased Initiation Fee revenue from attracting additional members, and steady Dues Income from retaining more existing Members through increased membership value (see [Addendum 1 below for Revenue Forecast](#)).

Seymour, as a not for profit responsible community organization, continues to contribute over \$1.2M annually to the community in the form of lease payments, property taxes, HST payments, and donations while providing over 100 local jobs.

Conclusion

Global and local changes in the golf industry, along with our changing weather patterns, are affecting both Seymour and Northlands. While both courses are healthy financially and offer exceptional public and member golf experiences, these effects are significant and are repeating in a consistent trend that will ultimately require some changes in the offerings of these two neighbouring facilities.

This win-win-win proposal is the result of consultation between Seymour, Northlands and the District of North Vancouver, and is designed to place these courses in the best position to succeed in offering the best public and member golf experience, while preserving DNV residents' ability to golf at Seymour in an enhanced playing experience.

We hope you will support this proposal and welcome any comments, questions or suggestions you may have. Please contact Seymour General Manager Dave McNeilly at (604) 929-5491 ext. 224 or by email at dave_m@seymourgolf.com

Sincerely

Board of Directors – Seymour Golf and Country Club

Addendum 1: Proposal Revenue Forecast

	2013	2014-15	2016	Notes
Public Monday	159,000	201,500		2014-15: 20 rounds x25 Mondays @ \$85
Public Friday	259,000			
Total Public Green Fee	418,000	201,500	0	
DNV PlayCard		59,500	110,500	2014-15: 28 roundsx25 weeks; 2016: 52 rounds
Tournaments	67,000	86,000	86,000	2014: Add 2 Monday tournaments
Member Guests	114,000	203,250	262,750	2014: Add Fri 42 guests 2016: Mon 28 guests
Total Green Fee Revenue	599,000	550,250	459,250	
Green Fee Variance	0	-48,750	-139,750	
Operating Variances				
Additional New Dues	20,000	20,000	20,000	5 additional new members annually
Course Marshall Savings		6,000	16,000	
Draw on Cash Reserve		22,750	103,750	During transition period
Net Operating Variance	20,000	0	0	
Other Revenue				
Additional Initiation Fees	195,000	195,000	195,000	5 additional new members
Net Seymour Variance	215,000	195,000	195,000	
DNV Rent Variance	23,650	21,450	21,450	11% of Rent Based Revenue
Northlands Green Fee	0	54,125	104,500	25% of Seymour variance to Northlands
Net DNV Variance	23,650	75,575	125,950	

Additional notes:

1. Forecast does not include any increase in initiation fees, dues, or total number of members per playing category.
2. Forecast does not include any increase in Guest Green Fee rates.
3. Seymour is a Not-For-Profit Society. Initiation Fee Revenue positive variance is applied to capital improvements of the golf course public lands and facilities.

FREQUENTLY ASKED QUESTIONS

Oct 27, 2012

Public Play at Seymour

Public Golf Days will be Integrated with Membership Play

1. Who are Seymour's members? Where do they live? Why did they join a golf club?

Anybody can join our club. The golfers at our club are a cross-section of your neighbours, from all walks of life. The things they have in common: they love golf, most live on the North Shore, and 65% of them are DNV residents and voters.

In 1953 a group of DNV residents banded together to create a golf club where they could golf and socialize. For over 60 years this group and those who followed have spent more than \$10 million dollars of their own monies to improve the golf course lands. The golfers here pay \$1.2 million annually in rent, property taxes, and HST through the Club's activities, in addition to the taxes they pay as individuals in the DNV.

We provide 100 well-paying jobs over each season, and life-long careers for many staff. We have generations of families working here (one employee has worked here 36 years), and generations of DNV residents have been members here. Grandparents and parents golf together, some now with their grandkids as well.

The people at our club, your neighbors, get together to help out the community they live in. We have a charity that our women members have run for 20 years, that has raised \$500,000 for local non-profit organizations. Recipients of funds from our tournament include Emily Murphy House; Lion's Gate Hospital (palliative care, ICU monitor, and MRI scanner); Breast Cancer Research; Autism Education Society; Hemochromatosis Society; Alzheimer's Society; P.A.W.S; Northshore Hospice; the Westcoast Alternative Society; the Looking Glass Foundation; North Shore Stroke Recovery Centre; and the North Shore Crisis Services Society, and the Silver Harbour Senior's Activity Centre.

Women golfers at Seymour also run a separate league within the club structure, providing women with camaraderie and the ability to play in a non-stressful social environment that revolves around having fun and in many cases just learning the game. It's easy in a private setting for a beginner golfer, male or female, to find another member or group to provide mentoring and coaching as they begin to pick up the game.

All our golfers are proud of the work golfers before them have done to improve Seymour's golf course and Club, and they wish to leave the course and Club a better place for the generations to come.

2. Why does Seymour want to change its public play model?

The golf industry across North America is experiencing a decline of approximately 20% over recent years. This is well documented by the golf industry and is due to weather, worldwide economic conditions, and a shift to other leisure activities which compete for people’s time and discretionary spending. Golf courses across Canada and the Lower Mainland are striving to adapt to this changing market, some successfully, some not. Most are still evolving to meet the new market conditions. Seymour and Northlands are two local courses on District of North Vancouver lands that are currently competing for a declining share of public golf. This proposal is designed to optimise the strengths of each facility, offering greater choice to the community through an integrated member experience at Seymour, and increasing the public golf utilization at Northlands. Simply put, this proposal is designed as a local win-win solution to a global industry problem.

3. Are Seymour Members in favour of this proposal?

Seymour golfers support this proposal. A survey done with the members garnered 85% support, with 300 members responding. There were two members opposed, and the balance were undecided until we had a meeting of the members on October 24th.

Based on feedback at the meeting, our membership feels that this proposal would be the single biggest thing we could ever do to optimize our golf club and membership.

4. Are Seymour and Northlands failing?

No. Seymour and Northlands are both healthy. They offer some of the Lower Mainland’s top golf facilities, and are well managed and financially strong. However, the declining trend is real and has been observed at both facilities. This proposal positions both facilities to have the greatest opportunity to succeed going forward in this evolving market.

Seymour Public Green Fee (\$) steady 10 year decline

2002	2012	Variance
\$684,167	\$597,911	-\$86,256 (-13%)

Northlands Public Rounds (#) steady 10 year decline

2002	2012	Variance
50,566	41,436	-9,130 (-18%)

North Vancouver District Draft Financial Plan 2012-2016

OPERATING	Actual 2010	Budget 2011	Budget 2012	Y:Y Change
Revenue				
Administration	18	-	-	-
Golf Facilities	3,038	3,008	2,881	(127)

The Golf program has declined in recent years due to poor weather and a sluggish economy and shows no signs of picking up despite management's efforts. The budget has been adjusted to reflect expected activity levels for 2012 which are now in line with the last five year average.

<http://www.dnv.org/upload/pdocsdocuments/12Inv01!.pdf> (note: LARGE file size)

5. What happens if we do nothing?

Both Seymour and Northlands will continue as usual. However, the declining trend is real and observable and over time both facilities will need to adapt to meet declines in revenues, either by decreasing operating costs by reducing existing service levels, or attempting to increase revenues through other sources, including increased costs to existing users.

6. Why is this being put forward now?

Public play at Seymour has been reviewed before. Seymour's mixture of public and member golf made sense before Northlands existed. Northlands has now been offering public golf for 15 years and both facilities have observed increased competition for public golf in a declining market. Northlands and Seymour management have been in discussions for over a year on ways to adapt to best serve the community. These discussions have become more formal over the past months and have resulted in this proposal which has been reviewed by District Council, who have now asked for public input.

7. What is the difference between Northlands and Seymour?

Seymour Golf and Country Club is a non-profit Society formed in 1953. Seymour leases the lands for the golf course from the District of North Vancouver and is responsible for the improvements, maintenance and operation of the golf course. Seymour's current lease extends to 2053. Seymour also owns the adjacent lands and Clubhouse and Pro-Shop buildings. Seymour is a family oriented facility that has over 1000 Members that are mostly North Shore residents, over 65% of whom are District of North Vancouver residents. Seymour also offers public golf Mondays and Fridays, where approximately 30% of these public rounds are played by District of North Vancouver residents.

Northlands Golf Course is a public golf course owned and operated by the District of North Vancouver since 1997. Northlands has a reputation for being Metro Vancouver's premier Public Golf Course.

8. Is Seymour a good tenant? What do Seymour Members do for the community?

Yes. Seymour pays rent and taxes of over \$500,000 annually to the District of North Vancouver. Seymour also collects and submits over \$500,000 annually for HST. Seymour members invested

approximately \$1,000,000 every year over the past 10 years in capital expenditures to improve the golf course and facilities. This huge investment in the public lands has been 100% privately funded by Seymour Member Initiation Fees, with no cost to taxpayers.

Seymour prides itself on being a responsible family oriented community citizen. Seymour's junior golf program is recognized as a leader in the Lower Mainland, with over 200 junior members. Seymour provides additional public access to its golf course to school golf programs such as High School Leagues and Capilano University, and Summer Junior Golf Camps. Seymour also provides public access for annual charity tournaments such as the North Shore Mayors' Tournament and the North Shore Credit Union's fundraiser for North Shore Search and Rescue.

Seymour has led the way for Junior Golf in the DNV for decades. Seymour Golf and Country Club has been going into public elementary schools on the North Shore of Vancouver since 1999, and introducing kids to the game of golf. Modest beginnings saw us showcase golf to approximately 600 grade six children, using a chunk of range turf, cut down golf clubs and a bag full of wiffle balls. Now, along with our strategic partners and state of the art golf equipment, our Golf Professionals hope to introduce and showcase golf to almost two thousand grade 3's, 4's and 5's here on the North Shore.

We also work with the North Shore Public High School Golf Program to provide course access for their teams to compete. Many young golf athletes have come through Seymour on their way to competitive play at open amateur and university levels, having benefited from the coaching and mentoring our professionals provided. Additionally, Seymour is the home course for North Vancouver's Capilano University Golf Team. Seymour provides the Capilano "Blues" with access to our golf course and practice facilities, and the team is coached by our Head Professional Dale Schienbein and Assistant Professional Colin Lavers

For decades Seymour has provided and will continue to provide public summer camps and instruction for hundreds of local juniors. Golf is underfunded in the school systems, and we are one of the only facilities on the North Shore which provides this kind of opportunity for kids.

9. I am a District of North Van resident that plays golf regularly. Why should I support this?

You will continue to have access to 2 great local courses, Northlands and Seymour.

As a non-Member at Seymour your playing experience will be enhanced as you'll be treated like a guest of a member. You'll have increased service, a much faster round of golf, fast check-in at the Pro Shop, golf balls available for practice, no marshals on the course, no ropes out on the golf course, better course conditioning, and fewer players on the course at any given time. Course setups and pin placements will be more interesting, and all areas of the course will be in better shape as members tend to take better care of the course as they play, raking bunkers, replacing divots and repairing ball marks on the greens.

From Seymour's perspective, we view these non-member players, who will be provided a "member experience" when they golf here, to be potential new members for our Club. They'll experience a much faster round of golf and better customer service than is available on public days or public courses. And they'll be surrounded by Seymour members who can be trying to convert them!

10. How will Pace of Play be monitored and enforced for PlayCard holders?

PlayCard holders will play at the Club's pace of play standards, of 4:15, the same as our members. They will be timed and will have to maintain proper spacing between groups in front of and behind them.

11. What is the "preferred rate" for DNV PlayCard holders?

In 2013, Seymour might increase its public green fee rate by approximately 10%. DNV PlayCard holders would then receive an approximately 10% discount off of green fees. By 2016 DNV PlayCard holders green fees will be based on the Seymour "guest" green fee rate.

12. How many annual rounds will be available to DNV PlayCard holders?

A minimum of 2000. This is based on the existing public play usage of Seymour by DNV residents.

13. How many times per year can a DNV PlayCard holder play?

6 times. This is to ensure that a broad number of residents can have access, and to preserve the membership value of Seymour members.

14. What are the "designated times" for DNV PlayCard holders?

Sundays - 12 players; Mondays - 24 players; and Tuesdays - 16 players; with no play on public holidays. Tee-times will be defined based on course availability and adjusted seasonally.

15. I am a DNV resident that doesn't golf. Why should I support this?

Through increased Public Green Fee revenue at Northlands and increased membership at Seymour, overall annual DNV revenue will be \$125,000 higher than if we maintain the current agreement. Seymour's and Northland's revenue projections are expected to decline if we maintain the current agreement.

There are many potential members who don't join Seymour because of the current model for public play, and these potential Members join Clubs in other communities. Not only is this a loss for Seymour, it is a loss for the DNV as revenue from their Entrance Fees and annual dues is lost. Rent paid to the DNV (at 11%) on one Full Entrance Fee (\$39,000) and 20 years (an average membership length) of dues is \$119,000. We estimate we don't sign about 5 potential members every year because of the current public play model here, and that's lost future revenue to the DNV of \$595,000 every year.

16. I am not a DNV resident. Does this mean I can't play at Seymour anymore?

All members of the public are welcome to join Seymour as a member at any time. The majority of our members are North Shore residents, but we also have members from around the Lower Mainland. For non-member play, in 2013 there is no change to the public play program. In 2014 and 2015 all members of the public are welcome on Mondays, and may also be a guest of DNV PlayCard holders. In 2016 and beyond, DNV PlayCard holders can continue to bring guests.

17. What are the risks associated with Seymour staying with the current Public Play model?

Public Green Fees are declining year-on-year as we fight weather and Northlands for rounds. Seymour Green Fees have decreased \$90,000 over the past ten years, and we are budgeting for a \$7,000 decline next year. Our Member base has been declining, decreasing our Dues Revenue, which if continued requires larger Dues increases to Members.


Our Initiation Fee is lower than other member clubs because of two days of non-member priority play, so our Capital Revenue is lower than theirs. While not proposing or planning for an increase currently, with an increased ability for Members to play more often, there is obviously a potential for an increase in the future as the value to a Member will have increased.

While successfully recruiting new members year-on-year, we're having to offer "specials" which further decrease Capital Revenues. Continued indefinitely, "specials" are no longer special, they simply erode the value of the membership Initiation Fee. The Club has already reduced operating and capital expenses to compensate for some of these declines, to the point where further reductions will impact service and standards to an unacceptable degree for a Club of our level

We believe Seymour will be more successful attracting and retaining members under a model where non-member play is limited to designated times, and where Members have unrestricted access to Mondays and Fridays, and we believe Northlands will be more successful if it isn't competing directly with Seymour for an ever-diminishing number of public golfers.

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 Dept.
 Manager

 Director



 CAO

The District of North Vancouver REPORT TO COUNCIL

October 25, 2012

File: 08.3010.01/000.000

Tracking Number: RCA -

AUTHOR: James Gordon, Manager of Administrative Services

SUBJECT: **Reconsideration of Remedial Action Requirement - 1606 Lynn Valley Road (Dovercourt House)**

RECOMMENDATION:

THAT the report from the Manager of Administrative Services regarding Reconsideration of Remedial Action Requirement – 1606 Lynn Valley Road (Dovercourt House) dated October 25, 2012 be received for information.

REASON FOR REPORT:

To provide Council with background information on a request for reconsideration by the subject of a remedial action requirement.

BACKGROUND:

Council issued the following remedial action requirement at the October 1, 2012 regular meeting of Council:

That Council resolve as follows:

1. *Council considers the building on the property 1606 Lynn Valley Road (the "Building"), legally described as:*

PID: 010-857-877

Lot A of Lot 1 Block 51 District Lot 2087 Plan 6571

(the "Property"), to be in and creating an unsafe condition.

Therefore, pursuant to section 73 of the Community Charter, Council hereby imposes the remedial action requirements set forth in section 2 below (collectively, the "Remedial Action Requirements") on 0803291 BC LTD and its officers Azim Sarangi (President) and Ghalib Rawji (Secretary), the registered owners of the Property

(together, the "Owners"), in order to address and remedy the unsafe condition of the Building.

2. The Remedial Action Requirements are as follows:

- a) The Owners shall provide to the District's Chief Building Official for approval an overall remediation plan within 35 days of the date of receipt of the notice of the order, which shall include an itemized work schedule and the projected completion dates for each of the Remedial Action Requirements listed below (the "Remediation Plan"). All other Remedial Action Requirements must be completed within 120 days of the date of receipt of notice of the order.*
- b) The Owners shall install an automated sprinkler system (the "Automated Sprinkler System"), designed by a suitably qualified registered professional (fire suppression engineer), to the District's satisfaction. The Automated Sprinkler System shall be designed to a minimum standard of NFPA 13R, Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Storeys in Height, 2002 edition and shall be coordinated with the fire alarm system, which fire alarm system shall be monitored by an offsite ULC approved fire alarm monitoring agency. The Owners shall obtain from the District a mechanical permit for the Automated Sprinkler System prior to commencing work, and their application shall include all the necessary schedules, engineering reports and assurances, as required by the District's Chief Building Official.*
- c) In conjunction with (b) above, the existing Fire Alarm and Detection System shall be reviewed, verified and tested by the designing fire suppression engineer and the Owners shall complete all appropriate maintenance, repairs and/or upgrades thereto.*
- d) The Owners shall undertake such work as is necessary to address, to the satisfaction of the District's Chief Building Official, the deficiencies identified in the table attached as Attachment 1 to this report. The Owners shall obtain a building permit from the District prior to commencing such work.*
- e) The Owners shall rebuild the front and rear external fire exit stairs to address the related safety issues identified in Attachment 1 to this report. The building permit application in connection with this work shall specify design details and construction materials.*
- f) The Owner shall cause the following electrical investigation, assessment, work, maintenance and repairs to be undertaken by a certified electrical contractor pursuant to an electrical permit, with the District to carry out any related inspections:*
 - i. Perform testing and assess all outlets and fixtures for safety and general serviceability;*

- ii. *Complete repairs and/or make safe any damaged or unsafe wiring, fixtures and outlets;*
 - iii. *Ensure fixtures and fittings are approved for their location and method of installation;*
 - iv. *Assess and perform general maintenance on the main electrical service including but not limited to ensuring proper rating of breakers, removing corrosion and tighten all connections;*
 - v. *Provide in writing any recommendations for upgrades or changes to the existing system; and,*
 - vi. *Provide load calculation complete with one line diagram showing current method of use with additional loads such as fridges, microwaves or hot plates located in the suites.*
3. *Council hereby directs that the Remedial Action Requirements be completed in accordance with the schedule and dates contained in the Remediation Plan required in item 2(a) above to the satisfaction of the Chief Building Official.*
4. *Council hereby directs that in the case of failure of the Owners to comply with the Remedial Action Requirements, then the District may commence legal proceedings against the Owners and seek an injunction requiring completion of the Remedial Action Requirements and costs.*

The *Community Charter* allows the subject of a remedial action requirement to request that Council reconsider the requirement if the request is received by the local government within fourteen days of the date on which the notice of remedial action requirement was sent to the property owner.

The attached request from the owners of 1606 Lynn Valley Road meets this requirement so Council is required to provide an opportunity for them to make representations. Council must hear the representations and then may confirm, amend, or cancel the remedial action requirement. Notice of the reconsideration decision is then served upon the owners in the same manner as the original notice.

EXISTING POLICY:

Part 3, Division 12 of the *Community Charter* is relevant legislation.

OPTIONS:

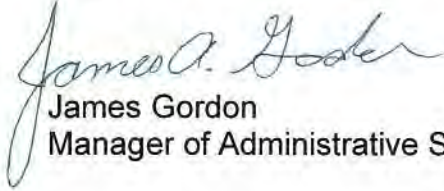
Council must hear representations from the subject. Afterwards Council may confirm, amend, or cancel the remedial action requirement.

SUBJECT: Reconsideration of Remedial Action Requirement - 1606 Lynn Valley Road (Dovercourt House)

October 25, 2012

Page 4

Respectfully submitted,

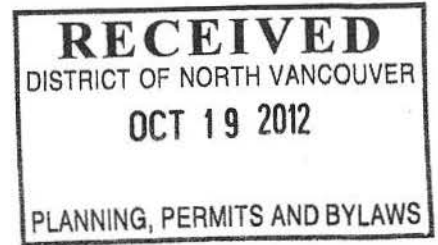


James Gordon
Manager of Administrative Services

Attachments: October 15, 2012 letter from property owner
 September 11, 2012 staff report

REVIEWED WITH: <input type="checkbox"/> Sustainable Community Development <input type="checkbox"/> Development Services <input type="checkbox"/> Utilities <input type="checkbox"/> Engineering Operations <input type="checkbox"/> Parks & Environment <input type="checkbox"/> Economic Development	REVIEWED WITH: <input type="checkbox"/> Clerk's Office <input type="checkbox"/> Corporate Services <input type="checkbox"/> Communications <input type="checkbox"/> Finance <input type="checkbox"/> Fire Services <input type="checkbox"/> Human resources <input type="checkbox"/> ITS <input type="checkbox"/> Solicitor <input type="checkbox"/> GIS	REVIEWED WITH: External Agencies: <input type="checkbox"/> Library Board <input type="checkbox"/> NS Health <input type="checkbox"/> RCMP <input type="checkbox"/> Recreation Commission <input type="checkbox"/> Other: _____	REVIEWED WITH: Advisory Committees: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
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Brett D.



Date: - October 15, 2012

North Vancouver District,
355, West Queens Road,
North Vancouver BC
V7N 4N5

Dear Sir/Madam,

RE: 1606 Lynn Valley Road, North Vancouver, B.C – Remedial Action Requirement Order

With reference to the above mentioned subject, we the owners of the above mentioned property, hereby put forward our request to the council as follows: -

- 1) As per the Residential Tenancy Act, we are required to provide all the tenants a 60 days (two full calendar months) notice to vacate the building, in order to start the renovation process. Based on the date of the remedial action order this would legally not even allow us to begin any physical work until January 1 2013.
- 2) We are currently working with our contractors, and trade's in order to prepare a remediation plan which will be submitted to the council.
- 3) We request the council to provide us a more time in order to complete the Renovation, as upon commencing the renovation, we will require a minimum of 120 days from the start of the physical work to complete the entire job.

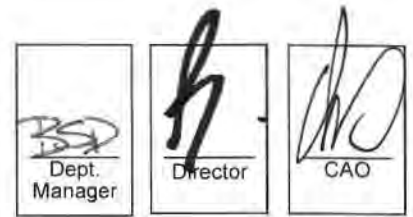
We request that the council may accept the above mentioned request, and allow us to provide a plan to carry out the Renovations based on those time frames.

Thanking You,

Jayraj Panchal
Per: Ghalib Rawji
0803291 BC LTD.

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COUNCIL AGENDA/INFORMATION			
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<input type="checkbox"/> Agenda Addendum	Date:	Item#	
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The District of North Vancouver REPORT TO COUNCIL

September 11, 2012
File: 08.3010.01/000.000
Tracking Number: RCA -

AUTHOR: Brett Dwyer, Manager Development Services

SUBJECT: **Dovercourt House, 1606 Lynn Valley Road**

RECOMMENDATION:

That Council resolve as follows:

1. Council considers the building on the property 1606 Lynn Valley Road (the "Building"), legally described as:

PID: 010-857-877
Lot A of Lot 1 Block 51 District Lot 2087 Plan 6571

(the "Property"), to be in and creating an unsafe condition.

Therefore, pursuant to section 73 of the *Community Charter*, Council hereby imposes the remedial action requirements set forth in section 2 below (collectively, the "Remedial Action Requirements") on 0803291 BC LTD and its officers Azim Sarangi (President) and Ghalib Rawji (Secretary), the registered owners of the Property (together, the "Owners"), in order to address and remedy the unsafe condition of the Building.

2. The Remedial Action Requirements are as follows:
 - a. The Owners shall provide to the District's Chief Building Official for approval an overall remediation plan within 35 days of the date of receipt of the notice of the order, which shall include an itemized work schedule and the projected completion dates for each of the Remedial Action Requirements listed below (the "Remediation Plan"). All other Remedial Action Requirements must be completed within six months of the date of receipt of notice of the order,

provided that the Chief Building Official may extend the time for completion by up to six additional months in his or her sole discretion

- b. The Owners shall install an automated sprinkler system (the "Automated Sprinkler System"), designed by a suitably qualified registered professional (fire suppression engineer), to the District's satisfaction. The Automated Sprinkler System shall be designed to a minimum standard of NFPA 13R, Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Storeys in Height, 2002 edition and shall be coordinated with the fire alarm system, which fire alarm system shall be monitored by an offsite ULC approved fire alarm monitoring agency. The Owners shall obtain from the District a mechanical permit for the Automated Sprinkler System prior to commencing work, and their application shall include all the necessary schedules, engineering reports and assurances, as required by the District's Chief Building Official.
- c. In conjunction with (b) above, the existing Fire Alarm and Detection System shall be reviewed, verified and tested by the designing fire suppression engineer and the Owners shall complete all appropriate maintenance, repairs and/or upgrades thereto.
- d. The Owners shall undertake such work as is necessary to address, to the satisfaction of the District's Chief Building Official, the deficiencies identified in the table attached as Attachment 1 to this report. The Owners shall obtain a building permit from the District prior to commencing such work.
- e. The Owners shall rebuild the front and rear external fire exit stairs to address the related safety issues identified in Attachment 1 to this report. The building permit application in connection with this work shall specify design details and construction materials.
- f. The Owner shall cause the following electrical investigation, assessment, work, maintenance and repairs to be undertaken by a certified electrical contractor pursuant to an electrical permit, with the District to carry out any related inspections:
 - i. Perform testing and assess all outlets and fixtures for safety and general serviceability;
 - ii. Complete repairs and/or make safe any damaged or unsafe wiring, fixtures and outlets;
 - iii. Ensure fixtures and fittings are approved for their location and method of installation;
 - iv. Assess and perform general maintenance on the main electrical service including but not limited to ensuring proper rating of breakers, removing corrosion and tighten all connections;

- v. Provide in writing any recommendations for upgrades or changes to the existing system; and
 - vi. Provide load calculation complete with one line diagram showing current method of use with additional loads such as fridges, microwaves or hot plates located in the suites.
3. Council hereby directs that the Remedial Action Requirements be completed in accordance with the schedule and dates contained in the Remediation Plan required in item 2(a) above to the satisfaction of the Chief Building Official.
 4. Council hereby directs that in the case of failure of the Owners to comply with the Remedial Action Requirements, then the District may commence legal proceedings against the Owners and seek an injunction requiring completion of the Remedial Action Requirements and costs.

REASON FOR REPORT:

To address the unsafe condition of Dovercourt House at 1606 Lynn Valley Rd by making a remedial action order requiring the owner to undertake certain building upgrades within a specified timeframe.

SUMMARY:

Dovercourt House is a boarding house benefiting from legal non-conforming use status. Staff have attempted to bring the property up to standard through conventional bylaw enforcement methods but have been unsuccessful. In an effort to resolve the matter District staff engaged the services of a building code and fire protection engineering firm to inspect the premises and undertake a detailed review to determine whether there were serious fire and life safety concerns.

Based on the consultant report, staff have determined that the building is in and creates an unsafe condition and subsequently staff are seeking a Remedial Action Order from Council to remedy this unsafe condition.

BACKGROUND:

Dovercourt House is located in a single family neighbourhood at the north-east corner of Lynn Valley Road and Hoskins Road. It was originally build around 1909 as the Dovercourt Hotel. It is listed in the District's recently adopted Heritage Register.

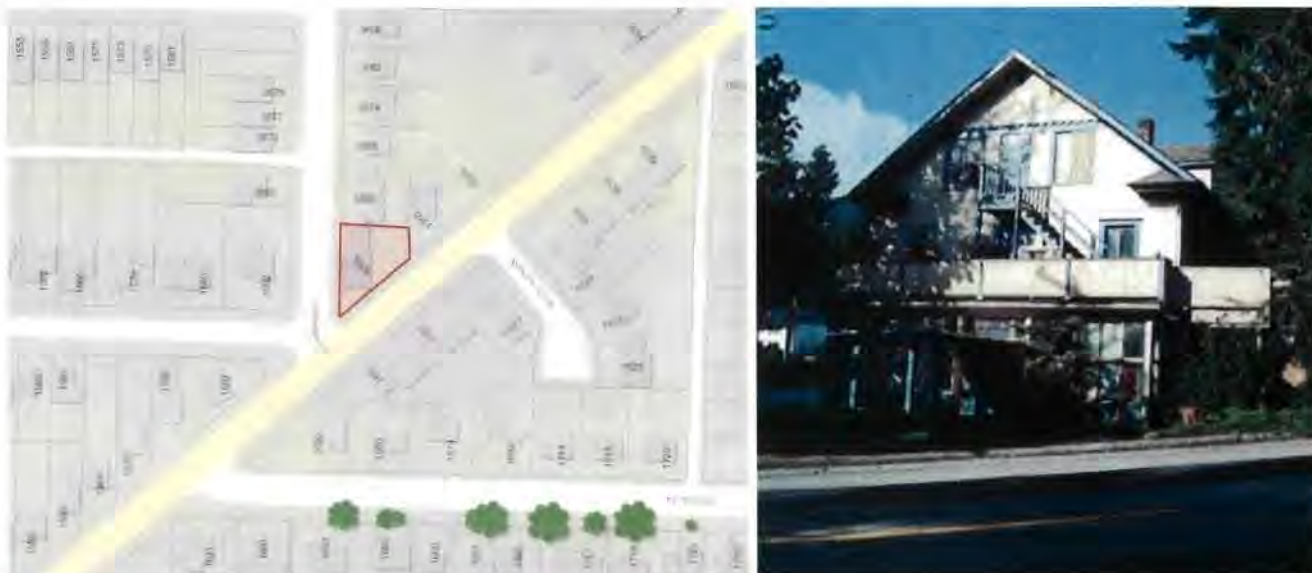
For a period, the building operated as the Dovercourt Rest Home and in the early 1980's was converted to a boarding house. While the property is zoned Residential RS-4, it benefits from legal non-conforming use rights as a boarding house.

