

# AGENDA

## *REGULAR MEETING OF COUNCIL*

**Monday, December 2, 2013**  
**7:00 p.m.**  
**Council Chamber, 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



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## REGULAR MEETING OF COUNCIL

7:00 p.m.  
Monday, December 2, 2013  
Council Chamber, Municipal Hall,  
355 West Queens Road, North Vancouver

### AGENDA

#### BROADCAST OF MEETING

- ReBroadcast on Shaw channel 4 at 9:00 a.m. Saturday
- Online at [www.dnv.org](http://www.dnv.org)

#### CLOSED PUBLIC HEARING ITEMS NOT AVAILABLE FOR DISCUSSION

- Bylaw 7962 – Old Dollarton/Front Street Rezoning
- Bylaw 7998 – Parks, Recreation, and Open Space Zone Amendment

#### 1. ADOPTION OF THE AGENDA

##### 1.1. December 2, 2013 Regular Meeting Agenda

*Recommendation:*

THAT the agenda for the December 2, 2013 Regular Meeting of Council for the District of North Vancouver be adopted as circulated, including the addition of any items listed in the agenda addendum.

#### 2. PUBLIC INPUT

(limit of three minutes per speaker to a maximum of thirty minutes total)

#### 3. PROCLAMATIONS

#### 4. RECOGNITIONS

#### 5. DELEGATIONS

- 5.1. **Jeanette O'Brien, Western Stevedoring** p. 9-11  
Re: Business Update

#### 6. ADOPTION OF MINUTES

- 6.1. **November 18, 2013 Regular Council Meeting** p. 15-20

*Recommendation:*

THAT the minutes of the November 18, 2013 Regular Council meeting be adopted.

**7. RELEASE OF CLOSED MEETING DECISIONS**

**8. COMMITTEE OF THE WHOLE REPORT**

**9. REPORTS FROM COUNCIL OR STAFF**

With the consent of Council, any member may request an item be added to the Consent Agenda to be approved without debate.

If a member of the public signs up to speak to an item, it shall be excluded from the Consent Agenda.

\*Staff suggestion for consent agenda.

*Recommendation:*

THAT items \_\_\_\_\_ be included in the Consent Agenda and be approved without debate.

- \* **9.1. 2014 Council Meeting Schedule, Acting Mayor Schedule, Council Appointments, Metro Vancouver Board Appointments, and Metro Vancouver Committee Nominations** **p. 23-29**  
File No. 01.0530.01/000.000

*Recommendation:*

THAT the 2014 Council Meeting Schedule, Acting Mayor Schedule, Council Appointments, Metro Vancouver Board Appointments, and Metro Vancouver Committee Nominations be approved as shown in the November 26, 2013 report by the Deputy Municipal Clerk.

- 9.2. 2013-2017 Consolidated Financial Plan – Bylaw Amendment 1** **p. 31-37**  
File No. 05.1715.40/006.000

*Recommendation:*

THAT the “2013-2017 Consolidated Financial Plan Approval Bylaw 7981, 2013, Amendment Bylaw 8018 (Amendment 1)” is given FIRST, SECOND, and THIRD reading.

- 9.3. 2014 Utility Rate Bylaws** **p. 39-42**  
File No. 05.1715.20/020.000

- 9.3.1. Bylaw 8023: Solid Waste Collection and Recycling Service Fees - 2014** **p. 43-48**  
File No. 11.5400.01/000.000

*Recommendation:*

THAT “Solid Waste Removal Bylaw 7631, 2007, Amendment Bylaw 8023, 2013 (Amendment 9)” is given FIRST, SECOND, and THIRD reading.

- 9.3.2. Bylaw 8022: Water User Charges and Water Connection Fees - 2014** **p. 49-59**  
File No. 05.1715.20/020.000

*Recommendation:*

THAT "Waterworks Regulation Bylaw 2279, 1958, Amendment Bylaw 8022, 2013 (Amendment 58)" is given FIRST, SECOND, and THIRD reading.

**9.3.3. Bylaw 8021: Sewer and Drainage User Charges and Sewer Connection Fees – 2014** p. 61-73

File No. 05.1700.00/000.000

*Recommendation:*

THAT "Sewer Bylaw 6656, 1994, Amendment Bylaw 8021, 2013 (Amendment 22)" is given FIRST, SECOND, and THIRD reading.

**9.4. Bylaw 8020: Fees and Charges**

File No.

Materials to be circulated via agenda addendum.

**9.5. Bylaw 8019: Proposed Amendment to Schedule C of Building Regulation Bylaw 7353** p. 77-80

File No. 09.3900.00/000.000

*Recommendation:*

THAT "Building Regulation Bylaw 7353, 2003, Amendment Bylaw 8019 (Amendment 14)" is given FIRST, SECOND, and THIRD reading.

**9.6. Support for Age-Friendly Grant Application** p. 81-89

File No. 10.5000.20/004.000

*Recommendation:*

THAT the Council of the District of North Vancouver supports the Silver Harbour Seniors' Activity Centre's "Aging Well in My Community" grant application and directs staff to advise the Union of British Columbia Municipalities of this support.

**10. REPORTS**

**10.1. Mayor**

**10.2. Chief Administrative Officer**

**10.3. Councillors**

**10.4. Metro Vancouver Committee Appointees**

**11. ANY OTHER BUSINESS**

**12. ADJOURNMENT**

*Recommendation:*

THAT the December 2, 2013 Regular Meeting of Council for the District of North Vancouver be adjourned.



## DELEGATIONS

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## Delegation to Council Request Form

District of North Vancouver  
Clerk's Department  
355 West Queens Rd, North Vancouver, BC V7N 4N5

Questions about this form: Phone: 604-990-2311  
Form submission: Submit to address above or Fax: 604.984.9637

**COMPLETION:** To ensure legibility, please complete (type) online then print. Sign the printed copy and submit to the department and address indicated above.

Name of person or group wishing to appear before Council: Western Stevedoring

Title of Presentation: Business Update

Purpose of Presentation:

Information only

Requesting a letter of support

Other (provide details below)

Please describe.

An overview of Western Stevedoring & issues relating to the Lower Lynn development and future business impacts.

Contact person (if different than above):

Jeanelle O'Brien

Daytime telephone number:

604 904 2805

Email address:

jobrien@westeve.com

Will you be providing supporting documentation?

Yes

No

N/A

If yes:

PowerPoint presentation

DVD

Handout

Note: All supporting documentation must be provided 12 days prior to your appearance date.

Arrangements can be made, upon request, for you to familiarize yourself with the Council Chamber equipment.

Technical requirements:

Laptop

Multimedia projector

**Delegation to Council Request Form**

**Rules for Delegations:**

1. Scheduled by the Clerk after receipt of a request submitted in writing and addressed to Mayor and Council.
2. If a delegation request concerns a matter previously decided by Council or concerns an issue which is being or has been dealt with in a public participation process, the delegation's request to appear before Council may be placed on the appropriate agenda for Council direction.
3. Supporting submissions for the delegation should be provided to the Clerk by noon 12 days preceding the scheduled appearance.
4. A maximum of 3 delegations will be permitted at any Regular Council meeting.
5. Delegations will be allowed a maximum of five minutes to make their presentation.
6. Any questions to delegations by members of Council will seek only to clarify a material aspect of a delegate's presentation.
7. Persons invited to speak at the Council meeting may not speak disrespectfully of any other person or use any rude or offensive language or make a statement or allegation which impugns the character of any person.

**Helpful Suggestions:**

- have a purpose
- get right to your point and make it
- be concise
- be prepared
- state your request if any
- do not expect an immediate response to a request
- multiple-person presentations are still five minutes maximum
- be courteous, polite, and respectful
- it is a presentation, not a debate
- the Council Clerk may ask for any relevant notes from you if not handed out or published in the agenda

I understand and agree to these rules for delegations

Jeanette O'Brien  
 Name of Delegate or Representative of Group

Jeanette O'Brien  
 Signature

Nov 5/13  
 Date

**For Office Use Only**

By: Signature: M. Belcher  Approved  Rejected  
 Municipal Clerk Deputy Municipal Clerk

Appearance date if applicable: ~~SENT~~ Dec 2

Applicant informed of approval/rejection on (date): Nov. 5, 2013

By (signature): M. Belcher Date: \_\_\_\_\_

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. Further information may be obtained by speaking with The District of North Vancouver's Manager of Administrative Services at 604-990-2207 or at 355 W Queens Road, North Vancouver.

From: Jeanette OBrien [mailto:jobrien@westeve.com]  
Sent: Wednesday, November 20, 2013 4:22 PM  
To: Natasha Letchford  
Subject: Dec 2 - Council Delegation

Hello Natasha

Purpose of Western Stevedoring Delegation on December 2nd, 2013:

Western Stevedoring is requesting to speak to District Council in an effort to continue an open dialogue relating to the changes taking place in the Lower Lynn area (Lower Lynn Town Center concept), to ensure an understanding of Western Stevedoring's 24/7 operations and to address any community issues in a proactive manner. We would also like to provide Council with an overview of our business and update on future plans for our facilities so that we can continue to work together effectively relating to minimizing the potential conflicts between residential and industrial needs long-term.

I have attached a power point presentation relative to this delegation, however, I will need to provide you one additional slide – hopefully by the end of tomorrow.

Please let me know if you have any questions or require any further information at this time. We appreciate your help in moving this forward.

Thank you,  
Jeanette

Jeanette O'Brien, CHRP | Manager, Human Resources and Administration | Western Stevedoring  
T: 604-904-2805 | F: 604-904-2809 | [www.westeve.com](http://www.westeve.com)

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## MINUTES

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**DISTRICT OF NORTH VANCOUVER  
REGULAR MEETING OF COUNCIL**

Minutes of the Regular Meeting of the Council for the District of North Vancouver held at 7:00 p.m. on Monday, November 18, 2013 in the Council Chamber of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

**Present:** Mayor R. Walton  
Councillor R. Bassam (7:05 pm)  
Councillor R. Hicks (7:00 pm)  
Councillor M. Little  
Councillor D. MacKay-Dunn  
Councillor L. Muri  
Councillor A. Nixon (7:03 pm)

**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. S. Rogers, Manager – Parks  
Ms. J. Paton, Section Manager – Development Planning  
Ms. L. Brick, Confidential Council Clerk

**1. ADOPTION OF THE AGENDA**

Councillor HICKS arrived at this point in the proceedings.

**1.1. November 18, 2013 Regular Meeting Agenda**

**MOVED by Councillor MURI**

**SECONDED by Councillor LITTLE**

THAT the agenda for the November 18, 2013 Regular Meeting of Council for the District of North Vancouver be adopted as circulated, including the addition of any items listed in the agenda addendum.

**CARRIED**

Absent for Vote: Councillors BASSAM and NIXON

**2. PUBLIC INPUT**

Councillor NIXON arrived at this point in the proceedings.

**2.1. Mr. Carl Moriarty, 1000 Block West Keith Road:**

- Spoke on behalf of Arc'teryx Equipment Inc. in support of the North Shore Mountain Biking Association trail adoption program.

**2.2. Mr. James Wilson, 1200 Coleman Close:**

- Spoke in regard to the parking ban on Mountain Highway, urging that Council review the restrictions; and,
- Urged Council to build parking and changing facilities for users of the trail system.

- 2.3. Mr. Rachid Nayel, 800 Block Tobruck Avenue:**
- Expressed appreciation for the support that has been received from the District of North Vancouver for the NSMBA and commented on the benefits of the Association to the community; and,
  - Requested consideration for future financial assistance.
- 2.4. Mr. Brent Hillier, 3100 Block Duval Avenue:**
- Spoke in support of the sport of mountain biking and the benefits to the community;
  - Expressed concern that the gate at the top of Mountain Highway is often closed and limits access for parents who are dropping children off for camps; and,
  - Urged that a parking lot be built for users of the trail system.
- 2.5. Mr. Kuldip Periwal, 2800 Block Bushnell Place:**
- Spoke regarding item 8.1.2 Subdivision Practices;
  - Suggested changes to the proposed policy regarding parking and the allowance of secondary suites; and,
  - Commented that the requirement should focus on sufficient on-site parking rather than lot width.
- 2.6. Mr. Sean Brassil, 2100 Block Fell Avenue:**
- Expressed his support for the work of the NSMBA; and,
  - Commented on the trails in England and the businesses that they support.
- 2.7. Ms. Alaia Alsharif, 1900 Block Marine Drive:**
- Spoke in support of the NSMBA trail building programs; and,
  - Commented on the revitalization programs that have been implemented for the Baden Powel and Bridle Trails.
- 2.8. Mr. John Houser, 1600 Block Riverside Drive:**
- Spoke in support of the NSMBA and the District's support of their programs; and,
  - Commented on the benefits of the NSMBA initiatives and their benefits to the community.
- 2.9. Peter Thompson, 900 Block Clements Avenue:**
- Invited Council to the Light Up the Village Celebration on December 1, 2013 in Edgemont Village at Highlands United Church.

Mayor Walton advised that the Mollie Nye House lights will also be turned on December 1, 2013.

- 2.10. Mr. Chris Brown, 200 Block East 15th Street:**
- Spoke in support of the NSMBA efforts to build sustainable trails on the North Shore; and,
  - Commented on his experiences riding on the North Shore.



**3. PROCLAMATIONS**

**3.1. YMCA World Peace Day – November 16 – 23, 2013**

**4. RECOGNITIONS**

Nil

**5. DELEGATIONS**

**5.1. Mr. Mark Wood, North Shore Mountain Bike Association**

Re: To update Council on their work as regional leaders in trail care through their key community initiatives.

Mr. Matthew Bond, President, and Mr. Mark Wood provided an overview of the trail programs organized by the North Shore Mountain Biking Association. Mr. Wood urged that Council consider increased access and parking lots on Fromme Mountain. Mr. Wood advised that the NSMBA will increase their work on revitalizing the trail system in 2014. Mr. Bond confirmed that the businesses which benefit from the trail system are also part of the trail adoption program and help fund the maintenance of the trails.

Staff advised that a parking and staging study has been undertaken for the top of Mountain Highway and that they are also exploring a location in the Braemar neighbourhood for a staging area. Staff will report back on their findings in 2014.

**MOVED by Councillor MURI**

**SECONDED by Councillor BASSAM**

THAT the North Shore Mountain Bike Association delegation be received for information.

