

AGENDA

COUNCIL WORKSHOP

Monday, June 19, 2017

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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COUNCIL WORKSHOP

**5:00 p.m.
Monday, June 19, 2017
Committee Room, Municipal Hall,
355 West Queens Road, North Vancouver**

AGENDA

1. ADOPTION OF THE AGENDA

1.1. June 19, 2017 Council Workshop Agenda

Recommendation:

THAT the agenda for the June 19, 2017 Council Workshop is adopted as circulated, including the addition of any items listed in the agenda addendum.

2. ADOPTION OF MINUTES

3. REPORTS FROM COUNCIL OR STAFF

3.1. Future of Community Monitoring Advisory Committee **p. 5-31** File No. 01.0470.35/003.000

Recommendation:

THAT the District modify the terms of reference for and name of the Community Monitoring Advisory Committee in accordance with the May 5, 2017 joint report of the Chief Administrative Officer and the General Manager – Engineering, Parks and Facilities entitled Future of Community Monitoring Advisory Committee.

3.2. Coach House Program Review **p. 33-44** File No. 13.6480.30/003.000

Recommendation:

THAT the June 9, 2017 report of the Community Planner entitled Coach House Program Review be received for information.

4. PUBLIC INPUT

(maximum of ten minutes total)

5. ADJOURNMENT

Recommendation:

THAT the June 19, 2017 Council Workshop is adjourned.

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AGENDA INFORMATION	
<input type="checkbox"/> Regular Meeting	Date: _____
<input type="checkbox"/> Committee of the Whole	Date: _____

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

May 8, 2017

File: 01.0470.35/003.000

AUTHOR: David Stuart, Chief Administrative Officer
Gavin Joyce, General Manager Engineering, Parks and Facilities

SUBJECT: Future of Community Monitoring Advisory Committee

RECOMMENDATION:

THAT the District modify the terms of reference for and name of the Community Monitoring Advisory Committee in accordance with the May 5, 2017 report from the Chief Administrative Officer and the General Manager Engineering, Parks and Facilities.

REASON FOR REPORT:

At the October 30, 2015 Greater Vancouver Regional District (GVRD) Board of Directors Meeting, it was resolved:

That the GVRD Board approve the Metro Vancouver Public Advisory Committee Policy as presented in the report titled "Metro Vancouver Public Advisory Committee Policy", dated September 18, 2015.

That the GVRD Board approve continued support for the Community Monitoring and Advisory Committee until completion of the Capilano Main No. 9 Project.

Pursuant to the GVRD resolution, Metro support for the Community Monitoring and Advisory Committee (CMAC) will cease upon completion of the Capilano Main No. 9 Project this spring. According to their Public Advisory Committee Policy, in future Metro will establish project specific advisory committees for their projects. The purpose of this report is to recommend a project advisory structure for projects in the District of North Vancouver following the demise of CMAC.

BACKGROUND:

In the late 1990's, Metro Vancouver undertook the Cleveland Dam Seepage Control Project and local residents found the construction activity very intrusive because of truck traffic, dust and noise. CMAC was created in 2000 as an advisory committee to facilitate dialogue between the public, Metro Vancouver and the District regarding the Cleveland Dam works. The aim was to foster understanding of the need for the works, the concerns of the public, ways to improve communication and mitigate impacts. CMAC's role has since been

expanded as a standing task force to encompass all the Regional Capilano/Seymour water supply, treatment and transmission projects. A copy of CMAC's Terms of Reference is attached.

Several significant Regional Water Projects such as the Seymour/Capilano Water Filtration Plant, the Seymour/Capilano Water Transmission Tunnels and the Capilano WM 9 have been undertaken with valuable advice from CMAC.

Over the next few years, Metro still has plans to undertake significant Regional Water Projects which would have fallen within CMAC's mandate including the 2nd Narrows Water Supply Tunnel, and the Capilano Hydro Power project. Based on Metro's new policy, they may establish project specific advisory committees for these projects.

The District has taken a similar approach and used project specific public outreach and advisory means in recent years. With the District's enhanced Strategic Communications and Community Relations capacity, the District is better able to manage the public engagement processes.

EXISTING POLICY:

Corporate Policy 1-0360-3 Municipal Advisory Committees determines what category CMAC falls under.

ANALYSIS:

CMAC was formed in reaction to public concern regarding the impact of a major Regional water project, the Cleveland Dam Seepage Control Project, which was very intrusive. CMAC effectively opened lines of communication and understanding between the public, Metro and the District regarding Regional water projects, community concerns and mitigation. Several major Regional water projects have since been completed with valued input from CMAC.

Subsequent to the original establishment of CMAC, Metro has enhanced their public outreach practices. For example, on the North Shore Wastewater Treatment Plant Project, Metro established a project specific Public Advisory Committee as well as a Community Resource Forum, and several public outreach workshops to seek public input.

Metro has now formalised their Public Advisory practice as a policy. Metro Vancouver's approach will be to establish project specific public advisory committees for their future projects.

Likewise, the District has enhanced its Strategic Communications and Community Relations Capacity and has been successfully using this capacity to plan project specific outreach on a range of projects such as the Keith Road Bridge Renewal, and the Deep Cove Parking and Access Plan.

CMAC has had a number of meetings to discuss a possible ongoing role as an advisory committee. A copy of their proposal is attached. Their findings and recommendations are summarized below:

- A new Major Infrastructure Coordination Committee would be created
- The committee would focus on project delivery
- Members should have geographic representation with backgrounds in community involvement, engineering, planning and other relevant disciplines
- Depending on the projects and workload, working groups with additional members could be formed
- Activities would include:
 - Initial consideration of opportunities and concerns during the project definition phase
 - Synchronization with other projects
 - Early identification of potential community benefits/impacts
 - Provision of detailed input regarding mitigation plans
 - Provision of community oversight on the effectiveness of mitigation, responses to emerging circumstances and restoration
- The Committee would not be a decision making body but would rather monitor, review, advise and advocate
- The Committee would be chaired by an independent facilitator
- The Committee would choose which District, regional and/or provincial projects they wished to become involved with
- Examples of projects the CMAC members envisioned the new Committee could be involved in included:
 - Inter River Parks improvements (DNV)
 - Montroyal Bridge Replacement (DNV)
 - Highway 1 Exchange improvements (MOTI)
 - Phibbs Exchange (Translink)
 - Western Low Level Road Extension (MOTI)
 - North Shore Waste Water Treatment Plant (Metro)
 - 2nd Narrows Water Main (Metro)
 - North Shore Transfer Station Improvements (Metro)
 - Hunter Street Bridge and Park improvements (DNV)

There are significant variations in the scope and timelines of the above projects and the project owners may wish to set up their own advisory bodies or processes. An alternative would be to modify the terms of reference and rename the Committee to the "Major Infrastructure Projects Advisory Committee". Engineering staff support the idea as it would enable them to receive advice on a wider variety of projects. Like CMAC, it would function as a fairly high level monitoring group working closely with staff. Smaller working groups could be created to provide input on specific projects. Guests (i.e. consultants, contractors, project staff, residents and community representatives) would be invited to participate as appropriate. Expanding the role of the Committee to include major infrastructure projects would achieve much of what CMAC is proposing, while ensuring the list of projects is manageable, duplicate advisory processes are not set up and the focus remains on projects with community impact. As the new committee would be supported by District staff, there would be no need for an independent facilitator to organize, record and chair the meetings.

TIMING/APPROVAL PROCESS:

Metro Vancouver's support for CMAC will cease upon completion of the Capilano WM 9 project anticipated in spring 2017. As the District appoints members to its committees on an annual basis, new terms of reference would have to be drawn up and approved prior to the commencement of a recruitment process in early fall. The terms of reference and membership would have to be approved by Council's Oversight Committee.

