

# AGENDA

## *REGULAR MEETING OF COUNCIL*

**Monday, March 18, 2013**

**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](http://www.dnv.org)

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## REGULAR MEETING OF COUNCIL

**7:00 p.m.**  
**March 18, 2013**  
**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](http://www.dnv.org)

#### CLOSED PUBLIC HEARING ITEMS NOT AVAILABLE FOR DISCUSSION

- Bylaw 7954 – Rezoning Lot B – Barrow Street/Lynnwood
- Bylaw 7969 – 2635-2695 Mountain Highway
- Bylaw 7962 – The District of North Vancouver Rezoning Bylaw 1287 (Old Dollarton/Front Street)

#### 1. ADOPTION OF THE AGENDA

##### 1.1. March 18, 2013 Regular Meeting Agenda

*Recommendation:*

THAT the agenda for the March 18, 2013 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. International Day of Norouz – March 21, 2013 p. 9

#### 4. RECOGNITIONS

#### 5. DELEGATIONS

5.1. John Harvey, North Vancouver City Voices p. 13-16  
Re: North Vancouver Policing Committee

#### 6. ADOPTION OF MINUTES

**6.1. February 18, 2013 Regular Council Meeting**

**p. 19-26**

*Recommendation:*

THAT the minutes of the February 18, 2013 Regular Council meeting be adopted.

**6.2. March 4, 2013 Regular Council Meeting**

**p. 27-31**

*Recommendation:*

THAT the minutes of the March 4, 2013 Regular Council meeting be adopted.

**7. RELEASE OF CLOSED MEETING DECISIONS**

**7.1. Seymour Local Plan: Status and Phasing  
March 4, 2013 Closed Council Meeting**

THAT

1. Council reaffirm the Seymour Local Plan status as a reference policy document to help inform land use decisions until more detailed planning for an area within Seymour is completed per Section 12.3.2 of the District Official Community Plan (OCP) recognizing that the unit count referred to in the Seymour Local Plan has not been in force or effect since the approval of the OCP and that it is not binding for planning purposes;
2. Council reaffirm that Seymour is not identified as one of the growth centres in the District OCP and that infill development opportunities identified in the Seymour Local Plan reference policy document are reflected on the District OCP land use map;
3. With the exception of the 3500 block Mount Seymour Parkway, Dollarton Shipyard / McKenzie Barge site and small single family infill subdivisions (up to 3 new lots), Council express a desire for slow and managed growth and construction in the Seymour Local Plan area, particularly along Mount Seymour Parkway; and,
4. Council instruct staff to advise potential applicants that, with the exception of the 3500 block Mount Seymour Parkway and the above-noted developments, further applications in the Seymour Local Plan area are currently considered premature and this motion will be revisited in March 2014.

**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. Development Cost Charges (DCC's) – Amending Bylaws** **p. 35-117**  
File No. 5240.02/000.001

*Recommendation:*

THAT Bylaw 7964, a bylaw to amend the District of North Vancouver DCC Bylaw 7135, 2000, is given FIRST, SECOND and THIRD reading;

THAT Bylaw 7965, a bylaw to repeal the District of North Vancouver Northlands Development Area DCC Bylaw A, Bylaw 6570, 1993 and the District of North Vancouver Northlands Development Area DCC Bylaw B, Bylaw 6571, 1993, is given FIRST, SECOND and THIRD reading;

AND THAT Bylaw 7966, a bylaw to transfer funds from the Northlands DCC Reserve funds to the corresponding District-wide DCC Reserve Funds, is given FIRST, SECOND and THIRD reading.

**\* 8.2. Bylaw 7969: 2635-2695 Mountain Highway** **p. 119-125**  
File No. 09.3900.01/000.000

*Recommendation:*

THAT "The District of North Vancouver Rezoning Bylaw 1288 (Bylaw 7969)" is ADOPTED.

**8.3. Bylaw 7980: Committee of the Whole and Miscellaneous Council Procedure Bylaw Amendments** **p. 127-154**  
File No. 01.0115.30/002.000

*Recommendation:*

THAT Council Procedure Bylaw 7414, 2004, Amendment Bylaw 7980, 2013 (Amendment 4) is given FIRST, SECOND, and THIRD Reading;

AND THAT the Municipal Clerk is directed to give notice of this amendment in accordance with the *Community Charter*.

**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 March 18, 2013 Regular Meeting of Council for the District of North Vancouver be adjourned.

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## PROCLAMATIONS

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## PROCLAMATION

### “International Day of Norouz”

March 21, 2013

- WHEREAS:** North Vancouver is a community of respectful individuals who have contributed to the evolution of a society which effectively portrays economic, ethnic, and lifestyle diversity; and
- WHEREAS:** All Canadians gain by the diversity that is now part of the fabric of British Columbia and that such independence adds to the substance of interactions between individuals; and
- WHEREAS:** “Norouz” means “New Day” in Persian and coincides with the first day of spring and the vernal equinox and is celebrated by many communities throughout the North Shore as the start of the New Year; and
- WHEREAS:** The International Day of Norouz is celebrated by the Persian, Kurd, Azeri, Baluch, Tadjik, Afghan and Turk communities among others; and
- WHEREAS:** “Norouz” is a manifestation of dialogue among cultures, affirming a life in harmony with nature, as well as an awareness of the natural cycles of life.
- NOW THEREFORE, I** Richard Walton, Mayor of the District of North Vancouver, do hereby proclaim March 21, 2013 as “**INTERNATIONAL DAY OF NOROUZ**” in the District of North Vancouver.

Richard Walton  
MAYOR

Dated at North Vancouver, BC  
This 18<sup>th</sup> day of March 2013

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## DELEGATIONS

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## Delegation to Council Request Form

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: JOHN HARVEY *Member of N.VAN CITY COUNCIL*

Title of Presentation: BACKGROUND OF RECOMMENDED 'TERMS OF REFERENCE' AMENDMENTS PERTAINING TO THE NORTH VANCOUVER POLICING COMMITTEE

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

Please describe.

Contact person (if different than above): \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

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

## Delegation to Council Request Form

### 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 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

JOHN HARVEY  
Name of Delegate or Representative of Group

20/FEB/2013  
Date

[Signature]  
Signature

### For Office Use Only

By: Signature: [Signature] ☒ Approved ☐ Rejected  
Municipal Clerk ☒ Deputy Municipal Clerk  
Appearance date if applicable: March 18  
Applicant informed of approval/rejection on (date): \_\_\_\_\_  
By (signature): \_\_\_\_\_ Date: March 4

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.

NORTH VANCOUVER POLICING COMMITTEE (for 2013)

Amendment Recommendations in respect of the Terms of Reference

PREAMBLE

AS BOTH THE NORTH VANCOUVER CITY AND DISTRICT RESIDENTS CONTRIBUTE APPROXIMATELY 25 MILLION DOLLARS TOWARDS NORTH VANCOUVER RCMP POLICING IT IS THEREFORE REASONABLE, THAT THE CONTROL OF THIS COMMITTEE IS HELD BY THE NORTH VANCOUVER CIVILIANS APPOINTED AND NOT BY THE NTH VAN RCMP DETACHMENT.

ALTHOUGH WE CAN AS EXAMPLE SOMEWHAT FOLLOW SOME PORTIONS OF THE BURNABY COMMUNITY POLICING COMMITTEE SET UP, IT BE THAT THIS NTH VAN POLICING COMMITTEE BE GIVEN EVEN GREATER POWERS SO TO ENSURE THAT THE NTH VAN PUBLIC IS MORE SATISFIED WITH THE SERVICES AND ACCOUNTABILITY OF OUR LOCAL RCMP DETACHMENT.

A COMPLETE AMENDMENT OF THE CURRENT PROCESS IS REQUIRED IN VIEW OF THE NEWS MEDIA PUBLICITY INVOLVING NORTH VAN RCMP LAW SUITS AND OF THE NUMBER OF COMPLAINT APPEARANCES, HAVING BEEN PUBLICLY SPOKEN DIRECTLY TO THE NORTH VAN DISTRICT COUNCIL.

Recommended Terms of Reference

(a) AS IN BURNABY, IT BE THAT NO NTH VAN CITY CAO OR MAYOR OR EVEN NTH VAN DISTRICT MAYOR OR CAO BE APPOINTED TO THIS NTH VAN POLICING COMMITTEE, BEING THAT WE ALLOW THAT BOTH MAYORS AND THE CITY AND DISTRICT CAO'S SHOULD BE MORE THAN BUSY PEOPLE IN THEIR OWN WORK AND THEREFORE ARE ABLE TO LEAVE THIS POLICING COMMITTEE WORK TO OTHERS APPOINTED.

(b) THAT THIS NTH VAN POLICING COMMITTEE BE COMPRISED OF A MINIMUM OF 13 CIVILIAN APPOINTEES AND THAT ONE COUNCILLOR FROM NORTH VAN CITY AND THE NORTH VAN DISTRICT ALSO BE ABLE TO BE IN ATTENDANCE. THEREFORE IT BE A TOTAL OF 15. (BURNABY HAS 16)

(c) THAT OF ONE COUNCILLOR FROM EACH MUNICIPALITY BEING ABLE TO BE IN ATTENDANCE, IT BE THAT OF EACH OF THE SIX COUNCILLOR'S OF BOTH THE CITY AND DISTRICT ARE AWARE THAT THEY WILL BE ABLE TO ATTEND A MINIMUM OF TWO TIMES DURING THE COURSE OF EACH YEAR.

THIS WILL MEAN THAT IT WILL GIVE EACH OF THE 2 X 6 COUNCILLORS AN OPPORTUNITY TO BE MORE AWARE WHAT IS HAPPENING IN NORTH VANCOUVER REGARDING CRIME AND OF POLICING BY MORE DETAIL.

THIS DOES NOT PREVENT EITHER MAYOR ATTENDING SO TO OBSERVE.

AS DISTRICT EXAMPLE THAT CLLR LITTLE MAY ATTEND IN JANUARY AND FEBRUARY OR HE MAY OPT FOR FEBRUARY AND SEPTEMBER. SIMILARLY WITH THE OTHER 5 COUNCILLORS THAT EACH COULD AGREE TO OPT FOR 2 CERTAIN OTHER MONTHS. HOWEVER A CLLR COULD STILL ATTEND ANY FURTHER TIME ON BEHALF OF A SICK OR UNAVAILABLE COUNCILLOR.

AGAIN, THIS DOES NOT PREVENT THE MAYOR OR THE CAO OR EVEN ANOTHER COUNCILLOR ATTENDING AS AN OBSERVER.

(d) THAT OF THE 13 CIVILIANS APPOINTED THAT THEY COMPRISE OF 5 PEOPLE RESIDENT IN THE NTH VAN CITY AND 5 PEOPLE RESIDENT IN THE NTH VAN DISTRICT.

(e) THAT ONE N VAN RESIDENT VOLUNTEER STAFF MEMBER OF EACH OF THE CITY AND DISTRICT COMMUNITY POLICING OFFICES, ALTHOUGH AS NOT SPECIFICALLY APPOINTED HE OR SHE BY PRIOR NOTICE GIVEN IN, MAY BE ABLE TO ATTEND AND SIT ON THE COMMITTEE ON THAT DAY.

(f) TO ALSO MAKE UP THE 13 MEMBERS, THAT ONE NORTH VANCOUVER SCHOOL BOARD DISTRICT 44 MEMBER WHO WISHES TO ATTEND AND SIT ON THE NORTH VAN POLICING COMMITTEE THAT DAY IS ABLE TO DO SO.

(g) THAT THE PUBLIC IS ALLOWED TO ATTEND THE POLICING COMMITTEE MEETINGS AND OBSERVE THEM (UNLESS THERE IS VALID SPECIFIC IN CAMERA PORTION CLAIMED).

(h) THAT A MEMBER OF THE PUBLIC IS ABLE TO ASK QUESTIONS WITHOUT RESTRICTION TO THE COMMITTEE OR TO ANY NORTH VAN RCMP POLICE OFFICER THAT ATTENDS OR IS ASKED TO ATTEND.

(i) THAT THE MEETINGS ARE TO BE HELD MONTHLY INCLUDING JULY, AUGUST AND DECEMBER AND THAT EACH MEETING IS TO BE HELD ONE MONTH IN CITY HALL AND ONE MONTH IN DISTRICT HALL ALTERNATELY.  
WHETHER IT BE IN THE COUNCIL CHAMBER OR ANOTHER RESPECTIVE MEETING ROOM TO BE DECIDED PRIOR.

(J) THERE ARE TO BE MINUTES MADE OF EACH MEETING AND THERE SHALL BE AT LEAST TWO COPY MINUTE BOOKS MADE AVAILABLE, WHEREAS ONE COPY MINUTE BOOK WILL BE ABLE TO BE OBTAINED AND BE ABLE TO BE READ, FROM EITHER OF THE NTH VAN CITY OR DISTRICT'S RELEVANT CLERK'S OFFICE.

(k) WHEN A POLICING MEETING IS HELD AT NTH VAN CITY HALL, A CITY STAFF MEMBER WILL WRITE THE MINUTES. BUT IF AT DISTRICT HALL THEN A DISTRICT STAFF MEMBER WILL WRITE THE MINUTES.

THE AMENDMENTS AND TERMS OF REFERENCE TO BE IN PLACE FOR READINESS OF THE START OF JANUARY 2013.

Respectfully re submitted from Nov 19<sup>th</sup> 2012      Thank You, John Harvey.

## MINUTES

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**DISTRICT OF NORTH VANCOUVER  
REGULAR MEETING OF COUNCIL**

Minutes of the Regular Meeting of the Council for the District of North Vancouver held at 7:04 p.m. on Monday, February 18, 2013 in the Council Chamber of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

**Present:** Mayor R. Walton  
Councillor R. Bassam  
Councillor R. Hicks  
Councillor M. Little  
Councillor D. MacKay-Dunn  
Councillor L. Muri  
Councillor A. Nixon

**Staff:** Mr. D. Stuart, Chief Administrative Officer  
Mr. B. Bydwell, General Manager – Planning, Properties & Permits  
Ms. N. Deveaux, General Manager – Finance & Technology  
Mr. G. Joyce, General Manager – Engineering, Parks & Facilities  
Mr. R. Danyluk, Manager – Financial Planning  
Ms. N. Letchford, Deputy Municipal Clerk  
Mr. A. Lynch, Section Manager – Waste Reduction  
Ms. J. Paton, Section Manager – Development Planning  
Ms. L. Brick, Confidential Council Clerk  
Mr. M. Hartford, Planner  
Ms. K. Larsen, Planner  
Ms. T. Smith, Transportation Planner

**1. ADOPTION OF THE AGENDA**

**1.1. February 18, 2013 Regular Meeting Agenda**

**MOVED by Councillor MURI**

**SECONDED by Councillor LITTLE**

THAT the agenda for the February 18, 2013 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.

**CARRIED**

**4. RECOGNITIONS**

**4.1. 2012 Heritage and Design Excellence Awards**

**Advisory Design Panel "Design Excellence Awards"**

"Award of Excellence"

In recognition of "Legacy Townhomes" (897 Premier Street)

Presented to:

- Brody Development (Homes) Ltd.
- Mike Brody, Principal
- Integra Architecture Inc.
- Duane Siegrist, AIBC- Architect of Record
- Forma Design Inc.
- Bill Harrison, BCSLA & Ron Smith, BCSLA- Landscape Architects

The 2012 Heritage Award winners were presented as follows:

#### **Heritage Advocacy**

- Eve Lazarus  
Contributions to Heritage Preservation on the North Shore
- Kristen Schulz  
For her award winning video "The Heritage of My Home"
- Janet Pavlik
- Des Smith
- Eileen Smith  
The authors of the recently published book *Echoes Across Seymour*
- North Vancouver Museum and Archives  
The project "Preservation of Mountaineering History and Lore"

#### **Maintenance and Restoration of a Heritage Register Residential Structure**

- David Pike and Gillian Welsh (owners)
- Robert Dale (Contractor)  
740 East 9<sup>th</sup> Street

#### **Maintenance and Renovation ~ to a Heritage Residential Structure**

- Cathy and Victor Groot  
3647 Sunnycrest Drive

The meeting recessed at 7:38 pm and reconvened at 7:39 pm.

Councillor MACKAY-DUNN returned to the meeting at 7:41 pm.

## **2. PUBLIC INPUT**

- 2.1** Ms. Irene Boyd, 1300 Block East 27<sup>th</sup> Street;
  - Expressed concern regarding the RCMP treatment of seniors.
- 2.2** Mr. Josh Green, 2800 Block Victoria Drive;
  - Spoke regarding a business proposal for Deep Cove.
- 2.4** Mr. Eric Andersen, 2500 Block Derbyshire Way;
  - Spoke in opposition to the tree planting program in Blueridge.



**3. PROCLAMATIONS**

**3.1. Rotary Day – February 23, 2013**

**3.2. Heritage Week – February 18 – 24, 2013**

**3.3. Toastmasters International Month – February 2013**

**5. DELEGATIONS**

**5.1. Ms. Antje Wahl, HUB Cycling Coalition**

Re: Update on North Shore Committee Programs and Activities

Ms. Antje Wahl, Chair, and Mr. Peter Schofield, Vice Chair, HUB Cycling Coalition provided an overview of HUB and its goals.

Ms. Wahl thanked Council for improvements to the cycling network and indicated that more improvements are needed.

**MOVED by Councillor BASSAM**

**SECONDED by Councillor MURI**

THAT the HUB Cycling Coalition delegation be received.

**CARRIED**

**6. ADOPTION OF MINUTES**

**6.1. January 28, 2013 Council Workshop**

**MOVED by Councillor HICKS**

**SECONDED by Councillor LITTLE**

THAT the minutes of the January 28, 2013 Council Workshop be received.

**CARRIED**

**6.2. February 4, 2013 Regular Council Meeting**

**MOVED by Councillor HICKS**

**SECONDED by Councillor LITTLE**

THAT the minutes of the February 4, 2013 Regular Council meeting be adopted.

**CARRIED**

**7. RELEASE OF CLOSED MEETING DECISIONS**

Nil

## **8. REPORTS FROM COUNCIL OR STAFF**

**MOVED by Councillor MURI**

**SECONDED by Councillor LITTLE**

THAT items 8.4 and 8.5 be included in the Consent Agenda and be approved without debate.

**CARRIED**

With the consent of Council, Mayor Walton the varied order of business as follows:

### **8.6 Kwantlen Polytechnic University's Request for Support for the Food System Design and Implementation Plan for Southwest British Columbia - Follow-up Report**

File No. 13.6440.20/003.000

Public Input:

Dr. Kent Mullinex, Kwantlen Polytechnic University;

- Thanked staff for their review of the project and spoke in support of the proposal; and,
- Urged Council to approve all three elements of the request, including funding.

**MOVED by Councillor MURI**

**SECONDED by Councillor NIXON**

THAT Council support the proposed Southwest BC Food System Project of Kwantlen University through the provision of a staff liaison to the project team.

**CARRIED**

Opposed: Councillor LITTLE

**MOVED by Councillor BASSAM**

**SECONDED by Councillor NIXON**

THAT staff be directed to send a letter to Metro Vancouver expressing the District's support for this project.

**CARRIED**

### **8.2 1561-1583 Oxford Street: Preliminary Planning Application**

File No. 08.3060.20/052.12

Public Input:

Mr. Oliver Webbe, President, and Mr. Brad Howard, Senior Project Manager, Darwin Construction;

- Spoke in support of the pre-application proposal, noting that the project is immediately adjacent to Phibbs Exchange; and,
- Outlined their consultation process to date.

**MOVED by Councillor MURI**

**SECONDED by Councillor LITTLE**

THAT while Council is supportive of a purpose built rental housing project, Council encourage the applicant to investigate a project which is not more than approximately 2.5 FSR in keeping with the density provisions contained within the District Official Community Plan for this site.

**DENIED**

Opposed: Councillors BASSAM, HICKS, LITTLE, and NIXON

**MOVED by Councillor MURI**

**SECONDED by Councillor LITTLE**

THAT the applicant is advised that implementation planning for Lower Lynn is not yet complete and, as such, District comments on the current pre-application made prior to completion of the Lower Lynn implementation plan should be considered preliminary in nature;

AND THAT the applicant take into consideration the comments of Council when considering their application.

**CARRIED**

The meeting recessed at 9:36 pm and reconvened at 9:40 pm.

Councillor NIXON returned to the meeting at 9:42 pm.

Councillor MURI returned to the meeting at 9:44 pm.

#### **8.1. Budget Introduction**

File No.

Verbal Presentation: Nicole Deveau, General Manager, Finance and Technology

Ms. Nicole Deveau, General Manager – Finance & Technology, provided an overview of the financial plan highlighting:

- The capital initiatives;
- Planning framework for the OCP; and,
- Long-term financial planning for the District.

Ms. Deveau advised that staff propose a 2.5% tax rate increase; this is in line with the rate of inflation.

**MOVED by Councillor HICKS**

**SECONDED by Councillor LITTLE**

THAT the verbal report of the General Manager – Finance & Technology be received for information.

**CARRIED**

#### **8.3 135 Riverside Drive- Wind Mobile Cell Tower Application**

File No. 08.3060.20/084.11

Ms. Jennifer Paton, Section Manager – Development Planning, provided an overview of the project and the community consultation process advising that staff held a facilitated public information meeting and commented on the feedback received from residents.

Public Input:

Mr. Terry Dwyer and Ms. Erica Crichton, Wind Mobile,

- Reviewed the industry guidelines for required buffer areas for detonation of commercial explosives stored in the area, noting that the location of the pole is outside of the required zone.

As the hour of 10:30 pm was reached:

**MOVED by Councillor MACKAY-DUNN**

**SECONDED by Councillor LITTLE**

THAT the meeting continue beyond 10:30 pm.

**CARRIED**

**MOVED by Councillor MURI**

**SECONDED by Councillor NIXON**

THAT Council pass the following resolution in response to the application from Wind Mobile to Industry Canada for the installation of a 35m cell monopole at 135 Riverside Drive.

1. The Council of the District of North Vancouver does not support Wind Mobile's application to Industry Canada for approval of the installation of the monopole on the subject property at 135 Riverside Drive due to significant community concerns: and notwithstanding the above;
2. The District of North Vancouver Council recommends that if Industry Canada approves the proposed application that installation of the monopole be subject to the following considerations:
  - a) Any additions or changes to antennas or microwave dishes installed on the proposed monopole be subject to an Industry Canada process that will require notification of surrounding property owners, and review by an appropriately qualified expert to ensure that the proposed changes will not impact or cause to prematurely detonate explosive materials or pyrotechnical devices associated with businesses in the surrounding neighbouring area.
  - b) That emissions from the monopole be monitored on an on-going basis to ensure they remain within the standards of Health Canada (Safety Code 6).

**CARRIED**

Opposed: Councillors HICKS and LITTLE

- 8.4 Bylaw 7976: Grant Connell Tennis Centre Expansion  
Temporary Borrowing**  
File No. 05.1970

**MOVED by Councillor MURI**

**SECONDED by Councillor LITTLE**

THAT "Grant Connell Tennis Centre Temporary Borrowing Bylaw 7976, 2013" is given FIRST, SECOND, and THIRD Reading.

**CARRIED**

- 8.5 Development Servicing Bylaw Amendment  
Road Classification**  
File No. 16.8620.20/041.000

**MOVED by Councillor MURI**

**SECONDED by Councillor LITTLE**

THAT the THIRD reading of Development Servicing Bylaw 7388, 2005, Amendment Bylaw 7975, 2012 (Amendment 4) is RESCINDED;

AND THAT Development Servicing Bylaw 7388, 2005, Amendment Bylaw 7975, 2012 (Amendment 4) is read a THIRD time as amended.

**CARRIED**

- 8.7 Multi-Material Stewardship Plan for Packaging and Printed Paper**  
File No. 11.5370.01/000.000

Mr. David Stuart, Chief Administrative Officer, provided an overview of the proposal and the impacts on the recycling program.

**MOVED by Councillor BASSAM**

**SECONDED by Councillor NIXON**

THAT Council send a letter to Mr. Allan Langdon, Chair, Multi-Material British Columbia expressing its concerns with the proposed removal of recyclable materials such as glass from curbside collection and that, as a minimum, all of the recyclable materials currently collected at curbside and the recycling drop-off depot continue to be collected under the new Packaging and Printed Paper Stewardship Plan.

**CARRIED**

## **9 REPORTS**

Nil

## **10 ANY OTHER BUSINESS**

Nil

**11 ADJOURNMENT**

**MOVED by Councillor MURI**

**SECONDED by Councillor LITTLE**

THAT the February 18, 2013 Regular Meeting of Council for the District of North Vancouver be adjourned.

**CARRIED**  
(10:54 pm)

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Mayor

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Municipal Clerk

**DISTRICT OF NORTH VANCOUVER  
REGULAR MEETING OF COUNCIL**

Minutes of the Regular Meeting of the Council for the District of North Vancouver held at 7:01 p.m. on Monday, March 4, 2013 in the Council Chamber of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

**Present:** Mayor R. Walton  
Councillor R. Bassam  
Councillor R. Hicks  
Councillor M. Little  
Councillor D. MacKay-Dunn (7:15 pm)

**Absent:** Councillor L. Muri  
Councillor A. Nixon

**Staff:** Mr. D. Stuart, Chief Administrative Officer  
Mr. B. Bydwell, General Manager – Planning, Properties & Permits  
Ms. N. Deveau, General Manager – Finance & Technology  
Mr. G. Joyce, General Manager – Engineering, Parks & Facilities  
Mr. R. Danyluk, Manager – Financial Planning  
Mr. B. Dwyer, Manager – Development Services  
Mr. J. Gordon, Manager – Administrative Services  
Ms. S. Haid, Manager – Sustainable Community Development  
Ms. S. Berardo, Confidential Council Clerk

**1. ADOPTION OF THE AGENDA**

**1.1. March 4, 2013 Regular Meeting Agenda**

**MOVED by Councillor BASSAM**

**SECONDED by Councillor LITTLE**

THAT the agenda for the March 4, 2013 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.

**CARRIED**

Absent for vote: Councillor MACKAY-DUNN

**2. PUBLIC INPUT**

- 2.1** Mr. John Harvey, 1900 Block Cedarview Crescent:
- Spoke regarding the North Vancouver Policing Committee; and,
  - Expressed concern that his email sent to the District of North Vancouver was not responded to in full.

**3. PROCLAMATIONS**

**4. RECOGNITIONS**

**5. DELEGATIONS**

**5.1. Sioned Dyer, North Shore Family Court & Youth Justice Committee**

Re: North Shore Family Court & Youth Justice Committee Annual Report

Mr. Chang Park, North Shore Family Court and Youth Justice Committee, presented the 2011-2012 annual report providing highlights from the year.

**MOVED by Councillor LITTLE**

**SECONDED by Councillor BASSAM**

THAT the delegation from the North Shore Family Court & Youth Justice Committee be received.

**CARRIED**

Absent for vote: Councillor MACKAY-DUNN

**6. ADOPTION OF MINUTES**

**6.1. February 19, 2013 Public Hearing**

**MOVED by Councillor BASSAM**

**SECONDED by Councillor HICKS**

THAT the minutes of the February 19, 2013 Public Hearing be received.

**CARRIED**

Absent for vote: Councillor MACKAY-DUNN

**7. RELEASE OF CLOSED MEETING DECISIONS**

**8. REPORTS FROM COUNCIL OR STAFF**

**MOVED by Councillor LITTLE**

**SECONDED by Councillor BASSAM**

THAT items 8.1, 8.2, 8.3, and 8.6 be included in the Consent Agenda and be approved without debate.

**CARRIED**

Absent for vote: Councillor MACKAY-DUNN

**8.1. Bylaw 7975: Development Servicing Bylaw Amendment – Road Classification**

File No. 09.3900.01/000.000

**MOVED by Councillor LITTLE**

**SECONDED by Councillor BASSAM**

THAT “Development Servicing Bylaw 7388, 2005, Amendment Bylaw 7975, 2012 (Amendment 4)” is ADOPTED.

**CARRIED**

Absent for vote: Councillor MACKAY-DUNN



**8.2. Bylaw 7976: Grant Connell Tennis Centre Expansion - Temporary Borrowing**

File No. 09.3900.01/000.000

**MOVED by Councillor LITTLE**

**SECONDED by Councillor BASSAM**

THAT "Grant Connell Tennis Centre Temporary Borrowing Bylaw 7976, 2013" is ADOPTED.

**CARRIED**

Absent for vote: Councillor MACKAY-DUNN

**8.3. 2013 Parcel Tax Roll Review**

File No. 05.1940.05/000.000

**MOVED by Councillor LITTLE**

**SECONDED by Councillor BASSAM**

THAT pursuant to Section 204 (2)(b) of the Community Charter, the sitting of the 2013 Parcel Tax Roll Review Panel for the Parcel Tax Roll, be held in the Council Chamber on Tuesday, the 16<sup>th</sup> of April 2013, at 5:00 pm.

**CARRIED**

Absent for vote: Councillor MACKAY-DUNN

Councillor MACKAY-DUNN arrived at this point in the proceedings.

**8.4. Bylaw 7962: The District of North Vancouver Rezoning Bylaw 1287 (Bylaw 7962)**

File No. 09.3900.01/000.000

**MOVED by Councillor LITTLE**

**SECONDED by Councillor BASSAM**

THAT "The District of North Vancouver Rezoning Bylaw 1287 (Bylaw 7962)" is given SECOND and THIRD readings.

**CARRIED**

**8.5. Kwantlen Polytechnic University – Letter of Support for Proposed BA of Applied Geography**

File No.

**MOVED by Councillor BASSAM**

**SECONDED by Councillor LITTLE**

THAT a letter of support be provided to the Kwantlen Polytechnic University for their proposed Bachelor of Arts Major in Applied Geography.

**CARRIED**

**8.6. Request for Noise Bylaw Variance – Metro Vancouver  
Seymour/Capilano Twin Tunnels**  
File No. 01.0470.35/019.01

**MOVED by Councillor LITTLE  
SECONDED by Councillor BASSAM**

THAT Council relax the provision of Noise Regulation Bylaw 7188 which regulates construction noise during the night and weekends in order that Metro Vancouver's contractor can perform work during the night time period, including weekends and holidays as defined in the Bylaw, from March 2013 to January 2014.

**CARRIED**

**8.7. Budget Public Input Opportunity**  
File No.

Verbal Presentation: Nicole Deveaux, General Manager – Finance & Technology

Ms. Nicole Deveaux, General Manager – Finance & Technology, introduced the 2013-2017 Financial Plan noting that the tax rate increase for 2013 is 2.5%.

Public Input:

Mr. Corrie Kost, 2800 Block Colwood Drive:

- Summarized the characteristics of a good budget process;
- Commented that user fees that are no longer justified should be eliminated;
- Suggested user fees for public subsidized activities such as mountain biking;
- Commented that the garbage collection system needs to be user friendly;
- Questioned the increase in taxation revenue in the operating budget;
- Questioned why policing costs are increasing above inflation when crime rate is decreasing; and,
- Suggested topics for municipal budget policies.

Mr. John Gilmour, 2900 Block Bushnell Place:

- Commented that property taxes are too high for the average citizen in the District of North Vancouver;
- Noted that property tax rates are out of balance in comparison to the City of North Vancouver and the District of West Vancouver;
- Expressed concern with the small size of the reserve fund;
- Congratulated the District of North Vancouver for paying off some debt; and,
- Commented that the District of North Vancouver is limited in revenue growth.

**9. REPORTS**

**9.1. Mayor**

Mayor Walton reported on his attendance at the recent North Shore Congress meeting.

**9.2. Chief Administrative Officer**

### **9.3. Councillors**

Councillor Bassam reported on the following:

- His attendance at the Metro Vancouver Solid Waste Committee;
- His attendance at the Sports Council annual general meeting;
- His meeting with the Ministry of Transportation and Infrastructure; and,
- Expressed concern with a calendar received in the mail from local MP Andrew Saxton which noted the municipality is the contact for a number of services that are not within our mandate.