**CARRIED**

The meeting recessed at 8:12 pm and reconvened at 8:15 pm.

**6. ADOPTION OF MINUTES**

**6.1. November 4, 2013 Regular Council Meeting**

**MOVED by Councillor MACKAY-DUNN**

**SECONDED by Councillor HICKS**

THAT the minutes of the November 4, 2013 Regular Council meeting be adopted.

**CARRIED**

**7. RELEASE OF CLOSED MEETING DECISIONS**

Nil

**8. COMMITTEE OF THE WHOLE REPORT**

**8.1. November 5, 2013 Committee of the Whole**

**8.1.1. Planning for Bus Shelters**

**MOVED by Councillor BASSAM  
SECONDED by Councillor MACKAY-DUNN**

THAT the report of the Transportation Planner dated October 22, 2013 entitled Planning for Bus Shelters be received.

**CARRIED**

**8.1.2. Subdivision Practices**

**MOVED by Councillor BASSAM  
SECONDED by Councillor MACKAY-DUNN**

THAT the report of the General Manager – Planning, Properties, and Permits dated October 24, 2013 entitled Subdivision Practices be received.

**CARRIED**

**9. REPORTS FROM COUNCIL OR STAFF**

**9.1. Development Permit 9.13 435-475 Seymour River Place**

File No. 08.3060.20/009.13

Public Input:

Mr. Jim Bussey, 500 Block Burrard Street:

- Commented on the changes to the project which were implemented in response to Council feedback.

**MOVED by Councillor LITTLE  
SECONDED by Councillor NIXON**

THAT Development Permit 9.13, for a 61 unit townhouse project at 435-475 Seymour River Place, is issued.

**CARRIED**

Opposed: Councillor BASSAM

**9.2. Request for Noise Bylaw Variance  
Metro Vancouver Capilano Main No. 9**

File No. 01.0470.35/019.001

Public Input:

Mr. Geran Oljaea, Metro Vancouver:

- Advised that it is Metro Vancouver's intention to complete the work as soon as possible and only use the additional hours if needed; and,
- Will plan ahead if an early start is required and contact neighbours and District appropriately.

**MOVED by Councillor MACKAY-DUNN  
SECONDED by Councillor BASSAM**

THAT Council relax the provision of Noise Regulation Bylaw 7188 which regulates construction noise during the night and weekends in order that Metro Vancouver can perform work during the night on weeknights and from 7:00am to 5:00pm on Saturdays from November 2013 to June 2014.

**CARRIED**

**10. REPORTS**

**10.1. Mayor**

Mayor Walton commented on his attendance at the Lonsdale Cenotaph Remembrance Day Ceremony.

**10.2. Chief Administrative Officer**

Nil

**10.3. Councillors**

Councillor Muri and Little commented on their attendance at the Cates Park Remembrance Day Ceremony. A request was made to partner with the Burrard Yacht Club to organize future ceremonies.

Councillor MacKay-Dunn commented on his experience at the Lonsdale Cenotaph Remembrance Day Ceremony.

Councillors Hicks and Bassam commented on the relocation of the Lynn Valley Remembrance Day Ceremony to Veterans Mall at the North Vancouver Museum and Archives building.

**10.4. Metro Vancouver Committee Appointees**

Nil

**11. ANY OTHER BUSINESS**

Nil

**12. ADJOURNMENT**

**MOVED by Councillor MURI  
SECONDED by Councillor MACKAY-DUNN**

THAT the November 18, 2013 Regular Meeting of Council for the District of North Vancouver be adjourned.

**CARRIED  
(8:34 pm)**

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Mayor

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Municipal Clerk

## REPORTS

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AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: <u>DEC 2 2013</u>
<input type="checkbox"/> Workshop (open to public)	Date: _____

  
Dept.  
Manager

\_\_\_\_\_  
GM/  
Director

  
\_\_\_\_\_  
CAO

## The District of North Vancouver REPORT TO COUNCIL

November 26, 2013  
File: 01.0530.01/000.000

**AUTHOR:** Natasha Letchford, Deputy Municipal Clerk

**SUBJECT:** **2014 Council Meeting Schedule, Acting Mayor Schedule, Council Appointments, Metro Vancouver Board Appointments, and Metro Vancouver Committee Nominations**

**RECOMMENDATION:**

THAT the 2014 Council Meeting Schedule, Acting Mayor Schedule, Council Appointments, Metro Vancouver Board Appointments, and Metro Vancouver Committee Nominations be approved as shown in the November 26, 2013 report by the Deputy Municipal Clerk.

**REASON FOR REPORT:**

The reason for this report is to approve the 2014 Council Meeting Schedule, to make appointments to various boards and committees, and to make nominations for Metro Vancouver committees.

**BACKGROUND:**

Council must annually approve a meeting schedule for the forthcoming year, may choose to make liaison appointments to municipal advisory committees, must appoint a representative to the Metro Vancouver Board, and may make nominations for Metro Vancouver committees (appointed at the discretion of the Metro Vancouver Board Chair).

Attached for reference are the following:

1. Council Meeting Schedule;
2. Acting Mayor Schedule;
3. Council Appointments;
4. Metro Vancouver Board Appointment; and,
5. Metro Vancouver Committee Nominations.

**SUBJECT: 2014 Council Meeting Schedule, Acting Mayor Schedule, Council Appointments, Metro Vancouver Board Appointments, and Metro Vancouver Committee Nominations**

November 21, 2013

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**Options:**

1. THAT the 2014 Council Meeting Schedule, Acting Mayor Schedule, Council Appointments, Metro Vancouver Board Appointments, and Metro Vancouver Committee Nominations be approved as shown in the November 26, 2013 report by the Deputy Municipal Clerk.
2. Council could choose to make changes to the Meeting Schedule, Acting Mayor Schedule, Council Appointments, Metro Vancouver Board Appointments and/or the Metro Vancouver Committee Nominations.



Natasha Letchford  
Deputy Municipal Clerk

REVIEWED WITH:		
<input type="checkbox"/> Sustainable Community Dev. _____	<input type="checkbox"/> Clerk's Office _____	External Agencies:
<input type="checkbox"/> Development Services _____	<input type="checkbox"/> Communications _____	<input type="checkbox"/> Library Board _____
<input type="checkbox"/> Utilities _____	<input type="checkbox"/> Finance _____	<input type="checkbox"/> NS Health _____
<input type="checkbox"/> Engineering Operations _____	<input type="checkbox"/> Fire Services _____	<input type="checkbox"/> RCMP _____
<input type="checkbox"/> Parks & Environment _____	<input type="checkbox"/> ITS _____	<input type="checkbox"/> Recreation Com. _____
<input type="checkbox"/> Economic Development _____	<input type="checkbox"/> Solicitor _____	<input type="checkbox"/> Museum & Arch. _____
<input type="checkbox"/> Human resources _____	<input type="checkbox"/> GIS _____	<input type="checkbox"/> Other: _____



**SUBJECT: 2014 Council Meeting Schedule, Acting Mayor Schedule, Council Appointments, Metro Vancouver Board Appointments, and Metro Vancouver Committee Nominations**

November 21, 2013

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**District of North Vancouver  
Council Schedule - 2014**

- Regular
- Committee of the Whole
- Public Hearing
- Statutory Holiday
- FCM and UBCM

All meetings will be held at the District of North Vancouver Municipal Hall and will start at 7:00pm unless otherwise indicated

December 1, 2014 is the Inaugural Meeting

January 2014							February 2014							March 2014						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					

April 2014							May 2014							June 2014						
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6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
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20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

July 2014							August 2014							September 2014						
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27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													

October 2014							November 2014							December 2014						
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12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
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26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

**SUBJECT: 2014 Council Meeting Schedule, Acting Mayor Schedule, Council Appointments, Metro Vancouver Board Appointments, and Metro Vancouver Committee Nominations**

November 21, 2013

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<b>Acting Mayor Appointments for 2014</b>		
<b>Dec. 11/13 - Jan. 10/14</b>	<b>30 days</b>	<b>Muri</b>
<b>Jan. 11/14 - Feb. 9/14</b>	<b>30 days</b>	<b>Muri</b>
<b>Feb. 10/14 - Mar. 11/14</b>	<b>30 days</b>	<b>Hicks</b>
<b>Mar. 12/14 - Apr. 10/14</b>	<b>30 days</b>	<b>Bassam</b>
<b>Apr. 11/14 - May 10/14</b>	<b>30 days</b>	<b>Hicks</b>
<b>May 11/14 - June 9/14</b>	<b>30 days</b>	<b>Little</b>
<b>Jun 10/14 - July 9/14</b>	<b>30 days</b>	<b>Bassam</b>
<b>July 10/14 - Aug. 8/14</b>	<b>30 days</b>	<b>Nixon</b>
<b>Aug. 9/14 - Sep. 7/14</b>	<b>30 days</b>	<b>MacKay-Dunn</b>
<b>Sep. 8/14 - Oct. 5/14</b>	<b>30 days</b>	<b>MacKay-Dunn</b>
<b>Oct. 6/14 - Nov. 4/14</b>	<b>30 days</b>	<b>Little</b>
<b>Nov. 5/14 - Dec. 4/14*</b>	<b>30 days*</b>	<b>Nixon</b>

\*Municipal elections will be held Saturday, November 15, 2014

**SUBJECT: 2014 Council Meeting Schedule, Acting Mayor Schedule, Council Appointments, Metro Vancouver Board Appointments, and Metro Vancouver Committee Nominations**

November 21, 2013

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<b>Council Committee Appointments for 2014</b>				
<b>Committee</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
Advisory Oversight	Bassam MacKay-Dunn Muri	Bassam MacKay-Dunn Muri	Bassam MacKay-Dunn Muri	Little Bassam MacKay-Dunn
Community Monitoring & Advisory Committee	Hicks Nixon (alt)	Hicks Nixon (alt)	Hicks Nixon (alt)	Nixon Hicks (alt)
Finance & Audit	Walton Hicks MacKay-Dunn	Walton Hicks MacKay-Dunn	Walton Hicks MacKay-Dunn	Walton Hicks MacKay-Dunn
Joint Use Planning Committee				Bassam
Library Board	Nixon	Nixon	Nixon	Hicks
Lower Lynn Interchanges Community Working Group	Bassam Little (Alt)	Bassam Little (Alt)	Bassam Little (Alt)	
North Shore Advisory Committee on Disability Issues	Little	Little	Little	Little
North Shore Chamber of Commerce	Hicks Bassam (Alt)	Hicks Bassam (Alt)	Bassam Hicks (Alt)	Bassam
North Shore Emergency Management Office	Little	Little	Little	Little
North Shore Family Court & Youth Justice Committee	MacKay-Dunn Little (Alt)	MacKay-Dunn Little (Alt)	MacKay-Dunn Little (Alt)	MacKay-Dunn
North Shore Substance Abuse Working Group	MacKay-Dunn	MacKay-Dunn Bassam	MacKay-Dunn Bassam	MacKay-Dunn Bassam
North Vancouver Museum & Archives Commission	Hicks	Hicks	Hicks	Hicks
North Vancouver Police Committee	Walton MacKay-Dunn Stuart	Walton MacKay-Dunn Stuart	Walton MacKay-Dunn Stuart	Walton MacKay-Dunn Stuart
North Vancouver Recreation Commission	Muri Nixon	Muri MacKay-Dunn	Muri MacKay-Dunn	Muri Nixon
Parcel Tax Roll Review Panel	Muri MacKay-Dunn Hicks	Muri MacKay-Dunn Hicks	Muri MacKay-Dunn Hicks	Muri MacKay-Dunn Hicks
Vancouver Coastal Health Authority / North Shore Liaison Group	MacKay-Dunn	MacKay-Dunn	MacKay-Dunn	Hicks

**SUBJECT: 2014 Council Meeting Schedule, Acting Mayor Schedule, Council Appointments, Metro Vancouver Board Appointments, and Metro Vancouver Committee Nominations**

November 21, 2013

Page 6

<b>GVRD Board for 2014</b>				
	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
<b>Greater Vancouver Regional District Board</b>	Walton Hicks (Alt)	Walton Hicks (Alt)	Walton Hicks (Alt)	Walton Hicks (Alt)

**SUBJECT: 2014 Council Meeting Schedule, Acting Mayor Schedule, Council Appointments, Metro Vancouver Board Appointments, and Metro Vancouver Committee Nominations**

November 21, 2013

Page 7

<b>Metro Vancouver Committee Nominations for 2014</b>				
<b>Committee</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
Aboriginal Relations	Nixon	Nixon	Nixon	
Environment and Parks	Little	Muri		
Finance	Walton	Walton	Walton	Hicks
Housing	Walton	Walton	Walton	
Port Cities/Transportation		Little	Little	Walton
Regional Planning and Agriculture	Muri			
Utilities	Hicks	Hicks	Hicks	
Zero Waste	Bassam	Bassam	Bassam	

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## The District of North Vancouver REPORT TO COUNCIL

November 20, 2013

File: 1715-40-06

Tracking Number: RCA -

**AUTHOR:** Rick Danyluk, Manager of Financial Planning

**SUBJECT:** 2013-2017 Consolidated Financial Plan - Bylaw Amendment 1

### RECOMMENDATION:

That the, "2013 – 2017 Consolidated Financial Plan Approval Bylaw 7981, 2013, Amendment Bylaw 8018 (Amendment 1)" now be read a FIRST, SECOND, and THIRD time.

### REASON FOR REPORT:

Since the adoption of the 2013 -2017 Financial Plan on April 29, 2013 a number of changes have occurred which require amendments to the Financial Plan. These changes must be formally adopted in an amended financial plan to meet the requirements of the Community Charter.

### ANALYSIS:

Section 173 (2) of the Community Charter states that "a municipality may make an expenditure that is included in that year of its financial plan, so long as the expenditure is not expressly prohibited by or under this or another act". Section 173 (3) of the Community Charter adds "A municipality may make an expenditure for an emergency that was not contemplated for that year in its financial plan, so long as the expenditure is not expressly prohibited by or under this or another Act", and under 173 (4b) "If an expenditure is made under that subsection, as soon as practicable, the council must amend the financial plan to include the expenditure and the funding source for the expenditure".

