

AGENDA

COMMITTEE OF THE WHOLE

Monday, January 26, 2015

7:00 p.m.

Committee Room, Municipal Hall

355 West Queens Road,

North Vancouver, BC

Council Members:

Mayor Richard Walton

Councillor Roger Bassam

Councillor Mathew Bond

Councillor Jim Hanson

Councillor Robin Hicks

Councillor Doug MacKay-Dunn

Councillor Lisa Muri



NORTH VANCOUVER
DISTRICT

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COMMITTEE OF THE WHOLE

7:00 p.m.
Monday, January 26, 2015
Committee Room, Municipal Hall,
355 West Queens Road, North Vancouver

AGENDA

1. ADOPTION OF THE AGENDA

1.1. January 26, 2015 Committee of the Whole Agenda

Recommendation:

THAT the agenda for the January 26, 2015 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. December 8, 2014 Committee of the Whole p. 7-12

Recommendation:

THAT the minutes of the December 8, 2014 Committee of the Whole meeting be adopted.

3. REPORTS FROM COUNCIL OR STAFF

3.1. Accessible Design Policy for Multi-Family Residential Development p. 15-37 File No. 13.6440.01/000.000

Recommendation:

THAT it be recommended to Council:

THAT Council approve the Accessible Design Policy for Multi-Family Residential Development as attached in the January 12, 2015 joint report of the Section Manager – Policy Planning and Social Planner entitled Accessible Design Policy for Multi-Family Residential Development.

3.2. Naming Selection Criteria and Procedures Policy p. 39-54 File No. 13.6440.01/000.000

Recommendation:

THAT it be recommended to Council:

THAT Council approve the Naming Selection Criteria and Procedures Corporate Policy as attached in the January 12, 2015 report of the Section Manager – Policy Planning entitled Naming Selection Criteria and Procedures Policy.

4. PUBLIC INPUT

(maximum of ten minutes total)

5. RISE AND REPORT

Recommendation:

THAT the January 26, 2015 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 7:08 p.m. on Monday, December 8, 2014 in the Committee Room of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

Present: Mayor R. Walton
Councillor R. Bassam
Councillor M. Bond
Councillor J. Hanson
Councillor R. Hicks
Councillor D. MacKay-Dunn
Councillor L. Muri

Staff: Mr. D. Stuart, Chief Administrative Officer
Ms. C. Grant, General Manager – Corporate Services
Mr. G. Joyce, General Manager – Engineering, Parks & Facilities
Mr. R. Danyluk, Manager – Financial Planning
Mr. J. Gordon, Manager – Administrative Services
Mr. S. Ono, Manager – Engineering Services
Ms. S. Rogers, Manager – Parks
Ms. M. Welman, Manager – Strategic Communication & Community Relations
Ms. E. Geddes, Section Manager – Transportation
Ms. C Walker, Chief Bylaw Officer
Ms. L. Brick, Deputy Municipal Clerk
Ms. T. Smith, Transportation Planner
Ms. S. Vukelic, Confidential Council Clerk

1. ADOPTION OF THE AGENDA

1.1. Monday, December 8, 2014 Committee of the Whole Agenda

MOVED by Councillor MURI

SECONDED by Councillor BASSAM

THAT the agenda for the Monday, December 8, 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. Monday, September 29, 2014 Committee of the Whole

MOVED by Councillor MURI

SECONDED by Councillor BASSAM

THAT the minutes of the Monday, September 29, 2014 Committee of the Whole meeting be adopted.

CARRIED

3. REPORTS FROM COUNCIL OR STAFF

3.1. 2015 Annual Council Meeting Schedule

File No. 01.0570.20/000.000

MOVED by Councillor BASSAM

SECONDED by Councillor BOND

THAT it be recommended to Council:

THAT the 2015 Annual Council Meeting Schedule, as attached to the November 20, 2014 report by the Deputy Municipal Clerk, be approved.

CARRIED

3.2. Acting Mayor Schedule

File No. 01.0570.20

MOVED by Councillor HANSON

SECONDED by Councillor MACKAY-DUNN

THAT it be recommended to Council:

THAT the 2015 Acting Mayor Schedule be as follows:

2015 Acting Mayor Dates		
December 5, 2014	January 4, 2015	Lisa Muri
January 5, 2015	February 4, 2015	Robin Hicks
February 5, 2015	March 7, 2015	Robin Hicks
March 8, 2015	April 7, 2015	James Hanson
April 8, 2015	May 8, 2015	Roger Bassam
May 9, 2015	June 8, 2015	Roger Bassam
June 9, 2015	July 9, 2015	Lisa Muri
July 10, 2015	August 9, 2015	James Hanson
August 10, 2015	September 9, 2015	Mathew Bond
September 10, 2015	October 10, 2015	Mathew Bond
October 11, 2015	November 10, 2015	Doug MacKay-Dunn
November 11, 2015	December 11, 2015	Doug MacKay-Dunn

CARRIED

3.3. 2015 Council Liaison Appointments

File No.

MOVED by Councillor BASSAM

SECONDED by Councillor MACKAY-DUNN

THAT it be recommended to Council:

THAT the 2015 Council Appointment Schedule be as follows:

2015 Council Appointments	
Committee	Appointees
Finance and Audit Committee	Robin Hicks Richard Walton Doug MacKay-Dunn
North Vancouver Police Committee	Richard Walton Doug MacKay-Dunn
Advisory Oversight Committee	Roger Bassam Doug MacKay-Dunn Lisa Muri
Lower Lynn Interchanges Community Working Group	Roger Bassam
North Shore Chamber of Commerce	Robin Hicks
Community Monitoring Advisory Committee	Doug MacKay-Dunn Alternate: Robin Hicks
North Vancouver Museum & Archives Commission	Robin Hicks
Parcel Tax Roll Review Panel	Robin Hicks Doug MacKay-Dunn Lisa Muri
North Shore Substance Abuse Working Group	Doug MacKay-Dunn
Vancouver Coastal Health Authority / North Shore Liaison Group	Doug MacKay-Dunn
North Vancouver Recreation Commission	Lisa Muri Mathew Bond
Library Board	Jim Hanson
North Shore Advisory Committee on Disability Issues	Jim Hanson
North Shore Emergency Management Office	Lisa Muri

CARRIED

3.4. Deep Cove Parking and Access Study: Finalizing the Plan
November 25, 2014
File No.

Councillor HANSON declared a potential conflict of interest in the following item due to his ownership in property on Indian Arm which he accesses through Deep Cove. He left the meeting at 7:15 pm.

Ms. Tegan Smith, Transportation Planner, presented a summary of the consultant's findings regarding the current parking study in Deep Cove.

Her presentation highlighted:

- The community would like to retain and enhance the character of Deep Cove;
- Parking is in high demand in the summer season;
- The increase in summer sports creates parking challenges in the village;
- Most visitors to Deep Cove are coming from off the North Shore;
- 46% of visitors come to hike Quarry Rock;
- 16% of visitors come for waterfront recreation;
- There are 600 parking stalls in Deep Cove;
- In peak periods, parking is consistently 80% full; and,
- Technical solutions are limited.

Ms. Smith noted that staff have implemented parking constraints that include special sections for resident-only parking and three hour time restrictions in District owned lots. She noted that the marina provides some pay parking spaces for residents and visitors.

Ms. Smith mentioned that a variety of solutions have been identified; however, consultation with business owners, residents and visitors will need to be conducted before developing the final plan.

Ms. Mairi Welman, Manager – Strategic Communication & Community Relations, explained that the solution for the Deep Cove parking issue will be as a result of using a deliberate dialogue approach and strategic decision making. She noted that fostering open and transparent dialogue with all stakeholders is an important part in determining a solution that is agreed upon, financially feasible and endorsed by Council.

Ms. Welman mentioned that the District will use the Simon Fraser University Center for Dialogue as the neutral facilitator to accurately report the views of all the stakeholders involved.

Ms. Welman proposed the following timeline:

- February 2015 – Public Consultation and a Report to Council;
- March 2015 – Seek Council Endorsement; and,
- April 2015 – Implementation Begins.

Council inquired about the marina allowing residents to park until April 1st; staff advised that pay parking is available at the marina until April 1st, after which parking is available in limited quantity.

Council inquired if another wharf could be installed for residents of Belcarra and the District who have water access only; staff advised that they will look into an additional wharf option.

In response to a query by Council, staff advised that the Simon Fraser University Centre for Dialogue was chosen for the consultation process because of the uniqueness of their deliberate dialogue process.

Discussion ensued regarding concerns about the financial impact of some of the proposed solutions. It was noted that residents would have an option to review the list of solutions before Council removes any.

In response to a query by Council staff advised that the marina has explored using technology to optimize their parking facilities and that the owner is open to discussing possible options.

Council queried the reasoning behind charging for parking; staff advised that the pricing strategy would be to manage the demand for parking. It was noted that a consultation with residents would be conducted before establishing permanent pay parking in Deep Cove.

MOVED by Councillor MURI

SECONDED by Councillor HICKS

THAT it be recommended to Council:

THAT Deep Cove stakeholders be engaged in an independently-facilitated dialogue that results in an implementation plan for parking solutions; and,

THAT staff report back for Council's consideration of endorsement of a Deep Cove Parking Plan in early 2015.

CARRIED

4. PUBLIC INPUT

Mr. George Stewart inquired regarding the consultation process; staff advised Mr. Stewart how he can be involved in the public consultation process.

Ms. Kimberley Harbour commented on the parking at the marina and noted that Belcarra and Electoral A residents were not included in the public input.

Ms. Giovanni Bonneville spoke in support of the public consultation process and supports the solutions put forward by staff.

Mr. Hazen Colbert commented on the parking issues in Lynn Cannon in the summer months and suggested the use a shuttle service system in North Vancouver for the high tourism areas.

