

AGENDA

COMMITTEE OF THE WHOLE

Monday, February 24, 2014

7:00 p.m.

Committee Room, 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

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COMMITTEE OF THE WHOLE

7:00 p.m.
Monday, February 24, 2014
Committee Room, Municipal Hall,
355 West Queens Road, North Vancouver

AGENDA

1. ADOPTION OF THE AGENDA

1.1. February 24, 2014 Committee of the Whole Agenda

Recommendation:

THAT the agenda for the February 24, 2014 Committee of the Whole be adopted as circulated, including the addition of any items listed in the agenda addendum.

2. ADOPTION OF MINUTES

2.1. January 27, 2014 Committee of the Whole p. 7-10

Recommendation:

THAT the minutes of the January 27, 2014 Committee of the Whole meeting be adopted.

2.2. February 5, 2014 Committee of the Whole p. 11-13

Recommendation:

THAT the minutes of the February 5, 2014 Committee of the Whole meeting be adopted.

3. REPORTS FROM COUNCIL OR STAFF

3.1. Marine Drive Lane Policy p. 17-23 File No. 16.8620.15/001.002

Recommendation:

THAT it be recommended to Council:

THAT staff be directed to work with the community to finalize a policy that would guide decisions regarding the implementation of a network of lanes parallel to Marine Drive, consistent with the proposal outlined in Attachments two and three of the February 12, 2014 joint report of the Transportation Planner and Policy Planner.

**3.2. Draft Memorandum of Understanding for a Partnering
Collaboration for the proposed Lower Capilano Community
Centre**

p. 25-34

File No. 13.6480.20/003.000

Recommendation:

THAT it be recommended to Council:

THAT Council approve the *Memorandum of Understanding for a Partnering Collaboration for the proposed Lower Capilano Community Centre* as attached to the February 17, 2014 report of the Social Planner.

4. PUBLIC INPUT

(maximum of ten minutes total)

5. RISE AND REPORT

Recommendation:

THAT the February 24, 2014 Committee of the Whole rise and report.

MINUTES

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**DISTRICT OF NORTH VANCOUVER
COMMITTEE OF THE WHOLE**

Minutes of the Committee of the Whole Meeting of the Council for the District of North Vancouver held at 7:00 p.m. on Monday, January 27, 2014 in the Committee Room of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

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

Absent: Councillor R. Bassam

Staff: Mr. D. Stuart, Chief Administrative Officer
Mr. B. Bydwell, General Manager – Planning, Properties & Permits
Mr. G. Joyce, General Manager – Engineering, Parks & Facilities
Mr. J. Gordon, Manager – Administrative Services
Ms. S. Haid, Manager – Sustainable Community Development
Mr. S. Jenkins, Manager – Energy Projects
Mr. D. Hawkins, Policy Planner
Ms. S. Berardo, Confidential Council Clerk

Also in

Attendance: Ms. Heather McNeil, Regional Planning Division Manager - Metro Vancouver
Mr. Jaspal Marwah, Regional Planner – Metro Vancouver

1. ADOPTION OF THE AGENDA

1.1. January 27, 2014 Committee of the Whole Agenda

Moved by Councillor MURI

Seconded by Councillor LITTLE

THAT the agenda for the January 27, 2014 Committee of the Whole be adopted as circulated, including the addition of any items listed in the agenda addendum.

CARRIED

2. ADOPTION OF MINUTES

2.1. January 13, 2014 Committee of the Whole

Moved by Councillor MURI

Seconded by Councillor NIXON

THAT the minutes of the January 13, 2014 Committee of the Whole meeting be adopted.

CARRIED

3. REPORTS FROM COUNCIL OR STAFF

With the consent of Council, Mayor Walton altered the agenda as follows:

3.2. Energy Projects Update

File No.

Memo: Mr. Stephen Jenkins, Manager - Energy Projects

Mr. Stephen Jenkins, Manager – Energy Projects, provided an update on the District of North Vancouver's progress on the following projects:

- District Building Retrofit Program;
- Lower Lynn/Maplewood District Energy Project;
- Lower Capilano Town Centre District Energy Project; and,
- Karen Magnussen Recreation Centre Biomass Energy Project.

Mr. Jenkins advised that these projects are aimed at lowering operating expenses for the District and demonstrating leadership on greenhouse gas reduction through the implementation of conservation strategies, technology advances, and renewable energy opportunities. Mr. Jenkins noted that the District will continue to work independently, identifying the best 'business case' supported opportunities.

Mr. Corrie Kost commented that the graphs shown during the presentation do not show an overall improvement.

Mr. John Hunter questioned how much money the District is putting at risk and what the guaranteed rate of return is.

3.1. Update of OCP Regional Context Statement

File No.

Ms. Susan Haid, Manager – Sustainable Community Development, advised that a regional context statement is a linking document that identifies the relationship between a municipality's OCP and the Regional Growth Strategy. It identifies how the OCP is generally consistent with the Regional Growth Strategy and if applicable, how it will be made consistent over time. A Regional Context Statement is required in an OCP under the *Local Government Act* (Section 866) and must be accepted by the Regional Board. Regional Context Statements are the key to achieving important regional goals including:

- Protection of green space and agricultural lands;
- Containing urban growth;
- Coordinating land use, transportation and utility planning to make it most effective; and,
- Protecting industrial lands.

