

# AGENDA

## *COMMITTEE OF THE WHOLE*

**Tuesday, November 5, 2013**

**5:00 p.m.**

**Committee Room, Municipal Hall**

**355 West Queens Road,**

**North Vancouver, BC**

**Council Members:**

Mayor Richard Walton

Councillor Roger Bassam

Councillor Robin Hicks

Councillor Mike Little

Councillor Doug MacKay-Dunn

Councillor Lisa Muri

Councillor Alan Nixon



NORTH VANCOUVER  
DISTRICT

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## COMMITTEE OF THE WHOLE

5:00 p.m.  
Tuesday, November 5, 2013  
Committee Room, Municipal Hall,  
355 West Queens Road, North Vancouver

### AGENDA

#### 1. ADOPTION OF THE AGENDA

##### 1.1. November 5, 2013 Committee of the Whole Agenda

*Recommendation:*

THAT the agenda for the November 5, 2013 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. June 17, 2013 Committee of the Whole p. 7-11

*Recommendation:*

THAT the minutes of the June 17, 2013 Committee of the Whole meeting be adopted.

##### 2.2. September 16, 2013 Committee of the Whole p. 13-16

*Recommendation:*

THAT the minutes of the September 16, 2013 Committee of the Whole meeting previously adopted be amended by adding the following to section 3.1:

"Staff noted that it is unclear whether Woodcroft is in support of the Fullerton Avenue Traffic Calming proposal.

It was also noted that the traffic calming improvements would be referred to the 2014 Capital Budget."

##### 2.3. September 30, 2013 Committee of the Whole p. 17-20

*Recommendation:*

THAT the minutes of the September 30, 2013 Committee of the Whole meeting be adopted.

#### 3. REPORTS FROM COUNCIL OR STAFF

**3.1. Planning for Bus Shelters**  
File No.

**p. 23-27**

*Recommendation:*

THAT it be recommended to Council:

THAT staff proceed to finalize a new contract using the principles listed in the memo of the Transportation Planner dated October 22, 2013, as guidance in developing contract requirements.

**3.2. Subdivision Practices**  
File No.

**p. 29-35**

*Recommendation:*

THAT it be recommended to Council:

THAT Council confirm receipt of the augmented subdivision best practices as outline below:

- Prohibit secondary suites (secured by way of restrictive covenant) for subdivisions where the lots are less than 13.875 metres (45 ft.) in width if no lane access is provided;
- Require a unique design covenant to ensure the design of dwellings do not include mirror images or identical house designs for all subdivisions;
- Provide sufficient off street parking in a non-tandem arrangement on all subdivisions where secondary suites will be permitted; and,
- Require fifty percent or more of the block face be developed as small lots to be given consideration for a small lot subdivision.

**4. PUBLIC INPUT**

(maximum of ten minutes total)

**5. RISE AND REPORT**

*Recommendation:*

THAT the November 5, 2013 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 of the Council for the District of North Vancouver held at 7:08 p.m. on Monday, June 17, 2013 in the Committee Room of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

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

**Absent:** Councillor M. Little

**Staff:** Mr. B. Bydwell, Acting Chief Administrative Officer  
Mr. S. Ono, Acting General Manager – Engineering, Parks & Facilities  
Mr. R. Danyluk, Manager – Financial Planning  
Mr. J. Gordon, Manager – Administrative Services  
Mr. L. Jensen, Manager – Engineering Operations  
Mr. A. Lynch, Section Manager – Waste Reduction  
Ms. K. O’Malley, Assistant Manager – Waste Reduction  
Ms. L. Brick, Confidential Council Clerk  
Ms. J. Meilleur, Communication, Marketing & Program Coordinator

**Also in**

**Attendance:** Ms. Carol Mason, CAO, Metro Vancouver  
Mr. Paul Henderson, General Manager, Solid Waste Services, Metro Vancouver

Mayor Walton and Council acknowledged Mr. Al Lynch, Section Manager – Waste Reduction, who will be retiring on June 28, 2013 after 23 years with the District.

**1. ADOPTION OF THE AGENDA**

**1.1. June 17, 2013 Committee of the Whole Agenda**

**MOVED by Councillor MURI**

**SECONDED by Councillor BASSAM**

THAT the agenda for the June 17, 2013 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. May 13, 2013 Committee of the Whole**

**MOVED by Councillor BASSAM**

**SECONDED by Councillor MURI**

THAT the minutes of the May 13, 2013 Committee of the Whole meeting be adopted.

**CARRIED**

### **3. REPORTS FROM COUNCIL OR STAFF**

#### **3.1. Metro Vancouver Waste Flow Management**

File No. 01.0470.35/000.000

Presentation: Paul Henderson, General Manager, Solid Waste Services, Metro Vancouver

Mr. Paul Henderson, General Manager, Solid Waste Services, Metro Vancouver, spoke regarding the budget, revenue and actual expenditures for the Metro Vancouver Solid Waste Function between 2007 and 2013. Mr. Henderson spoke regarding the tipping fees, noting that Metro Vancouver will be maintaining their fees at their current rate of \$107 per tonne despite an operating surplus. Surplus funds stay within the solid waste function and are used to reduce debt; Metro Vancouver is working on creating a long-term financing function which will address capital costs. Mr. Henderson commented on the trend for commercial haulers to take their garbage to transfer stations in Abbotsford; currently 95% of garbage is being delivered to regional transfer stations. If large quantities of waste are removed from the regional waste stream it will impact the economies of scale and local tax payers.