### **9.4. Metro Vancouver Committee Appointees**

## **10. ANY OTHER BUSINESS**

## **11. ADJOURNMENT**

**MOVED by Councillor BASSAM**

**SECONDED by Councillor LITTLE**

THAT the March 4, 2013 Regular Meeting of Council for the District of North Vancouver be adjourned.

**CARRIED**  
(8:42 pm)

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Mayor

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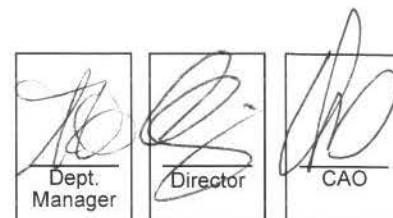
Municipal Clerk

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## REPORTS

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COUNCIL AGENDA/INFORMATION			
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<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

March 7, 2013

File: 5240.02.000/001

Tracking Number: RCA -

**AUTHOR:** Steve Ono, P. Eng.  
Manager, Engineering Services/Deputy GM

**SUBJECT:** Development Cost Charges (DCCs) - Amending Bylaws

### RECOMMENDATION:

THAT the following bylaws be given FIRST, SECOND AND THIRD reading by Council:

- Bylaw 7964, a bylaw to amend the District of North Vancouver DCC Bylaw 7135, 2000;
- Bylaw 7965, a bylaw to repeal the District of North Vancouver Northlands Development Area DCC Bylaw A, Bylaw 6570, 1993 and the District of North Vancouver Northlands Development Area DCC Bylaw B, Bylaw 6571, 1993;
- Bylaw 7966, a bylaw to transfer funds from the Northlands DCC Reserve funds to the corresponding District-wide DCC Reserve Funds.

### REASON FOR REPORT:

The reasons for amending the current District-wide DCC bylaw and repealing the Northlands DCC bylaw are:

- Construction and land costs have risen since the DCC bylaw was first introduced.
- In June 2011, Council adopted a new Official Community Plan that anticipates adding 10,000 new housing units as well as other commercial, industrial and institutional growth over the next 20 years.
- A significant increase in anticipated capital expenditures for transportation, sanitary sewers, waterworks, drainage/flood protection and parks infrastructure upgrades is needed to accommodate the OCP growth projections.
- Concurrently, the 20 Year Financial Plan is being amended to reflect the increase in future capital works expenditures, and DCCs are a key revenue source to ensure affordability.
- To simplify administration, the preference is to consolidate the collection of DCCs through a single District-wide bylaw with regular updates of projects and costs.
- To obtain approval from the Ministry of Community, Sport and Cultural Development (Local Government Finance) to repeal the Northlands DCC bylaws and transfer the Northlands funds to the corresponding District wide DCC reserve accounts.

**SUMMARY:**

The basic principle of Development Cost Charges is to have new developments fund their fair share of infrastructure needed to support new development. DCCs are a fee, charge or levy imposed by municipal governments upon subdivision approval or the issuance of a building permit. DCCs help to pay for the growth driven share of the cost of transportation, sanitary sewers, waterworks, drainage/flood protection, parkland acquisition and parkland development.

The OCP projections indicate that approximately 90% of growth will be focused in four key Growth Centres and 10% in the remainder of the District. This growth will impose a burden on the District's infrastructure. DCCs collected from new developments will help pay for the resulting capital costs.

**BACKGROUND:**

In December 1993, District Council ratified DCC bylaws for the Northlands Development Area Sector 1. However, in July 1997, Council adopted bylaws to cease development of the Northlands Area, and the Northlands DCC reserve accounts have since remained dormant. As of December 31, 2012, the Northlands DCC reserve accounts have a balance of \$2,952,906. A summary of the DCC reserve account balances for both the District-wide and Northlands are provided in Table 1 below.

<b>Table 1</b> <b>Summary of DCC Reserve Accounts</b> <b>(Estimated Ending Balance - December 31, 2012)</b>						
<b>District Wide DCCs (excluding Northlands)</b>						
	<b>Roads</b>	<b>Parks</b>	<b>Water</b>	<b>Sewer</b>	<b>Drainage</b>	
Account #	3.4971	3.4972	3.4973	3.4974	3.4975	Subtotal
Dec 31, 2012	\$2,409,763	\$6,120,639	\$270,975	\$0	\$171,677	\$8,973,054
<b>Northlands Specified Area DCCs (Inactive)</b>						
Account #	3.4961	3.4962	3.4963	3.4964	None	
Dec 31, 2012	\$1,913,748	\$0	\$996,766	\$42,392	\$0	\$2,952,906
<b>Total by Type</b>	<b>\$4,323,511</b>	<b>\$6,120,639</b>	<b>\$1,267,741</b>	<b>\$42,392</b>	<b>\$171,677</b>	<b>\$11,925,960</b>

In September 1998, Council passed DCC Bylaw 6945, which excluded the Northlands area and Native Reserve lands from the DCC calculations. While administrative amendments to the bylaw have been made since adoption, DCC rates have remained unchanged since 1998.

**EXISTING POLICY:**

Pursuant to Section 933 of the *Local Government Act*, the District of North Vancouver has collected DCCs on developments since October 1998. DCCs are collected from all development that impose a new capital cost burden on the municipality.



**ANALYSIS:**

The following assumptions were made in preparing this amending DCC bylaw:

1. The Bylaw is intended to cover all areas within the District with the exception of First Nations Reserve Lands. It is assumed that First Nations Reserve Lands servicing requirements would continue to be covered under separate site specific land use agreements incorporating charges which reflect the impact of their developments on the District's infrastructure.
2. The Northlands DCC bylaws 6570 and 6571 will be repealed and the current balances in each of the roads, sewer and water funds will be transferred to the respective District-wide DCC reserve accounts.
3. A 20 year timeframe (2013 to 2032) has been chosen for the DCC program, which conforms to the Official Community Plan (OCP) adopted in June 2011. Over the 20 year period, the OCP identifies capacity for approximately 10,000 new housing units, corresponding to a population increase of 20,000 people and upwards of 10,000 new jobs. These growth estimates were used to prepare the proposed DCC rate increases.
4. Transportation DCCs will be collected to assist the District in providing and expanding roads (corridor) to serve new developments while also benefitting existing users.
5. Sanitary Sewer DCCs are based on the need to upgrade the existing sanitary sewer system to service population growth. Sanitary sewer DCC calculations reflect estimated sewage flows based on projected growth.
6. Waterworks DCCs are based on the need to upgrade the water system to meet higher domestic (peak day and peak hour) water demand and to provide adequate flows for fire protection.
7. Drainage DCCs assist with the cost of upgrading and upsizing storm sewers and related drainage works and to pay for engineering studies needed to complete integrated storm water management plans for various municipal watersheds, in accordance with the regional Liquid Waste Management Plan, so that growth impacts are mitigated.
8. With respect to parks and open space, the intent is to augment and develop parks in areas where new development will increase the demand on our existing facilities.

**Timing/Approval Process:**

Next steps needed to complete the amendments to the DCC bylaws, are itemized as follows:

- First three readings of the DCC bylaws
- Submit the bylaws to the Inspector of Municipalities for approval
- Fourth reading and final adoption
- Bylaw implementation with grace period to November 1, 2013.

**Concurrence:**

Engineering, Planning, Parks and Finance staff have worked collaboratively to prepare the proposed DCC program. The bylaws have also been reviewed by the District's Solicitor.

Under Section 189(5) of the *Community Charter*, the Inspector of Municipalities may recommend approval to transfer DCC reserve funds, subject to the discretion of the Minister. Staff has recently been in contact with the Inspector's office regarding this matter. Ministry policy is to allow a transfer of funds from one DCC category of infrastructure to the same category of infrastructure, i.e. roads to roads, sewer to sewer and water to water. It is anticipated that the Ministry will approve the repealing of the Northlands Development DCC bylaw as well as the transfer of funds from the Northlands to the District-wide DCC reserve accounts.

**Financial Impacts:**

Introducing an updated and expanded DCC program will generate additional revenue to fund capital projects needed to support growth. The rate at which DCC revenues are collected will depend on the pace of development activity in the District.

The *Local Government Act* recognizes that it would be unfair to impose on new development all of the costs that are attributable to new development. As such, the *Local Government Act* stipulates that an assist factor will be included as part of the DCC calculations. The municipal assist factor reflects a municipality's desire to encourage development within the community and is largely a policy decision of Council which reflects the community's financial support towards the financing of services for development. A local government must make allowances in the DCC calculations of at least a minimum 1% municipal assist factor, which is the value used in producing the original bylaw and this amended bylaw.

The total anticipated District wide 20 year infrastructure program value in current dollars is estimated at \$302.0 Million of which \$101.5 Million is to be funded through the collection of DCCs. Table 2 provides a summary of the total program costs, DCCs recoverable and the District's resulting share of the costs.

While utility rate revenues fund most of the "District's Responsibility", funding sources for Roads and Parks (\$19.8 Million) still need to be identified. This funding gap will be resolved through an update to the Long Term Funding Strategy later in 2013. The 2013 - 2017 Financial Plan will be amended following adoption of the new DCC bylaw, which consolidates current DCC reserves and updates the list of projects eligible for DCC funding.

<b>Table 2</b> <b>Summary of Capital Program and DCC Recovery (in Millions \$)</b>				
<b>Program Component</b>	<b>Total Estimated Cost</b>	<b>Grants</b>	<b>DCCs Recoverable (1)</b>	<b>District Responsibility</b>
Roads	49.5	(5.7)	33.0	10.8
Sanitary Sewers	45.2	Nil	15.0	30.2
Waterworks	104.0	Nil	19.0	85.0
Drainage / Flood Control	73.1	Nil	13.3	59.8
Parks	30.2	Nil	21.2	9.0
<b>Total</b>	<b>302.0</b>	<b>(5.7)</b>	<b>101.5 (2)</b>	<b>194.8</b>

## Notes:

(1) DCCs Recoverable factor in the percentage apportionment to new development and the legislated minimum 1% municipal assist factor.

(2) The net DCCs recoverable, after subtracting the total current District wide and Northlands reserve account balance of \$11.9 Million, is \$89.6 Million.

Table 3 outlines the proposed 2013 DCC rate structure for each of the designated classes of land use. The rates are considered preliminary and subject to review and approval by Council and the Ministry (Local Government Finance Division).

<b>Table 3 Summary of Proposed DCC Rate Structure</b>						
<b>Class of Land Use</b>	<b>Roads</b>	<b>Sewers</b>	<b>Water</b>	<b>Drainage</b>	<b>Parks</b>	<b>Total</b>
<b>Single Family Residential (per dwelling unit)</b>	\$4,570.65	\$2,079.08	\$2,450.46	\$4,202.16	\$2,204.87	<b>\$15,507.23</b>
<b>Residential Multi-Family Ground Oriented (per sq. metre of gross floor area)</b>	\$25.47	\$16.11	\$18.99	\$14.25	\$17.09	<b>\$91.91</b>
<b>Residential Multi-Family Apartment (per square metre of gross floor area)</b>	\$30.13	\$16.78	\$19.78	\$12.85	\$17.79	<b>\$97.33</b>
<b>Commercial (per square metre of gross floor area)</b>	\$35.85	\$6.24	\$7.35	\$7.64	\$0.99	<b>\$58.07</b>
<b>Industrial (per square metre of gross floor area)</b>	\$22.41	\$5.54	\$6.53	\$7.64	\$0.51	<b>\$42.64</b>
<b>Institutional (per square metre of gross floor area)</b>	\$17.92	\$4.16	\$4.90	\$8.73	\$0.55	<b>\$36.27</b>

**Liability/Risk:**

The success of the DCC program depends on the strategic timing of DCC projects to ensure sufficient DCC funds and potential grants (e.g. Translink, ICBC) are secured before proceeding with the DCC projects, otherwise the District risks depleting reserves and increasing debt.

**District-Wide versus Area-Specific Charges:**

The current District DCC bylaw is District wide (excluding Northlands), meaning that the same DCC rate structure is applied for a particular type of land use deemed to generate a similar or same capital cost burden throughout the municipality, regardless of the location of any specific development. In contrast, an area-specific DCC bylaw divides the municipality into areas according to geography or any other distinctive quality for the purpose of determining DCCs.

The provincial DCC Best Practices Guide offers advice on the decision to establish District-wide charges versus area-specific charges for different areas within the community. For every category of infrastructure, the advice is to establish charges on a municipal-wide basis, unless a significant disparity exists between those who pay the DCCs and the benefiting users.

The reasons staff has a preference for District-wide charges are:

- avoiding the creation of a large number of small, specialized funds that accumulate slowly and allow no flexibility in allocating or pooling funds to various infrastructure projects;
- minimizing the complexity of the system and the amount of administrative work needed to calculate costs, set rates and monitor funds, and;

- to encourage and support growth in the four designated growth centres rather than outlying areas where development is not being promoted.

Staff therefore recommends that the District adopt a municipal wide approach to administering the DCC program.

**Social Policy Implications:**

Pursuant to the *Local Government Act*, the District's DCC bylaw amendment requires approval by the Inspector of Municipalities prior to final adoption. When considering a DCC Bylaw, the *Act* requires District Council to consider whether the charges

- are excessive in relation to the capital cost of prevailing standards of service;
- will deter development; or
- will discourage the construction of reasonably priced housing, or the provision of reasonably priced serviced land; or
- will discourage development designed to result in low environmental impact.

An increased DCC program will affect the District's ability to secure Community Amenity Contributions (CACs) towards amenities such as recreation facilities, public art, child care facilities, affordable housing, etc. There is an industry standard profit margin for developers, and few will invest in projects that are unable to perform at the desired level. Therefore, additional costs such as DCCs levied on projects reduce a developer's ability to contribute towards other amenities.

**Environmental Impact:**

The proposed DCC program provides a number of projects which will contribute to environmental sustainability. These include:

- The development of new parkland required to maintain green space in the District;
- A focus on developing new and sustainable transportation networks to service new and existing developments;
- Except for single family residential, which accounts for 2% of the proposed 20 year growth projections, DCCs will continue to be assessed on a floor area basis (square metre), which will encourage developers not to build larger than necessary units, which require more resources to construct and maintain.

**Public Input:**

There are no mandatory public consultation activities in the DCC legislation, such as public hearing requirements for a rezoning application. However, the Inspector of Municipalities may refuse approval of a DCC bylaw if the DCCs are excessive, deter development or discourage construction of reasonably priced housing. Evidence of meaningful public consultation may address these issues in the eyes of the Inspector.

Forty (40) members of the development and business communities, who regularly work on projects in the District, were invited to a DCC information meeting held at District Hall on November 29, 2012. Of those invited, a total of 22 attended the session. A public information meeting was also held on January 15<sup>th</sup> of this year and was attended by nine (9) District residents, as well as members of Council (Councillors Hicks and MacKay-Dunn representing the Finance and Audit Committee).

Attachments 4 through 7 contain copies of follow-up correspondence from the Urban Development Institute (UDI), Capilano University, Magusta Development and District residents.



From the development community, the main issues raised consisted of:

- A request to extend the recommended DCC grace period from 6 months to 1 year.
- Protect the current DCC rates for developers who have applications in the process (e.g. re-zoning, development permit, building permit), prior to final approval of the DCC bylaw.
- Make use of a "step-up" amended DCC rate structure that involves a gradual increase in the DCCs, similar to the approach used in the City of New Westminster.
- Developer revenues are down due to higher Community Amenity Contributions (CACs), higher off-site servicing costs, sustainability and building code requirement costs; and the coming cancellation of the HST. These additional burdens on developments could cause residential projects to be postponed or cancelled outright.
- Rather than DCCs and taxation, look at more creative ways to generate revenue for infrastructure, not only as it applies to the District, but for the entire Metro Vancouver area. A local broad-based sales tax may be much fairer to all residents.

Items of concern raised by District residents include:

- The parkland acquisition component is inadequate for the projected increase in population of 20,000 over the next 20 years, and especially the area west of Lonsdale Avenue bounded by Queens Road and Ridgewood Drive to the south, Montroyal Avenue and Prospect Road to the north and Capilano Road to the west, which "has no parks at all".
- The proposed DCC rates being charged for multi-family developments (apartments and townhouses) are too low (e.g. only 2% of an apartment selling for \$350,000).
- The 18.4% growth percentage allocation to the cost of sanitary sewers, waterworks and drainage infrastructure puts too much of the burden on District taxpayers and not enough on the developments benefiting from the improvements.
- A bylaw should be put in place to exempt affordable and market rental housing. Consider exemptions as well for seniors' housing projects.
- Provide more details on sources of funding available for parkland acquisitions based on various types of new development.

From Capilano University, their comments are summarized as follows:

- There is no support for an increase of 38% (from \$27.10 to \$37.27 per square metre) because it will have an adverse financial impact on the University, resulting in a reduction, or scaling back, in the number of future projects, or cuts to other areas of their operating budget. The University is constrained by rigid government controls when it comes to student tuition increases to offset these costs.
- The University requests that the District re-consider the proposed increase in DCCs for the Institutional category by providing a discount or creating a new category of DCCs that apply to public post-secondary institutions, and set the rate at the now current rate of \$27.10 per square metre.

### **Response to Public Input Comments:**

#### Parkland Acquisition

DCC's are one important funding source for acquisition and construction of park facilities. However, the District also acquires parks through other ways. Of the 8.6 acres of parkland identified for the Growth Centres, 7.2 acres will be acquired directly from new development through either negotiations with developers, community amenity contributions or 5% parkland dedication. The remaining 1.4 acres will be funded through DCCs and are included in the calculations. The estimated parkland areas required are subject to refinement through the Centres Implementation Plans. It should also be noted that trails, natural and linear parkland areas acquired through the development process are in addition to the 8.6 acres identified and have not been included in the calculations. With most new

parkland in the Growth Centres being provided directly by developers, the proposed DCCs to be collected for Parks, are focused on paying for the construction of proposed infrastructure for neighbourhood parks in each of the Centres, and to upgrade several of our other parks related amenities to meet the demands of a future more populated community.

It should be noted that the DCC legislation is meant to provide an additional, optional revenue source for local governments to mitigate the impacts of growth, and its focus is on maximum amounts municipalities can collect without stifling growth. The legislation does not prescribe minimum amounts municipalities must collect, thus there is no specific requirement obliging municipalities to collect specific minimum DCC amounts for parkland acquisition and parkland development.

In a survey conducted in 2010, the provincial average of municipal parkland supply was 7.26 acres per 1,000 population without natural open space, and 12.30 acres per 1,000 population with natural open space. In all categories, the District scored highest in comparison to other communities and the provincial average. The total current population-based supply of 22.45 acres of parkland per 1,000 population (and 91.81 acres of parkland per 1,000 population if natural parkland is included) far exceeds the provincial average of 12.30 acres of parkland per 1,000 population.

The adopted Parks and Open Space Strategic Plan states that the OCP 2030 target for parks and open space is to increase park, open space and/or trails in growth centres and to continue to exceed the minimum 5 acres of community and neighbourhood parkland (combined) per 1,000 population District-wide. In addition to the above District-wide parkland strategy, the approach in our Town and Village Centres takes into consideration the existing parks and open space context in each centre. This approach enables the provision of useful parks space and programming that is tailored to address specific needs in each growth centre which may include: provision of new neighbourhood park space, playground areas, greenways, trails and urban plazas.

#### Rental Housing:

In May 2008 the Provincial Government enacted new legislation pertaining to DCCs. The legislative changes include the option for municipalities to exempt or waive DCCs for the following classes of "eligible development":

- not-for-profit rental and seniors' housing, including supportive living housing (similar provisions were in the previous legislation, but did not require a bylaw to waive or reduce DCCs for not-for-profit rental housing);
- for-profit affordable rental housing;
- subdivisions of small lots designed to result in low greenhouse gas emissions; and
- developments designed to result in low environmental impact.

Council would need to adopt a DCC bylaw that establishes definitions for each class of "eligible development", corresponding rates of reduction, and requirements that must be met in order to obtain a waiver or reduction. Council, however, is not obligated to adopt any of these new provisions.

The DCCs cannot be recalculated to account for anticipated waivers or reductions. The cost of any waivers or reductions to DCCs would have to be borne by the community in other ways such as from general revenue or utility rates.

#### Grace Period and In-Stream Applications:

A "grace period" is a period of time between the approval of the DCC bylaw and the bylaw's effective date of application. If the rates in the bylaw are significantly higher than those that were previously

charged, the District may wish to grant a grace period to allow developers to expedite projects for which financing has already been arranged. A grace period of 6 months is recommended and is deemed to be a fair compromise. Allowing a reasonable period for the Ministry's review and acceptance, and Council's fourth reading and adoption of the amending bylaw, the effective date has been set at November 1, 2013. This coincides with close to one year since our information meeting with members of the development community

In-stream, complete and valid subdivision and building permit applications, submitted prior to the date of final adoption of the amended bylaw, will be exempt from an increase in new DCC rates for a period of one year from the date of final adoption of the bylaw. Section 943 of the *Local Government Act* provides in-stream protection of one year provided that the application is complete and that subdivision application fees have been paid. The legislation does not provide similar exemptions from increases in DCCs for applications in the re-zoning or development permit stages of the development process.

"Step-up" Rate Increase:

A request has been made to apply a "step-up" rate increase to the DCCs. The example provided is the approach taken by the City of New Westminster where the rates were phased in due to a significant rise in their Park DCCs as a result of increased land and construction costs associated with developing their waterfront park.

One option for Council to consider, if favouring this request, is to implement a 50% DCC increase after the 6 month grace period when the new rates take effect, and the remaining 50% applied 6 months later on the first anniversary of the bylaw. However, this approach is not recommended because it would defer DCC revenues from being collected, and may forego DCC revenues that could be realised from several development applications being submitted prior to the full new DCC's taking effect. This would shift the cost burden for necessary new infrastructure from current new development projects to other sources.

Institutional DCCs:

Campus expansions have capacity impacts on municipal roads and utilities. The road trip generation factors have been reviewed and could be reduced for the institutional category, due to the use of public transit by students and staff. This may result in a small reduction in the DCCs assessed for roads.

In general, it is difficult to exempt universities under the current legislation except for any affordable housing or not for profit rental housing, however as noted earlier, this form of exemption would require Council to pass a bylaw for that purpose. The shortfall in DCC revenue would have to be funded from other sources (e.g. general revenue or utility rate increases).

Since post-secondary institutions provide much of their own open spaces, consideration could also be given to not charging institutions the parks component of the DCCs. Referring to Table 3, this would amount to a relatively small reduction of \$0.55 per square metre of gross floor area.

Schedule for DCC Bylaw Updates:

The DCC bylaw will require updating from time to time to reflect the District's financial situation, changing infrastructure needs, and a host of other factors affecting new development which are beyond the District's control. It is recommended that minor amendments to the DCC bylaw be made annually to reflect changes in infrastructure programs, construction costs, land values, and the status of government grants. It is anticipated that a major DCC bylaw amendment will not be required more often than once every five years, unless conditions forming the basis for the bylaw change, for

example, significant revisions to the roads, utilities and parks capital program, or major changes in the direction of the recently adopted OCP.

The DCCs will require further review once the area-wide sewer, water and drainage studies have been completed and the infrastructure capital costs have been firmed up to more accurately reflect upgrades needed to accommodate the projected growth in the community. At the moment, the cost sharing formula for a good portion of the proposed works is based on the estimated population growth of 18.4% over the next 20 years. This formula will need re-assessing once the infrastructure studies are finalized.

**Conclusion:**

Increasingly, all governments are facing significant constraints in the use of general purpose taxation and have placed greater emphasis on the "user pay" or "benefiter pay" principle. In response to these pressures, DCCs have been utilized by local governments as a cost recovery mechanism for apportioning infrastructure costs amongst developers of land.

The increase in the DCC rate structure, while significant due to the fact that there has been no rate increases since DCCs were introduced in 1998, will still be below those levied in other municipalities in the lower mainland. Assuming the rates as proposed are acceptable to Council, they will still be competitive with, and continue to be lower than, other growth oriented communities such as the City of Surrey, Township of Langley, City of Richmond, and the District of Maple Ridge in terms of overall DCCs charged for residential developments.

For example, the proposed DCCs to be levied for a typical average size apartment will be in the order of \$7,200 (2.1% of the value of an 800 square foot \$350,000 apartment) and \$10,700 for a typical 1,250 square foot townhouse (2.1% of the value of a townhouse valued at about \$500,000). These levies are considered to be reasonable and are not expected to discourage residential growth in the community.




**Options:**

Two options are presented for Council's consideration:

1. Endorse introduction and first three readings of the bylaws and direct staff to forward the bylaws to the Inspector of Municipalities, Ministry of Community, Sport and Cultural Development (Local Government Finance).
2. Provide alternative direction.

Option 1 is recommended.



Steve Ono, P. Eng.

Manager, Engineering Services/Deputy GM

Attachment 1: Bylaw 7964

Attachment 2: Bylaw 7965

Attachment 3: Bylaw 7966

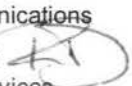
Attachment 4: Letter from Urban Development Institute

Attachment 5: Letter from Capilano University

Attachment 6: Letter from Magusta Developments

Attachment 7: Comment sheets from attendees at the January 15, 2013 Public Meeting

Attachment 8: DCC Bylaw Review and Update Background Report (March 2013)

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 checked="" 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		

**The Corporation of the District of North Vancouver**

**Bylaw 7964**

A bylaw to amend the District of North Vancouver Development Cost Charges Bylaw  
7135, 2000

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WHEREAS the *Local Government Act* empowers the Council of the District to provide for the imposition of development cost charges;

AND WHEREAS the Council believes it is desirable to periodically review and update the established development cost charges;

AND WHEREAS Council has taken into consideration the factors prescribed in Section 934(4) of the *Local Government Act*;

AND WHEREAS the charges imposed under this bylaw are related to capital costs attributable to projects included in the District's financial plan;

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

**1. Citation**

This bylaw may be cited as "Development Cost Charges Bylaw 7135, 2000, Amendment Bylaw 7964, 2012 (Amendment 2)."

**2. Amendments**

"Development Cost Charges Bylaw 7135, 2000" is amended as follows:

(a) The words "*Municipal Act*" in the first line of the Bylaw are deleted and replaced with the words "*Local Government Act*";

(b) The first, second and third recitals are deleted and replaced with the following new recitals:

"WHEREAS the *Local Government Act* empowers the Council of the District to provide for the imposition of development cost charges;

AND WHEREAS the Council believes it is desirable to establish development cost charges;

AND WHEREAS Council has taken into consideration the factors prescribed in Section 934(4) of the *Local Government Act*;"

(c) Section 2, Definitions, are amended by:

- (i) Deleting the definition for “*combination use*” in its entirety;
- (ii) Deleting the definition for “*commercial use*” in its entirety and replacing same with the following:

“**commercial use** means the carrying on of any business, including the sale or provision of goods, accommodation, entertainment, meals or services, but excludes industrial uses and institutional uses and excludes a residential multi-family, apartment, residential multi-family, ground oriented or single family development;”

- (iii) Deleting the definition for “*comprehensive development use*” in its entirety;
- (iv) Deleting the definition for “*industrial use*” in its entirety and replacing same with the following:

“**industrial use** means the manufacturing, fabricating, processing, assembling, storing, transporting, warehousing, renting or wholesale distribution of goods, materials or things, but excludes an institutional use and excludes retail sales, party and meeting equipment rentals, wholesaling in conjunction with retail sales, household services and repairs, service stations, automotive repairs and auto body shops, restaurants, drive-ins and food outlets, or any uses accessory to any of the foregoing exclusions;”

- (v) Amending the definition for “*institutional use*” by inserting the following words after the words “Zoning Bylaw” in the first line: “other than golf courses, marinas, pet care establishments, ski resorts and any uses accessory to golf courses, marinas, pet care establishments and ski resorts”;
- (vi) Deleting the definition for “*Northlands Development Area Sector 1*” in its entirety;
- (vii) Deleting the definition for “*residential use*” in its entirety;
- (viii) Deleting the definition for “*residential multi-family*” and inserting new definitions for “*residential multi-family, apartment*” and “*residential multi-family, ground oriented*” as follows:

“**residential multi-family use, apartment** means two or more dwelling units on one parcel of land none of which is a secondary suite which have their principal access from a common hallway or foyer;”

**“residential multi-family use, ground oriented means:**

- a) two or more dwelling units on one parcel of land that is not a residential multi-family use, apartment; or
  - b) a single family residential use that is part of a residential multi-family development consisting of two or more dwelling units on one parcel of land other than a bare land strata development;”
- (ix) Deleting the definitions for “*single family Type 1*”, “*single family Type 2*”, “*single family Type 3*”, and “*single family Type 4*” and inserting a new definition for “*single family*” as follows:

**“single family residential use** means either one dwelling unit or one dwelling unit plus one secondary suite dwelling unit;”

- (x) Inserting a new definition for secondary suite as follows:

**“secondary suite** means a secondary suite as defined in the zoning bylaw;”

- (d) Section 3 is deleted in its entirety and replaced with the following:

**“Application**

3. This bylaw applies to all land in the District of North Vancouver.”

- (e) Section 4(a) is deleted in its entirety and replaced with the following:

“4(a) approval of a subdivision to create parcels that may be used for residential occupancy under the *Land Title Act* or the *Strata Property Act*.”

- (f) The heading to section 6 is amended by inserting the words “- **Single Family Residential**” after the words “Payment of Charges”;
- (g) The following heading is inserted immediately prior to section 7: “**Payment of Charges - All Development other than Single Family Residential**”;
- (h) Sub-section 7(a) is amended by replacing the words “those classes” in line one with the words “the class”;
- (i) Section 8, Single Family Residential Charge Calculation, is deleted in its entirety;

- (j) Section 9, Multi-Family Residential Charge Calculation, is deleted and a new Section 9, Residential Multi-Family Charge Calculation, is inserted as follows:

**“Residential Multi-Family Charge Calculation**

9. Development cost charges imposed under this bylaw for residential multi-family use, ground oriented and residential multi-family use, apartment must be calculated on the basis of the gross floor area of the total number of dwelling units being built, to a maximum of \$13,000 per dwelling unit in a ground oriented residential multi-family development and \$9,000 per dwelling unit in a residential multi-family apartment development.”

- (k) Section 11, Combination Use Charge Calculation, is deleted in its entirety and replaced with the following:

**“Multiple Uses**

11. When a parcel of land or a building or structure on a parcel of land is used or developed or intended to be used or developed for more than one class of use, charges under this Bylaw shall be the aggregate of the following:
- (a) the applicable DCC rate for single family residential units multiplied by the number of proposed single family residential dwelling units in the development, if any; and
  - (b) the applicable DCC rate for each other class of use multiplied by the gross floor area used or intended to be used for each such other class in the development, as though the gross floor area for each separate class of use were each a separate development.

.”

- (l) Section 12, Comprehensive Development Charge Calculation, is deleted in its entirety;
- (m) Schedule A is deleted in its entirety and replaced with a new Schedule A as set out in Schedule 1 to this bylaw; and
- (n) Schedules B and C are deleted in their entirety.

**3. Effective Date of Bylaw**

This Bylaw takes effect on November 1, 2013.

**READ** a first time this the

**READ** a second time this the

**READ** a third time this the

Certified a true copy of "Development Cost Charges Bylaw 7135, 2000, Amendment Bylaw 7964, 2012 (Amendment 2)" as at Third Reading.