5. RISE AND REPORT

MOVED by Councillor MACKAY-DUNN

SECONDED by Councillor HICKS

THAT the Monday, December 8, 2014 Committee of the Whole rise and report.

CARRIED
(8:08 pm)

Mayor

Municipal Clerk

REPORTS

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AGENDA INFORMATION	
<input checked="" type="checkbox"/> Committee of the Whole	Date: <u>JAN 26/2015</u>
<input type="checkbox"/> Finance & Audit	Date: _____
<input type="checkbox"/> Advisory Oversight	Date: _____
<input type="checkbox"/> Other:	Date: _____

3.1

SJS
For
Dept.
Manager

b.
GM/
Director

cd
CAO

The District of North Vancouver REPORT TO COMMITTEE

January 12, 2015
File: 13.6440.01/000

AUTHOR: Sarah Dal Santo, Section Manager Policy Planning AND
Phil Chapman, Social Planner

SUBJECT: Accessible Design Policy for Multi-Family Residential Development

RECOMMENDATION:

THAT the Committee of the Whole recommends to Council:

THAT Council approve the Accessible Design Policy for Multi-Family Residential Development.

REASON FOR REPORT:

Council adopted the existing Adaptable Design Guidelines in March 2003 with the understanding that they would be reviewed following adoption. That review is complete and staff is seeking to update Council on the findings of this analysis and to present a revised set of accessible design guidelines for Council discussion prior to consideration. For clarification, accessible design guidelines are necessary to facilitate access to and functionality of residential units for frail seniors and/or persons with disabilities.

SUMMARY:

Following a thorough review of the existing Adaptable Design Guidelines and consultation with relevant stakeholder groups, staff has developed a revised Accessible Design Policy for discussion with Council. This revised approach build on the strengths of the existing Adaptable Design Guidelines with key improvements to reflect new Provincial legislation, to respond to industry and stakeholder input and changing community needs.

BACKGROUND:

On March 17, 2003 Council approved a resolution that the Adaptable Housing Guidelines be adopted on a voluntary basis with a review to follow. These guidelines, more frequently referred to as the Adaptable Design Guidelines (see Attachment 1), provide a tiered set of accessible design guidelines for new development as follows:

Level 1A: Basic Accessible Design for Single Family and Townhouse

Level 1B: Basic Accessible Design for Multi-Family Apartments

Level 2: Enhanced Access for Multi-Family Apartments – to facilitate wheelchair access

Level 3: Enhanced Features for Multi-Family Apartments – to facilitate functionality by a frail senior and/or a person with disabilities.

Since coming into effect almost 12 years ago, the Adaptable Design Guidelines have been applied on a voluntary basis to new residential development and on a negotiated basis for more complex applications. Over the years a number of implementation challenges have been identified: the 4 different tiers of design measures are somewhat confusing; the absence of clear policy direction has resulted in inconsistent application; the guidelines themselves are not always clear on their purpose and intent; and some guideline elements are outdated, unsafe or inaccurate.

In 2009, the BC Building Code was amended to include a new section 3.8.5 on Adaptable Design. These legislative changes, as well as recent OCP Town and Village Centre Implementation Plans and policies have heightened the importance of reviewing and revising the Adaptable Design Guidelines for Council's consideration.

EXISTING POLICY:

OCP Policy 7.1. Housing Diversity – Requires accessibility features in new multi-family developments.
OCP Schedule B. Multi-family Design Guidelines – States all new development should follow the District's adaptable design standards for buildings and units to ensure a supply of adaptable and accessible units.

Town and Village Centre Implementation Plans and Design Guidelines – Encourage and where appropriate require that new (multi-family) residential buildings provide adaptable design measures, per established District guidelines, to accommodate people with disabilities and/or to serve the needs of elderly residents.

Zoning Bylaw, Part 10 – Sets minimum off-street parking spaces for people with disabilities.

DNV Building Regulation Bylaw 5.7.6.20 – Requires a Building Permit application to include a site plan, prepared by a registered professional showing the accessible paths of travel from the street to the building.

ANALYSIS:

Staff undertook a thorough review of the existing Adaptable Design Guidelines (ADGs) through the following steps:

- tracked administrative and implementation challenges with these guidelines;
- reviewed the BC Building Code to check for consistency;
- investigated examples and best practices used by other local governments;
- used experience with the ADGs to develop a revised approach to Accessible Design; and
- consulted with development industry groups, the Advisory Committee on Disability Issues (ACDI), North Shore Disability Resource Centre (NSDRC) and relevant internal District staff.

The proposed new *Accessible Design Policy for Multi-Family Housing* (see Attachment 2) was developed through an iterative approach with substantive revisions in response to stakeholder feedback. This draft policy builds on the strengths of the existing Adaptable Design Guidelines and provides additional clarity and consistency with the BC Building Code. It replaces the previous multi-tiered approach with an updated, streamlined and simplified approach based on basic and enhanced accessible design elements that allow the District to be strategic about what we ask for and when. The policy provides direction on the % of units that need to comply in order to guide the consistent application of accessible design measures. It also introduces a tracking sheet to allow the District to monitor the implementation of the new guidelines.

Timing/Approval Process:

Council approval of the Accessible Design Guidelines will enable staff to start applying these accessible design elements and tracking the number of new accessible designed units with new redevelopment in the District.

Concurrence:

The Accessible Design Guidelines have been reviewed by staff in Policy and Development Planning, Permits and Licences, and Development Services.

Financial Impacts:

There are no financial impacts to the District with the approval of these Accessible Design Guidelines.

Liability/Risk:

There is no known risk to the District with the approval of these Accessible Design Guidelines. While the guidelines have been updated for consistency with the BC Building Code, development proponents remain responsible for ensuring compliance with all codes, bylaws and other regulations whether referenced in the Accessible Design Guidelines or not.

Social Policy Implications:

Basic accessible design elements as proposed under the Accessible Design Guidelines will facilitate residential building access and useability by a wide range of people regardless of age and ability. Enhanced design elements will facilitate residential building access and useability by frail seniors and people with mobility and/or sensory impairments.

Stakeholder Input:

District staff consulted with the Advisory Committee on Disability Issues (ACDI), the Urban Development Institute (UDI) and other interested developers and architects in May 2014 and again in October 2014. Comments raised by these parties resulted in substantive changes to the Accessible Design Guidelines. Both the development industry group and ACDI have indicated their general support for the new Accessible Design Guidelines.

Conclusion:

The revised Accessible Design Guidelines build on the strengths of the existing Adaptable Design Guidelines with key improvements to reflect new Provincial legislation, to respond to industry and stakeholder input and changing community needs. Staff recommends that Council approve the Accessible Design Guidelines so that the accessible design elements can be implemented according to this streamlined approach and any new accessible designed units can be tracked.

Respectfully submitted,



Sarah Dal Santo
Section Manager Policy Planning

AND



Phil Chapman
Social Planner

Attachments:

1. Existing Adaptable Design Guidelines
2. Proposed new Accessible Design Policy for Multi-Family Residential Development

REVIEWED WITH:		
<input 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 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: _____

**ADAPTABLE DESIGN GUIDELINES
DISTRICT OF NORTH VANCOUVER
BASIC SINGLE FAMILY & TOWNHOUSE
LEVEL ONE (A)**

ATTACHMENT 1

Entrance	Unobstructed access to building	Enable a person using a cane, walker, or wheelchair to gain entry
Entrance	Canopy over entrance (91 cm x 91 cm or 3'x 3')	Provide shelter to person who has difficulty unlocking front door
Entrance	91 cm or 36" wide front door	To permit easier entry by person in wheelchair
Entrance	Doorbell max 106 cm or 42 inches above floor	To permit person in wheelchair to ring bell
Entrance	Large, easily read address numbers (10 cm or 4" in contrasting colour)	Assist visually impaired
Entrance	Flush thresholds (max 13 mm or ½ inch)	Assist those with walkers and/or visual impairment
Finishing	Lever door handle on all doors is preferred	Preferred, exceptions where interior design requires
Bathroom	Pressure balanced tub/shower valves (as per code)	Prevent scalding (Now req. by building code)
Bathroom	Solid backing provided in walls of tub/shower and toilet	To permit installation of grab bars
Min. of one bathroom	Adaptable to permit entry and wheelchair turning radius (cabinet removal if necessary)	Permit use by wheelchair
Min. of one bathroom	Adjustable height shower head or hand held shower on adjustable bracket	Permit sit down bathing
Bedrooms	Duplex outlets beside telephone jacks	Enable installation of messaging equipment

**BASIC MULTI-FAMILY APARTMENT SUITES
LEVEL ONE (B)**

Entrance	Unobstructed access to building	Enable a person using a cane, walker, or wheelchair to gain entry
Entrance	Outside stairs – colour contrast on nosing of each stair	Assist visually impaired
Entrance	Unobstructed access from parking levels containing accessible parking, including 122 cm or 48 inch wide corridors and 61 cm or 24 inch clear wall space adjacent to door latch	Permit mobility of those with walkers and chairs
Entrance	Easy to read building address numbers (10 cm or 4 inch letters in contrasting colours)	Assist visually impaired
Entrance	Good lighting both outside and inside building entrance	Assist visually impaired
Entrance	Canopy over entrance and doorphone (91 cm x 91 cm or 36 inch x 36 inch)	Shelter for those with mobility impairment
Entrance	Enter phones, elevator and door bells at 106 cm or 42 inch above floor	Permit those in wheelchair to reach buttons
Entrance	Accessible mailbox with turning space beside	To permit wheelchair users to access
Entrance	Provide wiring for automatic door opener	Permit installation
Entrance and doors	91 cm or 36 inch doors at entry and throughout building	Permit wheelchair access
Doors	Flush thresholds throughout (13mm or ½ inch)	Assist those with walkers and/or visual impairment
Doors	Lever door handles	Assist those with mobility problems
Circulation/corridors	Minimum of 122 cm or 48 inch wide (except service entrance)	Permit movement of wheelchairs
Circulation	Contrasting colour signage in common areas	Assist visually impaired