This amendment bylaw includes the acquisition of two properties, a significant transportation improvement, the recognition of user fees as a funding source to the Grant Connell Tennis expansion and changes to the funding structure for the new William Griffin Community Recreation Centre. In addition, as is normally the case, housekeeping items (i.e. reclassification between accounts, revisions of estimates, and receipts of external funding) are summarized and dealt with as part of the financial plan amendment process.

**SUMMARY OF CHANGES:**

Capital Plan

During the year Council supported \$4.0 million in changes to Capital Expenditures and \$1.1 million to Reserves through resolution and direction to amend the Financial Plan in the fall. These changes include:

1. Purchase of 1326-1336 Main Street - total cost of \$3.34 million, funded through the Land Opportunity Reserve. Council resolution February 18, 2013 (authorization to execute the Purchase and Sale Agreement).
2. Mount Seymour Parkway Road Widening – additional funding of \$639k from reallocation of approved District funds (\$300k) and new external sources (\$339k). Council resolution October 7, 2013 (approval to proceed).
3. Design Services for the Lower Capilano Community Centre – to allocate \$95k to Phase 1 for the preparation of design specifications and design and construction review services for a new community centre. Council resolution May 27<sup>th</sup>, 2013 (approval to proceed).
4. Changes to the funding structure for the William Griffin Community Recreation Centre as per the report to Council on July 12<sup>th</sup>, 2013. These changes allocate funding to projects and initiatives ancillary to the core project and set aside \$1.1 million in project contingency.
5. Lower Capilano Marine Village Road and Servicing Infrastructure Design – to allocate \$150k for the functional design and phasing plan for required infrastructure as the village centre redevelops; funded through Road Development Cost Charges.
6. Grant Connell Tennis Centre Expansion project – to adjust the project cost to include \$117k of debt servicing costs during construction paid from surcharge funds accumulated since 2009.

Major Capital Projects (000's)	2013 Amendment Portion	Total Approved Project	Surplus / Reserves	Borrowing	Reallocation	External / Developer
<i>With Council Resolution</i>						
1) 1326-1336 Main Street	3,340	3,340	3,340	-	-	-
2) Mount Seymour Parkway Widening	339	1,600	181	-	300	1,119
3) Lower Capilano Community Centre Design	95	95	95	-	-	-
<i>Resolution through Financial Plan</i>						
4) Associated Projects, William Griffin	-	1,400	700	-	-	700
5) Lower Capilano Roads Functional Design	150	150	-	-	-	150
6) Grant Connell Tennis Centre Expansion	117	4,693	-	4,576	-	117
Capital Expenditures	4,041	12,678	5,016	4,576	300	2,786
Held in Specified Reserve						
4) Additional Contingency, William Griffin	1,100	1,100	1,100	-	-	-



Capital expenditures are also amended for housekeeping changes including reclassifications between funds (\$202) and external funded projects (\$544). See below for breakdown:

- \$ 90k Forrest Management Fuel Break
- \$ 51k Team Shelters at William Griffin Artificial Turf Field
- \$ 277k Transportation Improvements
- \$ 126k Private funded Infrastructure
- \$ 202k Reclassifications from Operating
- \$ 746k

### Operating Plan

Housekeeping changes reduce net operating expenditures by \$66k and increase transfers to reserves \$9k.

The Financial Plan has been amended for Capital and Operating Plan changes as follows:

<b>Use of Funds (000's)</b>	<b>Change</b>	<b>Original</b>	<b>Revised</b>
<u>Expenditures</u>			
Capital - Major Projects (Table A)	4,041		
Capital - Housekeeping	746		
Capital - Total	4,787	41,513	46,300
Operating (Various)	(66)	134,878	134,812
	4,721	176,391	181,112
Debt Service	-	2,566	2,566
<u>Transfers To</u>			
Accumulated Surplus Operating	1,100	494	1,594
Equipment Replacement Reserve	9	1,902	1,911
Other Transfers	-	10,893	10,893
	1,109	13,289	14,398
<b>Total</b>	<b>5,830</b>	<b>192,246</b>	<b>198,076</b>

### **Timing/Approval Process:**

The Financial Plan must be amended for spending authority to be in place for related expenditures prior to year-end.

**Financial Impacts:**

See revised Schedule A, Amendment 1, Bylaw 8018

Rick Danyluk  
Manager of Financial Planning

<b>REVIEWED WITH:</b> <input type="checkbox"/> Sustainable Community Development <input type="checkbox"/> Development Services <input type="checkbox"/> Utilities <input type="checkbox"/> Engineering Operations <input type="checkbox"/> Parks & Environment <input type="checkbox"/> Economic Development	<b>REVIEWED WITH:</b> <input checked="" type="checkbox"/> Clerk's Office <i>JAG</i> <input type="checkbox"/> Corporate Services <input type="checkbox"/> Communications <input type="checkbox"/> Finance <input type="checkbox"/> Fire Services <input type="checkbox"/> Human resources <input type="checkbox"/> ITS <input type="checkbox"/> Solicitor <input type="checkbox"/> GIS	<b>REVIEWED WITH:</b> <b>External Agencies:</b> <input type="checkbox"/> Library Board <input type="checkbox"/> NS Health <input type="checkbox"/> RCMP <input type="checkbox"/> Recreation Commission <input type="checkbox"/> Other: _____	<b>REVIEWED WITH:</b> <b>Advisory Committees:</b> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
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The Corporation of the District of North Vancouver

Bylaw 8018

A bylaw to amend the 2013-2017 Consolidated Financial Plan

The Council for The Corporation of the District of North Vancouver enacts as follows:

1. Citation

This bylaw may be cited as “2013-2017 Consolidated Financial Plan Approval Bylaw 7981, 2013, Amending Bylaw 8018, 2013 (Amendment 1)”.

2. Approval of Consolidated Financial Plan

2.1. The 2013 - 2017 Consolidated Financial Approval Bylaw is amended as follow:

- a. Section 3, *Reserve Fund Appropriations for Capital Expenditures*, is deleted in its entirety and replaced with the following new Section 3, *Reserve Fund Appropriations for Capital Expenditures*, as follows:

**“3. Reserve Fund Appropriations for Capital Expenditures**

The 2013-2017 Consolidated Financial Plan reserve fund appropriations totalling \$15,036,654 as set out below for 2013 are approved.

**Capital Expenditures**

**1. Other Reserves**

Public Art	\$50,000
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**2. Development Cost Charge Reserves**

Roadways	\$2,950,512
Parks	127,511
Waterworks	476,800
Storm Drainage	149,370
Sewer	30,950
	<hr/>
	\$3,735,143

**3. Equipment Replacement Reserves**

General Equipment Reserve	\$437,000
IT Equipment Reserve	60,000
Fire Equipment Reserve	106,000
Golf Facilities Equipment Reserve	140,800
Recreation Equipment Reserve	100,000
	<hr/>
	\$843,800

<b>4. Infrastructure Replacement Reserve</b>	
New William Griffin Community Recreation Centre	\$2,725,000
New Animal Shelter	2,500,000
Grant Connell Tennis Centre Expansion	117,000
	<u>\$5,342,000</u>
<b>5. New Capital Reserve</b>	
Vehicle & Pedestrian Bridges	\$572,488
Road and Cycle Upgrade Projects	279,331
Transit and Transportation Improvements	157,000
Park Structures	385,000
Parks Facilities	291,000
Parks Waterfront Shorelines	40,892
	<u>\$1,725,711</u>
<b>6. Land Opportunity Reserve</b>	
Land Acquisition Main St Properties	\$3,340,000 "

- b. Schedule A *District of North Vancouver 2013-2017 Consolidated Financial Plan (000's)* is deleted in its entirety and is replaced with the attached Schedule A *District of North Vancouver 2013-2017 Consolidated Financial Plan (000's)* as shown in Schedule 1 of this Bylaw.

**READ** a first time this the

**READ** a second time this the

**READ** a third time this the

**ADOPTED** this the

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Clerk

Certified a true copy

\_\_\_\_\_  
Municipal Clerk

**Schedule 1 to Bylaw 8018**


**Schedule A**

**DISTRICT OF NORTH VANCOUVER  
2013 - 2017 CONSOLIDATED FINANCIAL PLAN (000's)**

	2013	2014	2015	2016	2017
<b>REVENUES</b>					
Taxation	84,543	86,800	89,198	93,780	96,652
Penalties and Interest on Taxes	633	646	659	672	685
Sales, Fees, and User Charges	75,006	78,631	81,898	84,885	87,712
Transfer from Governments	1,088	1,040	1,282	1,290	1,297
Investment Income	3,174	3,232	3,104	3,270	3,434
External Contributions	7,526	12,583	23,275	623	635
	<u>171,970</u>	<u>182,932</u>	<u>199,416</u>	<u>184,520</u>	<u>190,415</u>
<b>PROCEEDS FROM DEBT</b>	4,073	9,200	18,800	-	-
<b>TRANSFERS FROM</b>					
Accumulated Surplus Operating	5,992	3,436	6,987	4,273	3,124
Capital Committed Funds	340	-	-	-	-
Protective Services Reserve	663	239	234	163	187
Other Reserves	50	50	50	50	50
Development Reserves	3,736	1,066	925	873	913
Equipment Replacement Reserves	844	2,828	1,353	1,787	2,444
Land Opportunity Reserve	3,340	-	-	-	-
Infrastructure Replacement Reserve	5,342	13,000	300	-	-
New Capital & Innovation Reserve	1,726	400	-	-	-
	<u>22,033</u>	<u>21,019</u>	<u>9,849</u>	<u>7,146</u>	<u>6,718</u>
<b>TOTAL</b>	<b>198,076</b>	<b>213,151</b>	<b>228,065</b>	<b>191,666</b>	<b>197,133</b>
<b>EXPENDITURES</b>					
General Government	17,389	16,127	16,103	16,165	16,371
Protective Services	38,276	39,196	40,248	41,355	42,490
Solid Waste and Recycling Services	8,599	8,806	9,179	9,659	10,091
Social Services	2,104	2,101	2,143	2,186	2,230
Development Services	2,188	2,227	2,271	2,317	2,363
Transport and Other Services	5,329	5,397	5,492	5,589	5,687
Parks, Recreation and Cultural Services	31,730	32,356	32,953	33,596	34,281
Water Utility Services	16,697	18,035	19,518	20,645	21,573
Sewer Utility Services	12,500	13,090	13,711	14,365	15,054
Capital Expenditures	46,300	62,937	73,507	30,660	32,195
	<u>181,112</u>	<u>200,272</u>	<u>215,125</u>	<u>176,537</u>	<u>182,335</u>
<b>DEBT SERVICE</b>					
Principal & Interest	2,566	2,790	2,790	4,590	4,590
<b>TRANSFERS TO</b>					
Accumulated Surplus Operating	1,594	353	348	308	313
Accumulated Surplus Water	230	90	640	362	320
Accumulated Surplus Sewer	118	824	355	778	200
Other Reserves	132	135	137	140	143
Development Reserves	2,071	2,095	2,171	2,254	2,342
Equipment Replacement Reserves	1,911	2,010	2,028	2,077	2,118
Land Opportunity Reserve	303	309	315	321	328
Infrastructure Replacement Reserve	7,752	4,015	3,893	4,030	4,170
New Capital & Innovation Reserve	287	258	263	269	274
	<u>14,398</u>	<u>10,089</u>	<u>10,150</u>	<u>10,539</u>	<u>10,208</u>
<b>TOTAL</b>	<b>198,076</b>	<b>213,151</b>	<b>228,065</b>	<b>191,666</b>	<b>197,133</b>

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

November 19, 2013  
 File: 05.1715.20/020.000  
 Tracking Number: RCA -

**AUTHOR:** Nicole Deveaux, Chief Financial Officer

**SUBJECT:** 2014 Utility Rate Bylaws

### REASON FOR REPORT:

This report is for information purposes. The proposed 2014 utility rates represent a combined increase of 4.3% (3% of the increase is attributable to charges levied by Metro Vancouver and 1.3% is allocated to District's cost of operations and reserve contributions). The proposed rate increases are consistent with the comprehensive utility study conducted in 2013 and Council's objectives of maintaining financial sustainability in the management of utility infrastructure.

In addition to the proposed rate increases, some rate shifts are being recommended to better align consumption with cost of service. For the second year in a row, secondary suites will benefit from a 0% increase in sewer rate and half the proposed increase in water rate. Other customer classes will also experience some minor rate adjustments.

### SUMMARY:

#### Rate Increases

The proposed utility bylaws for 2014 reflect rate increases of 4% for water, 5% for sewer and drainage, and 3.5% for recycling and solid waste.

Metro Vancouver rates continue to be the primary driver of utility cost increases (accounting for 3% of the 4.3% combined rate increase), trending well ahead of District's operations. The table below summarized the latest predictions. The sewage rates do not reflect impacts from the proposed Waste Water Treatment Plant on the North Shore.

**Estimated Rate Increases - Metro Vancouver**

	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Water rate	4.0%	8.1%	7.9%	8.6%	4.9%
Sewage levy	6.9%	4.0%	5.0%	6.0%	6.5%
Garbage tipping fee	0.9%	9.3%	20.3%	10.6%	0.0%
Organics tipping fee	0.0%	3.0%	3.0%	3.0%	3.0%

The District's 1% share of the 4.3% cost increase reflects inflationary pressure, higher maintenance requirements (~\$500k), and the replenishment of contingency reserves (~\$200k). Capital is held relatively flat (~\$100k) after significant funding commitments were made 2013. There is also a loss of revenue associated with the sale of recyclables (~\$125k).

Impacts from the Multi-Materials BC (MMBC) contract negotiations, including savings from proposed financial incentives, are not reflected in recycling rates. If this contract takes effect mid-year 2014 savings will be placed in reserve and considered in the 2015 rate setting process.

Minor Rate Shifts

The Utility Rate Study showed evidence of misalignment between utility rates and cost of service. In 2013 Council approved minor shifts between classes as a step in the right direction but more analysis and a metering pilot are required before significant changes can be supported. The metering pilot is underway and results are expected in time for 2015 rate setting. The following minor shifts continue the strategies endorsed in 2013 and are included in the 2014 Utility Rate Bylaws:

1. Limit combined Secondary Suite rate increase to 1.2% (2% increase for Water and a 0% increase for Sewer).
2. Continue 10-year strategy to increase Rest Home bed rates by 16% for water and 26% for sewer per year and consider options for flow metering or higher flat rate as alternative.
3. Remove the 20% cap on metered sewer rates to complete the transition from the declining block rate (increases in 2013 were capped at 2012 rates plus a maximum of 20% to mitigate impacts on customers).