Over the last several years, Building Department staff have been communicating with the owner of the Property regarding required works to keep the building in a safe condition. Efforts to have the required work undertaken have stalled with the owner hoping to receive

Provincial grant monies to assist in paying for the required works. Grants were not forthcoming and the required work was not undertaken.

The North Shore Homeless Outreach Worker, who has previously placed people at Dovercourt House, has concerns about the conditions of the housing being provided and no longer places people there due to concerns about their health and safety.

The following images show the property location at the north-east corner of Lynn Valley Road and Hoskins Road and Lynn Valley Road elevation of Dovercourt House.



EXISTING POLICY:

Section 72 of the *Community Charter* authorizes local governments to impose “remedial action requirements” with respect to hazardous conditions and declared nuisances. Council can require a person to remove, demolish, alter, or otherwise deal with the matter in accordance with the directions of Council or a person authorized by Council.

Section 73 of the *Charter* specifically authorizes local councils to impose a remedial action requirement where council considers a “*matter or thing is in or creates an unsafe condition or the matter or thing contravenes the provincial building regulations or a bylaw under section 8(3)(1) of Division 8 [building regulation] of this Part.*”

The resolution imposing a remedial action requirement must specify a time by which the required action must be taken which must be at least 30 days after notice of the order is sent. If the person wishes to appeal, they have 14 days to request reconsideration by Council.

If the remedial action requirements are not completed within the time permitted, the District may complete the requirements at the expense of the property owner pursuant to s. 17 of the *Charter*. If the costs are unpaid at the end of the year, they may be added to the property taxes pursuant to s. 258 of the *Charter*. However, given the extent of the work required, it is not deemed appropriate that the District would undertake the work in this instance, and if the order is not complied with the District will seek compliance through the courts.

ANALYSIS:

The District's Building inspection staff are skilled and knowledgeable in applying current codes and bylaws and, in so doing, determining the safety or otherwise of construction projects. Determining the safety or otherwise of historic buildings built to previous or unknown codes or standards requires a different skillset.

Given the unknown level of safety of the building and conditions at Dovercourt House and the apparent unwillingness of the owner to respond to requests to upgrade the building under the District's Standard of Maintenance bylaw staff engaged the services of a building code and fire protection engineering firm to determine whether any serious life safety concerns exist.

GHL Consultants Limited undertook a fire and life safety assessment of the premises and produced a Fire and Life Safety Assessment Report. A copy of the report dated August 30, 2012 is attached to this report as Attachment 2.

The report identifies significant fire and life safety deficiencies and hazards that require immediate attention and action. The identified deficiencies are a result of the building being built to older codes and standards compounded by a significant amount of neglect and lack of proper maintenance.

The full list of identified deficiencies from pages 24 and 25 of the GHL report (Attachment 2) is attached below.

#	Deficiency item (reference number corresponds with numbering system in main text for ease of reference)	Occupant fire and life safety risks		Property loss risk
		Emergency only related risks	Normal operating conditions risk	
2.1	Fire separation deficiencies Need for repair of damaged ceiling gypsum Provide fire rated attic access hatch Address lack of fire separation between common dining/kitchen/laundry and remainder of building Address lack of fire separation between common bathrooms and remainder of building Address fire rated closures deficiencies Provide fire rated enclosure to basement service room	● ● ● ● ○ ● ●		● ○ ○ ● ○ ○ ●
2.2	Services penetrations fire stopping and concealed spaces fireblocking deficiencies	●		●
2.3	Door integrity and hardware deficiencies	●		●

3	Spatial separation and exposure protection at north property line			○
4.1	Ground floor egress integrity compromised by travel via common dining/kitchen/laundry	●		
4.2	Egress via suite windows compromised	●		
4.3	Inadequate width of egress	●		
4.4	Inadequate exit exposure protection	●		
4.5	Low headroom at basement	○	■	
4.6	Storage of combustibles within means of egress	●		
4.7	Confusion of direction of egress	●		
4.8	Exit signage	●		
5.1	Tripping hazards	●	■	
5.2	Stair rise and runs dimensional nonconformity and lack of uniformity	●	○	
5.3	Stairs visual warning systems absent	●	○	
5.4.1	Large openings at guards, fall hazard	●	■	
5.4.2	Climbable members at guards, fall hazard	○	●	
5.4.3	Lateral load capability at guards	●	●	
5.5	Handrails too close to wall	●	○	
	Handrail graspability lacking	●	○	
	Handrails missing	●	○	
	Handrail horizontal extensions missing	●	○	
6	No automatic sprinkler system provided	●		■
7	Normal lighting deficiencies	●	○	
	Emergency lighting deficiencies	●		
8	Fire alarm and detection deficiencies, lack of fire alarm monitoring	●		■
9	Electrical hazards		■	○
10	Clearances of cooking ranges from combustible surfaces		■	■

As noted in the GHL report the black dots in the above table indicate a higher priority than the white dots.

The GHL report confirms that addressing the main fire and life safety concerns set about above to a satisfactory level would require a reconstruction undertaking of substantial scope which may not be practical, feasible or even desirable in a heritage building of this age. Thus, GHL primarily recommends the installation of an automated sprinkler system coordinated with the fire alarm system, which will address the significant fire and life safety concerns.

It is noted that an automated sprinkler system, while making the building substantially safer, will not address *all* fire and life safety concerns. The table from page 26 of the GHL report (see Attachment 1) lists the other matters that should be addressed through the remedial action order requirements.

It is noted that many of the deficiencies relate to the fire exit stairs located at the front and rear of the building (i.e., items 5.2, 5.4.1, 5.4.2, 5.4.3). To ensure safe emergency exiting for residents of the building, it is recommended that the Remedial Action Requirements include the reconstruction of the fire exist stairs.

Other matters on the list will also be dealt with under permit as required by the remedial action order.

Timing/Approval Process:

In light of the unsafe condition and to ensure the health and safety of residents of Dovercourt House, it is recommended that the timeline for completing the remedial action requirements

be as tight as possible recognising the requirement for professional design and submission of an application for an automated sprinkler system, permit review and approval process and to undertake the work. The *Community Charter* specifies that the deadline cannot be earlier than 30 days after the notice of the remedial action requirements is sent to the owner.

In this instance it is unrealistic to expect the work to be carried out in such a short timeframe, given the requirement for professional design, permit review and approval as well as engaging suitably qualified contractors to undertake the work. A period of 6 months is recommended with an option for the Chief Building Official to extend to 12 months is recommended.

Concurrence:

This report has been reviewed and is supported by the Municipal Solicitor.

Social Policy Implications:

This building contains 19 rooms of low income (affordable) accommodation for at-risk adults in the District. This accommodation should be maintained in a manner that provides for the basic needs and safety of the residents.

Conclusion:

This building located on the property is in an unsafe condition. A remedial action order is required from Council to ensure that the unsafe condition is addressed.


Brett Dwyer, Chief Building Official
Manager Development Services

REVIEWED WITH:	REVIEWED WITH:	REVIEWED WITH:	REVIEWED WITH:
<input type="checkbox"/> Sustainable Community Development	<input type="checkbox"/> Clerk's Office	External Agencies:	Advisory Committees:
<input type="checkbox"/> Development Services	<input type="checkbox"/> Corporate Services	<input type="checkbox"/> Library Board	<input type="checkbox"/> _____
<input type="checkbox"/> Utilities	<input type="checkbox"/> Communications	<input type="checkbox"/> NS Health	<input type="checkbox"/> _____
<input type="checkbox"/> Engineering Operations	<input type="checkbox"/> Finance	<input type="checkbox"/> RCMP	<input type="checkbox"/> _____
<input type="checkbox"/> Parks & Environment	<input type="checkbox"/> Fire Services	<input type="checkbox"/> Recreation Commission	
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Human resources	<input type="checkbox"/> Other: _____	
	<input type="checkbox"/> ITS		
	<input type="checkbox"/> Solicitor		
	<input type="checkbox"/> GIS		

Attachment 1

#	Deficiency item (reference number corresponds with numbering system in main text for ease of reference)
2.1	Need for repair of damaged ceiling gypsum Provide fire rated enclosure to basement service room
2.2	Services penetrations fire stopping and concealed spaces fireblocking deficiencies
2.3	Door integrity and hardware deficiencies
4.5	Low headroom at basement
4.6	Storage of combustibles within means of egress
4.7	Confusion of direction of egress
4.8	Exit signage
5.1	Tripping hazards
5.2	Stair rise and runs dimensional nonconformity and lack of uniformity
5.3	Stairs visual warning systems absent
5.4.1	Large openings at guards, fall hazard
5.4.2	Climbable members at guards, fall hazard
5.4.3	Lateral load capability at guards
5.5	Handrails too close to wall Handrail graspability lacking Handrails missing Handrail horizontal extensions missing
7	Normal lighting deficiencies Emergency lighting deficiencies
8	Fire alarm and detection deficiencies, lack of fire alarm monitoring
9	Electrical hazards
10	Clearances of cooking ranges from combustible surfaces

ATTACHMENT 2



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Holder of AIBC Certificate of Practice

FIRE AND LIFE SAFETY CONDITION ASSESSMENT REPORT

For

**Dovercourt House
1606 Lynn Valley Road
North Vancouver, BC**



Prepared for

**Development Services
Planning, Permits and Bylaws Division
The District of North Vancouver**

August 30, 2012

GHL File DNV-4364



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EXECUTIVE SUMMARY

This safety conditions assessment report describes key fire and life safety review findings for the Dovercourt House at 1606 Lynn Valley Road, in North Vancouver, BC. The building is found to have significant fire and life safety hazards requiring immediate remediative action to achieve a minimum acceptable level of fire and life safety for occupants. The deficiencies are partly the result of the building having been designed and constructed to older codes and standards, the age and condition of the building, and a general neglect and lack of proper repair and maintenance. It is our opinion that installation of an automatic sprinkler system is a feasible installation that will address much of the fire and life safety hazards present. Supplemental repair, upgrading and maintenance work is also necessary.

INTRODUCTION

The site is positioned with adjacent private properties to the north and east, Lynn Valley Road to the south and south east, and Hoskins Road to the west. The building was originally constructed in circa 1909 as the Dovercourt Hotel. The property is included in the District of North Vancouver Heritage Register recently adopted by the District of North Vancouver Council.



Aerial view site plan

BASIS OF REVIEW

GHL Consultants Ltd (GHL) was retained to perform a review and fire and safety assessment of Dovercourt House in North Vancouver, BC.

This review is with respect primarily to key fire and life safety requirements of the BC Building Code 2006. GHL's review is limited to the Division B, Part 9 fire and life safety requirements of the Building Code, and related BC Fire Code provisions. The review is conducted to highlight areas showing visually apparent fire and life safety deficiencies, and the need for repair and/or corrective action to address hazardous conditions. In some instances, possible remediation solutions are identified.

This report is intended for use by the Client to aid them in assessing the scope of serious fire and life safety deficiencies, focusing on fire and life safety requirements of the Building Code Division B, Part 9, with an emphasis on occupant safety rather than property protection.

The report is intended for the Client's use and assessment; therefore, it may not necessarily be suitable for other purposes. This review does not include an evaluation of the operation, quality, durability and/or maintenance of existing building systems or construction, except as visually apparent during the field observations. Therefore, additional reviews of the building's envelope, structural, mechanical, plumbing, electrical, environmental and other such systems may be required by others. This report is not intended as a contract document for bidding or construction purposes. Formal application for Building Permit and approvals will be required from the Authority having Jurisdiction (AHJ) for any alterations to the existing building, including as a result of recommendations made in this report.

FIELD OBSERVATIONS AND DOCUMENTS REVIEWED

In preparing this report, GHL conducted a site investigation visit on October 13, 2011. This review was observational in nature and did not include any disassembly of systems or assemblies, or any destructive testing. The review was made on a random basis, with no attempt made to exhaustively review or inspect every element or portion of the building. During our site visit we were given access to most areas of the building. This review is also supplemented by photographs of the building taken at the time of our visit. We have also reviewed some sketches and selected inspection reports of the building prepared by others.

BUILDING CODE APPROACH TO UPGRADING

There are no specific requirements under the BC Building Code or the BC Fire Code to upgrade existing buildings to full compliance with the current codes and standards. Upgrading of fire and life safety systems may be triggered when a significant portion of the building is renovated or altered; or if there is an expansion or change of use (occupancy). In addition, the Fire Department or AHJ also have the authority under the BC Fire Code, Fire Services Act or local municipal bylaws, to order that unsafe or hazardous conditions be corrected.

The Building Code under "Application to Existing Buildings", Reference A-1.1.1.1.(1) of Appendix A, indicates that "*it is not intended that the Building Code be used to enforce the retrospective application of new requirements to existing buildings*". The Fire Code should not be applied in this manner to these buildings unless the AHJ has determined that there is an inherent threat to occupant safety and has issued an order to eliminate the unsafe condition, or where substantial changes or additions are being made to an existing building or the occupancy has been changed. Reference A-1.1.1.1.(1) also indicates that the successful application of Code requirements to existing buildings becomes a matter of balancing the cost of implementing a requirement with the relative importance of that requirement to the overall Code objectives. The degree to



which any particular requirement can be relaxed without affecting the intended level of safety of the Code requires considerable judgment on the part of both advising consultants and the AHJ.

The building has been designated a heritage building. *Heritage building* is a building which is legally protected or officially recognized as a heritage property by the Provincial or a local government. They are buildings that are legally recognized by the Province or a local government as having historic, architectural or cultural value for the Province or their communities.

Alternative compliance methods for heritage buildings in Table A-1.1.1.1. of Appendix A can be substituted for the requirements contained elsewhere in the Building Code. Refer to the attached *Appendix A* for appropriate excerpts.

BUILDING DESCRIPTION

Dovercourt House was apparently originally built in circa 1909 as a hotel. It is currently used as a boarding house. The major occupancy classification for this building is therefore Group C, multiple residential use.

The entire building is of combustible construction and is unsprinklered. There are components of a fire alarm system installed. There are common bathrooms at each level, and a laundry and a dining room with kitchen provided at the ground level.

There is a basement level used for building services equipment, and storage.

There are no parking facilities provided, although 2 vehicles can park on the driveway.

SUMMARY OF REVIEW FINDINGS

1. **Construction Requirements:** The building footprint is less than 600m², and does not exceed 3 storeys in building height, therefore Part 9 fire and life safety requirements can be applied as a minimum. The following table summarizes the characteristics of the building and minimum construction and fire resistive requirements.

Use / Occupancy	Residential, Group C
Building area	<600m ²
Building height	3 storeys
Streets faced	2
Sprinklered	No
Construction Article	9.10.8.1
Maximum Building area permitted	600m ²
Sprinklers required by Code	No
Type of Construction permitted	combustible
Floor Assembly Fire Rating required	45 minutes
Structural Supports Fire Rating required	45 minutes
Roof Fire Rating required	45 minutes

2. **Fire Separations / Containment:** The parameters mentioned above provide fire separation requirements for the structure; such as floor and roof assemblies, loadbearing walls and columns, and other structural members supporting a fire rated assembly. The Building Code also has numerous provisions for other fire separations, such as for occupancy separations, service rooms, building



services spaces, public corridors; common bathrooms, common laundry, dining and kitchen areas; exit stairs, interconnecting stairs, etc. These fire separations are intended to protect uses from potential hazards occurring in other compartments.

GHL's review was observational in nature and did not include any destructive testing or disassembly of assemblies. Therefore, we cannot comment on the quality of existing fire resistive construction and its durability. General comments with respect to fire separations and continuity of fire separations are as follows:

- 2.1 **Fire Resistance Ratings:** The Code requires minimum 45minute fire resistance ratings for the floors, walls, roofs, public corridor, stair enclosures and other fire separation assemblies. The intent behind required fire resistance ratings is to minimize the probability of premature collapse of structures due to a potential fire; thereby facilitating safe evacuation of occupants, as well as reducing firefighter injuries due to building collapse.

The fire rated assemblies in this building are typically deficient due to having been constructed to earlier codes and standards, aging, wear and tear, water leaks and lack of proper repair and maintenance.

The roof attic access hatch has no fire protection rating and compromises the roof fire resistance rating.

Damage to ceiling gypsum board assemblies was noted, and water leakage is apparent from roof leaks.



Inadequate repair and maintenance of ceiling fire separation



Unrated attic access hatch at fire rated ceiling membrane

Fire separations are also required between various occupancies and uses within a building. There are inadequate fire separations between the common laundry, dining and kitchen area, and remainder of the building; and between the common bathrooms and residential floor areas. At the basement level the service room is not properly fire separated from the remainder of the basement.

Deficient fire rated closures are provided at these required fire separations.

- 2.2 **Firestopping of Service Penetrations and Concealed Spaces Fireblocking:** The Building Code requires that services penetrations of a fire separation be firestopped in accordance with Article 9.10.16.4 and fireblocking of concealed spaces be provided. Due to concerns on the continuity of fire separations and their integrity, more investigation of adequacy of firestopping and fireblocking protection is recommended. This should be done even if an automatic sprinkler system is installed.



- 2.3 **Door Integrity and Hardware:** There are some fire rated doors found not provided with appropriate hardware and positive latching mechanisms. Inappropriate locking devices are installed. This includes for example the exterior exit door from the basement, and at common bathrooms. The basement exterior exit door was found to be jammed and difficult to open readily. Some doors are in need of repair and maintenance. The fire protection integrity of doors is inadequate in some cases and cannot be ascertained as the fire test labelling is painted over.



Jammed basement exterior door difficult to open, and has locking device not permitted



Fire test labels painted over



Basement exterior door difficult to open, and needs repair



3. **Spatial Separation and Exposure Protection:** On the east, south, and west sides, the building has sufficient limiting distances to adjacent property lines or centerline of streets. On the north face the attached storage shed has combustible eaves projections within 1.2m of the north property line, the exterior wall and cladding is of combustible construction and does not have a 1h fire resistance rating. This does not comply with Article 9.10.14.5. However considering that this is primarily a property loss risk as opposed to occupant safety related, and considering that Sentence 9.10.14.5.(2) would permit vinyl siding as cladding at 0.6mm from a property line; this would be an acceptable variance if automatic sprinkler systems are installed.



Proximity of the north face of the building to the north property line

4. **Means of Egress:** The Building Code requires means of egress from any suite to be via a public corridor providing access to 2 fire rated enclosures or other exit facilities leading to an open public thoroughfare, or to an exterior open space protected from fire exposure from the building.

The following summarizes our findings with respect to means of egress deficiencies for this project:

- 4.1 **Means of egress Integrity:** The ground level public corridor has one exit at the south out to Lynn Valley Road, however the alternate egress path is via a common dining / cooking room and adjacent laundry room. This compromises the integrity of protection of the means of egress system for the ground level and basement 2nd means of egress.
- 4.2 **Egress availability via windows:** As this is currently an unsprinklered building, suite windows are relied upon for emergency egress, however many windows are aged and have not been maintained, and are difficult to open in an emergency condition. This compromises effective egress. There are also certain suite windows within proximity to the exterior egress stairs and paths, which cannot be opened if they are required to be wired glass in fixed steel frames, needed to address fire exposure hazard to the exterior means of egress paths. Egress via windows is not required for sprinklered buildings.
- 4.3 **Width of means of egress:** The north exit stair and landing was found to have inadequate width and clearances for egress (minimum 900mm width required).



Inadequate exit stair width



Inadequate exit stair width

There was a portion of the public corridor found to have less than the minimum required width (minimum 1100mm required).



Inadequate public corridor width



The ground level east suite entrance has an insufficient landing size (needs a minimum 900mm length) and is a tripping hazard.



Ground level east suite entrance landing undersized

- 4.4 **Exposure protection at exterior means of egress:** at the exterior exit stairs there is typically inadequate protection for the stairs from a potential fire in an adjacent fire compartment. This is because the exposing windows are typically wired glass but framed in light slender aluminum frames not having adequate ability to hold the glass in place in a fire condition. The windows are also openable, which defeats the intent of the fire separation integrity. In some instances the wired glass was found to be cracked.



Wired glass in light aluminum frames, openable window



Wired glass in light aluminum frames, glass cracked, openable window



Wired glass in light aluminum frames exposing exit door



Wired glass in light aluminum frames, openable windows, exposing exterior exit stair



Wired glass in light aluminum frames, openable window



Wired glass in light aluminum frames, openable window



Wired glass in light aluminum frames, glazing cracked, openable windows

- 4.5 **Low Headroom:** At the basement level headroom is less than 2100mm. Visually contrast markings, warning signage and bump pads at beams are recommended to prevent potential head injuries.
- 4.6 **Storage of Combustibles within means of egress:** The Building Code requires means of egress facilities be used only for exiting; therefore, storage of materials is not permitted in an exit. Several exit facilities locations are used for storage or include other prohibited uses in an exit.



Storage at exterior exit paths



Storage at exterior exit paths



Storage at exterior exit paths



Storage at exterior exit paths



Storage at exterior exit paths



- 4.7 **Confusion of direction of exit:** The wall mounted mirror located near the exit, in the public corridor should be removed as it can potentially create confusion in an emergency condition.

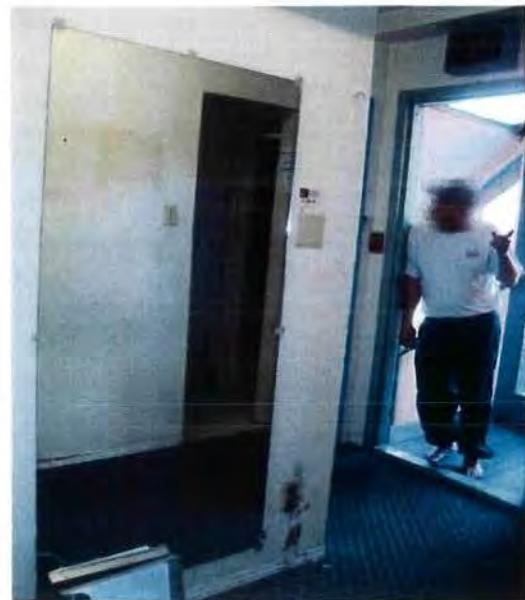


Mirror near exit, mounted on public corridor wall creates potential egress confusion

- 4.8 **Exit Signage:** Exit signage is generally provided at exits and means of egress. However some exit signs are not illuminated.



Exit sign above door not illuminated (should be removed in this particular case as the door does not actually lead to an exit)



Exit sign above door not illuminated



Exit sign above door not illuminated

5. **Stairs, Steps, Guards and Handrails:** Stairs, guards and handrails are designed to older codes and standards. Nonconforming stairs, guards, handrails create unsafe conditions, thereby posing premises liability risks for the owner and AHJ. The following summarizes significant deficiencies noted.
- 5.1 **Tripping hazards:** Numerous instances of tripping hazards were found. These occur typically at door thresholds, or at single steps in public areas.



Tripping hazard at door threshold



Tripping hazard at door threshold



Tripping hazard at door threshold



Tripping hazard at door threshold



Tripping hazard at door threshold



Tripping hazard at door threshold (common area bathroom)



Tripping hazard at door threshold



Tripping hazard at door threshold



Tripping hazard at door threshold



Single step tripping hazard



Single step tripping hazard



Damaged exterior sump cover presents tripping and fall hazard



Single step tripping hazard at threshold, basement exterior exit door



5.2 **Stair Rise and Runs:** Stair rise and runs typically do not meet current Building Code requirements. The stairs are not suitable for multiple dwelling units. Stair runs are less than minimum 230mm, and the rises are significantly more than 200mm. Due to age, deterioration, sloping floors and lack of maintenance there is inadequate uniformity of rise and run.



Nonconforming stair rise and runs



Nonconforming stair rise and runs



Lack of uniformity in rise and runs



Lack of uniformity in rise and runs



Lack of uniformity in rise and runs



Lack of uniformity in rise and runs



Lack of uniformity in rise and runs

- 5.3 **Visual warning systems at stairs:** Typical stair nosings are not provided with visual articulation at the nosing edge. This must be provided as a minimum and also to mitigate stair deficiencies. Top of stair floor tactile warning treatment is not provided at interior convenience stairs.
- 5.4 **Guards:** Guards are required at stairs to prevent injuries sustained by falls. The Code limits the size of openings in guards to prevent the passage of a spherical object having a 100mm diameter. Any member, attachment or opening located on guards that will facilitate climbing is not permitted. In this project, most guards are found not to be in compliance with these 2 criteria. The guard deficiencies noted are as follows:
- 5.4.1 Guards at stairs have openings which facilitate passage of a 100mm diameter spherical object.
 - 5.4.2 Guards have horizontal or climbable members within the zone 140 - 900mm above the walking surface. Further, guard height is often less than 900mm at stairs and 1070mm at landings
 - 5.4.3 Guards need to be evaluated for adequacy to resist lateral loads as required. In some cases guards are not plumb and not sufficiently robust.



Openings at guards too large



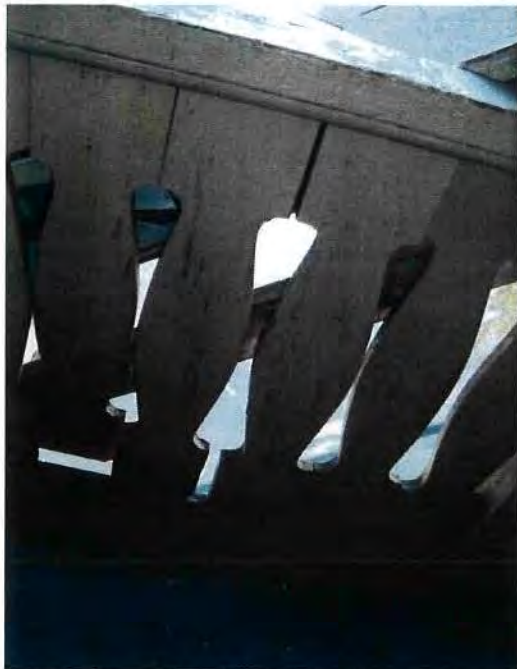
Openings at guards too large, and climbable members present



Openings at guards too large, and climbable members present



Openings at guards too large, and climbable members present



Climbable design, and guard height too low



Openings at guards too large, and climbable members present



Openings at guards too large, and climbable members present



Openings at guards too large



Lateral resistance of guard load needs further assessment



5.5 **Handrails:** Handrails throughout are designed to older codes and standards, and therefore do not meet the current Building Code requirements for graspability and ergonomics. Inadequate clearance between handrail and wall was found in one case. In some cases handrails are missing.

Handrails require both top and bottom horizontal extensions and must be continuously graspable for its entire length and be designed to handle required loads.



Missing handrails



Handrails not graspable



Missing handrails



Handrails not graspable



Missing handrails



Handrails not graspable



Handrails not graspable



Handrails not graspable



Handrails not graspable



Missing handrails



6. **Automatic Sprinkler Systems:** The Building is not provided with an automatic sprinkler system. The provision of an automatic sprinkler system is not required under the building code for this size and use of building, but is recommended as a feasible solution in order to address the numerous fire and life safety hazards, such as inadequacy of fire separations, fire exposure, and means of egress deficiencies, etc. The appropriate sprinkler design standard would be NFPA 13R, 2002 edition.
7. **Lighting:** The building code requires a minimum 50 lux normal and 10 lux for emergency lighting levels in all means of egress. In some areas there is insufficient electrical lighting and some fixtures are not operating properly. Emergency lighting units are provided however these are apparently not functioning. Further testing and maintenance or repair is required.
8. **Fire Alarm and Detection Systems:** The building is provided with a fire alarm system, apparently upgraded in 2008. The fire alarm annunciator and control panel is located in the basement. The panel is a Mircom 1025 type. This system can identify a fire condition per storey but not specific devices. This is likely due to the system using conventional fire alarm devices and not being addressable. Pull stations are generally provided. The functionality and limitations of the existing fire alarm system should be further reviewed, tested and verified as it appears the fire detectors may not be operational. Monitoring of the fire alarm by a recognised fire alarm monitoring agency is advised as an additional mitigating feature to address the numerous fire safety hazards present.



Fire alarm annunciator and control panel



Fire alarm annunciator and control panel



Fire alarm annunciator and control panel



9. **Electrical Hazards:** Numerous instances of exposed electrical wiring and potential electrical hazards need to be further assessed by others. The adequacy of electrical outlets and risk of overloading of circuits also needs assessment.