The Metro Vancouver Board passed a solid waste plan which sets out goals to increase diversion rates and improve the waste to energy function; organics and wood will be banned from the system by 2015. Mr. Henderson advised that Metro Vancouver is investigating the viability of mixed waste material recovery facilities (MWMRF) and address potential lost opportunities if MWMRF are excluded. The next steps include considering feedback from the consultation and engagement process and considering new bylaw requirements.

Council urged Metro Vancouver to work with the commercial waste haulers to identify a non-legislated solution to the diversion of waste from regional transfer stations.

Mr. Henderson provided an update on the Waste to Energy Facility advising that the plan is to be at 80% diversion by 2020 and to manage the vast majority of waste through waste to energy systems. Metro Vancouver is currently identifying technology and will be launching the site location identification process in the near future; it is anticipated that a new facility will be in place by 2018.

Members of the public commented on the Metro Vancouver Waste Flow presentation:

- Proposed a two tier charging system for excess yardage for multi-family units to increase recycling rates; and,
- Expressed frustration from a user point of view that the rates increase despite increased recycling efforts of residents.



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

**3.3. Update on Multi-Material BC Stewardship Plan for Packaging & Printed Paper**

File No. 11.5370.01/000.000

Ms. Jennifer Meilleur, Communication, Marketing & Program Coordinator, gave an update on the printed packaging and paper (PPP) advising that the stewardship plan was updated in April 2013. This stewardship program is complicated as the additional materials to this program are all currently collected in the District blue boxes. Staff advised that Mixed Material BC (MMBC) must be notified of the District's intent to participate by September 16, 2013. There is an offer of financial incentive to participate.

Staff advised that analysis required to ensure that the market clearing price will cover the actual costs of pick up the new material. Staff will return to Council in the fall following discussions with the other North Shore municipalities and a review of the risks and financial analysis associated with the options. Staff advised that the implementation of the new program can be included in an amendment of the current contract with the recycling service provider.

Staff advised that the District's clearing price is anticipated to be below the total cost of the service. Council requested staff to report back at the July council meeting.

**MOVED by Councillor BASSAM**  
**SECONDED by Councillor NIXON**

THAT it be recommended to Council:

THAT the report dated June 6, 2013 from the Communications and Community Programs Coordinator, NSRP, on Multi-Material BC stewardship plan for packaging and printed material be received.

**CARRIED**

**3.2. Solid Waste Single Family Collection**

File No. 11.5400.01/000.000

Mr. Len Jensen, Manager – Engineering Operations, spoke regarding single family solid waste collection highlighting the following:

- The single family target of curbside waste diversion rate is 65% by 2015;
- Concerns raised by residents include levels of service and costs;
- The move to wheeled carts for organics and yard trimmings will address weight issues of collection crews and residents; and,
- The cost of the carts will be phased in over a ten year period and staff will replace and maintain the carts.

In response to a query by Council, staff advised that they will report back on alternate options for residents who would like to retain their existing carts. Council

discussion ensued and it was noted that staff will continue to work with North Shore Recycling to increase education and diversion rates.

Staff confirmed that the preference is for a 240 litre cart for garbage and a 360 litre cart for green waste and organics. Council proposed that a final decision be postponed until a decision is made regarding the Multi-Material BC Stewardship Plan for Packaging & Printed Paper.

Council discussed bi-weekly pick up options and service levels for core users.

**MOVED by Councillor BASSAM**

**SECONDED by Councillor MACKAY-DUNN**

THAT it be recommended to Council:

THAT the status quo be maintained for six months and staff be requested to report back with a phased-use program that assesses the current availability of carts and the potential use of existing carts in any program going forward;

AND THAT staff report on the cost estimates of the program, the impact of organic recycling carts on wildlife, and the impact of the Multi-Material BC proposal on the solid waste and recycling model.

**CARRIED**

#### **4. PUBLIC INPUT**

Members of the public commented on the proposed changes to the solid waste single family collection system noting:

- Expressed a desire to continue with the use of kraft bags and the 77 litre garbage cans;
- Queried if the green cart levy will be removed at the end of 10 years; and,
- Commented on gravity locks for garbage containers, noting that bears will learn to open the garbage cans in time.

Staff noted that collection crews service 1000 houses per day and there has been an 8% shift in waste to the yard waste stream. Staff noted that the kraft bags have a 40 pound limit, which is frequently exceeded; the discontinuation of kraft bags and 77 litre carts will address health and safety issues for collection crews. Staff advised that solid waste revenues stay within the solid waste funding pool and are not diverted toward general revenue.

#### **5. RISE AND REPORT**

**MOVED by Councillor MURI**

**SECONDED by Councillor BASSAM**

THAT the June 17, 2013 Committee of the Whole rise and report.