BASIC MULTI-FAMILY APARTMENT SUITES
LEVEL ONE (B)
 Con't

Bathroom	Solid backing provided in walls of tub/shower, toilet area, and behind towel bars	Permit installation of grab bars
Min. of one Bathroom	Adaptable to permit entry and wheelchair turning radius (cabinet removal if nec.)	Permit use by wheelchair
Bathroom	Pressure balanced tub/shower valves (as per code)	Prevent scalding
Bedroom/living room	Wiring for visual alarm system in living room and min. of one bedroom (Connect to fire alarm system)	Permit installation of a warning alarm for hearing impaired
Bedroom	Duplex outlet beside telephone jack	Permit installation of electronic equipment

**ADAPTABLE DESIGN GUIDELINES
ENHANCED ACCESS
LEVEL TWO**

Entrance	Unobstructed access to building	Enable person using a cane, walker, wheelchair to gain entry
Entrance	Outside stairs-colour contrast on nosing of each stair	Assist the visually impaired
Entrance	Unobstructed access from parking levels containing the accessible parking spots (with 152 cm or 60 inch wide corridors and 61 cm or 24 inch clear wall space adjacent to door latch)	Permit mobility of those with walkers or wheelchairs
Entrance	Easy to read building address numbers (122 cm or 48 inch letters in contrasting colours)	Assist the visually impaired
Entrance	Good lighting both outside and inside building entrance	Assist the visually impaired
Entrance	Canopy over entrance and doorphone	Shelter for those with mobility impairment
Entrance	Accessible door phone (call buttons at 106 cm or 42 inches above the floor)	Enable those in chairs to reach
Entry door	Provide automatic door opener for building entry	Assist the frail
Entry door	Flush thresholds throughout building (1.3 cm or ½ inch)	Assist those with walkers, chairs or a visual impairment
Entry/foyer	No polished finish on floors	Reduce slipping
Entry doors	91 cm or 36 inch wide building and suite entry doors	Facilitate entrance of walkers, wheelchairs, carts
Unit entry doors	Adjustable door closers to reduce force necessary to open door to 5 lbs. (22N)	Permit the frail to open door

**ADAPTABLE DESIGN GUIDELINES
ENHANCED ACCESS
LEVEL TWO**

Con't

Corridors/circulation	Corridors-minimum 152 cm or 60 inch wide (except service areas)	Permit movement of wheelchairs
Doors	Lever door handles	Permit easier opening by the frail
Interior doors	86 cm or 34 inches clear door opening, pocket doors in small spaces with heavy duty hardware and D-handles	Mobility and ease of operation for those with walkers, chairs, and/or who are frail
Balconies and patios	Min. 86 cm or 34 inch wide clear opening, level thresholds (1/2" or 1.3 cm) and 152 cm or 60 inch turning radius on balcony	
Windows	Prefer an opening mechanism a max of 117 cm or 46 inch above floor, easy grasp levers	Allow mobility impaired to operate
Windows	Sills max of 76 cm or 30 inch above floor	Allow those in chairs to see and use
Electrical	Switches and thermostats max of 106 cm or 42 inch above floor	Allow wheelchair users to reach
Electrical	Electrical outlets, cable outlets, telephone jacks not lower than 46 cm or 18 inch above floor	Reduce need to bend low
Electrical	Wiring for visual alarm system in living room and one bedroom connected to fire alarm system	Strobe or other device for the hearing impaired
Electrical	Rocker switches	For those with arthritis
Electrical/phone	Duplex outlets beside phone jacks	To permit installing monitoring equipment
Kitchen	Continuous counter between sink and stove	Allow frail to slide pans across
Kitchen	Pull out work boards at 81 cm or 32 inch height	Permit those in wheelchair to prepare meals
Kitchen	Adjustable shelves in all cabinets; D cabinet handles	Permit access by those with mobility impairment

ADAPTABLE DESIGN GUIDELINES
ENHANCED ACCESS
LEVEL TWO
 Con't

Kitchen	Lever faucet handles	Permit easy use
Bathroom	Solid blocking provided in walls of tub/shower, toilet and behind towel bars	Permit installation of grab bars
Bathroom	Pressure balanced tub/shower valves (as per code)	Prevent scalding
Bathroom	Adjustable height shower head or hand held shower head on adjustable bracket	Enable sit down showers
Bathroom	Offset plumbing for vanity	Allow for later adaptation for wheelchair
Bathroom	Toilet located adjacent to wall	Allow for transfer to toilet seat from chair
Bathroom	Provide entry and turning radius within bathroom for wheelchair.(removal of a vanity cabinet if nec.)	Wheelchair mobility
Bathroom	Tub control valve placed at outer edge of tub with spout in middle	Permit filling tub without bending or reaching
Bedroom	Three way switched outlet near bed and doorway	Allow person in bed to control lights
Flooring	Non-glare kitchen floors, slip resistant bathroom flooring; and high-density low loop carpet with max. 1.3 cm or ½ inch underlay	

**ADAPTABLE DESIGN GUIDELINES
ENHANCED FEATURES
LEVEL THREE**

The following are general guidelines. Specifics should be determined by reference to the likely needs of the residents. In addition, advances in technology may affect many features at this level.

Entrances	As in level Two	
Entry doors	As is level Two	
Unit entry doors	Add a second peep hole at 104 cm or 41 inches	
Entry/foyer	No polished finish	Reduce glare and reduce possibility of slipping
Flooring	High density, low loop carpet	Ease mobility/wear and tear walker/wheelchair users. Wheelchair users prefer no underlay
Corridors/circulation	Provide 152 cm or 60 inch turning radius outside and <u>inside</u> entry corridor of each unit	Permit movement of wheelchair
Doors	As in Level Two	
Balconies/patios	As in Level Two	
Windows	As in Level Two	
Electrical	As in Level Two	
Electrical	Provide wiring for automatic door opener and strike at a unit entry	To permit inexpensive addition of an automatic door opener for those with severe mobility difficulties
Electrical phone	As in Level Two	
Kitchen	Provide 152 cm of 60 inch turning radius	Enable use of wheelchair
Kitchen	Provide sufficient space for future installation of cook top, wall oven and side by side frig; provision for removal of sink cabinet and lowering of countertop height	Enable full use by wheelchair

**ADAPTABLE DESIGN GUIDELINES
ENHANCED TREATURES
LEVEL THREE**

Con't

Kitchen	Some electrical switches and outlets at front of counters	To enable those in a wheelchair to reach
Kitchen	Continuous counter between sink and stove	Allow pans to be slid, not lifted
Kitchen	Pullout boards at 81 cm or 32 inch height	Permit those in wheelchair to prepare meals
Kitchen	Adjustable shelves in all cabinets; D cabinet handles	Permit use by those with mobility impairment.
Kitchen	Lever faucet handles	Permit use by those with mobility impairment
Kitchen	Adjustable height workspace min. 81 cm or 32 inch between sink and stove	Enable those in wheelchair to prepare foods
Kitchen	Lowest shelf of cupboard 137 cm or 54 inch above floor	To enable those in wheelchair to reach
Kitchen flooring	As in Level Two	
Bathroom	As in Level Two	
Min. of one bathroom	Provide swing out door or pocket door	Access by wheelchair
Min. of one bathroom	Turning radius of 152 cm or 60 inch for wheelchair	Use by wheelchair
Min. of one bathroom	Space under sink min. 81 cm or 32 inch wide	To allow access by wheelchair
Min. of one bathroom	Provide for future installation of a wheelchair accessible shower with 1.3 cm or ½ inch threshold	Wheel in shower
Bedroom	As in level Two	
Min. of one bedroom	Sufficient manoeuvring space between closet and double bed	Wheelchair access
Laundry facilities	Provide front loading side by side washer dryer in unit or in accessible common area 122 cm or 48 inch manoeuvring space in front of washer/dryer	Permit use by those in a wheelchair

Adopted March 17, 2003



COUNCIL POLICY

DRAFT

Title	Accessible Design Policy for Multi-Family Housing
Section	Development and Social Planning

POLICY

It is the policy of Council that new multi-family residential development provides basic design features to facilitate building access and useability for people of all ages and abilities; and enhanced features, where appropriate, to facilitate ageing in place and to support people with mobility and/or sensory impairments.

Policy approved on:

PROCEDURE

The following procedure is used to implement this policy, but does not form part of the policy. This procedure may be amended from time to time at the discretion of the Chief Administrative Officer.

DEFINITIONS

"Basic Accessible Design": Basic design features that facilitate building access and useability by the widest range of people, regardless of age and abilities.

"Enhanced Accessible Design": Enhanced design features that facilitate building access and useability by people with mobility and sensory impairments. May also include features that can readily be adapted for future use by people with mobility and sensory impairments if and when the need arises.

"Multi-family apartments": Single level multi-family dwelling units that employ interior corridors or external passageways for access. Where multi-family apartments are located with commercial (mixed use) this policy provides direction for the residential component of the development only.

"Seniors": People over the age of 65.

Application

1. This policy applies to all rezoning and development permit applications for multi-family apartments (including the multi-family residential component of mixed use developments).