Councillor MURI left the meeting at 7:43 pm and returned at 7:45 pm.

Why do we need to update the District's Regional Context Statement?

When the District's OCP was adopted, the previous regional plan (LRSP) was still in effect and the new RGS was about to be adopted. The District's Regional Context Statement relates to both regional plans. It needs to be updated to recognize the now adopted RGS as well as best practices in current context statements.

Overall, there are no changes to the OCP policies associated with the Regional Context Statement update. The update to the Regional Context Statement primarily:

1. Removes references to the former Liveable Regional Strategic Plan;
2. Provides further detail taken from the OCP on projections for employment, housing, population;
3. Acknowledges that as the OCP plans to 2030 and the RGS to 2040, the District will consider and work towards consistency with RGS 2041 projections in subsequent OCP reviews;
4. References recent OCP Implementation Plans: Town and Village Centre Plans, Transportation Plan, Parks and Open Space Strategic Plan;
5. References new adopted Development Permit Areas for the Natural Environment and Natural Hazards;
6. Updates Frequent Transit Development Areas from 'proposed' to 'designated' as supported by TransLink and Metro;
7. Provides greater clarity on several RGS policies such as:
 - a. RGS "Major Office" uses are targeted to our centres and Frequent Transit Development Areas;
 - b. Rural uses (Indian Arm) do not support subdivision, intensification or servicing; and,
8. Additional references to the District's intention to seek an RGS amendment in the future, once development has progressed, to designate Lower Lynn as a Municipal Town Centre (now a Frequent Transit Development Area).

Councillor LITTLE left the meeting at 7:48 pm and returned at 7:51 pm.

Ms. Haid sought Council's feedback on the proposed Regional Context Statement update.

Council recognized the importance of the Regional Context Statement and advised staff to prepare a bylaw to amend the OCP.

Mr. Corrie Kost requested that the public should be informed on how a Regional Context Statement is amended.

Moved by Councillor NIXON

Seconded by Councillor LITTLE

THAT it be recommended to Council:

THAT staff prepare the bylaw for amending the Regional Context Statement and forward it to Council for consideration.

CARRIED

4. RISE AND REPORT

Moved by Councillor MURI

Seconded by Councillor LITTLE

THAT the January 27, 2014 Committee of the Whole rise and report.

CARRIED
(8:21 pm)

Mayor

Municipal Clerk

**DISTRICT OF NORTH VANCOUVER
COMMITTEE OF THE WHOLE**

Minutes of the Committee of the Whole Meeting of the Council for the District of North Vancouver held at 7:00 p.m. on Wednesday, February 5, 2014 in the Council Chambers of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

Present: Mayor R. Walton
Councillor R. Bassam
Councillor R. Hicks
Councillor D. MacKay-Dunn
Councillor L. Muri
Councillor A. Nixon (7:12 pm)

Absent: Councillor M. Little

Staff: Mr. B. Bydwell, General Manager – Planning, Properties, and Permits
Ms. S. Haid, Manager – Sustainable Community Development
Ms. N. Letchford, Deputy Municipal Clerk
Mr. D. Hawkins, Community Planner
Ms. T. Smith, Transportation Planner
Ms. S. Berardo, Confidential Council Clerk

Also in

Attendance: Mr. Adrian Chaster, Chair – Edgemont Village Planning Working Group

1. ADOPTION OF THE AGENDA

1.1. February 5, 2014 Committee of the Whole Agenda

Moved by Councillor MURI

Seconded by Councillor BASSAM

THAT the agenda for the February 5, 2014 Committee of the Whole be adopted as circulated, including the addition of any items listed in the agenda addendum.

CARRIED

2. ADOPTION OF MINUTES

3. REPORTS FROM COUNCIL OR STAFF

3.1. Edgemont Village Centre Plan and Design Guidelines

File No. 13.6480.30/002.005

Mr. David Hawkins, Planner, provided an overview of the proposed Edgemont Village Centre Plan and Design Guidelines.

Mr. Adrian Chaster, Chair – Edgemont Village Planning Working Group, noted the collaborative community planning process that created the proposed plan and guidelines. Mr. Chaster discussed the following common themes:

- Maintain the atmosphere of Edgemont Village;

- Residents are in opposition of high-rise buildings;
- Stated that building heights should be kept to three storeys;
- Maintain open spaces;
- Maximize sunlight;
- Keep the view of Grouse Mountain;
- Encourage small business;
- Avoid long empty block frontages;
- Make Edgemont Village more bike friendly;
- Commented on the need for bus shelters; and,
- Focus on pedestrian safety.

