

AGENDA

COUNCIL WORKSHOP

Monday, January 18, 2016

6:00 p.m.

Committee Room, Municipal Hall

355 West Queens Road,

North Vancouver, BC

Council Members:

Mayor Richard Walton

Councillor Roger Bassam

Councillor Mathew Bond

Councillor Jim Hanson

Councillor Robin Hicks

Councillor Doug MacKay-Dunn

Councillor Lisa Muri



NORTH VANCOUVER
DISTRICT

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COUNCIL WORKSHOP

6:00 p.m.
Monday, January 18, 2016
Committee Room, Municipal Hall,
355 West Queens Road, North Vancouver

AGENDA

1. ADOPTION OF THE AGENDA

1.1. January 18, 2016 Council Workshop Agenda

Recommendation:

THAT the agenda for the January 18, 2016 Council Workshop be adopted as circulated, including the addition of any items listed in the agenda addendum.

2. ADOPTION OF MINUTES

2.1. December 8, 2015 Council Workshop p. 7-11

Recommendation:

THAT the minutes of the December 8, 2015 Council Workshop meeting be adopted.

2.2. December 14, 2015 Council Workshop p. 13-16

Recommendation:

THAT the minutes of the December 14, 2015 Council Workshop meeting be adopted.

3. REPORTS FROM COUNCIL OR STAFF

3.1. Development Procedures Bylaw Update p. 19-44 File No. 09.3900.30/081.94

Recommendation:

THAT the January 7, 2016 report of the Deputy General Manager – Planning & Permits entitled Development Procedures Bylaw Update and attached Draft Development Procedures Bylaw 8144 be received;

AND THAT staff be directed to include the Draft Development Procedures Bylaw 8144 with the next available Regular Council Agenda for Council's consideration.

4. PUBLIC INPUT

(maximum of ten minutes total)

5. ADJOURNMENT

Recommendation:

THAT the January 18, 2016 Council Workshop be adjourned.

MINUTES

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**DISTRICT OF NORTH VANCOUVER
COUNCIL WORKSHOP**

Minutes of the Council Workshop of the Council for the District of North Vancouver held at 5:01 p.m. on Monday, December 8, 2015 in the Committee Room of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

Present: Mayor R. Walton
Councillor R. Bassam
Councillor M. Bond
Councillor J. Hanson
Councillor D. MacKay-Dunn
Councillor L. Muri

Absent: Councillor R. Hicks

Staff: Mr. B. Bydwell, General Manager – Planning, Properties & Permits
Mr. D. Milburn, Deputy General Manager – Planning & Permits
Mr. J. Gordon, Manager – Administrative Services
Ms. J. Paton, Manager – Development Planning
Ms. S. Dal Santo, Section Manager – Planning Policy
Mr. P. Chapman, Social Planner
Ms. C. Archer, Confidential Council Clerk

1. ADOPTION OF THE AGENDA

1.1. December 8, 2015 Council Workshop Agenda

MOVED by Councillor BOND

SECONDED by Councillor BASSAM

THAT the agenda for the December 8, 2015 Council Workshop be adopted as circulated.

CARRIED

2. ADOPTION OF MINUTES

Nil

3. REPORTS FROM COUNCIL OR STAFF

3.1. Affordable Housing

File No. 13.6480.30/003.000

Mr. Dan Milburn, Deputy General Manager – Planning & Permits, reviewed the discussion to date and plan for moving forward, noting that this is the third session on Affordable Housing, following the introduction of the Green Paper on November 2 and the presentation by Metro Vancouver on December 1 regarding the Metro Vancouver Housing Corporation and the draft Regional Affordable Housing Strategy (RAHS). Following tonight's session on goals and targets, strategies and actions, the public will have an opportunity to provide input in early 2016.

Mr. Milburn reviewed the draft goals presented by Metro Vancouver:

1. Expand the supply and diversity of housing to meet a variety of needs;
2. Preserve and expand the rental housing supply;
3. Meet housing demand estimates for low to moderate income earners;
4. Increase the rental housing supply along the Frequent Transit Network; and,
5. End homelessness in the region.

Mr. Milburn noted that Goals 1 and 4 are already official District policies in the OCP and highlighted some successes achieved on these goals to date. Further that Goals 2 and 3 are most relevant to the current Affordable Housing discussion.

According to Metro Vancouver 2040, the regional growth strategy document adopted in 2011, 1,400 additional rental units will be required to meet the demand between 2011 and 2021, based on projections of regional demand. In the draft RAHS, the demand estimate is for 700 rental units between 2016 and 2026. Mr. Milburn noted that staff have requested clarification on how the more recent number was reached.

Council expressed concern that if there is more growth in other municipalities, transit will be expanded in those municipalities and not the District. Discussion ensued on increased traffic congestion, transit needs and whether residents in rental housing work locally or commute to other municipalities.

Council discussion ensued on Goal 2, Preserve and expand the rental housing supply, and the following comments and concerns were noted:

- Agreement that this goal is in line with District needs;
- Clarified that the goal needs to be in the lower- and mid-range rental rates;
- Goals 2 and 3 could be considered one goal;
- There are many rental units in the District with high rents;
- Demand for rental properties will drive up prices if not enough are built in time;
- There is tension between retention and maintenance of the existing rental stock and expanding the supply of rental stock; and,
- General community objections to density and development need to be addressed.

Staff advised that setting lower or zero growth could have many consequences, including effects on the transportation network and housing affordability. What is proposed is to meet the demand for housing for young families, empty nesters, seniors and others on key corridors and in Town Centres. Housing cannot be provided for these population groups if there is no growth.

Council discussed looking at the City of North Vancouver as part of the solution as a much higher percentage of housing in the City is rental. It was noted that younger people and empty nesters may move from the District to the City and that it may not be necessary to plan a complete community that covers all housing needs in the District. Council commented that despite the amount of rental and other housing built in the City over the past twenty years, housing prices and property taxes have not come down. It was noted that condominium

prices in the City have not appreciated as much as single family dwellings as there is a greater supply.

Mr. Milburn reviewed the RAHS Goal 3, Meet housing demand estimates for low- to moderate-income earners, noting that the average private rental housing rates exceed incomes for low- to moderate-income earners in the District. Rental rates are somewhat contained by Provincial controls on rent increases, but increase significantly when tenants change. According to the 2011 National Household Survey, two percent of District residents are in inadequate housing and spending at least half of their income on shelter.

According to Metro Vancouver 2040, 1,000 additional affordable rental units will be required to meet the demand between 2011 and 2021. In the draft RAHS, the demand estimate is for 610 units between 2016 and 2026.

Council discussion ensued on Goal 3 and the following comments and concerns were noted:

- The possibility was raised of building affordable and social housing in Maplewood;
- The purpose-built rental housing in Lynn Creek near Phibbs Exchange does not include any green space;
- Concern was expressed about all affordable housing in the District being concentrated in one area; and,
- General agreement was expressed with pursuing Goals 2 and 3.