CONCURRENCE:

CMAC has provided its own recommendation on its possible future advisory role, presented as Attachment 1. Staff support the idea of amending the terms of reference and renaming the Committee the Major Infrastructure Projects Advisory Committee.

FINANCIAL IMPACTS:

The annual cost for support of CMAC is approximately \$25,000 including fees for an external facilitator, plus meals during meetings. These costs have been paid by Metro Vancouver. Costs for DNV staff to attend CMAC meetings in the evening are in addition.

The recommendation will result in the District assuming incidental meeting costs.

LIABILITY/RISK:

There is no additional liability/risk anticipated from the recommendation.

OPTIONS:

1. THAT the District amend the terms of reference for the Community Monitoring Advisory Committee and rename it the "Major Infrastructure Projects Advisory Committee".
2. Allow the CMAC to demise at the end of the Capilano Watermain Project and continue to proactively consult with the public on a project specific and appropriate basis based on advice from the Strategic Communication and Community Relations Department.



David Stuart, Chief Administrative Officer.
Gavin Joyce, General Manager Engineering, Parks and Facilities

Attachments:

1. Memo From CMAC – Future of CMAC in the District of North Vancouver
2. Present CMAC Terms of Reference
3. Proposed Terms of Reference for the Major Infrastructure Projects Advisory Committee
4. Corporate Policy 1-0360-3 Municipal Advisory Committees

ATTACHMENT 1

Memo from CMAC – Future of CMAC in the District of North Vancouver

To: Robin Hicks, Councillor, District of North Vancouver
David Stuart, Chief Administrative Officer, District of North Vancouver

From: Seymour-Capilano Community Monitoring and Advisory Committee (CMAC)

CC: District of North Vancouver Council

Subject: Future of CMAC in the District of North Vancouver

Date: March 30, 2016

Recommendation

CMAC is asking that you recommend to DNV Council that they form a new committee drawing on the successful role that has been undertaken for the District over the last 15 years. A draft Terms of Reference is attached which is modeled on CMAC but expands the role to include community impacts of major infrastructure projects that will impact the District.

Background

The District of North Vancouver Community and Monitoring Advisory Committee (CMAC) had its origins in 2000 as an advisory committee providing input to Metro Vancouver formerly Greater Vancouver Regional District (GVRD) and the District of North Vancouver (DNV) as part of the planning and pre-construction phases of Capilano and Seymour water utility projects. The formation of the committee came about as a positive action agreed to by both Metro Vancouver and DNV in response to a serious breakdown in the community's understanding and acceptance of Metro Vancouver's approach to the Cleveland Dam Seepage Control project. Since its inception, the focus has been a monitoring function to avoid, minimize or mitigate community impacts arising from these projects. Members are drawn from community associations in the areas of the construction projects and the committee is supported by DNV Council and staff representation and by Metro Vancouver staff and contractor representatives.

At this time, Metro Vancouver has implemented a policy of not financially supporting advisory committees that report to a municipal government. Their support of CMAC has been committed until the end of the Capilano Main No. 9 project, now anticipated to be around May, 2017 with the completion of the crossover chamber at Edgemont and Capilano Road. DNV Council and staff have consistently recognized the important role that CMAC has played in providing a very direct method of early identification of and avoidance, minimization and mitigation of adverse community impacts.

Over the foreseeable future, DNV will be continuing to be the location of other major community infrastructure projects with a variety of federal, provincial and regional agencies. The timing is ideal to consider how to utilize the learnings that have taken place through the CMAC years and to extend this capability to positively affect such projects. Based on the demonstrated utility of having a consistent and informed group of citizens meeting regularly with senior project management staff and having the

Future of CMAC in the District of North Vancouver

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support of both DNV Council and staff, we are proposing that a new "CMAC-like" committee be formed to ensure that there is continuity of this function in the District of North Vancouver – a "Major Infrastructure Coordination Committee" (MICC).

This committee would focus on project delivery rather than service delivery. For projects where there is some potential shared interest with other existing DNV committees, it would be important to structure early opportunities to coordinate the focus of each committee to avoid overlap and optimize the contribution that each committee could contribute.

Members for the committee should be appointed by Council and attempt to have a geographic representation with backgrounds in community involvement, engineering, planning and other relevant disciplines. Based on the projects that the committee would undertake and the workload required to do the job needed, it is possible that there may need to be working groups formed with additional members.

A proposed engagement matrix is shown below.

Major Infrastructure Coordination Committee							
	Need / Opportunity	Project Concept	Preliminary Design	Detailed Design	Construction	Restoration	Operations
DNV Processes	Long term planning Inter-government/agency interests Source funding	Negotiations Consultation Initial project options	Initial engineering and technical investigation to identify most viable option	Specifications of project	Implementation of project design Selection of construction methodology	Demobilization Site restoration	Commissioning Ongoing operations Maintenance
Committee Involvement	Initial consideration of opportunities and concerns during project definition phase	Synchronization with other projects from a community perspective Early identification of potential community benefits/impacts from various options	More detailed input re opportunities and mitigation plans re impacts	Oversight, from a community perspective on effectiveness of mitigation plans and response to emerging circumstances	Oversight, from a community perspective on restoration		

This document provides an overall view of why such a committee should be formed and how it might operate. Should DNV support this proposal, it is clear that there are additional details that will need to be developed (e.g. what projects should be addressed by this committee in terms of size and current status, budget, transition from the current committee, etc.). Those tasks will be addressed after the District determines if this proposal is supported.

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DRAFT

PROPOSED TERMS OF REFERENCE

District of North Vancouver Major Infrastructure Coordination Committee

Purpose

The purpose of the District of North Vancouver Major Infrastructure Coordination Committee (MICC) is to provide advice to the proponents of major community infrastructure projects and to the District as to effects on the community in relationship to:

1. Early policy formulation and planning stages of projects to be able to:
 - a. allow early identification of potential synergies or conflicts with other major infrastructure construction projects;
 - b. provide meaningful input for design and construction options with the objective of avoiding, minimizing and mitigating community impacts; and
 - c. identifying community improvement opportunities;
2. Implementation of construction monitoring and mitigation measures appropriate to each project including (but not necessarily limited to) traffic, parking, dust, noise, air quality and safety;
3. Scheduling of construction activities, both short and long term with an emphasis on monitoring milestones and discussions of alternatives, where relevant, to minimize impacts on the community;
4. Monitoring and mitigation for other unforeseen issues that may arise that have a negative impact on the community; and
5. Communication with the community (e.g. timely information for residents regarding schedules, mitigation measure performance, response to concerns, etc.).

Relationship to Decision Making Processes

The purpose of MICC, as noted in the preceding section, is to monitor and review what is and will be taking place, to provide advice and, where appropriate, to advocate action, not to make decisions. MICC will provide advice to decision makers by means that committee members feel is the most effective. This includes, but is not limited to, direct oral advice at MICC meetings to staff and/or proponents, meetings with Council, presentations to proponents, or written reports to any of the above. Appropriate senior District staff and a Council representative will regularly participate in MICC meetings. The intent is that by having key decision makers from proponents and their contractors as well as the District present at MICC meetings, issues will be able to be addressed in the timeliest manner possible.

Committee Composition

The Committee is appointed by Council. The District will invite representation from community members with a background in engineering, planning, project development/management and other

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relevant disciplines and community awareness. Depending on the infrastructure projects, MICC may also invite additional members to assist with working groups. The Committee may also invite guest members who have a particular interest in a given project. An annual review of the appropriateness of the representation will be provided to Council along with recommendations for change of membership and the rationale for such recommendations. Each member will be asked to have an alternate member to meetings if the first appointed representative is unable to attend.