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Municipal Clerk

**APPROVED** by the Inspector of Municipalities on the

**ADOPTED** this the

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Mayor

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Municipal Clerk

Certified a true copy

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Municipal Clerk

**Schedule 1 to Bylaw 7964**

**Schedule A**

**Development Cost Charges Applicable to  
The District of North Vancouver**

**(Effective November 1, 2013)**

<b>CLASS OF LAND USE</b>	<b>ROADS</b>	<b>SANITARY SEWERS</b>	<b>WATER WORKS</b>	<b>DRAINAGE</b>	<b>PARKS</b>	<b>TOTAL DCCs RECOVERABLE</b>
<b>SINGLE FAMILY RESIDENTIAL USE</b> per dwelling unit	\$4,570.65	\$2,079.08	\$2,450.46	\$4,202.16	\$2,204.87	<b>\$15,507.23</b>
<b>RESIDENTIAL MULTI-FAMILY USE, GROUND ORIENTED</b> per square metre of gross floor area	\$25.47	\$16.11	\$18.99	\$14.25	\$17.09	<b>\$91.91</b>
<b>RESIDENTIAL MULTI-FAMILY USE, APARTMENT</b> per square metre of gross floor area	\$30.13	\$16.78	\$19.78	\$12.85	\$17.79	<b>\$97.33</b>
<b>COMMERCIAL USE</b> per square metre of gross floor area	\$35.85	\$6.24	\$7.35	\$7.64	\$0.99	<b>\$58.07</b>
<b>INDUSTRIAL USE</b> per square metre of gross floor area	\$22.41	\$5.54	\$6.53	\$7.64	\$0.51	<b>\$42.64</b>
<b>INSTITUTIONAL USE</b> per square metre of gross floor area	\$17.92	\$4.16	\$4.90	\$8.73	\$0.55	<b>\$36.27</b>

**The Corporation of the District of North Vancouver**

**Bylaw 7965**

A bylaw to repeal The District of North Vancouver Development Cost Charges Bylaw A, Bylaw 6570, 1993 and The District of North Vancouver Development Cost Charges Bylaw B, Bylaw 6571, 1993

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WHEREAS the entire aggregate amount to the credit of the reserve funds established pursuant to District of North Vancouver Development Cost Charges Bylaws A and B, 1993 Nos. 6570 and 6571 (Northlands) is not required for the purpose for which the said reserve funds were established;

AND WHEREAS by Bylaw 7966 and with the approval of the Minister of Community, Sport and Cultural Development, the Council of the District has transferred the outstanding balances in each of the of the aforesaid reserve funds to the corresponding reserve funds established pursuant to District-wide Development Cost Charge Bylaw No. 7135;

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

**1. Citation**

This bylaw may be cited as "The District of North Vancouver Development Cost Charges Bylaw A, Bylaw 6570, 1993 and The District of North Vancouver Development Cost Charges Bylaw B, Bylaw 6571, 1993 Repeal Bylaw 7965, 2012."

**2. Repeal**

- 2.1 "The District of North Vancouver Development Cost Charge Bylaw A, 1993, Bylaw 6570" is hereby repealed.
- 2.2 "The District of North Vancouver Development Cost Charge Bylaw B, 1993, Bylaw 6571" is hereby repealed.



**READ** a first time this the

**READ** a second time this the

**READ** a third time this the

Certified a true copy of "The District of North Vancouver Development Cost Charges Bylaw A, Bylaw 6570, 1993 and The District of North Vancouver Development Cost Charges Bylaw B, Bylaw 6571, 1993 Repeal Bylaw 7965, 2012" as at Third Reading

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Municipal Clerk

**APPROVED** by the Inspector of Municipalities on the

**ADOPTED** this the

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Mayor

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Municipal Clerk

Certified a true copy

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Municipal Clerk

## The Corporation of the District of North Vancouver

### Bylaw 7966

A bylaw to transfer funds from Northlands Development Cost Charge Reserve Funds to the corresponding District-wide Development Cost Charge Reserve Funds

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WHEREAS the District in 1993 established a Northlands Roads, Sanitary Sewer and Waterworks Development Cost Charge Reserve Funds for the deposit of roads, sanitary sewer and waterworks development cost charges collected pursuant to Northlands Development Cost Charge Bylaw No. 6570 for the purpose of funding the cost of certain roads, sanitary sewers and waterworks in Northlands Sector 1, as defined in Bylaw No. 6570;

AND WHEREAS the District in 1998 established District-wide Roads, Sanitary Sewer, Waterworks and Park Acquisition Development Cost Charge Reserve Funds for the deposit of roads, sanitary sewer, waterworks and park land acquisition development cost charges collected pursuant to the District-wide Development Cost Charge Bylaw No. 7135, as amended from time to time, for the purpose of funding the cost of certain roads, sanitary sewers, waterworks and park land acquisition in the District, other than Northlands Sector 1;

AND WHEREAS as at December 31, 2012 there is an aggregate balance in the Northlands Development Cost Charge Reserve Funds of \$2,952,906;

AND WHEREAS the entire aggregate amount to the credit of the Northlands Development Cost Charge Reserve Funds is not required for the purpose for which the reserve funds are established;

AND WHEREAS the District concurrently and immediately after adoption of this Bylaw will be amending the District-wide Development Cost Charge Bylaw No. 7135 to, among other things, include Northlands Sector 1 within the ambit of that Bylaw and to adjust downward the amount of DCC's payable under that Bylaw to account for the transfer of the outstanding balances in the Northlands Development Cost Charge Reserve Funds to the corresponding District-wide Development Cost Charge Reserve Funds as contemplated by this Bylaw,

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

#### 1. Citation

This bylaw may be cited as "The District of North Vancouver Northlands Development Cost Charges Transfer of Funds Bylaw 7966, 2012."

## 2. Transfer of Funds

Immediately upon adoption of this Bylaw:

- (a) the outstanding balance in the Northlands Roads Development Cost Charge Reserve Fund will be transferred to the Roads Development Cost Charge Reserve Fund established pursuant to the District-wide Development Cost Charge Bylaw No. 7135, as amended from time to time, to be used for the purposes for which the latter reserve fund is established;
- (b) the outstanding balance in the Northlands Sanitary Sewer Development Cost Charge Reserve Fund will be transferred to the Sanitary Sewer Development Cost Charge Reserve Fund established pursuant to the District-wide Development Cost Charge Bylaw No. 7135, as amended from time to time, to be used for the purposes for which the latter reserve fund is established; and
- (c) the outstanding balance in the Northlands Waterworks Sewer Development Cost Charge Reserve Fund will be transferred to the Waterworks Development Cost Charge Reserve Fund established pursuant to the District-wide Development Cost Charge Bylaw No. 7135, as amended from time to time, to be used for the purposes for which the latter reserve fund is established.

**READ** a first time this the

**READ** a second time this the.

**READ** a third time this the

Certified a true copy of "The District of North Vancouver Northlands Development Cost Charges Transfer of Funds Bylaw 7966, 2012" as at Third Reading.

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Municipal Clerk

**APPROVED** by the Minister of Community, Sport and Cultural Development this the

**ADOPTED** this the

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Mayor

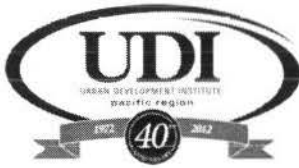
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Municipal Clerk

Certified a true copy

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Municipal Clerk



## URBAN DEVELOPMENT INSTITUTE – PACIFIC REGION

#200 – 602 West Hastings Street  
Vancouver, British Columbia V6B 1P2 Canada  
T. 604.669.9585 F. 604.689.8691  
[info@udi.org](mailto:info@udi.org)  
[www.udi.bc.ca](http://www.udi.bc.ca)

December 14, 2012

Marcel Bernier  
Engineering Department  
District of North Vancouver  
355 West Queens Road  
North Vancouver, BC  
V7N 4N5

Dear Mr. Bernier:

### ***Re: Development Cost Charges (DCCs) Bylaw Review and Update***

The Urban Development Institute (UDI) would like to thank District of North Vancouver staff and the consultant, Urban Systems, for providing us with the opportunity to review the District's proposed *Development Cost Charges Bylaw Review and Update*, and for the invitation to the November 29<sup>th</sup> information meeting.

UDI recognizes that the Bylaw has not been updated since 1998. We are in favour of the District's new commitment to an annual/biannual review for minor amendments and a major review every five years, so that the industry does not face significant increases that greatly impact the viability of projects.

UDI does not want to see the new rates affect the economic development of the area in a negative way, considering the significant increases for industrial and commercial projects (from \$13.75 to \$44.29 per square metre and \$37.64 to \$59.90 per square metre, respectively). The District may wish to consider lowering these proposed rates, or implementing a tracking mechanism to monitor the impact of these increases (see below).

In terms of the rates for residential projects, the more affordable product is most significantly affected in this *Review*. The *Review's* proposed rate for a typical apartment will be \$7,670 (an addition of \$1,851 more per unit over the current rate), and for a typical townhome, the rate will be \$11,316 (an addition of \$2,223 more per unit over the current rate). When large DCC increases are introduced, it becomes difficult to adjust financial commitments and proformas, and as a result, projects can become unviable, or even more expensive from a homebuyer's or business owner's perspective.

Given that the Bylaw has not been updated in fourteen years and the substantial increases that are being proposed, UDI strongly recommends that the District adopt the following three strategies, in order to mitigate the impacts of the increases:

1. Extend grace periods to one year (as opposed to the six months recommended in the *Review*) so that developers have enough time to budget appropriately;
2. Protect the current DCC rates for developers who have applications (e.g. rezoning, development permit, building permit) in process, prior to the final approval of the DCC bylaw. If these developers can have their building permit approved within a year, the current rates should be applicable to them; and
3. Make use of "step-up" process that involves a gradual increase in the DCCs. New Westminster recently implemented such an approach.

Further, UDI has concerns about paying for the restoration of sanitary system pipes via DCCs. It is recognized in the *Review* that "*small leaks and improper or undetected direct connections to private storm drainage systems*" mean the system will need to be restored to accommodate future growth (Section 5.1; pg. 12). UDI is also concerned with the idea of developers paying to correct drainage culvert deficiencies (section 7.1; pg. 13). If these issues are due to improper maintenance, then we would like to see the funds instead come from General Revenues.

In addition, UDI recommends that the District implement a tracking mechanism to review the impact of the updated DCC rates as part of the annual/biannual review, in order to look at how the proposed rates affect the District in meeting its growth targets and affordability, relative to the other municipalities of the region.

It is our hope that we continue to collaborate to keep costs from rising to ensure appropriate development, affordability and growth targets within the District. We thank you for reviewing our comments and considering our proposed three strategies, and we look forward to working with you and staff on this and other matters.

Sincerely,

A handwritten signature in black ink, appearing to read 'Anne McMullin', with a stylized flourish at the end.

Anne McMullin  
President and CEO

December 10, 2012

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

Attn: David Stuart, Chief Administrative Officer

**Re: District of North Vancouver Development Cost Charge (DCC) Bylaw Review**

Thank-you for inviting Capilano University to your recent meeting, on November 29, 2012, regarding the proposed changes to the DCC rate structure. The cooperative and collaborative nature of our interactions with the District of North Vancouver is paramount in helping us move forward as a university on the North Shore. Recent discussions have shown that collaboration between the District and Capilano have real potential for innovative partnerships that will benefit our students and communities.

While the University can appreciate the need of the District of North Vancouver (DNV) to look for additional sources of revenue to support the district wide infrastructure planning and expenditures, we do not support the proposed increase to the DCC charges that will be assessed against the University on our future projects.

From your presentation, the "Institutional" DCC's will increase from \$27.10/sq meter to \$37.27/sq meter (reference your Table 10 of your report). This represents a significant rate increase of approximately 38%. This will have an adverse financial impact on the University, meaning we will be forced to either scale back our proposed projects or cut other areas of our operating budget at the expense of our public education offerings.

As you are aware, Capilano University is unique on the North Shore in terms of a publically funded post-secondary educational institution. We employ 1000 people on our North Vancouver campus and attract 5500 student FTE's per year (of which 600 are international and also look for housing). Approximately 60% of our employees live on the North Shore – this translates to about \$30 million in payroll just for those employees alone– not to mention the trickle down economic effect of both our employees and students expenditures on local businesses.

As mentioned, we are a publically funded institution, and much like the DNV we also face the realities of increasing operating and capital/infrastructure costs. Though, unlike the DNV, we have no method of taxation and tuition rate increases are tightly controlled by government. Government has frozen tuition, wages and operating grants for the last four years, and with the increases in inflation our

funding is effectively declining in real value. Additional to this, a recent analysis of the University building infrastructure (performed by VFA) has placed our deferred building maintenance at approximately \$7.5 million dollars. So while we are struggling to upgrade and improve our infrastructure, we are faced with doing more for less, hence any increases passed along by the DNV in terms of higher DCC's will have a further negative impact on our operations.

As a provincial government funded organization, with a very restricted ability to pay ever increasing costs, Capilano University is requesting the District of North Vancouver reconsider the proposed increase in DCC's on the Institutional category, or barring that either provide a discount or create a new category of DCC's that apply to public post secondary institutions and set the rate at the now current DCC rate per square meter.

Your consideration in this matter is appreciated

Regards,

A handwritten signature in dark ink, appearing to read "Kris Bulcroft", with a stylized flourish at the end.

Kris A. Bulcroft, PhD  
President, Capilano University

cc: Gavin Joyce, General Manager of Parks & Engineering Services, DNV  
Cindy Turner, Vice-President, Finance & Administration  
Mark Clifford, Director, Contract Services & Capital Planning



1118 - 1030 West Georgia Street, Vancouver BC V6E 2Y3 Tel: (604) 681-8220 Fax: (604) 681-8236  
Magusta Development (B.C.) Ltd. A Member of the Magusta Group

December 11, 2012

**Marcel Bernier, P. Eng.**  
District of North Vancouver  
Engineering Department  
355 Queens Road,  
North Vancouver, BC

Dear Marcel,

**RE: DCC Bylaw Review and Update**

Thank you for all the hard work done by you and the DNV staff. As requested at the recent workshop on Development Cost Charges, I would like to summarize several points I had raised. I and most other real estate developers would like to contribute to a prosperous and sustainable community through quality housing and to leave a legacy as a community builder.

Current issues with developers are that revenues are down due to market conditions. Costs are rising in such areas as:

- CAC's. Previously \$1.45 psf now 10-20X higher
- Off-site costs
- Sustainability and building code requirement costs
- The coming cancellation of HST

The Property Tax system is inequitable and an insufficient means to maintain urban infrastructure. Solutions may include:

- More creative ways to generate revenue.
- Revenue structure changes for the whole Metro Vancouver area.
- Raising revenue in other ways could be a ballot issue in the next election such as in Montreal, Toronto, and parts of the US and EU. A local broad-based sales tax may be much fairer to all residents.

Keep the fees lower and you will get more:

- Volume of development which will keep prices charged to consumers lower.
- Taxpayers paying into the system to pay for the infrastructure.

The rising cost of construction due to increased DCCs (32% on apartment condo) makes projects and housing less affordable and projects less feasible. As a result there may be fewer new units and fewer new taxpayers.

For many years the DNV has had the reputation of being one of the less desirable communities to develop in, due to a number of reasons. The recently adopted OCP offered the opportunity to reverse this perception. DNV recently received a "BC's Most Small Business Friendly Community" award. Why not be a little more "business friendly" to the development community and new home buyers? A smaller increase in DCC's should be seriously considered.

Sincerely,

A handwritten signature in black ink, appearing to read "John Gilmour", written over a light blue horizontal line.

**John Gilmour**  
Vice President, Marketing and Development





## ATTACHMENT 7

### COMMENT SHEET – DEVELOPMENT COST CHARGE REVIEW

Thank you for taking the time to attend the Public Open House on the proposed Development Cost Charges. Please leave your completed comment sheet with Marcel Bernier from the District of North Vancouver or Fraser Smith from Urban Systems. You may also drop off your comment sheet at the District of North Vancouver, or by email to Marcel Bernier at: bernierm@dnv.org by January 22, 2013. Thank you.

- 1) Consider by law to provide DCC exemption for affordable rental & market rental purpose built units
- 2) Consider exemptions for senior housing projects.
- 3) More detail on sources of funds available for park acquisition based on types of new development.
- 4) Separate topic but need to evaluate the value of school properties in overall land use & potential to change use of these properties in the future due to declining school population.

RECEIVED JAN. 15, 2013

## COMMENT SHEET – DEVELOPMENT COST CHARGE REVIEW

Thank you for taking the time to attend the Public Open House on the proposed Development Cost Charges. Please leave your completed comment sheet with Marcel Bernier from the District of North Vancouver or Fraser Smith from Urban Systems. You may also drop off your comment sheet at the District of North Vancouver, or by email to Marcel Bernier at: bernierm@dnv.org by January 22, 2013. Thank you.

The amount allocated to Parks is completely inadequate and must be raised to reflect the reality that the majority of the projected population increase of 20,000 residents will be housed in apartments and townhouses which have no gardens or play space at all.

Our existing neighbourhood parks were paid for by past and present property holders. The acquisition and development of the new parks needed by the new residents must be paid by them through D.C.C.

To do nothing and thus dilute our current parks system would be grossly unfair to present property owners, and reduce the quality of life for all D.N.V. residents.

As it is, our neighbourhood parks system is severely unbalanced, with the area east of Lonsdale Ave (East Seymour, Lynn Valley) well served, while the area west of Lonsdale has NO PARKS at all. [The area bounded by Queens Road and Ridgewood to the south, Montroyal and Prospect Road to the north, and Capilano Road to the west was developed during the 40's when the District was just emerging from receivership and the developers of these huge tracts of land were not required to set aside land for parks.]

Existing pressures on D.N.V. parks include the current building frenzy in the City of N.V. – so many very high towers but no additional parks at all. Note as well, that on summer weekends our two Waterfront Parks (Cates and Panorama) are often so overcrowded D.N.V. residents cannot get in.

The acquisition and development of parkland is equally as important to quality of life as development of roads, water, sewers and drainage, and the Development Cost Charges should reflect this.



## COMMENT SHEET – DEVELOPMENT COST CHARGE REVIEW

Thank you for taking the time to attend the Public Open House on the proposed Development Cost Charges. Please leave your completed comment sheet with Marcel Bernier from the District of North Vancouver or Fraser Smith from Urban Systems. You may also drop off your comment sheet at the District of North Vancouver, or by email to Marcel Bernier at: bernierm@dnv.org by January 22, 2013. Thank you.

**Overview:** Concentrating on "Apartment" DCC's of Table 26. I assume none of munis are breaking the rules by charging excessively and that some may subsidize growth by undercharging certain components. Noting DNV's difficult topography, high land costs, and high wages, it is not unreasonable to take the sum of the maximum charged for each component (eg. water, sewer, parks etc.) as a realistic DNV's projected charge. This yields a DCC charge of \$15,466 / unit. Somewhat surprisingly the DNV calculation result was less than half that - \$7,523/unit. ( only 2 % of an apartment selling for \$350,000)

Alternatively, let us start by examine the DCC's of 1998: At that time we had a DCC (again for "apartment") of \$78.32 / sq-m. Now, some 15 years later it is proposed to charge \$101.25/sq-m - an increase of 29% - which matches the CPI increase of 28% . However, land costs, have increased some 300%, and servicing costs (roads, sewers, water, etc.) have increased far above inflation. I can only conclude that the proposed "apartment" DCC's are woefully inadequate.

Another important issue is the proposed (very low) "parks" charge component of the DCC's (they are easily the lowest of any muni (Table 26) in the Lower Mainland) . It should be noted that most of the expected 20,000 people that may move here by 2030 are expected to move into apartments - which, unlike single family homes, provide little or no backyard play space. Thus these newcomers will need to be provided a larger proportion of local & neighbourhood parks than the currently existing residents. This aspect would be especially exacerbated if council decides to exempt or waive DCC charges for (profit and/or non-profit) "affordable rental housing". Note that the Background Report does not provide definitions of "affordability" and many other terms used in the report.

I have assumed that council would follow the advice of staff and "establish charges on a municipal wide basis" as well as "adopt a municipal wide approach to administering the DCC program" . Hence the DCC charges on a proposed project should be independent of its location. Surprisingly this is not what is proposed. For example, the "parks" component of the DCC is calculated on the basis of local surplus or deficiency. The result of such a policy is that there is a race to the lowest possible parks requirement, using up surplus capacity without any cost to developers, and failing to provide equitable park space across the DNV. Note that provincial DCC legislation allows municipalities to charge for specific parkland development improvements such as fencing, landscaping, drainage, irrigation, trails, restrooms, changing rooms, playgrounds and playing field equipment (but not for roadways, parking, lighting, furnishing, etc)

Finally, I will examine the fairness of policies dealing with proposed upgrades to other services such as water mains and sewage pipes. Table 14 shows how 18.4% (= 20,000/(20,000+88.678)) would be allocated to the DCC for water - to increase the watermain capacity - even though these upgrade (not repair, operation, or maintenance) requirements were solely due to population growth. Also, of the total \$62.7m (Table 13) to be spent on sanitary sewers, only \$18.4m is to be recovered by DCC's. Much, if not all, of this needed works is the direct result of growth. It seems unfair for the existing residents to contribute to these costs. In summary I have serious reservations and concerns about the current draft of the DCC bylaw.

Yours truly, Corrie Kost, 2851 Colwood Dr. N. Vancouver, V7R2R3

**URBAN**  
systems

## **ATTACHMENT 8**



# **DISTRICT OF NORTH VANCOUVER**

## **DEVELOPMENT COST CHARGES BYLAW REVIEW AND UPDATE**

### **BACKGROUND REPORT**

**MARCH 2013**

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## I. INTRODUCTION

### 1.1 Purpose of Development Cost Charges (DCCs)

Development Cost Charges are charges that are levied on new development to finance the cost of upgrading or providing infrastructure services needed to support new development. Examples of services financed through DCCs include:

- Widening and upgrading of arterial and collector roads to meet the needs of growth in vehicular, pedestrian, and bicycle traffic;
- Upgrading of water, sewer and drainage works to provide capacity for new growth;
- Parkland development and acquisition of new parkland.

Infrastructure services necessitated by development but **not eligible** to be included in a DCC program are facilities such as:

- Off-street parking (e.g. public parking lots)
- Recreation centres
- Libraries
- Schools
- Facilities for police and fire fighting forces
- Certain parkland improvements such as parking lots, park area lighting, baseball diamonds, basketball courts, bleachers, and park furniture.

Increasingly, all governments are facing significant constraints in the use of general purpose taxation and have placed greater emphasis on the “user pay” or “benefiter pay” principle. In response to these pressures, DCCs have been utilized by local governments as a cost recovery mechanism for apportioning infrastructure costs amongst developers of land.

DCCs allow monies to be pooled from many developers so that funds can be raised to construct the necessary services in an equitable manner. Simply stated, the municipality is considered to be the co-ordinator of the capital program and administrator of the funds collected.

### 1.2 Background

In December 1993, District Council ratified bylaws 6570 and 6571 which provided for the collection of DCCs in Northlands Development Area Sector 1. Developments in this specified area were assessed DCCs in accordance with those two bylaws. A number of projects identified in the Northlands DCC bylaw proceeded, however in July 1997, Council adopted bylaws 6955, 6956 and 6957 amending the Mountain and Cove Forest areas from urban reserve to parks recreational and wilderness, and development of the subject lands ceased. As of December 31, 2012, the combined Northlands DCC reserve accounts have a balance with interest income, less appropriations, transfers and adjustments of \$2,952,906. The Northlands DCC reserve accounts have since remained dormant and grown only from interest accrued on the outstanding balances.

Prior to 1993, District wide DCCs were not assessed or collected. In September 1998, Council passed DCC Bylaw 6945, which excluded the Northlands area and Native Reserve lands from the DCC calculations. In February 2000, Bylaw 6945 was amended by Bylaw 7135 to introduce several new definitions including an amendment to “gross floor area” to avoid penalizing builders wishing to expand the thickness of exterior walls in an attempt to address moisture and rainwater penetration. Other revisions clarified how the charges for varying types of development are to be calculated.

The provincial legislature amended the *Local Government Act* in the fall of 2004 to permit municipalities with DCC bylaws to impose them on multi-family development with fewer than four dwelling units. To allow collections for duplex and triplex developments, the District wide bylaw was amended accordingly in February 2005 (Bylaw 7526).

### **1.3 Reason for Bylaw Review and Update**

The purpose of this DCC bylaw review and update can be summarized as follows:

- Both construction and land costs have risen since the DCC bylaw was first introduced and the current charges do not allow for the increases in capital costs;
- In June 2011, Council adopted a new Official Community Plan with the objective of adding 10,000 new housing units over the next 20 years;
- Given a significant increase in anticipated capital expenditure programs for transportation, sanitary sewers, waterworks, drainage/flood protection and parks infrastructure upgrades, the charges need to be recalculated using the estimated future residential and non-residential growth projections;
- Concurrently, the 20 Year Financial Plan is in the process of being amended to reflect the increase in future capital works expenditures;
- To simplify the administration process, the preference is to consolidate the collection of DCCs through a single District wide bylaw with regular updates of projects and costs;
- To obtain approval from the Ministry of Community, Sport and Cultural Development (Local Government Finance) to repeal the Northlands DCC bylaw and transfer the Northlands funds to the District wide reserve accounts;
- To establish procedures for making minor amendments to the bylaw on either an annual or bi-annual basis, and for major amendments similar to this review and update, at least once every five years.

### **1.4 Best Practices Guide**

The proposed amendments to the District's DCC bylaw incorporate the principles identified in the Ministry's Best Practices Guide. The Guide has two primary objectives:

1. To encourage local governments to standardize the establishment and administration of DCC programs; and
2. To provide some flexibility to accommodate a municipality's specific circumstances.

The Guide was developed in partnership between the province, local government and the development community. Local governments who choose to follow the recommended best practices can expect an expedited process for provincial approval of their DCC bylaws.



## 2. GENERAL CONSIDERATIONS

### 2.1 Legislative and Regulatory Background

DCCs are established within a layered governance structure. At the most direct level, DCCs are subject to the policy and technical bulletins issued by the Ministry whose responsibility it is to review and approve the bylaws submitted by local government. This level lies under the legislative framework described by sections 932 to 937 of the *Local Government Act* related to DCCs. When amending a DCC Bylaw, District Council must consider whether the charges

- are excessive in relation to the capital cost of prevailing standards of service;
- will deter development; or
- will discourage the construction of reasonably priced housing, or the provision of reasonably priced serviced land; or
- will discourage development designed to result in low environmental impact.

DCCs must be used to acquire or construct the works for which they were collected and cannot be used for any other purpose (section 935). Therefore, the District must carefully consider broad policy matters and technical issues prior to amending the DCC bylaw. Relevant policy and technical issues include:

- level of service desired or required;
- impact on housing affordability;
- equity between existing taxpayers and developers;
- the municipal assist factor;
- the projected types and amount of new development; and,
- the utility services required to support those projected developments.

### 2.2 Public Participation Process

The authority to adopt a DCC bylaw rests with Council. There are no mandatory public consultation activities in the DCC legislation, such as public hearing requirements for a rezoning application. However, the Inspector of Municipalities may refuse approval of a DCC bylaw under section 937(3)(b) of the *Local Government Act* if the DCCs are excessive, deter development or discourage construction of reasonably priced housing. The recommended best practices regarding a public participation strategy associated with DCCs involves the following minimum activities:

- stakeholder input during the development or amendment of the DCC bylaw before first reading;
- additional input before second and third reading, if required.

### 2.3 Bylaw Exemptions

Section 933(4) of the *Local Government Act* describes the following circumstances when development is exempt from DCCs:

- where a building permit authorizes the construction, alteration, or extension of a building, or part of a building which is solely used for public worship, such as a church;
- where the value of the work covered by the building permit does not exceed \$50,000.

In 2004, these exemptions were amended to provide more flexibility. Local governments now have the authority to amend their DCC bylaws to charge DCCs on developments of fewer than four dwelling units that are exclusively for residential use, and local governments can increase the \$50,000

exemption threshold. This acknowledges the variances in construction costs around the province by maintaining the current \$50,000 threshold for charging DCCs, while providing flexibility for local governments to increase the threshold where appropriate.

## **2.4 Bill 27**

In May 2008 the Provincial Government enacted new legislation pertaining to DCCs. The legislative changes include the option for municipalities to exempt or waive DCCs for the following classes of "eligible development":

- not-for-profit rental housing, including supportive living housing (similar provisions were in the previous legislation, but did not require a bylaw to waive or reduce DCCs for not-for-profit rental housing);
- for-profit affordable rental housing;
- subdivisions of small lots designed to result in low greenhouse gas emissions; and
- developments designed to result in low environmental impact.

The District must adopt a DCC bylaw that establishes definitions for each class of "eligible development", corresponding rates of reduction, and requirements that must be met in order to obtain a waiver or reduction. Council, however, is not obligated to adopt any of these new provisions.

## **2.5 Municipal-Wide versus Area-Specific Charges**

The current District DCC bylaw is District wide (excluding Northlands), meaning that the same DCC rate structure is applied for a particular type of land use deemed to generate a similar or same capital cost burden throughout the municipality, regardless of the location of any specific development. In contrast, an area-specific DCC bylaw divides the municipality into areas according to geography or any other distinctive quality for the purpose of determining DCCs.

The Guide offers advice on the decision to establish District wide charges versus area-specific charges for different areas within the community. For every category of infrastructure, the advice is to establish charges on a municipal-wide basis, unless a significant disparity exists between those who pay the DCCs and the benefiting users.

The reasons staff has a preference for District wide charges are:

- avoiding the creation of a large number of small, specialized funds that accumulate slowly and allow no flexibility in allocating or pooling funds to various infrastructure projects;
- minimizing the complexity of the system and the amount of administrative work needed to calculate costs, set rates and monitor funds, and;
- to encourage and support growth in the four designated growth centres rather than outlying areas where development is not being promoted.

Staff therefore recommends that the District adopt a municipal wide approach to administering the DCC program.

## **2.6 In-Stream Applications**

In-stream, complete and valid subdivision and building permit applications, submitted prior to the date of final adoption of the amended bylaw, will be exempt from an increase in new DCC rates for a period of one year from the date of final adoption of the bylaw. Section 943 of the *Local Government Act* provides in-stream protection of one year from the proposed DCC rates for subdivision applications, provided that the application is complete and that subdivision application fees have been paid.

## **2.7 Grace Periods**

A “grace period” is a period of time between the approval of the DCC bylaw and the bylaw's effective date of application. If the rates in the bylaw are significantly higher than those that were previously charged, the District may wish to grant a grace period to allow developers to expedite projects for which financing has already been arranged. A grace period of 6 months is recommended.

## **2.8 Collection of Charges**

Section 933(5) of the *Local Government Act* states that DCCs are payable at the time of approval of subdivision or the issuance of a building permit, as the case may be. In practice, DCCs are commonly collected (1) at the subdivision approval stage for single family DCCs, and (2) upon issuance of a building permit for multi-family, commercial, industrial and institutional DCCs.

DCCs payable may be paid by installments, with one-third of the total amount payable at time of subdivision or development, another one-third at the date of the 1<sup>st</sup> anniversary of the subdivision approval or building permit issuance; and the remaining one-third at the date of the 2<sup>nd</sup> anniversary of the subdivision approval or building permit issuance.

DCCs must be paid in cash or by certified cheque. Should DCCs be paid by installments, the two-thirds balance unpaid at the time of subdivision or building permit must be secured in full by an irrevocable letter of credit, in a form and from a financial institution acceptable to the Director of Financial Services.

## **2.9 Credits**

Credits for existing lots, units, buildings or development areas are calculated at the time of DCC payment based on incremental new impact defined in terms of the corresponding additional units of measurement, for the purposes of DCC assessment, for each type of development, as follows:

- For single family residential subdivisions, a credit is granted for each existing developed lot forming part of a subdivision at the time of application;
- For multi-family residential developments, a credit is granted for each existing dwelling unit forming part of the development at time of application;
- For non-residential developments, DCCs are assessed based on the additional “gross floor area” as defined in the bylaw.