Mr. Milburn reviewed three strategies to achieve Goal 2:

1. Make retention and maintenance of existing purpose built market rental housing more attractive;
2. Expand the supply of rental housing, including new purpose built rental housing; and,
3. Ensure tenant relocations are responsive to tenant needs.

Mr. Milburn reviewed possible actions to achieve Strategy 1, Make retention and maintenance of existing purpose built market rental housing more attractive, including continuing with strata conversion prohibition and rental protection policy and updating the offence and penalty provisions of the Standards of Maintenance Bylaw. In response to a question from Council, Mr. Milburn reported that the District does not currently receive many complaints under the Standards of Maintenance Bylaw.

Council discussion ensued and the following comments and concerns were noted:

- Well-maintained buildings will last much longer;
- Strata buildings may not have adequate maintenance fees, leading to maintenance problems and redevelopment pressures;
- Poor maintenance cannot be used as an excuse for rezoning;
- Possibility of asking the newly elected Federal government for changes to taxation and incentives for maintenance and retention; and,
- Possible incentives for organizations looking for rental properties for a revenue stream.

Staff reported that there are 1,267 units of purpose-built rental housing in the District, including apartment and townhouse units.

Mr. Milburn reviewed possible actions to achieve Strategy 2, Expand the supply of rental housing, including new purpose built rental housing, including a one-to-one replacement policy for redevelopment of existing rental properties. Council commented that one-to-one replacement will not fulfill District affordable housing needs as rents for new units will be much higher than for the units they are replacing. However, market rental becomes affordable housing when buildings get older.

Several regulation actions were noted, including relaxation of parking requirements for development and allowing lock-off flex units and more coach houses.

Councillor MacKay-Dunn left the meeting at 6:40 pm

The meeting recessed at 6:40 pm and reconvened at 6:43

Council discussion ensued regarding strategies and actions to present to the community for their feedback. The following comments and concerns were noted:

- There is not enough in the Housing Fund;
- A portion of CAC's could be directed to increase the Fund;
- Land could be provided to Metro Vancouver or other non-profit groups to develop affordable housing;
- There may be upcoming opportunities to partner with the Federal government that would require having a plan ready when funding and other program announcements are made;
- The possibility was raised of including affordable housing in development applications; and,
- Insisting on too much from developers could reduce building in the District.

Staff advised that the District does not have much land that is suitable for building rental housing. Much of the District's inventory is single family lots scattered around the municipality. Selling those lots and using funds to purchase more appropriate sites is an option, as well as requesting land or cash from developers.

Mr. Milburn reviewed possible actions to achieve Strategy 3, Ensure tenant relocations are responsive to tenant needs, including maintaining the multi-family rental housing demolition notice policy and developing a new tenant assistance policy covering notice, free rent, moving expenses, assistance with relocation and right of first refusal for new units.

Council discussion ensued and the following comments and concerns were noted:

- The Mountain Court relocation package did not help tenants who moved early when they found a place to live;
- Low vacancy rates may mean that relocation policies will not help those who cannot find suitable housing;

- Retention of existing rental units and building new rental units work against each other;
- Support was expressed for exploring the provision of land to Metro Vancouver or another housing organization; and,
- The Green Paper called for consulting with developers as part of researching affordable rental housing options.

Staff advised that scenarios and costs could be developed for Council's review and that developers have ideas to share.

4. PUBLIC INPUT

4.1 Mr. Richard White, Community Housing Action Committee:

- Commented that affordable housing is a necessity in the District;
- Noted that the District has land resources other municipalities lack;
- Advised that regional growth is about one and a half percent; and,
- Commented that the Federal government's election platform included affordable housing initiatives.

4.2 Mr. Don Peters, District resident:

- Queried the status of the District's affordable housing fund.

Staff clarified that the policy discussion has not yet taken place.

4.3 Mr. Corrie Kost, 2800 Block Colwood Drive:

- Queried if the rental demand changed between the two Metro Vancouver reports because renters are being displaced;
- Opined that due to self-reporting in the household survey, the number of people really in inadequate housing is likely higher; and,
- Remarked that the District could establish a policy of no rezoning outside Town Centres, which would give strata owners no choice but to maintain buildings.

5. ADJOURNMENT

MOVED by Councillor BASSAM

SECONDED by Councillor BOND

THAT the December 8, 2015 Council Workshop be adjourned.

CARRIED

(7:12 pm)

Absent for Vote: Councillor MACKAY-DUNN

Mayor

Municipal Clerk

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**DISTRICT OF NORTH VANCOUVER
COUNCIL WORKSHOP**

Minutes of the Council Workshop of the Council for the District of North Vancouver held at 5:48 p.m. on Monday, December 14, 2015 in the Committee Room of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

Present: Mayor R. Walton
Councillor R. Bassam
Councillor M. Bond
Councillor J. Hanson
Councillor D. MacKay-Dunn
Councillor L. Muri

Absent: Councillor R. Hicks

Staff: Mr. B. Bydwell, Acting Chief Administrative Officer
Ms. C. Grant, General Manager – Corporate Services
Mr. G. Joyce, General Manager – Engineering, Parks & Facilities
Mr. A. Wardell, Acting General Manager – Finance & Technology
Mr. D. Milburn, Deputy General Manager – Planning & Permits
Mr. J. Gordon, Manager – Administrative Services
Ms. M. Welman, Manager – Strategic Communication & Community Relations
Ms. L. Brick, Deputy Municipal Clerk
Ms. S. Dal Santo, Section Manager – Planning Policy
Ms. S. Dale, Confidential Council Clerk
Mr. D. Veres, Planner
Mr. K. Zhang, Planning Assistant

Also in

Attendance: Ms. Krista Tulloch, OCP Implementation Committee, Chair
Mr. Peter Klinkow, OCP Implementation Committee
Mr. David DeMuynck, OCP Implementation Committee
Ms. Elaine Grenon, OCP Implementation Committee
Mr. Kolton Smith, OCP Implementation Committee
Ms. Adele Wilson, OCP Implementation Committee

1. ADOPTION OF THE AGENDA

1.1. December 14, 2015 Council Workshop Agenda

**MOVED by Councillor MURI
SECONDED by Councillor BOND**

THAT the agenda for the December 14, 2015 Council Workshop be adopted as circulated, including the addition of any items listed in the agenda addendum.

CARRIED

2. ADOPTION OF MINUTES

2.1. November 16, 2015 Committee of the Whole

**MOVED by Councillor BASSAM
SECONDED by Councillor BOND**

THAT the minutes of the November 16, 2015 Committee of the Whole meeting be adopted.

CARRIED

2.2. November 23, 2015 Committee of the Whole

**MOVED by Councillor BASSAM
SECONDED by Councillor BOND**

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

CARRIED

2.3. December 1, 2015 Council Workshop

**MOVED by Councillor BASSAM
SECONDED by Councillor BOND**

THAT the minutes of the December 1, 2015 Council Workshop meeting be adopted.