Mr. David Hawkins stated that the Edgemont 'refresh' was undertaken consistent with the Plan Implementation directions provided in the Official Community Plan. Mr. Hawkins identified seven sections in the proposed Edgemont Village Centre Plan and Design Guidelines:

- The Introduction describes the purpose, intent, scope, and organization of the document;
- General planning and design considerations articulate elements of the Village and community values that should be considered in all development proposals and civic improvements;
- Land Use policies provide direction on how existing uses in the commercial core should be managed and identify locations where potential new low-rise housing forms could be introduced in the residential periphery;
- Build Form Guidelines outline the design tools to manage building height, massing, transitions, architectural character expected to accompany any redevelopment to ensure new buildings add the Village's distinctive sense of place;
- Public Realm and Streetscape Guidelines describe the improvements to different components of the public realm that are expected to be provided as and when redevelopment occurs to enhance walkability opportunities for community interaction, and Village ambiance;
- Transportation and Parking policies identify options for improvements to key intersections and to the bicycle network, in addition to strategies for optimizing the on-street and off-street parking supply in the Village; and,
- Illustrative Plan summarizes the overall vision for the Village proposed in the plan and guidelines.

Mr. Hawkins sought Council's feedback and public discussions on the proposed Edgemont Village Centre Plan and Design Guidelines.

At 7:34 pm Council engaged in informal discussions with the public on the proposed Edgemont Village Centre Plan and Design Guidelines. Council reconvened at 8:09 pm.

Councillor HICKS left the meeting at 8:09 pm.

Council Discussion:

- Commented that there has been very little criticism from the community;
- Spoke in opposition to underground parking;
- Suggested investigating a community shuttle;

- Requested that the median in Edgemont Village remain;
- Queried how the village atmosphere has been defined;
- Thanked members of the Edgemont Village Planning Working Group for all their hard work;
- Commented on the importance of maintaining the Edgemont Village experience;
- Suggested improving the laneways;
- Suggested widening the sidewalks to create a place to gather; and,
- Reassured the public that changes in Edgemont Village will have to go through an extensive Public Hearing process.

Moved by Councillor NIXON

Seconded by Councillor BASSAM

THAT it be recommended to Council:

THAT staff finalize the Edgemont Village Centre Plan and Design Guidelines for Council's consideration.

CARRIED

4. PUBLIC INPUT

5. RISE AND REPORT

Moved by Councillor MURI

Seconded by Councillor BASSAM

THAT the February 5, 2014 Committee of the Whole rise and report.

CARRIED
(8:31 pm)

Mayor

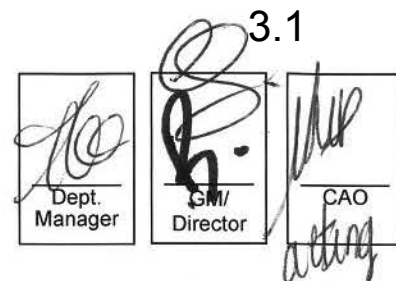
Municipal Clerk

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REPORTS

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AGENDA INFORMATION	
<input type="checkbox"/> Regular Meeting	Date: _____
<input checked="" type="checkbox"/> Workshop (open to public)	Date: <u>Feb. 24. 2014</u>



The District of North Vancouver REPORT TO COUNCIL

February 12, 2014
File: 16.8620.15/001.002

AUTHOR: Tegan Smith, Transportation Planner
Ross Taylor, Policy Planner

SUBJECT: Marine Drive Lane Policy

RECOMMENDATION:

That staff be directed to work with the community to finalize a policy that would guide decisions regarding the implementation of a network of lanes parallel to Marine Drive, consistent with the proposal outlined in Attachments 2 and 3.

REASON FOR REPORT:

There is limited ability for traffic to access properties along the Marine Drive corridor. The challenges of accessing properties hinders their desirability for commercial use.

A recent review of Marine Drive corridor development and the District's Transportation Plan identify the benefits of a network of lanes parallel to Marine Drive. It has also become clear that the most important factor in creating a vibrant retail neighbourhood is convenient access to at-grade parking. Residents of the Marine Drive area neighbourhoods have expressed that lanes need to be designed so that they do not become shortcuts to avoid Marine Drive or allow traffic to intrude into the neighbourhood.

This report proposed a lane implementation approach that can achieve the needs of retailers and area residents alike.

EXISTING POLICY:

Introducing lanes is consistent with the Marine Drive Design Guidelines.

PUBLIC INPUT

The following is a summary of **key input from residents of area community associations** (December 2013), who have been involved in planning for the corridor for many years.

- Supporting the retail is crucial to the success of Marine Drive.
- Once some strong retailers are established, there will likely be a snowball effect and the shopping node will be strengthened.
- Easy access to retail will help businesses to be attracted to the area.
- Lanes need to be designed to not become shortcuts to avoid Marine Drive.
- There is community support for parking in lanes.
- Underground parking is less desirable than on-street parking.
- Residents feel Marine Drive area traffic calming has been effective.

Below is **input from agents who have been renting retail spaces** in the District of North Vancouver and across the North Shore for many years (December 2013). Although the mix of retail types was considered a factor by the agents, providing access to the retail, including lane access, was considered a key factor for retail success.