Proponent Representation

To ensure that MICC has meaningful discussions with proponents, DNV will attempt to ensure that the representatives of the proponent and their major contractor(s) will meet with and involve MICC in such a way that the purpose of the committee as outlined above can be met. This is not meant to be onerous but rather to attempt to take advantage of potential synergies with other projects as well as to prevent problems with community impacts before they arise and to work together with the proponent in a problem solving manner when impacts do or are predicted to occur.

Meetings

Particulars of MICC meetings will be as follows:

1. The frequency of committee meetings will be determined by MICC members and will be based on the overall project schedule as agreed to by DNV and the proponent; the frequency of the meetings may vary through the phases of any particular project.
2. The specific meeting dates, timing and length of each meeting will vary to accommodate the agenda topics and needs of committee members, DNV and the proponent.
3. A project manager and/or other appropriate proponent representatives, appropriate DNV staff and a Council representative will attend all committee meetings.
4. DNV will provide accommodation for all meetings unless committee members agree to hold the meeting in another suitable location.
5. The proponent and DNV will provide all information, as appropriate, relative to schedules, monitoring and the implementation and performance of the mitigation measures. Attempts will be made to provide this information to committee members sufficiently prior to the meeting at which the information will be discussed to allow for meaningful discussion.
6. All committee meetings will be chaired by an independent facilitator. The facilitator will be responsible for preparing and distributing agendas, conducting meetings and producing appropriate committee notes. Agenda items will be provided by committee members, DNV and the proponent.
7. The meeting notes will be distributed as soon as possible to all Committee members, DNV Council and appropriate District staff via e-mail and will be posted on the District's website.
8. Committee members are encouraged to use the meeting notes as a tool for wider communication with other members of the community on matters related to the construction projects.

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9. All advice by the MICC will be offered in good faith to the proponent and DNV for consideration in decisions related to the projects.
10. Where possible, committee consensus will be sought when discussing positions, however, minority opinions will be considered to have merit and be noted; voting will not be asked for at any time for the purpose of determining a committee recommendation to the proponent or DNV.
11. At appropriate times during the course of the project and at the conclusion of the project, reports will be prepared noting the consultative input supplied by MICC and how this advice was utilized.

Spokesperson

The Committee shall choose a spokesperson from its members. The spokesperson will be expected to provide timely updates, generally in an annual report, to Council on the status of proponent projects, MICC input and a synopsis of how well the Committee is fulfilling its purpose.

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ATTACHMENT 2

Present CMAC Terms of Reference

CMAC Terms of Reference
District of North Vancouver
Community Monitoring and Advisory Committee
Capilano / Seymour Water Projects

PURPOSE AND MANDATE

The purpose of the District of North Vancouver Community Monitoring and Advisory Committee: Capilano / Seymour Water Projects (CMAC) is to provide advice as to effects on the community in relationship to projects associated with North Shore water transmission system development, enhancement and maintenance. The CMAC will monitor and provide advice to District and Metro Vancouver staff and Council as to:

1. Design, construction and mitigation options related to the treatment / purification/distribution of water from the Capilano and Seymour reservoirs and associated facilities on the North Shore;
2. The implementation of construction monitoring and mitigation measures including traffic, parking, dust, noise, air quality and safety;
3. Schedule of construction activities, both short and long term with an emphasis on monitoring milestones and discussions of alternatives, where relevant, to minimize impacts on the community;
4. Monitoring and mitigation for other unforeseen issues that may arise that have a negative impact on the community; and
5. Communication with the community (e.g. timely information for residents regarding schedules, mitigation measure performance, response to concerns, etc.).

RELATIONSHIP WITH DECISION MAKING PROCESSES

The purpose of the CMAC, as noted in the preceding section, is to monitor and review what is and will be taking place, to provide advice and, where appropriate, to advocate action, not to make decisions. The CMAC is encouraged to provide their advice to decision makers by means that committee members feel is the most effective. This includes, but is not limited to, direct oral advice at CMAC meetings to staff, meetings with Council, presentations to Metro Vancouver committees and and/or the Board, or written reports to any of the above. Appropriate senior District staff and a Council representative will regularly participate in CMAC meetings. The intent is that by having key decision makers from Metro Vancouver as well as the District present at CMAC meetings, issues will be able to be addressed in the timeliest manner possible.

COMPOSITION OF THE COMMITTEE¹

The Committee is appointed by Council. The District will invite representation from each of the following:

Capilano/Grouse Woods Residents Association	(1) members
Edgemont and Upper Capilano Community Association	(1) member
Seymour Valley Community Association	(1) member
Lynmour South Inter-River Community Association	(1) member

¹ *The membership of the committee has changed somewhat over the years to reflect the communities surrounding the water utility projects*

Lynn Valley Community Association	(1) member
Blueridge Community Association	(1) member
Member of Council	(2) members

Organizations are encouraged to be represented by individuals who have been involved with previous discussions regarding these projects as they are knowledgeable with regards to these construction projects and planned monitoring and mitigation. Each organization should appoint an alternate member to represent their organization if the first appointed representative is unable to attend.

MEETINGS

Particulars of CMAC meetings will be as follows:

- The frequency of committee meetings will be determined by CMAC members and will be based on the overall project construction schedule as agreed to by DNV and Metro Vancouver staff; the frequency of the meetings may vary through the construction process.
- The specific meeting dates, timing and length of each meeting will vary to accommodate the agenda topics and needs of committee members, DNV and Metro Vancouver.
- A construction project manager and/or other appropriate Metro Vancouver staff representatives and a DNV staff member will attend all committee meetings.
- DNV will provide accommodation for all meetings unless committee members agree to hold the meeting in another suitable location.
- Metro Vancouver and DNV will provide all information relative to construction schedules, monitoring and the implementation and performance of the mitigation measures. Attempts will be made to provide this information to committee members sufficiently prior to the meeting at which the information will be discussed to allow for meaningful discussion.
- All committee meetings will be chaired by an independent facilitator funded by Metro Vancouver. The chairperson will be responsible for preparing and distributing agendas, conducting meetings and producing appropriate committee notes. Agenda items will be provided by committee members, DNV and Metro Vancouver.
- The Committee notes will be distributed as soon as possible to all Committee members and designated District and Metro Vancouver Staff via e-mail:
- All advice by the CMAC will be accepted in good faith by Metro Vancouver and DNV for consideration in decisions related to the construction projects.
- Where possible, committee consensus will be sought when discussing positions, however, minority opinions will be considered to have merit and be noted; voting will not be used at any time for the purpose of determining a committee recommendation to Metro Vancouver or DNV.
- Committee members are encouraged to use the meeting notes as a tool for wider communication with members of the group they represent on matters related to the construction projects.

- At appropriate times during the course of this project and at the conclusion of the project, consultation feedback reports will be prepared noting the consultative input supplied by the CMAC and how this advice was utilized. Where advice has not been incorporated, Metro Vancouver and/or DNV will acknowledge receipt of this advice and provide the rationale for not using such advice.

SPOKESPERSON

The Committee shall choose a spokesperson from its general members. The spokesperson will be expected to provide timely updates to Council (at least monthly at the start of the projects) on the status of Metro Vancouver projects and the effectiveness of the various mitigative measures.

VACANCY

A vacancy shall be reported by the Spokesperson of the Committee to Council who shall appoint a replacement for the unexpired term of the former member.

ABSENTEEISM

A member who is absent except for reasons of illness or with a leave of the Committee from three consecutive or five in any twelve consecutive regular meetings of the Committee, is deemed to have resigned effective at the end of the third or fifth such meeting, as the case may be.

REPORTING

The spokesperson shall report to Council at various stages during the projects. As a minimum the spokesperson shall provide Council with the status of the following issues and the success of the mitigative measures which address these issues:

- progress on Water Distribution System project decisions
- traffic
- parking
- dust
- noise
- air quality
- safety

REMUNERATION

Members will not receive remuneration.