## **2.10 Benefit to Existing Users**

Capital costs for DCC calculations must be net costs. It is recognized that most improvements within the District provide a significant benefit to the existing residents and users. All capital projects identified for DCC funding have been reviewed by staff, and the percentage benefit to existing users has been estimated. The cost of each project applicable to existing users is then deducted from the total expenditure to calculate the allowable DCC recoverable portion of the project. The percentage allocations are given in each of the DCC recoverable tables found in Appendix 'A', Tables 12 to 16 inclusive of this report.

## **2.11 Municipal Assist Factor**

The municipal assist factor reflects a municipality's desire to encourage development within the community and is largely a political decision. The Best Practices Guide recommends that the municipal assist factor be a discretionary vehicle which reflects the community's financial support towards the financing of services for development. A local government must make allowances in the DCC calculations of at least a minimum 1% municipal assist factor, which is the value that was used in producing the original bylaw. Because most of the projects identified in the amended DCC program will

benefit existing users and be largely funded by the District (except for certain major town centre(s) road improvements and parkland acquisition), the recommendation is to continue with the 1% assist factor.

## **2.12 Financial Assistance from Government Grants**

Government grants, including Federal/Provincial infrastructure funding programs and Provincial revenue sharing programs, can no longer be relied upon to provide sufficient funding for capital projects. Grants are sporadically available for projects, particularly those that contribute towards major road improvements (Translink's Major Road Network Program), cycling (Bicycle Infrastructure Capital Cost Sharing Program and others) and road safety programs (ICBC).

Seven (7) of 17 road projects have been identified to potentially receive grants from regional and provincial government agencies. It has been assumed that grants will not be forthcoming in the future for water, sewer, drainage and parks projects, and the DCC calculations reflect that assumption.

## **2.13 DCC Reserve Funds**

The reserve funds are the total amounts, less appropriations, transfers and adjustments, that have been collected from developers, and not yet spent on DCC projects. In preparing the DCC calculations, the outstanding balances in each of the Roads, Sewer, Water, Drainage and Parks accounts, for both the current District wide and the Northlands DCC accounts, have been subtracted from the total DCCs recoverable to arrive at the net recoverable amounts. It has been assumed that the Ministry will approve the cancellation of the Northlands DCC bylaw and allow the transfer of the Northlands DCC reserve funds to the District wide accounts.

## **2.14 DCC Calculations**

DCCs have been calculated in accordance with the Best Practices Guide using a common unit basis for each infrastructure component. Roads project costs are distributed according to estimated traffic generation as defined by the number of average vehicle trip ends on weekdays during the afternoon peak period, for each given land use. Sanitary sewers and waterworks costs are calculated using equivalent population demand, which is based on average population densities per single family, townhouse and apartment dwelling. With respect to storm drainage, costs are distributed on the basis of impervious area for each category. With respect to parks and open space, the intent is to augment and develop parks in areas where new development will increase the demand on our existing facilities. For non-residential land uses, equivalent population densities have also been derived based on persons per square metre of gross floor area occupying a new non-residential building and related facilities.

## **2.15 Cost Estimates**

Cost estimates have been prepared in accordance with provincial guidelines. The estimates are a Class 'D' level of accuracy, meaning that they are based upon staff's design and construction experience, current market conditions and unit costs for the supply of materials, labour and equipment. The estimates are sufficient for making correct investment decisions and obtaining preliminary project approval and funding. By comparison, a Class 'A' estimate is based on complete engineering drawings and specifications prepared prior to calling competitive tenders. Costs are based on estimated 2013 construction costs.

There is no allowance for future inflation, as this is not allowed under the *Local Government Act*. Construction cost increases should be regularly assessed as projects and time proceeds. Project cost estimates should be reviewed on an annual basis and the DCC rate structure amended accordingly.

## **2.16 Interim Financing**

The capital costs contained in this report do not include any allowances for interim financing.



## 2.17 Allocation of Project Costs

For each proposed infrastructure project, costs are allocated between existing development and new growth. To determine the proper allocation for each project, individual projects can be divided into two broad categories:

1. Projects that upgrade the level of service or resolve existing deficiencies; and
2. Projects that are required solely to accommodate new growth.

Projects in the first category provide some benefit to existing development, but they also benefit new growth. In order to allocate the degree of benefit equitably between the existing population and the new growth, the new growth is expressed as a percentage factor (amount of new growth divided by total future population or equivalents). This percentage factor is then applied to the estimated cost of the project in order to determine how much benefit would be attributed to new growth. For projects located within the designated town and village centres (Lynn Valley, Lower Lynn, Lower Capilano and Maplewood), the benefit to growth is deemed to be 100% since significant growth in these areas has triggered the demand for new services and upgrades.

For projects located outside the growth centres or benefiting the entire municipality, the percentage is calculated as the ratio of the estimated 20 year growth in population divided by the estimated total future 2032 population. BC Stats estimate of the District's current population is 88,678; therefore the ratio is:

$$20,000/88,678 + 20,000 = 0.184 \text{ (18.4\%)}$$

## 2.18 DCCs Levied by Other Authorities

In addition to the DCCs levied by the District, developers are often also required to pay regional DCCs. In North Vancouver, the District is required to collect regional DCCs on behalf of Metro Vancouver (Greater Vancouver Sewerage and Drainage District) as itemized in Table 1 below.

<b>TABLE 1</b> <b>METRO VANCOUVER SEWERAGE DCCs</b>	
<b>Land Use</b>	<b>Rate</b>
Single Detached Residential Use (per unit)	\$1,291
Townhouse Residential Use (per unit)	\$1,129
Apartment Residential Use (per unit)	\$807
Non-Residential Use (per 1000 sq. ft. of building)	\$605

### 3. DEVELOPMENT GROWTH PROJECTIONS

#### 3.1 The Planning Process – “*Identity DNV 2030*”

In June 2011, and following a two-year community engagement initiative called *Identity DNV 2030*, the District of North Vancouver adopted its Official Community Plan (OCP). The OCP was developed to provide a comprehensive policy framework that aligns social, environmental, and economic planning to ensure a bright and sustainable future for the District. Over a 20 year timeframe, the OCP identifies capacity for approximately 10,000 net new housing units, corresponding to a population increase of around 20,000 people and 10,000 new jobs. These figures are estimates only. They are provided to help guide planning and are not targets. This growth may or may not occur over the designated planning horizon and will depend on market and other forces, including the capacity of the District's infrastructure.

As outlined in Table 2, approximately 90% of growth will be focused in four key centres and 10% in the remainder of the District.

TABLE 2 DWELLING UNIT COUNT AND POPULATION PROJECTIONS		
Growth Centre	Estimated New Dwelling Units	Estimated Increase in Population
Lynn Valley Town Centre	2,500	5,000
Lower Lynn Town Centre	3,000	6,000
Lower Capilano-Marine Drive Village Centre	2,000	4,000
Maplewood Village Centre	1,500	3,000
Remainder of District	1,000	2,000
<b>Totals</b>	<b>10,000</b>	<b>20,000</b>

#### 3.2 Single Family Residential

Under the 2011 OCP, new single family units are anticipated to come through the subdivision of existing large single family lots. Subdivision in the recent past has typically occurred at a rate of approximately 10 net new units per year and this trend is not expected to change. Existing adopted Small Lot Infill Areas (SLIAs) have capacity for approximately 40 net new units, with potential SLIAs identified in 1983 having an additional capacity of approximately 85 net new units. There is also subdivision potential in other large lots not contained within previously identified SLIAs.

Summary single family:      Projected annual increase: 10 units  
2032    20-year projected overall increase: 200 units

In the current DCC bylaw, the single family residential rate structure is divided into four classes (Types 1 to 4) based on homes on larger lots having more persons per dwelling and correspondingly more demand for infrastructure services. Recent census data refutes that assumption. Larger lots or homes do not necessarily have greater population densities per household. For this update, the DCC calculations make use of an average of 3.0 persons per single family dwelling. Since the proposed growth projections call for a total of 10 subdivided lots per year (200 over 20 years), it is recommended that the amended DCC rate structure for single family be reduced from four categories down to one

charge for all single family subdivision applications. This proposed revision will also simplify the DCC administration process for the District.

### 3.3 Multi-Family Residential

The OCP provides significant opportunity for multi-family development in the form of apartments and ground-oriented townhouse or duplex-type units. Of the potential 10,000 net new units, around 9,800 can be anticipated to be multifamily (with 200 net new single family lots as described above). While the implied annual increase of this projection ( $9,800/20 \text{ years} = 490$ ) exceeds development activity in the District over the last 10 years (averaging between 100 and 150 net new units per year), the projected growth rate is consistent with growth rates over the last 20 and 30 year horizons. Furthermore, the new OCP provides a more directional approach to growth management and designates sites with higher density than typically contemplated in the past. Growth will occur overwhelmingly within four designated centres (75-90% of all units) and will consist primarily of apartment units (approx. 75% of units).

Summary ground-oriented:      Projected annual increase: 120 units  
2032    20-year projected overall increase: 2,400 units

Summary apartment:              Projected annual increase: 370 units  
2032    20-year projected overall increase: 7,400 units

### 3.4 Household and Unit Size for New Residential Units

Previous DCC work in 1997 set single family units at an average of 3.2 persons per household, with townhouse residential set at 2.7 persons and apartment at 1.6. The 2011 census counted an average of 3.0 persons per single family house, 2.7 persons per townhouse, and 1.8 persons per apartment (blended mid and low-rise). Unit sizes of 116.1 square metres (1250 square feet) for townhouses and 74.3 square metres (800 square feet) are also being maintained as per the 1997 bylaw review, but these figures should be considered placeholders and can be tested against ongoing applications for reasonableness.

### 3.5 Commercial Floor Space

Net new commercial floor space is anticipated to occur primarily within the network of centres. Together, Lynn Valley, Lower Lynn, Lower Capilano, and Maplewood are expected to see an additional 45,522 m<sup>2</sup> of commercial development. Redevelopment of commercial sites outside the network of centres is not anticipated to provide a net increase in floor space, as existing older commercial sites are typically developed to around 0.3 - 0.4 FSR which may redevelop to mixed use buildings whose commercial component is again typically around 0.3 - 0.4 FSR. This is notably the case for the Marine Drive corridor which, while redeveloping substantially, is unlikely to see a notable net increase in commercial floor space. The redevelopment of existing light industrial areas to more business park type uses, however, is anticipated to provide some new commercial floor space. Between 1998 and 2007, commercial floor space growth trended much higher than anticipated at 2,193 m<sup>2</sup> a year, with that trend advancing in recent years (around 2,555 m<sup>2</sup> annually between end 2008 and end 2010). Going forward, overall growth is expected to net 2,500 m<sup>2</sup> annually, for a total of 50,000 m<sup>2</sup> over 20 years, and about 45,000 m<sup>2</sup> of which is within centres.

Summary commercial:              Projected annual increase: 2,500 m<sup>2</sup>  
2032    20-year projected overall increase: 50,000 m<sup>2</sup>

### 3.6 Industrial Floor Space

The OCP provides policy direction to intensify and diversify uses in employment land which, together with recent changes to industrial zoning, should facilitate development of industrial floor space.

However, the majority of vacant business park type lands have now been absorbed and any redevelopment of light industrial areas in proximity to the network of centres is likely to increase commercial as much as industrial floor space. The District has less direct influence on development in the heavy industrial, waterfront areas and predicting economic cycles in these sectors is challenging. Individual projects may account for large increases in floor space at intermittent intervals. Between 1998 and 2007, industrial floor space growth trended much lower than anticipated at 6,721 m<sup>2</sup> a year, with a considerable further slowing in recent years (around 3,518 m<sup>2</sup> per year between end 2008 and end 2010). Going forward, a mid-range of recent trend growth of 3,500 m<sup>2</sup> annually can be anticipated.

Summary industrial:                      Projected annual increase: 3,500 m2  
2032 20-year projected overall increase: 70,000 m2

### **3.7 Institutional Floor Space**

The OCP anticipates institutional development to accompany residential growth to ensure the effective provision of community amenities and facilities for an expanded population. Within the four growth centres, a total of 10,219 m<sup>2</sup> of net new institutional floor space is envisioned. Outside the four centres, significant institutional expansion in District assets is not anticipated (the potential Griffin/Delbrook Community Centre consolidation, for example, would not be expected to lead to a net increase in floor space). However, projections regarding other major institutional users such as Capilano University, School District 44, or private hospice/health providers, are hard to make and will only be indirectly influenced by OCP policy. Institutional development between 1998 and 2007 far exceeded expectations at 6,232 m<sup>2</sup> per year, although that trend has since slowed considerably to around 2,521 m<sup>2</sup> annually between end 2008 and end 2010. A further slowing to 2,000 m<sup>2</sup> per year is anticipated going forward.

Summary institutional:                      Projected annual increase: 2,000 m2  
2032 20-year projected overall increase: 40,000 m2



#### 4. ROADS DEVELOPMENT COST CHARGES

##### 4.1 Roads DCC Program

Roads DCCs will be collected to assist the District in providing and expanding roads (corridor), cycling, pedestrian and multi-use pathway facilities to serve new developments. The improvements will also benefit existing users. Table 3 summarizes the estimated construction costs for the projects being proposed over the 20 year timeframe, potential grants, DCCs recoverable, and the District's share of the costs.

TABLE 3 ROADS DCC PROGRAM COSTS (in Millions \$)				
Roads Component	Total Estimated Cost	Anticipated Grants	DCCs Recoverable	District Responsibility
Streets (Corridors)	37.6	(4.0)	24.9	8.7
Safety/Other	11.9	(1.7)	8.1	2.1
<b>Total</b>	<b>49.5</b>	<b>(5.7)</b>	<b>33.0</b>	<b>10.8</b>

Tables 12, Appendix 'A' itemizes each of the transportation projects (17 in total) and their respective costs, and DCCs recoverable after apportionment to new development. The estimates include construction, engineering, project administration and a contingency allowance. Table 17, Appendix 'A', outlines the calculations used to derive the proposed Transportation DCC rate structure.

##### 4.2 Traffic Generation and Calculation of Road Impact

The trip generation rates used to calculate the Roads DCCs contained in Table 17, were determined based on the information provided in the Trip Generation Manual, 6th Edition, published by the Institute of Transportation Engineers. The trip generation statistics listed in the Manual were interpreted and aggregated as needed to more accurately reflect the land use categories outlined in the previous section on growth projections. In all cases, the trip generation rates were determined for the afternoon peak hour period. The average trip end (AVTE) rate for single family residential land use is 1.02 trips per dwelling unit. For the townhouse residential land use, a rate of 0.66 trips per dwelling unit was applied. For apartment residential, a rate of 0.50 trips per dwelling unit is used.

The rates provided in the Trip Generation Manual for various commercial, industrial, and institutional uses were reviewed to determine the rates or combinations of rates that best reflect the land uses in the District. The commercial rate represents a planned distribution of 60% retail usage and 40% office usage, resulting in a combined rate of 0.008 trips per square metre of gross floor area. Industrial rates reflect the industrial park and light industrial uses, which have rates of 0.005 trips per square metre of gross floor area. Given the wide range in rates for institutional uses, a blended rate was used covering recent development of institutional land uses in the municipality. The blended rate is 0.004 vehicles per square metre of gross floor area.

## 5. SANITARY SEWERS DEVELOPMENT COST CHARGES

### 5.1 Sanitary Sewers DCC Program

Sanitary sewer DCCs are based on the premise that upgrading of the existing sanitary sewer system is demanded by population growth. For the District, the program consists of the annual sewer system and sewage lift station upgrading programs. The total future expenditure in 2013 dollars for the program is estimated to be approximately \$45.2 Million, with a DCC recoverable amount of \$15.0 Million, and the District responsible for \$30.2 Million. Table 4 summarizes the Sanitary Sewer DCC program costs, recoverable and the District's share.

TABLE 4 SANITARY SEWER DCC PROGRAM COSTS (in Millions \$)				
Sewer Component	Total Estimated Cost	Grants	DCCs Recoverable	District Responsibility
Sewer System Upgrading	41.1	Nil	14.3	26.8
Lift Station Upgrading	4.1	Nil	0.7	3.4
<b>Total</b>	<b>45.2</b>	<b>Nil</b>	<b>15.0</b>	<b>30.2</b>

### 5.2 DCC Calculations for Sanitary Sewers

Sanitary sewer DCC calculations reflect estimated sewage flows based on projected growth. Sewage flows generated by non-residential land uses are expressed as a population equivalent. The same process is used to determine waterworks DCCs. Sanitary sewer DCCs have been prepared for three residential and three non-residential categories. The charges are based on the relative impact according to equivalent population demand.

Average dwelling densities of 3.0 persons per dwelling unit for single family, 2.7 for townhouse and 1.8 for apartment were used for the residential component to arrive at the overall 20,000 future population figure. A value of 90 persons per hectare (0.009 persons per square metre) was used for commercial and 80 persons per hectare (0.008 persons/sq. m.) for industrial land uses, and 60 persons per hectare (0.004 persons/sq. m.) for institutional land uses.

Dividing the net DCCs recoverable amount by the total equivalent service population results in a DCC per capita. The sanitary sewer DCC for each land use is then established by multiplying the DCC per capita by the average population densities for the respective development units. Tables 13 and 18, Appendix 'A', summarize the list of projects and calculations used to arrive at the proposed sanitary sewers DCCs for the six specified land use categories.

## 6. WATERWORKS DEVELOPMENT COST CHARGES

### 6.1 Water DCC Program

Impact on the water distribution system arises from both domestic (peak day and peak hour) demand and the requirement to provide adequate flows for fire protection. Dwelling unit population densities which place a demand on the District's water system have been applied in a similar manner to those used for the sanitary sewer system calculations.

Table 5 itemizes the proposed waterworks upgrading programs and their anticipated cost in 2013 dollars over the course of the 20 year program. The total estimated cost in current dollars is \$104.0 million. The net DCCs recoverable is anticipated to be approximately \$18.9 million with the District responsible for \$85.1 Million. Tables 14 and 19, Appendix 'A', summarize the projects and calculations used to arrive at the proposed waterworks DCCs for each of the specified classes of land use.

<b>TABLE 5</b> <b>WATERWORKS DCC PROGRAM COSTS (in Millions \$)</b>				
<b>Waterworks Component</b>	<b>Total Estimated Cost</b>	<b>Grants</b>	<b>DCCs Recoverable</b>	<b>District Responsibility</b>
Watermain Upgrading	99.2	Nil	18.1	81.1
Regulating & Pumping Station Upgrades	4.2	Nil	0.7	3.5
Water Reservoir Upgrades	0.6	Nil	0.1	0.5
<b>Total</b>	<b>104.0</b>	<b>Nil</b>	<b>18.9</b>	<b>85.1</b>

## 7. DRAINAGE & FLOOD CONTROL DEVELOPMENT COST CHARGES

### 7.1 Drainage DCC Program

The new OCP anticipates increased growth, more density and more intense land use. This growth will cause more drainage flows that must be addressed through new design criteria, storm sewer upgrades and culvert upgrades. Drainage DCCs need to be collected to assist with the cost of correcting expected drainage culvert deficiencies, to upsize storm sewers which don't meet the expected engineering design criteria, and to pay for engineering studies needed to complete integrated storm water management plans for various municipal watersheds in order to mitigate growth impacts.

Table 6 summarizes the program costs. Total expenditures are estimated at \$73.1 million. DCCs recoverable amount to approximately \$13.3 Million and the District's share is \$59.8 Million, which reasonably apportions the costs amongst existing and new development, as explained in sections 7.2 and 7.3 below.

<b>TABLE 6</b> <b>DRAINAGE DCC PROGRAM COSTS (in Millions)</b>				
<b>Drainage / Flood Protection Project Component</b>	<b>Total Estimated Cost</b>	<b>Grants</b>	<b>DCCs Recoverable</b>	<b>District Responsibility</b>
Short Term Projects (5 Yr Program)	13.9	Nil	2.5	11.4
Medium Term Projects (6 to 10 Yr Program)	17.1	Nil	3.1	14.0
Long Term Projects (11 to 18 Yr Program)	42.1	Nil	7.7	34.4
<b>Total</b>	<b>73.1</b>	<b>Nil</b>	<b>13.3</b>	<b>59.8</b>

## 7.2 Imperviousness and Calculations of Equivalent Drainage Units

The need for storm drainage works is directly related to the potential runoff generated by developments in different land use zones (and not population). Therefore, drainage DCCs are based on the relative runoff potential for various land uses. The most significant factor that influences the amount of runoff produced is the imperviousness of the development site, and for all intents and purposes, the runoff coefficient is equal to the percentage of impervious area.

Values for the runoff coefficient for various land uses are found in Schedule 'D', Design Criteria Manual, of the District's Development Servicing Bylaw No. 7388. The bylaw can be viewed on the District's website at [www.dnv.org/upload/documents/Council\\_Reports/773013.pdf](http://www.dnv.org/upload/documents/Council_Reports/773013.pdf).

## 7.3 DCC Calculations for Drainage

Using the runoff coefficients contained in the District's Development Servicing Bylaw, the total amount of impervious surface area for each land use can be calculated. Equivalent Drainage Units (EDUs) are subsequently derived. Dividing the net amount recoverable from DCCs by the total EDUs results in a DCC per EDU. The drainage DCC for each land use is calculated by multiplying the DCC per EDU by the equivalence factor. Tables 15 and 20, Appendix 'A', summarize the proposed short, medium and long term drainage and flood protection improvement programs and the calculations used to derive the Drainage DCCs.

# 8. PARKLAND DEVELOPMENT COST CHARGES

## 8.1 Open Space Acquisition Criteria and Evaluation

The intent of the criteria is to ensure that the District acquires properties and open space to augment parks in areas where new development will increase the demand on our facilities. The following criteria will be addressed when reviewing potential parkland acquisition in the four designated growth communities, namely, (1) Capilano-Marine Village Centre, (2) Lynn Valley Town Centre, (3) Lower Lynn Town Centre and (4) Maplewood Village Centre.

1. **Neighbourhood/Community Growth Areas** - Purchase properties within DNV growth areas where population density is increasing, and there is an existing park deficiency in relation to DNV Parks standards. For example, a site that is in close proximity to future higher density residential areas (i.e. multi-family housing as opposed to single family residential) would provide more convenient access to a larger number of park users. Preferably, the

- neighbourhood parks would be in a service area of 1/8 to 1/2 mile (200m to 400m) from the growth nodes to more directly meet the recreational needs of the adjacent neighbourhood.
2. **Proximity to Existing Parks and Open Spaces** - Purchase properties in growth areas adjacent to existing public parks and open space where the purchase of properties would provide added recreational value to the existing parkland area.
  3. **Connectivity and Linear Trail Access** - Purchase properties that may improve connectivity and trail linkages, within the context of a larger recreational open space and trail system. These sites should be accessible by a wide range of users by foot, bike, and wheelchair.
  4. **Neighbourhood Park Potential** - Purchase properties that possess site conditions that would provide ideal options for "active" neighbourhood recreational needs such as tot lots, playgrounds, seating areas for relaxation, etc. Given that the acquisition strategy falls within developed areas, any purchase of properties would be addressing the growth of "infill" neighbourhoods, and as such, it is anticipated that the size of future neighbourhood parks, in these infill areas, would generally be less than 1/2 an acre (0.2 hectares) in size.
  5. **Ecosystem Integrity** - Purchase properties that may be important in terms of preserving the integrity of an ecosystem (i.e. creek area)
  6. **Property Cost and Availability** - With finite financial resources, purchase properties that are for sale at relatively attractive prices, and within current market norms where there is a willingness of the property owner to negotiate. Include in the evaluation future maintenance and operational costs for the park.
  7. **Park and Open Space Strategic Plan** - Purchase properties that are clearly identified as desirable within the context of the February 2012 draft Parks and Open Space Strategic Plan.

Based on recent analysis carried out by the District's Parks Planning staff, the following is an estimate of the anticipated neighbourhood parkland needs for the four major growth areas of the community:

<b>TABLE 7</b> <b>PARKLAND ACQUISITION – MAJOR GROWTH CENTRES</b>			
Parkland Requirements by Major Growth Centre	Park Acquisition through DCCs (acres)	Park Acquisition by Developer Negotiations (acres)	Total Parkland Acquisition (acres)
Lynn Valley Town Centre	0.00	2.00	2.00
Lower Capilano – Marine	0.40	1.35	1.75
Lower Lynn Town Centre	1.00	2.00	3.00
Maplewood Village Centre	0.00	1.85	1.85
<b>Totals</b>	<b>1.40</b>	<b>7.20</b>	<b>8.60</b>

The estimated cost in 2013 dollars to acquire 1.4 acres of developed properties using a unit cost of \$6.5 Million per acre is \$9.1 Million.

## 8.2 Parkland Improvements

Including property acquisition, the total estimated cost of the program in current dollars is expected to amount to \$30.2 million. DCCs recoverable are estimated to be approximately \$21.2 million with the District responsible for \$9.0 Million. Table 8 summarizes the Parkland Improvement and Acquisition DCC program costs.



<b>TABLE 8</b> <b>PARKLAND IMPROVEMENT &amp; ACQUISITION DCC PROGRAM COSTS (in Millions \$)</b>				
<b>Drainage Project Component</b>	<b>Total Estimated Cost</b>	<b>Grants</b>	<b>DCCs Recoverable</b>	<b>District Responsibility</b>
Parkland Improvements	21.1	Nil	12.2	8.9
Parkland Acquisition	9.1	Nil	9.0	0.1
<b>Total</b>	<b>30.2</b>	<b>Nil</b>	<b>21.2</b>	<b>9.0</b>

### 8.3 Calculation of Equivalent Population

Since people generate the need for park and open space, DCCs are based on the relative impact of each land use according to the same equivalent population factors that were used to derive sanitary sewer and waterworks DCCs. The process followed to arrive at the DCC rate structure for parks is as follows:

- divide the net DCCs recoverable amount by the total increase in population to obtain a per capita DCC; and
- multiply the DCC per capita by the population density for the respective development unit.

Tables 16 and 21, Appendix 'A', contain the list of parkland improvement capital projects for the proposed 20 year period and the calculations carried out to derive the charges.

It has been assumed that employees of commercial, industrial and institutional zones use parkland some of the time for leisure and recreational purposes. For commercial and institutional, the assumption made is that 15% of the growth in employee population will occasionally make use of our parks; and for industrial land uses, a value of 10% of the projected employee growth population has been used to allocate the charges.

## 9. SUMMARY OF DEVELOPMENT COSTS AND PROPOSED CHARGES

### 9.1 General

Table 9 summarizes the overall anticipated 20 year capital expenditure program, potential grants, DCCs recoverable, and the District's estimated share of the costs of the infrastructure program.

<b>TABLE 9</b> <b>SUMMARY OF CAPITAL PROGRAM &amp; DCC RECOVERY (in Millions \$)</b>				
<b>Program Component</b>	<b>Total Estimated Cost</b>	<b>Grants</b>	<b>DCCs Recoverable</b>	<b>District Responsibility</b>
Roads	49.5	(5.7)	33.0	10.8
Sanitary Sewers	45.2	Nil	15.0	30.2
Waterworks	104.0	Nil	19.0	85.0
Drainage / Flood Control	73.1	Nil	13.3	59.8
Parks	30.2	Nil	21.2	9.0
<b>Total</b>	<b>302.0</b>	<b>(5.7)</b>	<b>101.5</b>	<b>194.8</b>

Table 10 outlines the amended District wide 2012 DCC rate structure for each of the designated classes of land use. The rates are considered preliminary and subject to review and approval by Council and the Ministry (Local Government Finance Division).

<b>TABLE 10</b> <b>SUMMARY OF PROPOSED AREA WIDE DCC's</b> <b>(Effective December 1, 2013)</b>						
<b>Class of Land Use</b>	<b>Roads</b>	<b>Sewers</b>	<b>Water</b>	<b>Drainage</b>	<b>Parks</b>	<b>Total</b>
Single Family Residential (per dwelling unit)	\$4,570.65	2,079.08	\$2,450.46	\$4,202.16	2,204.87	<b>\$15,507.23</b>
Residential Multi-Family Ground Oriented (per square metre of gross floor area)	\$25.47	\$16.11	\$18.99	\$14.25	\$17.09	<b>\$91.91</b>
Residential Multi-Family Apartment (per square metre of gross floor area)	\$30.13	\$16.78	\$19.78	\$12.85	\$17.79	<b>\$97.33</b>
Commercial (per square metre of gross floor area)	\$35.85	\$6.24	\$7.35	\$7.64	\$0.99	<b>\$58.07</b>
Industrial (per square metre of gross floor area)	\$22.41	\$5.54	\$6.53	\$7.64	\$0.51	<b>\$42.64</b>
Institutional (per square metre of gross floor area)	\$17.92	\$4.16	\$4.90	\$8.73	\$0.55	<b>\$36.27</b>

Table 11 outlines the current DCC rates (excluding the Northlands Specified Area) which were adopted by Council on September 28, 1998.

<b>Table 11</b> <b>Current District of North Vancouver DCC Rate Structure (DCC Bylaws 6945 &amp; 7135)</b> <b>(Effective September 28, 1998)</b>						
<b>Class of Land Use</b>	<b>Roads</b>	<b>Sanitary Sewers</b>	<b>Water Works</b>	<b>Drainage</b>	<b>Parks</b>	<b>Total DCC's Recoverable</b>
<b>RESIDENTIAL SINGLE FAMILY TYPE 1</b> (per dwelling unit - lot area greater than or equal to 9000 sq. ft)	\$3,559	\$120	\$1,401	\$508	\$12,914	<b>\$18,502</b>
<b>RESIDENTIAL SINGLE FAMILY TYPE 2</b> (per dwelling unit -lot area 7000 to 9000 s.f.)	\$3,381	\$105	\$1,226	\$339	\$11,300	<b>\$16,351</b>
<b>RESIDENTIAL SINGLE FAMILY TYPE 3</b> (per dwelling unit - lot area 5000 s.f. to 7000 s.f.)	\$3,292	\$96	\$1,121	\$305	\$10,331	<b>\$15,145</b>
<b>RESIDENTIAL SINGLE FAMILY TYPE 4</b> (per dwelling unit -lot area less than or equal to 5,000 s.f.)	\$3,203	\$90	\$1,051	\$271	\$9,685	<b>\$14,300</b>
<b>RESIDENTIAL MULTIPLE FAMILY</b> per square metre of gross floor area	\$15.75	\$0.52	\$6.00	\$0.79	\$55.27	<b>\$78.32</b>
<b>COMMERCIAL</b> per square metre of gross floor area	\$15.32	\$0.94	\$10.93	\$2.37	\$8.08	<b>\$37.64</b>
<b>INDUSTRIAL</b> per square metre of gross floor area	\$7.17	\$0.32	\$3.77	\$1.10	\$1.39	<b>\$13.75</b>
<b>INSTITUTIONAL</b> per square metre of gross floor area	\$15.32	\$0.49	\$5.65	\$1.46	\$4.18	<b>\$27.10</b>

## 9.2 Content of Appendices

Appendix 'A' includes Tables 12 through 29 inclusive (DNV Document No. 1976468) covering each of the roads, sanitary sewers, waterworks, drainage/flood protection, and parkland improvements and acquisition capital programs, the DCC calculations spreadsheets, and a comparison of the District's current and proposed rates with those currently being charged by several other lower mainland municipalities.