- Marine Drive retail product is fine, but access is an issue. Key factors that influence the choice to lease retail space on Marine Drive include on-street parking, parking in the lane, two-way access to lanes, and type of retail space
- Quotes from leasing agents follow:

"[High quality access] is the most important thing, otherwise it instantly turns what was "planned" as retail space, into Office space/destination retail space. Both of which are in lower demand, and get about half of the desired/needed rent ..."

"Access to nearby parking is crucial".

"New retail/office will not prosper without adequate street front parking. Tenants will likely continue to only be service -oriented groups who demand even more parking but bring limited to no foot traffic Marine Drive".

"Focus should be to accommodate in whatever way to fill the buildings up or stigma of Marine Drive could be too difficult to break".

- The types of businesses that are less sensitive to access issues are professional services. Medical tenants are often purchasing rather than leasing. Professional services uses typically do not make the neighbourhood vibrant.

ANALYSIS:

At the September 30th, 2013 Committee of the Whole meeting, there was discussion of the merits of providing one-way lane access only, typically to provide space for parking and/or discourage short-cutting. This report provides a more fulsome assessment that takes into account information that limiting access with one-way (versus two-way) lanes may be a problem for retailers.

The following table (summarizes key findings on the benefits of each configuration.

TABLE 1 Benefits of Each Laneway Configuration

One-Way Lanes	Two-Way Lanes
<ul style="list-style-type: none">• Provide a basic level of access• Discourage short-cutting• May provide space for at-grade parking on public land• Perception of less access into adjacent community	<ul style="list-style-type: none">• Provide full access to properties, in support of retail• Risk reduced due to slower speeds and rules more likely to be regarded• At-grade parking typically needs to happen on private land• Fewer vehicle kilometres travelled on Marine Drive to access businesses

For retail to prosper there needs to be the right balance of sufficient at-grade parking and excellent access. Two-way lanes provide maximum convenience for shoppers accessing stores with at-grade parking. Measures can be implemented in order that lanes are not used to bypass congestion on Marine Drive. The risk of inconveniencing shoppers has proven to impact retailers' decision to locate on Marine Drive.

In both one- and two-way lanes, ample parking can be provided, as illustrated in Attachment 1. Regardless of whether lanes are one or two-way, ample surface parking can be provided in the road allowance and on private property.

Attachment 2 includes a set of principles for implementing lanes. A sketch of potential lane connections and location of a lane closures is provided in Attachment 3.

A mid-block closure is expected to eliminate the risk of the lanes being used to bypass traffic congestion. Through other blocks, traffic calming could be implemented when the lane is introduced. The sequence and timing of each lane connection will depend on redevelopment.

Concurrence:

This initiative has been undertaken jointly by the Policy Planning and Transportation departments.

Social Policy Implications: Community economic and liveability benefits are expected to result from improving access to retail properties.

Conclusion:

Staff recommends that lanes are introduced with redevelopment, in a manner that supports the emergence of Marine Drive as a vibrant retail corridor. This is consistent with the wishes of neighbouring communities. To this end, it may be prudent for staff to finalize a policy that can be used to guide decisions on the implementation of laneways, consistent with what is proposed in Attachments 2 and 3.

Options:

1. That staff be directed to work with the community to finalize a policy that would guide decisions regarding the implementation of a network of lanes parallel to Marine Drive, consistent with the proposal outlined in Attachments 2 and 3; OR
2. That staff be directed to complete additional studies and consultation.