COMMITTEE LONGEVITY

This committee has been formed to address the planning and construction phase for the GVWD Capilano and Seymour water treatment / purification projects; Projects associated with the Capilano and Upper Seymour Dams; Water Main Projects and related issues. The Committee will continue to exist at the pleasure of DNV Council.

Considered and Approved, Regular Council Meeting - January 22, 2001
Reconsidered and Approved, Regular Council Meeting - July 3, 2001
Reconsidered and Approved, Special Council Meeting - March 11, 2002
Reconsidered and Approved, Special Council Meeting - July 2, 2002
Reconsidered and Approved, Regular Council Meeting – May 7, 2012

ATTACHMENT 3

Proposed Terms of Reference for the Major Infrastructure Projects Advisory Committee

District of North Vancouver

Terms of Reference

Major Infrastructure Projects Advisory Committee

Name	Major Infrastructure Projects Advisory Committee
Purpose	<p>The purpose of the Committee is to monitor designated major infrastructure projects and provide advice to the District Council and staff with respect to impacts on the community. They could include:</p> <ol style="list-style-type: none">1. Meaningful input on design and construction options2. Suggestions on community enhancement opportunities arising from a project3. Monitoring of construction and mitigation measures intended to reduce community impact (including but not limited to) traffic, parking, dust, noise, air quality and safety4. Monitoring the scheduling of construction activities with an emphasis on milestones and the review of alternatives which could reduce community impact5. Reviewing alternatives considered to address unforeseen circumstances that could have community impact6. Providing input on the communication strategy and activities
Delegated Authority	<p>MIPAC role is to monitor, review, provide input and advice and advocate for certain actions or alternatives to District staff and Council through participation in meetings, presentations or written reports in a timely manner. MIPAC has not been delegated the authority to direct staff or make decisions with respect to projects or processes.</p>
Origin of Work	<p>Projects reviewed by MIPAC will be jointly agreed upon by the Committee and the Manager – Engineering Services.</p>
Membership	<p>The Committee is appointed by Council based on recommendations from the Advisory Oversight Committee. Up to 8 members representing areas in the District where major infrastructure projects are being carried out. Experience with major infrastructure projects and community representation is preferred. Council will appoint one Council member to act as liaison with the</p>

	Committee.
Recruitment and Selection	The Clerk's Office will undertake a process of advertising for residents who are interested in volunteering to serve on MIPAC. The Advisory Oversight Committee will be responsible for reviewing the applications and providing recommendation to Council.
Term	Members will be appointed on an annual basis or any other term deemed appropriate by Council.
Revocation of Appointment	If a member misses three consecutive meetings without reasonable cause, they will be deemed to have resigned. The MIPAC may recommend revocation of appointment, as may be deemed necessary.
Vacancy	Any vacancy created will be filled by a new appointee for the remainder of the term.
Chairperson	The Chairperson and Vice Chairperson will be elected by the Committee at its first meeting each year. If both are absent from a meeting, an Acting Chairperson will be chosen by the members present.
Work Plan	A work plan based on the designated projects will be prepared jointly by the Committee and staff. The extent of monitoring and review may vary by project. The Committee may establish temporary working groups from its membership to focus on specific projects.
Budget	The Manager – Engineering Services will maintain a modest budget to cover expenses associated with meetings and any other activities
Meeting Schedule	The frequency of committee meetings will be determined by the Chairperson and staff and will be based on the Work Plan.
Procedures	Advice and input will be arrived at through consensus. If consensus cannot be reached, minority positions will be considered to have merit and will be included in any meeting notes and/or reports provided to Council.
Reporting	Oversight of the Committee will be the responsibility of the Manager – Engineering Services. The Committee will report quarterly, or as deemed appropriate to Council.
Staff Support	Staff support will be provided by staff from the Engineering, Parks and Facilities Division. Professional advice will be provided by staff or consultants retained by the District.

Guests	As deemed appropriate, guests may be asked to attend and/or participate in MIPAC meetings. This may include community representatives, residents impacted by projects, businesses affected by projects, contractors, consultants and staff from the project "owners" (i.e. Metro Vancouver, Provincial Government, Port Metro Vancouver)
Remuneration	Appointees will receive no remuneration for their service.
Conflict of Interest	Appointees are required to be vigilant for issues of real or perceived conflict of interest. District staff are available to discuss possible conflicts with a potentially conflicted member.
Code of Ethics	Appointees will be required to sign a statement saying they have read, understood and will conform to the District's Code of Ethics. This will be required upon appointment.

ATTACHMENT 4

Corporate Policy 1-0360-3 Municipal Advisory Committees



The Corporation of the District of North Vancouver

CORPORATE POLICY MANUAL

Section:	Administration	1
Sub-Section:	Committees and Commissions/Meetings - General	0360
Title:	MUNICIPAL ADVISORY COMMITTEES	3

POLICY

From time to time as deemed necessary, the District of North Vancouver may have Municipal Advisory Committees which fall into the following categories:

- **Standing Advisory Committees;**
- **Statutory Committees;**
- **Joint External Advisory Committees;**
- **Working Groups;**
- **Community Advisory Committees; and,**
- **External Advisory Groups.**

REASON FOR POLICY

Municipal Advisory Committees provide expert and/or community advice to Council, senior management, and/or staff on a variety of topics, issues, projects and initiatives. The changes represented in this policy provide for greater clarity, flexibility, and responsiveness with respect to the use of advisory committees. The changes will also ensure that valuable community and staff resources are utilized in the most effective and efficient manner possible by focusing on meaningful and well defined goals and tasks to better meet District needs.

PROCEDURE

1. Definitions

Standing Advisory Committees

These are committees established by the Mayor for matters the Mayor considers would be better dealt with by committee. This category may also include certain other bodies generally considered to serve an ongoing, permanent function. The Mayor makes the appointments to standing advisory committees. At least half of the members of a standing committee must be Council Members. Appointments may be specified in legislation, bylaw, or terms of reference.

Statutory Committees

These are committees required by, or prescribed by, legislation. The bodies in this category either conduct independent statutory duties, advise Council, or manage major District assets. Members of Council may or may not be required, or permitted, on these committees. Appointments to these Committees are made by Council.

Joint External Advisory Committees

These are committees or commissions that are either bi- or tri-municipal in nature and either jointly manage cross-community assets and services or monitor issues of significant community interest on an ongoing basis. The composition of, appointment to, and operation of these bodies is prescribed in legislation, bylaws, or agreements.

Working Groups

These are formed when Council or staff identify a specific issue or initiative and seek input from a cross-section of residents. Working Groups exist for a limited duration sufficient to complete the assigned task and work directly with staff who in turn report on the issue to Council. Generally, Councillors are not appointed to any working group except where a liaison role is deemed appropriate and appointments are made by the Advisory Oversight Committee.

Community Advisory Committees

These are formed when staff identify issues that require ongoing or periodic community input or involve a particular user group whose input, guidance, or feedback is deemed necessary or desirable for the better delivery of a DNV service. Groups work with staff who in turn use the information as input for staff reports to Council. There is generally no formal Council involvement with the groups and appointments are made by staff but ratified by the Advisory Oversight Committee.

External Advisory Groups

These are committees, working groups, advisory bodies, etc. created by organizations or agencies other than the DNV where the DNV has no control over the terms of reference of the body. DNV staff are involved as invited participants subject to the relevance of the body and our resources to sustain such participation.

2. Standardized Terms of Reference

The standardized Terms of Reference in Schedule A is intended to bring consistency to the creation of, appointment to, and functioning of various categories of advisory committees employed from time to time by the District of North Vancouver. Some customization is allowed in order to reflect the uniqueness of each advisory group. Terms of Reference are subject to the approval of the Advisory Oversight Committee.