2. This policy also applies to appropriate grade level entrance townhouse units that can be easily accessed without the use of stairs.
3. For applicable multi-family residential development projects, **Basic and Enhanced Accessible Design Elements** (outlined in Attachment 1) are to be applied as follows:

TYPE OF MULTI-FAMILY RESIDENTIAL	KEY OBJECTIVES	BASIC AND ENHANCED ACCESSIBLE DESIGN APPLICATION
Multi-family apartments for all ages and abilities	<ul style="list-style-type: none"> To facilitate building access and useability by ALL people regardless of age and abilities. To provide a portion of units that can be adapted to meet specific needs in the future. 	<ul style="list-style-type: none"> 100% of multi-family apartments are to comply with the basic accessible design elements outlined in this policy; AND 5% of multi-family apartments are to comply with the enhanced accessible design elements outlined in this policy.
Multi-family apartments intended for people with sensory and/or mobility impairments	<ul style="list-style-type: none"> To facilitate building access and useability by ALL people. To provide enhanced design features for wheelchair users and for people with sensory and/or mobility impairments. 	<ul style="list-style-type: none"> 100% of multi-family apartments are to comply with the basic accessible design elements outlined in this policy; AND In addition, 100% of multi-family apartments specifically for people with sensory and/or mobility impairments are to comply with the enhanced accessible design elements outlined in this policy.
Multi-family apartments intended for seniors	<ul style="list-style-type: none"> To facilitate building access and useability by ALL people. To provide a portion of units that can be adapted to meet specific needs in the future. To provide enhanced design features for wheelchair users and for people with sensory and/or mobility impairments. 	<ul style="list-style-type: none"> 100% of multi-family apartments are to comply with the basic accessible design elements outlined in this policy; AND 50% of multi-family apartments intended specifically for people with sensory and/or mobility challenges are to comply with the enhanced accessible design elements in this policy.
Townhouses for all ages and abilities	<ul style="list-style-type: none"> To facilitate building access and useability by ALL people. To provide a portion of units that have enhanced and adaptive design features for wheelchair users and for people with sensory and/or mobility impairments. 	<ul style="list-style-type: none"> Applies to ground level entrance end and/or other units, where feasible, that can be easily accessed without the use of stairs. 15% of the total number of units is recommended. 100% of these limited townhouse units are to provide basic accessible design features and are encouraged to provide select enhanced accessible design elements that are identified in the accompanying table.

4. All units to be designed as enhanced accessible units must also be designed to include basic accessible design elements as well.
5. Where enhanced accessible design applies in conjunction with basic accessible design, and where different levels of design apply to a particular element, the enhanced design element should take precedence.

6. Some enhanced accessible design measures, where specified (S), apply only to units in senior's buildings and/or units in other buildings that are intended specifically for people with disabilities.
7. Where basic or enhanced accessible design measures apply to only one bathroom or one bedroom within a unit, these measures are to be applied to the same bathroom and the same bedroom selected in all cases.
8. Where site specific conditions present unique challenges, staff will remain open to consideration of alternate solutions that can be demonstrated to achieve the performance objectives as indicated under the purpose/ intent sections of the design guidelines.
9. Both at the Development Permit (detailed application stage) and the Building Permit stage, development applicants are to provide the District with a completed **Accessible Multi-Family Housing Design Checklist** (Attachment 2). This monitoring checklist may need to be adjusted periodically over time by staff to ensure that the data captured is pertinent.
10. For all enhanced accessible design units needed, off-street accessible parking spaces are to be provided as follows:

Where the total number of overall required parking spaces (under the Zoning Bylaw) is:	Then the total number of accessible parking spaces to be provided will be:
1 - 25	2
26 - 50	4
52 - 100	6
101 -150	8
151 - 200	10
201 - 250	12
251 - 300	14
301 - 350	16
351- 400	18
401 - 450	20

11. Property managers and strata councils are to be encouraged to ensure that accessible parking spaces remain linked with enhanced accessible design units and that measures are taken to ensure that, to the greatest extent possible, both accessible designed units and accessible parking spaces are reserved for persons with disabilities.

NOTE: This policy should not be used as a substitute for existing applicable building codes and other regulations. The development applicant is responsible for compliance with all codes, bylaws, and other regulations whether described in this policy or not.

AUTHORITY TO ACT

Delegated to Staff



Attachments:

1. Basic and Enhanced Accessible Design Elements
2. Accessible Design Checklist

BASIC AND ENHANCED ACCESSIBLE DESIGN ELEMENTS

Attachment 1

Building Access and Main Entrances

	Item	Basic (B) Accessible Design Elements	Enhanced (E) Accessible Design Elements	Applicability of Accessible Design to Town Houses	Purpose/ Intent	Relevant Sections in BC Building Code or Bylaw
1-B	Unobstructed access to main building entrances	An accessible path of travel is to be provided: <ul style="list-style-type: none"> from the street and private parking area to at least one main entrance from the main entrance to all suite entry doors (unless prohibited by the terrain or unusual site conditions) from the main entrance to the elevator from the main entrance to each common amenity area (e.g. recreational, storage and laundry facilities, mailbox areas, garbage/ recycling areas) 		Yes – The accessible path to unit entrance <u>applies to those identified ground floor level entrance townhouses</u> that can be easily accessed without the use of stairs.	To enable a person using a stroller, cane, walker, wheelchair, or trolley to readily access a building	3.8.5.2 Construction Requirements 3.8.5.3 Building Access 3.8.2.27 Apartment and Condo Buildings 3.8.3.2 Paths of Travel
2-B	Accessible path of travel	The accessible path of travel is to be: <ul style="list-style-type: none"> continuous with no steps have a permanent, firm, non-slip finish an uninterrupted clear width of 5ft (152cm) a gradient not more than 1:20 a different/distinctive texture to adjacent paved surfaces be free of obstructions lower than 77in (196cm) be designed as a ramp where gradient exceeds 1:20 (5%) (excludes vehicular underground parking ramp) have no grating openings that will allow the passage of a sphere more than 13mm (0.5in) in diameter. 		Yes – The accessible path to unit entrance <u>applies to those identified ground floor level entrance townhouses</u> that can be easily accessed without the use of stairs.	To enable a person using a stroller, cane, walker, wheelchair, or trolley to readily access a building	3.8.3.2 Paths of Travel 3.8.3.3. Ramps 3.4.6.1 Slip Resistance of Ramps and Stairs
3-B/E	Lighting, weather protection, intercom, address numbering and mailbox	Building entrances in accessible paths of travel are to: <ul style="list-style-type: none"> provide weather protection with a min. 60in x 60in (152cm x152cm) canopy over the main entrance and door-phone. have an intercom system installed with user functions located no more than 1375mm (54in) above paved area. have good lighting outside & inside building entrance - 100 lux have mailbox units installed no more than 1375 mm (54 in) above the finished paved area. have address numbering that is glare free, approx. 60 in above finished floor, highly contrasting (color) and sized as follows depending on distance from the street: At 0-15 m from road, numbering are to be 10cm (4 in). At 15-20 m numbering are to be 15cm (6 in) and at >20m from road, numbering are to be 20cm (8 in). 		Yes – Basic accessible design applies to <u>identified townhouse unit</u> entrances and main building entrance if included in the project design. May have door-bell instead of intercom system.	Provide shelter to any person while unlocking the front door, and easy entry to assist the frail, or persons with stroller, trolley, wheelchair, and visually impaired	3.8.2.27 Apartment and Condo Buildings DNV Building Bylaw Part 9
4-B	Entrance door assembly and operation	Door assemblies in the accessible path of travel are to: <ul style="list-style-type: none"> provide a clear opening width of no less than 850mm (34in) if there is only 1 door leaf have the active leaf providing a clear opening of no less than 850 mm (34in) (in a doorway with multiple leaves) have power-operated doors, functioning for passage in both directions be operable by devices that do not require tight grasping or twisting have a push plate or latch releasing device. 		Yes – Applies to <u>identified townhouse unit</u> entrances and main building entrance if included in the project design. Exception – No power door opening and push plate at townhouse unit entrance.	To permit easier entry by a person in wheelchair, stroller, trolley (for moving furniture into/out of building).	3.8.5.3 Building Access Requirements 3.3.1.13 Doors


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	Item	Basic (B) Accessible Design Elements	Enhanced (E) Accessible Design Elements	Applicability of Accessible Design to Town Houses	Purpose/ Intent	Relevant Sections in BC Building Code or Bylaw
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Building Access and Main Entrances – Continued

5-B	Entry door clearance	<ul style="list-style-type: none">• Doorways in accessible paths of travel are to have a clear and level area on either side of the door.• Doorway thresholds in accessible paths of travel are to be no more than 13 mm (0.5in) above the floor and bevelled.• The entry foyer shall have a non-slip surface.		Yes – Applies to <u>identified townhouse unit</u> entrances and main building entrance if included in the project design.	To permit easier entry by person in wheelchair, stroller, trolley (for moving furniture etc).	3.8.5.3 Building Access Requirements 3.3.1.13 Doors
6-B	Tactile warning strip on stairs	<ul style="list-style-type: none">• Provide tactile warning strips at the top of stairways, on all emergency stairs, and at landings intercepted by other paths of travel.		Yes	To assist visually impaired with way-finding	3.8.3.11 Tactile Warning Systems
7-B	Colour contrast	<ul style="list-style-type: none">• Provide contrasting colours on signs, address numbers, corridor walls and unit entries.		Yes	To assist visually impaired with way-finding	3.8.3.12. Directional Signs 3.4.6.18


Corridors and Circulation

8-B	Corridor and passageway width	<p>Corridors and passageways providing access to unit entrances and common facilities should:</p> <ul style="list-style-type: none">• be no less than 1220mm (48in) in width and• provide a clear area no less than 1500mm x 1500mm (60 in) adjacent to the elevator entrance at intervals no more than 10m (394in). <p>Corridor doors installed in series are to be separated by a space no less than 1220mm (48 in) plus the width of any door swinging into the separating space.</p> <p>See also 4-B and 5-B above for door assembly and clearance in accessible paths of travel.</p>	 <p>DIAGRAM PENDING</p>	Yes – Applies to <u>identified townhouse unit</u> entrances and main building entrance if included in the project design.	Permit mobility of those with walkers and wheelchairs, strollers, trolleys for moving furniture etc.	3.8.5.3 Building Access Requirements 3.8.2.27 Apartment and Condo Buildings
9-E	Access to upper levels – Applies to identified townhouse units only		Exploration of opportunities to facilitate future adaptation for a personal elevator or stair lift are encouraged.	Yes – Applies to <u>identified townhouse units only</u> .	To facilitate access by a person in a wheelchair to upper floors in a town house unit	