Exposed electrical components at enclosed stair

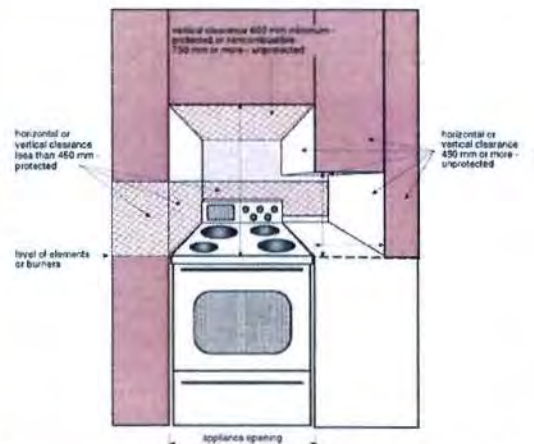


Exposed electrical components at ceiling

10. **Clearances from cooking ranges:** The cooking range at the ground level north suite has one side immediately against a gypsum board wall surface with paper and paint finish (combustible). This contravenes the clearances required by Article 9.10.22.3, creating a fire hazard risk.



Cooking range beside combustible wall finish



Required clearances of ranges from adjacent combustible surfaces

11. **Repairs and maintenance:** Throughout the premises there is overall neglect and a general lack of repair and maintenance. More structural assessments are necessary to ascertain the adequacy, integrity and durability of the exterior wood framed exit stairs and guards. Exposure of structural members to weather and age is abundantly evident. Some floors are sloping, however provided this is not a structural concern, and provided proper operation of other building components is not compromised, this issue should not affect fire and life safety.



PRIORITY OF DEFICIENCIES

As previously discussed, there are no specific requirements in the BC Building Code 2006 or the BC Fire Code to upgrade deficiencies in existing buildings to full compliance with the current Building Code unless significant changes are proposed, such as for renovations, alterations, expansions and change of use. However the local Fire Department and AHJ do have authority under the BC Fire Code or local municipal bylaws to order that unsafe conditions or hazardous be corrected.

The Building Code under “Application to Existing Buildings”, Reference A-1.1.1.1.(1) of Appendix A, indicates that “it is not intended that the Building Code be used to enforce the retrospective application of new requirements to existing buildings”. The Fire Code should not be applied in this manner to these buildings unless the AHJ has determined that there is an inherent threat to occupant safety and has issued an order to eliminate the unsafe condition, or where substantial changes or additions are being made to an existing building or the occupancy has been changed. Reference A-1.1.1.1.(1) also indicates that the successful application of Code requirements to existing buildings becomes a matter of balancing the cost of implementing a requirement with the relative importance of that requirement to the overall Code objectives. The degree to which any particular requirement can be relaxed without affecting the intended level of safety of the Code requires considerable judgment on the part of both advising consultants and the AHJ.

Alternative compliance methods for heritage buildings in Table A-1.1.1.1. of Appendix A can be substituted for the requirements contained elsewhere in the Building Code. Refer to the attached *Appendix A* for appropriate excerpts.

For this building, our review has identified several significant fire and life safety deficiencies and hazards that warrant immediate attention and action. These deficiencies are partly due to the fact that the building was designed to older codes and standards. There has also been significant neglect and lack of maintenance, such that building components essential for the protection of occupants and property have deteriorated and have been compromised. The facilities are also being used such that some of the components are stressed to limits for which they were never properly designed. For example electrical outlets are overloaded to serve numerous appliances. Exit facilities are used for storage.

The deficiencies and hazards can be grouped firstly into occupant safety risks and property loss risks. Some deficiencies affect both risk groups. Hazards which primarily affect property loss risk are of relatively low priority in the context of this report, which focusses foremost on fire and life safety of occupants.

The fire and life safety deficiencies can further grouped into those that affect emergency situations only and those that are risks encountered under normal operating conditions (day to day use). Again, some deficiencies affect both risk groups. Based on these grouping themes the following tabular summary can be generated, with weighted priority of risk allocations (black dot indicates higher priority than white dot):

#	Deficiency item (reference number corresponds with numbering system in main text for ease of reference)	Occupant fire and life safety risks		Property loss risk
		Emergency only related risks	Normal operating conditions risk	
2.1	Fire separation deficiencies Need for repair of damaged ceiling gypsum Provide fire rated attic access hatch Address lack of fire separation between common dining/kitchen/laundry and remainder of building Address lack of fire separation between common bathrooms and remainder of building Address fire rated closures deficiencies Provide fire rated enclosure to basement service room	● ● ● ● ○ ● ●		● ○ ○ ● ○ ○ ●
2.2	Services penetrations fire stopping and concealed spaces fireblocking deficiencies	●		●
2.3	Door integrity and hardware deficiencies	●		●

3	Spatial separation and exposure protection at north property line			o
4.1	Ground floor egress integrity compromised by travel via common dining/kitchen/laundry	•		
4.2	Egress via suite windows compromised	•		
4.3	Inadequate width of egress	•		
4.4	Inadequate exit exposure protection	•		
4.5	Low headroom at basement	o	•	
4.6	Storage of combustibles within means of egress	•		
4.7	Confusion of direction of egress	•		
4.8	Exit signage	•		
5.1	Tripping hazards	•	•	
5.2	Stair rise and runs dimensional nonconformity and lack of uniformity	•	o	
5.3	Stairs visual warning systems absent	•	o	
5.4.1	Large openings at guards, fall hazard	•	•	
5.4.2	Climbable members at guards, fall hazard	o	•	
5.4.3	Lateral load capability at guards	•	•	
5.5	Handrails too close to wall	•	o	
	Handrail graspability lacking	•	o	
	Handrails missing	•	o	
	Handrail horizontal extensions missing	•	o	
6	No automatic sprinkler system provided	•		•
7	Normal lighting deficiencies	•	o	
	Emergency lighting deficiencies	•		
8	Fire alarm and detection deficiencies, lack of fire alarm monitoring	•		•
9	Electrical hazards		•	o
10	Clearances of cooking ranges from combustible surfaces		•	•

Some deficiencies have a higher priority as they pose a serious liability risk to the Owner and AHJ, as well as seriously compromising fire and life safety of the occupants.

As can be seen from the distribution of priorities of deficiencies, most deficiencies affect the occupant fire and life safety under emergency conditions.

In order to address the hazards to a satisfactory level, a major scope of construction undertaking would have to be ordered. Due to the nature of this existing building it is not practical and feasible to correct most of these deficiencies by alterations, reconfiguration or reconstruction. Accommodating the existing conditions on the other hand would risk resulting in an incremental and compromised approach. A more feasible and effective approach would be to install an automatic sprinkler system coordinated with the fire alarm system which in turn is monitored by an offsite fire alarm monitoring agency.

A properly functioning fire alarm system will serve to detect a fire in its incipient stages and alert occupants such that response and evacuation can be more effective. Connection of the fire alarm system to off-site monitoring can ensure the responding fire department can be notified immediately thereby facilitating faster response to a potential emergency. An automatic sprinkler system will respond to a fire and be effective in controlling and suppressing the fire at its vicinity, providing protection for the property and the occupants. More importantly many of the fire and life deficiencies can be sufficiently mitigated by the presence of an effective sprinkler system. This includes deficiencies in fire separations and exit exposure, for example. Sprinkler systems are often satisfactorily used in existing or heritage buildings where it is difficult to alter or reconstruct existing conditions but where occupant safety needs immediate attention. The Building Code commentary contained in Division A Appendix A indicates: "To apply present Building Code provisions to existing buildings is, in many cases, impractical and with heritage buildings may compromise historic appearances or authenticity. Therefore, the Table of Alternate Compliance Methods was developed to provide alternate methods for complying with the performance level intended by the Building Code. The use of sprinklers is advocated as one of the primary methods in assuring this performance level for heritage buildings. Sprinkler systems not only control the fire which aids evacuation, but also provides the added benefit of protecting the building from possible destruction by fire."

The recommended sprinkler design standard is NFPA 13R, Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Storeys in Height, 2002 edition.

The installation of a sprinkler system would need to be supplemented by passive remediation measures for those items which cannot be directly addressed by the sprinkler systems. This includes the following items, which are also risks under normal operating conditions:

#	Deficiency item (reference number corresponds with numbering system in main text for ease of reference)
2.1	Need for repair of damaged ceiling gypsum Provide fire rated enclosure to basement service room
2.2	Services penetrations fire stopping and concealed spaces fireblocking deficiencies
2.3	Door integrity and hardware deficiencies
4.5	Low headroom at basement
4.6	Storage of combustibles within means of egress
4.7	Confusion of direction of egress
4.8	Exit signage
5.1	Tripping hazards
5.2	Stair rise and runs dimensional nonconformity and lack of uniformity
5.3	Stairs visual warning systems absent
5.4.1	Large openings at guards, fall hazard
5.4.2	Climbable members at guards, fall hazard
5.4.3	Lateral load capability at guards
5.5	Handrails too close to wall Handrail graspability lacking Handrails missing Handrail horizontal extensions missing
7	Normal lighting deficiencies Emergency lighting deficiencies
8	Fire alarm and detection deficiencies, lack of fire alarm monitoring
9	Electrical hazards
10	Clearances of cooking ranges from combustible surfaces



CONCLUDING COMMENTS

This safety conditions assessment report has described the fire and life safety hazards at the Dovercourt House in North Vancouver, BC.

The review has identified significant fire and life safety deficiencies and hazards that need immediate attention and action. These deficiencies are partly because the building appears to have originally been designed as a hotel to older codes and standards. More recently a significant amount of neglect and lack of proper maintenance has occurred. In our opinion, the fire and life safety deficiencies create undue risk to occupants in a potential emergency, under normal operating conditions and also from a property protection aspect. A more feasible approach to addressing the presence of most of these hazards would involve installation of an automatic sprinkler system. This would then be supplemented by corrective action on certain key areas not addressed by sprinkler protection.

This report is intended for use by the Client, to facilitate the assessment of the necessary action required to address the significant fire and life safety deficiencies. To facilitate effective implementation, the Owner should be advised to retain all specialists, consultants, contractors, permits and/or approvals as necessary for the remediation action on the project.

Yours truly,

GHL CONSULTANTS LTD

The image shows a circular professional seal for a Registered Architect in British Columbia. The seal contains the text "REGISTERED ARCHITECT" at the top and "BRITISH COLUMBIA" at the bottom. A signature is written across the seal.

Teddy Lai, Architect AIBC, MRAIC, CP

* Limitation of Liability *

This technical report addresses only specific Building Code issues under the GHL/Client agreement for this project and shall in no way be construed as exhaustive or complete. This technical report is issued only to the Authority having Jurisdiction, the Client, Prime Consultants and Fire Suppression Designer to this project and shall not be relied upon (without prior written authorization from GHL) by any other party.

TL/

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Appendix A

Excerpt from British Columbia Building Code 2006
Division A, Appendix A, A-1.1.1.1.(1)

Appendix A

Explanatory Material

A-1.1.1.1.(1) Application to Existing Buildings. This Code is most often applied to existing or relocated buildings when an owner wishes to rehabilitate a building, change its use, or build an addition, or when an enforcement authority deems that a building or class of buildings be altered for reasons of public safety. It is not intended that the BCBC be used to enforce the retrospective application of new requirements to existing buildings or existing portions of relocated buildings, unless specifically required by local regulations or bylaws. For example, although the BCFC could be interpreted to require the installation of fire alarm, standpipe and hose, and automatic sprinkler systems in an existing building for which there were no requirements at the time of construction, the BCFC should not be applied in this manner to these buildings unless the authority having jurisdiction has determined that there is an inherent threat to occupant safety and has issued an order to eliminate the unsafe condition, or where substantial changes or additions are being made to an existing building or the occupancy has been changed. (See also Appendix Note A-1.1.1.1.(1) of Division A of the BCFC.)

< Relocated buildings that have been in use in another location for a number of years can be considered as existing buildings, in part, and the same analytical process can be applied as for existing buildings. It should be noted, however, that a change in occupancy may affect some requirements (e.g. loads and fire separations) and relocation to an area with different wind, snow or earthquake loads will require the application of current code requirements. Depending on the construction of the building and the changes in load, structural modifications may be required. Similarly, parts of a relocated or existing building that are reconstructed, such as foundations and basements, or parts being modified are required to be built to current codes.

Whatever the reason, Code application to existing or relocated buildings requires careful consideration of the level of safety needed for that building. This consideration involves an analytical process similar to that required to assess alternative design proposals for new construction. See Clause 1.2.1.1.(1)(b) and its Appendix Note for information on achieving compliance with the Code using alternative solutions. >

In developing Code requirements for new buildings, consideration has been given to the cost they impose on a design in relation to the perceived benefits in terms of safety. The former is definable; the latter difficult to establish on a quantitative basis. In applying the Code requirements to an existing building, the benefits derived are the same as in new buildings. On the other hand, the increased cost of implementing in an existing building a design solution that would normally be intended for a new building may be prohibitive.

The successful application of Code requirements to existing construction becomes a matter of balancing the cost of implementing a requirement with the relative importance of that requirement to the overall Code objectives. The degree to which any particular requirement can be relaxed without affecting the intended level of safety of the Code requires considerable judgment on the part of both the designer and the authority having jurisdiction.

Further information on the application of Code requirements to existing or relocated buildings may be found in the following publications:

This Appendix is included for explanatory purposes only and does not form part of the requirements. The numbers that introduce each Appendix Note correspond to the applicable requirements in this Division.

A-1.1.1.1.(2) – reference clause in last line should be 1.1.1.1.(2)(g)

- User's Guide - NBC 1995, Fire Protection, Occupant Safety and Accessibility (Part 3)
- Guidelines for Application of Part 3 of the National Building Code of Canada to Existing Buildings
- "Commentary L, Application of NBC Part 4 of Division B for the Structural Evaluation and Upgrading of Existing Buildings" of the User's Guide - NBC 2005, Structural Commentaries (Part 4 of Division B)
- User's Guide - NBC 1995, Application of Part 9 to Existing Buildings
- Canadian Building Digest No. 230, "Applying Building Codes to Existing Buildings"

These publications can be ordered through Client Services, Institute for Research in Construction, National Research Council of Canada, Ottawa, Ontario K1A 0R6, or through the Web site at www.nationalcodes.ca.

Heritage Buildings

Many local governments have identified conservation of selected heritage properties, or protection of the heritage character of certain areas, as being community planning objectives. The Province's planning objectives and growth strategy encourage and support local government in this effort. The key is to find ways to make restoration and rehabilitation of heritage buildings economically viable for the properties' owners.

It is generally recognized that the present Building Code was primarily written for new construction and provides for a performance level that is significantly higher than what exists with many older buildings. To apply present Building Code provisions to existing buildings is, in many cases, impractical and with heritage buildings may compromise historic appearances or authenticity. Therefore, the Table of Alternate Compliance Methods was developed to provide alternate methods for complying with the performance level intended by the Building Code. The use of sprinklers is advocated as one of the primary methods in assuring this performance level for heritage buildings. Sprinkler systems not only control the fire which aids evacuation, but also provides the added benefit of protecting the building from possible destruction by fire.

This Table of Alternative Compliance Methods represents some of the ways that restoration and rehabilitation of heritage buildings can be facilitated without compromising the objectives of the Building Code. Only buildings which have been identified by the Provincial or local government are included in the definition of "heritage building." For these buildings, conservation is also a public objective. Heritage buildings often offer unique problems and opportunities, and each situation must be assessed individually.

The use of the Alternate Compliance Methods in Table A-1.1.1.1. is not mandatory and an owner may choose to apply Division B, may wish to apply alternate solutions as permitted by Clause 1.2.1.1.(1)(b), or may wish to combine these options.




Table A-1.1.1.1. Alternate Compliance Methods for Heritage Buildings		
No.	Code Requirement	Alternate Compliance Method
1	Fire Separations 3.1.3.1.(1) and Table 3.1.3.1, 9.10.9. 2 h fire separation required between some major occupancies.	Except for F1 occupancies, 1 h fire separation is acceptable, if the building is sprinklered.
2	Fire Separations 3.1.3.1.(1) and Table 3.1.3.1, 9.10.9. 1 h fire separation required between some major occupancies.	1/2 h fire separation is acceptable if the building is sprinklered.
3	Noncombustible Construction 3.1.5. and 9.10.6.1. All materials used in noncombustible construction must be noncombustible unless otherwise permitted.	1. Roofs may be of combustible construction provided the building is sprinklered. 2. Up to 10% gross floor area to a maximum of 10% of any one floor area may be of combustible construction provided the building is sprinklered.
4	Fire-resistance Rating 3.1.7.1.(1), 9.10.3.1. Where a material, assembly of materials or structural member is required to have a fire resistance rating it shall be tested in accordance with CAN/ULC-S101.	A fire-resistance rating may also be used based on: 1. HUD No. 8 Guideline on Fire Ratings of Archaic Materials and Assemblies. 2. Fire Endurance of Protected Steel Columns and Beams, DBR Technical Paper No. 194. 3. Fire Endurance of Unit Masonry Walls, DBR Technical Paper No. 207. 4. Fire Endurance of Light-Framed and Miscellaneous Assemblies, DBR Technical Paper No. 222
5	Rating of Supporting Construction 3.1.7.5., 9.10.8.3. Supporting assemblies to have fire resistance rating at least equivalent to that of the supported floor.	Heavy timber construction is permitted to have a fire resistance rating less than would be required by the Code provided the building: (a) is sprinklered, and (b) does not exceed 6 storeys in building height.
6	Continuity of Fire Separations 3.1.8.3.(1) and (2), 9.10.9.2. Fire separations are required to be continuous above the ceiling space.	Fire separations are not required to be continuous above the ceiling space where: (a) the ceiling space is non-combustible construction, (b) both fire compartments are sprinklered, or (c) the ceiling has a minimum rating of 30 minutes.
7	Wired Glass 3.1.8.5.(1) and 3.1.8.14.(2), 9.10.13.1. and 9.10.13.5. 6 mm wired glass in steel frame required in fire separations.	For fixed transoms or sidelights, 6 mm wired glass fixed to a wood frame of at least 50 mm thickness with steel stops is permitted in a required fire separation.
8	Mezzanines 3.2.1.1.(3) to (6), 9.10.4.1. Mezzanines enclosing more than 10% above the horizontal plane are considered as storey in building height.	Enclosed mezzanines may be up to 40% of the storey in which they occur and not be considered a storey in building height if the building is sprinklered.
9	Building Height 3.2.2.20. to 3.2.2.83. Noncombustible construction required for buildings over 3 storeys in building height.	Buildings may be of combustible construction up to 6 storeys provided: (a) the building is sprinklered, (b) the building contains Group C, D, E, F2 or F3 occupancies, and (c) floor assemblies not required to exceed 1 h fire separation requirements may be of heavy timber construction.
10	Spatial Separation 3.2.3., 9.10.14. The area of unprotected opening shall not exceed the limits in Tables 3.2.3.1.A. to 3.2.3.1.D.	The area of unprotected opening is not limited provided: (a) the limiting distance is a minimum 1 m, (b) the building has a supervised sprinkler system in conformance with Sentence 3.2.4.9.(2), and (c) the sprinkler system is connected to the fire department in conformance with Sentence 3.2.4.7.(4).
11	Construction of Exposing Building Face 3.2.3.7., 9.10.14.5. The exposing building face is required to have a fire resistance rating and/or be of noncombustible construction.	Exposing building face is not required to have a fire resistance rating if the building is sprinklered. Also, the exposing building face is not required to be of noncombustible construction if it is protected by an exterior sprinkler system conforming to NFPA 13.

Table A-1.1.1.1. (Cont'd) Alternate Compliance Methods for Heritage Buildings		
No.	Code Requirement	Alternate Compliance Method
12	Roof Covering Rating 3.1.15.2.(1) Class A, B or C roof covering in conformance with CAN/ULC-S107 required.	For existing roofs not covered by a Class A, B or C roofing a manually operated deluge system in accordance with NFPA 13 is permitted.
13	Smoke Alarms 3.2.4.20 (5), 9.10.19.3.(1) Smoke alarms are required to be connected to an electric circuit.	Smoke alarms may be battery operated in single family homes only.
14	Interconnected Floor Space 3.2.8., 9.10.1.2.(6)	<ol style="list-style-type: none"> 1. Open stairs in buildings of maximum 4 storeys in building height need not comply with Subsection 3.2.8, provided: <ol style="list-style-type: none"> (a) the building contains a Group C or D occupancy, (b) the building is sprinklered with fast response sprinklers, (c) corridors opening into the interconnected floor space are separated from the interconnected floor space by a fire separation with the rating required for the corridor, and (d) smoke detectors are installed in the rooms opening into the interconnected floor space and the smoke detectors are connected to the fire alarm system. 2. Open stairs in buildings of maximum 3 storeys in building height, or first 2 storeys and basement, need not comply with Subsection 3.2.8. provided: <ol style="list-style-type: none"> (a) the building contains a Group C or D occupancies, (b) the building is sprinklered with fast response sprinklers, (c) smoke detectors are installed in the rooms opening into the interconnected floor space and the smoke detectors are connected to the fire alarm system, and (d) at least one means of egress is not through the interconnected floor space.
15	Separation of Suites 3.3.1.1., 9.10.9.13., 9.10.9.14. Suites are required to be separated from adjoining suites by 3/4 h or 1 h rated fire separations.	Existing fire separations of 1/2 h, such as wood lath and plaster in good condition, are acceptable in sprinklered buildings not exceeding 6 storeys in building height.
16	Corridor fire separation 3.3.1.4., 9.10.9.15. Public corridors are required to be separated from the remainder of the building by a fire separation having a fire resistance rating of at least 3/4 h.	Existing corridors with 1/2 h fire resistance ratings, such as wood lath and plaster in good condition, are acceptable in residential occupancies provided the building: <ol style="list-style-type: none"> (a) does not exceed 6 storeys in building height, and (b) is fully sprinklered with fast response sprinklers.
17	Corridor Width 3.3.1.9. and 3.4.3., 9.9.3.3. Public corridors and exit corridors are permitted to have a minimum width of 1 100 mm.	Public corridors and exit corridors are permitted with a minimum width of 800 mm provided: <ol style="list-style-type: none"> (a) the occupant load of the building is maximum 20 people, and (b) the building does not exceed 3 storeys in building height.
18	Door Swing 3.3.1.10. and 3.4.6.11., 9.9.6.5. Doors required to swing in the direction of exit travel.	2nd egress door from a room is not required to swing in the direction of exit travel provided: <ol style="list-style-type: none"> (a) the building is sprinklered and the system is supervised in conformance with Sentence 3.2.4.9.(2), and (b) the occupant load of the building is maximum 100 people.
19	Stairs, Ramps, Handrails and Guards 3.3.1.14., 3.3.1.16., 3.3.1.18., 3.4.6.4. to 3.4.6.6., 9.8	Existing conditions that do not comply fully with the requirements are permitted if they are acceptable to the authority having jurisdiction.
20	Transparent Doors and Panels 3.3.1.19., 9.6.6.2. Glass in doors and sidelights are required to be protected by guards and to be safety glass.	Existing glass or transparent panels that do not comply fully with the requirements are permitted if sufficiently discernible or guards are provided in hazardous situations.

Table A-1.1.1.1. (Cont'd) Alternate Compliance Methods for Heritage Buildings		
No.	Code Requirement	Alternate Compliance Method
21	<p>Dead-end Corridors 3.3.1.9.(7), 9.9.7.3. Dead-end corridors are permitted to a maximum length of 6 m.</p>	<p>1. Dead-end corridors are permitted to a maximum length of 10 m in Group C occupancies provided: (a) the building is sprinklered with fast response sprinklers, and (b) smoke detectors are installed in the corridor system.</p> <p>2. Dead-end corridors are permitted to a maximum of 15 m in length in Group D, E, F2 and F3 occupancies provided: (a) the building is sprinklered with fast response sprinklers, and (b) smoke detectors are installed in the corridor system.</p>
22	<p>Exits 3.4.2.1., 9.9.8.2. Floor areas shall be served by not fewer than 2 exits except as permitted by 3.4.2.1.(2).</p>	<p>Floor areas may be served by a single exit within the limits of 3.4.2.1.(2) provided: (a) the building does not exceed 3 storeys in building height, (b) the building is sprinklered with fast response sprinklers, and (c) all floor areas are protected by a system of smoke detectors connected to a fire alarm system.</p>
23	<p>Reduction of Exit Width 3.4.3.3.(2), 9.9.6.1. Swinging doors in their swing shall not reduce the effective width of exit stairs and landings to less than 750 mm.</p>	<p>Existing swinging doors in their swing are permitted to reduce the effective width of exit stairs and landings to a minimum of 550 mm provided: (a) they serve Group C or D occupancies, (b) the building does not exceed 4 storeys in building height, and (c) the building is sprinklered.</p>
24	<p>Fire Separation of Exits 3.4.4.1., 9.9.4. Exits are required to be separated from the remainder of the floor area by a fire separation having a fire-resistance rating of not less than 3/4 h.</p>	<p>1. Buildings of 3 storeys or less may have exits that are separated by a fire separation that does not have a fire-resistance rating provided: (a) the building is sprinklered with fast response sprinklers, and (b) the sprinkler system is supervised in accordance with Sentence 3.2.4.9.(2).</p> <p>2. Buildings not exceeding 6 storeys in building height may have exits that are separated by a 3/4 h fire separation provided the building is sprinklered.</p>
25	<p>Exits Through Lobbies 3.4.4.2., 9.9.8.5. Rooms adjacent to the lobby are required to be separated by a fire separation.</p>	<p>Rooms adjacent to the lobby are not required to be separated by a fire separation provided: (a) the floor area is sprinklered with fast response sprinklers, and (b) smoke detectors are installed in the adjacent rooms.</p>
26	<p>Rooms Opening into Exit 3.4.4.4.(7), 9.9.5.9. Service rooms and ancillary rooms are not permitted to open directly into an exit.</p>	<p>Service rooms and ancillary rooms may open directly into an exit provided: (a) the room is sprinklered with fast response sprinklers, and (b) weatherstripping is installed on the door to prevent the passage of smoke.</p>
27	<p>Illumination of Exit Signs 3.4.5.1.(2), 9.9.10.5. Exit signs are required to be illuminated continuously while the building is occupied.</p>	<p>Where exit signage may compromise historic appearances, or authenticity of displays, exit signs may be installed to light only on an emergency condition, such as by the fire alarm system or due to power failure.</p>
28	<p>Clearance from Exit Doors 3.4.6.10.(1), 9.9.6.6. Stair risers shall not be closer than 300 mm from an exit door.</p>	<p>Except as permitted in Sentences 3.4.6.10.(2) or 9.9.6.6.(2), existing exit doors shall not extend beyond the first riser.</p>
29	<p>Fire Escapes 3.4.7., 9.9.2.1.(2) Fire escapes are required to conform to Subsection 3.4.7.</p>	<p>Existing fire escapes that do not completely conform to Subsection 3.4.7. are acceptable provided: (a) the fire escapes are acceptable and (b) the building is sprinklered.</p>
30	<p>Fire Escape Construction 3.4.7.2., 9.9.2.1.(2)</p>	<p>Existing combustible fire escapes are permitted if the building is permitted to be of combustible construction by Part 3, Part 9 or by these Compliance Tables.</p>

Table A-1.1.1.1. (Cont'd) Alternate Compliance Methods for Heritage Buildings		
No.	Code Requirement	Alternate Compliance Method
31	Protection of Fire Escapes 3.4.7.4., 9.9.2.1.(2) Openings in the exterior wall adjacent to the fire escape are required to be protected by closures.	Existing openings in the exterior wall adjacent to the fire escape are not required to be protected by closures provided: (a) the building is sprinklered, and (b) a sprinkler head is located within 1.5 m of the opening required to be protected by Article 3.4.7.4.
32	Vertical Service Space 3.6.3.1. Vertical service spaces are required to be separated from the adjacent floor area by a rated fire separation.	Existing vertical service spaces that do not completely conform to the rated fire separation requirements are acceptable provided the vertical service spaces are sprinklered.
33	Height and Area of Rooms 3.7.1., 9.5 The height and area of rooms are required to comply to minimum dimension requirements.	Existing rooms are not required to comply to the minimum dimension requirements of Subsection 3.7.1. or Section 9.5.
34	Washroom Requirements 3.7.2., 9.31 Buildings are required to be provided with a minimum number of washroom fixtures.	Existing facilities are not required to completely comply to the requirements of Subsection 3.7.2. or Section 9.31. provided it is acceptable to the authority having jurisdiction.
35	Access for Persons with Disabilities 3.8	Article 3.8.4.5. shall apply to existing buildings.
36	Seismic Anchorage of Exterior Decoration 4.1.8.	Existing exterior decorations are not required to fully comply to the anchorage requirements of Subsection 4.1.8. provided: (a) adequate means of protection is provided, or (b) there is no exposure to the public.
37	Mechanical Systems Part 6 and Part 7	Existing mechanical systems in buildings are not required to fully comply to the requirements of Parts 6 or 7 provided: (a) it is not an unsafe condition and (b) it is acceptable to the authority having jurisdiction.