3. Advisory Oversight Committee

The Advisory Oversight Committee is a Standing Committee of Council that has been delegated the authority to appoint, or confirm staff recommendations to appoint, appropriately qualified citizens and professionals to all Working Groups and Community Advisory Committees and to certain Joint External Advisory Committees and External Advisory Groups. The Mayor retains the statutory obligation to appoint Standing Committees members. Council appoints to certain Statutory Committees and Joint External Advisory Committees upon recommendation of suitable appointees by the Advisory Oversight Committee (see Schedule B).

4. Creation of New Advisory Committees

New advisory committees will be created, as needed, within the definitions set out in section 1. The nature of the task to be performed, the authority for undertaking it, the time estimated to complete the task, and nature of the expertise/opinion needed will be considered in determining

which the five types of committee the new one will be. Terms of Reference for the new committee will be largely based on the standard in Schedule A.

5. Appointment Procedure

Appointments to any advisory committee will be made in accordance with Schedule B.

Approval Date:	November 20, 1995	Approved by:	Executive Committee
Amendment Date:	December 11, 1995	Approved by:	Regular Council
Amendment Date:	April 22, 1996	Approved by:	Regular Council
Amendment Date:	April 14, 1997	Approved by:	Regular Council
Amendment Date:	April 27, 1998	Approved by:	Regular Council
Amendment Date:	October 05, 1998	Approved by:	Regular Council
Amendment Date:	November 28, 2000	Approved by:	Regular Council
Amendment Date:	May 28, 2007	Approved by:	Regular Council
Amendment Date:	August 29, 2011	Approved by:	Regular Council

Schedule A

Standardized Terms of Reference

Name	What will the body be called?
Purpose	What is the body's specific purpose?
Delegated Authority	Precisely describe the scope of any delegated authority.
Origin of Work	Who may assign the primary task, subsequent tasks, or modify assigned tasks?
Membership	How many members will there be? Will they represent interest groups or specific segments/areas of the community? Will there be one or more Councillors included as members?
Member Emeritus	Is there a certain individual that staff or Council would like to honour? This individual has provided significant value to the committee and their historical perspective and insight can continue to inform the committee. The member emeritus would be non-voting, and would be an advisor to the committee. Committees are not required to have a member emeritus. The member emeritus is for a one year term; and is renewable. Only one member emeritus per committee. There are no minimum attendance requirements for this position.
Appointment	
Qualification	What are the prerequisites that qualify a person to be a member?
Recruitment and Selection	How will potential members be recruited and what will be the selection process?
Appointment	Who or what body will make the appointment of members?
Term	What is the term of appointment? Ensure that no more than half of the body turns over each year.
Revocation of Appointment	Ensure that it is clear that the person or body making the appointment also has the power to revoke the appointment.
Vacancy	Specify that any vacancy created is filled by a new appointee for the remainder of the term of the person being replaced.
Chair	Will the Chair be selected by the body from amongst its members or will it be appointed by person or body appointing members?
Duties	What kind of work will be assigned?
Work Plan	Will a work plan be required? Where required, it must cover the

term over which the assigned duties will take place and address what will be accomplished, within what time frame, and requiring what resources. If the body is a standing one, an annual work plan should be required.

Budget	What is the assigned budget, if any, for the period or duties? If a budget and work plan are required, they should be interrelated. The budget should reflect the true and complete cost of the body's duties including staff time dedicated to supporting the body.
Meeting Schedule	How frequently will the body meet? It may be a prescribed minimum or left to the call of the Chair.
Procedures	What procedures will the body adhere to? Statutory bodies may have prescribed rules, others may be required to conform to the Council Procedure Bylaw, while others may use Robert's Rules of Order. A set of procedures should be specified in order to bring certainty to the conduct of proceedings, such as defining quorum.
Reporting	To whom and at what intervals will the body report? How will the body be dissolved upon its final report?
Staff Support	Will there be staff resources designated to support the activities of the body? If so, specify the scope of this support and identify minimum and maximum levels. Ensure this is addressed in the budget of the body.
Remuneration	Appointees will receive no remuneration for their service on such bodies. It is reasonable that expenses incurred in the conduct of business be reimbursed.
Conflict of Interest	Appointees are required to be vigilant for issues of real or perceived conflict of interest and take appropriate action. District staff (Clerk, Directors, CAO) are available to discuss issues of conflict of interest with a potentially affected appointee.
Code of Ethics	Appointees will be required to sign a statement saying that they have read, understood, and will conform to the District's Code of Ethics. This will be required immediately upon appointment.
Dissolution	How and when will the body be dissolved?