Respectfully submitted,



Tegan Smith, Transportation Planner

Ross Taylor, Policy Planner

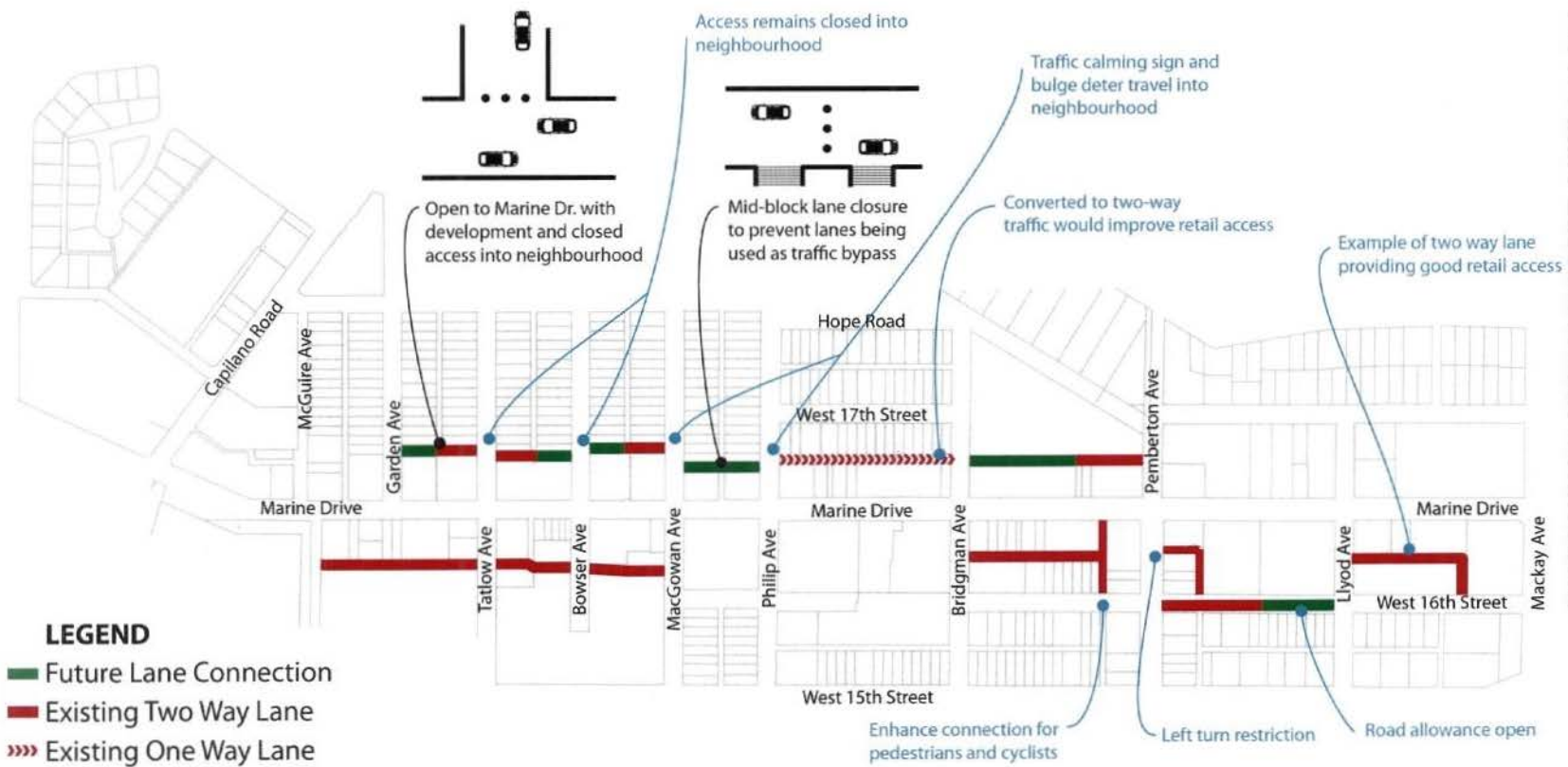
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<input checked="" type="checkbox"/> Development Services _____	<input type="checkbox"/> Communications _____	<input type="checkbox"/> Library Board _____
<input type="checkbox"/> Utilities _____	<input type="checkbox"/> Finance _____	<input type="checkbox"/> NS Health _____
<input type="checkbox"/> Engineering Operations _____	<input type="checkbox"/> Fire Services _____	<input type="checkbox"/> RCMP _____
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<input type="checkbox"/> Economic Development _____	<input type="checkbox"/> Solicitor _____	<input type="checkbox"/> Museum & Arch. _____
<input type="checkbox"/> Human resources _____	<input type="checkbox"/> GIS _____	<input type="checkbox"/> Other: _____

Attachment 2: Principles to Guide Implementation of Lanes Parallel to Marine Drive

Decisions regarding laneway direction should:

1. support a vibrant retail neighbourhood;
2. discourage short-cutting to bypass traffic congestion;
3. discourage retail patrons from driving into adjacent neighbourhoods;
4. consider traffic calming or other measures to reduce collision risk;
5. minimize traffic delays on Marine Drive; and
6. facilitate lane parking, considered in combination with private property.

Attachment 3: Future East-West Lane Connections



Attachment 1: Parking Options in One-way vs. Two-way Lanes

Options	Features	Layout	Cross Section
1. Two-Way Wide Lane (with parking)	<ul style="list-style-type: none">✓ 8 m wide public lane✓ Space for parallel parking on public lane✓ Not enough space for angle parking✓ Better for truck turning		
2. Two-Way Narrow Lane (without parking)	<ul style="list-style-type: none">✓ 6 m wide public lane✓ Parking on private land✓ Less space for truck turning		
3. Two-Way Wide Lane (without parking)	<ul style="list-style-type: none">✓ 8 m wide public lane✓ Parking on private land✓ Better for truck turning		
4. One-Way Lane (with parking)	<ul style="list-style-type: none">✓ 6 m or 8 m wide public lane✓ Parallel parking in public lane✓ Not enough space for angle parking✓ Better for truck turning		

Legend: PL – Property Line

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AGENDA INFORMATION	
<input checked="" type="checkbox"/> Committee of the Whole	Date: FEB. 24. '14
<input type="checkbox"/> Finance & Audit	Date: _____
<input type="checkbox"/> Advisory Oversight	Date: _____
<input type="checkbox"/> Other:	Date: _____



The District of North Vancouver REPORT TO COMMITTEE

February 17, 2014
File: 13.6480.20/003.003.000

AUTHOR: Annie Mauboules, Social Planner

SUBJECT: Draft Memorandum of Understanding for a Partnering Collaboration for the proposed Lower Capilano Community Centre

RECOMMENDATION:

THAT the Committee of the Whole recommend to Council:

THAT Council approve the *Memorandum of Understanding for a Partnering Collaboration for the proposed Lower Capilano Community Centre* (attached).