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	Item	Basic (B) Accessible Design Elements	Enhanced (E) Accessible Design Elements	Applicability of Accessible Design to Town Houses	Purpose/ Intent	Relevant Sections in BC Building Code or Bylaw
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Residential Unit – Entry Door

10-B	Unit entry door assembly	Unit entry doors should: <ul style="list-style-type: none"> • have a clear opening width of no less than 850mm (34in) • be operable by devices which do not require tight grasping or twisting of the wrist • operate when a force of not more than 22 N is applied at the handle, push plate or latch releasing device • use lever door handles • Where the threshold is not flush with the floor, the difference in level is to be not more than 13 mm and shall be bevelled. 		Yes – Also refer to item 4 and 5 above.	To permit easier entry by a person in wheelchair, walker or with a stroller or trolley into the unit.	3.8.5.3 Building Access Requirements 3.3.1.13 Doors
11-B	Unit entry door clearance	Door assemblies for unit entry are to have a clear and level area*: <ul style="list-style-type: none"> • when the door swing is away from this area, not less than 1220 mm (48 in) long by a width equal to the door assembly width plus not less than 300 mm (12 in) of clear space beside the latching jamb of the door • when the door swing is toward this area, not less than 1500 mm (60 in) long by a width equal to the door assembly width plus not less than 600 mm (24 in) clear space beside the latching jamb of the door *Except where a power door is installed at the unit entry.	<p>DIAGRAM PENDING</p> 	Yes – Also refer to item 4 and 5 above.	To permit easier entry by a person in wheelchair, walker or with a stroller or trolley into the unit.	3.8.5.3 Building Access Requirements 3.3.1.13 Doors

Residential Unit – Bathroom

12-B	Bathroom entry door assembly	At least one bathroom is to: <ul style="list-style-type: none"> • provide a clear opening width of no less than 800mm (32in) • be operable by devices which do not require tight grasping or twisting of the wrist • operate when a force of not more than 22 N is applied at the handle, push plate or latch • lever door handles (as opposed to knobs). Where the threshold is not flush with the floor, the difference in level is to be 13mm (0.5in) in height or less and bevelled.	<p>DIAGRAM PENDING</p> 	Yes – Applies to at least one bathroom on the ground floor level of the identified townhouse units.	To enable a person in a wheelchair to gain access to and from the bathroom	3.8.5.4 Adaptable Dwelling Unit Doorways 3.3.1.13 Doors
13-B	Bathroom door clearance	Door assemblies for the above bathroom shall: <ul style="list-style-type: none"> • open away from (or outside) the bathroom area • have a clear and level area of*: not less than 1220 mm (48 in) long by a width equal to the door assembly width plus not less than 300 mm (12 in) clear space beside the latching jamb of the door. *Except where a pocket door is provided as an alternative to a swing door. The space under the sink (see 24-E) may be used towards meeting clearance requirements. 	<p>DIAGRAM PENDING</p> 	Yes – Applies to at least one bathroom on the ground floor level of the identified townhouse units.	To enable a person in a wheelchair to gain access to and from the bathroom	3.8.5.4 Adaptable Dwelling Unit Doorways 3.3.1.13 Doors
14-E	Pocket doors		<ul style="list-style-type: none"> • A minimum of one bathroom is to provide a pocket door. • Doors providing access are to have heavy duty hardware and D-shaped handles. 	Yes – Applies to at least one bathroom on the ground floor level of the identified townhouse units.	To facilitate wheelchair access to small bathroom spaces	

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	Item	Basic (B) Accessible Design Elements	Enhanced (E) Accessible Design Elements	Applicability of Accessible Design to Town Houses	Purpose/ Intent	Relevant Sections in BC Building Code or Bylaw
Residential Unit – Bathroom Continued						
15-E	Bathroom space	At least one bathroom is to have enough floor space to be 'minimally accessible' per the following: <ul style="list-style-type: none"> • A clear dimension from the front edge of the toilet to the facing wall is to be a min. of 800mm (32in). • Space from the front edge of the bathtub to the centre of the toilet is to be a min. 508mm (20in). Clear floor area in front of the sink/lavatory is to be a minimum of 760mm (30in) wide by 1220mm (48in) deep centred on the sink/lavatory.	DIAGRAM PENDING 	Yes – Applies to at least one bathroom on the ground floor level <u>of the identified townhouse units</u> .	To enable a person in a wheelchair to use the toilet	3.8.5.5 Adaptable Dwelling Unit Bathrooms
16-B	Bathroom flooring	<ul style="list-style-type: none"> • Slip resistant flooring – material as recommended by the applicant's architect. 		Yes – Applies to at least one bathroom <u>of the identified townhouse units</u> .	To reduce risk of slipping	
17-B	Bathroom wall reinforcement	Reinforcement provided in wall assemblies adjacent to a toilet* and bathtub or shower are to accommodate the future installation of vertical, horizontal or diagonal grab bars or towel bars and such reinforcement should provide sufficient support to the bars so they can resist a vertical or horizontal load of not less than 1.3 kiloNewtons (kN). *In at least one bathroom, the toilet is to be located next to a reinforced wall for future grab bar installation.		Yes – Applies to at least one bathroom on the ground floor level <u>of the identified townhouse units</u> .	To permit installation of grab bars	3.8.5.5 Adaptable Dwelling Unit Bathrooms 3.7.2.10 Accessible Bathrooms
18-B	Adjustable height shower	At least one bathroom can accommodate an adjustable height shower head or hand held shower head on adjustable bracket.		Yes – Applies to at least one ground floor level bathroom <u>of the identified townhouse units</u> .	To enable sit down bathing	
19-E	Pressure and temperature control valves		<ul style="list-style-type: none"> • Pressure balanced tub and shower valves should minimize risk of scalding (maximum water temperature of approximately 49° C is suggested). 	Yes – Applies to at least one bathroom on the ground floor level <u>of the identified townhouse units</u> .	To prevent scalding	7.2.10.7 Baths
20-E (S)	Tub control valve position		<ul style="list-style-type: none"> • Tub control valve is to be provided at the outer edge of tub with spout in middle. 	N/A	To permit filling tub without bending or reaching	
21-B	Bathroom Faucet levers	At least one bathroom is to have lever faucet handles that that do not require tight grasping or twisting.				
22-E (S)	Accessible shower	DIAGRAM PENDING 	<ul style="list-style-type: none"> • A min. of one bathroom is to be adaptable to facilitate future installation of a wheelchair accessible shower. 	N/A	To enable installation of a future wheel-in shower	
23-E	Space under sink		<ul style="list-style-type: none"> • A min. of one bathroom is to provide space under sink no less than 81 cm (32 in) wide. This space can also be achieved by providing a removable vanity cabinet. 	N/A	To allow a wheelchair to slide under the sink	

(S) = Applies only enhanced accessible design units in senior's buildings and units in other buildings that are intended specifically for people with disabilities.

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	Item	Basic (B) Accessible Design Elements	Enhanced (E) Accessible Design Elements	Applicability of Accessible Design to Town Houses	Purpose/ Intent	Relevant Sections in BC Building Code or Bylaw
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Residential Unit – Bedroom

24-E	Space next to bed		<ul style="list-style-type: none"> A min. of one bedroom to provide no less than 152cm (60 in) of manoeuvring space between closet & double bed. 	Yes – Applies to at least 1 bedroom on the ground floor level <u>of identified townhouse units</u>	To enable a person in a wheelchair to access the bed	
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Residential Unit – Kitchen

25-E	Turning radius		Provide 152cm (60 in) turning radius in the kitchen (centre islands may not work).	Yes – Applies to the kitchen <u>of identified townhouse units</u>	To enable sufficient space for wheelchair movements	
26-B	Kitchen flooring	<ul style="list-style-type: none"> Slip resistant flooring – material as recommended by the applicant's architect. 		Yes – Applies to the kitchen <u>of identified townhouse units</u>	To reduce risk of slipping	
27-B	Adjustable shelves	<ul style="list-style-type: none"> Kitchen cabinets are to include adjustable shelves 		Yes – Applies to the kitchen <u>of identified townhouse units</u>	Ergonomic, easier to reach shelves	
28-E (S)	Cupboards – Lowest Shelf		<ul style="list-style-type: none"> Design cupboards above countertops so that the lowest shelf is no more than 137cm (54 in) above the finished floor. 	Yes – Applies to the kitchen <u>of identified townhouse units</u>	To enable easy reach by a person with frailties and/or in a wheelchair	
29-E	Cabinet Handles		<ul style="list-style-type: none"> Provide D-shaped cabinet handles for all kitchen cupboards that are intended to be accessible. 	Yes – Applies to the kitchen <u>of identified townhouse units</u>	Permit use by persons with disabilities and/ or frailties	
30-B	Faucet handles	<ul style="list-style-type: none"> All kitchen faucets within units and common amenity areas are to be operable by devices (e.g. “lever” handles) that do not require tight grasping or twisting. 		Yes – Applies to the kitchen <u>of identified townhouse units</u>	Ergonomic and easier to use by a person with mobility impairments or frailties	
31-E	Future modification (appliances)		<ul style="list-style-type: none"> Provide sufficient space for future installation of cook top, wall oven and side-by-side fridge/freezer or bottom mounted freezer. 	Yes – Applies to the kitchen <u>of identified townhouse units</u>	To facilitate future use of appliances by a person in a wheelchair	
32-E	Sink adjacent to stove		<ul style="list-style-type: none"> Kitchen to be designed so that the range and sink are adjacent or can have a continuous counter space between them. 	Yes – Applies to the kitchen <u>of identified townhouse units</u>	To enable a person in a wheelchair to move heavy pots between sink & stove	3.8.5.6 Adaptable Dwelling Unit Kitchens
33-E (S)	Countertop & sink height		<ul style="list-style-type: none"> Facilitate future ability to remove the sink cabinet and lower the countertop height. Ensure that the kitchen taps are reachable by a person in a wheelchair. 	Yes – Applies to the kitchen <u>of identified townhouse units</u>	To enable full use of the sink by a person in a wheelchair	
34-E (S)	Workspace area		<ul style="list-style-type: none"> Provide an adjustable height workspace min. 81cm (32 in) between sink and stove. 	Yes – Applies to the kitchen <u>of identified townhouse units</u>	To enable a person in a wheelchair to prepare meals	