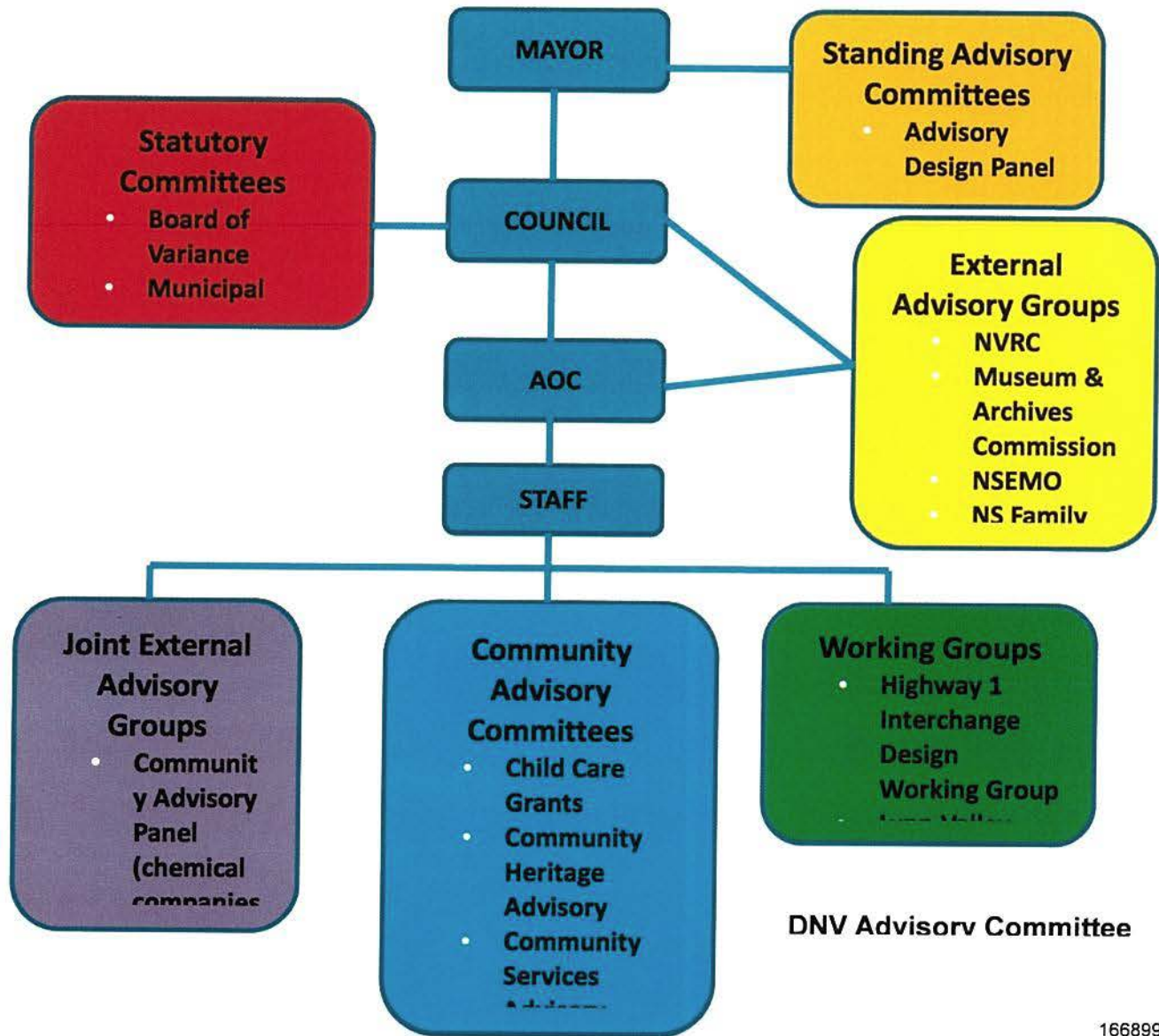
Schedule B**Appointing Body**

Committee	Category	Recommended by	Confirmed by
Advisory Design Panel		Staff ²	Council
Advisory Oversight Committee		Mayor	Mayor
Board of Variance		Staff ²	Council
Child Care Grants Committee		Staff ¹	AOC ³
Community Advisory Panel (chemical companies)		Staff	Staff
Community Heritage Advisory Committee		Staff ¹	AOC ³
Community Monitoring Advisory Committee		Staff ¹	AOC ³
Community Services Advisory Committee		Staff ¹	AOC ³
Finance & Audit Committee		Mayor	Mayor
Golf Facilities Strategic Working Group		Staff ¹	AOC ³
Highway 1 Interchange Design Working Group[Staff ¹	AOC ³
Joint Police Committee		Mayor	Mayor
Joint Use of Public Facilities Planning Group		Staff	Staff
Lynn Valley Village Working Group		Staff ¹	AOC ³
Municipal Library Board		Staff ²	Council
Museum & Archives Commission		Staff ¹	AOC ³
North Vancouver Recreation Commission		AOC	Council
NS Advisory Committee on Disability Issues		Staff ¹	AOC ³
NS Emergency Management Office		Bylaw	Bylaw
NS Family Court & Youth Justice Committee		Staff ¹	AOC ³
NS Substance Abuse Working Group		Staff ¹	AOC ³
NS Waterfront Liaison Committee		Staff	Staff
OCP Roundtable		Staff ¹	AOC ³
Parcel Tax Roll Review Panel		Council ²	Council
Parks and Natural Environment Committee		Staff ¹	AOC ³
Public Art Committee		Staff ¹	AOC ³
Transportation Consultation Committee		Staff ¹	AOC ³

	Standing Advisory Committees
	Statutory Committees
	Joint External Advisory Committees
	Working Groups
	Community Advisory Committees
	External Advisory Groups

Notes:¹staff appointments ratified by Advisory Oversight Committee²staff will prepare background information for Council or AOC

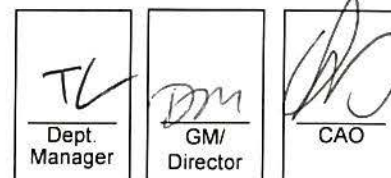
³Advisory Oversight Committee acting on behalf of Council (appointment(s) to be circulated to Council for information/comment prior to being confirmed)



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AGENDA INFORMATION	
<input checked="" type="checkbox"/> Council Workshop	Date: June 19, 2017
<input type="checkbox"/> Finance & Audit	Date: _____
<input type="checkbox"/> Advisory Oversight	Date: _____
<input type="checkbox"/> Other:	Date: _____



The District of North Vancouver REPORT TO COMMITTEE

June 9, 2017

File: 13.6480.30/003.000.000

AUTHOR: Nicole Foth, Community Planner

SUBJECT: Coach House Program Review

RECOMMENDATION:

THAT the report titled "Coach House Program Review" from the Community Planner dated June 9, 2017 be received for information.

REASON FOR REPORT:

In 2014, Council initiated the coach house program with a "gradual entry approach" to slowly introduce coach houses in the District. The coach house program was intended to be monitored, reviewed, and revised as needed over time. This report responds to Council's resolution on November 17, 2014 that staff reviews the coach house program after it has been implemented and report back to Council.

SUMMARY:

This report provides a review of the coach house program from its approval in November 2014 to end of May 2017 with accompanying recommendations to implement a two tier coach house approvals system. Since the adoption of the coach house program, the District has approved nine and denied two coach house applications. Coach house applications that have been more successful and elicit fewer negative neighbour responses than other applications tend to be one-storey and have open lane access. This is the rationale for creating a two-tier approach to permitting coach houses in the District, therefore:

- **Tier 1 coach houses** are one-storey coach houses on lots that are a minimum 50 feet (15.24 m) wide and have open lane access. Applicants would be eligible to apply directly for a Building Permit. This approach to permitting would require an amendment to the Single Family zones in the Zoning Bylaw. The *Coach House How-To Guide* would continue to be used as a best practice design guide for applications.



One-storey coach house example

- **Tier 2 coach houses** are eligible coach houses in the *Coach House How-To Guide* not covered in Tier 1. The existing Development Variance Permit process would apply to these applications.



Two-storey coach house example

BACKGROUND:

The coach house program was approved by Council in November 2014 following robust public engagement earlier that year. Results from the community engagement showed that 85% of survey respondents strongly agreed or agreed “that Coach Houses should be considered to provide additional housing options in the District”.

Purpose of the District’s Coach House Program

Council endorsed the District’s coach house program in 2014 in order to encourage a greater diversity of housing options for the community. Coach houses form part of the continuum of housing options. Coach houses suit diverse demographic interests, potentially meeting the housing demands of various ages, incomes, and housing preferences, such as seniors looking to downsize, inter-generational and extended families, or young couples looking for ground-oriented homes.

EXISTING POLICY:

Official Community Plan

The District’s Official Community Plan (OCP) encourages diversity of housing choices across the full spectrum of housing needs. The *Detached Residential* land use designation in the OCP includes provision for secondary suites or coach houses in single family residential areas.

EXISTING GUIDELINES & PROCESS:

The District regulates coach housing development through issuance of Development Variance Permits (DVP) that vary the location of a secondary suite on a lot. The District’s *Coach House How-To Guide* (www.dnv.org/property-and-development/build-coach-house) outlines the four-step application and approval process where final approval of a DVP rests with Council (Attachment 1).

The DVP process was selected for the introduction of coach houses to provide Council with the opportunity to review all the initial coach house applications since coach housing was a new housing option in the municipality. This approach has facilitated the anticipated controlled and gradual entry of coach houses in the District.

While coach houses may be built in any single-family zone, applications must meet specific development criteria. A residential lot may be eligible for a coach house if it meets the following screening level criteria:

- Lot is 10,000 sq. ft. (929 m²) or larger, or
- Lot is 50 feet (15.24 m) or wider provided that there is an open lane, or
- Corner lot is 50 feet (15.24 m) or wider without a lane.

Coach house applications must also meet the following criteria:

- The combined floor space for the principal house and coach house is limited to what is available under existing zoning;
- Maximum coach house size is 90 m² (968 sq. ft.) which is the same maximum size for a secondary suite;
- A secondary suite or a coach house may be permitted, but not both;
- An additional parking space is required in a non-tandem configuration on site for a coach house;
- Coach houses cannot be strata-titled; and
- Coach houses meet design criteria to protect neighbourhood character and privacy (in the *Coach House How-To Guide*).

ANALYSIS:

Program Trends

The analysis includes a review of the coach house applications that received a Council decision from the program initiation in 2014 to end of May 2017. A limitation of the review is that there have been a small number of approved coach houses to date.