## **APPENDIX 'A'**

### **TABLES (Refer to Document No. 1976468)**

#### **CAPITAL PROJECTS**

- Table 12 – Roads DCC Projects and Allocations
- Table 13 – Sanitary Sewers DCC Projects and Allocations
- Table 14 – Waterworks DCC Projects and Allocations
- Table 15 – Drainage & Flood Protection DCC Projects and Allocations
- Table 16 – Parkland Improvements and Acquisition DCC Projects and Allocations

#### **DCC CALCULATIONS**

- Table 17 – Roads DCC Calculations
- Table 18 – Sanitary Sewers DCC Calculations
- Table 19 – Waterworks DCC Calculations
- Table 20 – Drainage & Flood Protection DCC Calculations
- Table 21 – Parkland Improvements and Acquisition DCC Calculations
- Table 22 – Summary of Proposed Area Wide DCCs (repeat of Table 10)
- Table 23 – Current DNV DCCs (September 1998 – repeat of Table 11)

#### **COMPARISON OF CURRENT AND PROPOSED DCCs WITH OTHER LOWER MAINLAND MUNICIPALITIES**

- Table 24 – Comparison of Single Family Residential DCCs
- Table 25 – Comparison of Townhouse Residential DCCs
- Table 26 – Comparison of Apartment Residential DCCs
- Table 27 – Comparison of Commercial DCCs
- Table 28 – Comparison of Industrial DCCs
- Table 29 – Comparison of Institutional DCCs

**TABLE 12**  
**THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER**  
**ANTICIPATED CAPITAL EXPENDITURE PROGRAM (2013 - 2032)**  
**ROADS PROJECTS**  
**DEVELOPMENT COST CHARGES ALLOCATION**

PROJECT DESCRIPTION		EST. EXPEND. (2013 \$)	COST APPORTIONMENT TO NEW DEVELOPMENT				DCC ALLOCATION		TOTAL DISTRICT RESPONSIBILITY
			GRANTS	EXPEND. AFTER GRANTS	%COST (Note 2)	COST	CDNV (\$) 1% AF Note (1)	TOTAL DCCs RECOVERABLE	
ROADS									
R1	East Keith Road Extension - Mountain Hwy to Fern St (Corridor)	\$2,845,000	\$0	\$2,845,000	100.0	\$2,845,000	\$28,450	\$2,816,550	\$28,450
R2	Mountain Highway Improvements - Main St to Fern St (Corridor)	\$4,338,000	\$0	\$4,338,000	100.0	\$4,338,000	\$43,380	\$4,294,620	\$43,380
R3	Mountain Hwy - Ross Road to Crayford Close (Corridor)	\$5,087,000	\$0	\$5,087,000	100.0	\$5,087,000	\$50,870	\$5,036,130	\$50,870
R4	East 27th St - Lynn Valley Rd to Mountain Hwy (Corridor)	\$1,195,000	\$0	\$1,195,000	100.0	\$1,195,000	\$11,950	\$1,183,050	\$11,950
R5	Capilano Rd - Marine Dr to Fullerton Ave (Corridor)	\$2,332,000	\$0	\$2,332,000	100.0	\$2,332,000	\$23,320	\$2,308,680	\$23,320
R6	Lynn Valley Rd - Mountain Hwy to Highway #1 (Safety / Other)	\$4,140,000	\$1,035,000	\$3,105,000	100.0	\$3,105,000	\$31,050	\$3,073,950	\$31,050
R7	Main Street Improvements - Lynn Creek to Mountain Hwy (Corridor)	\$619,000	\$309,500	\$309,500	100.0	\$309,500	\$3,095	\$306,405	\$3,095
R8	Mountain Highway - Lynn Valley Rd to Harold Road (Corridor)	\$300,000	\$0	\$300,000	100.0	\$300,000	\$3,000	\$297,000	\$3,000
R9	Marine Drive Transportation Improvements (Safety / Other)	\$4,500,000	\$0	\$4,500,000	100.0	\$4,500,000	\$45,000	\$4,455,000	\$45,000
R10	East 27th St - Mountain Highway to 55m east (Corridor)	\$83,000	\$0	\$83,000	100.0	\$83,000	\$830	\$82,170	\$830
R11	Riverside Drive - Old Dollarton Rd to Mt. Seymour Pkwy. (Corridor)	\$3,300,000	\$1,650,000	\$1,650,000	100.0	\$1,650,000	\$16,500	\$1,633,500	\$16,500
R12	East Keith Road - Mountain Hwy to east of Lynn Creek Bridge (Corridor & Bridge)	\$13,464,000	\$0	\$13,464,000	50.0	\$6,732,000	\$67,320	\$6,664,680	\$6,799,320
R13	Marine Drive - Capilano Rd to Mackay Ave (Corridor)	\$4,080,000	\$2,040,000	\$2,040,000	18.4	\$375,360	\$3,754	\$371,606	\$1,668,394
R14	Pemberton Ave - West 1st St to Marine Dr (Safety / Other)	\$216,000	\$0	\$216,000	18.4	\$39,744	\$397	\$39,347	\$176,653
R15	Mountain Highway - Keith Rd to Lynn Valley Rd (Safety / Other)	\$1,815,000	\$453,800	\$1,361,200	18.4	\$250,461	\$2,505	\$247,956	\$1,113,244
R16	East 29th Street - Lonsdale Ave to Lynn Valley Rd (Safety / Other)	\$635,000	\$63,500	\$571,500	18.4	\$105,156	\$1,052	\$104,104	\$467,396
R17	Dollarton Hwy - Dollarton Bridge to Mt Seymour Pkwy (Safety / Other)	\$574,000	\$143,500	\$430,500	18.4	\$79,212	\$792	\$78,420	\$352,080
TOTAL - ROADS		\$49,523,000	\$5,695,300	\$43,827,700		\$33,326,433	\$333,264	\$32,993,168	\$10,834,532

**Footnotes:**

- 1 Based on a 1.0% Municipal Assist Factor (AF).
- 2 Unless otherwise shown, cost apportionment to new development is calculated by using the following ratio:  
Estimated increase in population between 2013 and 2030 = 20,000 / 88,678 + 20,000 = 18.4%
- 3 Capital expenditures are in current (2013) dollars and subject to annual review.
- 4 All estimated expenditures include allowances for engineering design, contingencies and project management services.

**TABLE 13**  
**THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER**  
**ANTICIPATED CAPITAL EXPENDITURE PROGRAM (2013 - 2032)**  
**SANITARY SEWERS PROJECTS**  
**DEVELOPMENT COST CHARGES ALLOCATION**

PROJECT DESCRIPTION		ESTIMATED EXPENDITURE (2013 \$)	COST APPORTIONMENT TO NEW DEVELOPMENT		DCC ALLOCATION		
			% COST APPORTIONMENT (Note 2)	APPORTIONMENT TO NEW DEVELOPMENT (\$)	CDNV (\$) 1% AF Note (1)	DCC RECOVERABLE	TOTAL DISTRICT RESPONSIBILITY
<b>SANITARY SEWERS</b>							
S1	Lift Station Upgrading Program	\$4,108,000	18.4	\$755,872	\$7,559	\$748,313	\$3,359,687
S2	Sanitary Sewer Upgrading Program	\$32,742,000	18.4	\$6,024,528	\$60,245	\$5,964,283	\$26,777,717
S3	Town Centres - Sewer Upgrades	\$8,418,000	100.0	\$8,418,000	\$84,180	\$8,333,820	\$84,180
<b>TOTAL - SANITARY SEWERS</b>		<b>\$45,268,000</b>		<b>\$15,198,400</b>	<b>\$151,984</b>	<b>\$15,046,416</b>	<b>\$30,221,584</b>

Footnotes:

- 1 Based on a 1.0% Municipal Assist Factor (AF).
- 2 Unless otherwise shown, cost apportionment to new development is calculated by using the following ratio:  
Estimated increase in population between 2013 and 2030 = 20,000 / 88,678 + 20,000 = 18.4%
- 3 Capital expenditures are in current (2013) dollars and subject to annual review.
- 4 All estimated expenditures include allowances for engineering design, contingencies and project management services.

**TABLE 14**  
**THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER**  
**ANTICIPATED CAPITAL EXPENDITURE PROGRAM (2013 - 2032)**  
**WATERWORKS PROJECTS**  
**DEVELOPMENT COST CHARGES ALLOCATION**

PROJECT DESCRIPTION		ESTIMATED EXPENDITURE (2013 \$)	COST APPORTIONMENT TO NEW DEVELOPMENT		DCC ALLOCATION		
			% COST APPORTIONMENT (Note 2)	APPORTIONMENT TO NEW DEVELOPMENT (\$)	CDNV (\$) 1% AF Note (1)	DCC RECOVERABLE	TOTAL DISTRICT RESPONSIBILITY
WATERWORKS							
W1	Watermain Upgrading Program	\$99,203,000	18.4	\$18,253,352	\$182,534	\$18,070,818	\$81,132,182
W2	Pressure Regulating Valve Stations Upgrading Program	\$2,273,000	18.4	\$418,232	\$4,182	\$414,050	\$1,858,950
W3	Water Pumping Stations Upgrading Program	\$1,961,000	18.4	\$360,824	\$3,608	\$357,216	\$1,603,784
W4	Water Reservoirs	\$603,000	18.4	\$110,952	\$1,110	\$109,842	\$493,158
TOTAL - WATERWORKS		\$104,040,000		\$19,143,360	\$191,434	\$18,951,926	\$85,088,074

Footnotes:

- 1 Based on a 1.0% Municipal Assist Factor (AF).
- 2 Unless otherwise shown, cost apportionment to new development is calculated by using the following ratio:  
Estimated increase in population between 2013 and 2030 = 20,000 / 88,678 + 20,000 = 18.4%
- 3 Capital expenditures are in current (2013) dollars and subject to annual review.
- 4 All estimated expenditures include allowances for engineering design, contingencies and project management services.

**TABLE 15**  
**THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER**  
**ANTICIPATED CAPITAL EXPENDITURE PROGRAM (2013 - 2032)**  
**DRAINAGE AND FLOOD PROTECTION WORKS PROJECTS**  
**DEVELOPMENT COST CHARGES ALLOCATION**

PROJECT DESCRIPTION	ESTIMATED EXPENDITURE (2013 \$)	COST APPORTIONMENT TO NEW DEVELOPMENT		DCC ALLOCATION		TOTAL DISTRICT RESPONSIBILITY
		% COST APPORTIONMENT (Note 2)	APPORTIONMENT TO NEW DEVELOPMENT (\$)	CDNV (\$) 1% AF Note (1)	DCC RECOVERABLE	
DRAINAGE, FLOOD PROTECTION AND ENVIRONMENTAL						
D1 Short Term 5 Year Program	\$13,934,000	18.40	\$2,563,856	\$25,639	\$2,538,217	\$11,395,783
D2 Medium Term 6 to 10 Year Program	\$17,076,000	18.40	\$3,141,984	\$31,420	\$3,110,564	\$13,965,436
D3 Long Term 11 to 20 Year Program	\$42,104,000	18.40	\$7,747,136	\$77,471	\$7,669,665	\$34,434,335
TOTAL - DRAINAGE AND FLOOD PROTECTION WORKS	\$73,114,000		\$13,452,976	\$134,530	\$13,318,446	\$59,795,554

Footnotes:

- 1 Based on a 1.0% Municipal Assist Factor (AF).
- 2 Unless otherwise shown, cost apportionment to new development is calculated by using the following ratio:  
Estimated increase in population between 2013 and 2030 = 20,000 / 88,678 + 20,000 = 18.4%
- 3 Capital expenditures are in current (2013) dollars and subject to annual review.
- 4 All estimated expenditures include allowances for engineering design, contingencies and project management services.

**TABLE 16**  
**THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER**  
**ANTICIPATED CAPITAL EXPENDITURE PROGRAM (2013 - 2032)**  
**PARKLAND IMPROVEMENTS & ACQUISITION PROJECTS**  
**DEVELOPMENT COST CHARGES ALLOCATION**

PROJECT DESCRIPTION		ESTIMATED EXPENDITURE (2013 \$)	COST APPORTIONMENT TO NEW DEVELOPMENT		DCC ALLOCATION		TOTAL DISTRICT RESPONSIBILITY
			% COST APPORTIONMENT (Note 2)	APPORTIONMENT TO NEW DEVELOPMENT (\$)	CDNV (\$) 1% AF Note (1)	DCC RECOVERABLE	
PARKS CAPITAL PROJECTS							
	Parkland Improvements						
P1	Lynn Valley Town Centre Park	\$3,000,000	100.0	\$3,000,000	\$30,000	\$2,970,000	\$30,000
P2	Lower Lynn Town Centre Park	\$2,750,000	100.0	\$2,750,000	\$27,500	\$2,722,500	\$27,500
P3	Lower Capilano Town Centre Park	\$2,500,000	100.0	\$2,500,000	\$25,000	\$2,475,000	\$25,000
P4	Maplewood Village Centre	\$1,750,000	100.0	\$1,750,000	\$17,500	\$1,732,500	\$17,500
P5	Cates Park / Wey-ah-wichen Washrooms and Changerooms	\$500,000	18.4	\$92,000	\$920	\$91,080	\$408,920
P6	Cates Park Washroom at Boat Launch	\$100,000	18.4	\$18,400	\$184	\$18,216	\$81,784
P7	Inter-River Tournament Washroom with Changerooms	\$500,000	18.4	\$92,000	\$920	\$91,080	\$408,920
P8	William Griffin ATF Washroom	\$300,000	18.4	\$55,200	\$552	\$54,648	\$245,352
P9	Norgate Park Washroom and Changeroom	\$500,000	18.4	\$92,000	\$920	\$91,080	\$408,920
P10	Turf Field (drainage, fencing, and landscaping)	\$855,000	50.0	\$427,500	\$4,275	\$423,225	\$431,775
P11	Sportsfield Program	\$1,500,000	18.4	\$276,000	\$2,760	\$273,240	\$1,226,760
P12	Barrier Free Play Grounds	\$1,000,000	18.4	\$184,000	\$1,840	\$182,160	\$817,840
P13	Waterfront Trails	\$1,000,000	18.4	\$184,000	\$1,840	\$182,160	\$817,840
P14	Alpine Trails	\$1,000,000	18.4	\$184,000	\$1,840	\$182,160	\$817,840
P15	Urban Trails (Trails and Structures)	\$2,500,000	18.4	\$460,000	\$4,600	\$455,400	\$2,044,600
P16	Cates Park / Wey-ah-wichen Site Improvements - landscape/fence/trails/drainage/playground	\$300,000	18.4	\$55,200	\$552	\$54,648	\$245,352
P17	Lillooet Park Neighbourhood Park- landscape/fence/drainage/trails/playground	\$250,000	18.4	\$46,000	\$460	\$45,540	\$204,460
P18	Maplewood Farm Improvements - Washroom	\$320,000	18.4	\$58,880	\$589	\$58,291	\$261,709
P19	Inter-River Trails (DNV Boundary to Lynn Canyon Park)	\$480,000	18.4	\$88,320	\$883	\$87,437	\$392,563
	Parkland Acquisition						
P20	Parkland Acquisition Program	\$9,100,000	100.0	\$9,100,000	\$91,000	\$9,009,000	\$91,000
TOTAL - PARKS CAPITAL PROJECTS		\$30,205,000		\$21,413,500	\$214,135	\$21,199,365	\$9,005,635

**Footnotes:**

- 1 Based on a 1.0% Municipal Assist Factor (AF).
- 2 Unless otherwise shown, cost apportionment to new development is calculated by using the following ratio:  
Estimated increase in population between 2013 and 2030 = 20,000 / 88,678 + 20,000 = 18.4%
- 3 Capital expenditures are in current (2013) dollars and subject to annual review.
- 4 All estimated expenditures include allowances for engineering design, contingencies and project management services

**TABLE 17**  
**Roads DCC Calculations**

	Col. (1)		Col. (2)	Col. (3)= (1) x (2)
Land Use	Est New Developmnt (2013 - 2030)	Units	Wt. Trip Rate (AVTE, pm Pk Hr per unit)	Total Trip Ends
<b>A: Traffic Generation Calculations</b>				
Single Family Residential	200	dwelling units	1.020	204
Townhouse Residential	2,400	dwelling units	0.660	1,584
Apartment Residential	7,400	dwelling units	0.500	3,700
Commercial	50,000	per m <sup>2</sup> gross floor area	0.008	400
Industrial	70,000	per m <sup>2</sup> gross floor area	0.005	350
Institutional	40,000	per m <sup>2</sup> gross floor area	0.004	160
			<b>Total Trip Ends</b>	<b>6,398</b>
<b>B: Unit Road DCC Calculations</b>				
Net Road DCC Program Recoverable				\$32,993,168
Less Road DCC Reserve Monies at Dec. 31/12 (Combined Bylaws)				(\$4,323,511)
Net Amount to be Paid by DCCs				\$28,669,657
DCC per Trip End				\$4,481
<b>C: Total DCCs Recoverable</b>				
Single Family Residential	200	dwelling units	1.020	\$914,131
Townhouse Residential	2,400	dwelling units	0.660	\$7,097,958
Apartment Residential	7,400	dwelling units	0.500	\$16,579,827
Commercial	50,000	per m <sup>2</sup> gross floor area	0.008	\$1,792,414
Industrial	70,000	per m <sup>2</sup> gross floor area	0.005	\$1,568,362
Institutional	40,000	per m <sup>2</sup> gross floor area	0.004	\$716,965
			<b>Total</b>	<b>\$28,669,657</b>
<b>D. Resulting Road DCCs</b>				
Single Family Residential	\$ 4,570.65	per dwelling unit		
Townhouse Residential	\$ 25.47	per m <sup>2</sup> gross floor area		
Apartment Residential	\$ 30.13	per m <sup>2</sup> gross floor area		
Commercial	\$ 35.85	per m <sup>2</sup> gross floor area		
Industrial	\$ 22.41	per m <sup>2</sup> gross floor area		
Institutional	\$ 17.92	per m <sup>2</sup> gross floor area		

**NOTES:**

1. Townhouse residential (including duplex and triplex developments) DCCs recoverable per square metre of gross floor area are based on an average unit size of 116.13 sq.m. or 1,250 sq. ft.
2. Apartment residential DCCs recoverable per square metre of gross floor area are based on an average unit size of 74.35 sq.m. or 800 sq. ft.

**TABLE 18**  
**Sanitary Sewer DCC Calculations**

	Col. (1)		Col. (2)		Col. (3) =(1)x(2)
Land Use	Estimated New Developmt	Units	Density or Equivalent Population Factor		Equivalent Population
<b>A: Equivalent Population Calculation</b>					
Single Family Residential	200	dwelling units	3.000	persons per dwelling unit	600
Townhouse Residential	2,400	dwelling units	2.700	persons per dwelling unit	6,480
Apartment Residential	7,400	dwelling units	1.800	persons per dwelling unit	13,320
Commercial	50,000	m <sup>2</sup> gross floor area	0.009	persons per m <sup>2</sup> gross floor area	450
Industrial	70,000	m <sup>2</sup> gross floor area	0.008	persons per m <sup>2</sup> gross floor area	560
Institutional	40,000	m <sup>2</sup> gross floor area	0.006	persons per m <sup>2</sup> gross floor area	240
				<b>Total Equivalent Population</b>	<b>21,650 (a)</b>
<b>B: Unit DCC Calculation</b>					
Net Sanitary DCC Program Recoverable			\$15,046,416.00	(b)	
Less Sanitary DCC Reserve Monies (Combined DCC Bylaws)			(\$42,392.00)	(c1)	
Net Amount to be paid by DCC's			\$15,004,024.00	(d) = (b) - (c1+c2)	
DCC per Equivalent Person			\$693.03	(e) = (d) / (a)	
<b>C: Resulting Sanitary Sewer DCCs</b>					
Single Family Residential	\$ 2,079.08	per dwelling unit	(e) x Col. (2)		
Townhouse Residential	\$ 16.11	per m <sup>2</sup> gross floor area	(e) x Col. (2)		
Apartment Residential	\$ 16.78	per m <sup>2</sup> gross floor area	(e) x Col. (2)		
Commercial	\$ 6.24	per m <sup>2</sup> gross floor area	(e) x Col. (2)		
Industrial	\$ 5.54	per m <sup>2</sup> gross floor area	(e) x Col. (2)		
Institutional	\$ 4.16	per m <sup>2</sup> gross floor area	(e) x Col. (2)		

**NOTES:**



**TABLE 19**  
**Waterworks DCC Calculations**

	Col. (1)		Col. (2)		Col. (3) =(1)x(2)
Land Use	Estimated New Developmt (2013-2030)	Units	Density or Equivalent Population Factor		Equivalent Population
<b>A: Equivalent Population Calculation</b>					
Single Family Residential	200	dwelling units	3.000	persons per dwelling unit	600
Townhouse Residential	2,400	dwelling units	2.700	persons per dwelling unit	6,480
Apartment Residential	7,400	dwelling units	1.800	persons per dwelling unit	13,320
Commercial	50,000	m <sup>2</sup> gross floor area	0.009	persons per m <sup>2</sup> gross floor area	450
Industrial	70,000	m <sup>2</sup> gross floor area	0.008	persons per m <sup>2</sup> gross floor area	560
Institutional	40,000	m <sup>2</sup> gross floor area	0.006	persons per m <sup>2</sup> gross floor area	240
				<b>Total Equivalent Population</b>	<b>21,650 (a)</b>
<b>B: Unit DCC Calculation</b>					
Net Water DCC Program Recoverable		\$ 18,951,926.40	(b)		
Less Water DCC Reserve Monies (Combined Bylaws)		(\$1,267,741.00)	(c1)		
Add DCC Water Reserve Funds Allocated to the 2012 Budget			(c3)		
Net Amount to be paid by DCC's		\$ 17,684,185.40	(d) = (b) - (c1+c2) +(c3)		
DCC per Equivalent Person		\$ 816.82	(e) = (d) / (a)		
<b>C: Resulting Waterworks DCCs</b>					
Single Family Residential	\$ 2,450.46	per dwelling unit	(e) x Col. (2)		
Townhouse Residential	\$ 18.99	per m <sup>2</sup> gross floor area	(e) x Col. (2)		
Apartment Residential	\$ 19.78	per m <sup>2</sup> gross floor area	(e) x Col. (2)		
Commercial	\$ 7.35	per m <sup>2</sup> gross floor area	(e) x Col. (2)		
Industrial	\$ 6.53	per m <sup>2</sup> gross floor area	(e) x Col. (2)		
Institutional	\$ 4.90	per m <sup>2</sup> gross floor area	(e) x Col. (2)		

**NOTES:**

**TABLE 20**  
**Drainage & Flood Protection Works DCC Calculations**

	Col. (1)	Col. (2)	Col. (3)	Col. (4) = [(1) / (2)] x (3)	Col. (5)	Col. (6)	Col. (7) = (5) x (6)
Land Use	Unit of Dev.	Density / FSR / Site Coverage	Runoff Coefficient	Impervious Area per Unit Dev. (m <sup>2</sup> )	Equivalence factor	Est. New Developmt. (2013-2030)	Equivalent Drainage Units
<b>A: Drainage Impact Calculation</b>							
Single Family Residential	1	10 lots per gross ha	0.55	550.00 (a)	1.0000 (a) / (a)	200	200
Townhouse Residential	1	30 units per gross ha	0.65	216.67 (b)	0.3939 (b) / (a)	2,400	945
Apartment Residential	1	60 units per gross ha	0.75	125.00 (c)	0.2273 (c) / (a)	7,400	1,682
Commercial	1	85% site coverage	0.85	1.00 (d)	0.0018 (d) / (a)	50,000	91
Industrial	1	85% site coverage	0.85	1.00 (e)	0.0018 (e) / (a)	70,000	127
Institutional	1	70% site coverage	0.80	1.14 (f)	0.0021 (f) / (a)	40,000	83
						<b>Total EDU's</b>	<b>3,129 (h)</b>
<b>B: Unit DCC Calculation</b>							
Net Storm Drainage DCC Program recoverable			\$ 13,318,446.24	(i)			
Less Drainage DCC Reserve Monies (Combined Bylaws)			(\$171,677.00)	(j)			
Net Amount to be paid by DCC's			\$ 13,146,769.24	(k) = (i) - (j)			
DCC per Equivalent Drainage Unit			\$ 4,202.16	(l) = (k) / (h)			
<b>C: Resulting Storm Drainage DCCs</b>							
Single Family Residential	\$	4,202.16 per dwelling unit	(l) x col (5)				
Townhouse Residential	\$	14.25 per m <sup>2</sup> gross floor area	(l) x col (5)				
Apartment Residential	\$	12.85 per m <sup>2</sup> gross floor area	(l) x col (5)				
Commercial	\$	7.64 per m <sup>2</sup> gross floor area	(l) x col (5)				
Industrial	\$	7.64 per m <sup>2</sup> gross floor area	(l) x col (5)				
Institutional	\$	8.73 per m <sup>2</sup> gross floor area	(l) x col (5)				

**NOTES:**

**TABLE 21**  
**Parkland Improvements & Acquisition DCC Calculations**

	Col. (1)		Col. (2)		Col. (3)
Land Use	Estimated New Developmnt (2013-2030)	Units	Density or Equivalent Population Factor		= (1)x(2) Equivalent Population
<b>A: Equivalent Population Calculation</b>					
Single Family Residential	200	dwelling units	3.000	persons per dwelling unit	600
Townhouse Residential	2,400	dwelling units	2.700	persons per dwelling unit	6,480
Apartment Residential	7,400	dwelling units	1.800	persons per dwelling unit	13,320
Commercial	50,000	m <sup>2</sup> gross floor area	0.001	persons per m <sup>2</sup> gross floor ar	68
Industrial	70,000	m <sup>2</sup> gross floor area	0.001	persons per m <sup>2</sup> gross floor ar	49
Institutional	40,000	m <sup>2</sup> gross floor area	0.001	persons per m <sup>2</sup> gross floor ar	30
				<b>Total Equivalent Population</b>	20,517 (a)
<b>B: Unit DCC Calculation</b>					
Net Parkland DCC Program Recoverable	\$ 21,199,365.00		(b)		
Less existing Parkland DCC Reserve Monies (Combined Bylaws)	(\$6,120,639.00)		(c1)		
Net Amount to be paid by DCC's	\$ 15,078,726.00		(d) = (b) - (c1) +(c2) + (c3)		
DCC per Equivalent Person	\$734.96		(e) = (d) / (a)		
<b>C: Resulting Parks DCCs</b>					
Single Family Residential	\$ 2,204.87	per dwelling unit	(e) x Col. (2)		
Townhouse Residential	\$ 17.09	per m <sup>2</sup> gross floor area	(e) x Col. (2)		
Apartment Residential	\$ 17.79	per m <sup>2</sup> gross floor area	(e) x Col. (2)		
Commercial	\$ 0.99	per m <sup>2</sup> gross floor area	(e) x Col. (2)		
Industrial	\$ 0.51	per m <sup>2</sup> gross floor area	(e) x Col. (2)		
Institutional	\$ 0.55	per m <sup>2</sup> gross floor area	(e) x Col. (2)		

**NOTES:**

**TABLE 22**  
**Summary of Proposed DNV Area Wide DCC's**

<b>Class of Land Use</b>	<b>Roads</b>	<b>Sanitary Sewers</b>	<b>Water Works</b>	<b>Drainage</b>	<b>Parks</b>	<b>Total DCC's Recoverable</b>
<b>SINGLE FAMILY RESIDENTIAL</b> per dwelling unit	\$ 4,570.65	\$ 2,079.08	\$ 2,450.46	\$ 4,202.16	\$ 2,204.87	\$ 15,507.23
<b>TOWNHOUSE RESIDENTIAL</b> per square metre of gross floor area	\$ 25.47	\$ 16.11	\$ 18.99	\$ 14.25	\$ 17.09	\$ 91.91
<b>APARTMENT RESIDENTIAL</b> per square metre of gross floor area	\$ 30.13	\$ 16.78	\$ 19.78	\$ 12.85	\$ 17.79	\$ 97.33
<b>COMMERCIAL</b> per square metre of gross floor area	\$ 35.85	\$ 6.24	\$ 7.35	\$ 7.64	\$ 0.99	\$ 58.07
<b>INDUSTRIAL</b> per square metre of gross floor area	\$ 22.41	\$ 5.54	\$ 6.53	\$ 7.64	\$ 0.51	\$ 42.64
<b>INSTITUTIONAL</b> per square metre of gross floor area	\$ 17.92	\$ 4.16	\$ 4.90	\$ 8.73	\$ 0.55	\$ 36.27

**Table 23**  
**Current District of North Vancouver DCC Rate Structure (DCC Bylaws 6945 & 7135)**  
(Effective September 28, 1998)

Class of Land Use	Roads	Sanitary Sewers	Water Works	Drainage	Parks	Total DCC's Recoverable
<b>RESIDENTIAL SINGLE FAMILY TYPE 1</b> (per dwelling unit - lot area greater than or equal to 9000 sq. ft)	\$3,559	\$120	\$1,401	\$508	\$12,914	<b>\$18,502</b>
<b>RESIDENTIAL SINGLE FAMILY TYPE 2</b> (per dwelling unit -lot area 7000 to 9000 s.f.)	\$3,381	\$105	\$1,226	\$339	\$11,300	<b>\$16,351</b>
<b>RESIDENTIAL SINGLE FAMILY TYPE 3</b> (per dwelling unit - lot area 5000 s.f. to 7000 s.f.)	\$3,292	\$96	\$1,121	\$305	\$10,331	<b>\$15,145</b>
<b>RESIDENTIAL SINGLE FAMILY TYPE 4</b> (per dwelling unit -lot area less than or equal to 5,000 s.f.)	\$3,203	\$90	\$1,051	\$271	\$9,685	<b>\$14,300</b>
<b>RESIDENTIAL MULTIPLE FAMILY</b> per square metre of gross floor area (per square foot)	\$15.75 (\$1.46)	\$0.52 (\$0.05)	\$6.00 (\$0.56)	\$0.79 (\$0.07)	\$55.27 (\$5.13)	<b>\$78.32</b> <b>(\$7.28)</b>
<b>COMMERCIAL</b> per square metre of gross floor area (per square foot)	\$15.32 (\$1.42)	\$0.94 (\$0.09)	\$10.93 (\$1.02)	\$2.37 (\$0.22)	\$8.08 (\$0.75)	<b>\$37.64</b> <b>(\$3.50)</b>
<b>INDUSTRIAL</b> per square metre of gross floor area (per square foot)	\$7.17 (\$0.67)	\$0.32 (\$0.03)	\$3.77 (\$0.35)	\$1.10 (\$0.10)	\$1.39 (\$0.13)	<b>\$13.75</b> <b>(\$1.28)</b>
<b>INSTITUTIONAL</b> per square metre of gross floor area (per square foot)	\$15.32 (\$1.42)	\$0.49 (\$0.05)	\$5.65 (\$0.53)	\$1.46 (\$0.14)	\$4.18 (\$0.39)	<b>\$27.10</b> <b>(\$2.52)</b>

**TABLE 24**  
**Comparison of Typical DCC Rates (\$) in Various**  
**Lower Mainland Municipalities for**  
**Single Family Residential Land Use**