**CARRIED**  
(9:22 pm)

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Mayor

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Municipal Clerk

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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 7:09 p.m. on Monday, September 16, 2013 in the Committee Room of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

**Present:** Mayor R. Walton  
Councillor R. Bassam  
Councillor R. Hicks  
Councillor M. Little  
Councillor L. Muri  
Councillor A. Nixon

**Absent:** Councillor D. MacKay-Dunn

**Staff:** Mr. D. Stuart, Chief Administrative Officer  
Mr. B. Bydwell, General Manager – Planning, Properties & Permits  
Mr. G. Joyce, General Manager – Engineering, Parks & Facilities  
Mr. J. Gordon, Manager – Administrative Services  
Ms. E. Geddes, Section Manager – Transportation  
Ms. T. Smith, Transportation Planner  
Ms. L. Brick, Confidential Council Clerk

Staff advised that the recording system in the Committee Room has been upgraded to provide a higher quality product for viewing on the internet.

**1. ADOPTION OF THE AGENDA**

**1.1. September 16, 2013 Committee of the Whole Agenda**

**MOVED by Councillor LITTLE  
SECONDED by Councillor MURI**

THAT the agenda for the September 16, 2013 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. July 8, 2013 Committee of the Whole**

**MOVED by Councillor MURI  
SECONDED by Councillor LITTLE**

THAT the minutes of the July 8, 2013 Committee of the Whole meeting be adopted.

**CARRIED**

### 3. REPORTS FROM COUNCIL OR STAFF

#### 3.1. 2013 Transportation Investments & 2014 Transportation Priorities

File No. 16.8620.01/001.000

Ms. Erica Geddes, Section Manager – Transportation, provided an overview of the top priority projects identified in the 2012 Transportation Plan and reviewed the work completed in 2013. Council discussed the Marine Drive transportation and streetscape design; commenting on the need for increased planning for parking for Marine Drive. Staff noted that this item will be coming forward to Council in the near future.

Staff reviewed the 2013 Transportation Projects:

- Mt. Seymour Parkway widening for bike lanes – staff commented that the benefits have not yet been realized as Phase 2 has not yet been built, staff noted that there have been some issues with grants and the work is being designed so that it does not encroach on reserve lands and they are addressing landscaping issues;
- 29<sup>th</sup> Street & William Avenue curb bulges – staff advised that the project was postponed in 2012 and may be brought forward for completion in 2014. Council discussed the option of leaving this intersection in a temporary condition until 2014 and the possibility of creating a cut-through for bicycles.
- Speed Reader Boards – staff advised that the preliminary data indicates they have been effective at reducing speed where they have been installed. ICBC is currently compiling the results and the full report will be available in the future.

Council requested further information regarding the Metro Vancouver watermain project on Capilano Road; staff advised that a link can be provided from the District's web page to the Metro Vancouver project information site.

Council discussed overgrown hedges on sidewalks and roadways where the hedges are creating hazardous conditions. Staff confirmed that the current policy is to respond to residential complaints regarding hedges and notify residents of the requirement to maintain their hedges.

Council discussed the Panorama Drive parking restrictions, staff advised that parking restrictions have been in effect for a few months and they will be meeting with residents to review the results of the implemented changes.

Ms. Geddes reviewed the proposed capital projects for 2014, understanding that these projects will still need to be considered along with all other capital submissions as part of the District's regular process:

- Road projects for submission include the Philip Overpass, rail crossing upgrades and the widening and replacement of the Keith Road bridge;
- Cycling projects proposed for 2014 include Mountain Highway at Arborlynn to permit cycling on sidewalks, as well as signs and markings in various locations in the District;

- Key pedestrian and traffic calming projects to be brought forward for consideration in 2014 include Fullerton Avenue traffic calming plan and the Spirit Trail Central Section; and,

Councillor LITTLE left the meeting at 7:59 pm and returned at 8:03 pm.

- Street lights including improved pedestrian street light infrastructure at Kirkstone and Rufus and three new street lights on East 27<sup>th</sup> Street.

Staff noted that it is unclear whether Woodcroft is in support of the Fullerton Avenue Traffic Calming proposal.

It was also noted that the traffic calming improvements would be referred to the 2014 Capital Budget.

Council noted that it would be beneficial to look at opportunities to introduce a second travel lane through the Lynn Valley interchange as part of the Lynn Valley bike lane project. Ms. Geddes advised that staff intend to meet with Ministry of Transportation to explore the feasibility of this project.

Ms. Geddes noted that staff will report back to Council on Spirit Trail planning. Council discussed an interest in being engaged in a hands-on manner, including looking at routing to Deep Cove and considering routing options on Dollarton.

Council discussed renaming options of the interchange when Fern Street is closed; staff informed Council that the Ministry has indicated a preference that it be named "Lillooet Road".

In conclusion staff advised that other possible 2014 activities will also include:

- Community education partnerships;
- School safety study (1 or 2 new schools);
- Deep Cove parking and circulation study;
- Parking wayfinding study;
- Review of transportation data;
- Upper Mountain Highway before/after parking study; and,
- Bus shelter contract renewal.

Council discussed interest in information about how new Broadview signal will function.

**MOVED by Councillor MURI**  
**SECONDED by Councillor BASSAM**  
 THAT it be recommended to Council:

THAT the September 5, 2013 memo of the Section Manager – Transportation be received for information.