COUNCIL AGENDA/INFORMATION			
<input type="checkbox"/> In Camera	Date: _____	Item # _____	
<input checked="" type="checkbox"/> Regular	Date: <u>Nov. 5, 2012</u>	Item # _____	
<input type="checkbox"/> Agenda Addendum	Date: _____	Item# _____	
<input type="checkbox"/> Info Package			
<input type="checkbox"/> Council Workshop	DM# _____	Date: _____	Mailbox: _____

 Dept. Manager	 Director	 CAO
	<i>Acting</i>	

The District of North Vancouver REPORT TO COUNCIL



October 23, 2012
File: 16.8450.00/002.001.000
Tracking Number: RCA -

AUTHOR: Annie Kim, Transportation Planner

SUBJECT: 2012 Bicycle Master Plan

RECOMMENDATION:

WHEREAS Council approves cycling priorities on an annual basis as part of the capital project approval process;

WHEREAS a Council-approved Bicycle Master Plan enables the District to pursue funding opportunities;

THEREFORE BE IT RESOLVED THAT Council adopt the 2012 Bicycle Master Plan; and

THAT Council direct staff to work with the City of North Vancouver to investigate and report back on the potential to allow cycling on sidewalks.

REASON FOR REPORT: This report summarizes the plan development process and key features of the proposed 2012 Bicycle Master Plan vision for the cycling network. A Council-adopted Bicycle Master Plan provides a long term vision for cycling and is needed to guide staff in pursuit of partnership and external funding opportunities.

SUMMARY:

In 2011 and 2012, the District and City of North Vancouver undertook a joint update to the North Vancouver Bicycle Master Plan. The new initiative builds upon the work accomplished in 2006, and updates key components of the plan to reflect evolving transportation priorities and direction in the two municipalities. It frames the vision of the future bike network and will guide implementation of cycling improvements from 2012 onward. Having an approved Bicycle Master Plan enables the District to pursue cycling improvements through developments and to leverage funding opportunities.

BACKGROUND:

The first North Vancouver Bicycle Master Plan was prepared in 1994 and updated in 1996. The 2006 Bicycle Master Plan was completed by a consultant and involved substantial work to establish the foundations for the new bike network in North Vancouver.

The proposed vision for the cycling network has been developed over the past two years through extensive consultation with the public and stakeholders such as:

- District Transportation Consultation Committee (formerly TPAC),
- District Cycling Email Group,
- City Bicycle Advisory Committee,
- Former Joint Bicycle Advisory Committee members, and
- Residents-at-large (cyclists and non-cyclists) through open houses and surveys.

The scope of this initiative **includes:**

- Re-defining the *goals and objectives* for the cycling network;
- More *user-friendly planning maps* that incorporate current and future initiatives like the Spirit Trail;
- A *survey* to gain a better understanding of preferred types of facilities and trip patterns;
- An update to priorities based on public consultation; and
- Incorporation of *indicators and targets* to measure the effectiveness of investments.

This plan does not include an implementation strategy. The District and City will prioritize investments based on their respective needs. Based on guidance provided to staff in a Council Workshop October 9, 2012 (see Attachment 7) in general, the District will opportunistically implement the plan gradually where it makes sense, makes best use of existing related infrastructure, is coordinated with other projects and is most cost-effective. The cycling vision is in-line with public input received through the District's Transportation Plan development process.

EXISTING POLICY: The current North Vancouver Bicycle Master Plan was adopted on March 20, 2006 and the Transportation Plan was adopted on July 9, 2012.

ANALYSIS:

Public Input on Cycling

Transportation Plan Survey

The March 2012 Transportation Plan survey was advertised through a variety of communication means including local newspapers, District website, Facebook, Twitter, and in person at open house events. While the survey was voluntary, a broad spectrum of transportation matters were covered including cycling. As such, a broad spectrum of the population with multiple transportation interests had the chance to participate in the survey. There were about 250 responses to the survey.

- Residents generally placed a higher priority on quality transit, neighbourhood liveability, and safety than on cycling improvements.
- Improving on-street connections, accommodating cyclists of different skill levels, and improving cycling routes to high-frequency transit services were seen as more important than connecting North Shore cycling routes with other municipalities and providing adequate cycling support facilities such as parking and change facilities.

BMP Survey Findings

An online voluntary survey more specific to cycling was conducted in spring 2011 and generated 139 responses: 38% from District residents, 44% from City residents, 3% from West Vancouver residents, and 15% from other areas. Survey results can be seen in Appendix 3 of the 2012 Bicycle Master Plan report.

- 37% of respondents regularly commute by bike, 22% often commute by bike, 17% occasionally commute by bike, and 24% never commute by bike.
- Around half of cycling trips remain on the North Shore on a typical day.
- For those who commute to school or work, 53% use their bikes and nearly half of the respondents indicated that their commute exceeds 10 kilometres.
- Cycling is generally less favoured for getting around for personal business.
- 96% indicated that they cycle for recreational reasons at least occasionally.
- In general, cyclists favour bike facilities that provide physical separation from vehicles.

Long Term Vision for Bicycle Network

The proposed bicycle network long-term vision was developed with significant input from cyclists. The resulting aspirational plan is shown in Attachment 1 and shows the entire envisioned cycling network, existing and planned. This plan is not intended for use as a cycling way-finding tool. A separate North Shore Bike Map was created in coordination with the Vancouver Area Cycling Coalition for way-finding purposes and is shown in Attachment 5.

Priority Areas for Improvement Identified by Cyclists

Priority areas for improvement were identified by cyclists and is shown in Attachment 2.

Direct/Faster Bike Routes

A map of the direct/faster bike routes in the District and City is shown in Attachment 3. These are routes that are more used by more-confident and/or faster adult commuter cyclists.

Cycling Safety

Between 2008 and 2011, there were 84 injury collisions involving cyclists in the City and District. Staff have been in contact with the Traffic Service Unit Commander of the RCMP and will work with them to identify locations that could benefit from additional safety review or should be monitored or researched for change.

Neighbourhood Cycling Connections, Paths and Trails

Neighbourhood cycling connections like paths that connect two cul-de-sacs, trails in parks, and local neighbourhood roads could be formalized through low cost measures such as signs and markings. During a recent Council workshop, it was noted that these connections are integral to the cycling network. Accordingly, as the Bicycle Master Plan is a vision, staff will continue to document and leverage these specific links through the implementation process.

Bike Parking

Concerns over theft and the lack of bicycle parking have been shown to be a significant deterrent to bicycle trips. The District provides bike racks at its own libraries and recreation centres. In addition, both bike racks and longer term bike storage facilities are generally required as part of new developments. Providing bike parking in existing developments is challenging and is generally out of the District's purview. The District can continue working with TransLink to improve bike parking at key transit exchanges and other infrastructure to improve bike-transit integration. Other opportunities may include provision of bike racks as street furnishings in public spaces through expanded contracts such as the bus shelter agreement; staff will report back in the future.

Navigation

Bicycle User Map - A bicycle user map is an important tool to enable cyclists to plan their routes. A North Shore specific bike user map was produced in 2012 and a Regional Cycling Map was updated in 2012 by TransLink. The maps in the Bicycle Master Plan are not intended for navigation.

Wayfinding – Wayfinding is particularly important for new cyclists, who may not know the best routes to take to arrive at their destination. New cyclists will often not be aware of which roads have bicycle facilities, and may become uncomfortable and reluctant to cycle again if they use an inappropriate route. Wayfinding also helps more regular cyclists to discover other places they can access that are out of their normal routes.

This vision recognizes that the District and City should continue to work with cyclists and stakeholders on initiatives to improve bicycle navigation.

Implementation Framework

At a recent Council workshop, it was affirmed that implementation of the District's cycling improvements should, generally be opportunist where it makes sense and follow the project prioritization framework of the Transportation Plan (i.e. alignment with OCP goals, safety, cost-effectiveness, ease of implementation, partnering opportunities, anticipated use, and proximity to centres). As such, subject to Council approval and funding availability, larger projects that are likely priorities for implementation in the next five years are listed below.

- **Main Street** - via Barrow Street - Harbour Avenue to 2nd Narrows Bridge
- **Mount Seymour Parkway** – Riverside Drive to Seymour Boulevard
- **Lynn Valley Road** - Mollie Nye Way to Highway 1
- **Spirit Trail Central Section** - Lynn Creek to Seymour River
- **Capilano Road/Nancy Greene Way** - Highway 1 to Grouse Mountain
- **Lower Capilano** - Marine Drive to Fullerton Avenue
- **Hope Road** - Bridgman Avenue to Capilano Road
- **Orwell Street** - Fern Street to Main Street
- **East 29th Street** - William Avenue to Lynn Valley Road
- **Mountain Highway** - Keith Road to Lynn Valley Road

These projects were reviewed and confirmed as priorities by Council at a September 18th, 2012 workshop and at the Bicycle Master Plan Workshop held on October 9, 2012.

Timing/Approval Process:

The Bicycle Master Plan is also being presented to City of North Vancouver Council for adoption on November 5, 2012.

Financial Impacts:

The Bicycle Master Plan forms the vision for the cycling network and does not include an implementation plan. Implementation of cycling projects in the District is addressed in the Transportation Plan. The total cost of the high priority cycling investments included in the Transportation Plan is estimated to be \$4 million over five years; it is anticipated that grant opportunities will mitigate some of this cost.

Pursuant to Council's comments at the recent Bicycle Master Plan workshop, bicycle projects will continue to be implemented opportunistically when it makes sense. As such, TransLink and Provincial funding partnerships are typically leveraged for cycling investments. Some of the cycling links may be funded through redevelopment. Smaller-scale initiatives to support cycling could still be installed as part of other projects or when cost-effective to do so. These may include pavement markings to delineate conflict areas or signs to indicate bike routes. Staff will continue to bring forward capital projects for Council's review on an annual basis.

Liability/Risk: Providing adequate cycling infrastructure reduces the risk of collisions and subsequent liability challenges.


Social Policy Implications: Cycling is a relatively low-cost form of transportation that provides numerous health, environmental, and financial benefits.

Public Input:

The District obtains public input on the vision for the cycling network in the District through a variety of means, including: the Transportation Consultation Committee, an email based cycling consultation group (27 members in October 2012), public open houses, online surveys, stakeholder workshops, etc. The public consultation process for the 2012 Bicycle Master Plan is summarized in Attachment 4.

Conclusion:

The 2012 update to the Bicycle Master Plan provides a vision for future cycling improvements in the District. The Plan is needed to ensure that the District makes effective investments in a safe, integrated North Shore cycling network and that is compatible with the District's long term transportation network plan.

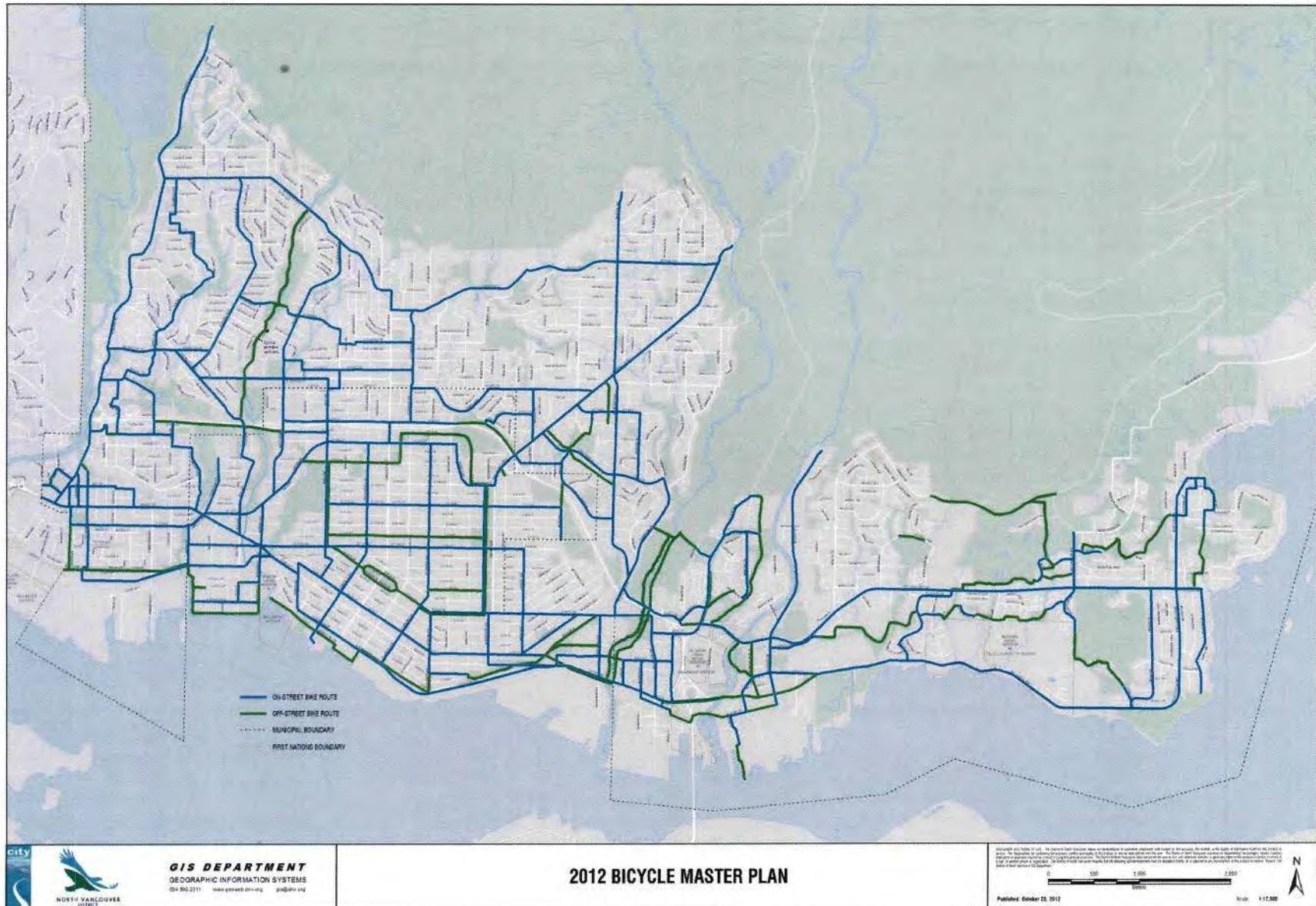
for 
 Annie Kim, MCIP, RPP
 Transportation Planner

Attachments:

1. Proposed Bicycle Master Plan
2. Priority Areas for Improvement Identified by Cyclists
3. Map of Direct/Faster Bike Routes
4. Public Consultation Process
5. North Shore Bike Map
6. 2012 Bicycle Master Plan (Full Report)
7. Consideration of Comments from Council Workshop Bicycle Master Plan

<u>REVIEWED WITH:</u>	<u>REVIEWED WITH:</u>	<u>REVIEWED WITH:</u>	<u>REVIEWED WITH:</u>
<input type="checkbox"/> Sustainable Community Development	<input type="checkbox"/> Clerk's Office	External Agencies:	Advisory Committees:
<input type="checkbox"/> Development Services	<input type="checkbox"/> Corporate Services	<input type="checkbox"/> Library Board	<input type="checkbox"/> _____
<input type="checkbox"/> Utilities	<input type="checkbox"/> Communications	<input type="checkbox"/> NS Health	<input type="checkbox"/> _____
<input type="checkbox"/> Engineering Operations	<input type="checkbox"/> Finance	<input type="checkbox"/> RCMP	<input type="checkbox"/> _____
<input type="checkbox"/> Parks & Environment	<input type="checkbox"/> Fire Services	<input type="checkbox"/> Recreation Commission	
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Human resources	<input type="checkbox"/> Other: _____	
	<input type="checkbox"/> ITS		
	<input type="checkbox"/> Solicitor		
	<input type="checkbox"/> GIS		

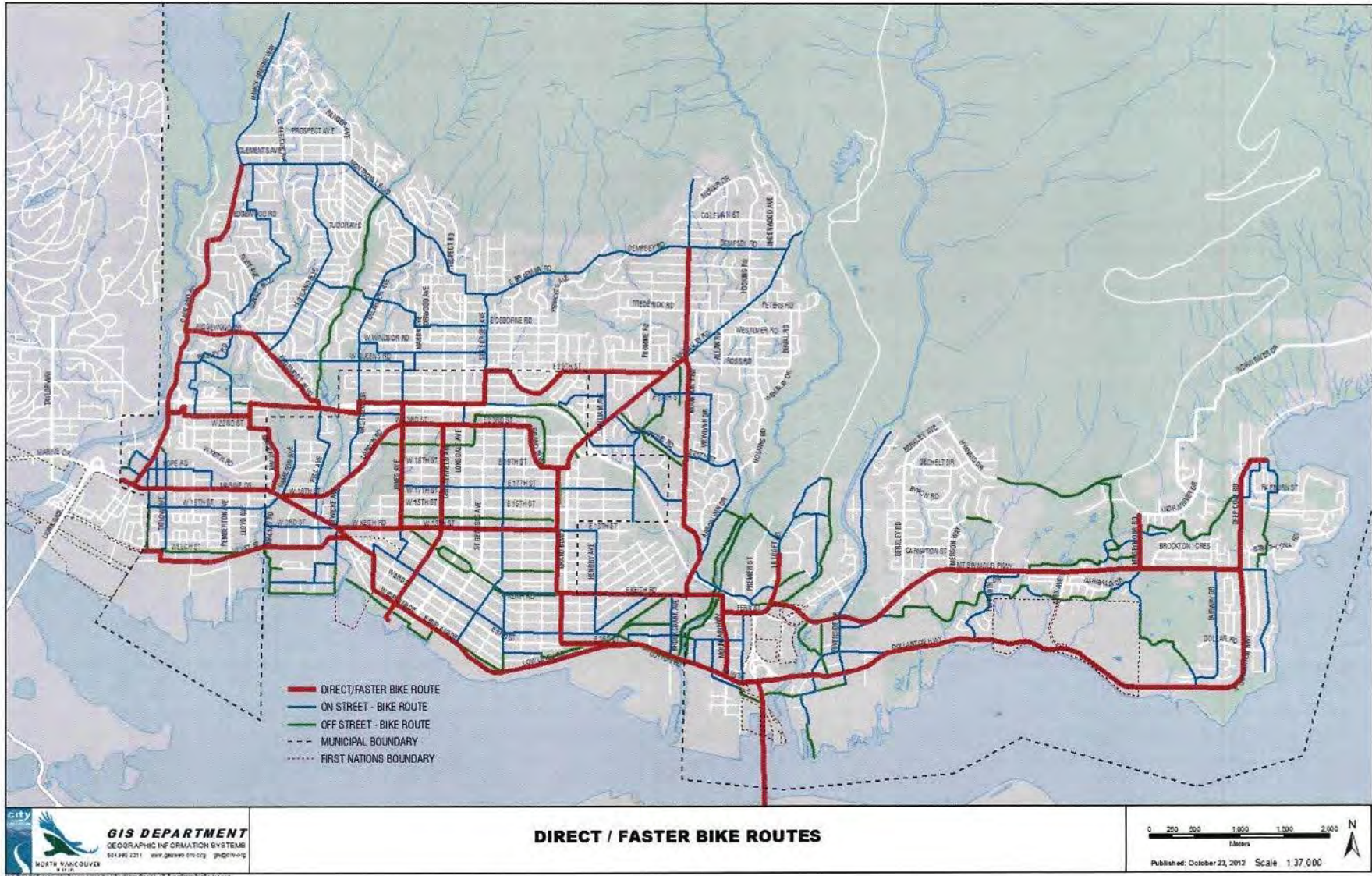
Attachment 1 – Proposed Bicycle Master Plan



Attachment 2 – Priority Areas for Improvement as Identified By Cyclists



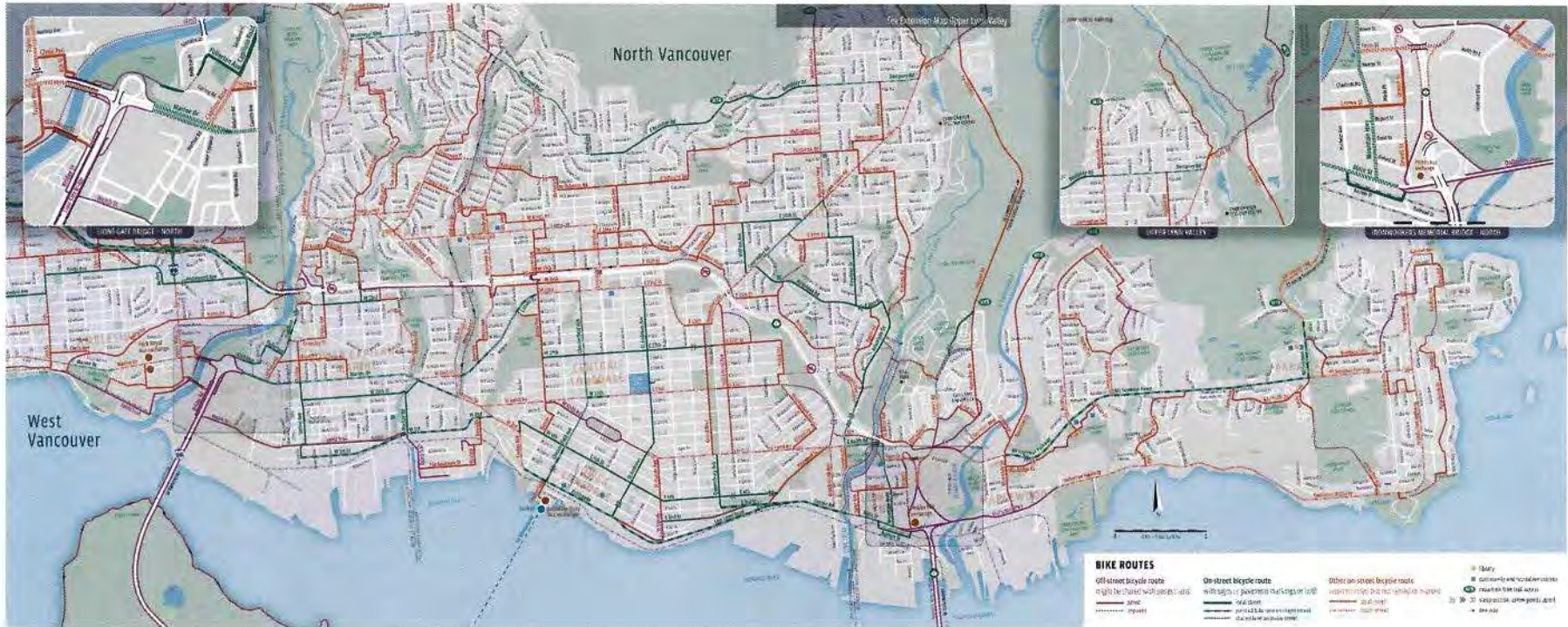
Attachment 3 – Map of Direct/Faster Bike Routes



Attachment 4 – Public Consultation Process

- A workshop with Joint Bicycle Advisory Committee (JBAC) members was held on December 2, 2010. The purpose of this meeting was to solicit feedback on priorities for updating the 2011 Bicycle Master Plan. A staff presentation provided the committee with background information and described how JBAC's feedback would inform the Plan's update.
- On March 2, 2011 a second workshop was held with the City's Bicycle Advisory Committee members, former District JBAC representatives and other observers. There were a total of ten attendees. The purpose of this meeting was to identify specific problem areas and project priority locations through the use of mapping. Following a staff presentation, two breakout groups marked up maps by sketching problems, solutions and new route ideas. These maps contributed to the creation of the 2011 Bicycle Master Plan map. Seven comment sheets were also received at the workshop; these sheets reinforced the feedback received through the mapping exercise
- A public open house was held on March 9, 2011 to describe the purpose of the project to stakeholders. Attendees were encouraged to identify specific problem areas and project priority locations through the use of mapping. Forty-five people signed in at this open house (with City and District residents equally represented), and 27 comment sheets were received.
- Between March 2 and April 30th 2011 the City's website hosted an online cycling survey. The goal of the survey was to find out more about current cycling trends, preferences and project priorities in North Vancouver. The survey resulted in 139 responses, with City/District residents equally represented.
- On June 23, 2011 a second public open house was held. This event provided stakeholders with an opportunity to view the progress of the project, including new bicycle network mapping. Twenty-three people signed-in at the open house and 21 comment sheets were received. Eighty-six percent of respondents indicated full support for the new bicycle master plan mapping, while one person (5%) did not support the plan. The remaining responses were either blank or indicated support for some parts of the plan but not all.
- Presentation and discussion with the CNV Cyclist Advisors (City members of the former Joint Bicycle Advisory Committee) on 23rd November 2011.
- Comments on the draft plan received by DNV Transportation Consultation Committee and Bicycle Consultation Email Group in fall 2011.
- Presentation and discussion with the CNV Advisory Planning Commission (APC) on 9th June 2011 and 7th December 2011.
- Presentation and discussion with the CNV Parks and Environment Advisory Commission (PEAC) on 2nd June 2011 and 1st December 2011.
- Presentation and discussion with the CNV Integrated Transportation Committee (ITC) 7th March 2012 and 4th April 2012.
- Consultation on cycling projects through DNV Transportation Plan consultation in spring 2012.

Attachment 5 – North Shore Bike Map





Attachment 6 – 2012 Bicycle Master Plan (Full Report)



North Vancouver Bicycle Master Plan 2012

October 2012



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New Bicycle Master Plan

Between 2010 and 2012, the City and District of North Vancouver undertook a joint update to the North Vancouver Bicycle Master Plan to create this new stand-alone document. The incentive for updating the Plan stemmed from the need for bicycle planning to reflect evolving transportation priorities and direction in the two municipalities.

In updating the Bicycle Master Plan, it was important to recognize the types of facilities that are generally appropriate for North Vancouver, and how local cyclists feel about the variety of facilities.

Documentation of the process that led to the 2012 Plan is provided in **Appendix 1**. This document replaces the 2006 Bicycle Master Plan that was endorsed by City and District of North Vancouver Councils on 27th March 2006 and 20th March 2006, respectively.

The first documented Bicycle Master Plan for the City and District of North Vancouver was prepared by staff in 1994, and updated in 1996. The 2006 update to the Plan was completed by Urban Systems Limited, and involved a substantial level of effort to create the foundation for a new bicycle network for North Vancouver. The 2012 update to the Bicycle Master Plan builds upon the work accomplished in 2006, with the intention of updating key components of the Plan to reflect current needs. Thus, where appropriate, some elements of the 2006 Plan remain relevant, as indicated through references. Typically Bicycle Master Plans require updating periodically to account for changing conditions. As such, bike network improvements should be re-evaluated and re-prioritized every two years, and the entire Bicycle Master Plan should be updated within ten years to ensure that other aspects of the plan remain current.

A public consultation process contributed significantly to the development of the 2012 Bicycle Master Plan by providing valuable insight into local cycling issues. During the course of two workshops, two open houses and an online survey, staff sought to gain a better understanding of current problem areas and priorities for future project planning. A detailed description of the public consultation process and feedback outcome is detailed in **Appendix 2**.

The 2006 Bicycle Master Plan included a detailed evaluation and prioritisation of proposed bicycle routes in North Vancouver. The 2012 update shows the proposed network and the routes identified as priorities by the public. The City and District will produce separate plans to guide implementation timelines and priorities. This is further discussed in section 5.



What is the Bicycle Master Plan?

The following description of the Bicycle Master Plan was drafted in 2006 and still is supported in 2012:

“The key component of the Bicycle Master Plan is a network of bicycle routes. The route network incorporates a combination of on-street routes and pathways connecting all major destinations and all neighbourhoods within the District and City of North Vancouver, as well as connections to West Vancouver and across Burrard Inlet, and connections to regional transit services.”

The Bicycle Master Plan frames the City and District’s vision of the future bike network, once all route segments and bike projects are ultimately built to the appropriate design standard. This Plan will help staff to schedule and design bicycle infrastructure over the next decade and beyond by highlighting the priority areas identified through consultation with the public.

Goals and Objectives

The purpose of the 2012 Bicycle Master Plan is to guide implementation of projects and programs that will contribute to the North Vancouver bicycle network from 2012 onward. It is envisaged that focussing on the priorities outlined in this Plan will lead towards completion of the bike network within the next decade and beyond.

The goals and objectives of the Bicycle Master Plan were created to align with the City and District’s respective future visions for cycling beyond 2012:

GOAL #1: Establish a Bicycle Network that Strengthens Community Connections and Improves Safety

By:

- *Establishing a bicycle network that will provide safe routes;*
- *Providing a logical network that accommodates both local and regional bicycle trips; and,*
- *Developing facilities that serve cyclists of various ages and comfort levels.*



GOAL #2: Promote Cycling as a Key Part of a Sustainable Transportation System

By:

- *Encourage and support more people to regularly use cycling as a means of travelling within the North Shore and beyond;*
- *Encouraging healthy lifestyles; and,*
- *Providing more options for people to get around, thereby reducing car travel and its associated environmental impacts.*



Several objectives that support the goals of the Plan were also drafted, and they include:

- Identifying problem areas in North Vancouver where cyclists feel that substantial safety issues and other obstacles exist;

- Incorporating route changes into the Bicycle Master Plan map to establish a complete network for current and future cyclists;
- Making all municipal streets more appealing to cyclists – not only those routes marked on the network map – in addition to accommodating pedestrians and vehicles;
- Identifying the top priority locations where cyclists want municipal resources allocated for future project implementation; and,
- Gaining a better understanding of the profile of North Vancouver cyclists, to enhance the design of future bike facilities.