Municipality	Roads	Sanitary Sewers	Water Works	Drainage	Parks	Total DCC's Recoverable (per Dwelling Unit)
<b>City of Surrey</b> (March 2012) (RF, RF-G, RF-SS, RF-12 Zones)	\$ 13,582	\$ 2,238	\$ 1,714	\$ 3,352	\$ 5,362	\$ 26,248
<b>Township of Langley</b> (July 2008 - Residential 1)	\$ 8,814	\$ 879	\$ 2,051	\$ 3,663	\$ 10,700	\$ 26,107
<b>City of N. Westminster - Queensborough</b> (Jan. 2012 - Based on 7000 sq. ft. lot area)	\$ 5,250	\$ 2,240	\$ 210	\$ 140	\$ 16,310	\$ 24,150
<b>City of Coquitlam</b> (March 2008 - lots 555 sq.m. or greater)	\$ 9,261	\$ 568	\$ 1,943	\$ 4,763	\$ 7,053	\$ 23,588
<b>City of Richmond</b> (July 2007)	\$ 4,682	\$ 2,315	\$ 768	\$ 4,460	\$ 9,232	\$ 21,457
<b>District of Maple Ridge</b> (October 2011)	\$ 12,399	\$ 153	\$ 572	\$ 396	\$ 3,194	\$ 16,714
<b>District of West Vancouver</b> (March 1994 - Area 4 above Upper Levels Hwy)	\$ 2,621	Nil	\$ 4,760	\$ 1,037	\$ 7,239	\$ 15,657
<b>District of North Vancouver</b> (Proposed 2013 DCC's)	\$ 4,571	\$ 2,079	\$ 2,450	\$ 4,202	\$ 2,205	\$ 15,507
<b>District of North Vancouver</b> (Sept. 1998) (Lot Area = 5,000 to 7,000 sq. ft.)	\$ 3,292	\$ 96	\$ 1,121	\$ 305	\$ 10,331	\$ 15,145
<b>City of North Vancouver</b> (April 1997 - based on 280 sq.m. S.F. unit)	\$ 230	Nil	Nil	Nil	\$ 13,571	\$ 13,801
<b>Corporation of Delta</b> (January 2001)	\$ 5,388	\$ 648	\$ 557	\$ 1,209	\$ 3,427	\$ 11,229
<b>District of Pitt Meadows</b> (November 2011)	\$ 4,933	\$ 430	\$ 574	\$ 913	\$ 2,751	\$ 9,601
<b>City of Burnaby</b> <b>Edmonds Town Center South</b> (Jan. 1999)	\$ 392	Nil	Nil	Nil	\$ 6,521	\$ 6,913
<b>City of Port Coquitlam (Area 1)</b> (October 2004)	\$ 2,825	\$ 114	\$ 119	\$ 454	\$ 3,132	\$ 6,644
<b>City of Port Moody (Standard City DCCs)</b> (June 2011)	\$ 1,796	Nil	\$ 544	\$ 201	\$ 1,119	\$ 3,660

**Note:** The rates given above do not include the Greater Vancouver Sewerage & Drainage District Sewerage DCC.  
The rates implemented in 1996 by GVS&DD for SINGLE FAMILY residential use per dwelling unit are as follows:

North Shore Sewerage Area	\$ 1,291 per dwelling unit
Vancouver Sewerage Area	\$ 944 per dwelling unit
Lulu Island Sewerage Area	\$ 1,077 per dwelling unit
Fraser Sewerage Area (Langley, Surrey, etc)	\$ 1,731 per dwelling unit

**TABLE 25**  
**Comparison of Typical DCC Rates (\$) in Various**  
**Lower Mainland Municipalities for Townhouse Residential Land Use**  
**Based on an average floor area = 116.1 square metres (1,250 square feet)**

Municipality	Roads	Sanitary Sewers	Water Works	Drainage	Parks	Total DCC's Recoverable (per unit)
<b>City of Surrey</b> (Mar 2012) RM-10, RM-15, RM-30 Zones	\$ 7,250	\$ 1,575	\$ 1,200	\$ 1,625	\$ 6,975	\$ 18,625
<b>Township of Langley</b> (July 2008 - Residential 3)	\$ 7,492	\$ 586	\$ 1,367	\$ 1,012	\$ 7,134	\$ 17,591
<b>District of Maple Ridge</b> (October 2011)	\$ 7,677	\$ 151	\$ 1,715	\$ 1,649	\$ 4,618	\$ 15,810
<b>City of Richmond</b> (July 2007)	\$ 2,834	\$ 1,847	\$ 620	\$ 2,429	\$ 7,375	\$ 15,105
<b>City of Coquitlam</b> (March 2008)	\$ 4,093	\$ 390	\$ 1,332	\$ 2,229	\$ 4,836	\$ 12,880
<b>District of North Vancouver</b> <b>(Proposed 2013 DCC's)</b>	\$ 2,957	\$ 1,871	\$ 2,205	\$ 1,655	\$ 1,984	\$ 10,674
<b>District of North Vancouver</b> (September 1998)	\$ 1,850	\$ 61	\$ 705	\$ 94	\$ 6,493	\$ 9,203
<b>District of West Vancouver</b> (March 1994 - Area 5 Infill)	\$ 412	Nil	\$ 509	\$ 1,037	\$ 7,239	\$ 9,197
<b>City of N. Westminister - Queensborough</b> (January 2012)	\$ 2,176	\$ 810	\$ 76	\$ 50	\$ 5,933	\$ 9,045
<b>Corporation of Delta</b> (January 2001)	\$ 3,489	\$ 513	\$ 441	\$ 507	\$ 2,677	\$ 7,627
<b>District of Pitt Meadows</b> (February 2010)	\$ 3,453	\$ 336	\$ 449	\$ 593	\$ 2,751	\$ 7,582
<b>City of Port Coquitlam (Area 1)</b> (October 2004)	\$ 2,506	\$ 89	\$ 142	\$ 324	\$ 3,132	\$ 6,193
<b>City of North Vancouver</b> (April 1997)	\$ 96	Nil	Nil	Nil	\$ 5,400	\$ 5,496
<b>City of Burnaby</b> <b>Edmonds Town Center South</b> (January 1999)	\$ 392	Nil	Nil	Nil	\$ 4,343	\$ 4,735
<b>City of Port Moody (Standard City DCCs)</b> (July, 2009)	\$ 1,796	Nil	\$ 544	\$ 201	\$ 1,119	\$ 3,660

**Note:** The rates given above do not include the Greater Vancouver Sewerage & Drainage District Sewerage DCC.  
The rates being charged by GVS&DD for TOWNHOUSE residential use per dwelling unit are as follows:

North Shore Sewerage Area	\$ 1,129	per dwelling unit
Vancouver Sewerage Area	\$ 826	per dwelling unit
Lulu Island Sewerage Area	\$ 942	per dwelling unit
Fraser Sewerage Area (Langley, Surrey, etc)	\$ 1,515	per dwelling unit



**TABLE 26**  
**Comparison of Typical DCC Rates (\$) in Various**  
**Lower Mainland Municipalities for Apartment Residential Land Use**  
**Based on an average floor area = 74.3 square metres (800 square feet)**

Municipality	Roads	Sanitary Sewers	Water Works	Drainage	Parks	Total DCC's Recoverable (per unit)
<b>Township of Langley</b> (July 2008 - Residential 4)	\$ 6,611	\$ 453	\$ 1,056	\$ 645	\$ 5,512	\$ 14,277
<b>City of Surrey</b> (Mar 2012) RM-45 & RM-70 Zones	\$ 5,976	\$ 1,144	\$ 872	\$ 672	\$ 4,504	\$ 13,168
<b>City of Richmond</b> (July 2007)	\$ 2,391	\$ 1,203	\$ 399	\$ 1,084	\$ 4,782	\$ 9,859
<b>District of West Vancouver</b> (March 1994-Area 5 Apart. Infill)	\$ 412	Nil	\$ 509	\$ 1,037	\$ 7,239	\$ 9,197
<b>District of Maple Ridge</b> (October 2011 - Apartment)	\$ 4,936	\$ 76	\$ 857	\$ 186	\$ 3,002	\$ 9,057
<b>District of North Vancouver</b> <b>(Proposed 2013 DCC's)</b>	\$ 2,239	\$ 1,247	\$ 1,469	\$ 954	\$ 1,322	\$ 7,231
<b>City of Coquitlam</b> March 2008 - Apartment)	\$ 1,937	\$ 222	\$ 759	\$ 969	\$ 2,754	\$ 6,641
<b>District of Pitt Meadows</b> (February 2010 - Apartment)	\$ 2,960	\$ 228	\$ 305	\$ 258	\$ 2,751	\$ 6,502
<b>Corporation of Delta</b> (June 2000 - Apartment)	\$ 3,268	\$ 351	\$ 302	\$ 266	\$ 1,821	\$ 6,008
<b>District of North Vancouver</b> (September 1998)	\$ 1,165	\$ 38	\$ 444	\$ 59	\$ 4,090	\$ 5,796
<b>City of New Westminster-Queensborough</b> (January 2012)	\$ 1,323	\$ 470	\$ 48	\$ 24	\$ 3,483	\$ 5,348
<b>City of Port Coquitlam (Area 1)</b> (November 2009)	\$ 2,506	\$ 89	\$ 142	\$ 324	\$ 1,788	\$ 4,849
<b>City of North Vancouver</b> (April 1997)	\$ 62	Nil	Nil	Nil	\$ 3,600	\$ 3,662
<b>City of Burnaby</b> <b>Edmonds Town Center South</b> (February 1999)	\$ 392	Nil	Nil	Nil	\$ 2,840	\$ 3,232

**Note:** The rates given above do not include the Greater Vancouver Sewerage & Drainage District Sewerage  
The rates implemented in 1996 by GVS&DD for APARTMENT residential use per dwelling unit are as fo

North Shore Sewerage Area	\$ 807	per dwelling unit
Vancouver Sewerage Area	\$ 590	per dwelling unit
Lulu Island Sewerage Area	\$ 673	per dwelling unit
Fraser Sewerage Area (Langley, Surrey, etc	\$ 1,082	per dwelling unit



**TABLE 27**  
**Comparison of Typical DCC Rates (\$) in**  
**Various Lower Mainland Municipalities**  
**Commercial Land Use**

Municipality	Roads	Sanitary Sewers	Water Works	Drainage	Parks	Total DCCs Recoverable (per 1,000 sq.ft. gross floor area)
<b>City of New Westminster</b> (Queensborough - January 2012)	\$ 9,620	\$ 400	\$ 40	\$ 30	Nil	\$ 10,090
<b>City of Surrey</b> (Mar 2012) Comm. Ground Floor	\$ 5,970	\$ 690	\$ 530	\$ 2,180	Nil	\$ 9,370
<b>City of Richmond</b> (July 2007)	\$ 5,970	\$ 570	\$ 190	\$ 1,330	\$ 1,140	\$ 9,200
<b>Township of Langley</b> (July 2008)	\$ 4,094	\$ 282	\$ 658	\$ 833	Nil	\$ 5,867
<b>City of Coquitlam</b> (March 2008)	\$ 3,846	\$ 132	\$ 450	\$ 1,186	Nil	\$ 5,614
<b>District of North Vancouver</b> <b>(Proposed 2013 DCC's)</b>	\$ 3,330	\$ 579	\$ 683	\$ 710	\$ 92	\$ 5,395
<b>City of North Vancouver</b> (April 1997)	\$ 476	Nil	Nil	Nil	\$ 4,854	\$ 5,330
<b>District of West Vancouver</b> (March 1994)	\$ 206	Nil	\$ 255	\$ 518	\$ 3,620	\$ 4,599
<b>City of Port Coquitlam</b> -2007	\$ 3,135	\$ 74	\$ 120	\$ 306	\$ 119	\$ 3,754
<b>District of North Vancouver</b> (September 1998)	\$ 1,424	\$ 87	\$ 1,016	\$ 220	\$ 750	\$ 3,497
<b>Corporation of Delta</b> (January 2001)	\$ 1,641	\$ 276	\$ 237	\$ 337	Nil	\$ 2,491
<b>District of Maple Ridge</b> (October 2011)	\$ 1,994	\$ 77	\$ 877	\$ 208	Nil	\$ 3,156
<b>District of Pitt Meadows</b> (November 2011)	\$ 1,719	\$ 111	\$ 146	Nil	Nil	\$ 1,976
<b>City of Burnaby (Metrotown Area)</b> (February 1999)	\$ 604	Nil	Nil	Nil	\$ 500	\$ 1,104
<b>City of Port Moody</b> (January 2006)	\$ 780	Nil	\$ 236	\$ 87	Nil	\$ 1,103

**Note:** The rates given above do not include the Greater Vancouver Sewerage & Drainage District Sewerage DCC.

The rates being charged by GVS&DD for non-residential use per 1,000 sq.ft. of developed floor space are as follow

North Shore Sewerage Area	\$ 605	per 1000 sq. feet
Vancouver Sewerage Area	\$ 443	per 1000 sq. feet
Lulu Island Sewerage Area	\$ 505	per 1000 sq. feet
Fraser Sewerage Area (Langley, Surrey, etc)	\$ 811	per 1000 sq. feet

**TABLE 28**  
**Comparison of Typical DCC Rates (\$) in**  
**Various Lower Mainland Municipalities**  
**Industrial Land Uses**

Municipality	Roads	Sanitary Sewers	Water Works	Drainage	Parks	Total DCCs Recoverable
City of Richmond (Lulu Island) (Light Industrial - July 2007)	\$ 45.84	\$ 6.13	\$ 2.04	\$ 14.31	\$ 12.27	\$ 80.59 per sq. m. of building area
District of North Vancouver (Proposed 2013 DCC's)	\$ 22.41	\$ 5.54	\$ 6.53	\$ 7.64	\$ 0.51	\$ 42.64 per sq. m. of gross floor area
City of Coquitlam (March 2008)	\$ 20.70	\$ 0.79	\$ 2.69	\$ 10.65	Nil	\$ 34.83 per sq. m. of gross floor area
City of Surrey (March 2012) 85% site coverage	\$ 14.30	\$ 3.73	\$ 2.83	\$ 9.68	Nil	\$ 30.54 per sq. m. of gross floor area
Township of Langley (May 2005)	\$ 6.83	\$ 1.20	\$ 2.80	\$ 8.49	Nil	\$ 19.32 per sq. m. of area of development
City of North Vancouver (April 1997)	\$ 7.55	Nil	Nil	Nil	\$ 9.27	\$ 16.82 per sq. m. of gross floor area
District of North Vancouver (September 1998)	\$ 7.17	\$ 0.32	\$ 3.77	\$ 1.10	\$ 1.39	\$ 13.75 per sq. m. of gross floor area
District of Pitt Meadows (February 2010)	\$ 9.87	\$ 0.60	\$ 0.81	\$ 1.64	Nil	\$ 12.92 per sq. m. of dev. area
District of Maple Ridge (October 2011)	\$ 8.16	\$ 0.84	\$ 3.15	Nil	Nil	\$ 12.15 per sq. m. of gross floor area
City of N. Westminster - Queensborough (January 2012)	\$ 6.78	\$ 1.51	\$ 0.11	\$ 0.22	Nil	\$ 8.62 per sq. m. of gross floor area
City of Port Moody (January 2006)	\$ 3.99	Nil	\$ 1.21	\$ 0.94	Nil	\$ 6.14 per sq. m. of parcel area
Corporation of Delta (June 2000)	\$27,759.00	\$3,516.00	\$ 3,021.00	\$ 5,715.00	Nil	\$40,011.00 per acre
City of Port Coquitlam (August 2006)	\$ 6,400.00	\$ 645.00	\$ 2,630.00	\$ 5,277.00	\$ 2,534.00	\$17,486.00 per acre

**Note:** The rates given above do not include the Greater Vancouver Sewerage & Drainage District Sewerage DCC.  
The rates being charged by GVS&DD for non-residential use per 1,000 sq.ft. of developed floor space are as follows:

North Shore Sewerage Area	\$ 605	per 1,000 sq. ft.
Vancouver Sewerage Area	\$ 443	per 1,000 sq. ft.
Lulu Island Sewerage Area	\$ 505	per 1,000 sq. ft.
Fraser Sewerage Area (Langley, Surrey, etc)	\$ 811	per 1,000 sq. ft.

**TABLE 29**  
**Comparison of Typical DCC Rates (\$) in**  
**Various Lower Mainland Municipalities**  
**Institutional Land Uses**

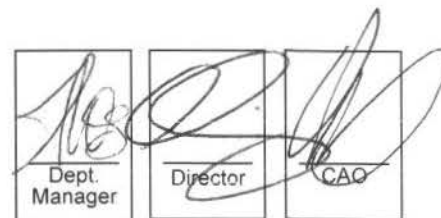
Municipality	Roads	Sanitary Sewers	Water Works	Drainage	Parks	Total DCCs Recoverable
City of Surrey (March 2012) Schools - Post Second.	\$ 40.90	\$ 7.43	\$ 6.24	\$ 14.10	Nil	\$ 68.67 per sq. m. of buildable area
City of Coquitlam (March 2008)	\$ 41.40	\$ 1.57	\$ 5.38	\$ 12.77	Nil	\$ 61.12 per sq. m. of gross floor area
District of West Vancouver (March 1994 - non-residential)	\$ 2.22	Nil	\$ 2.74	\$ 5.59	\$ 38.97	\$ 49.52 per sq. m. of gross floor area
Township of Langley (July 2008)	\$ 21.15	\$ 3.04	\$ 7.08	\$ 7.98	Nil	\$ 39.25 per sq. m. of gross floor area
District of North Vancouver (Proposed 2013 DCC's)	\$ 17.92	\$ 4.16	\$ 4.90	\$ 8.73	\$ 0.55	\$ 36.27 per sq. m. of gross floor area
District of North Vancouver (October 1998)	\$ 15.32	\$ 0.49	\$ 5.65	\$ 1.46	\$ 4.18	\$ 27.10 per sq. m. of gross floor area
Corporation of Delta (June 2000)	\$ 6.62	\$ 2.97	\$ 2.55	\$ 2.42	Nil	\$ 14.56 per sq. m. of gross floor area
District of Pitt Meadows (May 2004)	\$ 6.66	\$ 0.98	\$ 0.37	\$ 1.13	Nil	\$ 9.14 per sq. m. of site area
District of Maple Ridge (December 2011)	\$3.18	\$0.14	\$1.54	\$1.42	Nil	\$6.28 per sq. m. of site area

**Note:** The rates given above do not include the Greater Vancouver Sewerage & Drainage District Sewerage  
The rates being charged by GVS&DD for non-residential use per 1,000 sq.ft. of developed floor space are as follows:

North Shore Sewerage Area	\$ 605	per 1,000 sq. ft.
Vancouver Sewerage Area	\$ 443	per 1,000 sq. ft.
Lulu Island Sewerage Area	\$ 505	per 1,000 sq. ft.
Fraser Sewerage Area (Langley, Surrey, etc)	\$ 811	per 1,000 sq. ft.

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## The District of North Vancouver REPORT TO COUNCIL

March 7, 2013

File: 5240.02/000.001

Tracking Number: RCA – 2013-

**AUTHOR:** Richard Parr, Municipal Solicitor

**SUBJECT:** Transfer of Northlands Development Cost Charge (DCC) Reserve Funds

**RECOMMENDATION:** That Council receive this report for information.

### REASON FOR REPORT:

To discuss potential legal implications and issues associated with the proposed transfer of the balance of money in the Northlands DCC reserve funds to the District-wide DCC reserve funds.

### SUMMARY/BACKGROUND:

The attached letter from the District to the Inspector of Municipalities (**Attachment A**) summarizes the proposal and describes the background.

### EXISTING POLICY:

By operation of section 935(1) of the *Local Government Act* and section 189(1) of the *Community Charter* the Northlands DCC funds are indefinitely frozen because they can only be used for capital projects or park acquisitions in Northlands Development Sector 1 as outlined on the attached plan (**Attachment B**). There is no likelihood that any such capital projects will happen in the foreseeable future.

The only way to unfreeze the money is to transfer it out of the Northlands DCC reserve funds to the corresponding District-wide reserve funds. Authority for transfers between DCC reserve funds is found at section 189(2) of the *Community Charter*, which reads as follows:

“189(2) If the amount to the credit of a reserve fund is greater than required for the purpose for which the fund was established, the Council may, by bylaw, transfer all or part of the amount to another reserve fund.”

In accordance with section 189(5), such transfers require the approval of the Minister of Community, Sport and Cultural Development.

**ANALYSIS:**

**Timing/Approval Process:** Any bylaw to transfer funds between reserve funds must be approved by the Minister of Community, Sport and Cultural Development after 3<sup>rd</sup> reading and before adoption.

**Concurrence:** Back in 2007, staff at the Ministry advised that they would recommend approval to the Minister. A letter from the Ministry is attached in this regard (**Attachment C**). We have asked the Ministry to confirm its recommendation, and we are expecting to hear back in the near future.

**Financial Impacts:** After the proposed transfers the balance in each of the District-wide DCC reserve funds for roads, water, sewer and drainage will be increased as shown on Table 1 below.

<b>Table 1</b> <b>Summary of DCC Reserve Accounts</b> <b>(Estimated Ending Balance - December 31, 2012)</b>						
	Roads	Parks	Water	Sewer	Drainage	Subtotal
District Wide DCCs (excluding Northlands) as at Dec 31, 2012	\$2,409,763	\$6,120,639	\$270,975	\$0	\$171,677	\$8,973,054
Northlands DCCs as at Dec 31, 2012	\$1,913,748	\$0	\$996,766	\$42,392	\$0	\$2,952,906
Total District wide DCC's after transfer of Northlands DCC's	<b>\$4,323,511</b>	<b>\$6,120,639</b>	<b>\$1,267,741</b>	<b>\$39,063</b>	<b>\$171,677</b>	<b>\$11,925,960</b>

  
 Richard Parr  
 Municipal Solicitor

<b>REVIEWED WITH:</b> <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	<b>REVIEWED WITH:</b> <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	<b>REVIEWED WITH:</b> 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: _____	<b>REVIEWED WITH:</b> Advisory Committees: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
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## ATTACHMENT A

### District of North Vancouver

335 West Queens Road  
North Vancouver  
British Columbia  
V7N 4N5



Gavin Joyce  
Director of Corporate Services

Telephone: 604 990 2205  
Fax: 604 987 9626  
Web: [www.dnv.org](http://www.dnv.org)

February 27, 2013  
File: 5240.20/000.001

Ministry of Community, Sport and Cultural Development  
PO Box 9490 Stn. Prov. Govt.  
Victoria, B. C. V8W 9N7

Attention: Mr. Glenn Brown, Inspector of Municipalities

Dear Mr. Brown:

**Re: Proposed Repeal of Northlands Development Area DCC Bylaw Nos. 6570 and 6571 and Major Review and Up-date of District-Wide DCC Bylaw No. 7135**

The primary purpose of this letter is to seek the approval of the Minister for the transfer of money from the District's Northlands DCC reserve funds to the corresponding District-wide DCC reserve funds as described in this letter, pursuant to section 189(2) of the *Community Charter* (the "DCC Reserve Fund Transfers").

These DCC Reserve Fund Transfers are reflected in a proposed major amendment of the District's Development Cost Charges (DCC) bylaw (Bylaw No. 7135).

The District will be making its formal submission to you in respect of this major amendment of DCC Bylaw 7135 in the very near future after the proposed amendments have been reviewed and considered by Council. Public consultation in respect of the proposed amendments took place on January 15<sup>th</sup> of this year. Comments were received from both the development community and District residents, and have been taken into consideration in the preparation of the amending District-wide DCC bylaw.

We first approached the Province with respect to the proposed DCC Reserve Fund Transfers outlined in this letter back in 2007. In September of that year we received a letter (copy attached) from the Ministry of Community Services, as it then was, indicating that staff at the Ministry would recommend that the Minister approve the transfers provided that the Northlands DCC water reserve funds be transferred to the municipal-wide water DCC reserve fund, likewise sanitary sewer to sanitary sewer, and waterworks to waterworks. The DCC Reserve Fund Transfers, as outlined in this letter, satisfy this proviso, and, before proceeding with the amendments to Bylaw 7135, we



would like confirmation that staff at the Ministry remains prepared to recommend approval of the transfers.

Ultimately of course the proposed DCC Reserve Fund Transfers must be approved by the Minister of Community, Sport and Cultural Development. However, your input on the transfers is important at this stage, in part because the transfers are reflected in our draft amendments to Bylaw 7135.

The first part of this letter describes in general terms the proposed update of the District's DCC bylaw, the second part provides background information relating to the DCC Reserve Fund Transfers, and finally the third part provides our rationale for the DCC Reserve Fund Transfers.

## **1. Major Up-Date of District-Wide DCC Bylaw**

As briefly discussed with Ministry staff, the District of North Vancouver is in the process of reviewing and updating this District-wide DCC bylaw No. 7135.

District-wide DCC's were introduced in September 1998 by DCC Bylaw 6945 (now Bylaw 7135). Although subsequent minor amendments were made to the bylaw, the DCC rates have remained unchanged since 1998. The objectives of the current District-wide DCC bylaw up-date include the following:

- Both construction and land costs have risen since the DCC bylaw was first introduced and the current charges do not allow for the increases in capital costs;
- In June 2011, Council adopted a new Official Community Plan with the objective of adding 10,000 new housing units over the next 20 years;
- Given a significant increase in anticipated capital expenditure programs for transportation, sanitary sewers, waterworks, drainage/flood protection, and parks acquisition and infrastructure upgrades, the charges need to be recalculated using the estimated future residential and non-residential growth projections;
- Concurrently, the 20 Year Financial Plan is in the process of being amended to reflect the increase in future capital works expenditures;
- To simplify the administration process, the preference is to consolidate the collection of DCCs through a single District-wide bylaw with regular updates of projects and costs;



- To obtain approval from the Ministry of Community, Sport and Cultural Development (Local Government Finance) to repeal the Northlands DCC bylaw and transfer the Northlands funds to the District wide reserve accounts;
- To establish procedures for making minor amendments to the bylaw on either an annual or bi-annual basis, and for major amendments similar to this review and update, at least once every five years.

**2. Transfer of Northlands DCC Reserve Funds to Corresponding District-Wide DCC Reserve Funds and Repeal of Northlands DCC Bylaws**

In 1993 the District adopted DCC Bylaws No. 6570 and 6571 for an area designated in the Bylaws as "Northlands Development Sector 1". A map is attached showing the specified area that is subject to these DCC Bylaws. Except for the development of Northlands Golf Course (which is District owned and operated) and a very small number of residential projects, this area was and remains primarily forested. In 1993 it was slated for significant residential development – by far the most significant in the District – about 2,500 new residential units. Bylaws 6570 and 6571 were adopted to assist in financing the capital projects and park acquisitions associated with this forecasted development.

Attached to this letter is a copy of a 1993 study prepared by Kerr Wood Leidal and Associates containing the analysis and calculations for the DCCs under Bylaw 6570. Among other things, this report identifies the specific capital projects for which the DCC's were to be collected.

A number of developments proceeded in Northlands Development Sector 1 in the years immediately after adoption of Bylaws 6570 and 6571, and DCCs were collected in relation to these developments pursuant to these Bylaws (more on this follows).

But everything changed in 1995. At that time the Council of the District rezoned the Mountain and Cove Forest areas in the District from residential zones to parks, recreation and open space. Council also changed the Official Community Plan designation for these areas from urban reserve to parks, recreation and wilderness. The Mountain and Cove Forest areas include substantially all of the land upon which the anticipated new residential units in Northlands Development Sector 1 were to be constructed, and as a result of these policy and regulatory land use changes, the anticipated development in Northlands Development Sector 1, as set out in the 1993 Kerr Wood Leidal report, has not and will not occur.

No capital projects identified in the 1993 Kerr Wood Leidal report have proceeded since 1996, and there is no foreseeable chance that any such capital projects or park acquisitions will proceed in the future. Without development in Northlands Development Sector 1, as anticipated in the Kerr Wood Leidal report, the capital projects and the

park acquisitions upon which the Northlands DCC were calculated are now not only unnecessary, they are also undesirable, practically unfeasible and financially unaffordable. They have long since been removed from the District's financial plan.

As a result of the foregoing, a relatively substantial sum of money is tied up in Northlands DCC reserve funds. The net balances in the Northlands and District wide DCC reserve funds on December 31, 2012, with accumulated interest, less appropriations, transfers and adjustments, are summarized in Table 1 below. As can be seen, the total amount in the Northlands DCC reserve funds was approximately \$3.0 million at the end of 2012.

<b>Table 1</b> <b>Summary of DCC Reserve Accounts</b> <b>(Period Ending December 31, 2012)</b>						
<b>District Wide DCCs (excluding Northlands and Native Reserve Lands)</b>						
Account #	Roads	Parks	Water	Sewer	Drainage	Subtotal
Dec 31, 2012	\$2,409,763	\$6,120,639	\$270,975	\$0	\$171,677	\$8,973,054
<b>Northlands Specified Area DCCs (Inactive)</b>						
Account #	3.4961	3.4962	3.4963	3.4964	None	
Dec 31, 2012	\$1,913,748	\$0	\$996,766	\$42,392	\$0	\$2,952,906
<b>Total by Type</b>	<b>\$4,323,511</b>	<b>\$6,120,639</b>	<b>\$1,267,741</b>	<b>\$42,392</b>	<b>\$171,677</b>	<b>\$11,925,960</b>

By operation of section 935(1) of the *Local Government Act* and section 189(1) of the *Community Charter* the Northlands DCC funds are indefinitely frozen because they can only be used for capital projects or park acquisitions in Northlands Development Sector 1 (as per Bylaws 6570 and 6571) and, again, there is no likelihood that any such capital projects or park acquisitions will happen in the foreseeable future.

This situation is not in the best interest of anyone.

Our proposed solution is to transfer the outstanding balances in each of the Northlands DCC reserve funds (for roads, sanitary sewer and water works) into the corresponding District-wide DCC reserve funds and then to repeal Bylaws 6570 and 6571.

### 3. Rationale for Transfer of Northlands DCC Reserve Funds

Authority for such transfers is found at section 189(2) of the *Community Charter*, which reads as follows:

“189(2) If the amount to the credit of a reserve fund is greater than required for the purpose for which the fund was established, the Council may, by bylaw, transfer all or part of the amount to another reserve fund.”

In accordance with section 189(5), such transfers require the approval of the Minister of Community, Sport & Cultural Development. We ask that you accept this letter as our application for that approval in relation to the transfer of the balances in the Northlands DCC reserve funds into the corresponding District-wide DCC reserve funds. We realize that such approval may take some time, but before proceeding with the amendments to the District-wide DCC Bylaw (as attached), we request preliminary feedback from the Ministry concerning the likelihood of obtaining Ministerial approval.

Attached please find the following documentation in support of our application:

1. copy of Northlands DCC Bylaw A No. 6570, 1993;
2. copy of Northlands DCC Bylaw B No. 6571, 1993;
3. copy of District-wide DCC Bylaw No. 7135, 2000;
4. a draft bylaw to transfer the outstanding balances in each of the Northlands roads, sanitary sewer and waterworks DCC reserve funds into the corresponding District-wide DCC reserve funds;
5. a draft bylaw to repeal Northlands DCC bylaws 6570 and 6571;
6. a draft bylaw to amend District-wide DCC Bylaw 7135. This bylaw has not yet been introduced to or considered by Council for the District, and it is provided at this time for context only;
7. draft background report – January 2013 Development Cost Charges Bylaw Review and Update;
8. copy of 1993 DCC study for the Northlands Development Area prepared for the District by Kerr Wood Leidal Associates Ltd. This report formed the basis for the calculation of the DCC's under Bylaws 6570 and 6571; and
9. copy of letter dated September 19, 2007 from Mr. Bakh Dhillon to the District.

We offer the following in support of our application:

1. The test in 189(2) is satisfied. The amount to the credit of the Northlands DCC reserve funds is greater than the amount required for the purposes for which the funds were established.
2. The outstanding DCCs were collected on account of capital projects and park acquisitions that were necessary, desirable and feasible as part of more extensive build-out that has not happened and will not happen.
3. There is, for all practical purposes, no chance of complaint from those who paid the DCCs in the first place. Only three entities have ever paid DCCs pursuant to Northlands DCC Bylaws 6570 and 6571. Those three entities are United Properties (Strathaven) Ltd., Redekop Properties (North Vancouver) Inc. and the District of North Vancouver.

In 1994 and 1995 United Properties (Strathaven) Ltd. paid DCCs in the total amount of approximately \$1.45 million. In 2001 United Properties (Strathaven) Ltd. executed and delivered to the District a written release in relation to any and all claims that it might then or in the future have in relation to these Northlands DCC's. No other DCCs have been collected from United Properties. United Properties (Strathaven) Ltd. was dissolved and struck from the Corporate Registry in 2003.