The net revenue changes resulting from these shifts are not material and impacts will be monitored over 2014.



**CONCLUSION:**

Last year's Utility Rate Study established a 10-year plan for revenue requirements and a strong foundation for making changes to our fee structure. Major shifts between rate classes are deferred until results from the metering pilot are complete. The Lions Gate Waste Water Treatment Plant has the potential to significantly alter the financial position of the Water Utility but uncertainty regarding cost and timing makes it impossible to model at this point.

A summary of the 2014 combined impact on rate payers is included in Appendix A.



Nicole Deveaux,  
Chief Financial Officer

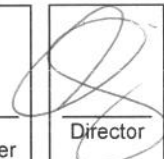
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## Combined Rates

		2013 Rates	2014 Rates	Change \$	Change %
<b>Flat Rates</b>					
Single Family	(W,S,G,O,R)	\$ 1,412.50	\$ 1,473.00	\$ 60.50	4.3%
Row House/Duplex	(W,S)	\$ 939.00	\$ 981.00	\$ 42.00	4.5%
Secondary Suites	(W,S)	\$ 595.00	\$ 602.00	\$ 7.00	1.2%
Multifamily - Flat	(W,S,R)	\$ 1,005.00	\$ 1,049.30	\$ 44.30	4.4%
Rest Home (per bed)	(W,S)	\$ 164.00	\$ 201.00	\$ 37.00	22.6%
Commercial Flat	(W,S)	\$ 1,115.00	\$ 1,165.00	\$ 50.00	4.5%
Church	(W,S)	\$ 1,115.00	\$ 1,165.00	\$ 50.00	4.5%
<b>Metered rates</b>					
- Water Monthly Base Rate (incl.1000 cu.ft.)		\$ 54.06	\$ 56.25	\$ 2.19	4.1%
- Water Volume Charge (per 100 cu.ft.)		\$ 3.33	\$ 3.46	\$ 0.13	3.9%
- Sewer Monthly Base Rate (incl.1000 cu.ft.)		\$ 52.51	\$ 55.15	\$ 2.64	5.0%
- Sewer Volume Charge (per 100 cu.ft.)		\$ 5.38	\$ 5.65	\$ 0.27	5.0%

W = Water  
S = Sewer  
G = Garbage  
O = Organics  
R = Recycling

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	 Director	
Dept. Manager		CAO

## The District of North Vancouver REPORT TO COUNCIL

November 21, 2013  
 File: 11.5400.01  
 Tracking Number: RCA -

**AUTHOR:** L.M. Jensen, Manager - Engineering Operations

**SUBJECT: SOLID WASTE COLLECTION AND RECYCLING SERVICE FEES - 2014, BYLAW 7631**

**RECOMMENDATION:**

THAT "Solid Waste Removal Bylaw 7631, 2007, Amendment Bylaw 8023, 2013 (Amendment 9)" is read a FIRST, SECOND and THIRD time.

**REASON FOR REPORT:**

To establish the waste collection and recycling services fees for 2014.

**SUMMARY:**

The current 2013 Waste Collection and Recycling Services Fees and the proposed 2014 Waste Collection and Recycling Services Fees are shown in the following table.

	2013 Rate	2014 Rate	\$ Change	% Change
<b>Single-family</b>				
Garbage and organics	\$206.50	\$213.80	\$7.30	3.5%
Recycling	\$91.00	\$94.20	\$3.20	3.5%
Combined	\$297.50	\$308.00	\$10.50	3.5%
<b>Multi- family</b>				
Recycling	\$66.00	\$68.30	\$2.30	3.5%

**BACKGROUND:**

The Waste Collection and Recycling Services Fees provide funding for solid waste and recycling services to single family homes and recycling services to multi-family homes within the District of North Vancouver.

**EXISTING POLICY:**

The waste collection rates and regulations are established through Solid Waste Removal Bylaw 7631.

**ANALYSIS:**

***Single Family garbage and organics rate***

The rate for single family garbage and organics collection for next year is proposed to be \$213.80, a 3.5% increase from the 2013 rate of \$206.50 per property. This increase is due to inflation on internal costs, and an increase to landfill maintenance of \$85,000. These increases are partially offset by a \$20,000 savings including projected decreases in garbage tonnage and diversion of food waste from the garbage stream to the organics collection stream.

***Recycling rate***

Rates for single family and multi family recycling increase 3.5% in 2014 primarily due to lower revenues from the sale of recyclables as tonnage collected is in decline. The rate for single family recycling for next year is proposed to be \$94.20, an increase of \$3.20 from the 2013 rate of \$91.00 and the rate for multi-family recycling is proposed to be \$68.30, an increase of \$2.30 from the 2013 rate of \$66.00.

**Timing/Approval Process:**

Council's approval of the utility charges and adoption of the amending bylaw is needed as part of the 2014 budget.

**Concurrence:**

This report has been reviewed by the Finance Department.

**Financial Impacts:**

The total estimated revenue required to fund solid waste services, including recycling, for 2014 is \$7.47 M.

**Social Policy Implications:**

The provision of solid waste collection is a fundamental service which a community requires in order to ensure a high standard of public health.

**Business Plan:**

The proposed 2014 Solid Waste Removal By-law is consistent with the objectives of the District of North Vancouver Business Plan and is evident in the following Business Plan statements:

"Basic services provided by the District include police and fire protection, solid waste collection, water, sanitary and storm sewers, parks and local roads."

"We understand and strive to meet the high standard of essential service expected by our residents and businesses. The essential services include public safety, health and transportation – such as Fire, Police, Water, Sanitary Services, Drainage and Roads."



L.M. Jensen  
Manager – Engineering Operations

<u>VIEWED WITH:</u>	<u>REVIEWED WITH:</u>	<u>REVIEWED WITH:</u>	<u>REVIEWED WITH:</u>
<input type="checkbox"/> Sustainable Community Development	<input checked="" type="checkbox"/> Clerk's Office <i>JAG</i>	External Agencies:	Advisory Committees:
<input type="checkbox"/> Development Services	<input type="checkbox"/> Corporate Services	<input type="checkbox"/> Library Board	<input type="checkbox"/> _____
<input type="checkbox"/> Utilities	<input type="checkbox"/> Communications	<input type="checkbox"/> NS Health	<input type="checkbox"/> _____
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<input type="checkbox"/> Parks & Environment	<input type="checkbox"/> Fire Services	<input type="checkbox"/> Recreation Commission	
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Human resources	<input type="checkbox"/> Other: _____	
	<input type="checkbox"/> ITS		
	<input type="checkbox"/> Solicitor		
	<input type="checkbox"/> GIS		

**The Corporation of the District of North Vancouver**

**Bylaw 8023**

A bylaw to amend the Solid Waste Removal Bylaw 7631 (2007)

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The Council for The Corporation of the District of North Vancouver enacts as follows:

**1. Citation**

This bylaw may be cited as “Solid Waste Removal Bylaw 7631, 2007, Amendment Bylaw 8023, 2013 (Amendment 9)”.

**2. Amendments**

Solid Waste Removal Bylaw 7631 (2007) is amended as follows:

- a. Schedule A, *Fees for Solid Waste Collection*, is deleted in its entirety and replaced with a new Schedule A, *Fees for Solid Waste Collection*, as shown in Schedule 1 of this Bylaw.

**3. Effective Date**

The effective date of this bylaw is January 1, 2014.

**READ** a first time this the

**READ** a second time this the

**READ** a third time this the

**ADOPTED** this the

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Clerk

Certified a true copy

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Municipal Clerk

## Schedule 1 to Bylaw 8023

### Schedule A

#### 1. Solid Waste Collection Fees

Description	Single Family Property	Multi-Family Property
Garbage and yard trimmings collection	\$213.80	N/A
Recyclable material collection	\$94.20	\$68.30 per unit

#### **Carts & Tags**

Residential garbage carts – 140 litres (Fee includes applicable taxes and delivery)	\$129.00	N/A
Bear resistant residential garbage carts – 140 litres (Fee includes applicable taxes and delivery)	\$199.00	N/A
Bear resistant residential organic carts – 240 litres (Fee includes applicable taxes and delivery)	\$215.00	N/A
Residential garbage tag (For garbage in excess of 154 litres)	\$3.00	N/A

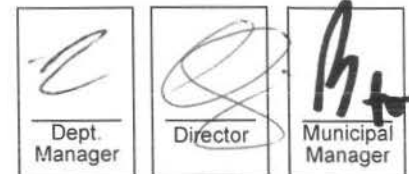
#### 2. Bulk Container Fees

Description	Container Size				
	1 Yard	2 Yard	3 Yard	4 Yard	6 Yard
<b>Container Rental:</b>					
Cardboard Container Monthly Rental Fee	N/A	\$40.00	\$40.00	\$40.00	\$40.00
Cardboard Container Monthly Rental Fee with Jitney	N/A	\$50.00	\$50.00	\$50.00	\$50.00
Solid Waste Container Monthly Rental Fee	\$13.00	\$14.00	\$15.00	\$16.00	\$18.00
<b>Solid Waste Container Tipping Fees: (Charge per Tip)</b>					
(a) Residential	\$19.50	\$23.50	\$28.50	\$35.00	\$43.50
(i) with 4 - 7 containers	N/A	\$22.50	\$27.00	\$33.25	\$41.25
(ii) with 8 - 11 containers	N/A	\$21.25	\$25.75	\$31.50	\$39.25
(iii) with 12+ containers	N/A	\$18.75	\$20.00	\$28.00	\$34.75
(b) Schools, Churches, Institutional	N/A	\$26.50	\$32.50	\$38.50	\$50.50
(c) Commercial, Industrial (1 tip/ week)	N/A	\$28.50	\$36.00	\$43.00	\$50.00
1 tip/ 2 weeks	N/A	\$32.75	\$40.25	\$49.00	\$52.00
1 tip/ 4 weeks	N/A	\$35.25	\$42.75	\$50.00	\$54.00
On request	N/A	\$37.75	\$45.00	\$52.00	\$56.00

Charges per Tip in addition to Container Tipping Fees					
(a) Casters	\$4.00				
(b) Locks	\$1.00				
(c) Jitney	\$15.00				



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## The Corporation of the District of North Vancouver REPORT TO COUNCIL

November 21, 2013  
File: 05.1700

**AUTHOR:** Lorn Carter, P.Eng., Manager, Utilities

**SUBJECT: WATER USER CHARGES AND WATER CONNECTION FEES – 2014,  
BYLAW 8022**

### RECOMMENDATION

THAT "Waterworks Regulation Bylaw 2279, 1958, Amendment Bylaw 8022, 2013 (Amendment 58)" is given FIRST, SECOND, and THIRD Reading.

### REASON FOR REPORT:

The water user charges and the water connection fees charged by the District of North Vancouver are specified in Bylaw 2279, the Waterworks Regulation Bylaw. The current rates were established in 2012 under Bylaw 7973. This report provides information and recommendations regarding the proposed charges for 2014.

### SUMMARY:

Through a cooperative effort between Finance, Utilities, and a specialist consultant (FCS), the Sewer and Drainage Utility completed a rate setting evaluation exercise in 2012. The results of that exercise were the basis for setting the 2014 rate and allocation of the burden.

Calculations for the proposed 2014 sewer user charges and fees have included consideration of the following significant factors:

- a) Increased water purchase costs from Metro Vancouver
- b) Increased operations and maintenance costs (water main and service break related)
- c) Increase in water reserve funds contribution

The proposed charges for 2014 reflect an increase of \$24, over 2013 charges, for a single-family residence or a \$618 annual charge.

The proposed Bylaw changes also require the replacement of water connections that are 20 years old or older to be replaced for redevelopment (\$300,000 building permit cut-off). This is discussed under Existing Policy.

**BACKGROUND:**

The Water Utility provides potable water for the District of North Vancouver. User charges are the main source of funds for the Water Utility. Revenue from user charges must be sufficient to cover the annual operating costs of the Utility, to provide funds for capital works, and to maintain the accumulated water reserve funds at an acceptable level.

**EXISTING POLICY:**

The Water Utility operates as a self-sufficient financial entity. The rate setting exercise identified a need to accumulate a reserve balance substantially higher than Utilities traditionally held. As a result, a recommended multi-year reserve contribution started in 2013 in order to build the accumulated reserve to a balance more in keeping with prudent best practices. Recent changes to projections required rates to be stabilized over 2015 – 2017 by drawing on reserves for those years but contributions continue again in 2018 and target reserve balances are achieved by 2021. The District finances the Water Utility on a “pay as you go” basis rather than through debt financing.

Flat Rate Connection Fees

Streets will be proposing a Bylaw amendment that will cause permit applicants, of \$200k and higher value, to be required to replace their entire curb frontage. As part of this work would have been done by Utilities during a likely connection replacement, the estimated additional cost related to the curb replacement for these scenarios has been removed from our proposed 2014 flat rates for new connections.

Re-Use of Existing Water Service Connections

Currently, the redevelopment practice allows the reuse of old, potentially problematic water services by developers/homeowners. It is proposed that we require water connections (20 years old and older ) to be replaced during redevelopment where the value of the permit is \$300,000 or greater. This will help the DNV reduce instances where new homes develop water leaks on their service, potentially impacting their new driveway or new yard works and will allow the DNV to replace those services at a lower cost.

Minor Water Bylaw wording changes are proposed to clarify billing start and end dates for premises connected or disconnected mid-year.

**ANALYSIS:**

Appendix A, “Water Utility, 2014 – 2018 Draft Financial Plan”, provides a summary comparison of revenues and expenditures over the next five years for the Water Utility.

The four major areas of expenditure within the Water Utility are: 1. Water purchase costs; 2. District capital programs; 3. District operations and maintenance; and 4. Contribution to Water Reserve.

1. Water Purchase Costs

Metro Vancouver water purchase costs are increasing by \$1.17M to \$12.09M. This increase comprises the water purchase rate increase of 4% and additional volumes of billed water related to Metro replacing a significant under-reading water billing meter. These two factors are the main drivers for the water rate increase and cause the water purchase costs to increase to 50.8% of the 2014 budget.

