

AGENDA

COMMITTEE OF THE WHOLE

Monday, April 27, 2015

5:00 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

5:00 p.m.
Monday, April 27, 2015
Committee Room, Municipal Hall,
355 West Queens Road, North Vancouver

AGENDA

1. ADOPTION OF THE AGENDA

1.1. April 27, 2015 Committee of the Whole Agenda

Recommendation:

THAT the agenda for the April 27, 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. March 30, 2015 Committee of the Whole

p. 7-10

Recommendation:

THAT the minutes of the March 30, 2015 Committee of the Whole meeting be adopted.

3. REPORTS FROM COUNCIL OR STAFF

3.1. Shared Services

File No.

Materials to be circulated via agenda addendum.

3.2. Development Applications – Early Input Opportunity for Council

p. 15-19

File No.

Recommendation:

THAT it be recommended to Council:

THAT

1. Staff continue the current practice of notifying Council of new Preliminary Planning Applications, Planning Applications and Public Information Meetings;
2. Staff continue providing Council with a Quarterly Development Report outlining the status of all applications processed in the past quarter, public meetings held as well as statistics on business license, sign permit, environment permit and building permit activity;
3. The Municipal Clerk schedule quarterly Committee of the Whole meetings dedicated to providing Council:

- a. An opportunity to provide input on key Preliminary Planning Applications; and,
- b. To receive, and comment on, the highlights of the Quarterly Development Report.

4. PUBLIC INPUT

(maximum of ten minutes total)

5. RISE AND REPORT

Recommendation:

THAT the April 27, 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 6:00 p.m. on Monday, March 30, 2015 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
Mr. B. Bydwell, General Manager – Planning, Properties & Permits
Ms. N. Deveaux, General Manager – Finance & Technology
Ms. C. Grant, General Manager – Corporate Services
Mr. G. Joyce, General Manager – Engineering, Parks & Facilities
Mr. J. Gordon, Manager – Administrative Services
Ms. S. Rogers, Manager – Parks
Ms. M. Welman, Manager – Strategic Communication & Community Relations
Ms. L. Brick, Deputy Municipal Clerk
Ms. J. Pavey, Section Manager – Environment Sustainability
Ms. S. Dale, Confidential Council Clerk
Mr. R. Nevill, Parks Field Arborist

Also in

Attendance: Ms. Fiona Steal, Diamond Head Consulting Ltd.

1. ADOPTION OF THE AGENDA

1.1. March 30, 2015 Committee of the Whole Agenda

MOVED by Councillor MURI

SECONDED by Councillor BOND

THAT the agenda for the March 30, 2015 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. February 23, 2015 Committee of the Whole

MOVED by Councillor MURI

SECONDED by Councillor MACKAY-DUNN

THAT the minutes of the February 23, 2015 Committee of the Whole meeting be adopted.

CARRIED

2.2. February 24, 2015 Committee of the Whole

MOVED by Councillor MURI

SECONDED by Councillor MACKAY-DUNN

THAT the minutes of the February 24, 2015 Committee of the Whole meeting be adopted.

CARRIED

3. REPORTS FROM COUNCIL OR STAFF

3.1. DNV Invasive Plant Management Strategy – DRAFT (2015)

File No.

Ms. Susan Rogers, Manager - Parks, provided an update on the draft Invasive Plant Management Strategy. Ms. Rogers advised that the Strategy is intended to provide a comprehensive framework to guide the District's management, prevention, treatment and control of harmful invasive plants on public and private land, consistent with best management practices at both the regional and international level.

Mr. Ralph Nevill, Parks Field Arborist, noted that there are over two dozen species of non-native invasive plants which have become established in the District of North Vancouver and require management as they have the potential to cause significant social, ecological and economic impacts. Mr. Nevill advised that once established invasive plants are challenging and costly to control. In response, the Strategy aims to provide a framework and policy for strategic management of invasive plants in the District to meet the following five goals:

- Effectively communicate why invasive plants are a problem;
- Prevent new invasive plants from establishing and spreading;
- Detect where invasive plants are growing early and accurately;
- Control invasive plants safely and effectively; and,
- Restore natural habitat affected by invasive plants.

Mr. Nevill reported that in July 2011 Giant Hogweed and Knotweed were added to the provincial *Weed Control Act* and were officially designated as noxious weeds. The District of North Vancouver is now legally required to manage those species on District lands. With this responsibility, the District expanded its treatment options to include limited application of chemical herbicide treatments for Hogweed and Knotweed and to be used only as a last resort for high risk species when other methods are proven ineffective. Guidelines for work with herbicides, including signage, are set forth by the strictly regulated *BC Integrated Pest Management Act*.

