



The Corporation of the District of North Vancouver

COUNCIL POLICY

Title	Eligibility Criteria for Waiving Municipal Permit Application Fees
Section	Development and Social Planning

POLICY

The District of North Vancouver may consider waiving building and development permit application fees up to a maximum amount of \$30,000 for non-profit organizations providing community services provided that the following eligibility criteria are satisfied:

ELIGIBILITY

Pre-requisite of Non-Profit Society Status

- An organization must show proof that it has been a registered Non-Profit Society in good standing with the Registrar of Societies for a period of one year; or
- An organization not yet a Non-Profit Society or a Non-Profit Society which has not been in operation for a full year, may form a short term partnership with a “sponsor” Non-Profit Society that satisfies the criteria in Section 7.2.1 of the Community Facility Lease Policy. These sponsor partnerships are most appropriate where the new community organizations have arisen in order to offer solutions to clearly demonstrated needs. The “sponsor” would apply, attaching a copy of the agreement between the parties to the application.

Eligibility Criteria

1. Overall, applicants must provide free, subsidized or financially accessible community services to residents of the District.
2. Applicants must justify the community need or desire for these services and indicate demand.
3. Use of these services must be open to all residents of the District who meet clearly stated criteria for participation.

4. If an applicant proposing to deliver services is a North Shore wide organization, an estimate of the number and proportion of District residents who will use the services offered must be provided.
5. Applicants must show evidence of, and plans for, on-going active community volunteer involvement.
6. Applicants must show evidence of, and plans for, accountability to the community and residents being served; and, through the structure and process of Board-Member relationship, to the duly registered members of the Society, and through clear criteria of membership in the Society, to potential members.
7. Applicants may present plans showing extent of building usage, whether as sole occupant or through some proposed joint tenancy arrangement. Applicants should also indicate whether, and to what extent, “casual” rental use by District residents is possible within the applicant’s work plan.

Policy approved on: July 6, 2015

Policy amended 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.

OBJECTIVE

To support non-profit societies who provide low, no cost community social services in the building permit process by waiving permit application fees associated with their building projects and to expedite small internal District projects.

REASON FOR POLICY

The goal of this policy is to provide public, policy governed procedures whereby the District is able to demonstrate support to, and partnership with, non-profit organizations who are creating capital assets that will provide a facility for service provision to District residents. This partnership approach is done by waiving municipal permit application fees to support the building projects.

DEFINITIONS

“Non-Profit Society” means a group of individuals having certain common interests incorporated as a society under the *Society Act* for the primary purpose of providing community services related to social, educational, recreational and cultural activities, projects and programmes.

“the District” means The Corporation of the District of North Vancouver.

“Community, social services” means low, no cost programs that provide a direct benefit to the community that include preventative, intervention based, therapeutic social, recreational and cultural services targeted to marginalized populations.