REASON FOR REPORT:

Staff are seeking the Committee of the Whole's feedback on a draft Memorandum of Understanding (MoU) for the partners who will be involved in delivering services and operating the proposed Lower Capilano Community Centre when it is built in the future. The community centre is anticipated to be provided as an amenity through development in Lower Capilano Village Centre in the coming years. The MoU is intended to serve as a bridging document acknowledging key principles for collaboration developed by partners to-date in advance of creating a more detailed partnership arrangement closer to the time the facility is built.

The draft MoU (contained in Attachment A) will be discussed at the February 24th Committee of the Whole Meeting. District staff along with staff from the North Vancouver Recreation Commission, North Vancouver District Public Libraries and Capilano Community Services Society, who have jointly prepared the draft partnership MoU, will attend to support the discussion.

SUMMARY:

With the approval of the Lower Capilano Marine Village Implementation Plan in 2013, staff are now processing development applications in this area. One of the first applications that has been received is the LARCO application for the old Winter Club, located on Fullerton Avenue. This 4.3 acre site is in the heart of the village centre and includes the future site of the Lower Capilano Community Centre. The rezoning application is expected to be

SUBJECT: Draft Memorandum of Understanding for a Partnering Collaboration for the proposed Lower Capilano Community Centre

February 18, 2014

Page 2

introduced to Council in the spring of this year, with the potential that the bylaw may proceed to adoption late spring/ early summer 2014. A community centre is anticipated to be negotiated as an amenity contribution through the rezoning process and to be secured in a legal agreement at bylaw adoption.

The partners for the future operation of and service delivery at the facility have previously been approved by Council and include the North Vancouver Recreation Commission (NVRC), North Vancouver District Public Libraries (NVDPL), and Capilano Community Services Society (CCSS). The District of North Vancouver will be the owner of the facility. In order to be prepared for the future opening of the facility, but recognizing that the construction will not occur in the next several years, staff felt that it was important to solidify a set of working principles amongst partners in order to ensure good coordination and delivery of community, social, recreational and library services at such time as the community centre is constructed and open for public use.

BACKGROUND:

Community social services, recreation and library services are seen by the District as important components in the overall health and wellness in the Lower Capilano Village Centre. The longstanding absence of a community facility in the Lower Capilano area, the findings of previous and more recent community facility needs assessments highlight the need for a community centre in Lower Capilano.

The vision for Lower Capilano Marine Village Centre includes a community centre fronting onto the public plaza at the "Cross Roads" or heart of the village centre. Envisioned as the community's "living room", this centre is anticipated to be approximately 26,000 square feet and is anticipated to be delivered as a key community amenity associated with the LARCO site.

Operations and services are anticipated to be delivered through collaboration between the District of North Vancouver, NVRC, the NVDPL, and CCSS, as previously directed by Council. The goal of bringing these partners together is to best utilize the strengths of each organization and enable the delivery of quality community, social, library and recreation services in Lower Capilano. Each partner currently works in the community delivering programs and services in a decentralized manner in spaces that are currently available. These opportunities are severely limited due to lack of programming space. Each partner does an excellent job of maximizing the few opportunities that do exist for space (schools, the Grouse Inn, Woodcroft amenity rooms). Staff from partnering organizations recognize that an MoU, which identifies key principles for collaboration and building the capacity of each organization to work more closely together in anticipation of the new community centre, is strategic and beneficial to all partners.

EXISTING POLICY:

Council endorsed the development of a partnership model between the District of North Vancouver, North Vancouver Recreation Commission, North Vancouver District Public Library and Capilano Community Services Society in 2012. Council approved the Lower Capilano Marine Village Centre Implementation Plan on April 29, 2013. The Implementation

Plan includes policies supporting the development of a new community centre as an amenity through the redevelopment process, the creation of community hubs for recreational, community, social and library services and a partnership model to operate these centres.

ANALYSIS:

The draft MoU builds on discussions and work to-date of partners towards the future development of a partnership agreement. It outlines key points to guide the work of the partners between now and the time when a more detailed partnership arrangement is needed. The areas articulated in the MoU are meant to be high level and allow each partner to lend their expertise to the development, coordination and delivery of programs and services in Lower Capilano. The following reflect the spirit of the MoU:

Intent:

The MoU is meant to be a non-binding agreement between the future operators of the Lower Capilano Community Centre and serve as a bridging document to a more detailed partnership arrangement to be developed two years in advance of the opening of the facility.

Principles and Values:

This MoU reflects the following fundamental principles and values which amplify and more fully describe the community's expectations of social and recreational service delivery in Lower Capilano.