Principles

A set of guiding principles for the 2012 Bicycle Master Plan was established. The principles are based on those in the 2006 plan with modification to align with the current best practices and policies are, listed below and, will be supported for 2012 and beyond.

- P1) *The bicycle network should accommodate all cyclists.*** This means cyclists of all skill levels, riding for all purposes. This includes children and adults, novice and experienced cyclists. It includes cyclists commuting to work and school, cyclists riding to the store or a medical appointment, for example, and recreational cyclists, including mountain bikers riding to trails.
- P2) *The bicycle network should incorporate different types of bicycle facilities.*** Skill levels, physical capabilities, trip purposes and needs vary widely among cyclists, and consequently different cyclists require or are attracted to different types of bicycle facilities. An experienced commuter cyclist may be comfortable riding along a high-volume multi-lane arterial road, and may prefer to ride along such a road in order to minimize travel times. On the other hand, a less experienced cyclist new to cycling may not feel comfortable riding along major roads, and may prefer neighbourhood trails and local streets. To accommodate all types of cyclists, a range of different types of bicycle facilities are needed.
- P3) *Cyclists should be accommodated on roadways wherever possible.*** This means that unless it is extremely difficult to do so, space should be provided for cyclists on all arterial and collector roads. This approach recognizes that cyclists fare best when they are treated as vehicles and integrated with other vehicle

traffic. Studies of crashes and safety issues indicate that cyclists are generally safer riding on roadways than on pathways. The reason for this is that cyclists share pathways with pedestrians and many other types of users, which can increase the potential for conflicts and crashes. In addition to safety considerations, travel times for cyclists are typically minimized when cyclists travel on roadways.

- P4) *Off-street pathways should complement — not replace — on-street bicycle facilities.*** Because the potential for conflicts and crashes is higher on a pathway, and because pathways do not serve all destinations to which cyclists wish to travel, many cyclists will end up riding on the roadway, either by choice or by necessity. Constructing pathways as an alternative to on-street bicycle facilities means that in many cases there would be no space for cyclists and motorists to safely share the roadway, and as a result, the safety of cyclists would be compromised. Instead, pathways should be provided in addition to on-street bicycle facilities, thereby ensuring that facilities are provided for all cyclists.
- P5) *Pathways should form a continuous network,*** using local streets where appropriate to bridge gaps in the pathway network. Many cyclists who are attracted to pathways are cyclists who would not be comfortable riding on arterial or collector roads. Recognizing this, these cyclists should be able to ride to destinations throughout North Vancouver on a combination of pathways and local streets, without the need to travel along arterial and collector roads. Although local streets may be used to complete gaps in the pathway network, desirably a continuous pathway connection is provided.
- P6) *Crossing treatments are essential.*** Crossings where bicycle routes along local streets and pathways intersect arterial and collector roadways are where the majority of crashes — and the most severe crashes — occur. To maximize safety for cyclists, and to avoid creating barriers to cycling within the bicycle network, a range of crossing treatments should be used at arterial and collector road crossings.
- P7) *The bicycle network should serve all important destinations.*** Just as the road network provides access to commercial, office, institutional, cultural and recreational destinations throughout the community, so should the bicycle network. Desirably, each important destination is served by an on-street bicycle route and a pathway connection.
- P8) *The “quality” of the cycling experience is important.*** The “quality” of the cycling experience is determined by perceptions of safety, traffic volumes, noise, air quality and aesthetics. Although providing a direct route and avoiding steep

grades are important, some cyclists will prefer a longer route or one with steeper grades if it is perceived as significantly safer, has lower traffic volumes, and provides a more enjoyable cycling experience.

P9) Trails and pathways should accommodate all forms of non-motorized transportation where possible. Pathways should be planned and designed to accommodate various forms of non-motorized transportation. This means, for example, that pathway grades should not be so steep as to prevent use of the pathway by persons in wheelchairs. Similarly, in areas where trails can function as bike routes, the surface should be upgraded accordingly to accommodate other forms of non-motorized transportation and wheelchairs.

P10) Facilities should be developed to an acceptable standard. No one would consider constructing a road to be used by motor vehicles with lane widths narrower than the minimum standard, with a grade steeper than the maximum permitted, for example. The road would not be safe. For the same reason, bicycle facilities should not be constructed to less than the minimum standard — they would not be safe, either. Constructing bicycle facilities to acceptable standards maximizes safety for cyclists, increases the attraction of the bicycle facilities to potential cyclists, minimizes maintenance costs and helps to avoid expensive liability claims.

P11) Parks needs and users must be considered. Parks trails should be intergrated into the bicycle network where possible and ensuring that the safety and comfort of pedestrians and park users are not compromised. It is important to protect and consider the integrity of sensitive ecosystems where facilities for cyclists are located through parks.

3.0 Bike Route Design

Types of Routes

North Vancouver's bicycle network is defined by a set of on-street and off-street bicycle facilities.

- **On-street bike route** – this type requires cyclists to integrate with vehicular traffic on the road network, and ranges from residential streets with minimal vehicle traffic, to busier arterial roads. On-street route design options– as illustrated in the following section – are selected based on design constraints such as road hierarchy, traffic volume and geometric elements.
- **Off-street bike route** – this type generally involves hard-surfaced, multi-use paths that are shared with pedestrians and are separated from the road network as much as possible. Hard-surface treatments may (depending on sensitivity of the riparian or ecological system) include asphalt, fine rock dust or boardwalk.

The Plan's "off-road" routes do not include many of the numerous rough surface trails that are part of the City and District's trail network. While many rough surface trails provide excellent community connections for cyclists, the Bicycle Master Plan is focused on a system of bike routes that can be used by all levels of cyclists safely at all times of the day. Thus, with a few exceptions, North Vancouver's trail system has generally not been incorporated into the bike network because of concerns regarding consistency and reliability of facility quality for cyclists.

Types of Bike Facilities

For both on- and off-street bike routes, there are a variety of design options feasible in North Vancouver. These bike facility designs are consistent with current practice per the Transportation Association of Canada, and are also aligned with bike facilities currently being implemented in both North Vancouver and other Metro Vancouver municipalities. Typical costs for bike facilities vary from the hundreds of dollars for signs and markings to over \$1m for new bridges and multi-use paths. Descriptions of all relevant bike facility designs are provided below, with photos provided alongside for reference.

FIGURE 1: Major street with bike lanes

Currently bike lanes are provided on several busy corridors including Esplanade, Low Level Rd/Cotton Rd, Capilano Rd and W. 1st St.



FIGURE 2: Major street with wide curb lanes and "sharrow" markings (with room for bikes to ride side-by-side with vehicles)

Examples in North Vancouver include Marine Dr. and Lynn Valley Rd.



FIGURES 3a & 3b: Single file travel on major or minor streets with "sharrow" markings to indicate to road users the safest position for cyclists:

FIG 3a) With green underlay (for visibility):

FIG 3b) Without green

Example outside City Hall (West 13th Street)

Example Mackay Road South of Marine



FIGURE 4: Cycle path next to major street (separated by a physical barrier)

Example Lillooet Rd

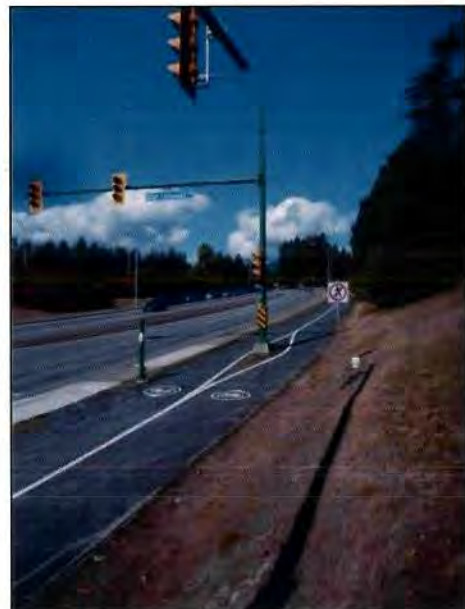


FIGURE 5: Paved off-street multi-use pathway

Examples in North Vancouver include the Spirit Trail, Green Necklace and Seymour River Greenway.



FIGURE 6: Hard surface off-street multi-use trails

Located throughout the North Shore; however, most pathways are not included in the Bicycle Master Plan mapping.



Design Guidelines

The design of bicycle infrastructure requires technical guidance in order to achieve consistency throughout North Vancouver. Design guidance is necessary to select appropriate facilities (through the analysis of geometry, traffic data and other constraints) and, from a broader perspective, to guide all aspects of bicycle infrastructure (including signage, bicycle parking, signal improvements for cyclists and off-street path design).



The North Vancouver Bicycle Master Plan supports the use of technical design guidelines prescribed by the Transportation Association of Canada (TAC) along with emerging best practices in bicycle facility design. This approach allows for local bike facility designs that reflect current standards as they evolve, while achieving bike route consistency with other Metro Vancouver municipalities. This approach also allows us the flexibility to consider innovative design options for site and context specific problems.

Navigation

Navigation is important for cyclists of all levels. A bicycle user map helps plan the trip prior to departure, and wayfinding helps the cycling while on route.

Bicycle User Map

A bicycle user map is an important tool to enable cyclists to plan their routes. The City and District should continue to work with TransLink to update the Regional cycling map. A local map catering specifically to the conditions found on the North Shore is also a valuable tool, which can show local routes in more detail.



Wayfinding

A comprehensive Wayfinding strategy is important for a cyclist once on route. Wayfinding is particularly important for new cyclists, who may not know the best routes to take to arrive at their destination. New cyclists will often not be aware of which roads have bicycle facilities, and may become uncomfortable and reluctant to cycle again if they use an inappropriate route. Wayfinding also helps more regular cyclists to discover other places they can access that are out of their normal routes.



For wayfinding to be successful it needs to be consistent along routes and across municipal boundaries. Signs and markings should have predictable content and locations in order to present clear guidance to cyclists for the whole length of their trip. Signs could provide information such as distances, level of difficulty and key destinations.

Bike Parking

Concern over theft and the lack of bicycle parking has been shown to be a significant deterrent to bicycle trips.

Bicycle parking can be split into categories:

Short term - Parking for a few minutes or hours while shopping, running errands or enjoying recreational facilities. For short term parking ease of access and the ability to lock a bike safely are important. Short term bicycle parking should be located within easy access to the bicycle network and in a place with a high level of natural surveillance. The location should include sufficient space so parked bicycles do not become obstructions.



Long term – Parking for a longer period of time for example at places of work, transit exchanges and at home. For long term parking security and shelter from the elements are more important; access need not be as direct, but should be easily navigated by all levels of users.

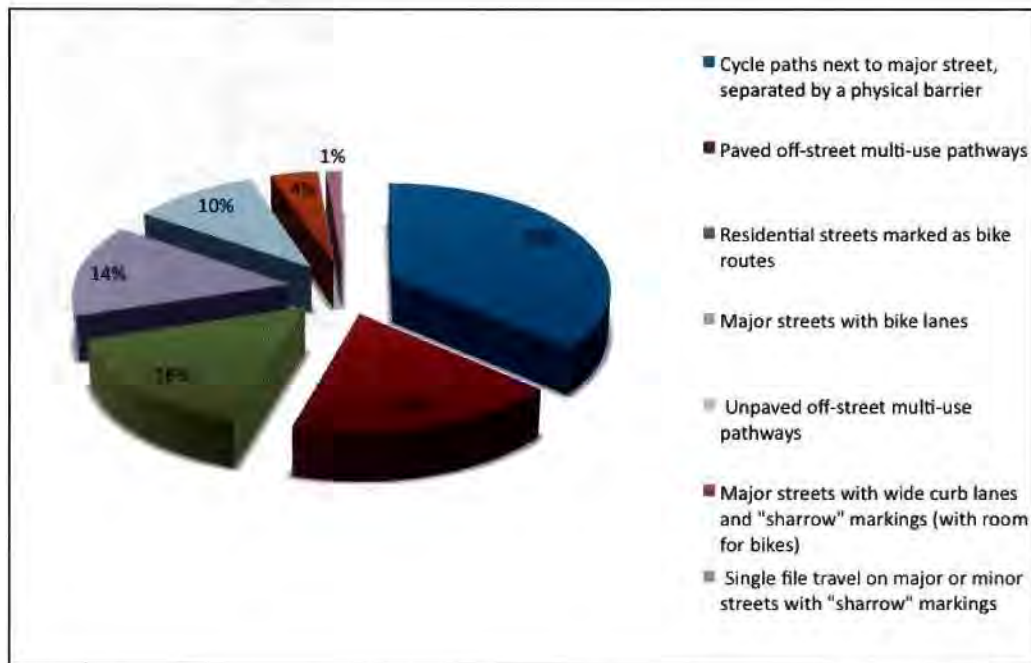
While bike parking for existing developments is out of the purview of the City and Districts of North Vancouver, bike parking in new developments can be controlled by provisions in the zoning bylaw.

5.0 Bicycle Master Plan Public Survey

Bicycle Master Plan Survey

As part of the Bicycle Master Plan process, cyclists were surveyed to gain a better understanding of local facility preference. The overall results of the survey question are shown in **Figure 7**.

FIGURE 7 SURVEY RESPONSE: BICYCLE FACILITY PREFERENCE



In general, cyclists were found to favour bike facilities that provide physical separation from vehicular traffic. The facility preferred by 36% of survey respondents is “cycle path next to major street, separated by a physical barrier.” Cyclists’ second preference was “paved off-street multi-use pathway” (18%), followed by “residential streets marked as bike routes” (16%), and major street bike lanes (14%). These survey responses indicate

that cyclists are least comfortable when sharing the road with vehicles through the use of “sharrow” markings or using unpaved paths.

The survey also found that different types of cyclists prefer different facilities. Most notably it was found that:

- providing separated bicycle facilities on major routes and marked routes along residential streets would benefit all users;
- providing bike lanes on major streets would benefit regular users and those who cycle often; and
- providing paved multi-use paths would encourage occasional users initially, but are less likely to be preferred as cyclists begin commuting more often.

The survey revealed the following general trends related to cycling behaviour:

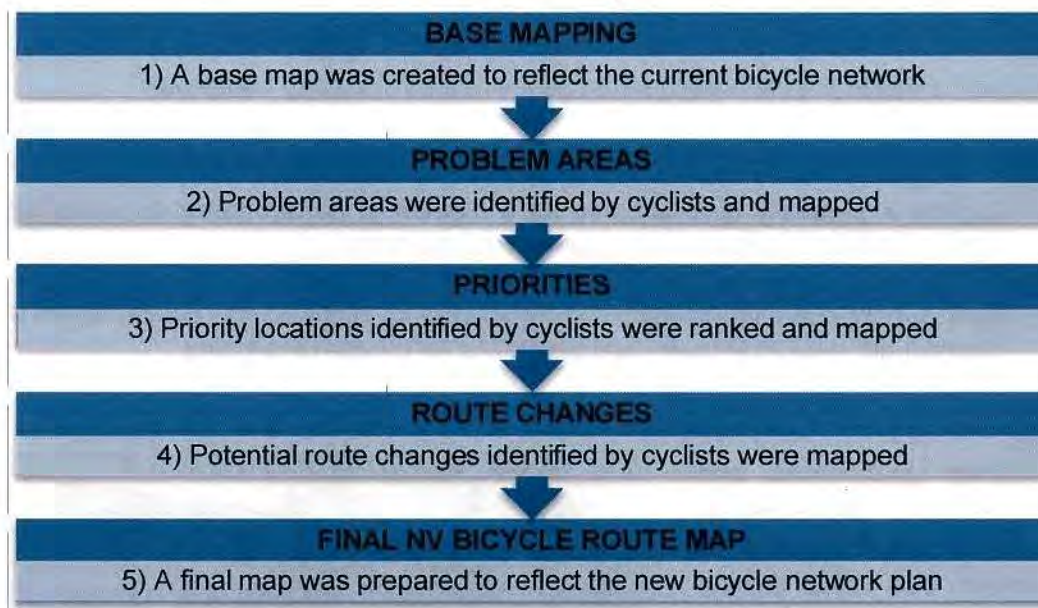
- Cycling is generally less favoured as a method of transportation for utilitarian trips, even for cyclists who are regular commuters; and
- Most survey respondents indicated they cycle for recreational reasons at least occasionally, and 75% have used their bikes for bicycle commuting.

The facility preferences and trends described above will be further investigated in order to help inform staff when making future design decisions for bike routes. **Appendix 3** provides additional results from the survey.

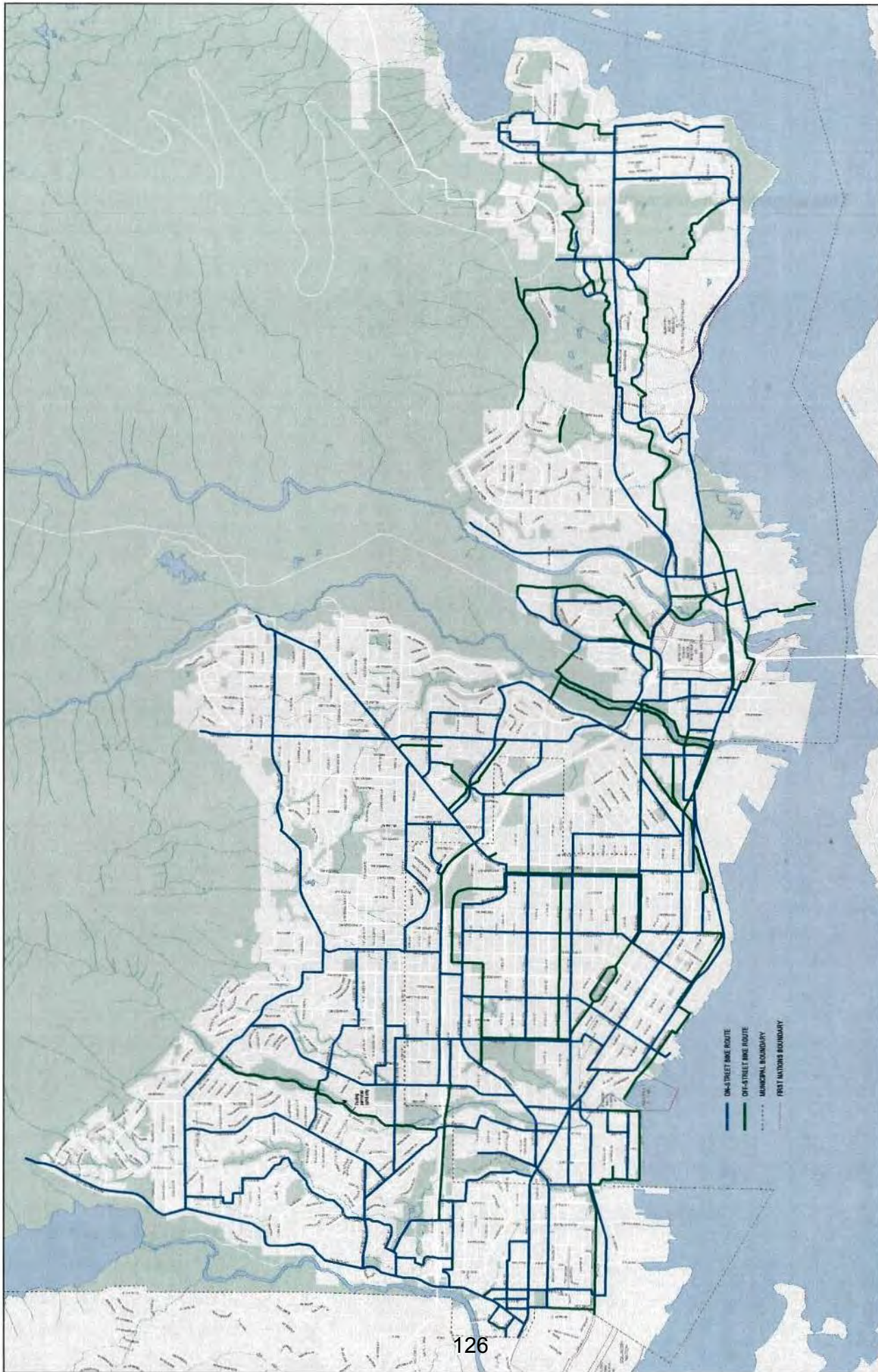


North Vancouver Bicycle Route Network

At the core of the Bicycle Master Plan is a new network map that defines all on- and off-road bike routes. The process of updating the bicycle network map is described below, with more detailed information, including the mapping, provided in **Appendix 4**.



The resulting 2012 Bicycle Master Plan Map is provided on the next page.



Published October 22, 2012
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2012 BICYCLE MASTER PLAN

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Evaluation & Prioritization

Between 2006 and 2012, City and District staff found that many of the top priority projects identified within the Bicycle Master Plan were technically or financially challenging to implement. Further, the complexity of the 2006 evaluation methodology made it labour-intensive to revisit the analysis for frequent updating, especially given the subjectivity of the evaluation criteria.

The evaluation approach for 2012 and beyond enables City and District staff to technically evaluate priority projects in synch with Capital Planning processes. The evaluation process will occur periodically and will involve regular updates to ensure that current conditions are being reflected in a periodic updating of bike project priorities.



The evaluation process consists of two phases:

- 1) **IDENTIFY PRIORITIES** – this phase involved identifying priority locations for bike improvements through the public consultation process. This was completed in 2011, with the results illustrated in Map B (see Appendix 4). This phase provided staff with a stakeholder-ranked list of priority projects.
- 2) **TECHNICAL EVALUATION** – a detailed technical evaluation process will be conducted individually by City and District staff for their respective municipalities. The top priority locations (as ranked in Phase 1) will be separated by municipality. In the case of multi-jurisdiction priority projects, they will be subject to a technical review conducted jointly by City and District staff.

Possible criteria to be applied in this Technical Evaluation process are described in **Appendix 5**. These criteria, along with the associated weighting for the evaluation, will be refined and finalized as a next step by each municipality.

It is envisioned that this two-phase process will facilitate future Capital planning for bike projects. City and District staff will have the ability to more thoroughly evaluate the technical merits of priority bike projects on a regular basis as needed, ensuring that evolving design constraints are matched by appropriate bicycle facilities.

Bicycle Monitoring

It is important for the municipalities to support ongoing monitoring programs to measure the progress of cycling in North Vancouver. An in-depth description of the purpose and benefits of bicycle monitoring was included in the 2006 Bicycle Master Plan. All aspects of this discussion are still supported for 2012 (as provided in **Appendix 6** for reference.)

A regular data collection program will measure annual changes in bicycle volume in the network as a whole and on particular routes. It is important to monitor data on both existing and proposed routes during both peak and off-peak seasons so that comparisons can be made in the future. Coordinating bicycle and vehicular traffic counts will allow the measurements to be placed in the context of the overall transportation system.

While monitoring absolute change in the number of cyclists on a typical day provides a snapshot of cycling conditions, there are several other potential measures of success that could add value to the City and District's monitoring programs. The availability of data from larger collection programs (such as regional trip data collected by TransLink and StatsCan's census data) has improved in recent years, and can provide valuable information at regular intervals for monitoring cycling trends in North Vancouver.

Provided that resources (both local and regional) are consistently available to collect, assemble and analyse the necessary data, the City and the District will be monitoring:

- Non-Auto Mode Share - the City and District will monitor their cycling mode shares through corridor surveys and the use of regional trip data. The City and District have also set a target for non-auto mode share: **by 2030, 35% of all trips will be accomplished by biking, walking or transit.** (This is aligned with TransLink/Metro Vancouver mode share targets).

- **Cycling Mode Share for Short Trips – by year 2040, the City and District aim to achieve a 15% bike mode share for all trips less than 8km.** (This is aligned with goals from the 2011 TransLink Regional Cycling Strategy).
- The percentage of bike network completed (expressed as the linear distance of built bike facilities relative to the distance planned for the whole network; no specific target set at this time).
- The number of municipality-wide annual accidents involving cyclists (absolute numbers to be monitored annually by the individual municipalities).

As a secondary component of the bicycle monitoring program, “cyclist satisfaction” surveys will be conducted periodically. By establishing an online survey at regular intervals (for example, every two years), staff will be able to gain a broad overview of cyclist feedback and insight at regular intervals and plan accordingly .

Cycling Promotion and Education

Implementing bicycle infrastructure projects alone is not enough to create new cyclists: it is essential for education and awareness campaigns to accompany growth of the bicycle network. For the greatest impact, cycling education must not only reach young or novice cyclists, but also vehicular drivers, in order to optimize safety and interaction between transportation modes.

Supporting cycling education programs for school-age children, and linking with other sustainable transportation programs (such as Safe Routes to School), has the best potential to reach a broad audience for potential daily cyclists.

Ultimately, in order for the amount of every day cycling to increase in North Vancouver, potential new or infrequent cyclists must be encouraged to make more trips by bike. Cycling promotion needs to present this mode choice as an option that is possible for most residents to some degree.





The online survey of cyclists (discussed in Appendix 3) provides useful information about cycling behaviour that could help to support future cycling promotion programs for target audiences. Staff will be utilizing this information when considering the design of new bike routes and facilities in order to attract and accommodate new and existing cyclists.



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APPENDIX 1 – Scope of the 2012 Bicycle Master Plan

APPENDIX 2 – Consultation Process

APPENDIX 3 – Results of Online Survey with Cyclists

APPENDIX 4 – Mapping Process

APPENDIX 5 – Technical Evaluation Process

APPENDIX 6 – Monitoring Program

APPENDIX 1 – SCOPE OF THE 2012 BICYCLE MASTER PLAN

This appendix describes the scope of the 2012 Plan, and how the new Plan differs from the 2006 version.

North Vancouver's Bicycle Master Plan requires periodic updating in order for it to guide and remain relevant to other planning and policy documents – such as the municipalities' respective Official Community and Transportation Plans. The 2006 report recommended that bike network improvements be re-evaluated and re-prioritized at least every two years to account for changing conditions. It also suggested that the entire 2006 Bicycle Master Plan be updated within ten years to ensure that other aspects of the plan remain current.

With five years having passed since the last Plan was adopted, the scope of the 2012 update was therefore limited to:

- **Re-defining the goals and objectives of the Plan.**
- **Updating the bicycle network map to complete missing links and to incorporate other current and future initiatives, such as the North Shore Spirit Trail;**
- **Conducting a survey of North Vancouver cyclists to gain a better understanding of preferred bike facilities;**
- **Identifying current project priorities to facilitate future capital planning; and**
- **Identifying key indicators to measure as part of ongoing bicycle monitoring.**

Some components of the 2006 Plan were excluded from the scope of the 2012 update. These include:

- Technical Evaluation - In 2006, the Bicycle Master Plan included an evaluation of all potential bike projects. The evaluation was undertaken by applying a matrix of both subjective and objective criteria to prioritize potential projects. The score for each project was used to separate projects into "low" and "high" priority categories.

Between 2006 and 2012, City and District staff found that many of the top priority projects identified within the Bicycle Master Plan were technically or financially challenging to implement. Further, the complexity of the 2006 evaluation methodology made it labour-intensive to revisit the analysis for frequent updating, especially given the subjectivity of the evaluation criteria. Thus, a more adaptable evaluation approach is proposed for 2012 and beyond, which will enable City and District staff to technically evaluate priority projects in synch with their respective Capital planning processes.

- Implementation – The 2006 Plan recommended an implementation strategy for bike projects based on project costs, predicted municipal funding levels and cost-sharing opportunities. The project costs were "order-of-magnitude" estimates. During the period between 2006 and 2012, staff found that the implementation strategy did not always paint a realistic portrayal of the financial implications of a bike project. This was primarily due to the fact that the cost estimates and funding information became dated rapidly, in addition to the inability of the planning-level document to identify technical constraints and design issues.

For the 2011 update the implementation strategy, including financial implications, was removed. The capital costs for top priority bike projects, along with municipal funding levels and cost-sharing opportunities are more appropriately analyzed on a rolling annual basis, in the context of the City and District's respective Capital Plans processes to optimize accuracy

- Design Guidelines – The 2006 Bicycle Master Plan included a set of guidelines for use in designing bike facilities in North Vancouver. At that time, the local guidelines were created to be consistent with and refer to nationally accepted guidelines per Transportation Association of Canada (TAC).

Since 2006, bicycle facility design has evolved, and there is an increasing need for consistency amongst Metro Vancouver municipalities. This means adhering to the most widely accepted and current design standards prescribed by the Transportation Association of Canada. The local design guidelines therefore were

excluded from the 2012 update to avoid redundancy and the risk of this information becoming out-of-date.

- Mapping – The mapping style adopted in the 2006 Bicycle Master Plan was not found to be user-friendly and created confusion in recent years. The 2011 Plan therefore involved developing a new map legend and set of maps.

APPENDIX 2 – CONSULTATION PROCESS

This appendix outlines the public consultation process followed for the 2012 Bicycle Master Plan update.