## 2. District Capital Programs

Proposed Capital Program expenditures (\$5.48M) comprise approximately 23.1% of overall Water Utility expenditures, and include planned replacement and upgrading programs for:

- Watermain Replacement
- Pressure Reducing Valve Stations
- Water Pumping Stations
- Water Storage Reservoirs

The proposed capital funding level in 2014 is approximately the same as in 2013.

## 3. District Operations and Maintenance

Proposed Administration and Operations & Maintenance expenditures (\$3.93M) comprise approximately 16.5 % of overall Water Utility expenditures, and include activities and programs for:

- Water main and service break repairs
- Water reservoir, pump station, PRV inspection, maintenance, and repairs
- Water quality
- Water system cleaning
- Water meters and water conservation

Water main and service break budget has increased \$261k (14.3%) based on 2013 experience. Administration and general water maintenance expenditures are predicted to increase in 2014 by 0.4% due to inflationary drivers such as labour, fuel and materials. Due to some efficiencies within this area, the combined increase causes operations and maintenance to only increase by \$268k (7.3%). This area makes up 17.9% of the rate increase.

## 4. Water Reserve Balance

The rate setting exercise completed in 2012 indicated that industry best practices required reserve balances to be set at a minimum of \$5.5M - \$6.2M. Currently, our water reserves are about \$3.6M. The difference is planned to be made up over the next 7 to 9 years including this year as \$262k is shown as contribution to reserves.

## Continue FCS Recommended shifts and adjustments

Based on Council agreement with the results of the 2012 rate setting exercise, a number of on-going changes to the current Bylaw charges will continue. Their impacts are incorporated in the 2014 Utility Bylaw.

### **Pool Rate**

A 2013 rate (\$137) for charging pool owners was added to the 2013 Waterworks Bylaw. This rate was not charged based on the desire to use water meters to validate the rate. Additional time is required to collect more data for analysis and we recommend setting the pool rate to \$0 for 2014 and revisiting this issue in late 2014.

### **Secondary Suites**

The 2013 rate for charging secondary suite owners is still too high based on estimated water consumption and system demand. A reduced rate increase (2% vs 4%) in 2014 will

gradually provide more equity for this class and allow the 10 year study target to be met on a more gradual basis.

**Rest Home Charge Realignment**

The charge of rest homes on flat rate billing (of which the DNV has 2), is still significantly too low based on system demand. Due to the substantial increase in rates recommended (350%) by the FCS study, a multi-year program is being used to bring the group in line with the recommended rate and the per bed rate increases 16% in 2014. We have sent a letter to these customers, with an offer to meet, to encourage them to install flow metering in 2014 or face substantially higher flat rate charges in future years.

**TIMING/APPROVAL PROCESS:**

To apply the proposed rate increase to the metered charges for the full year in 2014, it is necessary for Council to approve user charges and adopt an amending the proposed bylaw prior to January 1, 2014.

**CONCURRENCE:**

This report has been reviewed by the Finance Department and the Engineering Services Department.

**FINANCIAL IMPACTS:**

Metro Vancouver's water rate projections for 2014 resulted in a 4% increase in the price of water. Guidance for 2015 – 2018 now indicates increases of 8.1% (2015), 7.9% (2016), 8.6% (2017), and 4.9% (2018) in water purchase rates.

By 2018 the DNV will be paying an additional \$4.5 M per year to purchase water compared to the 2014 budget. In order to sustain these large increases, additional increases to flat and metered user charges are necessary.

Metro's water purchase costs are expected to be the major driver for future rate increases, and average increases to the single-family water rate of \$37 are expected over the next four years.

Water Reserve Funds

In 2013, Utilities' reserves were low (\$3.6M) compared to the minimum target of \$5.5M - \$6.2M. To bring the water utility to an acceptable level, annual contributions of \$230k over the next 8 years is required; this year's contribution is \$262k. Recent changes to projections required rates to be stabilized over 2015 – 2017 by drawing on reserves for those years but contributions continue again in 2018 and target reserve balances are achieved by 2021. The reserves are to address working capital, rate stabilization, capital contingency, and system reinvestment funding requirements.

**LIABILITY/RISK:**

If the watermain replacement program is not continued, the District will be exposed to an increasing risk of damage to District property and an increasing liability for private property damage, environmental damage and service interruption. If efforts for safe-guarding water quality are not continued, public health could be jeopardized and the Medical Health Officer could place conditions or restrictions on the District's water system operating permit.

**SOCIAL POLICY IMPLICATIONS:**

The adequate supply of potable water is a fundamental service that a community requires in order to ensure a high standard of public health.

**ENVIRONMENTAL IMPACT:**

The budget expenditures include operating and capital funds for planned maintenance and upgrading of water infrastructure. Through planned maintenance and capital upgrading, the Utility minimizes the chance of unplanned discharge of chlorinated water to the environment.

**PUBLIC INPUT**

Council provides an opportunity for public input through the bylaw adoption and budget process.

**CONCLUSION:**

By approving the revised water user charges, the adjustments for risk are provided for while ensuring the self-financing character of the Water Utility.

We are incorporating changes to a Streets Bylaw that will reduce Utilities connection charges within our Bylaw. Proposed Waterworks Bylaw wording will allow old, potentially problematic water connections to be eliminated at the time of development and will clarify the billing start and end dates for premises connected or disconnected mid-year.

Council’s continued support of the FCS Study based recommended Bylaw changes will promote equity for charges based on water use and better align water user sectors with industry standards.

Based on the draft 2014 budget, an increase to the 2013 rate structure is required to fund increasing costs for operations and maintenance, purchasing water from the Metro Vancouver for 2014, and to support contributions to reserves to allow reserves to be brought into line with industry standards. Sustained funding is required in order to continue adequate levels of infrastructure replacement and improvement programs necessary to maintain a high standard of public health while minimizing the risk of damage to property and the environment.

Lorn Carter, P.Eng.  
 Manager, Utilities

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<input type="checkbox"/> Communications	<input checked="" type="checkbox"/> Finance <i>NAD</i>	External Agencies:	Advisory Committees:
<input type="checkbox"/> Env. Protection	<input type="checkbox"/> Fire Services	<input type="checkbox"/> Recreation Commission	<input type="checkbox"/> _____
<input type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> Legislative Services <i>JAG</i>	<input type="checkbox"/> Library Board	<input type="checkbox"/> _____
<input type="checkbox"/> Eng. Trans/Public Works	<input type="checkbox"/> Land	<input type="checkbox"/> Health Dept.	<input type="checkbox"/> _____
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<input type="checkbox"/> Eng. Parks	<input type="checkbox"/> Community Planning	<input type="checkbox"/> Other: _____	
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(000's)	Final Budget 2011	Final Budget 2012	Final Budget 2013	Draft Budget 2014	Plan			
					2015	2016	2017	2018
<b>Revenues</b>								
Flat Rate	13,073	14,234	15,518	16,643	17,538	18,480	19,475	20,523
Metered Rate	5,770	6,247	6,409	6,782	7,230	7,706	8,213	8,753
Connection Charges	243	234	570	311	318	327	336	346
Other Revenues	30	-	45	46	47	48	49	50
Contribution from Surplus	-	-	-	-	39	195	396	-
<b>Total Revenues</b>	<b>19,116</b>	<b>20,715</b>	<b>22,542</b>	<b>23,782</b>	<b>25,172</b>	<b>26,756</b>	<b>28,469</b>	<b>29,672</b>
<b>Expenses</b>								
Administration	439	396	445	460	470	480	493	507
Operations & Maintenance	2,708	3,182	1,388	1,380	1,419	1,462	1,511	1,562
Water Service Breaks			1,831	2,092	2,145	2,200	2,264	2,330
Connections	243	234	570	311	318	327	336	346
Water Purchase (Metro Vancouver)	9,740	10,704	10,919	12,088	13,179	14,340	15,705	16,611
Contribution to General Operating Fund	1,072	1,363	1,676	1,706	1,740	1,775	1,810	1,846
Contribution to Water Capital Fund	3,914	4,736	5,483	5,483	5,901	6,172	6,350	6,117
Contribution to Surplus	1,000	100	230	262	-	-	-	352
<b>Total Expenses</b>	<b>19,116</b>	<b>20,715</b>	<b>22,542</b>	<b>23,782</b>	<b>25,172</b>	<b>26,756</b>	<b>28,469</b>	<b>29,671</b>
<b>SINGLE FAMILY RESIDENTIAL FLAT RATE</b>	<b>\$ 509</b>	<b>\$ 550</b>	<b>\$ 594</b>	<b>\$ 618</b>	<b>\$ 652</b>	<b>\$ 688</b>	<b>\$ 725</b>	<b>\$ 765</b>

# The Corporation of the District of North Vancouver

## Bylaw 8022

A bylaw to amend the Waterworks Regulation Bylaw 2279 (1958)

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The Council for The Corporation of the District of North Vancouver enacts as follows:

### 1. Citation

This bylaw may be cited as “Waterworks Regulation Bylaw 2279, 1958, Amendment Bylaw 8022, 2013 (Amendment 58)”.

### 2. Amendments

2.1 Waterworks Regulation Bylaw 2279, 1958, is amended as follows:

- a. Section 6, *Using Water for Special Purposes*, is renumbered as Section 7 and all subsequent sections are renumbered accordingly with section references in Section 11A, *Failure to Repair*, also renumbered accordingly.

- b. A new section 6 is added as follows:

#### “6. Re-Use of Existing Water Connections

All building permits of value \$300,000 or greater will require a new water connection unless the existing connection(s) is less than 20 years old.”

- c. Section 8, *Discontinuing Use of Water*, is deleted and replaced with a new Section 8, *Discontinuing Use of Water*, as follows:

#### “8. Discontinuing Use of Water

In cases where a water service connection to a parcel is shut off by the Municipal Engineer at the request of the Owner to facilitate the renovation, addition, demolition or replacement of the premises then in that event the annual water user charges payable in respect of said water connection will be reduced by a pro-rated amount reflecting the period that the water is shut off. “

- d. Schedule B, *Water User Charges*, is deleted in its entirety and replaced with a new Schedule B, *Water User Charges*, as shown in Schedule 1 of this Bylaw.

**3. Effective Date**

The effective date of this bylaw is January 1, 2014.

**READ** a first time this the

**READ** a second time this the

**READ** a third time this the

**ADOPTED** this the

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Mayor

\_\_\_\_\_  
Municipal Clerk

Certified a true copy

\_\_\_\_\_  
Municipal Clerk



**Schedule 1 to Bylaw 8022**

**Schedule B**

**WATER USER CHARGES**

**A. FLAT RATE CHARGES**

The following annual water user charges shall apply where there is no installation of a meter under section 21 of this bylaw:

<b>User</b>	<b>Annual Charge</b>
Single family residence	\$618.00
Row House/ Duplex	\$526.00
Secondary Suite	\$344.00
Multi-family	\$526.00
Rest Home per bedroom	\$71.00
Retail, office or service commercial premises	\$618.00
• with living quarters, an additional	\$428.00
Church	\$618.00
Residential premises upon which there has been constructed a swimming pool	\$0.00

The annual charge for premises supplied with water for less than one year shall be paid on a pro-rated basis to the date of shut-off subject to Section 8 or from the date of connection to the last date in December. The date of connection shall be determined as follows:

- for premises where a new sanitary sewer inspection chamber has been installed, the date of connection is the date of the final plumbing inspection
- for all other premises, the date of connection is the date of the final plumbing inspection for the first dwelling unit; for phased developments, the date of connection for each phase is the date of the final plumbing inspection for the first dwelling unit in that phase

All flat rate annual charges are due and payable at the same time and in the same manner as the general rates and taxes. If Secondary Suite charges are billed separately, they are due and payable within 30 days of invoice date.

Any property owner who is about to remove a Secondary Suite shall give written notice of same to the Chief Bylaw Officer; the user charge therefore will be for the period ending December 31st of the year in which the Secondary Suite is removed.

Any property owner who installs a Secondary Suite will be charged the applicable user charge from January 1st of the following year.

All charges are for the calendar year.

**B. METERED CHARGES**

	<b>Monthly Charges</b>
<b><i>Non-Commercial/ Industrial Charges</i></b>	
First 1,000 cu.ft. used or part thereof	\$56.25
All in excess of 1,000 cu.ft. used-per 100 cu.ft.	\$3.46
<b><i>Commercial/ Industrial</i></b>	
First 1,000 cu.ft. used or part thereof	\$56.25
All in excess of 1,000 cu.ft. used-per 100 cu.ft.	\$3.46
	<b>Quarterly Charges</b>
<b><i>Non-Commercial/ Industrial</i></b>	
First 3,000 cu.ft. used or part thereof	\$168.75
All in excess of 3,000 cu.ft. used-per 100 cu.ft.	\$3.46
<b><i>Commercial/ Industrial</i></b>	
First 3,000 cu.ft. used or part thereof	\$168.75
All in excess of 3,000 cu.ft. used-per 100 cu.ft.	\$3.46
A 2% discount will be allowed on Meter Accounts if paid within 20 days of the date of the invoice.	

**C. WATER CONNECTION FEES**

<b>Connection Size</b>	<b>Connection Fee</b>
<b><i>3/4" diameter</i></b>	
In existing developed area	\$4,116.00
In new subdivision during development stage and prior to paving being installed	\$1,637.00
<b><i>over 3/4" - 1 1/2" diameter</i></b>	
In existing developed area	\$4,466.00
In new subdivision during development stage and prior to paving being installed	\$3,277.00

<b>Over 1 1/2" Diameter</b>	Actual Cost
Capping Fee	\$760.00
Woodlands/Sunshine Water Connection Fee (A one-time charge for connection, in addition to the standard water connection fee)	\$8,915.00
Where there is an existing serviceable 1/2" connection, the owner may convert to a standard (3/4") connection by payment of the full fee prescribed for a standard (3/4") connection in an existing developed area.	
Charges will be applied based on the year of construction.	