CARRIED

2.4. December 7, 2015 Council Workshop

**MOVED by Councillor BASSAM
SECONDED by Councillor BOND**

THAT the minutes of the December 7, 2015 Council Workshop meeting be adopted.

CARRIED

3. REPORTS FROM COUNCIL OR STAFF

3.1. OCP Progress Monitoring – Continuation of Discussion with OCP Implementation Committee

File No. 13.6480.01/005.000

Ms. Sarah Dal Santo, Section Manager – Planning Policy, provided an update of the OCP Implementation Committee Recommendations for OCP Progress Monitoring.

The following key questions were proposed to Council to help frame the discussion and feedback on the “OCP Implementation Committee Recommendations for OCP Progress Monitoring 2011-2014” report:

- What are Council’s thoughts on the overall OCP progress monitoring framework and approach;
- Does the report identify the correct indicators and targets that are relevant to the community? Are there any that may have been overlooked;

- Does the report provide the proper level of information to tell the story on OCP progress monitoring;
- What ideas does Council have to inform the final product; and,
- How does Council envision the community roll-out and use of this product?

Council Discussion:

- Thanked members of the OCP Implementation Committee for their hard work;
- Acknowledged that the report has good baseline data and speaks to specific changes that are happening in the community;
- Commented on the importance of developing a framework to monitor the progress of the OCP;
- Questioned what data sources are available to collect relevant information;
- Noted that the OCP Implementation Committee term ends December 31, 2015 and questioned if the Committee should continue as on-going refinements are needed;
- Commented that a relatively short period of time has elapsed since the OCP was adopted in 2011 and will take time to gather meaningful data;
- Suggested that reporting on OCP progress monitoring occur every two years and a more extensive reporting could be done every five years;
- Directed staff to engage with the community and allow them to ask relevant questions;
- Commented that having metrics follow the OCP is a good starting point for this inaugural monitoring report;
- Suggested that the next OCP review occur after 2017 (when the next census data is available) and that this review take the form of an update as opposed to a wholesale rewrite;
- Suggested that staff work on gathering data that we currently don't have;
- Commented on data limitations as indicator measures that rely on Statistics Canada information which is collected every five years;
- Questioned if the District collects greenhouse gas emissions data;
- Questioned how to incorporate data received into Council's decision making process;
- Commented that the OCP Progress Monitoring report is a living document;
- Suggested looking at individual targets such as affordable housing in more detail;
- Suggested that staff use a strategic approach to managing all the development projects on the North Shore;
- Suggested including stretch targets to inspire longer term innovation; and,
- Commented on the importance of communication, clarity, measurement, choice and accountability.

Councillor MURI left the meeting at 6:36 pm.

Comment from Committee Members:

Ms. Elaine Grenon:

- Commented that this document is a key tool to ongoing communications with the community;

- Suggested having neighbourhood meetings to discuss with residents what is happening in their community;
- Noted the report is a tool to educate the public; and,
- Opined that the report should be a living document on the District's website.

Ms. Adele Wilson:

- Commented on the importance of communicating the progress with the public;
- Noted that this document should be used as a basis for Council to make decisions; and,
- Acknowledged the importance of collecting accurate information.

Council discussion ensued and the following was noted:

- Commented that ongoing active engagement with the community is important;
- Recommended publishing this document in early 2016 and gaining feedback from the community; and,
- Requested that this item be brought forward to a Regular Council meeting for a formal resolution.

4. PUBLIC INPUT

Nil

5. ADJOURNMENT

MOVED by Councillor BASSAM

SECONDED by Councillor BOND

THAT the December 14, 2015 Council Workshop be adjourned.

CARRIED

Absent for Vote: Councillor MURI
(6:56 pm)

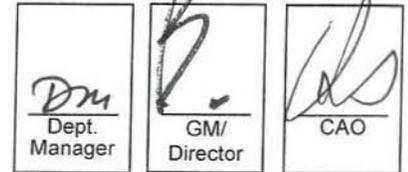
Mayor

Municipal Clerk

REPORTS

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AGENDA INFORMATION	
<input type="checkbox"/> Regular Meeting	Date: _____
<input checked="" type="checkbox"/> Council Workshop	Date: <u>Jan. 18, 2015</u>



The District of North Vancouver REPORT TO COUNCIL

January 7, 2016
File: 09.3900.30/081.94

AUTHOR: Dan Milburn, Deputy General Manager Planning & Permits

SUBJECT: Development Procedures Bylaw Update

RECOMMENDATION:

1. THAT Council receive this report and Draft Development Procedures Bylaw 8144, and provide any feedback that Council feels appropriate, and
2. THAT Council direct Staff to include the Draft Development Procedures Bylaw 8144 with the next available Regular Council Agenda for Council's consideration.

REASON FOR REPORT:

Consistent with the Official Community Plan policies to "Periodically review and assess regulations for relevance and ease of use" (Policy 8.2 4.) and "Provide opportunities for all citizens to meaningfully participate in civic affairs and community life (Policy 6.1 1.), staff completed a review of the Development Procedures Bylaw 7738, 2009, and determined that changes were warranted. Fundamentally, the proposed changes are housekeeping amendments focused on easing interpretation, supporting service delivery processes, and contributing to consistent good management and community satisfaction.

SUMMARY:

Local Governments who have adopted Official Community Plans (OCP) and Zoning Bylaws must enact procedures bylaws which establish the mechanism for owners of land to apply for a change to the OCP or Zoning Bylaw, or apply for the issuance of a permit under Part 26 of the Act (e.g. development permits & development variance permits). These procedures bylaws typically include provisions for the processing of applications by staff who are delegated certain powers, duties and functions. In addition, these bylaws establish public notification procedures which may embellish the statutory public notification provisions found in the *Local Government Act*. The proposed Development Procedures Bylaw 8144 includes a number of housekeeping amendments but does not change the substantive public notification procedures of the District. Therefore, the public hearing notice delivery distance and sign requirements within the proposed Development Procedures Bylaw 8144 remain the same as the District's current administrative polices.

SUBJECT: Development Procedures Bylaw Update
January 7, 2016

BACKGROUND:

Development Procedures Bylaw 7738 was adopted in 2009, and has been amended 3 times since adoption, the last amendment occurring in 2012. Amendments included changes to the application fee requirements, and development permit delegation provisions, which were amended as a consequence of the adoption of a most recent OCP in 2012.

EXISTING POLICY:

As noted previously, the *Local Government Act* requires local governments who have adopted OCPs and Zoning Bylaws to also define application review procedures. The existing Development Procedures Bylaw 7738 was intended to fulfil this requirement.