In 1994 Redekop Properties (North Vancouver) Inc. paid DCC's of approximately \$805,000. Redekop Properties (North Vancouver) Inc. was dissolved and struck from the Corporate Registry in 1999. We note also that Redekop benefited significantly from the water, sanitary sewer and road projects and park acquisitions that were undertaken by the District with the DCC funds. For example, acquisition of park lands allowed for the early completion of the Northlands golf course which in turn significantly enhanced the value of Redekop's property.

Between 1993 and 1999 the District paid DCCs in the total amount of approximately \$850,000. As far as these DCC's are concerned, we submit nothing really needs to be said. Obviously the District, its rate payers and future developers all benefit from the proposed transfers.

No other DCCs have been collected from anyone under Bylaws 6570 and 6571.

4. The proposed course of action reduces the DCCs payable in the future by everyone because the balance of funds in the District-wide reserve funds will increase in an amount corresponding to the amount transferred over from the Northlands DCC reserve funds.

5. Under the proposed bylaws, Northlands Development Sector 1 will fall under the ambit of the District-wide Bylaw. As a result, in the very unlikely event that circumstances in Northlands Development Sector 1 change at some indeterminate time in the future, then flexibility is retained to amend the District-wide DCC Bylaw so as to collect DCCs for capital projects in the Northlands area.
6. If the proposed course of action is not approved then \$3.0 million would effectively be frozen indefinitely.
7. The last Northland's DCC paid by anyone other than the District to itself was in 1995 over 17 years ago. This effluxion of time is in itself justification for the proposed transfer. It amplifies and supports the points made above.

If you have any questions or wish to discuss the DCC Reserve Fund Transfers, please contact the undersigned at your convenience at (604)990-2331. If you have any questions or concerns regarding the update to the District-wide DCC Bylaw, please contact Mr. Steve Ono at (604)990-2359.

Yours truly,

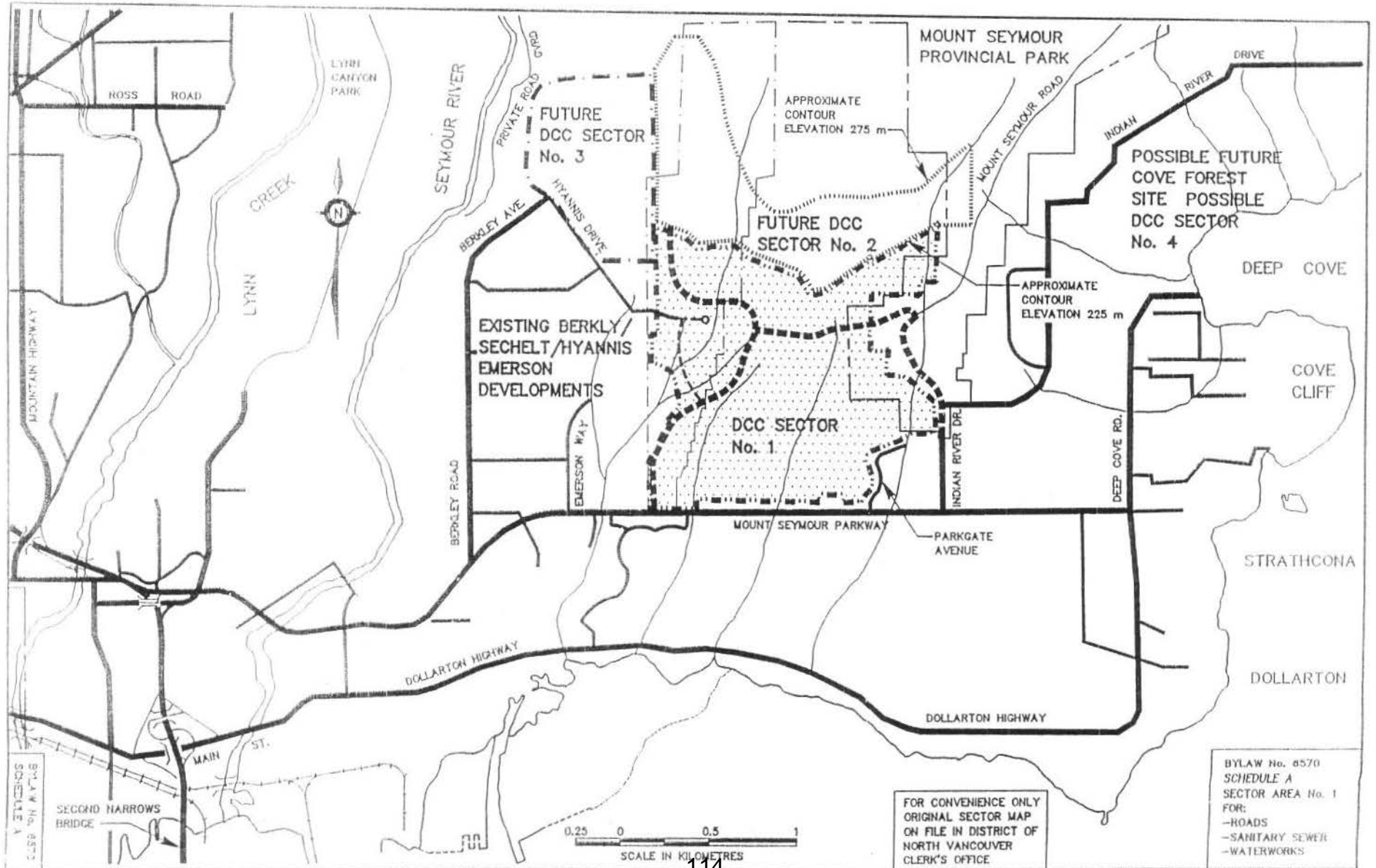


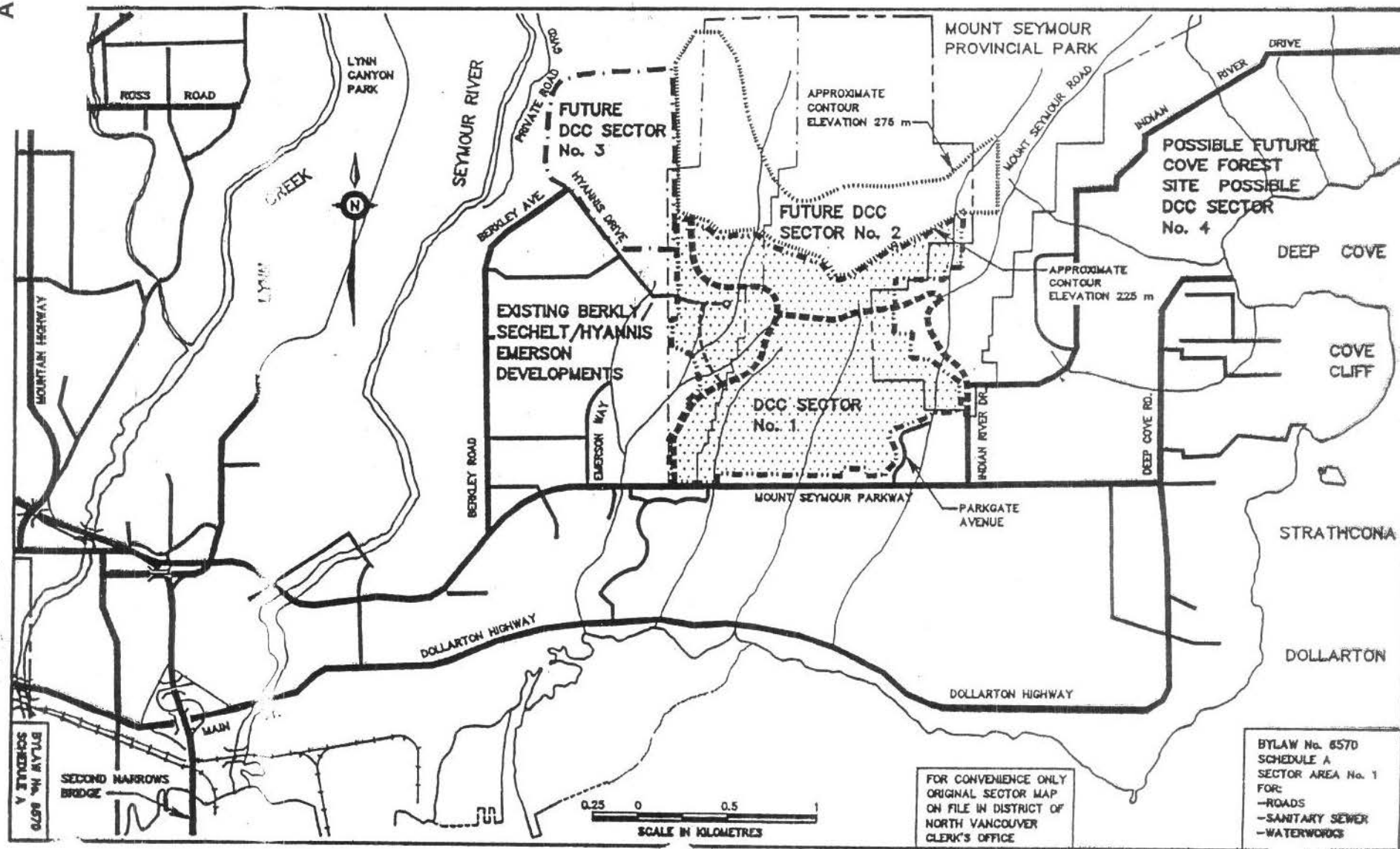
Richard Parr,  
Municipal Solicitor

Encl.

cc. David Stuart, Chief Administrative Officer  
Gavin Joyce, General Manager, Engineering, Parks & Facilities  
Nicole Deveau, General Manager, Finance & Technology  
Brian Bydwell, General Manager, Planning, Properties & Permits  
Steve Ono, P. Eng. Manager, Engineering Services/Deputy  
James Gordon, Manager, Administration Services









September 19, 2007

Mr. Richard Parr  
Municipal Solicitor  
District of North Vancouver  
355 West Queens Road  
North Vancouver, BC V7N 4N5

Dear Mr. Parr:

Thank you for your letter of July 28, 2007, addressed to Dale Wall, Inspector of Municipalities, concerning transfer of Northlands Development Area Development Cost Charge (DCC) reserve fund to the municipal-wide DCC reserve fund, and repeal of the Northlands DCC bylaw.

Based on the information provided on the above matter, our preliminary comments are as follows:

As the funds are no longer required in the Northlands DCC reserve fund, it appears reasonable that funds from the Northlands DCC reserve fund be transferred to the municipal-wide DCC reserve fund, from Northlands water DCC reserve fund to municipal wide-water DCC reserve fund, sewer to sewer, etc. This recommendation is based on the assumption that the current Northlands Development Area will be part of the municipal wide DCC area.

With regard to your enquiry to transfer money (\$500,000) from the Northlands DCC reserve fund to the Heritage Reserve Fund, considering our current policy, we are unable to recommend the proposed transfers to the Heritage Fund.

Please note that our recommendation to approve the transfer of funds from one DCC reserve fund to another is subject to the discretion of the Minister. Similarly, a recommendation to approve the transfer would also depend upon the District giving three readings to, and submitting, a bylaw to repeal the Northlands Development Area DCC bylaw for the approval of the Inspector.

.../2

Ministry of  
Community Services

Local Government Infrastructure and  
Finance

Mailing Address:  
PO Box 9838 Stn Prov Govt  
Victoria, BC V8W 9T1

Location:  
4th Floor - 800 Johnson Street  
Victoria BC V8W 1N3

Phone: (250) 387-4075  
Fax: (250) 356-1873

[www.gov.bc.ca/cserv](http://www.gov.bc.ca/cserv)



We would suggest that after adoption of the repeal of the Northlands Development Area DCC bylaw, the District submit the appropriate municipal-wide DCC amendment bylaw for Inspector's approval.

If you have any questions, please contact me at the number below,


Yours truly,



Bakh Dhillon  
Financial Analyst  
Local Government Infrastructure and Finance

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COUNCIL AGENDA/INFORMATION			
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Dept. Manager	Director	 CAO
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## The District of North Vancouver REPORT TO COUNCIL

March 7, 2013

File: 09.3900.01/000.000

**AUTHOR:** Natasha Letchford, Deputy Municipal Clerk

**SUBJECT:** Bylaw 7969: 2635-2695 Mountain Highway

### RECOMMENDATION:

THAT "The District of North Vancouver Rezoning Bylaw 1288 (Bylaw 7969)" is ADOPTED.

### BACKGROUND:

District of North Vancouver Rezoning Bylaw 1288 (Bylaw 7969) received FIRST reading and referral to a Public Hearing on December 3, 2012. A Public Hearing was held on January 22, 2013. The Bylaw received SECOND and THIRD readings on February 4, 2013. The bylaw is now ready to be considered for adoption by Council.

### Options:

1. Adopt the bylaw;
2. Abandon the bylaw at 3<sup>rd</sup> reading; or,
3. Rescind 3<sup>rd</sup> reading and debate possible amendments to the bylaw.

Respectfully submitted,



for  
Natasha Letchford  
Deputy Municipal Clerk

Attachment: District of North Vancouver Rezoning Bylaw 1288 (Bylaw 7969)

## **The Corporation of the District of North Vancouver**

### **Bylaw 7969**

A bylaw to amend The District of North Vancouver Zoning Bylaw (3210) to rezone 2635-2695 Mountain Highway (3060-20-41.12)

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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 1288 (Bylaw 7969)".

#### **2. Amendments**

1. The following amendments are made to the "District of North Vancouver Zoning Bylaw 1965":

- a) Section 301(2) by inserting the following zoning designation:

"Comprehensive Development Zone 69 CD69 Bylaw 7969"

- b) Part 2 A – amend as follows:

**Definitions Applicable to the Employment Zones, Village Commercial Zones  
and Comprehensive Development Zone 69  
(Sections CD69, 600-A, 600-B, 750, 770)**

The following definitions apply in the Employment Zones, Village Commercial Zones and Comprehensive Development 69 (Sections CD69, 600-A, 600-B, 750, 770) only:

- c) Part 4B, inserting Schedule A.

- d) The Zoning Map is amended in the case of the lands legally described as:

2635 Mountain Highway, Strata Lot 1, District Lot 2022, Group 1, Strata Plan VR 758 (PID 005-823-676)

2637 Mountain Highway, Strata Lot 2, District Lot 2022, Group, Strata Plan VR 758 (PID 005-823-684)

2645 Mountain Highway, Strata Lot 1, District Lot 2022, Group 1, Strata Plan VR 759 (PID 005-824-753)

2647 Mountain Highway, Strata Lot 2, District Lot 2022, Group 1, Strata Plan VR 759 (PID 005-824-788)

2653 Mountain Highway, Lot 17, Block W, District Lot 2022, Group 1, Plan 12301 (PID 008-066-914)  
2661 Mountain Highway, Lot 3, Block W, District Lot 2022, Group 1, Plan 12740 (PID 006-738-982)  
2669 Mountain Highway, Lot 1, Block 33, District Lot 2022, Group 1, Plan 11271 (PID 009-218-459)  
2675/2679 Mountain Highway, Lot 6, Block W, District Lot 2022, Group 1, Plan 13960 (PID 007-461-437)  
2691/2695 Mountain Highway, Lot 5, Block W, District Lot 2022, Group 1, Plan 13960 (PID 007-986-904)

as illustrated on Schedule B by rezoning the land from Multi Family Zones (RM2 and RM3) to Comprehensive Development Zone (CD69).

**READ** a first time this the 3<sup>rd</sup> day of December, 2012

**PUBLIC HEARING** held the 22<sup>nd</sup> day of January, 2013

**READ** a second time the 4<sup>th</sup> day of February, 2013

**READ** a third time the 4<sup>th</sup> day of February, 2013

**ADOPTED** this the

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Mayor

---

Municipal Clerk

Certified a true copy

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Municipal Clerk

## Schedule A to Bylaw 7969

### **4B420 Comprehensive Development Zone 69 CD69**

The CD 69 Zone is applied to:

2635 Mountain Highway, Strata Lot 1, District Lot 2022, Group 1, Strata Plan VR 758 (PID 005-823-676)

2637 Mountain Highway, Strata Lot 2, District Lot 2022, Group 1, Strata Plan VR 758 (PID 005-823-684)

2645 Mountain Highway, Strata Lot 1, District Lot 2022, Group 1, Strata Plan VR 759 (PID 005-824-753)

2647 Mountain Highway, Strata Lot 2, District Lot 2022, Group 1, Strata Plan VR 759 (PID 005-824-788)

2653 Mountain Highway, Lot 17, Block W, District Lot 2022, Group 1, Plan 12301 (PID 008-066-914)

2661 Mountain Highway, Lot 3, Block W, District Lot 2022, Group 1, Plan 12740 (PID 006-738-982)

2669 Mountain Highway, Lot 1, Block 33, District Lot 2022, Group 1, Plan 11271 (PID 009-218-459)

2675/2679 Mountain Highway, Lot 6, Block W, District Lot 2022, Group 1, Plan 13960 (PID 007-461-437)

2691/2695 Mountain Highway, Lot 5, Block W, District Lot 2022, Group 1, Plan 13960 (PID 007-986-904)

### **4B421 Intent**

The purpose of the CD69 Zone is to permit low density apartments, with a building form that includes 4 and 5 storey residential buildings.

### **4B422 Permitted Uses**

The following *principal uses* shall be permitted in the CD69 Zone:

- a) Uses Permitted without conditions:  
*residential use.*
- b) The following principal uses are permitted when the conditions outlined in section 4B423 Conditions of Use are met:  
Not applicable.



### **4B423 Conditions of Use**

Not applicable.

#### **4B424 Accessory Use**

- a) *Home occupations* are permitted in *residential* dwelling units in this zone.

#### **4B425 Density**

- a) The maximum permitted density in the CD69 Zone is limited to a floor space ratio (FSR) of 0.6 FSR.
- b) For the purposes of calculating floor area ratio the following areas are exempted:
  - i. Amenity space and lounge up to 117 m<sup>2</sup> (1,260 square feet); and
  - ii. Underground parking and underground storage areas.

#### **4B426 Amenities:**

Despite Subsection 4B425 , density in the CD69 Zone is increased to a maximum floor space ratio of 1.96 and a total of 108 units if \$983,575 is contributed to the municipality to be used for the following amenities in Lynn Valley (with allocation to be determined by the municipality in its sole discretion):

- a) Public Art;
  - b) Hastings Creek Watershed Environmental Enhancements;
  - c) Community arts, cultural features and facilities;
  - d) Child and adult daycare facility;
  - e) A network of interconnected public gathering places (including urban plazas, pocket parks and pedestrian pathways);
  - f) Parks, trails and paths;
  - g) Community multi-purpose services and facilities including a youth and senior's centre;
  - h) Recreation facilities and services;
  - i) Public community and public rooftop gardens;
  - j) Affordable and non-market rental housing;
  - k) Restoration of heritage features;
- Or other community projects as identified.

#### **4B 427 Maximum Principal Building Size**

Not applicable.

#### **4B 428 Setbacks**

- a) From all Streets to building face: A minimum setback of 4.6 m (15.0 feet);
- b) Rear (west) Yard to building face: A minimum setback of 5.5 m (18.0 feet).

#### **4B 429 Building Orientation**

Not applicable.

#### **4B 430 Building Depth and Width**

- a) Building Depth: not applicable.
- b) Building Width: not applicable.

#### **4B431 Coverage**

- a) Building Coverage: maximum: 50%.
- b) Site Coverage: maximum: 55%.

#### **4B 432 Height**

- a) The maximum building height is 19.2 m (63 feet).

#### **4B 433 Landscaping**

- a) All setback areas shall either be landscaped or hard surfaced in accordance with an approved landscape plan;
- b) All garbage and recycling container pads above grade shall be screened by with a 2m (6.5ft.) high screen consisting of a solid wood fence, landscaping or a combination thereof; and
- c) All electrical kiosks not located underground or within a building shall be screened with landscaping.

#### **4B 434 Subdivision**

Not applicable.

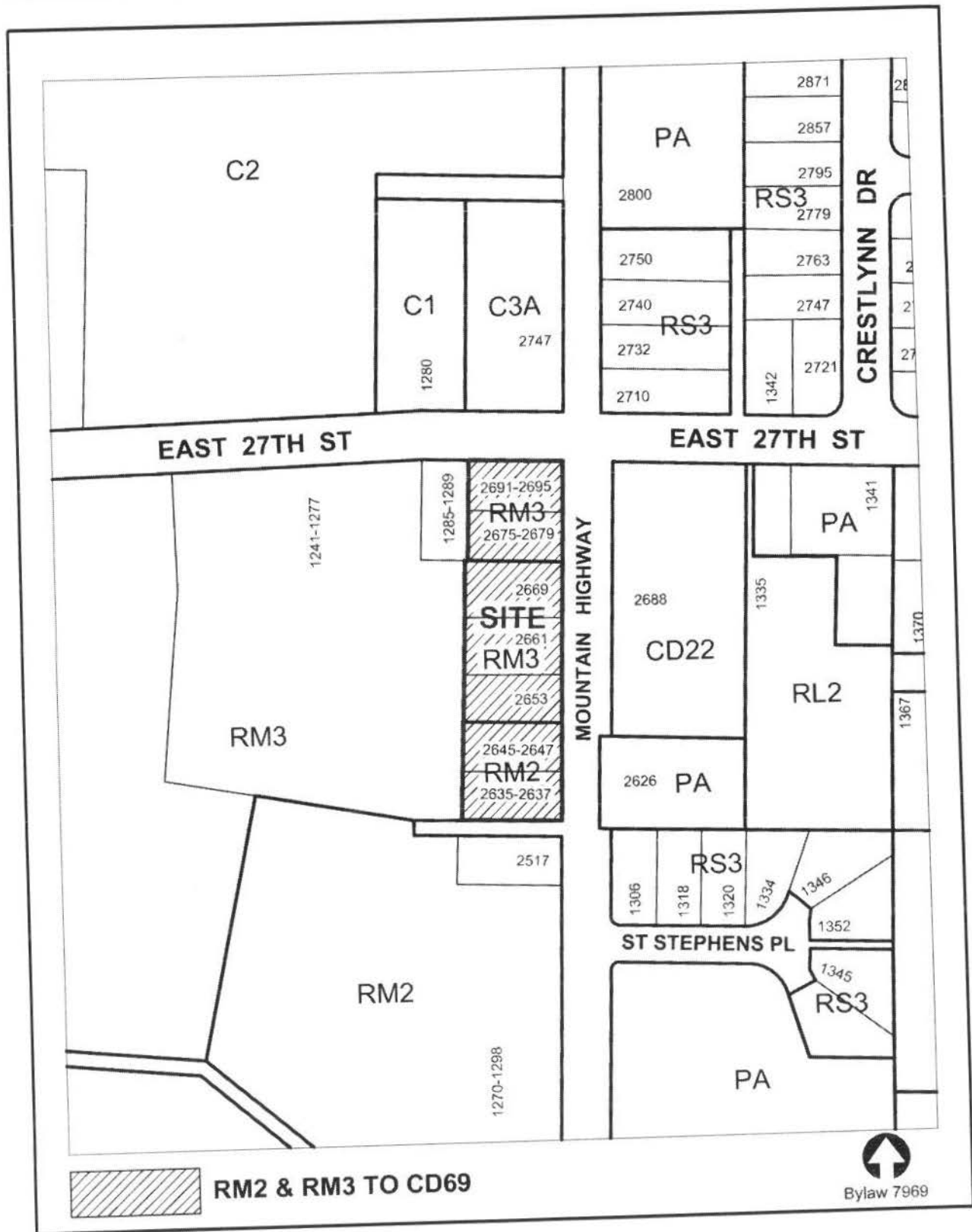
#### **4B 435 Parking, Loading and Bicycle Parking Regulations:**

Parking and loading shall be provided in accordance with Part 10 of the Zoning Bylaw except that:

- a) Parking shall be provided on the basis of 1.5 cars per unit.
- b) Bicycle storage for residents shall be provided on the basis of one space per unit.




Schedule B – Zoning Map Bylaw 7969



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 Dept.  
Manager

  
 Director

  
 CAO

## The District of North Vancouver REPORT TO COUNCIL

March 4, 2013

File: 01.0115.30/002.000

Tracking Number: RCA -

**AUTHOR:** James Gordon, Municipal Clerk

**SUBJECT:** **Committee of the Whole and Miscellaneous Council Procedure Bylaw Amendments**

**RECOMMENDATION:**

THAT Council Procedure Bylaw 7414, 2004, Amendment Bylaw 7980, 2013 (Amendment 4) is given FIRST, SECOND, and THIRD Reading;

AND THAT the Municipal Clerk is directed to give notice of this amendment in accordance with the *Community Charter*.

**REASON FOR REPORT:**

The reason for this report is to present Council with proposed amendments to the Council Procedure Bylaw that will:

- Incorporate use of Committee of the Whole;
- Incorporate public input rules from the *Public Input at Regular Council Meetings* policy;
- Incorporate delegation rules from the *Public Input at Regular Council Meetings* policy; and,
- Update the order of business for regular Council meetings.

**SUMMARY:**

It is proposed to replace regular Council workshops on the second and fourth Mondays of each month with Committee of the Whole (CoW) meetings. It is intended that there will little noticeable difference between the two; a comparison is as follows:

Similarities:

- meet on second and fourth Mondays at same start time;
- meet in the committee room;
- Mayor presides;

**SUBJECT: Committee of the Whole and Miscellaneous Council Procedure Bylaw Amendments**

March 4, 2013

Page 2

- purpose of each is to allow informal discussion with Councillors allowed to speak any number of times and for any length of time on each agenda item;
- there is no delegated decision making authority; and,
- agendas available on same day as are workshop agendas presently;

**New with Committee of the Whole:**

- quorum of four required;
- agenda has an established order of business:
  - Call to order;
  - Approval of agenda;
  - Approval of minutes;
  - Reports;
  - Public input; and,
  - Rise and report;
- minutes are approved at the next CoW and not by Council;
- there is a formal public input agenda item (limited to ten minutes maximum);
- discussion of an agenda item concludes with a motion (moved, seconded, voted on) which if carried by a majority becomes a recommendation to Council;
- CoW recommendations are placed on next Council agenda for approval where they then become Council decisions; and,
- CoW meetings conclude not by adjourning but “rising and reporting”.

**BACKGROUND:**

**Origin of Proposal**

The Municipal Clerk was asked by the Chief Administrative Officer to investigate what would be involved in implementing a Committee of the Whole system to replace the existing Monday workshop format. This report will outline how that could occur. The attached proposed Council Procedure Bylaw amendment will enable use of Committee of the Whole if Council concurs.

**Committee of the Whole**

The main benefit of changing the Monday workshops to a Committee of the Whole is that it will bring agenda item discussions to a firm conclusion that reflects a majority of Council. A motion can be made and voted on at the end of the discussion on each agenda item that then provides clear direction to staff. It is believed that this will benefit both Council and staff.

Under the present regular Monday workshop format, discussion of agenda items frequently ends with no clear consensus or recorded direction for staff. Discussions are left to be summarized by the Mayor, CAO, or a General Manager which may not necessarily reflect a consensus of Council. The CoW approach brings needed certainty and clarity to the conclusion of discussions.

The primary purpose for Committee of the Whole in parliamentary procedure is to create a venue for informal, yet focused and thorough discussion. Whereas regular Council meeting

**SUBJECT: Committee of the Whole and Miscellaneous Council Procedure Bylaw Amendments**

March 4, 2013

Page 3

rules limit the number of times and length of time a Councillor may speak (our procedure bylaw limits speaking to twice for a total of six minutes), a CoW does not have this restriction. With CoW agendas limited to one or a few items, Councillors may delve into detailed discussion on specific topics for as long as may be necessary. While this is similar to the current workshop format, the CoW structure is intended to conclude discussion with an actionable recommendation back to Council. To be consistent with regular council meetings, CoW agenda items will be supported by complete staff reports which will provide recommended wording for CoW resolutions.

A CoW meeting may be viewed as having a “formal” start (quorum, call to order, approval of the agenda, adoption of minutes) and a “formal” conclusion (motion for a recommendation to Council, rising and reporting) but the time in between is for discussion. While not entirely a free-for-all, the Mayor, as Chair, maintains order and ensures that all Councillors are given a fair and equal opportunity to be heard. The conduct of this discussion is exactly the same as presently occurs in a workshop.

The proposed order of business for CoW will include an opportunity for public input at the end of each meeting. The Chair is free to allocate this ten minutes at his discretion given the number of persons interested in speaking at a given meeting. As at regular Council meetings, Councillors may only ask clarifying questions of a speaker or correct incorrect information stated in a question or comment.

For clarity, the CoW is a committee of Council, not Council itself. As such it has no direct decision making authority but must still adhere to procedural rules, as do all committees of Council. The CoW makes recommendations back to Council where they are considered at the next regular meeting of Council; this is why a CoW “rises and reports” rather than adjourns. The order of business for regular Council meetings is also amended in the proposed bylaw to add a new section for consideration of CoW recommendations and reports (in addition to cleaning up the wording of the regular meeting order of business).

The CoW typically reports to Council by making recommendations but in some circumstances the CoW may inform staff of the direction Council wishes to go on an issue which can then be incorporated into a staff report. This can be in addition to, or in place of, a recommendation. CoW reports on a regular Council agenda may be discussed at that meeting or may be automatically consented to; a resolution such as, “THAT the recommendations of the CoW be adopted as decisions of Council” would be appropriate. Direction to staff or decisions of Council based on a committee recommendation are made official at this time.

In replacing the regular Monday workshops, CoW meetings will occur on the same day and time as the current schedule and also take place in the committee room. To give effect to this, the annual schedule of Council meeting dates will need to be amended to change “other” meetings (workshops) to CoWs. Direction to do so will be requested concurrently with Adoption of the proposed amending bylaw in a subsequent staff report. In addition to regularly scheduled CoW meetings, special CoW meetings can be called in the same fashion as special Council meetings.

**SUBJECT: Committee of the Whole and Miscellaneous Council Procedure Bylaw Amendments**

March 4, 2013

Page 4

Finally, because the purpose of a CoW is to discuss items in greater detail on behalf of Council when it feels a topic will benefit from longer, freer discussion, there are restrictions on the motions that can be made in a CoW; main motions may be made and amended, the Committee may temporarily recess, and rights of the members will be respected (points of order, questions of privilege, parliamentary inquiry) but all other motions, such as lay on the table, postpone, or refer to a committee, are not in order. The motions available to the CoW are sufficient for it to conduct detailed discussion on specific items without getting distracted by other procedural matters outside of its scope or delaying or deferring the discussion.

**EXISTING POLICY:**

The two existing policies are attached:

- Corporate policy *Public Input at Regular Council Meetings* (1-0570-4); and,
- Administrative policy *Council Workshop* (1-0570-2).

The *Council Workshop* policy will be retained to permit the holding of a workshop where this format is deemed to be the most appropriate for the consideration of a particular matter or issue.

**ANALYSIS:**

**Timing/Approval Process:**

There is no particular timing associated with this decision; Council may decide once the proposed amending bylaw is fully discussed.

There is a requirement in the *Community Charter* that public notice be provided prior to Council adopting an amendment to its procedure bylaw. If Council decides to proceed with this amendment the recommendation provides this direction to the Municipal Clerk.

Once the proposed amending bylaw is granted three readings, notice will be published in accordance with the *Community Charter*. The bylaw will be returned for adoption with concurrent resolutions to amend the annual meeting schedule to show CoW meetings on the second and fourth Monday of each month (except August) and to rescind corporate policy *Public Input at Regular Council Meetings*.

**Public Input:**

While notice of an amendment to the Council Procedure Bylaw is required, there is no mandatory public input on proposed amendments. Council may, however, choose to permit public input on this matter. This likely could be accomplished through the normal public input process at the regular Council meeting at which it is proposed to adopt the amending bylaw.