Ms. Julie Pavey, Section Manager – Environment Sustainability, acknowledged that herbicides use for Knotweed and Hogweed have been identified as a concern for some community members. The draft Strategy provides direction and best management practices with the intent of finding a balance between values of environmental preservation of native species and community values, needs and interests. Ms. Pavey noted that the District will be developing a

communications strategy to ensure that residents are advised in advance of the sites receiving chemical herbicides and to provide a better understanding of the strategy that has led to the decision to employ herbicide treatments, within specific guidelines and best management practices.

Ms. Pavey advised that next steps include:

- An Invasive Plant Management Strategy public workshop;
- A communications strategy on the District's website with an opportunity for the public to comment;
- A finalized document by the summer of 2015; and,
- Establish a five year action and implementation strategy to include funding.

Council commented on the draft Invasive Plant Management Strategy as follows:

- Expressed concern with community bushes being sprayed with herbicides and pesticides;
- Commented on the importance of educating the community;
- Questioned how long herbicides and pesticides last for;
- Questioned how the District will manage invasive plants on private property;
- Suggested developing an online tool providing information to the public on where treatments are happening;
- Commented on the importance of signage;
- Suggested meeting with residents prior to the treatment season;
- Emphasized the importance of responsible spraying;
- Questioned if Vancouver Coastal Health has expressed concerns outside the Provincial Guidelines and Regulations;
- Suggested sending a motion to UBCM to ban the sale of invasive plants; and,
- Questioned if less noxious weeds are able to be disposed of in the green waste system.

Council suggested that staff meet with Vancouver Coastal Health and other relevant stakeholders to further investigate concerns and challenges.

MOVED by Councillor MURI

SECONDED by Councillor MACKAY-DUNN

THAT the March 19, 2015 joint memo of the Parks Field Arborist, Parks Manager and Section Manager – Environment Sustainability entitled DNV Invasive Plant Management Strategy – DRAFT (2015) be received for information.

CARRIED

4. PUBLIC INPUT

Ms. Janice Wilson:

- Suggested that the District could spray earlier in the year when blackberries are not in season.

Mr. Kevin Volk:

- Expressed concern that spraying may cause cancer; and,
- Stated that this is a serious issue that needs more research.

Mr. Corrie Kost:

- Commented that climate change may affect the growth of invasive plants in the future; and,
- Suggested providing residents will tools to treat less noxious weeds.

5. RISE AND REPORT

MOVED by Councillor MURI

SECONDED by Councillor BOND

THAT the March 30, 2015 Committee of the Whole rise and report.

CARRIED

(6:55 pm)

Mayor

Municipal Clerk

REPORTS

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Shared Services

Materials to be circulated via agenda addendum.

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AGENDA INFORMATION	
<input checked="" type="checkbox"/> Committee of the Whole	Date: <u>APRIL 27.15</u>
<input type="checkbox"/> Finance & Audit	Date: _____
<input type="checkbox"/> Advisory Oversight	Date: _____
<input type="checkbox"/> Other:	Date: _____

3.2

 Dept. Manager	 GM/ Director	 CAO
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The District of North Vancouver

REPORT TO COMMITTEE

April 13, 2015

File:

AUTHOR: Brian Bydwell - GM Planning, Properties & Permits

SUBJECT: Development Applications - Early Input Opportunity for Council

RECOMMENDATION:

THAT the Committee of the Whole recommends to Council:

THAT:

1. Staff continue the current practice of notifying Council of new Preliminary Planning Applications, Planning Applications and Public Information Meetings,
2. Staff continue providing Council with a Quarterly Development Report outlining the status of all applications processed in the past quarter, public meetings held as well as statistics on business license, sign permit, environment permit and building permit activity.
3. The Municipal Clerk schedule quarterly Committee of the Whole meetings dedicated to providing Council:
 - a. an opportunity to provide input on key Preliminary Planning Applications, and
 - b. to receive, and comment on, the highlights of the Quarterly Development Report

REASON FOR REPORT:

At the Council meeting of February 16, 2015, Council passed the following motion:

THAT staff review the development application process to include a preliminary process for council to consider individual projects earlier on.

This report is provided in response to the above Council motion.

SUMMARY:

Pursuant to Council's February 16th resolution Staff is proposing a revision to the existing development review process to afford Council an opportunity for early input. It is proposed that this input be received at a regularly scheduled, quarterly meeting of the Committee of the Whole. It is anticipated that this early input opportunity would focus on projects that are of

a significant scale, require an OCP amendment, situated in a prominent location or of particular public interest. At the same meeting, Staff would present the Quarterly Development Report for Council's information and comment.