To assist in Council's assessment of the proposed changes the following items are included with this staff report:

- 1) Development Procedures Bylaw 7738 (Adopted in 2009), Attachment 1,
- 2) Development Procedures Bylaw 8144 (Draft Bylaw), Attachment 2, and
- 3) Table of Concordance which provides a detailed section-by section comparison of Bylaw 7738 and the Draft Bylaw 8144, Attachment 3.

In addition, should Council direct that Draft Bylaw 8144 proceed to a Regular Council Agenda for further consideration, Staff will provide an additional Staff report recommending specific housekeeping changes to the following policies so that they are consistent with the Draft Bylaw.

- 1) Public Notification Policy (Administrative Policy), Attachment 4
- 2) Public Information Meetings – Developer (Council Policy), Attachment 5,
- 3) Subdivision Approval Under Section 944 of the Local Government Act (Council Policy), Attachment 6,
- 4) Subdivision Approvals (Council Policy), Attachment 7,
- 5) Development Variance Permits – Support Material (Council Policy), Attachment 8
- 6) Liquor Applications (Council Policy), Attachment 9

ANALYSIS:

Timing/Approval Process:

Subject to input received by staff, the Draft Development Procedures Bylaw 8144, would be returned to a Regular Meeting of Council for consideration at the next available meeting.

Concurrence:

This bylaw has been reviewed by Development Planning, Strategic Communications & Community Relations, Clerks Office and the District's Solicitor.

Financial Impacts:

No financial impacts are anticipated with the adoption of Development Procedures Bylaw 8144.

SUBJECT: Development Procedures Bylaw Update

January 7, 2016

Liability/Risk:

Application review procedures can give rise to bylaw challenges if consistent procedures are not followed. Many procedures are articulated in the *Local Government Act* and are therefore not duplicated within Bylaw 8144. However, Council may enact certain provisions by bylaw, such as the delivery of notice or posting of notice provisions within Sections 6 and 7 of Bylaw 8144. These are minimum standards which should be met in each case to reduce the potential for a successful bylaw challenge.

Social Policy Implications:

Establishing development application procedures in a bylaw demonstrates and implements fairness, consistency and accountability in a system of land use regulation. For example, the right of land owners to apply for a change to their zoning and OCP designation is enacted in legislation. The procedures bylaw then establishes a framework for the review of such applications, including inviting public participation and comment in a process which culminates in a decision of Council, or a person or another body who has been delegated the powers, duties, and functions of Council. Ultimately, enacting procedures in a bylaw helps to establish the legitimacy of the regulatory framework of land use regulation.

Environmental Impact:

No negative environmental impacts are anticipated with the adoption of Development Procedures Bylaw 8144.

Public Input:

No public consultation measures are recommended for this bylaw update as the changes contemplated are merely housekeeping matters and do not include substantive changes to public notification procedures.

Conclusion:

In conclusion, staff recommend updating the development review procedures with a new Development Procedures Bylaw 8144. The housekeeping amendments proposed by staff will help support consistent bylaw interpretation, high-quality service delivery, and continued community engagement as part of the District's development review procedures.

Respectfully submitted,



Dan Milburn
Deputy General Manager Planning & Permits

SUBJECT: Development Procedures Bylaw Update
January 7, 2016

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	_____	<input type="checkbox"/> ITS	_____	<input type="checkbox"/> NVRC	_____
<input type="checkbox"/> Environment	_____	<input type="checkbox"/> Solicitor	_____	<input type="checkbox"/> Museum & Arch.	_____
<input type="checkbox"/> Facilities	_____	<input type="checkbox"/> GIS	_____	<input type="checkbox"/> Other:	_____
<input type="checkbox"/> Human Resources	_____	<input type="checkbox"/> Real Estate	_____		



THE DISTRICT OF NORTH VANCOUVER

DEVELOPMENT PROCEDURES BYLAW

BYLAW 7738

Effective Date – January 1, 2009

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of the bylaws below. The amending bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaw on this subject.

Original Bylaw	Date of Adoption
<u>Bylaw 7738</u>	January 1, 2009
Amending Bylaw	Date of Adoption
<u>Bylaw 7806</u>	September 28, 2009
<u>Bylaw 7941</u>	July 9, 2012
<u>Bylaw 7960</u>	December 12, 2012

The bylaw numbers in the margin of this consolidation refer to the bylaws that amended the principal bylaw (Development Procedures Bylaw – Bylaw 7738). The number of any amending bylaw that has been repealed is not referred to in this consolidation.

THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER

BYLAW 7738

The Council for The Corporation of The District of North Vancouver enacts the following:

Title

1. This bylaw may be cited as “**DEVELOPMENT PROCEDURES BYLAW 7738.**”

Scope

2. This bylaw applies to:
 - a) development applications, including:
 - i. preliminary applications;
 - ii. development permit applications;
 - iii. development variance permit applications;
 - iv. subdivision applications;
 - v. temporary commercial and industrial use permits;
 - vi. liquor license applications; and
 - vii. sign permit applications.
 - b) amendments to:
 - i. an Official Community Plan; or
 - ii. the Zoning Bylaw; and
 - c) research requests, document preparation, and other related services.

Application

3. An application under section 2 of this bylaw must be submitted to the District of North Vancouver by the registered owner of the land, or by a person authorized to do so in writing by the owner, and shall be accompanied by:
 - a) a written description of the specific proposal;
 - b) the reasons for the requested amendment to an Official Community Plan or Zoning Bylaw;
 - c) those materials required for the processing of the application(s), as deemed appropriate by the Director of Planning, Permits and Bylaws; and
 - d) the applicable fee(s) prescribed in Schedule “B” of the District of North Vancouver Fees and Charges Bylaw 6481.

(7806 7960)

Refunds of Fees

4. The refundable portion of a fee prescribed in Schedule “B” of the District of North Vancouver Fees and Charges Bylaw 6481 will be returned to the applicant in the following circumstances:
 - a) if an application is withdrawn by the applicant or rejected by Council before either a public hearing or public meeting date is established or public notification is given, but not if the public hearing is waived; or
 - b) if an application is approved by Council without the convening of a public hearing or public meeting or undertaking public notification.

(7806 7960)

Development Conducted without a Permit

6. If any development for which a permit is required by this bylaw is commenced without a permit issued by the Council, the applicant for the proposed development must pay double the fee prescribed in Schedule "B" of the District of North Vancouver Fees and Charges Bylaw 6481.
(7806 7960)

Process

7. Every application will be processed by the Director of Planning, Permits and Bylaws who will present a detailed report to the Council for its consideration, except where authority to issue Development Permits has been delegated to the Director of Planning, Permits and Bylaws in accordance with section 11 of this bylaw.

Official Community Plan or Zoning Bylaw

8. The Council shall, following receipt of the report pursuant to section 7 in respect of an application to amend the Zoning Bylaw or an Official Community Plan, proceed with an amending bylaw or reject the application.

Permits

9. After receipt of the report pursuant to section 7, the Council shall consider an application for a permit and at Council's discretion, hold a public meeting and then either:
 - a) issue the permit, or
 - b) refuse to issue the permit.