**Options:**

The options available to Council are:

1. Proceed with the Committee of the Whole concept by giving three readings to bylaw 7980 and direct the Municipal Clerk to give the required notice;

**SUBJECT: Committee of the Whole and Miscellaneous Council Procedure Bylaw Amendments**

March 4, 2013

Page 5

2. Direct staff to make certain changes to bylaw 7980 before returning it to Council for consideration of three readings; or,
3. Reject the concept of the Committee of the Whole by rejecting bylaw 7980 thereby leaving procedures and practices "as is".

Respectfully submitted,



James Gordon  
Municipal Clerk

- Attachments:
1. Council Procedure Bylaw 7414, 2004, Amendment Bylaw 7980, 2013 (Amendment 4)
  2. *Public Input at Regular Council Meetings* policy 1-0570-4
  3. *Council Workshop* policy 1-0570-2
  4. Bylaw amendment comparison

<u>REVIEWED WITH:</u>	<u>REVIEWED WITH:</u>	<u>REVIEWED WITH:</u>	<u>REVIEWED WITH:</u>
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<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: _____	
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# The Corporation of the District of North Vancouver

## Bylaw 7980

A bylaw to amend Council Procedure Bylaw 7414, 2004

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

### 1. Citation

This bylaw may be cited as "Council Procedure Bylaw 7414, 2004, Amendment Bylaw 7980, 2013 (Amendment 4)".

### 2. Amendments

Council Procedure Bylaw 7414, 2004 is amended as follows:

- a. By adding to section 2 *Definitions* the following new definition:

**"Committee of the Whole"** means a committee comprised of all members of Council and no other persons.

- b. By deleting section 3 *Application of Rules of Procedure* in its entirety and replaced with a new section 3 *Application of Rules of Procedure* as follows:

**"3. Application of rules of procedure**

- (a) The Council Procedure Bylaw in place from time to time, as amended, applies to proceedings of Council, Committee of the Whole, and all committees of Council.

- (b) Following the *Community Charter* and Council Procedure Bylaw, the current edition of Robert's Rules of Order shall be the parliamentary authority insofar as it may apply without conflicting with the aforementioned statute and bylaw."

- c. By deleting 5(a)(i) and replacing it with the following:

"(i) on the first and third Mondays of each month, unless the Monday falls on a statutory holiday or unless otherwise resolved; and,"

- d. By deleting 17(a) and replacing it with the following:

- "(a) The usual order of business at a regular Council meeting is as follows:  
(i) Approval of the Agenda;  
(ii) Public Input;



- (iii) Proclamations;
- (iv) Recognitions;
- (v) Delegations;
- (vi) Adoption of Minutes;
- (vii) Release of Closed Meeting Decisions;
- (viii) Committee of the Whole Report;
- (ix) Consent Agenda;
- (x) Reports from Council or Staff;
- (xi) Committee Reports;
- (xii) Other Business; and,
- (xiii) Adjournment."

- e. Section 20 *Public Input* is deleted in its entirety and replaced with a new section 20 *Public Input* as follows:

**"20. Public input**

- (a) A period of thirty minutes will be made available on each regular Council meeting agenda for public input.
- (b) An individual shall not speak more than once at the meeting or for a period longer than three minutes. No person shall speak on a bylaw that is subject of a closed public hearing and which has not yet been adopted. No person shall speak on an item that is, or has been the subject of a public participation process.
- (c) Speakers shall sign up in advance through the Municipal Clerk by providing their name, approximate residential location, and the subject they wish to speak on. The speakers list shall be on a first come, first served basis. Individuals must sign up in person. Speaking slots will not be reserved nor can someone sign up on behalf of another. Where the speakers list has not filled the allotted thirty minutes and those signed up have already spoken, the Mayor may ask for speakers from the gallery on a first come, first served basis to fill any remaining time under the same rules of this section.
- (d) Speakers wishing to speak on an agenda item may sign up to speak during the thirty minute public input period or during the meeting at the time when the agenda item is on the floor. Speakers speaking at the time when the agenda item is on the floor shall be limited to one in support of the item and one opposed. Speakers wishing to speak on an item not on the agenda shall do so only during the thirty minute public input period.
- (e) Council members shall not respond to public input nor engage in debate except to ask clarifying questions or to correct incorrect information.

- (f) Following a speaker Council may refer an issue to staff for a report or refer the issue to a committee.”
- f. Section 20 *Public Input* is renumbered as section 21 and all subsequent sections are renumbered accordingly.
- g. A new section 20 is added as follows:

**“20. Delegations**

- (a) A maximum of two delegations will be permitted at any regular meeting of Council.
  - (b) Delegations must represent an organized group, society, institution, corporation, etc. Individuals may not appear as a delegation.
  - (c) Delegations must apply in writing to the Municipal Clerk who will schedule delegations on a regular Council meeting agenda in accordance with this bylaw. Delegations will be scheduled on a first come, first served basis subject to direction from the Mayor, Council, or Chief Administrative Officer where a delegation appearance is deemed to be a priority. The Municipal Clerk may seek direction from the Mayor or Chief Administrative Officer where a delegation application appears to be suspect, regards an offensive subject, or is vexatious. The Mayor or Chief Administrative Officer may reject a delegation application. Delegation applications will be printed in the agenda to provide basic information on the nature of the delegation and their purpose.
  - (d) The maximum time permitted for any one delegation is five minutes. Upon the consent of Council a delegation may be permitted a longer time.
  - (e) Council members shall not respond to requests or questions from a delegation nor engage in debate except to ask clarifying questions or to correct incorrect information.
  - (f) Following the delegation Council may refer the issue to staff for a report or refer the issue to a committee.”
- h. Part 7 *Committees*, and sections thereunder, is renumbered as Section 8 *Committees* and subsequent Parts and sections thereafter are renumbered accordingly.
- i. A new Part 7 and sections thereunder is added as follows:

## PART 7 – COMMITTEE OF THE WHOLE

### 34. Meeting date and time

- (a) The Committee of the Whole shall hold regular meetings at 7:00 p.m. in the committee room of the District Hall on the second and fourth Monday of each month, except August, unless otherwise resolved by Council.
- (b) Annually Council must make available to the public a schedule of the dates, times, and places of regular Committee of the Whole meetings in the same manner as is required for regular council meetings. The Committee of the Whole meeting schedule may be combined and made available with the annual notice of regular Council meetings.
- (c) A special meeting of the Committee of the Whole may be called in the same manner as for a special council meeting as provided for in the *Community Charter* and notice for this special committee meeting must be given in the same manner as for a special council meeting.
- (d) At any time during a regular or special Council meeting for which proper notice has been given Council may resolve to go into Committee of the Whole without further notice. Upon the Committee of the Whole rising and reporting, the regular or special Council meeting resumes with the first order of business thereafter being Council considering the report of the Committee of the Whole.

### 35. No delegated decision making authority

- (a) For certainty, the Committee of the Whole is not delegated any decision making authority.
- (b) The Committee of the Whole shall be for the detailed debate of Council matters in a more informal manner. The Committee makes recommendations to Council who may then accept, amend, or reject them.

### 36. Mayor to preside

- (a) The Mayor shall preside as Chair of the Committee of the Whole.
- (b) In the absence of the Mayor the Acting Mayor shall preside.
- (c) In the absence of the Mayor or Acting Mayor and quorum is present the Municipal Clerk shall call the meeting to order and the first order of business shall be the election of a Chair *pro tempore*.

**37. Rising**

- (a) At the conclusion of a Committee of the Whole meeting held under 34(a) or (c), the Committee may rise and report where it has a recommendation to make, or important information or convey, to Council. Where there is no recommendation to make or information to pass to Council the Committee may rise without reporting.
- (b) At the conclusion of a Committee of the Whole meeting held under 34(d), the Committee must rise and report to Council. Rising without reporting is not in order.
- (c) A motion to rise and report is not debatable. The Chair shall rule as out of order motions to rise and report that the Chair determines are vexatious.
- (d) A motion to rise without reporting under (a) above shall be debatable but no member shall speak more than once on the matter.
- (e) The Municipal Clerk must put any Committee recommendations and/or reports on the agenda for the next regularly scheduled council meeting.

**38. Quorum, motions, debate, and voting**

- (a) The quorum for Committee of the Whole shall be the same as for a council meeting.
- (b) The following motions are the only ones in order in Committee of the Whole:
  - (i) to adopt;
  - (ii) to amend;
  - (iii) to appeal from decision of the Chair;
  - (iv) a point of order;
  - (v) a parliamentary inquiry;
  - (vi) a question of privilege;
  - (vii) division calling for vote by secret ballot;
  - (viii) to temporarily recess;
  - (ix) to rise and report; and,
  - (x) to rise without Reporting (only available in a meeting under 34(a)).

For certainty, the Committee may not adjourn, refer matters to committees, create subcommittees, lay items on the table, or postpone items.

- (c) Motions shall be moved and seconded.
- (d) The Chair must preserve order and, subject to an appeal, decide points of order that may arise.
- (e) In keeping with the purpose of a Committee of the Whole there shall be no limit on the number of times or length of time a member may speak on an agenda item although the Chair shall use discretion to ensure that each member has a fair opportunity to speak.
- (f) Debate shall be limited to only those items on the approved agenda for that meeting.
- (g) All votes in Committee of the Whole shall be by show of hands and decided by a majority. The Chair must declare the results of voting. A member may call for division only to request a secret ballot.

**39. Agenda, agenda items, and order of business**

- (a) The availability of agenda for Committee of the Whole meetings under 34(a) shall be the same as for regular council meetings.
- (b) Agenda items shall be determined by the Mayor and Chief Administrative Officer with direction provided to the Municipal Clerk to assemble and provide the agenda as so ordered. The number and complexity of items on any one agenda shall be closely monitored so as to provide an achievable workload for that meeting.
- (c) The order of business for a Committee of the Whole meeting shall be as follows:
  - (i) call to order;
  - (ii) approval of the agenda;
  - (iii) approval of minutes;
  - (iv) reports from Council or staff;
  - (v) public input; and,
  - (vi) rise and report.

**40. Public input**

- (a) Members of the public will have a total of ten minutes to make a statement or pose a question to the Committee related to an agenda item at that particular meeting. The Chair shall ensure that a fair opportunity to be heard is made available to as many members of the public as the limited time permits.

- (b) As a courtesy, speakers will be requested to state their name and approximate residential location.
- (c) Committee members shall not respond to public input nor engage in debate except to ask clarifying questions or to correct incorrect information.

**READ** a first time the

**READ** a second time the

**READ** a third time the

**NOTICE GIVEN** in accordance with Section 124 of the *Community Charter* on the day of .

**ADOPTED** this the

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Clerk

Certified a true copy

\_\_\_\_\_  
Municipal Clerk



## CORPORATE POLICY MANUAL

Section:	Administration	1
Sub-Section:	Council Meetings	0570
Title:	PUBLIC INPUT AT REGULAR COUNCIL MEETINGS	4

### POLICY

**Procedures at Council Meetings will facilitate reasonable public input whether it be in written form or by brief verbal comments either at the beginning of the meeting or during the meeting as agenda items are considered. Comments on any issue will be welcomed and heard within a reasonable time frame in accordance with this policy and the Rules of Procedure Bylaw (and any amendments thereto).**

### REASON FOR POLICY

To allow direct public input to Council on any matter of interest as well as specific agenda items.

### AUTHORITY TO ACT

Delegated to Staff

### PROCEDURES

This procedure elaborates on the procedures for public input established by the Rules of Procedure Bylaw.

1. General
  - 1.1. Speakers may proceed when recognized by the presiding member and should begin by stating their name and address.
  - 1.2. All speakers must address their remarks to the presiding member.
2. Scheduled Delegations
  - 2.1. Delegations are scheduled by the Clerk after receipt of a request submitted in writing and addressed to Mayor and Council.
  - 2.2. 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.
  - 2.3. Supporting submissions for the delegation should be provided to the Clerk by noon on the Monday preceding the scheduled appearance.
  - 2.4. Following the delegation, Council may either
    - 2.4.1. refer the issue for a report; or
    - 2.4.2. refer the issue to a specific meeting of Council.
  - 2.5. A maximum of 3 delegations will be permitted at any meeting.



- 2.6. Delegations who have been scheduled in advance on an agenda will be allowed a maximum of two speakers and a total of 5 minutes to make their presentation, and any delegation wishing to express the opposing viewpoint will also be allowed 5 minutes and a maximum of two speakers.
- 2.7. Where circumstances warrant, presentations of greater than 5 minutes may be arranged by the Clerk.
- 2.8. Any questions to delegations by members of Council will seek only to clarify a material aspect of a delegate's presentation.

### 3. Unscheduled Speakers

- 3.1. Public input is not permitted on certain matters. These will be noted on the agenda and include:
  - 3.1.1. items that are before Council from a closed public hearing;
  - 3.1.2. items which are being or have been dealt with in a public participation process.
- 3.2. Unscheduled speakers are permitted two minutes each and may address Council during the 30 Minute Public Input period at the beginning of the meeting or during the meeting at the time the agenda item of interest to them is to be decided.
- 3.3. The comments made by speakers at the 30 Minute Public Input period will be acknowledged and referred to staff for appropriate attention.
- 3.4. Persons wishing to speak to Council on an agenda item should seek recognition of the presiding member by standing or raising their hand after the relevant agenda item has been announced and before a motion is read or made and before Council discussion begins.
- 3.5. The number of unscheduled speakers for or against an agenda item will be limited to one each, except by the approval of Council, and any other individuals wishing to submit comments will be invited to do so in writing. Comments submitted in writing subsequently will be acknowledged, circulated to all members of Council and referred to staff as appropriate for attention.
- 3.6. Members of the public wishing to raise or comment on an issue that is not on the agenda may do so only during the 30 Minute Public Input portion of the meeting or by the scheduled delegation procedure.

## **AUTHORITY TO ACT**

Retained by Council.

Approval Date:	February 7, 1994	Approved by:	Executive Committee
1. Amendment Date:	November 28, 1994	Approved by:	Regular Council
2. Amendment Date:	November 20, 1995	Approved by:	Executive Committee
3. Amendment Date:	December 11, 1995	Approved by:	Regular Council





## District of North Vancouver

### Delegation to Council Request Form

Name of person or group wishing to appear before Council: \_\_\_\_\_

Subject of presentation: \_\_\_\_\_

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

Contact person (if different than above): \_\_\_\_\_

Daytime Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Will you be providing supporting documentation? ☐ yes ☐ no

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:

- 1.1. Scheduled by the Clerk after receipt of a request submitted in writing and addressed to Mayor and Council.
- 1.2. 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.
- 1.3. Supporting submissions for the delegation should be provided to the Clerk by noon on the Monday preceding the scheduled appearance.
- 1.4. Following the delegation, Council may either
  - 1.4.1. refer the issue for a report; or
  - 1.4.2. refer the issue to a specific meeting of Council.
- 1.5. A maximum of 3 delegations will be permitted at any Regular Council meeting.
- 1.6. 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.
- 1.7. Any questions to delegations by members of Council will seek only to clarify a material aspect of a delegate's presentation.
- 1.8. 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

\_\_\_\_\_  
Name of Delegate or Representative of Group

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

### For Office Use

☐ Approved

☐ Rejected

By (signature): \_\_\_\_\_

☐

Mayor

☐

CAO

☐

Municipal Clerk

☐

Deputy Municipal Clerk

Appearance date if applicable: \_\_\_\_\_

Applicant informed of approval/rejection on (date): \_\_\_\_\_

By (signature): \_\_\_\_\_

Date: \_\_\_\_\_



The Corporation of the District of North Vancouver

ADMINISTRATIVE POLICY MANUAL

Section:	Administration	1
Sub-Section:	Council Meetings	0570
Title:	COUNCIL WORKSHOP	2

## POLICY

**Council Workshops shall be arranged in accordance with the procedures set out in this Policy.**

## REASON FOR POLICY

To clarify the procedures for arranging of Council Workshops.

## PROCEDURE

### 1. Requests for Council Workshop

Council Workshops are scheduled by the Clerk's Office on request by:

- a) Council, by resolution
- b) the Mayor
- c) staff, on approval by the Chief Administrative Officer
- d) other governments/agencies such as the GVRD

### 2. Open to the Public or Council/Staff only?

At the time of the request for the Council Workshop, a determination shall be made as to whether the workshop is intended to be open to the public. Notification for public Council Workshops shall be handled in accordance with Section 5 of this Policy.

### 3. Scheduling of Workshop

The Clerk's Office shall schedule the workshop in accordance with Council's availability as follows:

- a) check availability of Mayor;
- b) if applicable, contact other governments/agencies involved, confirm availability of attendees
- c) book room through Facilities Booking Co-ordinator;
- d) email Council advising meeting tentatively scheduled and request response ONLY if not available; xc appropriate staff

- e) add to Council's weekly Meeting Schedule

#### 4. Agenda for Council Workshop

The agenda shall be prepared by the appropriate staff (eg. agenda and relevant attachments for Council Budget Workshop to be prepared by Finance, workshops regarding Planning issues to be prepared by Planning Department, etc.) To achieve consistency, the agenda shall be prepared using the template provided in Microsoft Word (File, New, DNVDW) and copied on **YELLOW** paper. Ten complete packages of the agenda, including backup material, should be provided to the Clerk's Office by 12 noon, on the Wednesday prior to the meeting in order for Council to receive them with their Information Packages. The three additional copies will be distributed to the Chief Administrative Officer, the Municipal Clerk (file copy) and, one will also be available for public perusal in the Clerk's Office (when the workshop is public) .

#### 5. Notification for Public Council Workshops

Council Workshops which are open to the public will be advertised as follows:

- a) District Dialogue
- b) Agenda Hotline
- c) InfoWeb
- d) Monthly "update" to registered community associations in the form of a letter from the Mayor which advises of special meetings or issues.
- e) Media release (on advice of Mayor)

#### 6. Meeting Management for Public Council Workshops

If the workshop is being held in the Council Chamber, the following arrangements should be made by staff who will be in attendance:

- a) ensure that you are familiar with the Council Chamber technology, including the sound system. You will be expected to operate this. If training is required, consult either the Clerk's Office or the ITS Department well in advance of the meeting. Check the equipment before the meeting to make sure everything is in working order and, if there are any problems, contact the ITS Department.
- b) prepare a "Speaker's List" and place it on the table at the entrance to the Council Chamber.
- c) determine who will be taking minutes if there is no Committee Clerk assigned to the meeting.
- d) determine whether the meeting should be videotaped and if so, make arrangements for videotaping. Tapes are available in either the Clerk's Office or ITS.

Approval Date:	January 26, 1998	Approved by:	Municipal Manager
1. Amendment Date:		Approved by:	
2. Amendment Date:		Approved by:	
3. Amendment Date:		Approved by:	

**COUNCIL WORKSHOP**  
**(Open/Closed)**

***SUBJECT*** ()

Date ()

Place ()

Attendees ()

---

**1. Subject:**

**Attachments:**

***Action Required:***

*(indicate purpose of Council Workshop)*

\* \* \* \* \*

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**Comparison of Amendments for “Council Procedure Bylaw 7414, 2004,  
Amendment Bylaw 7980, 2013 (Amendment 4)”**

- Adding to section 2 *Definitions* the definition of Committee of the Whole

**“Committee of the Whole”** means a committee comprised of all members of Council and no other persons.

- Delete and replace section 3 *Application of rules of procedure* to add applicability to Committee of the Whole and to add Robert’s Rules of Order as the parliamentary authority

~~3. Application of rules of procedure~~

~~The provisions of this Bylaw govern the proceedings of Council and all standing and select committees of Council, as applicable.~~

**3. Application of rules of procedure**

- (a) The Council Procedure Bylaw in place from time to time, as amended, applies to proceedings of Council, Committee of the Whole, and all committees of Council.
  - (b) Following the *Community Charter* and Council Procedure Bylaw, the current edition of Robert’s Rules of Order shall be the parliamentary authority insofar as it may apply without conflicting with the aforementioned statute and bylaw.
- Delete and replace section 5(a)(i) to differentiate meetings on the first and third Mondays as regular Council meetings (a later amendment clarifies the second and fourth Mondays are regular Committee of the Whole meetings)

(a) Council must meet regularly

~~(i) on the first four Mondays of each month, unless the Monday falls on a statutory holiday; and~~

(i) on the first and third Mondays of each month, unless the Monday falls on a statutory holiday or unless otherwise resolved; and,

- Delete and replace section 17(a) to update the order of business to reflect current agenda wording and to add a new section for receiving Committee of the Whole reports

**17. Order of proceedings and business**

~~(a) The usual order of business at a regular Council meeting is as set out in the agenda for that meeting under the headings as appropriate:~~

- ~~(i) General Matters: proclamations, recognitions, public input, and delegation appearances;~~
- ~~(ii) Adoption of Minutes;~~
- ~~(iii) Release of Closed Meeting Decisions;~~
- ~~(iv) Unfinished Business;~~
- ~~(v) Consent Agenda items;~~
- ~~(vi) Deleted~~
- ~~(vii) Committee Reports: reports from Council representatives (including GVRD committees);~~
- ~~(viii) Any Other Business; and~~
- ~~(ix) Adjournment.~~

(a) The usual order of business at a regular Council meeting is as follows:

- (i) Approval of the Agenda;
- (ii) Public Input;
- (iii) Proclamations;
- (iv) Recognitions;
- (v) Delegations;
- (vi) Adoption of Minutes;
- (vii) Release of Closed Meeting Decisions;
- (viii) Committee of the Whole Report;
- (ix) Consent Agenda;
- (x) Reports from Council or Staff;
- (xi) Committee Reports;
- (xii) Other Business; and,
- (xiii) Adjournment.

- Delete and replace section 20 *Public input* to enhance this section with provisions from the *Public Input at Regular Council Meetings* policy which will be rescinded

## 20. Public input

- ~~(a) When recognized by the presiding member, persons from the audience may speak after giving their name and address:
 
  - ~~(i) for not more than 2 minutes on any specific matter;~~
  - ~~(ii) only once during the meeting;~~
  - ~~(iii) but not on a bylaw from a closed public hearing.~~~~
- ~~(b) Any person who has the floor shall speak into a microphone when and where one is available.~~

## Wording from the policy

### 3. Unscheduled Speakers

- 3.1 Public input is not permitted on certain matters. These will be noted on the agenda and include:
  - 3.1.1 items that are before Council from a closed public hearing;



- ~~3.1.2 items which are being or have been dealt with in a public participation process.~~
- ~~3.2 — Unscheduled speakers are permitted two minutes each and may address Council during the 30 Minute Public Input period at the beginning of the meeting or during the meeting at the time the agenda item of interest to them is to be decided.~~
- ~~3.3 — The comments made by speakers at the 30 Minute Public Input period will be acknowledged and referred to staff for appropriate attention.~~
- ~~3.4 — Persons wishing to speak to Council on an agenda item should seek recognition of the presiding member by standing or raising their hand after the relevant agenda item has been announced and before a motion is read or made and before Council discussion begins.~~
- ~~3.5 — The number of unscheduled speakers for or against an agenda item will be limited to one each, except by the approval of Council, and any other individuals wishing to submit comments will be invited to do so in writing. Comments submitted in writing subsequently will be acknowledged, circulated to all members of Council and referred to staff as appropriate for attention.~~
- ~~3.6 — Members of the public wishing to raise or comment on an issue that is not on the agenda may do so only during the 30 Minute Public Input portion of the meeting or by the scheduled delegation procedure.~~

## **20. Public input**

- (a) A period of thirty minutes will be made available on each regular Council meeting agenda for public input.
- (b) An individual shall not speak more than once at the meeting or for a period longer than three minutes. No person shall speak on a bylaw that is subject of a closed public hearing and which has not yet been adopted. No person shall speak on an item that is, or has been the subject of a public participation process.
- (c) Speakers shall sign up in advance through the Municipal Clerk by providing their name, approximate residential location, and the subject they wish to speak on. The speakers list shall be on a first come, first served basis. Individuals must sign up in person. Speaking slots will not be reserved nor can someone sign up on behalf of another. Where the speakers list has not filled the allotted thirty minutes and those signed up have already spoken, the Mayor may ask for speakers from the gallery on a first come, first served basis to fill any remaining time under the same rules of this section.

- (d) Speakers wishing to speak on an agenda item may sign up to speak during the thirty minute public input period or during the meeting at the time when the agenda item is on the floor. Speakers speaking at the time when the agenda item is on the floor shall be limited to one in support of the item and one opposed. Speakers wishing to speak on an item not on the agenda shall do so only during the thirty minute public input period.
  - (e) Council members shall not respond to public input nor engage in debate except to ask clarifying questions or to correct incorrect information.
  - (f) Following a speaker Council may refer an issue to staff for a report or refer the issue to a committee."
- Add a new section on delegations with enhanced provisions from the *Public Input at Regular Council Meetings* policy which will be rescinded (subsequent bylaw sections are renumbered)

Wording from the policy

## ~~2. Scheduled Delegations~~

- ~~2.1 Delegations are scheduled by the Clerk after receipt of a request submitted in writing and addressed to Mayor and Council.~~
- ~~2.2 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.~~
- ~~2.3 Supporting submissions for the delegation should be provided to the Clerk by noon on the Monday preceding the scheduled appearance.~~
- ~~2.4 Following the delegation, Council may either~~
  - ~~2.4.1 refer the issue for a report; or~~
  - ~~2.4.2 refer the issue to a specific meeting of Council.~~
- ~~2.5 A maximum of 3 delegations will be permitted at any meeting.~~
- ~~2.6 Delegations who have been scheduled in advance on an agenda will be allowed a maximum of two speakers and a total of 5 minutes to make their presentation, and any delegation wishing to express the opposing viewpoint will also be allowed 5 minutes and a maximum of two speakers.~~
- ~~2.7 Where circumstances warrant, presentations of greater than 5 minutes may be arranged by the Clerk.~~
- ~~2.8 Any questions to delegations by members of Council will seek only to clarify a material aspect of a delegate's presentation.~~

## **20. Delegations**

- (a) A maximum of two delegations will be permitted at any regular meeting of Council.

- (b) Delegations must represent an organized group, society, institution, corporation, etc. Individuals may not appear as a delegation.
  - (c) Delegations must apply in writing to the Municipal Clerk who will schedule delegations on a regular Council meeting agenda in accordance with this bylaw. Delegations will be scheduled on a first come, first served basis subject to direction from the Mayor, Council, or Chief Administrative Officer where a delegation appearance is deemed to be a priority. The Municipal Clerk may seek direction from the Mayor or Chief Administrative Officer where a delegation application appears to be suspect, regards an offensive subject, or is vexatious. The Mayor or Chief Administrative Officer may reject a delegation application. Delegation applications will be printed in the agenda to provide basic information on the nature of the delegation and their purpose.
  - (d) The maximum time permitted for any one delegation is five minutes. Upon the consent of Council a delegation may be permitted a longer time.
  - (e) Council members shall not respond to public input nor engage in debate except to ask clarifying questions or to correct incorrect information.
  - (f) Following the delegation Council may refer the issue to staff for a report or refer the issue to a committee."
- Adding a new section 7 to insert and authorize Committee of the Whole (subsequent bylaw sections are renumbered)

## **PART 7 – COMMITTEE OF THE WHOLE**

### **34. Meeting date and time**

- (a) The Committee of the Whole shall hold regular meetings at 7:00 p.m. in the committee room of the District Hall on the second and fourth Monday of each month, except August, unless otherwise resolved by Council.
- (b) Annually Council must make available to the public a schedule of the dates, times, and places of regular Committee of the Whole meetings in the same manner as is required for regular council meetings. The Committee of the Whole meeting schedule may be combined and made available with the annual notice of regular Council meetings.
- (c) A special meeting of the Committee of the Whole may be called in the same manner as for a special council meeting as provided for in the *Community Charter* and notice for this special committee

meeting must be given in the same manner as for a special council meeting.

- (d) At any time during a regular or special Council meeting for which proper notice has been given Council may resolve to go into Committee of the Whole without further notice. Upon the Committee of the Whole rising and reporting, the regular or special Council meeting resumes with the first order of business thereafter being Council considering the report of the Committee of the Whole.

**35. No delegated decision making authority**

- (a) For certainty, the Committee of the Whole is not delegated any decision making authority.
- (b) The Committee of the Whole shall be for the detailed debate of Council matters in a more informal manner. The Committee makes recommendations to Council who may then accept, amend, or reject them.

**36. Mayor to preside**

- (a) The Mayor shall preside as Chair of the Committee of the Whole.
- (b) In the absence of the Mayor the Acting Mayor shall preside.
- (c) In the absence of the Mayor or Acting Mayor and quorum is present the Municipal Clerk shall call the meeting to order and the first order of business shall be the election of a Chair *pro tempore*.

**37. Rising**

- (a) At the conclusion of a Committee of the Whole meeting held under 34(a) or (c), the Committee may rise and report where it has a recommendation to make, or important information or convey, to Council. Where there is no recommendation to make or information to pass to Council the Committee may rise without reporting.
- (b) At the conclusion of a Committee of the Whole meeting held under 34(d), the Committee must rise and report to Council. Rising without reporting is not in order.
- (c) A motion to rise and report is not debatable. The Chair shall rule as out of order motions to rise and report that the Chair determines are vexatious.

- (d) A motion to rise without reporting under (a) above shall be debatable but no member shall speak more than once on the matter.
- (e) The Municipal Clerk must put any Committee recommendations and/or reports on the agenda for the next regularly scheduled council meeting.

**38. Quorum, motions, debate, and voting**

- (a) The quorum for Committee of the Whole shall be the same as for a council meeting.
- (b) The following motions are the only ones in order in Committee of the Whole:
  - (i) to adopt;
  - (ii) to amend;
  - (iii) to appeal from decision of the Chair;
  - (iv) a point of order;
  - (v) a parliamentary inquiry;
  - (vi) a question of privilege;
  - (vii) division calling for vote by secret ballot;
  - (viii) to temporarily recess;
  - (ix) to rise and report; and,
  - (x) to rise without Reporting (only available in a meeting under 34(a)).

For certainty, the Committee may not adjourn, refer matters to committees, create subcommittees, lay items on the table, or postpone items.

- (c) Motions shall be moved and seconded.
- (d) The Chair must preserve order and, subject to an appeal, decide points of order that may arise.
- (e) In keeping with the purpose of a Committee of the Whole there shall be no limit on the number of times or length of time a member may speak on an agenda item although the Chair shall use discretion to ensure that each member has a fair opportunity to speak.
- (f) Debate shall be limited to only those items on the approved agenda for that meeting.

- (g) All votes in Committee of the Whole shall be by show of hands and decided by a majority. The Chair must declare the results of voting. A member may call for division only to request a secret ballot.

**39. Agenda, agenda items, and order of business**

- (a) The availability of agenda for Committee of the Whole meetings under 34(a) shall be the same as for regular council meetings.
- (b) Agenda items shall be determined by the Mayor and Chief Administrative Officer with direction provided to the Municipal Clerk to assemble and provide the agenda as so ordered. The number and complexity of items on any one agenda shall be closely monitored so as to provide an achievable workload for that meeting.
- (c) The order of business for a Committee of the Whole meeting shall be as follows:
  - (i) call to order;
  - (ii) approval of the agenda;
  - (iii) approval of minutes;
  - (iv) reports from Council or staff;
  - (v) public input; and,
  - (vi) rise and report.

**40. Public input**

- (a) Members of the public will have a total of ten minutes to make a statement or pose a question to the Committee related to an agenda item at that particular meeting. The Chair shall ensure that a fair opportunity to be heard is made available to as many members of the public as the limited time permits.
- (b) As a courtesy, speakers will be requested to state their name and approximate residential location.
- (c) Committee members shall not respond to public input nor engage in debate except to ask clarifying questions or to correct incorrect information.