BACKGROUND:

The Official Community Plan (OCP) was adopted by Council in June of 2011 and it envisions 10,000 new dwelling units by the year 2030. The majority of these units are to be located in 4 town or village centres. The framework of the OCP is to provide a continuum of housing opportunities and choices to provide homes for all District residents and in particular for our missing generation and for those wishing to stay in the community as they age. The plan for a network of centres provides opportunities for work close to home and a variety of transportation opportunities to create vibrant complete communities.

Since 2011 there has been considerable interest by the community, landowners and developers in advancing the OCP vision. At the same time the District has experienced unprecedented single family renewal as evidenced by building permit activity. Council has requested a series of discussions on development activity and most recently asked that Planning staff bring major applications to Council early in the process.

EXISTING POLICY:

There are currently several ways in which staff advises Council of new applications prior to formal Council consideration. These include:

1. Email Notification— a summary email advising Council of most new multi-family applications as well as major commercial and industrial applications early in the preliminary and detailed planning application processes.
2. Quarterly Development Report – an information report is provided to Council on a quarterly basis. This report outlines all applications processed in the past quarter, highlights public meetings, approval status and outlines business license / sign permit / environment permit and building permit activity. The report includes a table of all planning applications with a map link and brief description of application status.
3. Information reports are sent to Council prior to Early Input Opportunity Meetings and Public Information Meetings.
4. The Clerk's Department includes Early Input Opportunity Meetings and Public Information Meetings on Council's calendar.

ANALYSIS:

Council has requested that staff examine ways to allow for Council consideration of development applications early in the application processing phases.

The first formal step in a development application is for an applicant to submit a Preliminary Planning Application. The Preliminary Planning Application assesses the feasibility of the proposal, outlines technical requirements for redevelopment, provides for an early design review as well as public input. A Preliminary Application for a major project typically includes an Early Input Opportunity Public Meeting and review by the Advisory Design Panel.

The second step in a development application is the detailed Planning Application. The detailed application includes a Public Information Meeting, is reviewed by all DNV departments and leads to formal consideration by Council.

Staff are suggesting additional ways to ensure Council is aware of development applications and to provide early input. These opportunities are meant to build on the current process.

At a regularly scheduled Committee of the Whole staff would:

1. Present highlights of the Quarterly Development Report for Council's information and comment.
2. Present, in detail, key Preliminary Planning Applications for Council's info and early input. This early input would form part of the consolidated Preliminary Planning Application summary letter to the applicant.

Discussion

It is anticipated that the GM – Planning Properties and Permits would, working with Council, CAO and Clerk, identify projects suitable for early Council input. Potential candidates for early input would include projects of significant scale, requiring an OCP amendment, in a prominent location or that may be of particular public interest.

Quarterly meetings would be scheduled, and applications brought forward, in a manner to ensure timely review.

It is recognized that, from time to time, staff may seek Council direction on projects with special or unique circumstances outside the scheduled quarterly meetings.

The process chart (**ATTACHMENT A**) outlines the proposed, and enhanced, Council notification and input process.

Timing/Approval Process:

The scheduling of the proposed new Committee of the Whole meetings and the review of Preliminary Planning Applications will need to be coordinated in order to ensure timely review.

Financial Impacts:

While the proposed Council early input opportunity will be integrated into the existing development process there will be some additional staff time associated with preparing the Council agenda package and presentations. To mitigate time and financial impacts it is proposed that the early input opportunity would include a staff presentation but not a formal Council report for each application.

Liability/Risk:

The intent of the early input opportunity is to ensure Council is aware of key projects and for Council to provide Staff and applicants direction well in advance of the formal bylaw readings

and public hearing. While applicants will have an opportunity to understand Council's early thinking on a project, which may include comments ranging from technical input, local knowledge, neighbourhood impacts and timing of development, Council will still have duty to be amenable to persuasion at a future public hearing.

Conclusion:

While Staff currently utilize a variety of methods to advise Council of new development applications the proposed quarterly Committee of the Whole meetings are intended not only to ensure Council is aware of significant applications but for Council to be afforded opportunity for comment and to shape future outcomes.