Refusal

10. Where an application for a bylaw amendment or a permit has been refused by Council, the Municipal Clerk shall notify the applicant in writing within 15 days of the date of refusal by Council.

Delegation of Authority to Issue Development Permits

11. Deleted.
(7941)

Repeal

12. The Development Procedures Bylaw 5959 and amendments thereto are repealed.

Effective Date

13. This bylaw will come into force and take effect on January 1, 2009.

Amended by: 7806 7941

DEVELOPMENT PROCEDURES BYLAW 7738

SCHEDULE A

APPLICATION FEES

Deleted by Bylaw 7806

**Please see Schedule “B” of the District of North
Vancouver Fees and Charges Bylaw 6481**

Amended by (7806 7960)

The Corporation of the District of North Vancouver**DRAFT Bylaw 8144**

A bylaw to define public hearing notification requirements, and procedures under which an owner of land may apply to amend the Official Community Plan or Zoning Bylaw, enter into a heritage revitalization agreement, or phased development agreement, or for the issuance of a development permit, development variance permit, or temporary use permit.

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

Citation

1. This bylaw may be cited as “Development Procedures Bylaw 8144, 2015”.

Definitions

2. In this bylaw:
 - (a) “abutting” means sharing a common boundary of at least one point, or would share a common boundary of at least one point, if not for a shared highway which does not exceed 20 m in width;
 - (b) “applicant” means the owner or a representative of the owner duly authorized to act on the owner’s behalf in relation to an application;
 - (c) “application” means a written request by an applicant to amend the Official Community Plan or Zoning Bylaw, or for the issuance of a development permit, development variance permit, or temporary use permit, in a form and content prescribed by the General Manager and this bylaw;
 - (d) “Fees and Charges Bylaw” means the District of North Vancouver Fees and Charges Bylaw 6481, as amended or replaced;
 - (e) “General Manager” means the General Manager of Planning, Properties & Permits and his lawful deputy, as defined in the Officers and Employees Bylaw, and any person designated in writing by the General Manager of Planning, Properties & Permits to carry out any administrative act or function under this bylaw;
 - (f) “Official Community Plan” means the District of North Vancouver Official Community Plan Bylaw 7900, as amended or replaced;

- (g) "Officers and Employees Bylaw" means the District of North Vancouver Officers and Employees Bylaw 7052, as amended or replaced;
- (h) "owner" means a person listed in the land titles office as the owner of a parcel;
- (i) "parcel" means any lot, block or other area of land that is the subject of an application;
- (j) "Zoning Bylaw" means the District of North Vancouver Zoning Bylaw 3210, 1965, as amended or replaced.

Delegation

- 3. Council delegates to the General Manager the powers of Council to administer this bylaw including prescribing the form of permits issued and agreement approved under this bylaw.

Application

- 4. (1) An applicant who intends to amend the Official Community Plan or Zoning Bylaw, and an applicant who intends to enter into a heritage revitalization agreement or phased development agreement, and an applicant who applies for issuance of a development permit, development variance permit or temporary use permit must:
 - (a) seek approval from Council or the General Manager in accordance with the *Local Government Act* and this bylaw;
 - (b) complete an application and submit it to the General Manager; and,
 - (c) pay the application fee, at the time of application submission, in accordance with the Fees and Charges Bylaw.
- (2) The applicant must provide the following information, at the applicant's expense, to the General Manager at the time of application submission:
 - (a) authorization from the owner for the applicant to act on the owner's behalf with respect to the application;
 - (b) documents and plans which describe the proposal;
 - (c) documents and plans that demonstrate compliance with the existing or proposed regulations, as applicable; and,
 - (d) any additional information the General Manager determines is required to assist the Council or the General Manager in their consideration of the application.

Application Review and Consideration

5. (1) Upon receipt of a complete application the General Manager may, as applicable:
- (a) review the application;
 - (b) prepare a report, amending bylaw, or permit for Council's consideration;
 - (c) issue, amend, refuse, impose requirements, set conditions and standards, supplement a bylaw, and impose conditions for the sequence and timing of construction for development permits in accordance with the *Local Government Act* and Official Community Plan; or,
 - (d) issue, renew, refuse, set conditions, establish the permit expiration date, require security, and require an undertaking in respect of a temporary commercial or industrial use permit in accordance with the *Local Government Act* and Zoning Bylaw.
- (2) Upon receipt of a complete application, General Manager's report, amending bylaw or permit, Council must consider the application in accordance with the *Local Government Act*, and may as applicable:
- (a) give the amending bylaw first reading;
 - (b) forward the amending bylaw to a public hearing or waive the holding of a public hearing;
 - (c) authorize the heritage revitalization agreement or phased development agreement;
 - (d) authorize the issuance of a development permit, development variance permit or temporary use permit;
 - (e) reject or refuse the application; or
 - (f) defer or otherwise deal with the application;

and after having given the bylaw 3 readings, adopt the bylaw.

Delivery of Notice

6. (1) The distance for mailing or delivery of notice of a public hearing under s. 892 [*Official Community Plan, Zoning Bylaw, heritage revitalization agreements and phased development agreements*] of the *Local Government Act* is 75 metres from that part of the area that is subject to the bylaw alteration.
- (2) The distance for mailing or delivery of notice under s. 921 [*Temporary Use Permits*] and s. 922 [*Development Variance Permits*] of the *Local Government Act* includes all parcels abutting that part of the area that is the subject of the permit application.

Posting of Notice

7. (1) In circumstances where the *Local Government Act* requires the delivery of a notice of public hearing to owners and tenants in occupation, except when the public hearing is waived, the District must, at least 7 days before the public hearing post a notice on the area, or on a highway adjacent to the area, that is the subject of the applicable bylaw.
- (2) Noncompliance with subsection (1) due to the removal, destruction or alteration of the notice by unknown persons, vandalism or natural occurrence will not affect the validity of the applicable bylaw.
- (3) The posted notice must have a minimum dimension of 1.2 m x 2.4 m.
- (4) The form of the posted notice must be substantially the same as Schedule A, as applicable to the application.
- (5) The posted notice must state the following, as applicable to the application:
 - (a) time and date of the public hearing;
 - (b) place of the public hearing;
 - (c) a phrase which in general terms describes the proposal;
 - (d) civic address of the parcel that is subject of the application; and,
 - (e) a District website address and phone number.
- (6) Subject to subsection (1) a minimum of one notice must be posted on the area or on a highway adjacent to the area that is the subject of the bylaw alteration.

Severability

8. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.