Key findings include:

- | | |
|--|--|
| 1. Program uptake | Uptake of the coach house program has been roughly five units/year since 2014, which is at the low end of the annual projection. |
| 2. Location and distribution | Coach houses have been approved across the District, with a slightly higher concentration in the Keith-Lynn area. |
| 3. Stated applicant rationale for building a coach house | Five of the nine approved coach houses are intended for family members, notably for homeowners' children, and the remaining are intended for rental units. |
| 4. Coach house size and bedrooms | Seven of the nine approved coach houses are two-bedroom units, and six of the nine are one-storey buildings. |
| 5. Lot size and access | Five of the nine approved coach houses are on lots with open lane access. Coach house applications with lane access tend to be more successful than those without open lane access. Lots without open lane access may be more challenging due to neighbours perceiving a greater impact. |

- | | |
|------------------------|--|
| 6. Parking provision | All approved coach houses meet the parking requirement of three on-site spaces. |
| 7. Variances | Most coach houses require a variance in addition to the variance required for the location of the secondary suite. |
| 8. Denied Applications | The two denied coach house applications were for lots without open lane access and were not corner lots. In both cases more neighbour input with was received compared to the approved coach houses. |

The full analysis is in Attachment 2. Several municipalities across the region have coach or laneway housing programs, including on the North Shore (Attachment 3).

Based on the approved applications, results of the coach house review reveal:

- A gradual entry of coach housing has occurred and it on the low end of the annual projection;
- Applicants are distributed across the District;
- Roughly half of the coach houses are intended for family members;
- Most coach houses contain two-bedrooms;
- Lots with lane access have been more successful in obtaining approvals;
- All coach houses are meeting the parking requirement of three on-site spaces per lot; and
- Most coach houses have required a variance in addition to varying the location of the secondary suite.

Timing/Approval Process:

If Council directs staff to proceed with the recommendations in this report, an amended Zoning Bylaw would be introduced for Council consideration before the end of 2017.

Concurrence:

This report was reviewed by staff from Development Planning and Building Services.

Financial Impacts:

Development permit fees and tax revenues as a result of coach house development are expected to continue to be modest.

Liability/Risk:

The options for amending the coach house program do not expose the District to any particular risk or liability.

Public Input:

Council and staff have received public input through the neighbour notification process and public input process with coach house Development Variance Permit applications.

Any change to the Zoning Bylaw would require a Public Hearing, which provides the opportunity for public input. If Council directs staff to draft a Zoning Bylaw amendment, proposed changes would be communicated to the public.

Social Policy Implications:

Coach houses provide opportunities for greater housing diversity, enable residents to age-in-place on their property, or provide housing for family members. Coach houses have the potential to enable young families or young adults to live in single-family neighbourhoods in a detached dwelling that might otherwise be unaffordable. Coach houses provide a unique housing option that is different than apartments, townhouses, and larger single-family homes.

Environmental Impact:

Coach houses enable efficient use of existing developed land and infrastructure in existing neighbourhoods throughout the District. Coach house development must adhere to environmental Development Permit Area regulations.

Conclusion:

The coach house program encourages a diversity of housing choices to fit the needs of a diverse population, including a mix of ages and incomes. A two tier process would permit one-storey coach houses with open lane access in the Zoning Bylaw and other coach house applications would follow the existing Development Variance Permit process and the *Coach House How-To Guide*.

When the coach house program started, Council opted to use a Development Variance Permit (DVP) process as a way to gradually introduce coach housing. Now that the District has had several applications, the program can be revisited.

Coach house applications that have been typically more successful and elicited fewer negative neighbour responses tend to be one-storey and have open lane access, therefore:

- **Tier 1 coach houses** would be one-storey coach houses on lots that are a minimum 50 feet (15.24 m) in width and have open lane access. Applicants would be eligible to apply directly for a Building Permit and would no longer be required to apply for a DVP to vary the location of a secondary suite.

To implement Tier 1, an amendment to the Zoning Bylaw is required to permit coach houses if they meet certain conditions (i.e. minimum lot width and open lane access). Other changes may be suggested to reduce the likelihood of other variances associated with coach house applications. The *Coach House How-To Guide* would continue to be used as a best practice design guide for applications.

- **Tier 2 coach houses** would be the eligible coach houses in the *Coach House How-To Guide* not covered in Tier 1. The DVP process would be used.

SUBJECT: Coach House Program Review

June 9, 2017

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For instance, Tier 2 would include two-storey coach houses, coach houses without open lane access, or have any zoning variances. Approval would continue to rest with Council with the DVP process as outlined in the *Coach House How-To Guide*.

Options:

THAT the report titled "Coach House Program Review" from the Community Planner dated June 9, 2017 be received for information.

Respectfully submitted,



Nicole Foth
Community Planner

Attachment 1: Current Coach House Process

Attachment 2: Coach House Analysis

Attachment 3: Other Municipal Coach House Programs

REVIEWED WITH:

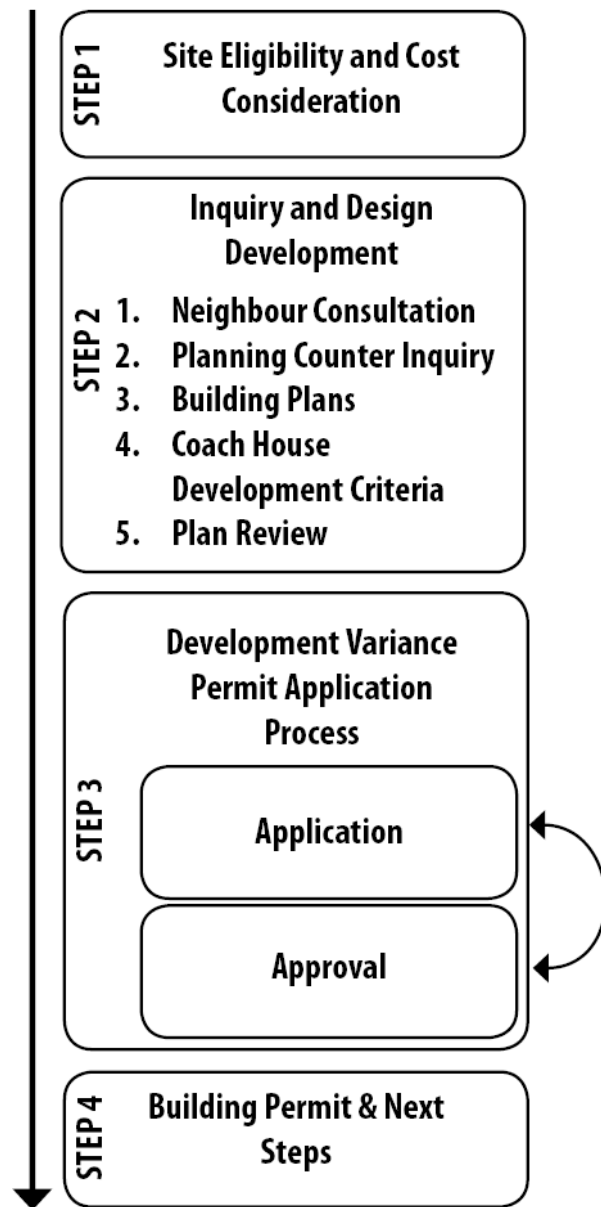
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External Agencies:

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<input type="checkbox"/> RCMP	_____
<input type="checkbox"/> NVRC	_____
<input type="checkbox"/> Museum & Arch.	_____
<input type="checkbox"/> Other:	_____

ATTACHMENT 1: Current Coach House Process



From the *Coach House How-To Guide*.

ATTACHMENT 2: Coach House Analysis

1. Program uptake

The gradual entry approach to coach houses in the District has seen nine Council-approved coach houses and two denied since the program was adopted in November 2014 (

June 9, 2017 Page 7

). The uptake has been lower than the anticipated range of five to 25 applications per year. As a comparison on the scale of development in the same period, just over 170 Building Permits per year were issued for new single-family houses (2015 and 2016).