**CARRIED**

**4. PUBLIC INPUT**

**4.1 Mr. Corrie Kost, 2800 Block Colwood Drive:**

- Commented 2013/2014 summary of project costs;
- Expressed concern regarding the bike lanes; and,
- Requested staff raise the speed limit on Capilano Road.

**4.2 Mr. Rod Marining, 1200 Block East Keith Road**

- Requested the public be provided opportunities for involvement of transportation planning for the Seymour OCP; and,
- Expressed concern regarding a proposed off ramp that may be considered by the Ministry of Transportation and Infrastructure, from Highway 1 to Brooksbank Avenue at the bottom of the Cut.

**5. RISE AND REPORT**

**MOVED by Councillor MURI**

**SECONDED by Councillor BASSAM**

THAT the September 16, 2013 Committee of the Whole rise and report.

**CARRIED**  
(8:20 pm)

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Mayor

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Municipal Clerk



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

Minutes of the Committee of the Whole Meeting of the Council for the District of North Vancouver held at 7:01 p.m. on Monday, September 30, 2013 in the Committee Room of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

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

**Absent:** Councillor M. Little

**Staff:** Mr. D. Stuart, Chief Administrative Officer  
Mr. B. Bydwell, General Manager – Planning, Properties & Permits  
Mr. G. Joyce, General Manager – Engineering, Parks & Facilities  
Ms. S. Haid, Manager – Sustainable Community Development  
Ms. E. Geddes, Section Manager – Transportation  
Ms. N. Letchford, Deputy Municipal Clerk  
Ms. L. Brick, Confidential Council Clerk  
Ms. T. Smith, Transportation Planner  
Mr. R. Taylor, Planner

**1. ADOPTION OF THE AGENDA**

**1.1. September 30, 2013 Committee of the Whole Agenda**

**MOVED by Councillor MURI**

**SECONDED by Councillor BASSAM**

THAT the agenda for the September 30, 2013 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. September 16, 2013 Committee of the Whole**

**MOVED by Councillor MURI**

**SECONDED by Councillor BASSAM**

THAT the minutes of the September 16, 2013 Committee of the Whole meeting be adopted.

**CARRIED**

**3. REPORTS FROM COUNCIL OR STAFF**

### 3.1. Marine Drive Corridor Planning

File No. 16.8620.15/001.002

Mr. Ross Taylor, Planner, provided an overview of the land use and character of Marine Drive highlighting:

- That commercial and mixed use neighbourhoods are developing on Marine Drive;
- Staff are developing unique design guidelines for the Lower Capilano Marine Village neighbourhood and the Pemberton Village neighbourhood;
- Central Marine Drive streetscape standards will provide continuity; and,
- Staff are recommending to retain the C9 Zoning but relax the commercial at grade requirement within the Central Marine Drive area.

Discussion ensued regarding concerns raised by the community that the retail spaces on the ground level in the Central Marine Drive are not fully occupied. Council noted the need to maintain small individual shops in the area. Council noted that they do not support the option of fully moving away from commercial retail on the main level of developments and expressed interest in being creative with options such as live/ work units on the main floors.

Ms. Tegan Smith, Transportation Planner, spoke regarding parking requirements on Marine Drive. Developers have received feedback from potential renters that there is a hesitancy to lease space on Marine Drive due to limited on street parking.

Ms. Smith presented shared parking solutions including:

- Publically accessible parkades;
- Creation of a business improvement district;
- Review how security gates in underground parking garages are located;
- Joint study with City on parking signage;
- Parking study once all buildings are occupied; and,
- Providing parking in laneways.

Marine Drive is the busiest transit corridor on the North Shore; the current transit lane goes from the bridge to Tatlow Avenue; there are congestion issues starting at Philip Avenue. Staff recommend that the District take a long term view of extending the transit lane as far back as Bridgeman Avenue and begin securing land through redevelopment. On street parking can only be accommodated on Marine Drive from Bridgeman to Mackay Avenue; staff are requesting to move forward with parking pockets where they fit and implement lane access to increase circulation and use some of the DCC funds to incrementally purchase lands for improved transit lanes in the future. Council discussed the potential option of one-way verses two way lanes.

Council discussed options for improving gridlock in the Marine Drive Corridor including engaging the City of North Vancouver to contribute to the purchase of land for transit lanes. Council requested that staff consider the option of reopening 15<sup>th</sup> Street as a bus route. Council asked that more information on transit priority for Marine Drive be provided.

Council requested staff investigate how the off-street parking in developments impacts the on-street parking situation.

Council requested that the City be invited to a meeting with the District to discuss the additional traffic planning for the area. Council requested that the District provide comments on the Harbourfront development in the City of North Vancouver.

**MOVED by Councillor MURI**  
**SECONDED by Councillor BASSAM**  
THAT it be recommended to Council:

THAT the September 18, 2013 report of the Transportation Planner and Planner be received and staff report back to Council.

**CARRIED**

#### **4. PUBLIC INPUT**

##### **4.1 Mr. Corrie Kost:**

- Commented on the consideration of change in use on the ground floor of developments in the C9 zoning; and,
- Commented on the transit situation during rush hour to Vancouver.

##### **4.2. Mr. Lyle Craver:**

- Commented on the C9 zoning regulation discussion;
- Expressed concern regarding circulation and parking in the laneways; and,
- Encouraged further exploration of moving the buses off of Marine Drive.