- A workshop with Joint Bicycle Advisory Committee (JBAC) members was held on December 2, 2010. The purpose of this meeting was to solicit feedback on priorities for updating the 2011 Bicycle Master Plan. A staff presentation provided the committee with background information and described how JBAC's feedback would inform the Plan's update. JBAC members suggested ways of improving components of the Plan to better satisfy the needs of current North Vancouver cyclists.
- On March 2, 2011 a second workshop was held with the City's Bicycle Advisory Committee members, former District JBAC representatives and other observers. There was a total of ten attendees. The purpose of this meeting was to identify specific problem areas and project priority locations through the use of mapping. Following a staff presentation, two breakout groups marked up maps by sketching problems, solutions and new route ideas. These maps contributed to the creation of the 2011 Bicycle Master Plan map. Seven comment sheets were also received at the workshop; these sheets reinforced the feedback received through the mapping exercise
- A public open house was held on March 9, 2011 to describe the purpose of the project to stakeholders. Attendees were encouraged to identify specific problem areas and project priority locations through the use of mapping. Forty-five people signed in at this open house (with City and District residents equally represented), and 27 comment sheets were received.
- Between March 2 and April 30th 2011 the City's website hosted an online cycling survey. The goal of the survey was to find out more about current cycling trends, preferences and project priorities in North Vancouver. The survey resulted in 139 responses, with City/District residents equally represented.
- On June 23, 2011 a second public open house was held. This event provided stakeholders with an opportunity to view the progress of the project, including new bicycle network mapping. Twenty-three people signed-in at the open house and 21 comment sheets were received. Eighty-six percent of respondents indicated full support for the new bicycle master plan mapping, while one person

(5%) did not support the plan. The remaining responses were either blank or indicated support for some parts of the plan but not all.

- Presentation and discussion with the CNV Cyclist Advisors (City members of the former Joint Bicycle Advisory Committee) on 23rd November 2011.
- Comments on the draft plan received by DNV Transportation Consultation Committee (formally known as the Transportation Planning Advisory Committee) and Bicycle Consultation Email Group in Fall 2011.
- Presentation and discussion with the CNV Advisory Planning Commission (APC) on 9th June 2011 and 7th December 2011.
- Presentation and discussion with the CNV Parks and Environment Advisory Commission (PEAC) on 2nd June 2011 and 1st December 2011.
- Presentation and discussion with the CNV Integrated Transportation Committee (ITC) 7th March 2012 and 4th April 2012.

APPENDIX 3 – RESULTS OF ONLINE SURVEY WITH CYCLISTS

This appendix summarizes the feedback received from cyclists as part of the 2012 Bicycle Master Plan Update online survey.

Through the 2011 public consultation process staff collected a variety of information from North Vancouver cyclists. While details related to specific problem areas and projects are covered in the mapping, the online survey results are summarized in the following figures.

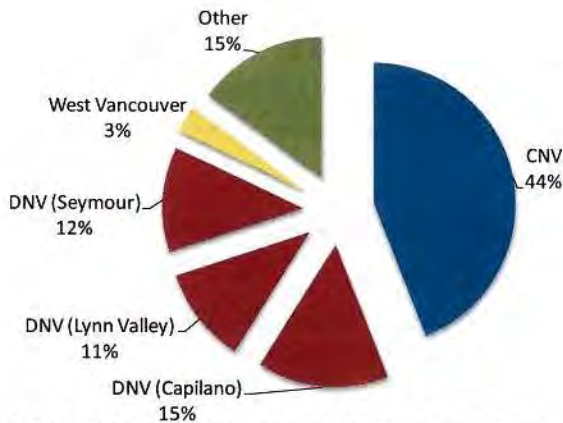
The online survey conducted in April and May 2011 resulted in 139 responses (which was noted to be a high response rate compared to other recent surveys hosted on the City's website, but generally a low response rate compared to comprehensive transportation plan surveys). The survey questions and responses are described below. It must be noted that the survey participants were generally cyclists – and therefore the survey results are skewed towards profiling cyclists rather than transportation system users as a whole.

The survey found that:

- Cycling is generally less favoured as a method of transportation for utilitarian trips, even for cyclists who are regular commuters; and
- Most survey respondents indicated they cycle for recreational reasons at least occasionally, and 75% have used their bikes for bicycle commuting.

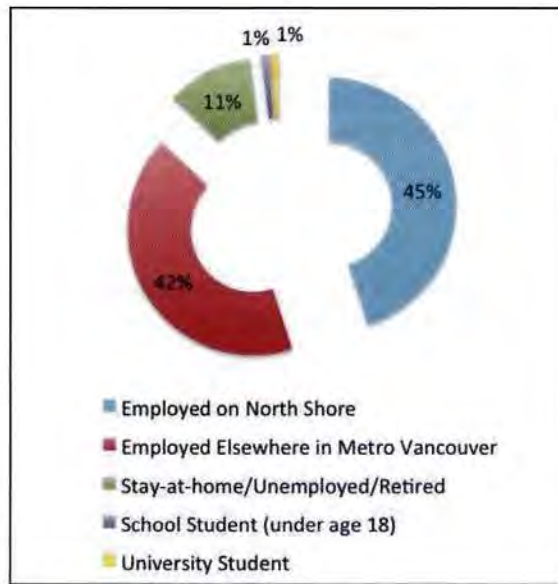
Staff plan to use these survey results to better design future projects and cycling promotion programs for the appropriate users. Specifically, the results indicate the need to work further to determine what network changes are necessary to promote more cycling trips for utilitarian purposes.

FIGURE i: HOME MUNICIPALITY



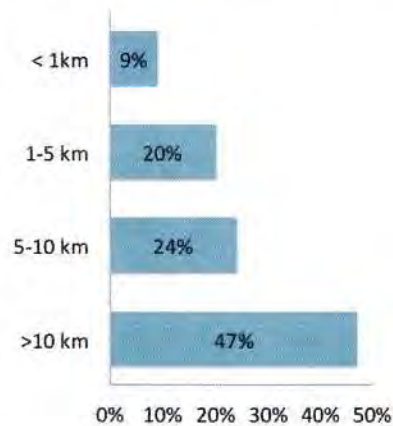
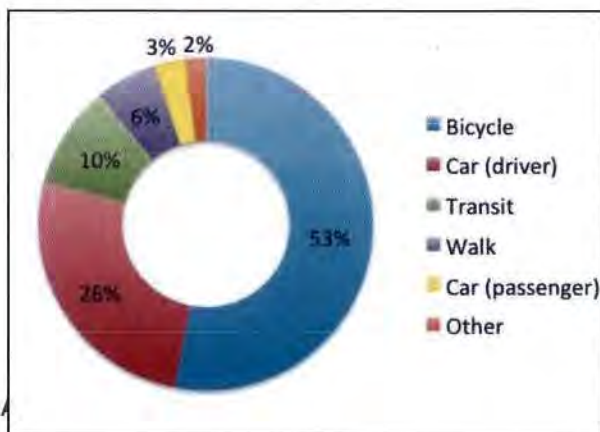
District respondents represented 38% of the total, slightly less than the City share of 44%.

FIGURE ii: TYPICAL WEEKDAY ACTIVITY



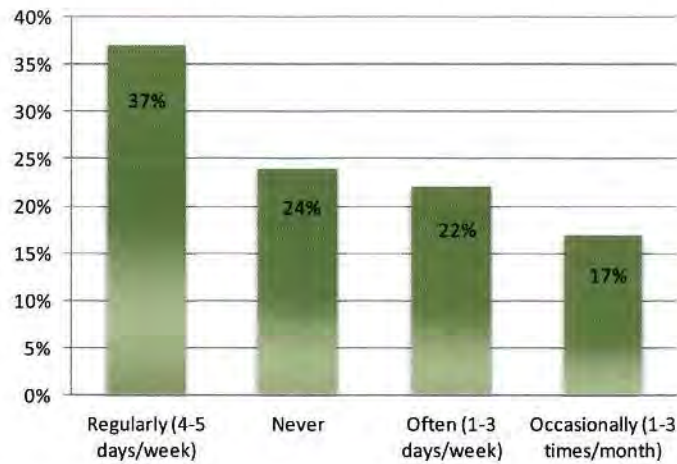
Around half of survey respondents indicated that they remain on the North Shore on a typical day.

FIGURE iii: TRAVEL MODE AND COMMUTE LENGTH FOR WORK/SCHOOL TRIPS



For those respondents who travel to school or work, the majority complete their trip using a bike. Nearly half of respondents indicated that their commute length exceeds 10 kilometres.

FIGURE iv: FREQUENCY OF CYCLING FOR WORK/SCHOOL TRIPS



More than a third of survey respondents cycle to work or school regularly throughout the year, while a quarter of respondents do not cycle at all to work or school.

FIGURE v: TYPICAL TRAVEL MODE FOR UTILITARIAN TRIPS

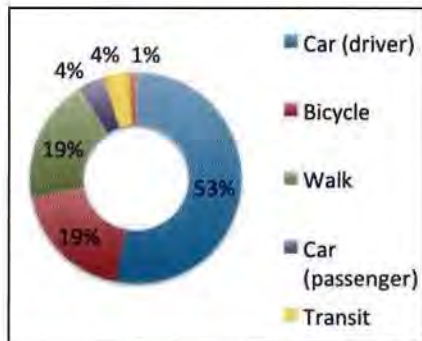
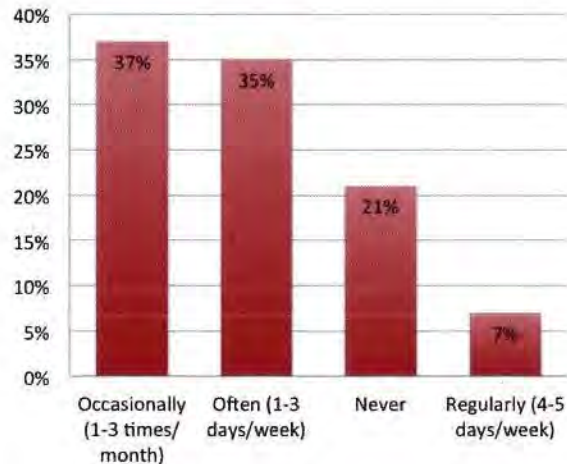


FIGURE vi: FREQUENCY OF CYCLING FOR UTILITARIAN TRIPS



Survey respondents indicated that more than half of their utilitarian trips are completed with a car, with bikes used only one fifth of the time. For those respondents who use bikes for utilitarian trips, 42% do so on a weekly basis.

FIGURE vii: TYPICAL TRAVEL MODE FOR RECREATION TRIPS

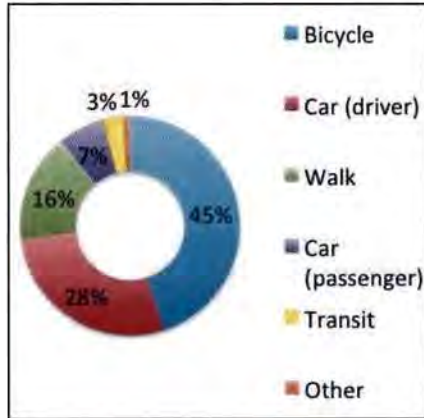
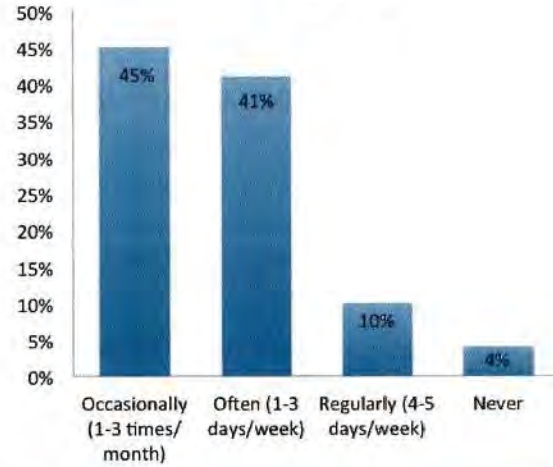


FIGURE viii: FREQUENCY OF CYCLING FOR RECREATION TRIPS



Just under half of survey respondents use their bikes for trips related to recreation. Those who make recreational bike trips generally do so 2 times a month or more.

Online Survey: General Feedback

In addition to the online survey responses and location-specific feedback reflected in the mapping, a variety of general comments were received from stakeholders. This feedback was categorized and is summarized in Table A.

TABLE A SUMMARY OF GENERAL COMMENTS FROM CYCLISTS

CATEGORY	COMMENTS RECEIVED
General Planning	<ul style="list-style-type: none"> - Seamless multimodal integration is important - Municipalities need to work together to build bike network. - More east-west routes with bridges at creek crossings. - Add zigzags to north-south routes to create more gentle grades. - Make routes radiate from key destinations. - Routes must offer value to cyclists. - More bike storage lockers. - At busy intersections, separate bikes from cars. - More bike routes through parks. - Improve access to recreation facilities.
Facilities	<ul style="list-style-type: none"> - Place bike racks strategically and safely, with innovative designs. - Remove parking to install bike lanes. - Make sidewalks wider for bikes, to facilitate utilitarian trips. - Way-finding signage to advise cyclists of routes, hills, distance. - Make bike facilities for all ages and abilities. - Bike lanes are the preferred facility. - Improve maintenance of bike lanes. - Some cyclists like traffic circles-but not all cyclists.
Projects	<ul style="list-style-type: none"> - Complete a Low Route across the North Shore, in addition to Spirit Trail. - Expand Seymour River Greenway eastwards. - Improve routes to Deep Cove. - Improve connections to Edgemont Village. - Improve connections from Capilano to Westview on North Side of Highway. - Create a user map to help cyclists navigate the North Shore. - Improve illumination. - Install more bike pushbuttons.
Enforcement/ Policy/ Promotion	<ul style="list-style-type: none"> - Introduce tax incentives for commuter cycling. - Increase cost of parking to encourage cycling. - Reduce speed limits. - Increase idling, speed and parking enforcement. - Make SeaBus a 1 zone fare. - Provide cycling education for cyclists and motorists. - Advertising campaign to promote cycling and active transportation, especially at schools. - Promote electric bikes. - Consider "car free days." - Implement bike shuttle program for steep hills such as Lonsdale.

APPENDIX 4 – MAPPING PROCESS

This appendix outlines the process followed to create new Bicycle Master Plan mapping.

- 1) The 2006 Bicycle Master Plan maps were used as a basis for discussion. In 2011 a new map base was created to display both the 2006 network, in addition to projects planned and implemented between 2006 and 2012. Most rough surface trails were not incorporated into the mapping for the reasons described in previous sections.
- 2) Stakeholders and staff used the Base Map to mark problem areas, project priorities and route change suggestions.
 - A list of all **problem areas** identified by stakeholders was compiled and is illustrated on “Map A – Problem Areas.” The accompanying text list of locations is provided in TABLE 1.
 - All **priority project locations** identified by stakeholders were compiled in a list, with locations ranked by the number of times they were identified. Priority project locations are illustrated on “Map B – Project Priorities.” This map provides an illustration of where cyclists wish to have cycling funds allocated towards implementing projects. The accompanying list of projects, sorted in descending number of “mentions” is provided in TABLE 2.
 - Stakeholders identified several **possible route changes**, including removals and additions. These suggestions are illustrated on “Map C – Suggested Route Changes,” with the accompanying list provided in TABLE 3.
 - The suggested route changes were reviewed by staff and incorporated into the new Bicycle Master Plan Map where required.

Maps A, B and C are provided on subsequent pages, followed by **Tables 1, 2 and 3**



- PROBLEM AREAS
- ON-STREET BIKE ROUTE
- OFF-STREET BIKE ROUTE
- ON-STREET BIKE ROUTE - FUTURE
- OFF-STREET BIKE ROUTE - FUTURE
- MUNICIPAL BOUNDARY
- FIRST NATIONS BOUNDARY

MAP A: NEW PROBLEM AREAS IDENTIFIED
(INTERSECTIONS AND CORRIDORS)

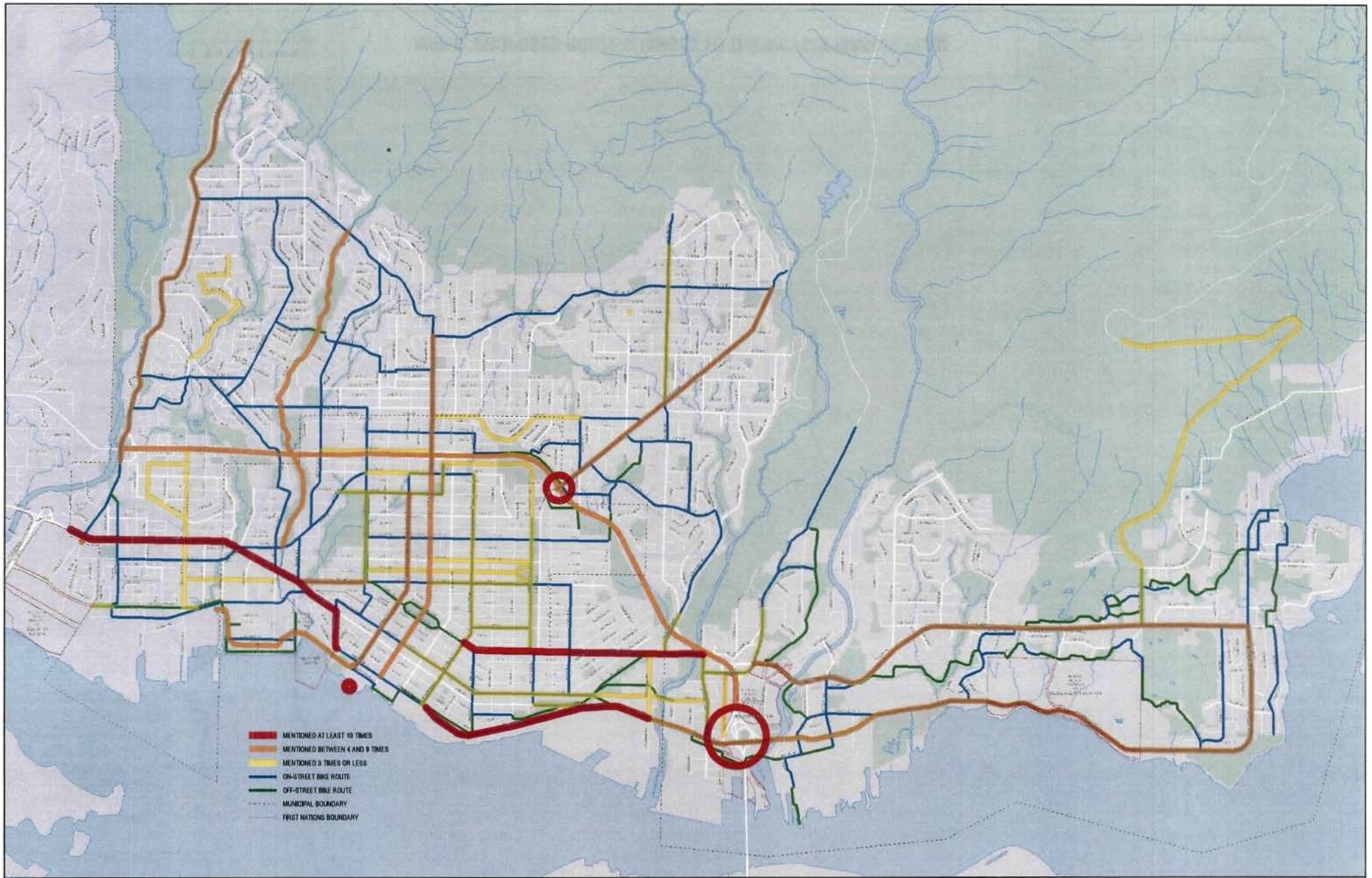




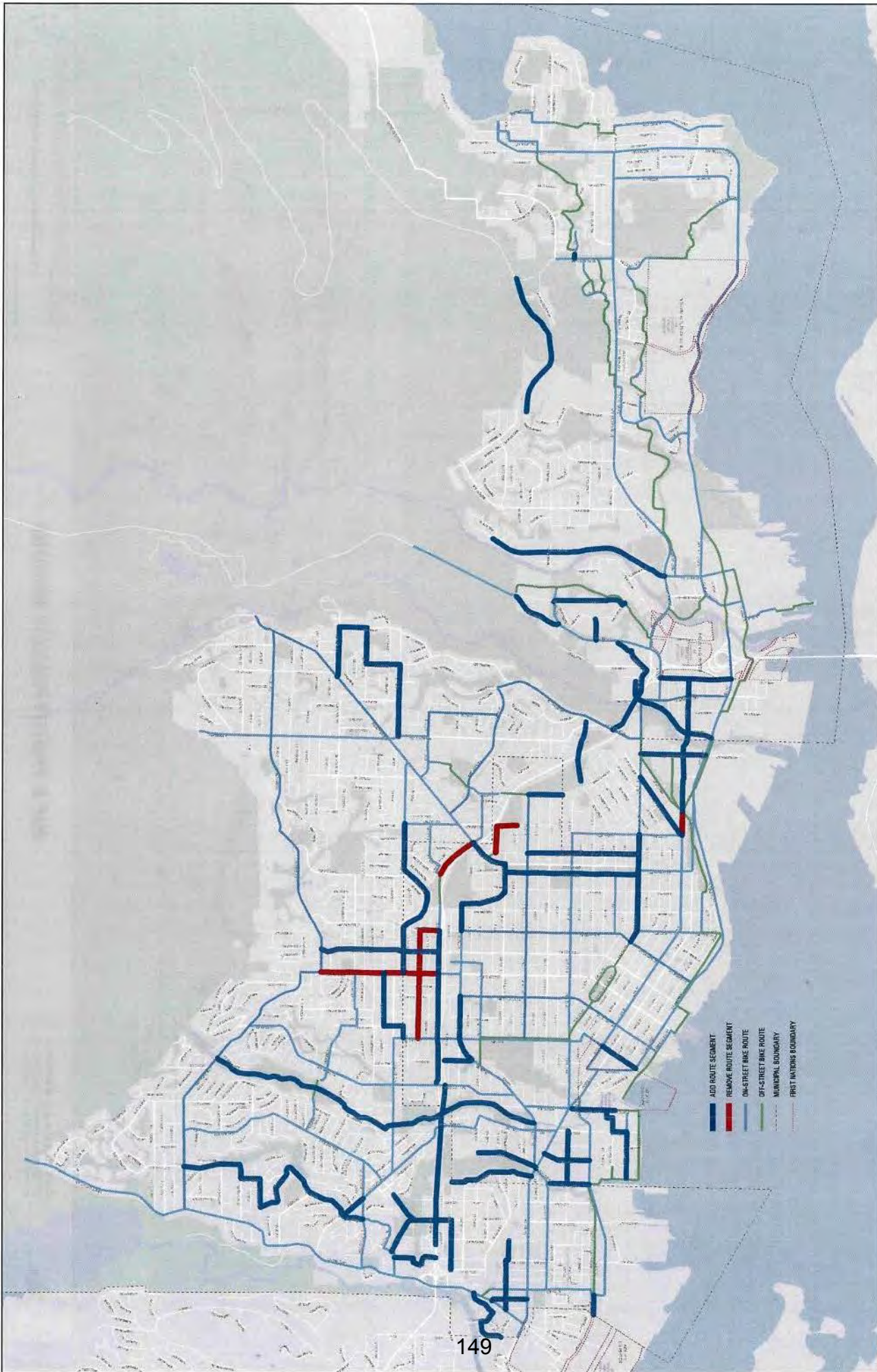
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MAP B: PRIORITY PROJECTS IDENTIFIED



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MAP C: PROPOSED ROUTE CHANGES TO THE BICYCLE MASTER PLAN

Published: October 12, 2012
 Scale: 1:17,500

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Table 1 contains the list of problem areas identified by cyclists (through the public consultation process) that are illustrated on **Map A**.

TABLE 1: LIST OF PROBLEM AREAS FOR MAPPING			
PROBLEM AREA	Intersection, Corridor, Segment, Trail	JURISDICTION	DETAILS OF PROBLEM
West 15th St (from Tatlow Ave to Pemberton Ave)	S	DNV	Bikes and vehicles don't mix well; too much traffic.
West 3rd St (from Forbes Ave to West Keith Rd)	S	CNV	Difficult for cyclists
East 4th St/Queensbury Ave	I	CNV	East-west difficult for cyclists
East 3rd St/Queensbury Ave	I	CNV	Difficult for cyclists
Lonsdale Ave at 4th St	I	CNV	Crossing Lonsdale is a problem for bikes
East 4th St (Hendry Ave to Heywood Ave)	S	CNV	Too steep for bikes uphill
Capilano Rd(from Highway 1 to Grouse Mtn)	S	DNV	Needs separation from vehicular traffic
Cotton Rd (at East 3rd St/Low Level Rd intersection)	I	CNV	Difficult for cyclists to make EB and WB maneuvers due to signal timing plan.
Dollarton Hwy Corridor	C	DNV	Needs separation from vehicular traffic
Dollarton Hwy (from Ellis Rd eastward)	S	DNV	WB hill, just east of Ellis: slow bikes and fast cars, and pinch points
Dollarton Hwy/Main St	I	DNV	Bikes must cross WB exit lane; dangerous
Esplanade/St. Andrew's Ave	I	CNV	Cars park in the bike lane
Fern St (Mt Seymour Pkwy to Mountain Hwy)	S	DNV	Dangerous

TABLE 1: LIST OF PROBLEM AREAS FOR MAPPING			
PROBLEM AREA	Intersection, Corridor, Segment, Trail	JURISDICTION	DETAILS OF PROBLEM
Forbes Ave (from West 3rd St to Esplanade)	S	CNV	Not enough space for cyclists
Fromme Rd (north end, at trail heads)	I	DNV	Logistical problems for mountain biking
Iron Worker's Bridge - north end	I	MoT	General difficult, dangerous area for cyclists
Hamber Place (just west of Deep Cove)	I	DNV	Steep hill
Barrow St (from Harbour Ave to Railway St)	S	DNV	Getting to Iron Worker's bridge EB from Barrow
East Keith Rd (St. Georges Ave to Lynnmouth Ave)	S	CNV	A gap in the network for bikes
Marine Dr (from Mackay Rd to Fell Ave)	S	CNV	Not enough space for cyclists
Marine Dr/Capilano Rd	I	DNV	Eastbound left-turn difficult for cyclists
West Keith Rd (Marine Dr to Chesterfield Ave)	S	CNV	A gap in the network for bikes
East Keith Rd Bridge (over Lynn Creek)	S	DNV	Dangerous for bikes; too narrow; not enough space
Larson Ave/West 23rd St /Jones Ave	I	CNV	Eastbound left-turn difficult for cyclists
Lillooet Rd (from Cap College Northwards)	S	DNV	Few signs uphill, and downhill markings are too close to parked cars
Marine Dr (Lions Gate Bridge eastwards to Garden Ave)	S	MoT, DNV	Difficult for bikes to get to NB Capilano from Lions Gate.
Lonsdale Ave/Keith Rd	I	CNV	Difficult to cross Lonsdale

TABLE 1: LIST OF PROBLEM AREAS FOR MAPPING

PROBLEM AREA	Intersection, Corridor, Segment, Trail	JURISDICTION	DETAILS OF PROBLEM
Lonsdale Ave at 1st St	I	CNV	Difficult to cross Lonsdale
Lonsdale Ave at 2nd St	I	CNV	Difficult to cross Lonsdale
Low Level Road (from Esplanade to East 3rd St)	S	CNV	Flooding and debris cause problems for bikes
Low Route (from Welch St to Esplanade)	C	DNV/CNV	There is a missing link the Low Route in order to avoid Marine Drive- need a connection. Poorly maintained road.
Lynn Creek Pathway (from Highway 1 northwards)	T	DNV	Paved path is in poor condition (cracks and ruts)
Lynn Valley Rd (Highway 1 to Dempsey)	C	DNV	Not enough space for cyclists
Lynn Valley Rd /Highway 1	I	DNV/CNV	Not enough space for cyclists
Seylynn (trail from under Highway 1 to East Keith Rd)	T	DNV	Needs a better link
Marine Drive Corridor	C	DNV/CNV	Generally busy and feels unsafe
Marine Dr/West Keith Rd/Bewicke Ave	I	CNV	Difficult intersection
Marine Dr/Hamilton Ave	I	CNV	Pinchpoint EB in front of Steed
Jones/Keith intersection down to 3 rd /Forbes	S	CNV	Lots of conflict with cars, needs better signage and design
Mt Seymour Pkwy (from Riverside Dr to Seymour Blvd)	S	DNV	Problem area, and not enough space on bridge for bikes. Needs bike lanes.

TABLE 1: LIST OF PROBLEM AREAS FOR MAPPING			
PROBLEM AREA	Intersection, Corridor, Segment, Trail	JURISDICTION	DETAILS OF PROBLEM
Mountain Hwy (from Hunter St to Fern St)	S	DNV	Not enough space for cyclists
Mountain Hwy (from East Keith Rd to Arborlynn Dr)	S	DNV/MoT	Not enough space for cyclists
SeaBus terminal	I	CNV	Lack of directional signage and conflict with trains
Spirit Trail (from Waterfront to Harbourside)	S	CNV	Needs the missing link
St. Patrick's Ave/East 2nd St	I	CNV	Conflicts between cars and bikes
Welch St/Capilano Rd	I	DNV	Busy
Welch St/Tatlow Rd	I	DNV	Right of way confusion
Northerly bike route in DNV from Dempsey to Mountain Highway	C	DNV	Entire corridor is a problem
Mount Seymour Parkway (from Parkgate Mall entrance eastwards to Deep Cove)	S	DNV	No bike infrastructure exists
Rail crossing at Bewicke Avenue	I	CNV	Needs rubber track guards
West 4th Street at Chesterfield Avenue	I	CNV	Westbound sight distance is not good

Table 2 contains the list of top locations identified by cyclists that are illustrated on **Map B** – and are separated by jurisdiction. Rows are color-coded to match the lines on **Map B**.