1. Sustainability - socially, economically, organizationally, operationally and environmentally
2. Inclusivity – accessible by all local citizens and their diverse backgrounds, needs and abilities;
3. A sense of belonging - a place where everyone will feel welcome, valued, and have a sense of belonging and the responsibility that comes with that
4. Volunteerism - will be valued, celebrated and incorporated into the service delivery
5. Partnership – is valued and the strengths of each partner are leveraged in a synergistic way
6. Responsiveness – citizen driven and responsive to local needs with opportunities for community engagement

Goals:

The goals of the partnership include:

1. To facilitate a healthy & engaged Lower Capilano community;
2. To celebrate and leverage the strengths of all partners while seamlessly delivering quality programs and services to the community;
3. To work collaboratively and synergistically in the provision of programs and services;
4. To continue to enhance and strengthen the relationship between the partners;
5. To ensure ongoing communication between the partners;
6. To link with other organizations to maximize financial and other resources;
7. To leverage volunteer contributions and enhancement of volunteer leadership;
8. To maximize the use of existing spaces in Lower Capilano to the greatest extent possible;
9. To engage the community in fulfilment of all above goals.

Timing/Approval Process:

The MoU will serve as a bridging document until such time as a more detailed partnership arrangement is needed. Staff are recommending that discussions begin on developing the detailed partnership agreement two years in advance of the opening of the community centre. Until that time, the MoU will serve as a guiding framework for all partners in working together to deliver quality social, literary and recreational programs in Lower Capilano.

Concurrence:

Staff from the NVRC, the NVDPL, and CCSS are in agreement with this report. Finance is also in concurrence.

Financial Impacts:

The MoU will not have any immediate financial implications. Each partner organization currently has a staff person assigned to work on program creation and delivery in Lower Capilano. Furthermore, organizations and residents can access annual grants for Lower Capilano provided through Social Planning. This level of staffing and grant funding is sufficient at this stage and no further staffing requirements from the partner organizations is required at this time. It's important to note that staff will continue to work with the partners to ensure new programs and services are delivered within available funding or appropriate adjustments are made, as per previous discussions with Council.

When it is built, the Lower Capilano Community Centre will be unique in the District as it will provide recreation, social and library services out of one site. The bundle of services being provided meets the needs identified by the community and is expected to be funded through

a combination of program fees, grants, donations, tax growth and volunteers. Including CCSS, a non-profit organization, in the operating framework at the community centre enables the community to leverage its municipal funding through gaming and other senior level government grants. In addition, CCSS raises operating revenue through fundraising campaigns, is supported by a strong network of volunteers (over 16,000 hours reported in 2012), and receives in-kind donations.

Liability/Risk:

None

Social Policy Implications:

One of the OCP's social policy objectives is to support lifelong learning, active living and cultural and artistic expression. Both the OCP and the Lower Capilano Marine Village Centre Implementation Plan indicate a need for a community centre in Lower Capilano. Community spaces like libraries and community centres are heavily utilized and their effective provision along with delivery of associated services is key to community health and identity. Facilitating a MoU for the partners illustrates strong and continued support from Council and District staff in the ability of all partners to work together to successfully deliver community, social, literary and recreational programs and services in Lower Capilano.

Environmental Impact:

None

Public Input:

Staff have consulted with the community during the Lower Capilano Marine Village Implementation Planning process regarding the programs and services that may be provided out of the future community centre in Lower Capilano by all the partners outlined in this report. The directions for facilities and services reflect much earlier work by the District on the concept of a community centre in the area (1996 – 2007). District staff have also outlined the proposed goals, principles, vision, and opportunities for community engagement with all partner organizations at recent open houses in March which was well received.

Conclusion:

The attached *draft Memorandum of Understanding for a Partnering Collaboration for the proposed Lower Capilano Community Centre* reflects foundational principles and a generalized approach for the District, North Vancouver Recreation Commission, North Vancouver District Public Libraries and Capilano Community Services Society to collaborate towards capacity building and creation of a more detailed partner arrangement for service delivery and the operation of a new community centre in Lower Capilano Village in the future. Staff are requesting feedback on the draft MoU at the February 24th Committee of the Whole meeting. Following this, any necessary refinements would be made and the proposed MoU would be conveyed to Council for approval and to all partners for signing.

SUBJECT: Draft Memorandum of Understanding for a Partnering Collaboration for the proposed Lower Capilano Community Centre

February 18, 2014

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Options:

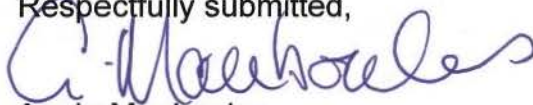
The Committee of the Whole may recommend to Council:

- a) THAT Council approve the *Memorandum of Understanding for a Partnering Collaboration for the proposed Lower Capilano Community Centre* (attached).

Alternatively, the Committee of the Whole may

- b) direct staff on an alternate course of action.