##### **4.3 Ms. Cathy Adams:**

- Spoke in support of parking pockets being limited to 15 minutes;
- Commented on laneway access and circulation routes;
- Spoke in opposition to the option of purchasing land for transit lanes; and,
- Spoke in opposition to changing the C9 zoning regulations.

##### **4.4 Ms. Val Moller:**

- Commented on the development designs envisioned for the Marine Drive corridor.

5. **RISE AND REPORT**

**MOVED by Councillor BASSAM**  
**SECONDED by Councillor MURI**

THAT the September 30, 2013 Committee of the Whole rise and report.

**CARRIED**  
(8:23 pm)

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Mayor

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Municipal Clerk

## REPORTS

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*[Handwritten signatures and initials]*

**Briefing Note: Planning for Bus Shelters**  
**October 22, 2013**

**Purpose**

At the November 5, 2013 Committee of the Whole session, staff intend to recommend that Council endorse a set of principles to be applied in establishing a new bus shelter contract.

Bus shelters, bus benches and other road-related transit infrastructure are a municipal responsibility. For decades, the District has been contracting Pattison Outdoor to deliver bus shelters and Goodwill Advertising to deliver bus benches.



*Pattison Outdoor Shelter on Marine Drive*

Staff intend to enter a process for a new shelter contract in the coming weeks. So far, Pattison Outdoor and CBS Outdoor Decaux seem interested in delivering shelters and benches in the District. Goodwill Advertising has expressed interest in continuing to deliver benches.

**Having the municipality manage bus shelter and bus bench delivery would be untenable on staff resources** because of staff time for maintenance and advertising contracts.

**Current Contracts**

The District's bus shelter contract with Pattison Outdoor was signed in 1994 and expires in March 2014.

The District received approximately **\$58,000 in annual revenue in 2012 for the 72 shelters**. Black shelters are used throughout the District and distinct shelters are provided in Lynn Valley. Shelters provide high visibility advertising opportunities and so, Pattison installs shelters on corridors with significant drive-by traffic. Pattison maintains the shelters, for example by removing graffiti and replacing broken glass. Under the current contract, shelters are only placed in locations where both DNV and Pattison agree.



*Distinct Lynn Valley Pattison Outdoor Shelter*

The District's bus bench contract with Goodwill



*Goodwill Bench on Lillooet Road*



Advertising dates back to 1978 and has a three-month notice period. Since 1978, the District has been receiving about **\$1,200 in annual revenue for 76 advertising bus benches provided by Goodwill Advertising**. Public input has been that advertising benches do not integrate with the quality of District streetscapes.

**What other Municipalities are doing**

Here is a summary of what some other municipalities in the region are doing with shelter contracts:

Municipality	Shelter Provider	Highlights
District of North Vancouver (current)	Pattison Outdoor	<ul style="list-style-type: none"> <li>Contract written in 1994</li> <li>Includes 72 shelters; no non-advertising shelters</li> <li>~ \$816 annual revenue per shelter per year</li> </ul>
City of North Vancouver	Pattison Outdoor	<ul style="list-style-type: none"> <li>Includes 27 shelters; two non-advertising shelters</li> <li>CNV has no advertising benches</li> </ul>
Vancouver	CBS Outdoor Decaux	<ul style="list-style-type: none"> <li>About half-way through 20-year contract</li> <li>Includes posters, transit shelters, map stands, automated public toilets</li> </ul>
West Vancouver	Pattison Outdoor	<ul style="list-style-type: none"> <li>Recently negotiated contract</li> <li>Includes 30 advertising shelters on Marine Drive</li> <li>\$3000 per shelter per year</li> </ul>
Delta	Pattison Outdoor	<ul style="list-style-type: none"> <li>Halfway through a 15 year contract</li> <li>Includes advertising shelters and benches; 6 non-advertising shelters</li> </ul>
Burnaby	Municipality	<ul style="list-style-type: none"> <li>Recently took over bus shelter delivery</li> <li>Involved hundreds of hours of staff time</li> <li>Contracting back Pattison for maintenance</li> <li>Contracting CBS Outdoor for advertising sales</li> </ul>

When Burnaby tendered its bus shelter contract, Council’s preference was that the municipality take-on responsibility for bus shelters. Pattison Outdoor removed its shelters. Burnaby staff indicated that going on their own has been highly staff time intensive for maintenance and advertising contracts.

Vancouver is using CBS Outdoor Decaux and their contract includes map standards. The vendor has indicated some interest in North Vancouver, but terms may be challenging to meet.

Other municipalities with advertising shelters are working with Pattison Outdoor. West Vancouver recently negotiated a 20-year



*Pattison Outdoor West Vancouver Bus Shelter*



contract and receives about \$3,000/shelter per year. The City of North Vancouver recently negotiated its contract and are getting some non-advertising shelters in neighbourhoods.

Delta required that Pattison Outdoor include benches in the bus shelter contract.

### **Opportunities**

Currently the **District has access to 10 percent of bus shelter advertising spaces**. Increased use of these spaces could provide an effective way for the District to more strategically communicate with the public.

Through redevelopment, **more space will be available in the streetscape** for shelters on busy transit corridors.