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	Item	Basic (B) Accessible Design Elements	Enhanced (E) Accessible Design Elements	Applicability of Accessible Design to Town Houses	Purpose/ Intent	Relevant Sections in BC Building Code or Bylaw
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Residential Unit – Electrical

35-E	Kitchen - electrical outlet		<ul style="list-style-type: none"> Ensure ready and safe access to at least one electrical outlet units. 	Yes – Applies to the kitchen of <u>identified townhouse units</u>	To enable a person in a wheelchair to reach plugs for kettle, toaster etc.	
36-B	Rocker switches	<ul style="list-style-type: none"> All switch types shall be operable with a closed fist (such as rocker switches) 		Yes – Applies to <u>identified townhouse units</u>	Ergonomic design	
37-B	Telephone jacks	<ul style="list-style-type: none"> Include a telephone jack in at least one bedroom Telephone jacks are to be approx. 200 mm or less from an electrical outlet. 		Yes – Applies to <u>identified townhouse units</u>	To enable telephone use from bed	
38-B	Bedroom – 3-way switch	<ul style="list-style-type: none"> Three way switched outlet near bed and doorway 		Yes – Applies to <u>identified townhouse units</u>	Allows a person in bed to control lights and/or fan.	
39-E	Electrical switches and outlets		<ul style="list-style-type: none"> Controls for the operation of building services or safety devices, including electrical switches, thermostats and intercom switches are to be accessible to a person in a wheelchair, operable with one hand, and be located between 900 mm (35 in) and 1200 mm (47 in) above the floor. Electrical, telephone, cable and data outlets for occupant use are to be located between 455 mm (18 in) and 1200 mm (47 in) above the floor. 	Yes – Applies to <u>identified townhouse units</u>	To allow wheelchair users to easily reach	3.8.5.7 Outlets, Switches and Controls
40-B	Visual alarm-installation	<ul style="list-style-type: none"> Install visual alarm system in all common areas of the building. Wiring for a visual alarm is to be tied into the fire alarm system. 		Yes	To alert a person with hearing disabilities of an emergency	
41-E	Visual alarm - wiring	<ul style="list-style-type: none"> Install wiring for visual alarm system in living room and at least one bedroom. 	<ul style="list-style-type: none"> Install wiring for visual alarm system in living room and at least one bedroom. Wiring to be connected to the building's fire alarm system. 	Yes – Applies to <u>identified townhouse units</u>	To enable future installation of a warning alarm for hearing impaired	3.2.4.19 and 20 Visual Signals
42-E (S)	Visual alarm-installation		<ul style="list-style-type: none"> Connection for visual alarm signals to be installed in each suite of a building intended for seniors and be appropriately labelled. Visual alarm signals are required for suites intended for use by people with a hearing impairment. A visual alarm system is to be installed in the living room and the accessible bedroom. Wiring for a visual alarm is to be tied into the fire alarm system. When visual signals are required a Strobe light must be installed beside every smoke Alarm. Strobe must have the word "smoke" visible on the lens. 	N/A	Strobe or other device for the hearing impaired	3.2.4.19 and 20 Visual Signals

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	Item	Basic (B) Accessible Design Elements	Enhanced (E) Accessible Design Elements	Applicability of Accessible Design to Town Houses	Purpose/ Intent	Relevant Sections in BC Building Code or Bylaw
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Residential Unit – Laundry

43-E (S)	Laundry facilities		Provide front loading side-by-side washer/dryer in the unit or in the accessible common area with 122 cm (48 in) for manoeuvring space in front of washer/dryer.	Yes	To facilitate use by a person in a wheelchair	
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Residential Unit – Windows, Patios and Balconies

44-E	Balconies and patios – threshold		Decks, balconies or patios provided for use by occupants of a dwelling unit are to <ul style="list-style-type: none">• be accessible to persons using wheelchairs by a design that does not compromise the water resistance of the building envelope.• have a minimum 86 cm (34 in) clear opening door width, level thresholds no more than 0.5 in (1.3 cm) and• be no less than 152 cm (60 in) deep from the outside face of the exterior wall to the inside edge of the balcony, deck or patio.	Yes - Applies to ground floor patio	To enable balcony use by a person in a wheelchair, and also to provide temporary refuge in case of building fire	3.8.3.14 Sleeping Units 3.8.3.19 Egress from Floor Areas
45-E	Window openings and window sill height		<ul style="list-style-type: none">• Windows are to have an opening mechanism no more than 117 cm (46 in) above the floor and be operable by devices (such as “levers”) that do not require tight grasping or twisting.• Window sills are to be located no more than 76 cm (30 in) above the floor.	Yes	To enable operation and use by a person in a wheelchair	

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ACCESSIBLE DESIGN CHECKLIST

Proposed Development _____
Address _____
Building Permit No. _____

Date _____

Type of Residential: wood-frame apartment [] concrete apartment [] mixed use building [] townhouse [] row-house [] other []
Total number of residential units _____

Parking
Total number of parking stalls _____ (residential component only)
Total number of accessible parking stalls _____ (residential component only)

A. Basic Accessible Design

Total **apartment** units designed as **basic accessible** units _____ Unit numbers (if applicable) _____
Building number/address (if applicable) _____ Unit sizes _____

- Building access and main entrances Yes [] No []
- Corridors and circulation Yes [] No []
- Residential Unit – Unit Entry Yes [] No []
- Residential Unit – Bathroom Yes [] No []
- Residential Unit – Bedroom Yes [] No []
- Residential Unit – Kitchen Yes [] No []
- Residential Unit – Electrical Yes [] No []

Explanation/comments _____

B. Enhanced Accessible Design

Total **apartment** units designed as **enhanced accessible** units _____ Unit numbers (if applicable) _____
Building number/address (if applicable) _____ Unit sizes _____

- Building access and main entrances Yes [] No []
- Corridors and circulation Yes [] No []
- Residential Unit – Unit Entry Yes [] No []
- Residential Unit – Bathroom Yes [] No []
- Residential Unit – Bedroom Yes [] No []
- Residential Unit – Kitchen Yes [] No []
- Residential Unit – Electrical Yes [] No []
- Windows and Balconies Yes [] No []

Explanation/comments _____

C. Townhouse Units

Total **townhouse** units designed as **basic accessible** units _____ Unit numbers (if applicable) _____
Building number/address (if applicable) _____ Unit sizes _____

Total **townhouse** units designed as **enhanced accessible** units _____ Unit numbers (if applicable) _____
Building number/address (if applicable) _____ Unit sizes _____

- Building access and main entrances Yes [] No []
- Corridors and circulation Yes [] No []
- Residential Unit – Unit Entry Yes [] No []
- Residential Unit – Bathroom Yes [] No []
- Residential Unit – Bedroom Yes [] No []
- Residential Unit – Kitchen Yes [] No []
- Residential Unit – Electrical Yes [] No []
- Windows and Balconies Yes [] No []

Explanation/comments _____

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AGENDA INFORMATION	
<input checked="" type="checkbox"/> Committee of the Whole	Date: <u>JAN 26/2015</u>
<input type="checkbox"/> Finance & Audit	Date: _____
<input type="checkbox"/> Advisory Oversight	Date: _____
<input type="checkbox"/> Other:	Date: _____

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 GM/
 Director

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 CAO

The District of North Vancouver REPORT TO COMMITTEE

January 12, 2015
 File: 13.6440.01/000

AUTHOR: Sarah Dal Santo, Section Manager Policy Planning

SUBJECT: Naming Selection Criteria and Procedures Policy

RECOMMENDATION:

THAT the Committee of the Whole recommends to Council:

1. THAT Council approve the Naming Selection Criteria and Procedures Corporate Policy.

REASON FOR REPORT:

The Advisory Oversight Committee approved the terms of reference for the Place Naming Committee on May 7, 2014. The terms of reference, which may be found in Attachment 1, provides high level direction to the committee on its membership, mandate and duties. However specific guidance on the name selection criteria and screening process are absent and the reporting mechanisms are unclear. Early work of the committee identified the need for a corporate policy to provide detailed instruction on the naming selection criteria and screening process. That policy has now been prepared. Presenting this item at the October 27 Committee of the Whole meeting gives Council a chance to review and discuss prior to consideration.

BACKGROUND:

The Place Naming Committee is an inter-departmental committee with representatives from Fire Protection Services, Parks, Transportation Planning, Permits and Planning, and one Council representative. Additional staff representatives from North Vancouver Recreation and Culture, Real Estate and Properties, Development Planning and Corporate Communications have been called in from time-to-time to help inform discussions. The Committee has a mandate to coordinate, for Council's consideration, the selection of suitable names for streets, plazas, parks, open space, facilities and other civic property in the District.

EXISTING POLICY:

An examination of existing naming procedures and policies, as well as a review of naming procedures used in other jurisdictions formed the first step towards development of the Naming Selection Criteria and Procedures policy. Staff used the existing approved Parks Naming Corporate Policy and an existing Draft Street Naming Policy as a foundation on which to ground the new policy while at the same time looking for opportunities to build consistency, streamline and combine

overlapping policies where feasible. Staff also used policy examples from other jurisdictions to help fill in some of the policy gaps.