Table 1: Coach Houses Approved/Denied by Year

Year	Approved	Denied	In-process	Total
2015	3	0	0	3
2016	5	2	0	7
2017	1	0	2	1
Total	9	2	2	13

Although there are a limited number of applications and approvals to date, there has been sizeable interest from the public in the coach house program. Development Planning staff estimate there are roughly 10 coach house enquiries each month from potential applicants.

2. Location & distribution

Approved coach houses are distributed across the District (Figure 1). The District has approved applications in single-family zones RS1, RS3, RSKL, and RSPH. While the numbers are too small to indicate a trend, there have been relatively more coach house approvals in the Keith-Lynn area (zone RSKL) where there are open lanes.

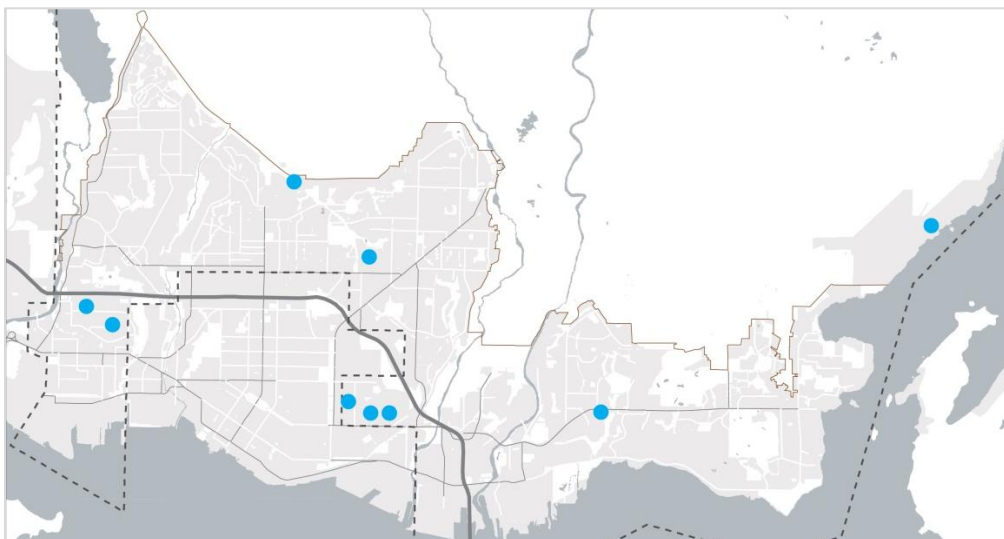


Figure 1: Approved coach house locations.

3. Stated applicant rationale for building a coach house

Of the approved coach house applications in the program, roughly half of the applicants indicated they are building the coach house for family members (five of nine) and most of these were for their children. Given the current housing market, this may indicate coach houses are providing a relatively more affordable detached housing option for family members and as a way for residents' children to live on the North Shore. The remaining coach houses are intended for rental units (four of nine). Like secondary suites, coach houses may be rented as 'mortgage-helpers'.

4. Coach house size

Coach houses are adding to the supply and diversity of housing in the District. Most approved coach houses are 1-storey buildings (six of nine) and most have two bedrooms (seven of nine). Most approved coach houses are on lots that did not have existing secondary suites (six of nine).¹ Given that a coach house is essentially an alternative form of a secondary suite, the approved coach houses are providing an at-grade detached secondary unit alternative. With regard to size, all the approved coach houses comply with the maximum permitted 90 m² (968 sq. ft.) and have an average coach house size of 75 m² (809 sq. ft.).

5. Lot size and access

Most of the approved coach houses are on lots that have open lane access (five of nine). The remainder are on lots of at least 10,000 sq. ft. (929 m²) (three of nine) or on a corner lot (one of nine). Lots with open lane access are well suited to coach houses because coach houses are located where a garage typically would be situated. In other words, the building massing of garages is generally expected along open lanes, and coach houses are of comparable massing.

In contrast, applications for coach houses on lots without lane access have met more challenges. The two denied coach house applications were for lots without open lane access and were not corner lots. In both cases, more neighbour input was received compared to the approved coach houses, including comments that coach houses would be more suitable for lots with rear lane access. Neighbours may be less amenable to coach house applications in established neighbourhoods without open lane access because of a greater perceived change to driveways, parking, and building massing in the backyard.

Three of the approved coach houses met the criterion of a minimum lot size of 929 m² (10,000 sq. ft.) or greater and no lane access. However, these cases seem to be exceptions rather than the rule because one was for conversion of an existing building in the front yard and the other two were located adjacent to less developed areas (fewer neighbours).

6. Parking provision

Coach houses are required to provide three on-site parking spaces, one for the coach house and two for the principal residence. All of the approved coach houses have met this

¹ The District's coach house program only permits either a coach house or secondary suite, but not both, on a property.

requirement and have three parking spaces per lot. All coach house parking spaces are in non-tandem format (i.e. not parked in front or behind another parking space).

Three parking spaces is the same requirement for houses with new secondary suites. Because all single-family residential zones permit secondary suites², coach houses are not likely to add more vehicles expected than with typical secondary suites.

7. Variances

All coach house applications require a variance to the location of the secondary suite. Other variances may be required, and most approved coach houses have more than one variance (seven of nine). Other variances include: size of parking structure and accessory building (in required rear yard), setbacks, accessory building height, building coverage, eave projection.

8. Denied Applications

The two denied coach house applications were for lots without open lane access and were not corner lots. In both cases more neighbour input was received compared to the approved coach houses.

² Subject to the Approving Officer Subdivision Best Practice Guidelines.

Coach House Applications Summary

The following are the coach house applications from November 2014 (start of coach house program) to end of May 2017 that received a Council decision.

Status	Date approved / denied	Street	Storeys	Lane Access	Corner Lot	Over 10,000 sq. ft. lot
Approved	2015 June 15	West 20 th St	1	Y	N	N
Approved	2015 Sept. 28	Calverhall St	1	Y	N	N
Approved	2015 Dec. 7	Shakespeare Ave	1	N	Y	Y
Approved	2016 Feb. 22	Adderley St	1	Y	N	Y
Approved	2016 Sept. 12	W 23 rd St	1	Y	N	N
Approved	2016 Sept. 12	Mt Seymour Pkwy	1	N	N	Y
Approved	2016 Oct. 24	Indian River Dr	2	N	N	Y
Approved	2016 Nov. 7	E 10 th St	2	Y	N	N
Approved	2017 Jan. 16	St Marys Ave	1.5	N	N	Y
Denied	2016 July 25	Carnaby Pl	2	N	N	Y
Denied	2016 Sept. 19	Floralynn Cres	1	N	N	Y

ATTACHMENT 3: Other Municipal Coach House Programs

Several municipalities across the region have coach or laneway housing programs. The other two North Shore municipalities approve coach houses through staff-issued Development Permits, and Council retains authority for applications inconsistent with the Development Permit Guidelines or Zoning Bylaw.

The City of North Vancouver coach house program began in 2010. Coach houses are approved by staff-issued Development Permits. The City recently amended the Zoning Bylaw to allow both a secondary suite and a coach house on lots zoned for single family development (February 2017). The City has approved more than 50 coach houses.

West Vancouver's coach house program began in 2014. Coach houses are approved by staff-issued Development Permits in single-family zones where secondary suites are permitted. West Vancouver has approved fewer than 10 coach houses.

Other municipalities use different approval mechanisms. For example, the City of West Kelowna allows eligible coach houses to apply directly for a Building Permit, and the City of Victoria approves coach houses through individual rezoning.