There is also an **opportunity to beautify streetscapes and improve community livability** with the new contract, for example:

- **Bus shelters can be provided in a variety of ways**, such as:
  - Regular bus shelters with advertising could be **painted different colours** on different corridors or in different neighbourhoods;
  - Instead of a bus shelter, the **building canopy** provides protection; and
  - **In select locations, there may be an option that public art shelters** that do not include an advertising component can be funded by development or by the District using partial TransLink funding.



*Shelters without advertising can be public art*



*Canopy provides shelter at Lynn Valley Library*

- **Removal of advertising benches** and provision of non-advertising benches could possibly be achieved with a new contract.
- **Five busy bus stops** on quiet streets currently do not have shelters but transit riders would benefit from having **non-advertising bus shelters**. **This can be provided:**
  - **By developers**, where applicable;
  - **By the bus shelter contractor**; and/or

- **By TransLink’s Transit-Related Infrastructure Program.** The program offers up to 50 percent funding for transit shelters without advertising.

**Litter near Bus Stops**

Pattison maintains shelters by removing graffiti, replacing broken glass, and with monthly cleaning. District crews service litter receptacles two, three or five times per week. Service frequency is determined by the volume of materials generated at a specific location. During the service, staff also clear litter.

Cigarette litter could be reduced with butt-out receptacles at bus stops and ‘no smoking’ signage. This could be included in the contract. While smoking near shelters is not allowed, it is still a common practice that generates litter.



*Ashtray in Whistler Village*

**Proposed Principles**

The following principles are proposed to guide staff in negotiating a new bus shelter contract:

<b>1. Provide Comfort</b>	The primary purpose of bus shelters, benches and associated amenities is to improve comfort for transit riders with weather protection, lighting and seating.
<b>2. Promote Transit Use</b>	Improving comfort can support travellers in the District making the choice to use transit, a goal of the District’ Official Community Plan.
<b>3. Accommodate All</b>	All ages and abilities should be accommodated with weather protection and accessible furniture design.
<b>4. Enhance Streetscape</b>	The shelters and associated amenities should enhance and be consistent with the surrounding streetscape.
<b>5. Revenue Secondary</b>	Revenue is a secondary goal, compared to improving streetscapes and comfort for transit users.
<b>6. Be Flexible</b>	The District may consider stand-alone advertising (not attached to the shelter) in appropriate locations, in compliance with bylaws.
<b>7. No Electronics</b>	The District will not consider moving or electronic signs.
<b>8. Well Maintained</b>	Prompt cleaning, repair and maintenance of graffiti, broken glass, etc.
<b>9. Socially Acceptable</b>	No objectionable, obscene or hateful advertising tolerated.

### **Recommendation**

That staff proceed to finalizing a new contract using the above principles as guidance in developing contract requirements.

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**Briefing Note**  
**Subdivision Practices**  
**District of North Vancouver**  
October 24, 2013

**Background**

This briefing note, prepared for the November 5<sup>th</sup> Council Committee of the Whole meeting, discusses subdivision practices with a focus on small lot subdivisions. The objective is to provide an overview of current practice, highlight key concerns raised, which pertain primarily to smaller lot subdivisions, and recommend that Council affirm the additional measures recently developed and outlined in this report to enhance the review of subdivision applications in the District.

**Official Community Plan Housing Objectives**

In 2011 Council adopted the District of North Vancouver Official Community Plan, Bylaw 7900. The overall growth management strategy outlined in the OCP focusses approximately 75-90% of new residential growth within the 'network of centres' and anticipates limited changes to occur in existing residential neighbourhoods. It is anticipated that centres will predominantly address objectives regarding housing diversity and affordability. Sensitive residential infill opportunities are acknowledged in the OCP and may be considered in existing residential neighbourhoods to provide greater housing diversity and more options to suit different residents' ages, needs and incomes<sup>1</sup>. Examples of sensitive residential infill include introducing coach houses, duplexes and/or small lot infill areas.

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<sup>1</sup> OCP Section 7.1 Policy 2 gives direction to undertake Neighbourhood Infill plans and/or Housing Action Plans where appropriate to:

- a. Identify potential townhouse, row house, triplex and duplex areas near designated Town and Village Centres, neighbourhood commercial uses and public schools
- b. Designate additional Small Lot Infill Areas
- c. Develop criteria and identify suitable areas to support detached accessory dwellings (such as coach houses, backyard cottages and laneway housing)

### **Subdivision Categories**

Subdivision is the process of altering property boundaries. It may include consolidation of two lots into one; splitting one property into two or more lots; or, adjusting or re-aligning existing property lines. For many years, the majority of subdivisions in the District have occurred in existing residential neighbourhoods where they are permitted by zoning or where the new subdivision would be compatible with the pattern of the block.

Two broad categories of subdivision applications are processed at the District.

1. Subdivisions that meet zoning requirements, including designated small lot infill areas (SLIAs)
2. Subdivisions that require Council approval to meet zoning requirements (i.e. DVP for lot width or rezoning for lot size and area)

### **Requirements and Approval Processes**

A subdivision includes a formal application process requiring approval from the District of North Vancouver *Approving Officer* and registration of the new subdivision at the *Land Title Office*.