Repeal

9. Development Procedures Bylaw 7738, 2008, and all amendment thereto are repealed.

Effective Date

10. The effective date of this bylaw is January 1, 2016.

READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

Schedule A to Bylaw 8144

← 1.2 m →

DISTRICT OF
NORTH VANCOUVER



PUBLIC HEARING

Proposal: (Insert a phrase which in general terms describes the proposal)

(Insert an image of the proposal)

(Insert the time and date of the public hearing)

(Insert the place of the public hearing)

**dnv.org/public_hearing
604-990-2387**

↑ 2.4 m ↓

Table of Concordance

Existing Bylaw 7738	Proposed Bylaw 8144	Reason for Change
<p>Title 1. This bylaw may be cited as “DEVELOPMENT PROCEDURES BYLAW 7738.”</p>	<p>Citation 1. This bylaw may be cited as “Development Procedures Bylaw 8144, 2015”.</p>	<p>New bylaw title.</p>
<p><i>No definitions in Bylaw 7738</i></p>	<p>Definitions 2. In this bylaw:</p> <ul style="list-style-type: none"> (a) “abutting” means sharing a common boundary of at least one point, or would share a common boundary of at least one point, if not for a shared highway which does not exceed 20 m in width; (b) “applicant” means the owner or a representative of the owner duly authorized to act on the owner’s behalf in relation to an application; (c) “application” means a written request by an applicant to amend the Official Community Plan or Zoning Bylaw, or for the issuance of a development permit, development variance permit, or temporary use permit, in a form and content prescribed by the General Manager and this bylaw; (d) “Fees and Charges Bylaw” means the District of North Vancouver Fees and Charges Bylaw 6481, as amended or replaced; (e) “General Manager” means the General Manager of Planning, Properties & Permits and his lawful deputy, as defined in the Officers and Employees Bylaw, and any person designated in writing by the General Manager of Planning, Properties & Permits to carry out any administrative act or function under this bylaw; (f) “Official Community Plan” means the District of North Vancouver Official Community Plan Bylaw 7900, as amended or replaced; (g) “Officers and Employees Bylaw” means the District of North 	<p>Definitions were added to assist with bylaw interpretation</p>

SUBJECT: Development Procedures Bylaw Update
 January 7, 2016

	<p>Vancouver Officers and Employees Bylaw 7052, as amended or replaced;</p> <p>(h) "owner" means a person listed in the land titles office as the owner of a parcel;</p> <p>(i) "parcel" means any lot, block or other area of land that is the subject of an application;</p> <p>(j) "Zoning Bylaw" means the District of North Vancouver Zoning Bylaw 3210, 1965, as amended or replaced.</p>	
<p>Scope 2. This bylaw applies to:</p> <p>a) development applications, including: i. preliminary applications; ii. development permit applications; iii. development variance permit applications; iv. subdivision applications; v. temporary commercial and industrial use permits; vi. liquor license applications; and vii. sign permit applications.</p> <p>b) amendments to: i. an Official Community Plan; or ii. the Zoning Bylaw; and</p> <p>c) research requests, document preparation, and other related services.</p>	<p>Short Description of the purpose of the bylaw: A bylaw to define public hearing notification requirements, and procedures under which an owner of land may apply to amend the Official Community Plan or Zoning Bylaw, enter into a heritage revitalization agreement, or phased development agreement, or for the issuance of a development permit, development variance permit, or temporary use permit.</p>	<p>Certain types of applications were removed as follows:</p> <ul style="list-style-type: none"> - Subdivision (The processing of subdivision applications is within the Approving Officer's jurisdiction) - Liquor Licence Applications (The District's Liquor Application Policy is sufficient) - Sign Permits (Procedures are found in Sign Bylaw 7532) <p>Application types added, which have a public hearing requirement as follows:</p> <ul style="list-style-type: none"> - Heritage revitalization agreement - Phased development agreement
<p>No delegation language in Bylaw 7738</p>	<p>Delegation 3. Council delegates to the General Manager the powers of Council</p>	<p>Administrative delegation provisions added for clarity</p>

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	<p>to administer this bylaw including prescribing the form of permits issued and agreements approved under this bylaw.</p>	<p>and certainty regarding the General Manager's powers to administer the bylaw.</p>
<p>Application 3. An application under section 2 of this bylaw must be submitted to the District of North Vancouver by the registered owner of the land, or by a person authorized to do so in writing by the owner, and shall be accompanied by:</p> <p>a) a written description of the specific proposal; b) the reasons for the requested amendment to an Official Community Plan or Zoning Bylaw; c) those materials required for the processing of the application(s), as deemed appropriate by the Director of Planning, Permits and Bylaws; and d) the applicable fee(s) prescribed in Schedule "B" of the District of North Vancouver Fees and Charges Bylaw 6481.</p>	<p>Application 4. (1) An applicant who intends to amend the Official Community Plan or Zoning Bylaw, and an applicant who intends to enter into a heritage revitalization agreement or phased development agreement, and an applicant who applies for issuance of a development permit, development variance permit or temporary use permit must:</p> <p>(a) seek approval from Council or the General Manager in accordance with the <i>Local Government Act</i> and this bylaw; (b) complete an application and submit it to the General Manager; and, (c) pay the application fee, at the time of application submission, in accordance with the Fees and Charges Bylaw.</p> <p>(2) The applicant must provide the following information, at the applicant's expense, to the General Manager at the time of application submission:</p> <p>(a) authorization from the owner for the applicant to act on the owner's behalf with respect to the application; (b) documents and plans which describe the proposal; (c) documents and plans that demonstrate compliance with the existing or proposed regulations, as applicable; and, (d) any additional information the General Manager determines is required to assist the Council or the General Manager in their consideration of the application.</p>	<p>Changes intended to improve clarity regarding delegated authority and a requirement to submit information at the applicant's cost.</p>
<p>Refunds of Fees 4. The refundable portion of a fee prescribed in Schedule "B" of the District of North Vancouver Fees and Charges Bylaw 6481 will be returned to the applicant in the following circumstances:</p> <p>a) if an application is withdrawn by the applicant</p>	<p>Removed</p>	<p>Fee provisions moved to the Fees and Charges Bylaw 6481</p>