**D. WATER FLOW TEST FEE**

• for single family residences	\$108.00
• for all other occupancies	\$545.00

**E. WATER SHUT ON / OFF**

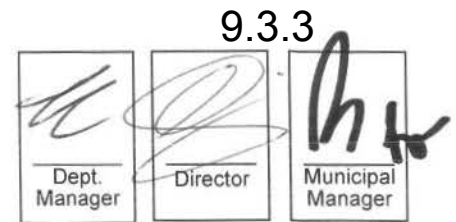
• for single family residences	\$100.00
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**F. WATER VALVE LOCATE**

• for single family residences	\$100.00
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## The Corporation of the District of North Vancouver REPORT TO COUNCIL

November 21, 2013  
File: 05.1700

**AUTHOR:** Lorn Carter, P.Eng., Manager, Utilities

**SUBJECT:** SEWER AND DRAINAGE USER CHARGES AND SEWER CONNECTION FEES –  
2014 - BYLAW 8021

### RECOMMENDATION

THAT "Sewer Bylaw 6656, 1994, Amendment Bylaw 8021, 2013 (Amendment 22)" is given FIRST, SECOND, and THIRD Reading.

### REASON FOR REPORT:

The sewer and drainage user charges and the sewer connection fees charged by the District of North Vancouver are specified in Bylaw 6656, the Sewer Bylaw. The current rates were established in 2012 under Bylaw 7972. This report provides information and recommendations regarding the proposed charges for 2014.

### SUMMARY:

Through a cooperative effort between Finance, Utilities, and a specialist consultant (FCS), the Sewer and Drainage Utility completed a rate setting evaluation exercise in 2012. The results of that exercise were the basis for setting the 2014 rate and allocation of the burden.

Calculations for the proposed 2014 sewer user charges and fees have included consideration of the following significant factors:

- a) Increased Metro Vancouver collection/treatment charge
- b) Increased capital projects
- c) Increase in operations and maintenance
- d) Increase in sewer reserve funds contribution

The proposed 2014 annual sewer and drainage charge for a single-family residence is \$547, an increase of \$26 over the 2013 charge.

### BACKGROUND:

The Sewer and Drainage Utility provides sewerage and drainage collection for the District of North Vancouver. User charges are the main source of funds for the Utility. The revenue from the user charges must be sufficient to cover the annual operating costs of the Utility, to provide funds for capital works, and to create and maintain accumulated reserve funds at an acceptable level.

**EXISTING POLICY:**

The Sewer Utility operates as a self-sufficient financial entity. The rate setting exercise identified a need to accumulate a reserve balance substantially higher than Utilities traditionally held. As a result, a recommended multi-year reserve contribution has started this year in order to build the accumulated reserve to a balance more in keeping with prudent best practices. The District finances the Sewer and Drainage Utility on a “pay as you go” basis rather than through debt financing.

**Flat Rate Connection Fees**

Streets will be proposing a Bylaw amendment that will cause applicants for permits, of \$200k and higher value, to be required to replace their entire curb frontage. As part of this work could have been done by Utilities during a likely connection replacement, the estimated additional cost related to the curb replacement for these scenarios has been removed from our proposed 2014 flat rates for new connections.

Minor Sewer Bylaw wording changes are proposed to clarify billing start and end dates for premises connected or disconnected mid-year.

**ANALYSIS:**

Appendix A, “Sewer and Drainage Utility, 2014 – 2018 Draft Financial Plan”, provides a summary comparison of revenue and expenditures over the next five years for the Sewer and Drainage Utility.

The four major areas of expenditure within the Sewer and Drainage Utility are: 1. Metro charges for sewage conveyance and treatment; 2. District Capital Programs; 3. District Operations & Maintenance; and 4. Contribution to Sewer reserves.

**Metro Vancouver (Metro) Charges**

Metro Facilities and Operations charges are levied to the North Shore municipalities for conveyance and treatment of sewage. The charges are comprised of operating/administration costs and capital debt charges.

The construction of a new secondary sewage treatment plant for the North Shore will likely result in significant Metro sewage levy increases. The Provincially approved 2010 Integrated Liquid Waste and Resource Management Plan (ILWRMP) mandates the new treatment plant to be constructed by 2020. Metro is assuming senior government funding of 2/3. There is on-going discussion regarding the regional allocation of the municipal portion of the funding.

Although Metro has presented an updated financial plan, showing increases of 6% for years 2014 to 2018 there is still considerable uncertainty regarding rates to North Shore Sewerage Area residents in later years (past 2015). Impacts on the 2014 user charges will be discussed in the “Financial Impacts” section of this report.

In 2014, Metro charges (\$8.93M) are increased by \$556k, compared to 2013. However, by 2018, Metro charges are projected to increase by a total of \$3M over 2013 charges. The Metro charges for 2014 will comprise approximately 46% of overall DNV Sewer and Drainage Utility expenditures.

**District Capital Programs**

Capital program expenditures (\$6.14M) comprise approximately 31.8% of overall Sewer and Drainage Utility expenditures, and include planned replacement and upgrading programs for:

- Sanitary Sewer Mainline and Lateral Replacement/Rehabilitation Program
- Sewage Lift Station Upgrading Program
- Storm Sewer Replacement and Upgrading

- Storm sewer inspection program
- Watercourse Program

For 2014 it is proposed that capital funding be increased by \$107k. This increase is mainly due to a reduction of available DCC funds. New DCC Bylaw rates took effect November 1, 2013 and are expected to increase capital funding from this source over time.

#### **District Operations & Maintenance**

Administration and Operations & Maintenance expenditures (\$2.26M) comprise approximately 11.7 % of overall Sewer and Drainage Utility expenditures, and include activities and programs for:

- Sanitary sewer main and service cleaning and maintenance
- Sewage lift station inspections, maintenance and repairs
- Storm sewer main and service cleaning and maintenance
- Ditch and creek cleaning and brushing, drainage inlet and culvert cleaning and maintenance

Sewer maintenance expenditures are predicted to increase in 2013 by \$94k (4.3%) due to inflationary drivers (1.75%) such as labour, fuel and materials and some increase in sewer lateral maintenance (\$40k) related to aging infrastructure.

#### **Contribution to Reserves**

The rate setting exercise completed in 2012 indicated that industry best practices required reserve balances to be set at a minimum of \$5.5M - \$6.1M. Currently, our sewer reserves are about \$1.9M. The difference is planned to be made up over the next 7 to 9 years including this year as \$303k is shown as contribution to reserves.

#### **FCS recommended shifts and adjustments**

Through the 2012 rate setting exercise, a number of on-going changes to the current Bylaw charges will continue. Their impacts are incorporated in the 2014 Utility Bylaw.

#### **Secondary Suites**

The 2013 rate for charging secondary suite owners is still too high based on estimated water consumption and there being no additional impact related to infiltration/inflow or storm water system requirements. A 0% rate increase (vs 5%) in 2014 will gradually provide more equity for this class and allow the 10 year study target to be met on a more gradual basis.

#### **Metered Sewer - Eliminate the Declining Block Rate**

Final year of the 2013 strategy to eliminate the declining block rate that in effect rewards residents/businesses that discharge higher volumes of sewage into our system. A flat block rate, with a system charge, similar to the Waterworks Bylaw was put in place in 2013 but was capped at the 2012 plus a maximum of 20%. This cap is removed in 2014.

Taxation has sent out educational letters in 2010, 2011, and 2012 due to the impact for several large multi-family buildings,. An additional letter will be sent to impacted customers informing them of the pending 2014 change.

#### **Rest Home Charge Realignment**

The charge of rest homes on flat rate billing (of which the DNV has 2), is still significantly too low based on system demand. Due to the substantial increase in rates recommended (430%) by the FCS study, a multi-year program is being used to bring the group in line with the

recommended rate and the per bed rate increases 26%. We have sent a letter to these customers with an offer to meet to encourage them to install flow metering in 2014 or face substantially higher flat rate charges in future years.

**Timing/Approval Process:**

To apply the proposed rate increase to the metered charges for the full year in 2014, it is necessary for Council to approve user charges and adopt an amending the proposed bylaw prior to January 1, 2014.

**Concurrence:**

This report has been reviewed by the Finance Department and the Engineering Services Department.

**Financial Impacts:**

By 2018, Metro charges are projected to increase by a total of 36% over 2013 charges. For 2014, Metro charges will increase by 6.6% over 2013 charges. As mentioned previously, the construction of a new secondary sewage treatment plant for the North Shore will likely result in significant future Metro sewage levy increases. Financial impacts from the new plant are not yet fully factored into Metro Vancouver rates and therefore are not fully reflected in this report.

The budget forecast predicts that for 2014 the annual sewer and drainage charge for a single-family residence needs to be increased by \$26 (5%) over the 2013 charge in order to pass on increases related to Metro charges, DNV capital program costs, DNV maintenance costs, and contributions to reserves. Based on pending Metro increases and an apparent underfunded sewer infrastructure replacement, the charges for 2014 -2018 may need to be increased by an average of \$29 per year.

Reserve Funds

In 2013, reserves were low (\$1.9M) compared to the minimum target of \$5.5-\$6.1M. To bring the sewer utility to an acceptable reserve level, annual contributions of \$390k over 9 years is required; this year's contribution is \$303k. The reserves are to address working capital, rate stabilization, capital contingency, and system reinvestment funding requirements.

**Liability/Risk:**

If the user charges are not amended the Utility will be forced to run an operating deficit and/or suffer service level reductions and/or deplete the accumulated sewer reserve. If the capital programs for sewer main replacement/rehabilitation, sewage lift station upgrading, and renewal, infiltration/inflow reduction program, upgrading and installation of drainage works are not continued, the District will be exposed to an increasing risk of damage to District property and an increasing liability for private property damage, environmental damage, and service interruption.

**Social Policy Implications:**

Sewage and drainage collection and disposal are fundamental services which a community requires in order to ensure a high standard of public health and safety.

**Environmental Impact:**

The budget expenditures include operating and capital funds for planned maintenance and capital upgrading of facilities. Through planned maintenance and capital upgrading, the Utility protects its infrastructure and minimizes the chance of sewage spills into the environment.

**Public Input:**

Council provides an opportunity for public input through the bylaw adoption and budget process.



**Conclusion:**

By approving the revised sewer and drainage user charges and maintaining a prudent level of sewer reserve funds, Council will ensure that sufficient funding will be available to the Sewer and Drainage Utility to continue to be financially self-sufficient.

We are incorporating the financial impact of changes to a proposed Streets Bylaw into our flat rate sewer connection charges.

Proposed Sewer Bylaw wording changes will clarify the billing start and end dates for premises connected or disconnected mid-year.

Council's continued support of the FCS Study based recommended Bylaw changes will promote equity for charges based on water use, better align water user sectors with industry standards, eliminate the declining block rate, and will allow rest homes to be gradually brought into an appropriate billing rate.

An increase to the 2013 rate structure is required in order to pass on increases needed for Metro charges increases, capital investment increases, additional reserve contributions, and to provide adequate levels of maintenance. Adequate funding levels are required in order to provide programs necessary to maintain a high standard of public health while minimizing the risk of damage to property and the environment.

Lorn Carter, P.Eng.,  
Manager, Utilities

<u>REVIEWED WITH:</u> <input type="checkbox"/> Communications <input type="checkbox"/> Env. Protection <input type="checkbox"/> Human Resources <input type="checkbox"/> Eng. Trans/Public Works <input checked="" type="checkbox"/> Eng. Admin <input type="checkbox"/> Eng. Parks <input type="checkbox"/> Eng. Utilities	<u>REVIEWED WITH:</u> <input checked="" type="checkbox"/> Finance <i>NAD</i> <input type="checkbox"/> Fire Services <input checked="" type="checkbox"/> Legislative Services <i>JAG</i> <input type="checkbox"/> Land <input type="checkbox"/> Building <input type="checkbox"/> Community Planning	<u>REVIEWED WITH:</u> External Agencies: <input type="checkbox"/> Recreation Commission <input type="checkbox"/> Library Board <input type="checkbox"/> Health Dept. <input type="checkbox"/> RCMP <input type="checkbox"/> Other: _____	<u>REVIEWED WITH:</u> Advisory Committees: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
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(000's)	Final Budget	Final Budget	Final Budget	Draft Budget	PLAN			
	2011	2012	2013		2014	2015	2016	2017
<b>Revenues</b>								
Flat Rate	10,078	11,694	13,175	14,100	14,799	15,533	16,303	17,112
Metered Rate	3,491	4,039	4,159	4,229	4,559	4,912	5,288	5,689
Connection Charges	719	822	1,214	938	961	986	1,015	1,044
Other Revenues	41	36	100	59	61	62	63	64
Contribution from Surplus	605	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>14,934</b>	<b>16,591</b>	<b>18,648</b>	<b>19,326</b>	<b>20,380</b>	<b>21,493</b>	<b>22,669</b>	<b>23,909</b>
<b>Expenses</b>								
Administration	365	402	429	437	446	455	468	481
Operations & Maintenance								
Sewer Maintenance	1,078	1,094	1,116	1,191	1,222	1,256	1,295	1,335
Drainage Maintenance	515	622	616	627	642	657	676	695
Connections	719	822	1,214	938	961	986	1,015	1,044
GVS&DD Charges (Metro Vancouver)	8,094	8,708	8,374	8,929	9,368	9,924	10,611	11,396
Contribution to General Operating Fund	728	739	750	764	779	795	811	827
Contribution to Sewer Capital Fund	3,435	4,153	6,030	6,137	6,945	7,063	7,067	7,454
Contribution to Surplus	-	50	119	303	17	357	726	677
<b>Total Expenses</b>	<b>14,934</b>	<b>16,591</b>	<b>18,648</b>	<b>19,326</b>	<b>20,380</b>	<b>21,493</b>	<b>22,669</b>	<b>23,909</b>
<b>SINGLE FAMILY RESIDENTIAL FLAT RATE</b>	<b>\$ 398</b>	<b>\$ 461</b>	<b>\$ 521</b>	<b>\$ 547</b>	<b>\$ 574</b>	<b>\$ 603</b>	<b>\$ 633</b>	<b>\$ 665</b>

# The Corporation of the District of North Vancouver

## Bylaw 8021

A bylaw to amend the Sewer Bylaw 6656 (1994)

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The Council for The Corporation of the District of North Vancouver enacts as follows:

### 1. Citation

This bylaw may be cited as “Sewer Bylaw 6656, 1994, Amendment Bylaw 8021, 2013 (Amendment 22)”.