The *Approving Officer* considers many factors with respect to a subdivision proposal including:

- Conformity with District plans, policies and regulations
- Zoning (including proposed lot area, width and depth)
- Community input and the public interest
- Established lot pattern of block and neighbourhood character
- Access and parking
- Environmental impacts
- Tree preservation
- Slope, soil and drainage
- Municipal service requirements
- Park dedication (more than 3 lots)
- Site design and compatibility

### **Adopted Small Lot Infill Areas**

There are currently 23 adopted small lot infill areas in the District of North Vancouver Zoning Bylaw. These areas were identified in the Small Lot Infill Report dated March 1987. There is no specific Small Lot Zone, rather these lots use the same zoning as the neighbouring larger lots with specific regulations built in to existing zoning (i.e. a different side yard setback based on lot width). Attachment 1 shows the small lot infill areas. (Note, staff will provide large format maps at the November 5<sup>th</sup> meeting).

The criteria used to establish these areas in the 1980s included the majority (50% or more) of the residential lots within the area are already developed as small lots and have frontages less than 13.875 metres (45 ft.) with no lot less than 10 metres (33 ft.) in width. These areas were

also divided into sub-areas based on individual blocks or block faces. This permitted the designation of sub-areas which met the 50% small lot development criteria even though the area as a whole may not have.

Of the existing designated SLIAs, future subdivision potential is minimal. Approximately 38 potential new small lots could be created, subject to homeowner's interest and ability to comply with District plans, policies and regulations and *Approving Officer* considerations.

### **Potential Small Lot Infill Areas**

The 1987 Small Lot Infill Report also identified "potential" small lot infill areas that for the most part were in close proximity to the areas adopted in the Zoning bylaw for small lots and had some existing pattern of small lots but did not meet the 50% block face criteria. The areas identified as potential small lot infill areas have no Zoning Bylaw status, however are considered one piece of background research when processing subdivisions.

Small lot subdivisions located outside of designated small lot infill areas are forwarded to Council for consideration as they do not comply with Zoning Bylaw requirements. These subdivisions require a text amendment to the Zoning Bylaw to add the lot to the Zoning Bylaw Section 310 "Special Minimum Lot Sizes". This Special Minimum Lot Size listing has been used for the past 20 years to allow subdivisions that do not meet the minimum lot area requirement to be considered on a case by case basis using previously outlined criteria.

### **Current Practices**

In the District, there are approximately 20,700 single family lots. Over the past 10 years the District's Approving Officer has granted approval to 62 subdivision applications creating 83 net new single family lots (approximately 8 net new lots per year). Seventy-five percent complied with existing zoning requirements and 25 percent required Council approvals (rezoning or a development variance permit). Council approval was required for 21 of these lots (8 requiring a variance and 13 requiring rezoning). Seventeen were created within the existing designated small lot infill areas (SLIAs). Subdivisions have occurred throughout the District primarily in the established residential areas located outside of the District's 'network of centres' (Attachment 2). The majority of subdivisions have resulted in lots greater than 13.875 metres (45 ft.) in width.



**Table 1: Subdivided Lots Created and Registered at Land Title Office between  
January 2003 – October 2013**

	<b>Net New Lots Created</b>	<b>SLIA* Program</b>	<b>Rezoning** Required</b>	<b>DVP** Required</b>
2003	10	1	2	1
2004	12	1	1	1
2005	14	0	1	1
2006	8	2	2	0
2007	6	2	0	2
2008	6	2	0	0
2009	6	2	1	0
2010	5	3	1	1
2011	10	3	3	1
2012	5	1	2	1
2013 (to Oct 15)	1	0	0	0
<b>Total:</b>	<b>83</b>	<b>17</b>	<b>13</b>	<b>8</b>

\*Designated Small Lot Infill Area

\*\*Council approval required

### **Discussion**

Several issues have arisen with regards to proposed subdivisions in established residential neighbourhoods. The majority of concerns relate to smaller lot subdivisions where the width of the lots proposed are less than 13.875 metres (45 ft.).

Concerns focus on the following:

- parking and lack of on-street parking for lots created without a lane
- similarity of house designs and mirror images of house designs
- altering the existing lot pattern, where blocks contain a variety of lot widths, thereby changing the established neighbourhood character
- inclusion of secondary suites on small lots without a lane

As a result of the above issues, the *Approving Officer* has augmented current subdivision best practices as outlined below.



- For lots less than 13.875 metres (45 ft.) in width, secondary suites are prohibited (secured by way of restrictive covenant) if no lane access is provided
- For all subdivisions to ensure unique design of dwellings, including no mirror image or identical house designs permitted, a unique design covenant is secured by way of restricted covenant
- Sufficient off street parking in a non-tandem arrangement needs to be demonstrated for all subdivisions where a secondary suite will be permitted
- For areas outside designated SLIAs, generally more than 50% of the block face needs to be already developed as small lots to be given consideration

### **Questions for Consideration**

1. Does Council agree with the augmented best practices outlined above or,
2. Does Council wish to consider placing further restrictions on the potential for small lot subdivisions including increasing the threshold percentage of pre-existing small lots on a block face as a consideration for subdivision?