Options:

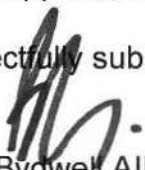
THAT:

1. Staff continue the current practice of notifying Council of new Preliminary Planning Applications, Planning Applications and Public Information Meetings,
2. Staff continue providing Council with a Quarterly Development Report outlining the status of all applications processed in the past quarter, public meetings held as well as statistics on business license, sign permit, environment permit and building permit activity.
3. The Municipal Clerk schedule quarterly Committee of the Whole meetings dedicated to providing Council:
 - a. an opportunity to provide input on key Preliminary Planning Applications, and
 - b. to receive, and comment on, the highlights of the Quarterly Development Report

Or;

1. Staff continue the current practices for notifying Council of new development applications with no additional Council input at this time.

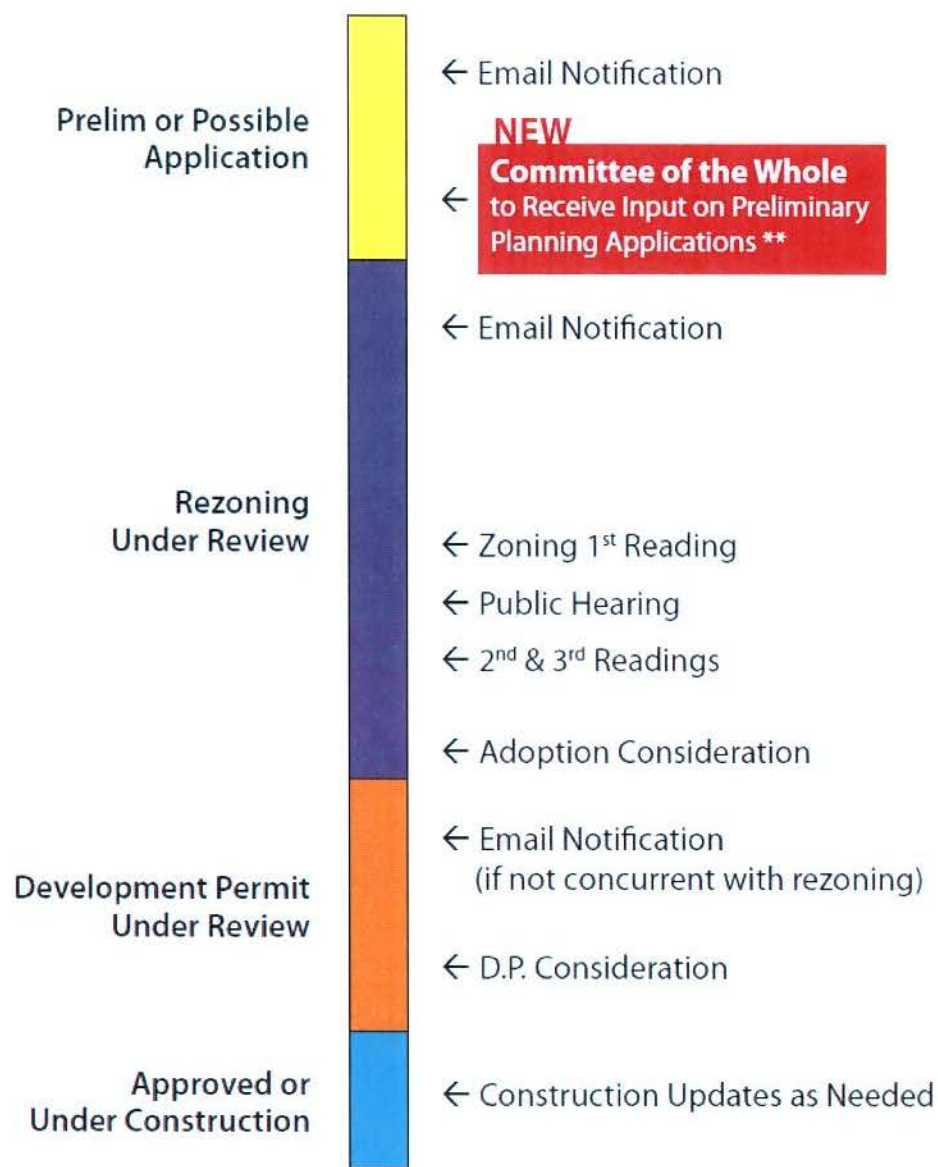
Respectfully submitted,



Brian Bydwell AIBC
General Manager Planning, Properties & Permits

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"/> Facilities	<input type="checkbox"/> Solicitor	<input type="checkbox"/> Museum & Arch.
<input type="checkbox"/> Human resources	<input type="checkbox"/> GIS	<input type="checkbox"/> Other:

Development Applications: Council Notice/Input & Review



* Development Quarterly Report provided through the year

** Potential candidates for early input would include projects of significant scale, requiring an OCP amendment, in a prominent location, or that may be of particular public interest.

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