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<p>or rejected by Council before either a public hearing or public meeting date is established or public notification is given, but not if the public hearing is waived; or</p> <p>b) if an application is approved by Council without the convening of a public hearing or public meeting or undertaking public notification.</p> <p>Development Conducted without a Permit</p> <p>6. If any development for which a permit is required by this bylaw is commenced without a permit issued by the Council, the applicant for the proposed development must pay double the fee prescribed in Schedule "B" of the District of North Vancouver Fees and Charges Bylaw 6481.</p>		
<p>Process</p> <p>7. Every application will be processed by the Director of Planning, Permits and Bylaws who will present a detailed report to the Council for its consideration, except where authority to issue Development Permits has been delegated to the Director of Planning, Permits and Bylaws in accordance with section 11 of this bylaw.</p> <p>Official Community Plan or Zoning Bylaw</p> <p>8. The Council shall, following receipt of the report pursuant to section 7 in respect of an application to amend the Zoning Bylaw or an Official Community Plan, proceed with an amending bylaw or reject the application.</p> <p>Permits</p> <p>9. After receipt of the report pursuant to section 7, the Council shall consider an application for a permit and at Council's discretion, hold a public meeting and then either:</p> <p>a) issue the permit, or b) refuse to issue the permit.</p>	<p>Application Review and Consideration</p> <p>5. (1) Upon receipt of a complete application the General Manager may, as applicable:</p> <ul style="list-style-type: none"> (a) review the application; (b) prepare a report, amending bylaw, or permit for Council's consideration; (c) issue, amend, refuse, impose requirements, set conditions and standards, supplement a bylaw, and impose conditions for the sequence and timing of construction for development permits in accordance with the <i>Local Government Act</i> and Official Community Plan; or, (d) issue, renew, refuse, set conditions, establish the permit expiration date, require security, and require an undertaking in respect of a temporary commercial or industrial use permit in accordance with the <i>Local Government Act</i> and Zoning Bylaw. <p>(2) Upon receipt of a complete application, General Manager's report, amending bylaw or permit, Council must consider the application in accordance with the <i>Local Government Act</i>, and may as applicable:</p> <ul style="list-style-type: none"> (a) give the amending bylaw first reading; 	<p>The bylaw wording has been modified to be more consistent with legislative powers, duties and functions of Council, and the new Official Community Plan, which delegates the authority to the General Manager to consider the issuance of certain types of development permits.</p> <p>The existing Sec. 10 refusal notice provision was not included in the new bylaw as the applicant is provided notice regardless of the outcome of the decision. This is done to ensure procedural fairness.</p>

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<p>Refusal 10. Where an application for a bylaw amendment or a permit has been refused by Council, the Municipal Clerk shall notify the applicant in writing within 15 days of the date of refusal by Council.</p>	<p>(b) forward the amending bylaw to a public hearing or waive the holding of a public hearing; (c) authorize the heritage revitalization agreement or phased development agreement; (d) authorize the issuance of a development permit, development variance permit or temporary use permit; (e) reject or refuse the application; or (f) defer or otherwise deal with the application;</p> <p>and after having given the bylaw 3 readings, adopt the bylaw.</p>	
<p>Delegation of Authority to Issue Development Permits 11. Deleted.</p>	<p>Removed</p>	
<p>Existing public hearing notice delivery procedures are found in the Public Notification Policy.</p> <p>Public Hearing notice delivery "75 m radius".</p> <p>Temporary Use Permit notice delivery "Adjacent Neighbours"</p> <p>Development Variance Permit notice delivery "Adjacent Neighbours"</p>	<p>Delivery of Notice</p> <p>6. (1) The distance for mailing or delivery of notice of a public hearing under s. 892 [<i>Official Community Plan, Zoning Bylaw, heritage revitalization agreements and phased development agreements</i>] of the <i>Local Government Act</i> is 75 metres from that part of the area that is subject to the bylaw alteration.</p> <p>(2) The distance for mailing or delivery of notice under s. 921 [<i>Temporary Use Permits</i>] and s. 922 [<i>Development Variance Permits</i>] of the <i>Local Government Act</i> includes all parcels abutting that part of the area that is the subject of the permit application.</p>	<p>Notice provisions which supplement the legislative requirements should be enabled by Bylaw.</p>
<p>Existing public hearing notice posting procedures are found in the Public Notification Policy.</p> <p>Public Hearings. In practice we post a sign, although it is not noted in the attached policy.</p>	<p>Posting of Notice</p> <p>7. (1) In circumstances where the <i>Local Government Act</i> requires the delivery of a notice of public hearing to owners and tenants in occupation, except when the public hearing is waived, the District must, at least 7 days before the public hearing post a notice on the area, or on a highway adjacent to the area, that is the subject of the applicable bylaw.</p> <p>(2) Noncompliance with subsection (1) due to the removal, destruction or alteration of the notice by unknown persons, vandalism or natural occurrence will not affect the validity of the applicable bylaw.</p> <p>(3) The posted notice must have a minimum dimension of 1.2 m x 2.4 m.</p>	<p>Notice provisions which supplement the legislative requirements should be enabled by Bylaw.</p>

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	<p>(4) The form of the posted notice must be substantially the same as Schedule A, as applicable to the application.</p> <p>(5) The posted notice must state the following, as applicable to the application:</p> <ul style="list-style-type: none"> (a) time and date of the public hearing; (b) place of the public hearing; (c) a phrase which in general terms describes the proposal; (d) civic address of the parcel that is subject of the application; and, (e) a District website address and phone number. <p>(6) Subject to subsection (1) a minimum of one notice must be posted on the area or on a highway adjacent to the area that is the subject of the bylaw alteration.</p>	
<p>No definitions in Bylaw 7738</p>	<p>Severability</p> <p>8. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.</p>	<p>Intended to signal to a reviewing court that each provision of the bylaw is severable from the others and that the entire bylaw should not be declared invalid.</p>
<p>Repeal</p> <p>12. The Development Procedures Bylaw 5959 and amendments thereto are repealed.</p>	<p>Repeal</p> <p>9. Development Procedures Bylaw 7738, 2008 and all amendment thereto are repealed.</p>	<p>Repeal of outdated bylaw and amendments.</p>
<p>Effective Date</p> <p>13. This bylaw will come into force and take effect on January 1, 2009.</p>	<p>Effective Date</p> <p>10. The effective date of this bylaw is January 1, 2016.</p>	<p>New effective date.</p>
<p>No Schedules in Bylaw 7738</p>	<p>Schedule A to Bylaw 8144</p>	<p>Provides a visual reference for the sign notice.</p>



ADMINISTRATIVE POLICY MANUAL

Section:	Land Administration	8
Sub-Section:	Development	3060
Title:	PUBLIC NOTIFICATION POLICY	3

POLICY

It is the policy of the District of North Vancouver to notify residents, businesses and property owners within specified distances of development applications. In addition to all statutory requirements, all development applications noted below shall follow the "Public Notification Policy."

REASON FOR POLICY

The purpose of this policy is to describe public notification practice for development approval processes.

PROCEDURE

The notification areas listed below are intended to establish a minimum notification area for a typical development application. The notification area may be amended for projects which, in the Director of Planning's opinion, require more extensive public notification. The notification guidelines below do not apply if 10 or more parcels owned by 10 or more persons are the subject of the bylaw alteration.

In this policy, "adjacent neighbours" means lots with property lines that adjoin to the subject property, and lots across a lane or street which would have adjoining property lines if the street or lane did not exist. The notification area radius is measured from the closest property line of the subject site.