### **Conclusion**

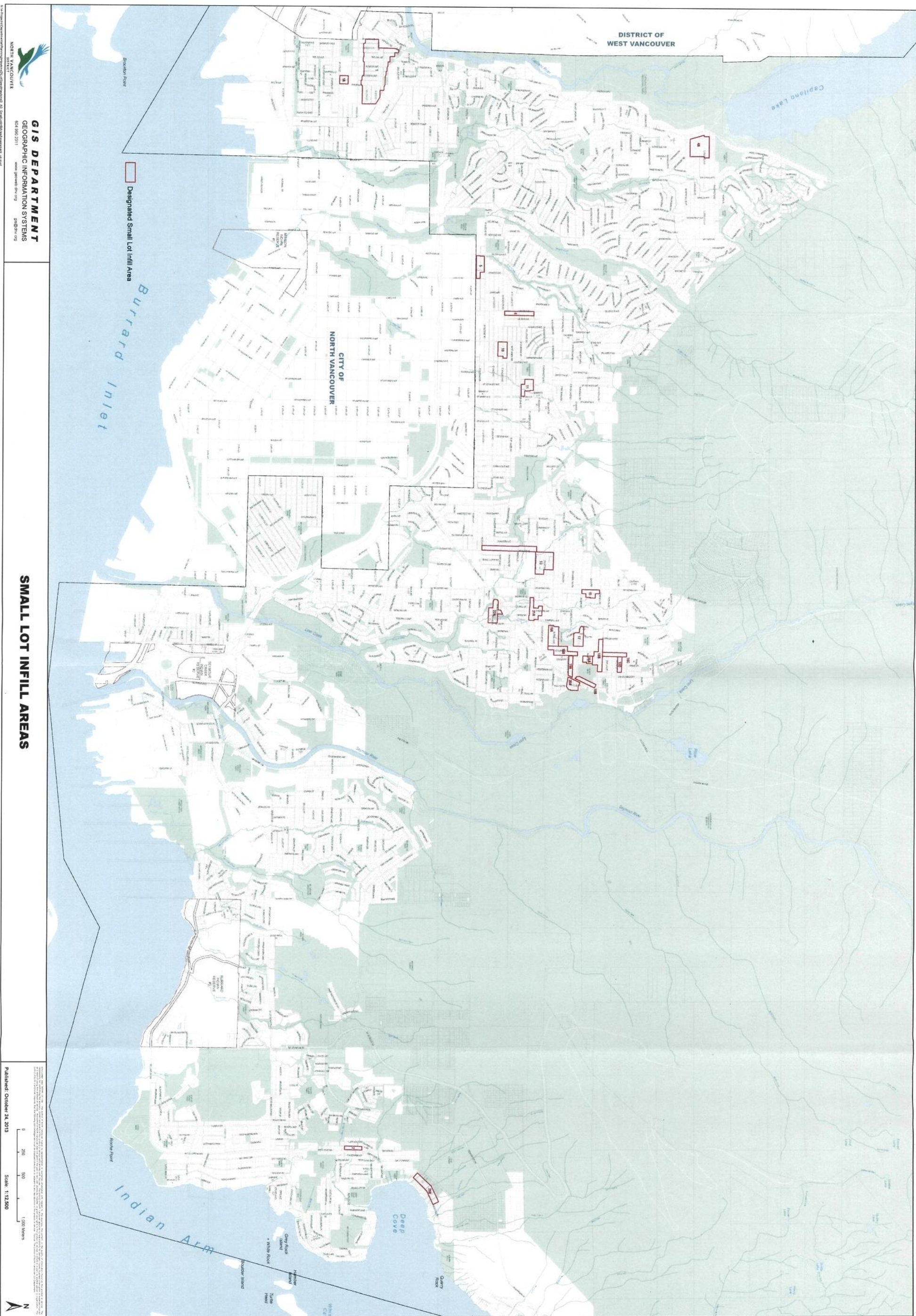
As an overall strategy to explore sensitive residential infill opportunities, identifying small lot infill opportunities to provide greater housing diversity is not considered a priority at this time given the focus on centres implementation planning and the significant housing capacity remaining in the centres areas. Furthermore this approach may provide only a limited ability to provide greater housing diversity and more options to suit different residents' ages, needs and incomes given other sensitive infill strategies available. For example, Council will consider a discussion paper on Coach Housing at its Committee of the Whole meeting on November 19<sup>th</sup> which is another example of a sensitive infill approach. Given the limited number of subdivision approvals over the past 10 years, it is recommended that Council support the augmented best practices for reviewing subdivision applications outlined in this report and to communicate the additional criteria to all parties (i.e. updating the subdivision application brochure).

### **Recommendations**

That Council confirm receipt of the augmented subdivision best practices as outlined below:

- Prohibit secondary suites (secured by way of restrictive covenant) for subdivisions where the lots are less than 13.875 metres (45 ft.) in width if no lane access is provided
- Require a unique design covenant to ensure the design of dwellings do not include mirror images or identical house designs for all subdivisions
- Provide sufficient off street parking in a non-tandem arrangement on all subdivisions where secondary suites will be permitted
- Require 50% or more of the block face be developed as small lots to be given consideration for a small lot subdivision









**SUBDIVIDED LOTS**  
2003-2013

**SUBDIVISIONS**

-  Approved by Council
-  Approved through existing zoning

0 200 500 1000 1500 2000 Meters

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Scale: 1:12,000





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