### 2. Amendments

2.1 Sewer Bylaw 6656, 1994, is amended as follows:

- a. By adding the following to the end of Section 16:

“The annual sewer and drainage user charges payable in respect of the said connection will be reduced by a pro-rated amount reflecting the period that the sewer/storm connection is capped.”

- b. Attachment 4, *Schedule of Installation Charges*, is deleted in its entirety and replaced with a new Attachment 4, *Schedule of Installation Charges*, as shown in Schedule 1 of this Bylaw; and,
- c. Attachment 5, *Sanitary Sewer and Drainage Charges and Fees*, is deleted in its entirety and replaced with a new Attachment 5, *Sanitary Sewer and Drainage Charges and Fees*, as shown in Schedule 2 of this Bylaw.

### 3. Effective Date

The effective date of this bylaw is January 1, 2014.

**READ** a first time this the

**READ** a second time this the

**READ** a third time this the

**ADOPTED** this the

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Clerk

Certified a true copy

\_\_\_\_\_  
Municipal Clerk

**Schedule 1 to Bylaw 8021**

**ATTACHMENT 4**

<b>SCHEDULE OF INSTALLATION CHARGES</b>		
1. Capping fees:		
• Storm		\$1,071.00
• Sanitary		\$1,071.00
2. Cast Iron Inspection Chamber Covers (each):		\$180.00
3. Base Sewer Connection Charges consists of a service connection installation to main charge plus a service connection length charge.		
Service Connection Installation to Main Charge	0 - 2.0m DEEP	OVER 2.0m - 3.0m DEEP
1st Connection	\$2,100	\$2,700
2nd Connection	\$1,100	\$1,100
3rd Connection	\$1,100	\$1,100
Service Connection Length Charges	0 - 2.0m DEEP	OVER 2.0m - 3.0m DEEP
1st Connection	\$380/ meter	\$590/ meter
2nd Connection	\$190/ meter	\$230/ meter
3rd Connection	\$190/ meter	\$230/ meter
Manhole	\$5,516	\$527/ meter
4. Utility crossing charge (for any crossing/crossings required when laying the connection underneath other pipes or ducts):		\$575.00
5. Installation charges for storm or sanitary sewer connections:		
a) The "first connection" shall be the longest connection.		
b) "Second" connection, "third" connection, and "additional" connection rates shall only apply when these connections are installed in the same trench (standard width) as the "first" connection.		
c) Connection charges shall be based on the greater of the depths measured between the ground surface at the property line or the ground surface at the main and the design depth of the connection at those two locations.		
d) The charges for connections greater than 3 metres in depth (if deemed acceptable) or 300mm in diameter shall be estimated and charged on a site specific basis.		

e)	The location of the connection at the sewer main shall be at a point along the main no further than the midpoint of the lot adjacent to the lot being connected. This location shall be determined by the intersection of the sewer main and a line drawn perpendicular to the adjacent lot line at its midpoint.
f)	The cost to replace any existing legal pin disturbed due to its proximity to the new connection shall be borne by the applicant.
g)	The cost for any rock work requiring blasting, drilling or splitting shall be in addition to the charges calculated in this schedule.
h)	BC Hydro charges for any work related to the connection installation shall be in addition to the charges calculated in this schedule.
i)	The cost to connect to a concrete encased sewer pipe shall be in addition to the charges calculated in this schedule.
j)	The cost of DNV staff required to complete an engineering design for a sewer connection shall be in addition to the charges calculated in this schedule.
k)	Charges will be applied based on the year of construction.
<b>Example 1 (Connection less than 2m deep, 10m long)</b>	
<b>1st Connection less than 2m deep, 10m long =</b> 2100 + (10x380) + 575 =	\$6,475
<b>2nd Connection, less than 2m deep, 10m long =</b> 1100 + (10 x190) + 575 =	\$3,575
<b>3rd Connection, less than 2m deep, 7m long =</b> 1100 + (7x190) + 575 =	\$3,005
<b>TOTAL</b>	<b>\$13,055</b>
<b>Example 2 (Connection greater than 2m deep, 10m long)</b>	
<b>1st Connection greater than 2m deep, 10m long =</b> 2700 + (10x590) + 575 =	\$9,175
<b>2nd Connection, greater than 2m deep, 10m long =</b> 1100 + (10x230) + 575 =	\$3,975
<b>3rd Connection, greater than 2m deep, 7m long =</b> 1100 + (7x230) + 575 =	\$3,285
<b>TOTAL</b>	<b>\$16,435</b>

**Schedule 2 to Bylaw 8021**

**ATTACHMENT 5**

**SANITARY SEWER AND DRAINAGE CHARGES AND FEES**

**UNMETERED WATER SUPPLY**

1. Where the water supply to a property is unmetered, an annual charge is imposed on the owner or occupier of the real property for the maintenance of the sanitary sewer and storm drainage systems according to the class of user as follows. All flat rate annual charges are due and payable at the same time and in the same manner as the general rates and taxes. If Secondary Suite charges are billed separately, they are due and payable within 30 days of invoice date.

The annual charge for premises serviced for less than one year shall be paid on a pro-rated basis to the date of capping subject to Section 16 or from the date of connection to the last date in December. The date of connection shall be determined as follows:

- for premises where a new sanitary sewer inspection chamber has been installed, the date of connection is the date on which District forces pull the inspection chamber plug
- for all other premises, the date of connection is the date of the final plumbing inspection for the first dwelling unit; for phased developments, the date of connection for each phase is the date of the final plumbing inspection for the first dwelling unit in that phase

Any property owner who is about to remove a Secondary Suite shall give written notice of same to the Chief Bylaw Officer; the user charge therefore will be for the period ending December 31st of the year in which the Secondary Suite is removed.

Any property owner who installs a Secondary Suite will be charged the applicable user charge from January 1st of the following year.

All charges are for the calendar year.

SEWER AND DRAINAGE USER CHARGES	
SEWER AND DRAINAGE USER CHARGES & FEES - ANNUAL CHARGE	
<b>A. FLAT RATE CHARGES</b>	
USER	ANNUAL CHARGE
Single Family Residence	\$547.00
Row House/ Duplex	\$455.00
Secondary Suite	\$258.00
Multi-family	\$455.00

Rest Home per bedroom	\$130.00
Retail, office or service commercial premise	\$547.00
• With living quarters, an additional	\$455.00
Church	\$547.00

**METERED PROPERTIES**

2. Where the water supply to a property is metered, or where the sewage discharge from a property is metered or otherwise measured under a GVS&DD Waste Discharge Permit, a charge, which is due and payable on or before the 20th day of the month in which the account is rendered, is imposed on the owner or occupier of the real property for the maintenance of the sanitary sewer and storm drainage systems according to the quantity of water delivered to the property or the quantity of sewage discharged from the property as follows:

MONTHLY SEWER AND DRAINAGE CHARGES FOR METERED PROPERTIES	
First 1,000 cu.ft used or part thereof	\$55.15
All in excess of 1,000 cu.ft used – per 100 cu.ft	\$5.65

QUARTERLY SEWER AND DRAINAGE CHARGES FOR METERED PROPERTIES	
First 3,000 cu.ft used or part thereof	\$165.45
All in excess of 3,000 cu.ft used – per 100 cu.ft	\$5.65

**REDUCTION IN CHARGE**

3. Where the water supply to a property is metered and a user of the sanitary sewer system can establish that less than 80% of the water delivered by the water utility to the property is discharged into the sanitary sewer system, the Treasurer shall reduce the charge in proportion to the amount of water which is not discharged into the sewer system as follows:

- water discharged to the sanitary sewer is less than 80 per cent down to 65 percent - 25 percent reduction in sewer charge
- water discharged to the sanitary sewer is less than 65 per cent down to 35 percent - 50 percent reduction in sewer charge
- water discharged to the sanitary sewer is less than 35 percent - 75 percent reduction in sewer charge



**INDUSTRIAL BOD/TSS CHARGES**

4. Where the discharge to sanitary sewer from a property is regulated under a GVS&DD Waste Discharge Permit, the total annual charge will be based on the following table :

<b>GVS&amp;DD WASTE DISCHARGE PERMITEE SEWER CHARGES</b>	
<b>MONTHLY METERED PROPERTIES</b>	
First 1,000 cu.ft used or part thereof	\$55.15
All in excess of 1,000 cu.ft used – per 100 cu.ft	\$3.04
<b>QUARTERLY METERED PROPERTIES</b>	
First 3,000 cu.ft used or part thereof	\$165.45
All in excess of 3,000 cu.ft. used – per 100 cu.ft.	\$3.04

**CHARGE FOR CONTAMINATED GROUNDWATER DISCHARGE TO SEWER**

5. \$0.402 per cubic metre

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Bylaw 8020: Fees and Charges

Materials to be circulated via agenda addendum.

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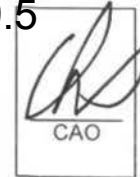
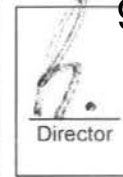
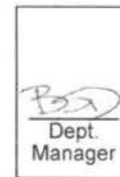
**AGENDA INFORMATION**

Regular Meeting

Date: DEC 2, 2013

Workshop (open to public)

Date: \_\_\_\_\_



9.5

## The District of North Vancouver REPORT TO COUNCIL

October 30, 2013

File: 09.3900.30

Tracking Number: RCA -

**AUTHOR:** Brett Dwyer, Manager Development Services

**SUBJECT:** Proposed amendment to Schedule C of Building Regulation Bylaw 7353

**RECOMMENDATION:** That "Building Regulation Bylaw 7353, 2003, Amendment Bylaw 8019, 2013 (Amendment 14)" is given FIRST, SECOND and THIRD readings.

**REASON FOR REPORT:** A bylaw amendment is required to amend Schedule C of the Building Regulation Bylaw.

**BACKGROUND:** Schedule C of the Building Regulation Bylaw, while not setting the fees for building permits, does specify the construction costs (per square foot) on which fees are based for residential single family construction. In keeping with the cost of construction a modest increase is proposed to Schedule C of the Building Bylaw. The proposed rates for 2013 are show in the table below. The new rates are shown bold and the old rates are show in brackets. Generally the proposed increase is \$5.00 per square foot.

Construction	\$/Sq.M	\$/Sq.Ft.
Crawlspace	<b>376.70</b> (322.80)	<b>35.00</b> (30.00)
Unfinished Basement	<b>699.70</b> (645.60)	<b>65.00</b> (60.00)
Main Floor	<b>1560.80</b> (1506.40)	<b>145.00</b> (140.00)
Upper Floor	<b>1399.30</b> (1345.00)	<b>130.00</b> (125.00)
Additional Floors	<b>1399.30</b> (1345.00)	<b>130.00</b> (125.00)
Basement or space finishing	<b>592.00</b> (484.20)	<b>55.00</b> (45.00)
Basement with secondary suite	<b>699.70</b> (592.00)	<b>65.00</b> (55.00)
Additions	120%	120%
Garages	<b>645.80</b> (592.00)	<b>60.00</b> (55.00)
Carports	<b>376.70</b> (322.80)	<b>35.00</b> (30.00)
Verandas/Covered decks	<b>484.20</b> (430.40)	<b>45.00</b> (40.00)
Sundeck	<b>376.70</b> (322.80)	<b>35.00</b> (30.00)
Carport infill to create garage	<b>322.80</b> (269.00)	<b>30.00</b> (25.00)
Garage/carport infill to create living area	<b>430.40</b> (376.70)	<b>40.00</b> (35.00)
Sundeck enclosure to create living area	<b>753.50</b> (699.40)	<b>70.00</b> (65.00)
Detached Garages	<b>807.30</b> (753.50)	<b>75.00</b> (70.00)

**Timing/Approval Process:** Approval of the recommended bylaw amendment should run parallel to the review of the Fees and Charges Bylaw to enable implementation on the first day of business in 2014.

**Financial Impacts:** The amendment is expected to generate additional permit revenue in the order of \$30,000 to \$40,000 annually.

**Conclusion:** It is recommended that the modest increase in construction values contained in Schedule C of the building bylaw be approved.

**Options:** Option 1 – Bylaw 8019 be given 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading (recommended)  
Option 2 – Do not amend the bylaw.



Brett Dwyer  
Manager Development Services

REVIEWED WITH:		
<input type="checkbox"/> Sustainable Community Dev. _____	<input type="checkbox"/> Clerk's Office _____	External Agencies:
<input type="checkbox"/> Development Services _____	<input type="checkbox"/> Communications _____	<input type="checkbox"/> Library Board _____
<input type="checkbox"/> Utilities _____	<input type="checkbox"/> Finance _____	<input type="checkbox"/> NS Health _____
<input type="checkbox"/> Engineering Operations _____	<input type="checkbox"/> Fire Services _____	<input type="checkbox"/> RCMP _____
<input type="checkbox"/> Parks & Environment _____	<input type="checkbox"/> ITS _____	<input type="checkbox"/> Recreation Com. _____
<input type="checkbox"/> Economic Development _____	<input type="checkbox"/> Solicitor _____	<input type="checkbox"/> Museum & Arch. _____
<input type="checkbox"/> Human resources _____	<input type="checkbox"/> GIS _____	<input type="checkbox"/> Other: _____

**The Corporation of the District of North Vancouver**

**Bylaw 8019**

A bylaw to amend Building Regulation Bylaw 7353, 2003

---

The Council for The Corporation of the District of North Vancouver enacts as follows:

**1. Citation**

This bylaw may be cited as “Building Regulation Bylaw 7353, 2003, Amendment Bylaw 8019, 2013 (Amendment 14)”.

**2. Amendments**

Building Regulation Bylaw 7353, 2013 is amended as follows:

- a) By deleting Schedule C, Value of Work, in its entirety and replacing it with a new Schedule C, Value of Work, attached to this Bylaw as Schedule 1.

**3. Effective Date**

This bylaw comes into force and takes effect January 1, 2014.