ANALYSIS:

Details of the proposed Naming Selection Criteria and Procedures Corporate Policy (see Attachment 2) will be discussed on October 27, 2014. However, highlights of the policy include the following:

- Overall procedures and general selection criteria – applies to all categories of names (streets, parks, places, facilities)
- General use of honourific names – provides general guidance on when and how to apply
- Engagement process – provides direction on the scope and when to apply
- Decision making and approval process – retains Council as the final decision making authority
- Specific procedures and criteria – additional criteria and procedures that apply to specific categories of names.

With Council consideration of the Naming Selection Criteria and Procedures Policy, the committee can start to use this framework to guide the naming selection process. The committee has already compiled a working priority list of places, streets, parks and facilities – mostly in our emerging town and village centres – that need naming. This list is included as Attachment 3 to this report.

Concurrence:

The Naming Selection Criteria and Procedures policy has been reviewed by and reflects input from Transportation Planning, Parks Planning, Planning, Fire Protection Services, Engineering, Corporate Services and North Vancouver Recreation and Culture staff.

Conclusion:

The Naming Selection Criteria and Procedures policy is needed by the Place Naming Committee to guide the naming selection and procedures process. With Council approval of this policy the committee will be able to proceed effectively to bring forward potential street, park, place and facility names for Council's consideration.

Respectfully submitted,



Sarah Dal Santo
Section Manager Policy Planning

Attachments:

1. Place Naming Committee Terms of Reference
2. Draft Naming Selection Criteria and Procedures Policy
3. Naming List – Work in progress

REVIEWED WITH:		
<input 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 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: _____

District of North Vancouver Place Naming Committee

TERMS OF REFERENCE

Name	Place Naming Committee
Purpose	This is intended to be an inter-departmental staff committee with one member of Council that exists for the purpose of co-ordinating, for Council's consideration, the selection of suitable names for streets, plazas, parks, open space, facilities and other civic property in the District of North Vancouver. The name selection process will consider the local context, natural and historical heritage and emerging identity and character for town and village centres.
Delegated Authority	The Advisory Oversight Committee has authority for approving the mandate and membership of this Place Naming Committee.
Origin of Work	Work to be completed by the Place Naming Committee may be assigned by Council or management staff.
Membership	<p>The Place Naming Committee includes one staff representative from each of the following District Departments:</p> <ul style="list-style-type: none"> • Planning • Parks • Transportation • Real Estate and Properties • Permits • Fire Department <p>From time to time, additional staff (from the Museum and Archives, Arts Office, North Vancouver Recreation Commission and other areas) may need to be consulted and/or invited to attend a Place Naming Committee meeting, as needed.</p> <p>One member of Council is appointed by the Advisory Oversight Committee as a liaison.</p> <p>In the event that a Place Naming Committee member is unable to attend a meeting, an alternate staff member from the same department may attend in his/her place.</p>
Appointment	
Recruitment and Selection	Staff will be assigned to the Place Naming Committee by management. Council member appointments to the Place Naming Committee will be made by the Advisory Oversight Committee.

Appointment	The Advisory Oversight Committee will approve appointment of staff members.
Term	The duration of staff appointments is at the discretion of management and staff appointments are to be reviewed on an annual basis. Members of the Place Naming Committee will serve a term of approximately 2 years, though they may continue to be consulted on relevant items, as needed, thereafter.
Revocation of Appointment	The power to revoke an appointment lies with the Advisory Oversight Committee. Management staff may also suggest an alternative staff representative based on staff workloads.
Vacancy	Any vacancy created will be filled by a new appointee for the remainder of the term of the person being replaced.
Chair Person	<p>The Chair is selected by senior management and by staff committee members.</p> <p>Obligations of the Chair person include:</p> <ul style="list-style-type: none"> • Scheduling Place Naming Committee meetings, as needed; • Chairing and managing the agenda of Place Naming Committee meetings; • Ensuring that meeting action items are recorded; • Ensuring that relevant materials are circulated in advance of meetings to provide sufficient time for review.
Duties of Place Naming Committee Members	<p>The Place Naming Committee is responsible for presenting to Council for consideration, suitable names for the following:</p> <ul style="list-style-type: none"> • town and village centres or neighbourhoods; • parks, open space and plazas; • trails; • public buildings; • public roads, bridges, internal private roads; and • other civic properties, as required. <p>The names should be selected in accordance with criteria outlined in an Appendix.</p> <p>The Place Naming Committee may also be required, on an as needed basis, to coordinate community input on various place names.</p>
Meeting Schedule	The Place Naming Committee will meet on an ad hoc basis, as required.

Procedures

Place Naming Committee members will be responsible for completing any work resulting from committee meetings and decisions. Decisions are to be made by general consensus.

Members of the Place Naming Committee are empowered to make decisions for their departments, or to clear those decisions quickly with managers. Members are responsible for keeping home departments and managers informed of decisions of the Place Naming Committee.

Reporting

The Place Naming Committee will report to Council and the Advisory Oversight Committee, as appropriate, and as the need arises.

Remuneration

Meetings are to be held during regular working hours, and appointees will receive no additional remuneration for their service. The Place Naming Committee has no budget and is not authorized to incur expenses.

Conflict of Interest

Appointees are required to identify any issues of real or perceived conflict of interest. District staff (Human Resources, Clerk, senior management) may be consulted to discuss potential issues of conflict of interest with a potentially affected appointee.

Dissolution

This is an on-going Committee and will exist until dissolved by the Advisory Oversight Committee, or Council.

APPENDIX:

Guiding principles for name selection

The name selection process is to be guided by the following principles:

- Consider the local context and natural features; the cultural, social and historical heritage; as well as the emerging identity and character for town and village centres.
- Encourage names that engender positive image (e.g. do not lend themselves to inappropriate abbreviations or acronyms).
- Avoid names that repeat or sound the same or quite similar to existing local names already in use (to facilitate the location of addresses by emergency crews).
- Attempt to avoid duplicating Metro Vancouver street and place names.
- Attempt to avoid names that may be difficult to pronounce and spell.
- Encourage use of shorter names not exceeding 10 letters (exclusive of designation – street, road, plaza etc.) for mapping and signage considerations.
- Consider limiting extension of a common name to a single duplication (e.g. Byron Road and Byron Place).

Honourific Names

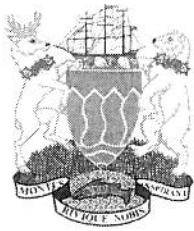
- Personal names should generally be avoided, however, from time-to-time Council may recommend honourific names for relevant places.
- Honourific names shall normally be awarded posthumously to those individuals who have been deceased for at least two years, with exceptions to be approved by Council.
- Use of honourific names will require the informed written consent of the named party (individual, group or organization) or the named party's representative (estate or next-of-kin).

Community Input and Notification

Community input is to be considered in the selection of suitable place names.

Where existing street name changes are being considered, the following notification measures should be followed:

- Inform business and property owners of the street name changes and of their responsibility for notifying their own contacts.
- Notify the District Building and GIS Departments regarding amendments needed to internal records.
- Send letters of notification to key stakeholders such as BC Assessment Authority, Post Office, BC Hydro, Terasen Gas, Telus, Shaw Cable, RCMP, Fire Department and Google etc.



COUNCIL POLICY

Title	Naming Selection Criteria and Procedures
Section	Corporate Administration

POLICY

It is the policy of Council that there be Naming Selection Criteria and Procedures to provide a consistent and transparent approach to the naming of streets, parks, community facilities and places in the District of North Vancouver and to inform the work of the Place Naming Committee and Council decision making regarding name selection.

Policy approved on:

PROCEDURE

The following procedures are used to implement this policy, but do not form part of the policy. These procedures may be amended from time to time at the discretion of the Chief Administrative Officer.

General procedures apply to the naming of all categories - streets, parks, community facilities and places. Specific procedures that follow provide additional detail that applies to individual categories only.

Definitions:

For the purposes of this policy:

“Community facilities” shall include community recreational or social facilities may include community recreational facilities, indoor/outdoor sports facilities (e.g. tennis courts) libraries, theatres, galleries, arts and other facilities and public buildings as well as interior rooms or spaces, that serve as places for social, recreational, cultural and other related purposes and may be District owned and operated, or operated by the North Vancouver Recreation Commission, Library Services or other agency or non-profit for the benefit of District residents.

“Parks” shall include District park land and park assets such as sports fields, golf courses, playgrounds, fountains, trails, multi-use pathways and bridges, natural open space and village greens.

“Places” shall include town and village centres, neighbourhoods and may also include public plazas and public art.

“Streets” shall include public and private roads, highways, lanes, bridges and other road designations as per Appendix A. May also include trails and multi-use pathways that are not park land.

General Name Selection Criteria:

Consider names that:

- have a strong connection to the local community;
- reflect cues from the local context and have historical, social or cultural relevance;
- may reference local geographic and environmental features such as mountains, rivers, creeks, coves, flora and fauna;
- engender a positive image;
- are not the same as or sound similar to existing North Shore names;
- avoid duplicating existing MetroVancouver names, where possible;
- generally avoid honourific or personal names except in occasional circumstances as warranted;
- avoid difficult pronunciation and spelling; and
- do not lend themselves to inappropriate abbreviations or acronyms.

General Consideration of Honourific or Personal Names:

Where honouring of special persons and use of personal names is warranted, then names should only be considered:

- a. posthumously for those individuals who have been deceased for at least two years, with exceptions to be approved by Council;
- b. with informed written consent of the named party's next of kin;
- c. where there is indication of broad District or neighbourhood support for this name;
- d. when the nominated person is well-respected, well-recognized and has made an exceptional positive contribution to community civic and/or community health and well-being; and
- e. where there is a clear connection between the community contribution of the individual or family and the street, park, facility or place being named.

Persons currently holding elected office, persons currently working for the District, persons actively serving the District on and standing or advisory committees, or local developers, shall not be considered for naming.