Respectfully submitted,



Annie Mauboules
Social Planner

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

LOWER CAPILANO COMMUNITY CENTRE PARTNERSHIP ORGANIZATIONS

MEMORANDUM OF UNDERSTANDING

Dated March 2014

Between the

DISTRICT OF NORTH VANCOUVER



And

CAPILANO COMMUNITY SERVICES SOCIETY



NORTH VANCOUVER RECREATION COMMISSION



NORTH VANCOUVER DISTRICT PUBLIC LIBRARIES



DRAFT MEMORANDUM OF UNDERSTANDING

CONTEXT AND RATIONALE:

Community social services, recreation and library services are seen by the District as important components in the overall health and wellness of Lower Capilano. In April 2013, Council approved the Lower Capilano Marine Village Centre Implementation Plan. The vision for Lower Capilano Marine Village Centre includes a community centre fronting onto the public plaza at the Cross Roads. Envisioned as the community's "living room", this centre is anticipated to be approximately 26,000 square feet. The proposed centre will provide a range of community, social, library and recreation services. It will be designed for multi-use in order to achieve maximum potential and to accommodate changing community needs over time.

In 2013, Council endorsed the development of a partnership model between the District of North Vancouver, North Vancouver Recreation Commission, North Vancouver District Public Library and Capilano Community Services Society in anticipation of the construction of the facility as part of a development process in Lower Capilano. **As the facility is not anticipated to be built for several years, the partners felt it would be useful to develop a MOU as a bridging document toward the development of a more detailed partnership model closer to the time of occupancy and service and program delivery.**

COMMUNITY CENTRE VISION:

The Lower Capilano Community Centre will be the Living Room for the Lower Capilano community, where people gather, meet, socialize and access social, library and recreation services and supports and obtain information about the community. The facility will seek to understand and respond to the needs of the Lower Capilano community.

OPERATIONAL FRAMEWORK:

The MoU builds on strengths and abilities that each partner brings to the table, recognizes synergies and potential among the partners even without a facility to operate. Working in partnership under the direction of this MoU will facilitate a collaborative and effective service delivery model when the facility is built. The proposed community centre will provide programs and services through the North Vancouver Recreation Commission (NVRC), Capilano Community Services Society (CCSS), and the North Vancouver District Public Library (NVDPL).

When it is built, the Lower Capilano Community Centre will be unique in the District as it will provide recreation, social and library services out of one site. The bundle of services being provided meets the needs identified by the community and is expected to be funded through a combination of program fees, grants, donations, tax growth and volunteers. Including CCSS, a non-profit organization, in the operating framework at the community centre enables the community to leverage its municipal funding through gaming and other senior level

government grants. In addition, CCSS is supported by a strong network of volunteers. For the purposes of this MOU, no additional financial impacts are expected.

SUMMARY of PARTNERSHIP ROLES:

The DNV will own the facility. It is envisioned that the NVRC will operate and maintain the centre and deliver recreation programs. CCSS will deliver community social service programs and the NVDPL will deliver library programs. At this time it is expected that each organization will maintain a separate annual operating budget. Staff anticipate that the operational framework may evolve over time with CCSS potentially playing a bigger role in the future as dictated by their organizational capacity.

PRINCIPLES AND VALUES:

This MOU reflects the following fundamental principles and values which amplify and more fully describe the community's expectations of social and recreational service delivery in Lower Capilano.

1. **Sustainability** - socially, economically, organizationally, operationally and environmentally
2. **Inclusivity** – accessible by all local citizens and their diverse backgrounds, needs and abilities;
3. **A sense of belonging** - a place where everyone will feel welcome, valued, and have a sense of belonging and the responsibility that comes with that
4. **Volunteerism** - will be valued, celebrated and incorporated into the service delivery
5. **Partnership** – is valued and the strengths of each partner are leveraged in a synergistic way
6. **Responsiveness** – citizen driven and responsive to local needs with opportunities for community engagement

GOALS:

The goals of the partnership include:

1. To facilitate a healthy & engaged Lower Capilano community;
2. To celebrate and leverage the strengths of all partners while seamlessly delivering quality programs and services to the community;
3. To work collaboratively and synergistically in the provision of programs and services;
4. To continue to enhance and strengthen the relationship between the partners;
5. To ensure ongoing communication between the partners;
6. To link with other organizations to maximize financial and other resources;
7. To leverage volunteer contributions and enhancement of volunteer leadership;
8. To maximize the use of existing spaces in Lower Capilano to the greatest extent possible;
9. To engage the community in fulfillment of all above goals.

MECHANISMS FOR COLLABORATION:

Leading up to the facility being built:

The partners should meet informally at minimum on an annual basis to connect and look for opportunities to partner and work together.

Two years in advance of the opening of the facility the partners should meet to begin the development of an appropriate formal arrangement to reflect the foregoing principles. This includes but is not limited to finance and budget planning, grant writing, staffing requirements and roles and responsibilities of staff as well as the development of facility programs and services.

Once the facility is open:

Each of the partners will act as separate and independent entities, but will collaborate and work together to leverage each other's skills and abilities in a synergistic way to deliver more services more cost effectively together than each can deliver independently.

Signed on _____

On behalf of the District of North Vancouver

Signed on _____

On behalf of the Capilano Community Services Society

Signed on _____

On behalf of the North Vancouver Recreation Commission

Signed on _____

On behalf of District of North Vancouver Public Library