Process	Minimum Notification Area	Community Association Notification
Development Variance Permits		
Detailed application	Adjacent neighbours	Yes
Liquor Licenses Requiring Council Motion	Adjacent Neighbours + sign	Yes
Major Development Permits (Commercial, Industrial & Multi-family Form & Character)		
Preliminary application	Adjacent neighbours	Yes
Public Information Meeting	75m radius + sign	Yes
Minor Development Permit		
Detailed application	Adjacent Neighbours	Yes
Public Hearings	75m radius	Yes
Rezoning & Official Community Plan Amendments		
Preliminary application	Adjacent Neighbours	Yes
Public Information Meeting	75m radius + sign	Yes
Subdivisions		
Preliminary application	Adjacent neighbours	No
Detailed application without rezoning or variances	Adjacent neighbours	No
Detailed application with rezoning or variances	75m radius	Yes
Temporary Use Permits		
Detailed application	Adjacent neighbours	Yes

Approval Date:	March 22, 2011	Approved by:	Chief Administrative Officer
1. Amendment Date:		Approved by:	
2. Amendment Date:		Approved by:	
3. Amendment Date:		Approved by:	



The Corporation of the District of North Vancouver

CORPORATE POLICY MANUAL

Section:	Land Administration	8
Sub-Section:	Development - Applications	3060
Title:	PUBLIC INFORMATION MEETINGS - DEVELOPER	2

POLICY

The District of North Vancouver encourages applicants for Official Community Plan amendments, rezoning and development permits to liaise with the community to provide the opportunity for public consultation and input prior to the proposal being considered by Council.

To facilitate early dialogue, applications will be discussed by the applicant, staff and the executive of the affected registered community association early in the application review process to identify specific issues. This consultation process will be followed by one or more public information meetings.

However, prior to any Public Information Meetings being held, an information report is to be prepared for Council's consideration which outlines the proposal in detail.

REASON FOR POLICY

1. To establish early dialogue with community associations and identify specific issues of concern.
2. To expand the opportunities for public consultation.
3. To ensure that factual information on all aspects of rezoning and development proposals is conveyed to the affected community.
4. To enable staff and Council to gauge public opinion on a particular application.
5. To inform Council of upcoming development proposals.

AUTHORITY TO ACT

Delegated to Staff

Approval Date:	December 12, 1988	Approved by:	Policy & Planning Committee
1. Amendment Date:	December 11, 1995	Approved by:	Regular Council
2. Amendment Date:	October 27, 1997	Approved by:	Regular Council
3. Amendment Date:		Approved by:	



CORPORATE POLICY MANUAL

Section:	Land Administration	8
Sub-Section:	Subdivision Control	3320
Title:	SUBDIVISION APPROVAL UNDER SECTION 944 OF THE LOCAL GOVERNMENT ACT	5

POLICY

In cases where the creation of a lot, under Part 26, Division 11, Section 944 of the *Local Government Act*, might be considered to have a negative impact on the adjacent residents, the Council may, upon consideration of the recommendations of the Approving Officer, instruct that a poll of neighbours within a defined area, be conducted.

REASON FOR POLICY

To ensure that adjacent residents are aware of potential subdivision and afford them the opportunity for input prior to approval.

AUTHORITY TO ACT

Retained by Council

Approval Date:	September 26, 1983	Approved by:	Policy & Planning Committee
1. Amendment Date:	July 15, 1988	Approved by:	Updated
2. Amendment Date:	December 11, 1995	Approved by:	Regular Council
3. Amendment Date:		Approved by:	



CORPORATE POLICY MANUAL

Section:	Land Administration	8
Sub-Section:	Subdivision Control	3320
Title:	SUBDIVISION APPROVALS	6

POLICY

Prior to considering the approval of a subdivision, the Approving Officer will provide notification to the adjacent property owners of the application under consideration.

REASON FOR POLICY

To ensure that adjacent residents are aware of potential subdivision and afford them the opportunity for input.

Approval Date:	May 15, 1989	Approved by:	Policy & Planning Committee
1. Amendment Date:	October 16, 2006	Approved by:	Regular Council
2. Amendment Date:		Approved by:	
3. Amendment Date:		Approved by:	



The Corporation of the District of North Vancouver

CORPORATE POLICY MANUAL

Section:	Land Administration	8
Sub-Section:	Development - Applications	3060
Title:	Development Variance Permits - Supporting Material	4

POLICY

The following supporting material will be included with the staff report on individual Development Variance Permits for Council's consideration:

1. the age and height of houses within the notification radius on the site and surrounding map;
2. if any additional data for homes outside the notification radius is shown, data for all the intervening homes will also be provided; and
3. colour photographs supplied by the applicant, illustrating the streetscape and contextual relationship of the proposed house with the adjacent single family residences. Where the proposed increase in height is less than 2 feet (.61m), photographs will be not required.

REASON FOR POLICY

To provide Council with relevant information regarding the proposed variance in relationship to adjacent homes in the area.

AUTHORITY TO ACT

Delegated to Staff

Approval Date:	September 8, 1997	Approved by:	Regular Council
1. Amendment Date:	October 14, 1997	Approved by:	Regular Council
2. Amendment Date:		Approved by:	
3. Amendment Date:		Approved by:	



CORPORATE POLICY MANUAL

Section:	Legislative and Regulatory Affairs	9
Sub-Section:	Liquor Licences/Permits	4320
Title:	LIQUOR APPLICATIONS	1

POLICY

All Applications for new or amended licences for:

- **Liquor Primary uses - ie. For establishments primarily in the hospitality, entertainment or beverage service business, or private clubs;**
- **Food Primary uses (restaurants) when they include patron participation entertainment (eg. dine and dance or karaoke), and/or hours of liquor service past midnight will be handled in accordance with the procedures outlined in this Policy.**

REASON FOR POLICY

To ensure that all "liquor primary" applications have a staff review process consistent with both the changed LCLB regulations and procedures of 2002/03 and other development related processes in the District.

AUTHORITY TO ACT

Retained by Council.

PROCEDURE

1. Applicant submits an application to the Liquor Control Licensing Branch.
2. Applicant then applies to the Municipality (Community Planning Department) to determine the requirements for business licensing and building and, if necessary, development permit and rezoning. Applications requiring a Development Permit or a Zoning Bylaw amendment follow the normal process for such applications. Applications not requiring a DP or rezoning proceed to steps (3) to (7) below;
3. Applications are referred to all relevant departments for review and discussion, including Fire, Building, Business Licensing, RCMP, Transportation, Engineering and other departments or agencies as appropriate;
4. Applications are referred to the local Community Association and Business Association for review and comment;
5. Applicants place a large notice on the site and two advertisements in a local newspaper as per the existing process for public notification of Development Permit applications;
6. Notice of the licence application is sent to all property owners and occupants within a 100m radius, requesting comments and input;
7. Community Planning prepares a report to Council summarizing all comments and input received, and makes a recommendation regarding the licence application;
8. The Clerk forwards the Council resolution to the LCLB.

Approval Date:	January 13, 1992	Approved by:	Policy & Planning Committee
1. Amendment Date:	December 11, 1995	Approved by:	Regular Council
2. Amendment Date:	July 28, 2003	Approved by:	Regular Council
3. Amendment Date:		Approved by:	