**READ** a first time this the

**READ** a second time the

**READ** a third time this the

**ADOPTED** this the

---

Mayor

---

Municipal Clerk

Schedule 1 to Bylaw 8019

Schedule C



District of North Vancouver  
 355 West Queens Rd  
 North Vancouver, BC V7N 4N5  
 Tel 604-990-2480 Fax 604-984-9683 email [building@dnv.org](mailto:building@dnv.org)

**Schedule C Value of Work**

**Residential**

Construction	\$/Sq.M	\$/Sq.Ft.
Crawlspace	376.70	35.00
Unfinished Basement	699.70	65.00
Main Floor	1560.80	145.00
Upper Floor	1399.30	130.00
Additional Floors	1399.30	130.00
Basement or space finishing	592.00	55.00
Basement with secondary suite	699.70	65.00
Additions	120%	120%
Garages	645.80	60.00
Carports	376.70	35.00
Verandas/Covered decks	484.20	45.00
Sundeck	376.70	35.00
Carport infill to create garage	322.80	30.00
Garage/carport infill to create living area	430.40	40.00
Sundeck enclosure to create living area	753.50	70.00
Detached Garages	807.30	75.00

Demolition minor (less than or equal to 100 m<sup>2</sup>) \$5000.00  
 Demolition major (greater than 100 m<sup>2</sup>) \$10,000.00



AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: DEC. 02. '13
<input type="checkbox"/> Workshop (open to public)	Date: _____



Dept.  
Manager



GM/  
Director



CAO

## The District of North Vancouver REPORT TO COUNCIL

November 21, 2013  
File: 10.5000.20/004.000

**AUTHOR:** Phil Chapman, Social Planner

**SUBJECT:** Support for Age-Friendly Grant Application

**RECOMMENDATION:** It is recommended:

THAT the Council of the District of North Vancouver supports the Silver Harbour Seniors' Activity Centre's "Aging Well in My Community" grant application and directs staff to advise the Union of British Columbia Municipalities of this support.

**REASON FOR REPORT:**

Local municipalities are required to support community applications for provincial grant funding administered by the Union of BC Municipalities.

**SUMMARY:** The Silver Harbour Seniors Centre and Lionsview Seniors Planning Society application to UBCM for \$20,000 to undertake the "Aging Well in My Community" project requires a Council resolution of support. This project will assist in the implementation of the Official Community Plan with regards to encouraging age-friendly initiatives in the District of North Vancouver. The District is not required to provide any funding for this project. On-going staff involvement in the project if it receives funding is mainly limited to supervisory participation on the project steering committee.

**BACKGROUND:**

Over the past five years each of the three North Shore municipalities have taken turns sponsoring various community organizations' grant applications to UBCM to address a variety of seniors' related issues. This sponsorship does not require any financial contribution from the municipality but does require a Council resolution of support and for staff to be involved in the community project. This usually means that a Social Planner is involved in the project steering committee and that Financial Services receives the funding and then forwards this to the community organization provided staff is satisfied there are appropriate accounting procedures in place at the participating community organization.

**EXISTING POLICY:**

The District OCP incorporates age-friendly principles in Policy 6.3, Community Services, Programs and Facilities: “Plan and support initiatives for an age and disability-friendly community”.

**ANALYSIS:**

Silver Harbour Seniors Centre and Lionsview Seniors Planning Society are seeking a grant of \$20,000 from the UBCM for an inclusion and participation project aimed at supporting seniors to access programs that maintain and improve physical and mental health by overcoming barriers of frailty and isolation. The project proposes to support seniors to continue participating in community programs, re-engage those who have stopped participating, and reach out to and engage those seniors not currently participating in community-based activities. The project will be achieved by coordinated outreach to non-participating seniors, volunteer support of current and new participants, and the provision of new programming and supports (e.g. transportation). This will include developing new programs specifically designed to encourage and support those seniors with participation barriers (e.g. cognitive impairment, physical disability, mobility concerns, etc.).

This project was identified in conjunction with two community partners, who provide more than 70 programs and services for active seniors (Silver Harbour Seniors' Activity Centre) and who have recently surveyed over 1000 seniors in the community about their aging-in-place needs (Lionsview Seniors Planning Society). As the project lead, Silver Harbour Seniors Centre has sufficient support structure to manage the \$20,000 grant once it is received from UBCM via the District's Financial Services.

Further details regarding program goals, intended outcomes and deliverables are provided in the grant application form and proposed budget (Attachment 1).

**Timing/Approval Process:**

Silver Harbour Seniors Centre and Lionsview Seniors Planning Society have already forwarded this application to UBCM as the grant application deadline has passed. Provision of District Council's supporting resolution is the last requirement necessary to complete the evaluation of their application.

**Financial Impacts:**

Support for this grant application requires no financial contribution from the municipality.

**Liability/Risk:**

There is minimal risk to the municipality as both Silver Harbour Seniors' Centre and Lionsview Seniors Planning Society are well known and capable organizations with long standing histories of service to our community.

**Social Policy Implications:**

This project will assist in the implementation of the District's OCP with regards to encouraging age-friendly initiatives in the District of North Vancouver.

**Conclusion:**

**Options:**

Council may pass the report recommendation or receive the report for information.

Respectfully submitted,



REVIEWED WITH:		
<input checked="" type="checkbox"/> Sustainable Community Dev. _____	<input type="checkbox"/> Clerk's Office _____	External Agencies:
<input type="checkbox"/> Development Services _____	<input type="checkbox"/> Communications _____	<input type="checkbox"/> Library Board _____
<input type="checkbox"/> Utilities _____	<input type="checkbox"/> Finance _____	<input type="checkbox"/> NS Health _____
<input type="checkbox"/> Engineering Operations _____	<input type="checkbox"/> Fire Services _____	<input type="checkbox"/> RCMP _____
<input type="checkbox"/> Parks & Environment _____	<input type="checkbox"/> ITS _____	<input type="checkbox"/> Recreation Com. _____
<input type="checkbox"/> Economic Development _____	<input type="checkbox"/> Solicitor _____	<input type="checkbox"/> Museum & Arch. _____
<input type="checkbox"/> Human resources _____	<input type="checkbox"/> GIS _____	<input type="checkbox"/> Other: _____



## Seniors' Housing & Support Initiative

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)  
525 Government Street, Victoria, BC, V8V 0A8



AgeFriendly

# 2014 Age-friendly Community Planning & Project Grants APPLICATION FORM

Completed application forms and required attachments are due no later than **October 18, 2013**.  
Please type directly in this form or print and complete. Attach additional pages if required.

Questions? Contact Local Government Program Services at [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or (250) 356-5134.

### Applicant Information

**Local Government:** District of North Vancouver

**Complete Mailing Address:**

355 West Queens Road  
North Vancouver, BC  
V7N 4N5

**Contact person:** Phil Chapman

**Position:** Social Planner

**Phone:** 604-990-2311

**E-mail:** [chapmanp@dnv.org](mailto:chapmanp@dnv.org)

### Other Contact

**Contact person:** Annwen Loverin

**Position:** Executive Director

**Organization:** Silver Harbour Seniors' Activity Centre

**Complete Mailing Address:**

144 East 22<sup>nd</sup> Street  
North Vancouver, BC  
V7L 4L5

**Phone:** 604-980-2474

**E-mail:** [annwen@silverharbourcentre.com](mailto:annwen@silverharbourcentre.com)

### 1. PROJECT TITLE

"Aging Well in My Community"

**2. FUNDING REQUESTED**

\$20,000

**3. PROPOSED TYPE OF ACTIVITY** - See examples in the Program & Application Guide.

- Age-friendly Community Planning (e.g. Age-friendly assessment or action plan)
- Age-friendly Community Project (e.g. seniors' resource directory or health information program)

**4. PROPOSED FOCUS AREAS** - Please indicate which Age-friendly components will be the primary focus incorporated into your plan or project.

- |  |   |
|--|---|
| <input type="checkbox"/> Outdoor spaces & buildings                | <input checked="" type="checkbox"/> Social participation                |
| <input type="checkbox"/> Transportation (including traffic safety) | <input checked="" type="checkbox"/> Communication & information         |
| <input type="checkbox"/> Housing                                   | <input type="checkbox"/> Civic participation & employment               |
| <input checked="" type="checkbox"/> Respect & inclusion            | <input checked="" type="checkbox"/> Community support & health services |
|  | <input type="checkbox"/> Assessment dealing with all features           |

**5. DESCRIPTION OF PROPOSED ACTIVITIES** - Please describe the specific activities you plan to undertake.

The District of North Vancouver has limited opportunities for frail seniors at risk of isolation to participate in supported programs and significant barriers to participation. This inclusion and participation project is aimed at supporting seniors to access programs that maintain and improve physical and mental health by overcoming barriers of frailty and isolation. With this project, we propose to support seniors to continue participating in community programs, re-engage those who have stopped participating, and reach out to and engage those seniors not currently participating in community-based activities. The project will be achieved by coordinated outreach to non-participating seniors, volunteer support of current and new participants, and the provision of new programming and supports (e.g. transportation). This will include developing new programs specifically designed to encourage and support those seniors with participation barriers (e.g. cognitive impairment, physical disability, mobility concerns, etc.).

If you are applying for project funding, have you completed an Age-friendly Plan?

Yes  No

If no, how was the proposed project identified?

However, the District of North Vancouver has incorporated Age-Friendly Principles in the Official Community Plan (e.g. under Policy 6.3 Community Services, Programs and Facilities: "Plan and support initiatives for an age and disability-friendly community." -- [http://identity.dnv.org/upload/pcdocuments/1vzgx01\\_.pdf](http://identity.dnv.org/upload/pcdocuments/1vzgx01_.pdf), page 55.)

This project was identified in conjunction with two community partners, who provide more than 70 programs and services for active seniors (Silver Harbour Seniors' Activity Centre) and who have recently surveyed over 1000 seniors in the community about their aging-in-place needs (Lionsview Seniors Planning Society).

**6. PROGRAM GOALS & OBJECTIVES** - How will your project meet the goals of the 2014 Age-friendly Community Planning & Project program? How will the project make your community more age-friendly?

This project will meet the goals of social inclusion and participation in community-based activities. It will also provide information about and access to community support services.

By developing programs that encourage social participation, physical health and mental wellness, this project will make our community more age-friendly. The integral role of volunteers, caregivers, and existing programs participants in the project supports the respect and inclusion that build an age-friendly community.

**7. INTENDED OUTCOMES & DELIVERABLES** - What do you hope the project will achieve? What will be the specific deliverables?

The project outcomes and deliverables will include:

identification of pockets of isolated seniors and gaps in existing supportive programs

trained volunteers with the skills and knowledge to support frail seniors at risk of isolation

new programs specifically designed for those seniors with physical and cognitive impairments  
learning from and complementing existing supported programs and models (e.g. West Vancouver Keeping Connected programs, Alzheimer's Society Minds in Motion, North Shore Neighbourhood House Golden Circle, etc.)

transportation provided to seniors accessing new programs

reduction in social isolation for frailer seniors through connectedness to activities and community

stronger partnerships between community agencies supporting seniors

**8. COMMUNITY PARTNERS** - Please list all confirmed partners that will directly participate in your plan or project and the specific role they will play (e.g. project implementation, community consultations, etc.).

Silver Harbour Seniors' Activity Centre: project implementation

Lionsview Seniors Planning Society: identification of seniors and gaps in services, volunteer recruitment, partnership building

Please describe any direct participation by seniors in your plan or project (e.g. name of organization, role in project)

We expect the members of the Seniors Action Tables (North Shore Seniors Today Project) to support the project in volunteer recruitment and program development.

**9. EVALUATION** - What tools will be used to evaluate the project (e.g. participant surveys, tracking tools, external evaluation, etc.)? How will this information be used?

Evaluation tools will include:

Pre- and post-surveys of the seniors (and caregivers) participating in the new programs

Volunteer assessment of their role and impact in supporting participants

Use and effectiveness of transportation supports

Partner organization assessment of their role in and impact of the project

This information will be used to improve the new programs that will continue beyond the project timeline and will be shared with as many community-based organizations serving seniors as are interested.

**10. IMPACT ON LOCAL GOVERNMENT** - List any policies, practices, plans or local government documents that will be developed or amended as a result of your project.

This project will assist in the implementation of the newly-adopted OCP with regards to encouraging Age-Friendly initiatives in the District of North Vancouver.

**11. SUSTAINABILITY** - Will the project be sustained after the grant funding?

Yes  No

If yes, how?

Thanks to the volunteer, curriculum development and evaluation portions of this project, the new programs developed will continue beyond the project timeline, supported by the project's community partners. These partners will turn to the community (e.g. service clubs, busiensses) for the ongoing modest resources required for transportation and program supplies.

**12. ADDITIONAL COMMENTS** - Please use this space to add any additional comments.

**13. REQUIRED ATTACHMENTS** - Please submit the following with your application:

Council/Board Resolution – Indicating local government support for the proposed project and a willingness to provide overall grant management

Detailed budget

**14. SIGNATURE** – Applications are required to be signed by the local government applicant. Please note all application materials will be shared with the Province.

  
Signature

Susan Haid  
Manager- Sustainable Community  
Development

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Name and Title

**Please send the completed Application Form and all required attachments as an e-mail attachment to Local Government Program Services (UBCM) at [lgps@ubcm.ca](mailto:lgps@ubcm.ca).**

**If you submit by e-mail, hardcopies and/or additional copies of the application are not required. Please submit your application as either a Word or PDF file(s) and note "2014 SHSI" in the subject line.**

**AGE-FRIENDLY BC** - For more information on Age-friendly BC or the recognition program, please refer to Appendix 1 of the Program & Application Guide or contact:

Rosemary Lawrence, Age-friendly British Columbia Coordinator

E-mail: [AgeFriendlyBC@gov.bc.ca](mailto:AgeFriendlyBC@gov.bc.ca) Phone: 250-387-4493



### 13. REQUIRED ATTACHMENTS

#### COUNCIL RESOLUTION

The District of North Vancouver Council agenda of November ????, 2013 will include a motion to support the project and to provide overall grant management, as per the terms of the SHSI 2014 Age-friendly Community Planning and Project Grant.

#### PROJECT BUDGET

##### Expense

Project Coordination	\$	12,600
Volunteer Training Expenses	\$	200
Volunteer Recognition	\$	200
Program Supplies	\$	1,000
Transportation Expense	\$	5,000
Program Promotion	\$	1,000
Total	\$	20,000

##### Resources

UBCM SHSI Grant	\$	20,000
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##### Additional In-Kind Resources

Project Supervision and Support	\$	5,000
Facility Space	\$	5,800

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