TABLE 2: LIST OF PROJECTS IDENTIFIED BY CYCLISTS		
LOCATION	JURISDICTION	# OF COMMENTS RECEIVED
<i>LOCATIONS IN SHARED CNV/DNV JURISDICTION:</i>		
Lynn Valley Rd/Highway 1	Joint CNV/DNV	14
Marine Drive Corridor (from West 3rd St/Forbes Ave to Lions Gate Bridge)	Joint CNV/DNV	13
East Keith Rd (from Mountain Hwy to St. Andrews Ave)	Joint CNV/DNV	12
Low Route (across North Shore)	Joint CNV/DNV/Other	13
Spirit Trail (across North Shore)	Joint CNV/DNV	9
Lonsdale Ave (from Esplanade to Braemar Rd)	Joint CNV/DNV	7
Mosquito Creek (from West 16th St to Montroyal Blvd)	Joint CNV/DNV	3
New Lynn Creek Ped/Bike Bridge (from Crown St to West 4th St, through Park and Tilford)	Joint CNV/DNV	2
New Lynn Creek Ped/Bike Bridge (from Crown St to West 4th St, through Park and Tilford)	Joint CNV/DNV	1
West 3rd St (from Pemberton Ave to Fell Ave)	Joint CNV/DNV	1
<i>CNV JURISDICTION:</i>		
Cotton Rd/Low Level Rd Corridor	CNV	11
West Keith Rd (from Marine Dr to 13th St)	CNV	7

TABLE 2: LIST OF PROJECTS IDENTIFIED BY CYCLISTS

LOCATION	JURISDICTION	# OF COMMENTS RECEIVED
Spirit Trail (from Esplanade to Harbourside)	CNV	7
Forbes Ave (from Esplanade to West 3rd St)	CNV	5
SeaBus Terminal	CNV/TransLink	3
Chesterfield Ave (from Carrie Cates to West 21st St)	CNV	3
East 4th St (from Lonsdale Ave to Gladstone Ave)	CNV	2
West 25th/East 25th St (from Westview Dr to Tempe Glen)	CNV	2
East 29th St: 29th (Lonsdale to Tempe), Tempe (from 29th to 29th), 29th (Tempe to William)	CNV	2
East 3rd St (from Low Level Rd to Queensbury)	CNV	2
East 13th St (from West Grand Blvd to Lonsdale Ave)	CNV	2
Brooksbank Ave (from East Keith Rd to Cotton Rd)	CNV	1
East 15th St (from West Grand Blvd to Lonsdale Ave)	CNV	1
East 3rd St/Queensbury Ave	CNV	1
East 4th St (from Heywood Ave to Hendry Ave)	CNV	1
Green Necklace	CNV	1
Lonsdale Ave/1st St	CNV	1
Lonsdale Ave/2nd St	CNV	1

TABLE 2: LIST OF PROJECTS IDENTIFIED BY CYCLISTS

LOCATION	JURISDICTION	# OF COMMENTS RECEIVED
Lonsdale Ave/4th St	CNV	1
Lonsdale Ave/Keith Rd	CNV	1
St. Andrew's Avenue (Esplanade to East 23rd St)	CNV	1
Grand Blvd (East Keith Rd to Lynn Valley Rd)	CNV	1
East 25th St (Westview to Lonsdale)	CNV	1
West 23rd Street (Jones Avenue to Lonsdale Avenue)	CNV	1
<i>DNV JURISDICTION:</i>		
Main St (from Dollarton Hwy to Brooksbank)	DNV	8
Mt Seymour Pkwy/Fern St (from Riverside to Mountain Hwy)	DNV	7
Lynn Valley Rd(Highway 1 to Dempsey Rd)	DNV	7
Mountain Highway (from Main St to East Keith Rd)	DNV	5
Capilano Rd (from Hwy 1 to Grouse Mountain)	DNV	4
Welch St (from Tatlow to Lions Gate Bridge)	DNV	3
Dollarton Hwy (from Main Street to Deep Cove)	DNV	3
Mt Seymour Pkwy Corridor	DNV	4
East Keith Rd Bridge/Lynn Creek	DNV	3
Mountain Highway (from East Keith Rd to Arborlynn)	DNV	2

TABLE 2: LIST OF PROJECTS IDENTIFIED BY CYCLISTS

LOCATION	JURISDICTION	# OF COMMENTS RECEIVED
Garden Ave/Welch St	DNV	2
Lillooet Rd (from Mt Seymour Pkwy to Purcell Way)	DNV	2
Mountain Highway (from Lynn Valley to McNair)	DNV	2
Edgemont Village (from Edgemont Blvd to Sunset Blvd)	DNV	1
Mt Seymour Pkwy/Fern St (from Riverside to Mountain Hwy)	DNV	1
Fromme Rd (north end)	DNV	1
Marine Drive/Garden Ave (Eastbound left-turn)	DNV	1
Lloyd Ave(from West 23rd to West Keith)	DNV	1
Mackay Ave (from West 15th St to Marine Dr)	DNV	1
Orwell St (from Main St to Fern St)	DNV	1
Pemberton Ave (from West 1st St to Marine Dr)	DNV	1
Mount Seymour Rd (Mt. Seymour Pkwy to mountain top)	DNV	1
<i>OTHER JURISDICTIONS:</i>		
Iron Worker's Bridge - North End	MoT	12
Lions Gate Bridge - North End	MoT	7
Capilano Rd (from Marine Dr to Welch St)	Other	3
Highway 1 (from Iron Worker's Bridge to Taylor Way)	MoT	3

Table 3 contains the list of route changes suggested by cyclists that are illustrated on **Map C**.

TABLE 3: LIST OF POSSIBLE ROUTE CHANGES IDENTIFIED BY CYCLISTS			
REMOVE OR ADD ROUTE?	DETAILS OF PROPOSED ROUTE CHANGE	STAFF COMMENT ON WHETHER TO INCORPORATE ROUTE CHANGE IN BMP	JURISDICTION
Remove	Eliminate East 4th St east of Hendry	No-need to connect to Hendry for Spirit Trail connection; and upcoming 2011 signage and marking project extends to Hendry.	CNV
Add	Add Shavington (Hendry to Keith)	Yes - add to the Bicycle Master Plan	CNV
Add	New on-road segment: Keith from St. Andrews to Hendry	Yes - add to the Bicycle Master Plan	CNV
Remove	Eliminate trail that goes through bushes from Tempe Glen to Lynn Valley	No-need to keep this link as it is currently used, and provides the only off-road connection to Lynn Valley in this area.	CNV
Remove	Eliminate 27th Street route (from Jones to St. Andrew's) , plus St. Andrew's (25th to 27th)	Yes - 25th Street has better potential as a bike route, and 29th is being added as well.	CNV
Add	Add Sutherland from Keith to 17th	No. Hendry will have ped signal in future, which will improve safety for bikes and peds crossing Keith. Also, Sutherland has a crest that reduces sight distance for Eastbound left-turn cyclists.	CNV
Add	New on-road segment: 23rd between Jones and Chesterfield	Yes - add to the Bicycle Master Plan	CNV
Add	New on-road segment: 23rd between St. Andrew's & Ridgeway	Yes - add to the Bicycle Master Plan	CNV

TABLE 3: LIST OF POSSIBLE ROUTE CHANGES IDENTIFIED BY CYCLISTS

REMOVE OR ADD ROUTE?	DETAILS OF PROPOSED ROUTE CHANGE	STAFF COMMENT ON WHETHER TO INCORPORATE ROUTE CHANGE IN BMP	JURISDICTION
Add	New on-road segment: 19th between Moody and West Grand Blvd)	Yes - add to the Bicycle Master Plan	CNV
Add	New on-road segment: Larson between Jones and 21st	Yes - add to the Bicycle Master Plan	CNV
Add	New on-road route: 29th (from Lonsdale to Tempe)	Yes - add to the Bicycle Master Plan	CNV/DNV
Add	New on-road route: Tempe Crescent (from 29th to 29th)	Yes - add to the Bicycle Master Plan	CNV/DNV
Add	New on-road route: 29th (from Tempe to William)	Yes - add to the Bicycle Master Plan	CNV/DNV
Add	Off-road route: along south side of Highway 1 from Capilano to Westview	Yes-MoT jurisdiction but could be future project	MoT
Add	Add this "EXISTING on-road" route: Mackay from 1st to 15th	Yes - add to the Bicycle Master Plan	CNV
Add	New on-road route: Purcell Way (east of Lillooet Rd to University)	No – new path constructed in 2011	DNV
Add	New bike ped overpass: from Seylynn Park over Highway 1	No-MoT jurisdiction	DNV/MoT
Add	New on-road route: Bewicke (Marine to Copping), off-road (Copping to Fell), Fell (south of Automall), Harbourside (west of Fell).	Yes - add to the Bicycle Master Plan	CNV
Add	New on-road route: Lloyd Ave (from Hwy 1 to 23rd)	Yes – add to the Bicycle Master Plan	DNV
Add	New on-road route: 23rd (from Pemberton to Philip)	Yes – add to the Bicycle Master Plan	DNV

TABLE 3: LIST OF POSSIBLE ROUTE CHANGES IDENTIFIED BY CYCLISTS

REMOVE OR ADD ROUTE?	DETAILS OF PROPOSED ROUTE CHANGE	STAFF COMMENT ON WHETHER TO INCORPORATE ROUTE CHANGE IN BMP	JURISDICTION
Add	New off-road route: 23rd (from Philip to Keith)	Yes – add to the Bicycle Master Plan	DNV
Add	New on-road route: Barrow Street (from Harbour to east end), then off-road connection up to Main.	Yes – add to the Bicycle Master Plan	DNV/MoT
Add	New on-road route: Garden or Tatlow from Marine to Capilano	Yes - add to the Bicycle Master Plan	DNV
Add	New on-road route: West Grand Blvd (Keith Road to 19th), Boulevard (from 19th to Lynn Valley), 19th (West Grand to East Grand)	Yes - add to the Bicycle Master Plan	CNV
Add	New off-on road route: From Pemberton/Hwy 1 overpass, an off-road route through Murdo Fraser Park, connecting to Edgemont Village	No – grades are very challenging	DNV
Add	New off-road connection: Orwell to Fern	Yes - add to the Bicycle Master Plan	DNV/MoT
Add	New off-road route: a trail along Lynn Creek from Main St to Mtn Hwy on DNV side	Yes - add to the Bicycle Master Plan	DNV
Add	New on-road route: add King's Road (Lonsdale to Mahon)	Yes - add to the Bicycle Master Plan	DNV
Add	New on-road route: add Mahon (King's Road to 29th)	Yes - add to the Bicycle Master Plan	DNV
Add	New on-road route: add 29th (Mahon to Jones)	Yes - add to the Bicycle Master Plan	DNV
Add	New on-road route: Brooksbank Avenue (Cotton Rd to Keith Rd)	Yes - add to the Bicycle Master Plan	CNV

TABLE 3: LIST OF POSSIBLE ROUTE CHANGES IDENTIFIED BY CYCLISTS

REMOVE OR ADD ROUTE?	DETAILS OF PROPOSED ROUTE CHANGE	STAFF COMMENT ON WHETHER TO INCORPORATE ROUTE CHANGE IN BMP	JURISDICTION
Add	New on-road route: Riverside Dr up to top (Mtn bike Trails entrance)	Yes – add to the Bicycle Master Plan	DNV
Add	New on/off-road route: Edgemont (Ridgewood to Sunset), Sunset Blvd (from Edgemont to Tall Tree Lane), Tall Tree Lane (from Sunset to Carolyn), Carolyn (from Tall Tree to Edgewood), and off-road from Handsworth School on an off-road path up to Montroyal Boulevard	Yes – add to the Bicycle Master Plan	DNV
Add	New off-road route: Trail between Brooksbank Elementary School (over/under Highway 1) to Arborlynn Dr	No-MoT jurisdiction	MoT
Add	New Off-road route: mark bike route through Mosquito Creek Park (16th to Mont Royal).	Yes – add to the Bicycle Master Plan	CNV/DNV
Add	New on-road route: Various local roads in Lynn Valley from (from Peters in north to William in south) to connect to Mountain Hwy	No – circuitous route	DNV
Add	New on-road route: 25th (Westview to St. Andrew's)	Yes - add to the Bicycle Master Plan	CNV
Add	New on-road route: West 3rd (Fell to Mackay)	No-1st Street already has bike lanes, and therefore no need for a parallel route so close.	CNV
Add	New off-road route: path from Iron Worker's Bridge to Lonsdale, using rail line	Rail line is not in CNV/DNV jurisdiction	various
Add	New on/off road route: Old Lillooet Rd from East Keith to Lillooet Rd, with a bit of off-road path at north end.	Yes – add to the Bicycle Master Plan	DNV

TABLE 3: LIST OF POSSIBLE ROUTE CHANGES IDENTIFIED BY CYCLISTS

REMOVE OR ADD ROUTE?	DETAILS OF PROPOSED ROUTE CHANGE	STAFF COMMENT ON WHETHER TO INCORPORATE ROUTE CHANGE IN BMP	JURISDICTION
Add	Short trail from southbound Capilano Rd to Sandown Place, then down to Fullerton, Glenaire, Klahanie to Lions Gate Bridge.	No – already exists	DNV
Add	Spirit Trail	Yes – add to the Bicycle Master Plan	CNV/DNV
Remove	Trail North of Sutherland School	Yes – removed because it is not suitable for all cyclists.	CNV
Add	Rufus Avenue between 17 th and 14 th to provide a connection to Brooksbank Elementary and the bike park.	Yes – add to the Bicycle Master Plan	CNV
Add	Lillooet Lane	Yes – add to the Bicycle Master Plan	DNV
Add	Crown Street between Mountain Highway and Orwell Street	Yes – add to the Bicycle Master Plan	DNV
Add	Orwell Street between Oxford and Main	Yes – add to the Bicycle Master Plan	DNV
Add	Mackay Road between 22 nd and 23 rd	Yes – add to the Bicycle Master Plan	DNV
Add	Connection between Lynn Creek and Arborlynn Drive	Yes – add to the Bicycle Master Plan	DNV
Add	Keith Road between Lillooet Road and Mountain Highway	Yes – add to the Bicycle Master Plan	DNV

TABLE 3: LIST OF POSSIBLE ROUTE CHANGES IDENTIFIED BY CYCLISTS

REMOVE OR ADD ROUTE?	DETAILS OF PROPOSED ROUTE CHANGE	STAFF COMMENT ON WHETHER TO INCORPORATE ROUTE CHANGE IN BMP	JURISDICTION
Add	Monashee Drive	Yes – add to the Bicycle Master Plan	DNV
Add	Garden Avenue between Marine Drive and Capilano Road.	Yes – add to the Bicycle Master Plan	DNV
Add	Terrace Avenue between Gladwin Drive and St. Anne Drive	Yes – add to the Bicycle Master Plan	DNV
Add	North south connection between Murdo Frazer Park and St. Anne Drive	Yes – add to the Bicycle Master Plan	DNV
Add	North south alternate route to Capilano Road	Yes- add to the Bicycle Master Plan	DNV

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APPENDIX 5 – TECHNICAL EVALUATION PROCESS

This appendix outlines the proposed process for evaluating the technical aspects of priority bicycle network projects.

When the prior (2006) Bicycle Master Plan was drafted, all identified “network priorities” underwent a technical evaluation in order to categorize bike projects into “low” and “high” priorities.

In the context of the 2012 Bicycle Master Plan, the projects identified as “priorities” (Phase 1) will also undergo a technical evaluation (Phase 2). This 2nd phase of the evaluation process will be conducted by City and District staff separately, in conjunction with their respective Capital planning processes. Beyond 2012, the technical evaluations will be updated periodically as required, in order to reflect current conditions.

The City and District will apply both qualitative and quantitative criteria during Phase 2 of the evaluation process, using methodologies similar to that used for the 2006 Bicycle Master Plan. The criteria are not finalized at this time, but will likely include the following five categories.

- **Safety** - This is a measure of existing safety conditions and involves a subjective rating on scale of 1 to 5 to reflect a range from negligible to severe safety issues.
- **Guidelines** - This criterion measures how well a bicycle facility could be constructed to meet applicable design guidelines (including Transportation Association of Canada guidelines as well as supplementary guidelines).
- **Demand** - This criterion provides a measure of existing and latent demand. Subjective ratings are based on estimated increases in cyclists and resulting number of cyclists if route/connections were developed as proposed.
- **Appeal** - This criterion provides a measure of the potential appeal of a route to cyclists and the proportion of all cyclists to whom the route would appeal. This criterion considers aesthetics, grade and other factors affecting the quality of the cycling environment. A subjective rating on scale of 1 to 5 reflects a range from negligible to strong appeal.

- **Cost** - This criterion is based on an order-of-magnitude estimate of the cost of implementing route or connection. Ratings on a scale of 1 to 5 are assigned to projects based on comparative costs.

The technical evaluation of priority projects will be initiated once the criteria and weighting methodologies are established by City and District staff.

APPENDIX 6

MONITORING PROGRAM

This appendix provides additional information and background related to Bicycle Monitoring

The 2006 Plan¹ included a section dedicated to bicycle program monitoring. This section (as follows) is still supported in the 2012 Bicycle Master Plan (though the reference to the "Joint Bicycle Advisory Committee" should more appropriately be "Cycling or Transportation Advisory Committee."

In general:

- A monitoring program is essential to ensure that the Bicycle Master Plan is implemented as intended, and to determine whether the plan is achieving the goals of improving safety for cyclists and encouraging more cycling. A monitoring program will also enable municipal staff to justify continued expenditures and allocation of resources for bicycle facilities and programs. Monitoring also provides a means of identify changing conditions which would require changes to the Bicycle Master Plan.
- Monitoring should be undertaken on a periodic. The first year of monitoring will establish baseline conditions, against which information collected in subsequent years will be compared. After data have been collected and summarized in the first year, it will also be possible to establish targets to be achieved within a specific time period.
- Monitoring should be conducted by municipal staff, as part of on-going data collection and management activities. Other agencies and volunteers can be recruited through the Joint Bicycle Advisory Committee, the Vancouver Area Cycling Coalition and other cycling organizations to assist in monitoring, as a means of increasing the scope of the monitoring program, and minimizing costs.

¹ 2006 North Vancouver Bicycle Master Plan (Urban Systems Limited)

Measures of Success:

In order to clearly and reliably gauge the success of the Bicycle Master Plan, the monitoring program should collect data that can be used to calculate the following performance measures:

- **Mode share.** Data available from TransLink and Statistics Canada indicate bicycle mode shares — the proportion of trips made by bicycle. Currently, 1.2% of all trips in North Vancouver are made by bicycle. A trend increase in the bicycle mode share of all trips and of work trips will be a key indicator of the success of the Bicycle Master Plan.
- **Usage of routes.** Annual counts of bicycles at selected locations on the bicycle network —including on-street routes and pathways — will provide an indication from year-to-year of the increase in bicycle use. A trend increase in the numbers of cyclists will be a key indicator of the success of the Bicycle Master Plan.
- **Kilometres of routes.** The number of kilometres of bicycle routes — on-street and off-street — should be recorded each year. Over time, this will provide a measure of the expansion of the bicycle network.
- **Bicycle parking.** Similarly, the number of bike rack spaces and secure bicycle parking spaces should be recorded each year.
- **Cyclist satisfaction.** Periodic surveys of cyclists should be used to indicate satisfaction with bicycle facilities and various features of the bicycle network, and to identify major issues. Satisfaction should be rated on a scale of 1-to-5, where 1 indicates very unsatisfied, 2 indicates somewhat unsatisfied, 3 indicated neutral, 4 indicates somewhat satisfied and 5 indicates very satisfied. Continued increases in satisfaction ratings will be a key indicator of the success of the Bicycle Master Plan.
- **Bicycle crashes.** Although bicycle crashes are typically not reported, and even when reported are often poorly recorded, a year-to-year summary of numbers and locations of bicycle crashes is useful in identifying safety-related issues and trends.

As previously outlined², an annual data collection program should be designed by local municipalities to consider the following components.

- 1) **Bicycle Counts** should be undertaken on a cordon basis so that shifts in bicycle travel to a new or improved route do not skew usage calculations. For consistency, counts

² 2006 North Vancouver Bicycle Master Plan (Urban Systems Limited)

should be undertaken at the same locations each year, and at the same times of the year and the same times during the day. The optimum time to undertake counts is in late September/early October (avoiding the Thanksgiving holiday), as schools and post-secondary institutions are in session at this time, and the weather is generally good.

- 2) **Bicycle surveys** should be undertaken annually or bi-annually to determine cyclists' travel patterns, to identify key origins and destinations, to measure cyclists' satisfaction levels, to identify bicycle network needs and priorities, and to collect other data needed to calculate the performance measures described above. These surveys could be conducted on-line and/or via survey forms distributed along bicycle routes, through bicycle stores and through local employers.

- 3) **Local data** should be supplemented with travel data available from TransLink and Statistics Canada. TransLink conducts a regional trip diary survey every five years, which provides information regarding bicycle mode shares, origins and destinations, trip lengths and other travel characteristics. Statistics Canada conducts a census every five years, which provides information regarding bicycle mode shares for trips to work.

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**Attachment 7 – Consideration of Comments from Council Workshop
Bicycle Master Plan, October 9, 2012**

A Council Workshop regarding the draft North Vancouver Bicycle Master Plan occurred on October 9, 2012. During the workshop, staff sought general feedback as well as thoughts on five specific questions:

1. Implement short sections of bike routes through repaving or wait for longer route?

Consensus seems to be that staff should continue to implement short sections of bike routes opportunistically where “it makes sense”, where the wait for the adjoining pieces is not going to be excessive, and where it is cost-effective to implement.

2. Prioritize those projects that have partner funding?

Consensus seems to be that staff should continue to opportunistically prioritize those projects that have partner funding, provided the projects are in the plan, that they “make sense” and that they are cost-effective.

3. Prioritize transportation routes or recreation routes?

There was no clear consensus on whether transportation routes or recreation routes should be the higher priority. There was support for prioritizing selective commuter routes between the Burrard Inlet bridges and near or south of Highway 1. There was also support for making better use of key sections of trails to connect destinations and neighbourhoods to try to minimize duplication of infrastructure.

4. Focus on those projects that will attract as many new riders as possible (i.e. separated from traffic)?

Most of the comments seemed to prefer to prioritize projects that would stretch available funding as far as possible using lower cost prescriptions such as paint, pavement markings and signage rather than prioritizing based on attracting new bike riders, especially if attracting new bike riders calls for separated bike facilities that are very capital intensive.

5. Bike projects that reduce vehicle travel lanes should undergo public consultation and seek Council approval?

Consensus was that consideration to reduce vehicle travel lanes must undergo public consultation and Council approval, and that the preference is to not reduce vehicle travel lanes.

COUNCIL AGENDA/INFORMATION			
<input type="checkbox"/> In Camera	Date: _____	Item # _____	
<input type="checkbox"/> Regular	Date: _____	Item # _____	
<input type="checkbox"/> Agenda Addendum	Date: _____	Item# _____	
<input type="checkbox"/> Info Package			
<input type="checkbox"/> Council Workshop	DM# _____	Date: _____	Mailbox: _____



The District of North Vancouver REPORT TO COUNCIL

October 25, 2012

File:

Tracking Number: RCA -

AUTHOR: Steve Feenstra, Deputy Fire Chief

SUBJECT: Amendments to Fire Bylaw 7481 and Fees and Charges Bylaw 6481

RECOMMENDATION

THAT "Fire Bylaw 7481, 2004, Amendment Bylaw 7923, 2012 (Amendment 5)" is given FIRST, SECOND, and THIRD reading.

THAT "Fees and Charges Bylaw 6481, 1992, Amendment Bylaw 7925 (Amendment 32)" is given FIRST, SECOND, and THIRD reading.

REASON FOR REPORT

To provide an overview of changes required to the Fire Bylaw and to the Fees and Charges Bylaw.

SUMMARY

The proposed bylaws would do the following:

1. Remove instances of dollar values for various services and place them in the District of North Vancouver Fees and Charges Bylaw (consistent with District practice of consolidating all fees and charges in the Fees and Charges Bylaw);
2. Correct a minor typo in the title of Smoke Alarm Standards from S31 to the proper S531;
3. Adds criteria upon which the Fire Chief may alter inspection schedules; and,
4. Deletes the authority to charge for inspections and to collect unpaid fees as taxes in arrears.

SUBJECT: Amendments to Fire Bylaw 7481 and Fees and Charges Bylaw 6481

BACKGROUND

Items 1 and 2 listed above are of a "housekeeping" nature.

With respect to item 3, inspection schedules, inspections are currently conducted on an annual or a semi-annual basis depending upon occupancy type. Inspections will be reviewed by the Fire Chief on a yearly basis to determine flexibility in frequency of inspection for all types of occupancies based on past performance and risk.

With respect to item 4, fire inspection fee, for the past two years (2011 and 2012) the Fire Prevention Office has charged a Fire Inspection Fee to provide partial cost recovery for the service of fire safety inspections. After initial consultation with the business community and with further discussions for the following eighteen months, it became clear that blending the fire safety inspection fee with the Business License fee would be more appropriate. Fire Inspections have a connection with Business Licenses as the two departments (Fire Department and Building Department) work together to insure that all businesses are licensed and have a scheduled fire safety inspection.

EXISTING POLICY

In addition to Fire Bylaw 7481, and amendments thereto, *Frequency of Inspections* corporate policy (August, 1998) addresses Council's responsibility under the *Fire Services Act* (Section 26) to develop a system of inspections of hotels and public buildings within the community.

TIMING/APPROVAL PROCESS

For the proposed changes to take effect in January 2013, the bylaw must be adopted on or before the December 17, 2012 Regular Meeting of Council. This will allow sufficient time for the integration of the fire inspection fee and the business license fee.

CONCURRENCE

Staff from Planning, Properties, and Permits, and Finance were consulted extensively throughout the bylaw amendment process.

FINANCIAL IMPACTS

Amendments to the Fire Bylaw will not affect the Fire and Rescue Services fire inspection cost recovery due to being blended with the business license fee.

LIABILITY/RISK

Fire inspections will be based on risk, using the methods described in the section 75 (d) of the Fire Bylaw.

SUBJECT: Amendments to Fire Bylaw 7481 and Fees and Charges Bylaw 6481

A cost recovery strategy which eliminates the fire inspection fee does not affect the scheduling of fire safety inspections to the community or negatively affect Fire and Rescue Services' internal operations.

CONCLUSION

The value of risk based inspections is twofold - the properties that require more assistance to reach compliance will get it and there will be an ability to start new initiatives such as the Provincial Smoke Alarm program.

The proposed amendments will continue economic sustainability for the District of North Vancouver Fire and Rescue Services. Eliminating the fire inspection fee while still sustaining the cost recovery through the business license fee will accomplish the goal of simplifying the fees for business community.

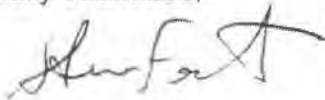
OPTIONS

Council has the following option available:

1. THAT Fire Bylaw 7481, 2004, Amendment Bylaw 7923, 2012 (Amendment 5) be given FIRST, SECOND, and THIRD reading.

AND THAT Fees and Charges Bylaw 6481, 2992, Amendment Bylaw 7925 (Amendment 32) is given FIRST, SECOND, and THIRD reading.
2. Council could request that staff make additional changes to the amending bylaws.
3. Council could choose to not provide any readings to the bylaws.

Respectfully submitted,



Steve Feenstra
Deputy Fire Chief

Attachments:

1. Summary of changes to Fire Bylaw 7481
2. Fire Bylaw 7481, 2004, Amendment Bylaw 7923, 2012 (Amendment 5)
3. Fees and Charges Bylaw 6481, 1992, Amendment Bylaw 7925, 2012 (Amendment 32)

<u>REVIEWED WITH</u> <input type="checkbox"/> Sustainable Community Development <input type="checkbox"/> Development Services	<u>REVIEWED WITH</u> <input type="checkbox"/> Clerk's Office <input type="checkbox"/> Corporate Services <input type="checkbox"/> Communications	<u>REVIEWED WITH</u> External Agencies <input type="checkbox"/> Library Board <input type="checkbox"/> NS Health	<u>REVIEWED WITH</u> Advisory Committees <input type="checkbox"/> <input type="checkbox"/>
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SUBJECT: Amendments to Fire Bylaw 7481 and Fees and Charges Bylaw 6481

<input type="checkbox"/> Utilities	<input type="checkbox"/> Finance	<input type="checkbox"/> RCMP	<input type="checkbox"/>
<input type="checkbox"/> Engineering Operations	<input type="checkbox"/> Fire Services	<input type="checkbox"/> Recreation Commission	
<input type="checkbox"/> Parks & Environment	<input type="checkbox"/> Human resources	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Economic Development	<input type="checkbox"/> ITS		
	<input type="checkbox"/> Solicitor		
	<input type="checkbox"/> GIS		

Changes to Fire Bylaw 7481

The following is a summary of the changes proposed by Fire Bylaw 7481, 2004, Amendment Bylaw 7923, 2012 (Amendment 5); added wording is highlighted:

8. Issuing of Permit

If an application is made to the Fire Chief for a Permit under Schedule A, the Fire Chief must issue the Permit if:

- (a) receptacles, vehicles, buildings or storage places to be used have been inspected and approved by a Fire Inspector;
- (b) the proposed operation or occupancy complies with this Bylaw and other applicable bylaws; and
- ~~(c) the applicant has paid the Fire Chief the Permit fee prescribed in Schedule B.~~
- (c) the applicant has paid the Fire Chief the Permit fee as prescribed in Schedule "I" of the District of North Vancouver Fees and Charges Bylaw 6481.