If an honourific name is selected, the family of the individual or family who is being honoured by the naming will be invited to a Council meeting and the Mayor will read and present a framed naming proclamation or plaque.

These procedures for honourific naming are not intended to provide direction for corporate and sponsorship name recognition which are instead addressed in the Corporate Sponsorship Policy.

Engagement Process:

The public engagement used for any given project will be determined by the level of community significance and/or the number of community members potentially impacted by, or who may have an interest in the name selection.

For smaller-scale naming or renaming projects (e.g. local streets or a neighbourhood park) the public engagement process may include input from the local neighbourhood surrounding the site.

For larger-scale naming or renaming projects (e.g. community facility or town centre) the public engagement process may include a larger portion of the District or possibly the entire District.

Both scenarios will include multiple channel opportunities for public input including online, in person, by phone and in writing.

Decision Making and Approval Process:

Council retains final decision making authority for the approval of all new names, unless otherwise specified otherwise by Council.

Council may, at its discretion and at any time, determine if a new or existing name (honourific or otherwise) is no longer appropriate and move to consider a new name.

Facilities, places and other areas for Corporate Sponsorship and Place Naming consideration are to be coordinated on an annual basis and reviewed by the Executive Committee.

Administration of New Name:

Following the selection of a new name, District staff will notify relevant public utility organizations, government agencies, emergency responders, internal departments (for updates to databases and GeoWEB), Google Maps, and other groups as needed, of this change. Updates to various plans and/or bylaws may also be needed, as appropriate.

SPECIFIC PROCEDURES

The following specific procedures apply to individual categories as identified only.

Street Naming Procedures:

Street Name Selection Criteria

In addition to the general criteria listed above, the following criteria will also be considered for street naming:

- The name should be concise – ideally not more than 10 letters per name.
- Extensions of a common name should generally be limited to one duplication (e.g. Byron Road and Byron Place) and take into account the Road Designations per Appendix A.
- Where a collector street changes direction, it shall retain its same name.

Street Name Administration Process

1. Naming of new private roads does not require bylaw adoption and can be implemented by the Planning Department through the Development Permit process, prior to building addressing.
2. New public road names are generally, however not mandatorily, introduced through the subdivision application process.
3. Naming or renaming of public streets that are not identified on Development Permit plans will be approved by Council by bylaw.
4. Once such bylaw is adopted, the District will send notification to property owners and residents and advise them to change their address and notify any contacts. (Canada Post generally provides a one-year grace period).

Parks Naming Procedures:

Parks Related Definitions:

“Ease of Locating” means a name that assists in the finding of a park by citizens unfamiliar with its location within the District.

“Special Person” means a person(s) who has broad District or broad neighbourhood recognition and acceptance for their community work, and is recommended for such recognition in a public manner, in a public place.

Parks Name Selection Criteria

In addition to the general criteria listed above, the following criteria will also be considered for park naming:

- The District of North Vancouver will name parks after adjacent streets or known neighbourhoods for ease of locating;
- Existing parks that are already named are generally not to be renamed after special persons either living or dead;
- Parks that are not named at the time of their approval, (through the appropriate dedication or zoning) or later, at their time of development or any other time, are only to be given names that follow adjacent street names or the names of the neighbourhood in which they are located, or adjacent geographic features such as mountains rivers, creeks and coves, or names of adjacent community centres.
- Small, locally used parkettes may be exempted from the policy, only if they do not currently have a name and there is a direct association of the parkette and the community contribution of the individual being honoured.

Use of Honourific Names

Honourific or personal names should not be considered for the naming of public parks, but may be considered for assets within parks such as sports fields, golf courses, play grounds, fountains, trails, benches, park facilities, multi-use pathways and bridges, picnic shelters and gardens, as long as there is a clear connection between the community contribution of the individual and the facility or area being named.

- The funding of the approved means to honour a special person (i.e. plaques, landscape amenities, etc. and all the installation or renovation costs) is generally to be fully covered by the proponents.

Community Facility Naming Procedure:

Community Facility Selection Criteria

In addition to the general criteria listed above, the following criteria will also be considered for community facility naming. The name may:

- reflect the geographic location of the facility including but not limited to: a well-known street, natural feature, neighbourhood or subdivision;
- reflect or share the name of an adjacent park;
- commemorate an historic event (e.g. centennial) or event of cultural significance (e.g. Olympics);
- help create an identity appropriate to public communications and marketing as well as civic and community goals; and
- reflect user programs and services as a secondary naming consideration.

Features and spaces within a facility can be named separately from the facility.

Use of Honourific Names

Honourific or personal names should not be considered for the naming of community recreation facilities, libraries, theatres, galleries, arts and other facilities centres, but may be considered for the naming of individual rooms and interior spaces within these facilities.

Where a facility is operated by NVRC, Libraries, other agency or non-profit group for the benefit of District residents, Council may at its discretion, consider the names of special persons or other names recommended by these agencies for the interior spaces and rooms within community facilities; or Council may delegate the naming of these interior spaces and rooms to the relevant organization or agency.

Administration Process for Naming Community Facilities

Council approval, but no bylaw is needed to administer the name change.

Consultation with potentially affected local or community groups and the general public on name ideas may occur if, and as directed by Council.

Place Naming Procedure:

Place Naming Selection Criteria

In addition to the general criteria listed above, the following criteria will also be considered for place naming. The name should:

- take cues from the local, geographic, historical, social or cultural context;
- have a strong positive connection to the local community;
- consider the emerging identity and character for town and village centres; and
- contribute to the establishment of community identity and sense of place.

It is anticipated that place naming will require substantive community engagement.

Use of Honourific Names

Honourific or personal names should not be considered for the naming of neighbourhoods, towns or village centres, but may be considered for the naming of outdoor spaces and public plazas.

Administration Process for Naming Places

Council approval, but no bylaw is needed to administer the name change.

Consultation with potentially affected local or community groups and the general public on name ideas may occur if, and as directed by Council.

Appendix A: Types of Road Designations

Road Designation	Description	Example
Avenue	Straight through-road, generally north-south	Tatlow Avenue
Boulevard	Landscaped major road	Grand Boulevard
Close	Short cul-de-sac	Ashley Close
Court	Cul-de-sac	Francisco Court
Crescent	Curved through road	Tempe Crescent
Drive	Continuous route of some length	Marine Drive
Gardens	Centrally landscaped residential road	Ottawa Gardens
Gate	Entrance road to a subdivision	Parkgate
Highway	Provincial arterial road	TransCanada Highway
Lane	Basic legal term for a narrow public way	Parkside Lane
Parkway	Ideally, a landscaped or scenic highway	Mount Seymour Parkway
Path	Basic legal term for a public pedestrian way	Bridal Path
Place	Single or double cul-de-sac	Trillium Place
Point	Central road on a promontory of land	Lookout Point
Road	Basic legal term for a public way	Lynn Valley Road
Street	Straight through-road, generally east-west	29 th Street
Trail	Wooded pedestrian way	Baden-Powell Trail
Way	Meandering residential road	Starlight Way
Walk	Improved pedestrian way	Sea Walk

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WORKING List of Places, Streets and Facilities etc. that need Naming

CENTRE	ITEM TO BE NAMED	TYPE	STATUS AND/ OR PRIORITY	COMMENTS
Lynn Valley Town Centre	Mountain Gate	street	done	New road for Polygon development
	Lynn Valley High St A	street	Name to be introduced with SD Bylaw introduction. Council appr. not req'd.	N-S road from LV Road to East 27th Street; to be renamed as "Valley Centre Avenue".
	Lynn Valley High St B	street	as above	Future E-W road on Lynn Valley Centre site to Mountain Highway; to be renamed "Conifer Street".
	Library Lane	street	as above	Previously referred to as "Rain Street"; to be renamed as "Library Lane".
	Lynn Valley Town Centre plaza	plaza	M	
	New park south of East 27 th Street	park	M	
	New childcare centre	childcare facility	L	South of East 27th Street.
Lower Lynn Town Centre	Lower Lynn Town Centre (LLTC)	place	H	New name for Town Centre
	Mountain Hwy (south of E. Keith Rd)	street	M	Previously suggested "Mountain Avenue" not approved by Council. Need 3-4 new names for Council's future consideration.
	Lower Lynn Town Centre urban plaza	plaza	M	Between Hunter and Crown Street
	New Lower Lynn neighbourhood park	park	L	In the lower density residential area.
	New pedestrian green spine	trail	L	New Lower Lynn pedestrian green spine
	LLTC community recreational facility	community facility	L	Pending results of feasibility study
	Keith Road Bridge	bridge	H	New name by summer 2015.
Lower Capilano	Lower Cap Marine Village Centre	place	H	New name for the Village Centre.
	Woonerf Street (in Lower Cap)	street	H	NOT to be called "Woonerf".
	New park off Curling Street (Lower Cap)	park	M	With Grouse Inn redevelopment.
	Crescent / Cul-de-sac South off Curling	street	M	With Grouse Inn redevelopment.
	Lower Cap Community Centre	community facility	M	Gateway plaza, the central plaza and village green (next to the community centre)

CENTRE	ITEM TO BE NAMED	TYPE	STATUS AND/ OR PRIORITY	COMMENTS
Lower Capilano CONTINUED	Lower Cap central/ Crossroads plaza	plaza	M	
	Lower Cap Marine Drive/Capilano plaza	plaza	M	
	Hope Road / Cross Roads bus plaza	plaza	M	
Maplewood	Heritage Park Lane	street	done	Renaming completed in 2013.
	Dollarton Highway renaming	street	L	
Other Areas outside of Centres	Senator Road	street	done	Off McKeen Avenue in Norgate. Renaming completed in 2013.
	Portion of Keith Road	street	M	Lynnmour-Inter north of the highway
	New William Griffin Community Centre	community facility	H	