13. Smoke Alarm Installation and Maintenance

- (a) The owner of every residential occupancy must ensure that smoke alarms are installed and maintained in every dwelling unit or suite and in each sleeping room not within a dwelling unit except for institutional occupancies which are required to have a fire alarm system.
- (b) Every owner or Occupier of every residential occupancy described in subsection (a) above must periodically test the smoke alarms in compliance with the manufacturers' recommendation within the dwelling unit, suite or sleeping room to ensure that the smoke alarms are functioning correctly. If a smoke alarm is not functioning correctly, the Occupier, if he or she is not the owner, must inform the owner of becoming aware of the failure, and in any case the owner must forthwith, or as soon as is reasonably practical, repair or replace the malfunctioning smoke alarm.
- (c) Smoke alarms required under this Bylaw must conform to ~~CAN/ULC—S31~~ **CAN/ULC-S531** Standard for Smoke Alarms and must be installed and maintained in conformance with CAN/ULC – S553 Standard for the Installation of Smoke Alarms.

22. Fire Safety Plan Requirements

All buildings, sites, storage areas or other areas as required by the B.C. Fire Code section 2.8 Emergency Planning must have a fire safety plan ("Fire Safety Plan"). Fire prevention measures within a Fire Safety Plan must conform to the B.C. Fire Code section 2.8.2 and must be produced and submitted to the Fire Inspector for approval.

All Fire Safety Plans must be submitted in a form and diagram template acceptable to the Fire Chief. All owners and Occupiers of premises where a Fire Safety Plan is required must review their Fire Safety Plans annually and submit updated plans to the Fire Department and District Fire Protection Services for review. ~~The fee charged for the review of the Fire Safety Plan is \$150.00 plus GST.~~ The fee charged for the review of the Fire Safety Plan is prescribed in Schedule "I" of the District of North Vancouver Fees and Charges Bylaw 6481. Should owners and Occupiers not need to update their Fire Safety Plan, they must so notify the Fire Department. Failure to submit a Fire Safety Plan will result in the issuance of a Municipal Ticket.

72. Information Requests

The Fire Chief is authorized to charge a fee, ~~in the amount of \$150~~ as prescribed in Schedule "I" of the District of North Vancouver Fees and Charges Bylaw 6481, in conjunction with the provision to any person of any information or documents.

75. Periodic Inspections

The Fire Chief:

- (a) shall establish a regular system for the inspection of all hotels, public buildings, churches, theatres, halls and other buildings used as a place of public resort in the District of North Vancouver, which system shall include an inspection schedule indicating the required frequency of such inspections;
- (b) may establish a regular system for the inspection of any other buildings in the District of North Vancouver, which system shall include an inspection schedule indicating the required frequency of such inspections;
- (c) may establish classes of buildings and different inspection schedules for each class of buildings, and may classify buildings accordingly; and,
- (d) may alter the inspection schedules from time to time based on, but not limited to, the following criteria:
 - past history of violations
 - occupancy type
 - hazard rating
 - area vulnerability
- ~~(e) shall provide a copy of the current inspection schedule to each person who requests one; and~~
- ~~(f) shall charge fees for all scheduled inspections in accordance with Schedule G attached to and forming part of this Bylaw.~~

76. Compliance with Inspection Schedule and Payment of Fees

All owners and Occupiers of buildings or premises in the District will cooperate fully with the Fire Department in connection with the completion of scheduled inspections. Any associated inspection fees remaining unpaid on December 31 of the year in which the scheduled inspection occurred shall be added to and form part of the taxes payable on the property as taxes in arrears.

SCHEDULE B - Permit Fees

Relocated to Schedule "I" of the Fees and Charges Bylaw

~~**SCHEDULE B - Permit Fees**~~

1. The fees hereinafter specified must be paid to the District by all applicants for any Permit required by this Bylaw, or under the Fire Code adopted by this Bylaw, or by the regulations passed pursuant to the provisions of the *Fire Services Act*, as amended from time to time, and for inspection of any work or thing for which the said Permit is required:

(a) For any installation of gasoline tanks, oil tanks, diesel tanks and dispensing pumps:

2,300 L (500 I.G.)	\$15.00
2,301-4,600 L (501-1,000 I.G.)	\$20.00
4,601-23,000 L (1,001-5,000 I.G.)	\$30.00
23,001-46,000 L (5,001-10,000 I.G.)	\$40.00
46,001-115,000 L ((10,001-25,000 I.G.)	\$60.00
115,001-230,000 L (25,001-50,000 I.G.)	\$100.00
230,001-460,000 L (50,001-100,000 I.G.)	\$150.00
460,001-920,000 L (100,001-200,000 I.G.)	\$200.00
920,001-2,300,000 L (200,001-500,000 I.G.)	\$250.00
Each dispensing pump	\$10.00

(b) Inspections and installation of domestic and commercial oil burners:

Each domestic installation	\$5.00
Each commercial installation	\$10.00

SCHEDULE G - Fees for Scheduled Inspections

~~**SCHEDULE G - Fees for Scheduled Inspections**~~

Townhouses: \$2.00/unit

Apartment buildings up to and including 5 storeys	\$4.00/unit
Apartment buildings over 5 storeys	\$2.00/unit
Hotels/Motels up to and including 5 storeys	\$4.00/unit
Hotels/Motels over 5 storeys	\$2.00/unit
All other scheduled inspection fees based on duration:*	
Under 30 minutes	\$75.00
30 – 60 minutes	\$125.00
60 – 90 minutes	\$175.00
Over 90 minutes	\$250.00

* Duration means from time of arrival to departure plus 10 minutes for travel and administration.

If as the result of a scheduled inspection one or more re-inspections are required, no additional fee shall be charged for the first re-inspection.

If requested in advance by an owner or Occupier, a fire extinguisher demonstration will be provided during a scheduled inspection at no additional charge. A review of the existing Fire Safety Plan will also be provided at no additional charge.

The Corporation of the District of North Vancouver

Bylaw 7925

A bylaw to amend Fees and Charges Bylaw 6481, 1992

The Council for The Corporation of the District of North Vancouver enacts as follows:

1. Citation

This bylaw may be cited as "Fees and Charges Bylaw 6481, 1992, Amendment Bylaw 7925, 2012 (Amendment 32)".

2. Amendments

The Fees and Charges Bylaw 6481, 1992 is amended as follows:

- a) Schedule "I", *Fire Department Search Fee*, is amended by deleting it in its entirety and replacing it with a new Schedule "I", *Fire Department Fees*, as shown in Schedule "1" of this bylaw.

READ a first time this the

READ a second time this the

READ a third time this the

ADOPTED this the

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

Schedule "1" to Bylaw 7925

Schedule I

FIRE DEPARTMENT FEES

A. GENERAL FEES

Item	Fee
Provision to any person of any information or documents	\$150.00
Fire Safety Plan:	
➤ Review of new Fire Safety Plans	\$150.00
➤ Annual review of existing Fire Safety Plans	\$51.00
Develop a Pre-Fire Plan	\$765.00
Review Pre-Fire Plan	\$105.00
Charge if submitted fire plan drawings are not in format acceptable to DNV	\$310.00

B. PERMIT FEES

The fees hereinafter specified must be paid to the District by all applicants for any Permit required by this Bylaw, or under the Fire Code adopted by this Bylaw, or by the regulations passed pursuant to the provisions of the Fire Services Act, as amended from time to time, and for inspection of any work or thing for which the said Permit is required:

- a) For any installation of gasoline tanks, oil tanks, diesel tanks and dispensing pumps:

Item	Fee
2,300 L (500 I.G.)	\$15.00
2,301-4,600 L (501-1,000 I.G.)	\$20.00
4,601-23,000 L (1,001-5,000 I.G.)	\$30.00
23,001-46,000 L (5,001-10,000 I.G.)	\$40.00
46,001-115,000 L (10,001-25,000 I.G.)	\$60.00
115,001-230,000 L (25,001-50,000 I.G.)	\$100.00
230,001-460,000 L (50,001-100,000 I.G.)	\$150.00
460,001-920,000 L (100,001-200,000 I.G.)	\$200.00
920,001-2,300,000 L (200,001-500,000 I.G.)	\$250.00
Each dispensing pump	\$10.00

- b) Inspections and installation of domestic and commercial oil burners:

Item	Fee
Each domestic installation	\$5.00
Each commercial installation	\$10.00

Amended by: (7426 7446 7581 7740 7871 7917)

The Corporation of the District of North Vancouver

Bylaw 7923

A bylaw to amend Fire Bylaw 7481, 2004

The Council for The Corporation of the District of North Vancouver enacts as follows:

1. Citation

This bylaw may be cited as "Fire Bylaw 7481, 2004, Amendment Bylaw 7923, 2012 (Amendment 5)".

2. Amendments

The Fire Bylaw is amended as follows:

- a) Section 8(c) is amended by deleting it in its entirety and replacing it with a new section 8(c) as follows:

"8(c) the applicant has paid the Fire Chief the Permit fee as prescribed in Schedule "I" of the District of North Vancouver Fees and Charges Bylaw 6481."

- b) Section 13(c) is amended by deleting "CAN/ULC-S31" and replacing it with "CAN/ULC-S531".
- c) Section 22, *Fire Safety Plan Requirements*, is amended by deleting it in its entirety and replacing it with a new section 22, *Fire Safety Plan Requirements*, as follows:

"22. Fire Safety Plan Requirements

All buildings, sites, storage areas or other areas as required by the B.C. Fire Code section 2.8 Emergency Planning must have a fire safety plan ("**Fire Safety Plan**"). Fire prevention measures within a **Fire Safety Plan** must conform to the B.C. Fire Code section 2.8.2 and must be produced and submitted to the **Fire Inspector** for approval. All **Fire Safety Plans** must be submitted in a form and diagram template acceptable to the **Fire Chief**. All owners and **Occupiers** of premises where a **Fire Safety Plan** is required must review their **Fire Safety Plans** annually and submit updated plans to the **Fire Department** and District Fire Protection Services for review. The fee charged for the review of the **Fire Safety Plan** is prescribed in Schedule "I" of the District of North Vancouver Fees and Charges Bylaw 6481. Should owners and Occupiers not need to update their **Fire Safety Plan**, they

must so notify the **Fire Department**. Failure to submit a **Fire Safety Plan** will result in the issuance of a **Municipal Ticket**."

- d) Section 72, *Information Requests*, is amended by deleting it in its entirety and replacing it with a new section 72, *Information Requests*, as follows:

"72. Information Requests

The Fire Chief is authorized to charge a fee, as prescribed in Schedule "I" of the District of North Vancouver Fees and Charges Bylaw 6481, in conjunction with the provision to any person of any information or documents."

- e) Section 75(d) is amended by deleting it in its entirety and replacing it with a new section 72, *Information Requests*, as follows:

"75(d) may alter the inspection schedules from time to time based on, but not limited to, the following criteria:

- past history of violations;
- occupancy type;
- hazard rating; and,
- area vulnerability."

- f) Sections 75(e) and (f) are deleted in their entirety.

- g) Section 76, *Compliance with Inspection Schedule and Payment of Fees*, is amended by deleting it in its entirety and replacing it with a new section 76, *Compliance with Inspection Schedule*, as follows:

"76. Compliance with Inspection Schedule

All owners and occupiers of buildings or premises in the District will cooperate fully with the Fire Department in connection with the completion of scheduled inspections."

- h) Schedule "B", *Permit Fees*, is deleted in its entirety.

- i) Schedule "G", *Fees for Scheduled Inspections*, is deleted in its entirety.

READ a first time this the

READ a second time this the

READ a third time this the

ADOPTED this the

Mayor

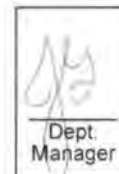
Municipal Clerk

Certified a true copy

Municipal Clerk

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The District of North Vancouver REPORT TO COUNCIL

October 26, 2012
File: 09.3900.01/000.000

AUTHOR: James Gordon, Manager of Administrative Services

SUBJECT: Rezoning Bylaw 1279 (Bylaw 7924) – 1147 West Keith Road

RECOMMENDATION:

THAT "The District of North Vancouver Rezoning Bylaw 1279 (Bylaw 7924)" is given SECOND and THIRD reading.

BACKGROUND:

The District of North Vancouver Rezoning Bylaw 1279 (Bylaw 7924) received first reading on September 17, 2012. A Public Hearing was held on October 16, 2012. The bylaw is now ready to be considered for second and third readings by Council.

Respectfully Submitted,


James Gordon
Manager of Administrative Services

Attachment: The District of North Vancouver Rezoning Bylaw 1279 (Bylaw 7924)

The Corporation of the District of North Vancouver

Bylaw 7924

A bylaw to amend the District of North Vancouver Zoning Bylaw 3210, 1965

The Council for The Corporation of the District of North Vancouver enacts as follows:

1. Citation

This bylaw may be cited as "The District of North Vancouver Rezoning Bylaw 1279 (Bylaw 7924)".

2. Amendments

2.1 The District of North Vancouver Zoning Bylaw 3210, 1965 is amended as follows:

- a) Part 3A Subdivision regulations is amended by amending Section 310 Special Minimum Lot Sizes by adding a new row to the special minimum lot sizes table as follows:

Legal Description	Location	Area (square metres)	Width (metres)	Depth (metres)
Lot A Blocks 31 and 45 District Lot 552 Plan 12969	1147 W Keith Rd	590m ²	15m	34m

READ a first time this the 17th day of September, 2012.

PUBLIC HEARING held this the 16th day of October, 2012.

READ a second time this the

READ a third time this the

Certified a true copy of "Rezoning Bylaw 1279" as at Third Reading

Municipal Clerk

APPROVED by the Ministry of Transportation and Infrastructure this the
ADOPTED this the

Mayor


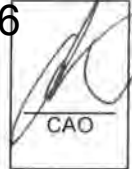
Municipal Clerk

Certified a true copy

Municipal Clerk

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	8.6	
Dept. Manager	 Director	 CAO

The District of North Vancouver REPORT TO COUNCIL

October 19, 2012
 File: 05.1780/Financial Plan Process/2012
 Tracking Number: RCA -

AUTHOR: Rick Danyluk, Manager of Financial Planning

SUBJECT: 2012-2016 Consolidated Financial Plan - Bylaw Amendment 1

RECOMMENDATION:

That the, "2012 – 2016 Consolidated Financial Plan Approval Bylaw 7926, 2012, Amendment Bylaw 7967 (Amendment 1)" now be read a FIRST, SECOND, and THIRD time on recommendation from the Finance and Audit Standing Committee.

REASON FOR REPORT:

Since the adoption of the 2012 -2016 Financial Plan in April a number of decisions and events have occurred which require amendments to the Financial Plan. These changes have been discussed by the Finance and Audit Standing Committee on October 25 and are recommended for adoption by Council. See attachment for details.

ANALYSIS:

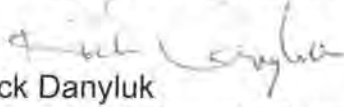
The changes must be formally adopted in an amended financial plan to meet the requirements of the Community Charter. There is no impact on the level of taxation for 2012 as a result of these amendments.

Timing/Approval Process:

The Financial Plan must be amended for spending authority to be in place for related expenditures prior to year-end.

Financial Impacts:

See revised Schedule A, Amendment 1, Bylaw 7967.


 Rick Danyluk
 Manager of Financial Planning

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Dept. Manager	Director	CAO
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The District of North Vancouver REPORT TO FINANCE & AUDIT STANDING COMMITTEE

October 22, 2012

File: 05.1780/Financial Plan Process 2012

Tracking Number: RCA -

AUTHOR: Rick Danyluk, Manager Financial Planning

SUBJECT: Financial Plan Amendment - Major Changes

RECOMMENDATION:

“THAT the Finance & Audit Standing Committee recommends to Council;

That Council approves the 2012 – 2016 Financial Plan Amendment Bylaw.”

REASON FOR REPORT: During the year Council supported five major changes to the Financial Plan through resolution with direction to amend the financial plan in the fall. The highlights for these changes are shown below.

SUMMARY:

1. Grant Connell Tennis Centre Expansion – a budget of \$4.6 million, funded through debt, and premised on a cost recovery model including operating costs and debt servicing costs. Council gave first three readings to the loan authorization bylaw on October 1. The facility is expected to be operational in the fall of next year.
2. William Griffin Community Recreation Centre – estimated at \$49 million funded through reserves and debt. Council passed a resolution October 15th, 2012 to proceed with detailed design and initiate the process for borrowing up to a maximum of \$28 million. The Loan Authorization Bylaw will be tabled on October 29, 2012.
3. Animal Shelter Relocation – placeholder included in 2013 with funding capped at \$2.5 million. Partnership options to be explored and business case to be brought back for Council consideration.

4. Mount Seymour Parkway Bridge Widening – estimated at a total cost of \$2.2 million (\$627k approved in prior years) amended for additional funding of \$1.5 million from external sources and \$110k from New Capital and Innovation Reserve.

Other significant projects receiving approval through the Financial Plan Amendment Bylaw include:

5. North Shore Rescue Building – a tri-municipal funded facility, with the District’s share, based on North Shore population, capped at \$437,000. Funding for this project is from the Protective Services reserve. Design costs of \$40,000 are already included in the 2012 Financial Plan.
6. Lower Capilano Community Centre Concept – this project is proceeding to conceptual design at an estimated cost of \$50,000 and will be funded through Community Amenity Contributions.

The 2012 – 2016 Financial Plan will be amended for these capital projects as follows.

<i>(Thousands of dollars)</i>						
Major Projects	2012 Amendment Portion	Total Approved Project	Reserves	Borrowing	Prior Approval	External / Developer
<i>With Council Resolution</i>						
1 Grant Connell Indoor Tennis	203	4,576	(300)	4,576	300	-
2 William Griffin Community Centre	275	49,000	21,000	28,000	-	-
3 Animal Shelter Relocation	-	2,500	2,500	-	75	-
4 MSP Bridge Seismic & Widening	1,579	2,206	110	-	627	1,469
<i>Resolution through Financial Plan</i>						
5 North Shore Rescue Building	397	437	397	-	40	-
6 Lower Capilano Community Concept	50	50	-	-	-	50
Total	2,504	58,769	23,707	32,576	1,042	1,519

Notes:

- 1 Facility operating and borrowing costs to be repaid through user fees
- 2 Public consultation process to consider options for the future use of the Delbrook site
- 3 Partnership options and funding under review. Placeholder in 2013 capped at \$2.5 million funded from reserves
- 4 Primarily externally funded
- 5 Maximum contribution shown, District share based on population
- 6 Conceptual design only, funded through Community Amenity Contributions (CAC's)

As is normally the case, housekeeping items (i.e. reclassification between accounts, revisions of estimates, and receipts of external funding) are also summarized and included in Schedule A. Capital items total \$700k represent external contributions for the most part. Operating items also total \$700k and are comprised of grants and flow through adjustments.

The Corporation of the District of North Vancouver

Bylaw 7967

A bylaw to amend the 2012-2016 Consolidated Financial Plan

The Council for The Corporation of the District of North Vancouver enacts as follows:

1. Citation

This bylaw may be cited as "2012-2016 Consolidated Financial Plan Approval Bylaw 7926, 2012, Amendment Bylaw 7967, 2012 (Amendment 1)".

2. Amendments

The 2012 - 2016 Consolidated Financial Approval Bylaw is amended as follow:

- a. Section 3, *Reserve Fund Appropriations for Capital Expenditures*, is deleted in its entirety and replaced with the following new Section 3, *Reserve Fund Appropriations for Capital Expenditures*, as follows:

"3. Reserve Fund Appropriations for Capital Expenditures

The 2012-2016 Consolidated Financial Plan reserve fund appropriations totalling \$5,823,537 as set out below for 2012 are approved.

Capital Expenditures

1. Other Reserves

Public Art	\$50,000
Trails Reserve	184,000
Traffic Reserve	159,000
	<hr/>
	\$393,000

2. Development Cost Charge Reserves

Roadways	\$557,247
Parks	81,600
Waterworks	119,400
Storm Drainage	102,800
	<hr/>
	\$861,047

3. Equipment Replacement Reserves

General Equipment Reserve	\$481,000
IT Equipment Reserve	344,000
Fire Equipment Reserve	730,000
Golf Facilities Equipment Reserve	499,490
Recreation Equipment Reserve	110,000
	<hr/>
	\$2,164,490

Document: 1947884

4. Infrastructure Replacement Reserve	
William Griffin Sportfield – Artificial Turf Replacement	\$670,000
William Griffin Community Centre	275,000
	<hr/> \$945,000

5. New Capital Reserve	
Energy Retrofit Program	\$1,400,000
Mount Seymour Parkway Bridge	110,000
Fleet Services – Automatic Vehicle Locator (AVL)	50,000
Grant Connell Tennis Centre Expansion (Return Prior Year Funding)	(300,000)
	<hr/> \$1,260,000

6. Land Opportunity Reserve	
Land Acquisition Preparatory Works	\$200,000"

- b. Schedule A is deleted in its entirety and is replaced with the attached Schedule "A Amendment 1 District of North Vancouver 2012 – 2016 Consolidated Financial Plan (000's)" as shown in Schedule "1" of this Bylaw.

READ a first time the

READ a second time the

READ a third time the

ADOPTED this the

Mayor

Municipal Clerk

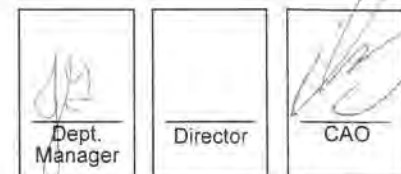
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Municipal Clerk

DISTRICT OF NORTH VANCOUVER
2012 - 2016 CONSOLIDATED FINANCIAL PLAN (000's)

	2012	2013	2014	2015	2016
REVENUES					
Taxation	80,790	83,454	86,227	89,096	92,262
Penalties and Interest on Taxes	625	638	650	663	677
Sales, Fees, and User Charges	70,171	76,515	79,610	82,494	85,507
Transfer from Governments	3,344	1,825	1,914	1,941	1,969
Investment Income	3,405	3,211	3,493	3,493	3,428
External Contributions	727	7,769	278	286	295
	<u>159,062</u>	<u>173,412</u>	<u>172,172</u>	<u>177,973</u>	<u>184,138</u>
PROCEEDS FROM DEBT					
	503	4,073	9,200	22,600	1,200
TRANSFERS FROM					
Accumulated Surplus Operating	4,182	3,085	3,085	3,085	3,085
Capital Committed Funds	142	100	100	-	-
Protective Services Reserve	1,264	57	58	59	61
Other Reserves	393	50	50	50	50
Development Reserves	861	683	680	950	862
Equipment Reserves	2,164	770	1,758	2,784	1,962
Land Opportunity Reserve	200	-	-	-	-
Infrastructure Replacement Reserve	945	2,500	13,000	810	-
New Capital & Innovation Reserve	1,260	-	-	-	-
	<u>11,411</u>	<u>7,245</u>	<u>18,731</u>	<u>7,738</u>	<u>6,020</u>
TOTAL	<u>170,976</u>	<u>184,730</u>	<u>200,103</u>	<u>208,311</u>	<u>191,358</u>
EXPENDITURES					
General Government	19,072	17,938	18,193	18,514	17,466
Protective Services	37,242	38,005	38,899	39,814	40,752
Solid Waste and Recycling Services	8,154	8,280	8,782	9,265	9,708
Social Services	2,026	2,053	2,095	2,137	2,181
Development Services	2,291	2,293	2,339	2,386	2,433
Transport and Other Services	5,544	5,823	5,997	6,176	6,370
Parks, Recreation and Cultural Services	31,223	31,895	32,544	33,206	33,183
Water Utility Services	14,376	16,496	17,463	18,427	19,235
Sewer Utility Services	11,649	12,367	13,160	14,084	15,154
Capital Expenditures	28,971	31,936	49,560	52,837	30,862
	<u>160,548</u>	<u>167,086</u>	<u>189,032</u>	<u>196,846</u>	<u>177,344</u>
DEBT SERVICE					
Principal & Interest	2,706	2,706	3,020	3,020	5,249
TRANSFERS TO					
Accumulated Surplus Operating	444	629	642	655	668
Accumulated Surplus Sewer	50	100	150	200	250
Accumulated Surplus Water	100	-	-	50	75
Other Reserves	508	185	189	193	197
Development Reserves	1,093	1,056	1,068	1,082	1,090
Equipment Reserves	1,859	1,863	1,918	1,956	1,975
Land Opportunity Reserve	359	7,799	455	464	473
Infrastructure Replacement Reserve	3,013	2,832	2,927	2,898	2,916
New Capital & Innovation Reserve	296	474	702	947	1,121
	<u>7,722</u>	<u>14,938</u>	<u>8,051</u>	<u>8,445</u>	<u>8,765</u>
TOTAL	<u>170,976</u>	<u>184,730</u>	<u>200,103</u>	<u>208,311</u>	<u>191,358</u>

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The District of North Vancouver REPORT TO COUNCIL

October 25, 2012

File: 09.3900.01/000.000

AUTHOR: James Gordon, Manager of Administrative Services

SUBJECT: **Bylaw 7951: Grant Connell Tennis Centre Loan Authorization Bylaw**

RECOMMENDATION:

THAT "Grant Connell Tennis Centre Loan Authorization Bylaw 7951, 2012" is ADOPTED.

BACKGROUND:

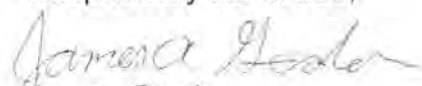
The "Grant Connell Tennis Centre Loan Authorization Bylaw 7951, 2012" received first, second, and third reading on October 1, 2012. The bylaw, along with the required supporting financial information, was sent to the Inspector of Municipalities for approval immediately thereafter. We have received confirmation that approval was granted on October 25th, 2012. The bylaw is now ready to be considered for adoption by Council.

Council may want to be aware of the post-adoption steps which are unique to loan authorization bylaws. Following adoption there is a thirty day quashing period in which the bylaw may not be acted upon. At the end of this period the Clerk must apply to the Inspector of Municipalities for a Certificate of Approval by declaring that the bylaw was validly enacted, remains in force, and that there were no legal challenges during the quashing period. Once the Certificate of Approval is issued, Council can consider a resolution authorizing the borrowing after which Finance staff work with Metro Vancouver staff to have our borrowing added to their next Security Issuing Bylaw.

Options:

1. Adopt the bylaw;
2. Abandon the bylaw at 3rd reading; or,
3. Rescind 3rd reading and debate possible amendments to the bylaw (bylaw would need to be resubmitted for Inspector of Municipalities for approval again).

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "James Gordon".

James Gordon
Manager of Administrative Services

Attachment: Grant Connell Tennis Centre Loan Authorization Bylaw 7951, 2012

The Corporation of the District of North Vancouver

Bylaw 7951

A bylaw to authorize borrowing for expanding the Grant Connell Tennis Centre

WHEREAS it is deemed desirable and expedient to expand the Grant Connell Tennis Centre;

AND WHEREAS the estimated cost of expanding the Grant Connell Tennis Centre is \$4,600,000 excluding debt issuing costs and interest during construction;

AND WHEREAS the total sum of \$4,600,000 is the amount of debt intended to be borrowed by this bylaw for expanding the Grant Connell Tennis Centre;

AND WHEREAS the debt is to be repaid from tennis revenues;

NOW THEREFORE, the Council of the Corporation of the District of North Vancouver enacts as follows:

1. Citation

This bylaw may be cited as "Grant Connell Tennis Centre Loan Authorization Bylaw 7951, 2012".

2. General

2.1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the expansion of the Grant Connell Tennis Centre in accordance with general plans on file in the municipal office and to do all things necessary in connection there with and without limiting the generality of the foregoing:

- a) To borrow upon the credit of the Municipality a sum not exceeding \$4,600,000;
- b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with expansion of the Grant Connell Tennis Centre; and,
- c) The maximum term for which debentures may be issued to secure the debt created by this bylaw is 30 years.

READ a first time this the 1st day of October, 2012

READ a second time this the 1st day or October, 2012

READ a third time this the 1st day or October, 2012

Certified a true copy of "Grant Connell Tennis Centre Loan Authorization Bylaw 7951, 2012" as at Third Reading.

Municipal Clerk

RECEIVED the approval of the Inspector of Municipalities this the 25th day of October, 2012

Note: Approval of the Electors not required pursuant to s.7 of BC Reg. 254/2004

ADOPTED this the

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk