

**DISTRICT OF NORTH VANCOUVER  
COUNCIL WORKSHOP**

Minutes of the Council Workshop for the District of North Vancouver held at 6:05 p.m. on Monday, July 17, 2017 in the Committee Room of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

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

**Absent:** Mayor R. Walton

**Staff:** Mr. D. Stuart, Chief Administrative Officer  
Ms. C. Grant, General Manager – Corporate Services  
Mr. G. Joyce, General Manager – Engineering, Parks & Facilities  
Mr. D. Milburn, General Manager – Planning, Properties & Permits  
Mr. A. Wardell, Acting General Manager – Finance & Technology  
Mr. B. Dwyer, Manager – Development Services  
Mr. T. Lancaster, Manager – Community Planning  
Ms. M. Welman, Manager – Strategic Communications & Community Relations  
Ms. L. Brick, Deputy Municipal Clerk  
Ms. C. Archer, Confidential Council Clerk

**1. ADOPTION OF THE AGENDA**

**1.1. July 17, 2017 Council Workshop Agenda**

**MOVED by Councillor MURI**  
**SECONDED by Councillor MACKAY-DUNN**  
THAT the agenda for the July 17, 2017 Council Workshop is adopted as circulated.

**CARRIED**

**2. ADOPTION OF MINUTES**

**2.1. June 20, 2017 Council Workshop**

**MOVED by Councillor MURI**  
**SECONDED by Councillor MACKAY-DUNN**  
THAT the minutes of the June 20, 2017 Council Workshop are adopted.

**CARRIED**

**3. REPORTS FROM COUNCIL OR STAFF**

### **3.1. District of North Vancouver Public Engagement Approach**

File No. 04.1400

Ms. Charlene Grant, General Manager – Corporate Services, reported that the purpose of this Council Workshop is to introduce the new draft public engagement guide. The document is a practical how-to guide for staff in all departments to provide direction and planning tools for public engagement. It standardizes and spells out terms to provide clarity and consistency for both staff and the public. It was noted that the focus of the guide is on discretionary public engagement, as opposed to statutorily required communications.

Council gave the Communications Department a clear mandate in 2013, as implementation of the Official Community Plan (OCP) began, to become more proactive with communications and consistent with the approach and messaging, to hear more broadly from the community and find innovative ways to reach the public. As communications activities became more complex, a need was identified to update the public engagement policy, which had last been revised in 1996.

Ms. Grant provided background on the project, noting there has been a strong ethic for and good work in public engagement by District staff, as well as a need for guidance to improve consistency. It was explained that previous policy was developed at a time when the web was the only technological concern and now, the paradigm shift to social media and mobile communications has made information more democratic and easily available. Extensive research was undertaken, including surveying staff and the public, reviewing academic papers, frameworks and policies from other municipalities and best practices and interviewing other municipalities and professional practitioners.

Ms. Grant reviewed the widely-used International Association for Public Participation (IAP2) Spectrum, noting that the language used to describe the continuum of public engagement levels defines what is being promised to participants:

- Inform: to provide information, such as construction updates or snow clearing procedures;
- Consult: to obtain feedback, such as online surveys;
- Involve: to work with the public throughout the process, such as the development of Official Community Plan local implementation plans;
- Collaborate: to partner with the public in each step of the process, including development of alternatives, such as the Delbrook Deliberative Dialogues; and,
- Empower: the decision is made by the public, such as an election or referendum.

It was noted that the guide is in draft form, to be refined and improved incorporating Council feedback from this workshop. A revised draft will be returned for Council consideration.

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

- Expressed concern regarding reaching representative samples of residents;
- Recommended including thresholds for public engagement such as a specific percentage of residents or affected residents;
- Commented regarding the importance of listening to the community, encouraging involvement and using a consistent approach;

- Noted that Council makes final decisions except in elections and referenda;
- Requested the results of the public opinion survey regarding engagement;
- Cautioned that the North Shore News does not reach all members of the community; and,
- Remarked that the public engagement tools used for discretionary engagement could also enhance statutory communications.

In response to a question from Council regarding thresholds required for input to be representative of the community, Ms. Grant advised that part of the planning process for each public engagement will be to set those targets.

In response to a question from Council regarding the public survey results, Ms. Grant reported that approximately three-quarters of respondents want to participate subject to an interest in the topics and as long as their input is meaningful. Differences were seen in the different age cohorts, although all age groups reported a preference for online surveys and to not attend meetings in person.

In response to a question from Council regarding hearing from a more diverse sample of the population, Ms. Grant advised that having many different ways to participate helps increase participation. It was noted that self-selection will always be an issue with public engagement and more research will be undertaken on how to reach hard-to-reach groups. Staff noted that technology provides less expensive options for engagement such as online surveys and automatic updates on topics of interest.

In response to a question from Council regarding which other municipalities use the IAP2 spectrum, Ms. Mairi Welman, Manager – Strategic Communications and Community Relations, reported that it is used in organizations worldwide to ensure consistency and a common understanding of the terms being used.

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

THAT the District of North Vancouver Public Engagement Guide, attached to the July 10, 2017 report of the Manager – Strategic Communications and Community Relations entitled District of North Vancouver Public Engagement Approach, is received for information;

AND THAT the Public Engagement Approach detailed in the July 10, 2017 report of the Manager – Strategic Communications and Community Relations entitled District of North Vancouver Public Engagement Approach is approved.

**DEFEATED**

Opposed: Councillors BASSAM, HANSON and HICKS

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

THAT this item be referred back to staff to be refined and returned to Council.

**CARRIED**

Opposed: Councillor BOND

### **3.2. New Construction Bylaw and *Building Act* Update**

File No. 09.3800.01/000.000

Mr. Dan Milburn, General Manager – Planning, Properties & Permits, reported that District staff have been working on a draft Construction Bylaw and are working with the other North Shore municipalities to develop North Shore-wide standards.

Mr. Brett Dwyer, Manager – Development Services, reported that the new Construction Bylaw will establish requirements and processes for review, approval, inspection and completion of construction projects. The new bylaw is one of several District bylaws that address construction impacts, including the Street and Traffic Bylaw, Tree Bylaw and Zoning Bylaw.

The guiding principles used to draft the new bylaw are:

- Life safety and public safety are paramount;
- Reduce municipal risk by following the Municipal Insurance Association's (MIABC) model bylaw;
- Delegation of authority to staff to review, issue, inspect and enforce construction activities; and,
- Clarity, consistency and ease of use with simplified language, removal of redundant provisions, revision of ambiguous provisions and grouping of related provisions.

Mr. Dwyer highlighted the following improvements to the original Building Bylaw in the new Construction Bylaw:

- Requirement for a Building Envelope Professional to oversee all provisions of the BC Building Code related to energy efficiency to do with all aspects of the building envelope including, insulation and air-tightness;
- Risk-based inspections to allow high-performing contractors with reliable records to have individual, lower-risk inspections waived; and,
- Proactive provisions regarding sediment and erosion control to address concerns regarding environmental impact of construction sites.

In response to a question from Council regarding ticketing for environmental offences, Mr. Dwyer advised the new bylaw is more proactive. Mr. Milburn advised that the fines need be sufficient to deter violations and not so high that they most often remain unpaid. Staff is also considering recommending progressive fines for repeat offenders.

In response to a question from Council regarding risk-based inspections and liability, Mr. Dwyer advised that scoring for deficiencies has been tracked for a full year for all contractors. Mr. Milburn noted that having a clear system spelled out in the bylaw reduces risk and that MIABC has provided direction on this item.

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

- Commented that enforcement of the Standards of Maintenance Bylaw may reduce the number of demolitions;
- Noted adjacent neighbours need to be informed regarding the regulations for excavation; and,
- Commented regarding the District's Good Neighbour Policy.

Mr. Dwyer advised that the next steps are to incorporate Council feedback, consult with stakeholders and then return the new Construction Bylaw for Council consideration.

Mr. Dwyer reported that the Provincial Government has enacted the *BC Building Act* (the *Act*) to respond to industry complaints regarding inconsistent building standards between municipalities. It establishes the Province as the sole authority to set building standards and the *BC Building Code* as the construction standard province-wide. Municipalities will no longer be able to set higher standards than the *BC Building Code* and any local building requirements will be invalid as of December 15, 2017, with some exceptions. Mr. Dwyer highlighted green building density bonusing and the prohibition of stacked-rock walls as local regulations that will no longer have effect after this date.

Mr. Dwyer reviewed the local building requirements that will continue to apply following December 15, 2017, noting that there are unrestricted matters, time-limited unrestricted matters and matters that have been deemed out of scope of the *Act*.

Unrestricted matters are not subject to the restriction on local building requirements under the *Act* and can be regulated by local government to a higher standard than the *BC Building Code*:

- Accessible parking;
- Flood construction levels;
- District energy systems;
- Heritage protection;
- Development Permit Areas (DPA's);
- Sound transmission limiting the transmission of external sound into a building;
- Firefighting access design and firefighting water supply; and,
- Radio repeaters for emergency communication.

Time-limited unrestricted matters can be regulated by a municipality to a higher standard provided the requirement is adopted before, and not amended after, December 15, 2017:

- Fire sprinklers; and,
- Accessibility of buildings and adaptable dwelling units.

Municipalities are able to apply to the Province for Local Variations to request Provincial approval for a municipality to regulate a specific matter to a higher standard than contained in the *BC Building Code*. It was noted that approval to continue the District's prohibition of stacked-rock walls could be requested under this provision.

The *Act* also requires mandatory qualifications for all building officials, with a four-year transition ending February 28, 2021. Mr. Dwyer noted the District is well-positioned to have all requirements under this provision met by this date.

Mr. Dwyer provided an overview of the *Energy Step Code*, to be used in conjunction with the *BC Building Code* to incrementally improve energy efficiency of new buildings. The *Energy Step Code* moves from the current *BC Building Code* requirements at Step 1 to Net Zero ready at Step 5. Net Zero ready is defined as a building built to high energy efficiency standards ready, with additional measures, to

generate enough onsite energy to meet its own energy needs. It was noted that the industry is not yet ready to build to Step 5 requirements and the Province has advised municipalities to start at lower steps. It was noted that District staff is working with the other North Shore municipalities on a common approach to implementing the *Energy Step Code*. Consensus was reached between the municipalities to implement Step 2 on July 1, 2018, with redevelopments requiring rezoning to meet Step 3.

Councillor MURI left the meeting at 7:53 p.m.

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

THAT the July 5, 2017 report of the Manager – Development Services entitled New Construction Bylaw and Building Act Update is received for information.

**CARRIED**

Absent for Vote: Councillor MURI

#### **4. Public Input**

##### **4.1 Mr. Corrie Kost, District Resident:**

- Commented on community input;
- Expressed concern regarding the proposed flexible framework for public engagement; and,
- Queried how *BC Building Act* regulations will impact housing costs.

##### **4.2 District Resident:**

- Commented regarding public engagement with those directly impacted by a decision; and,
- Noted that the North Shore News is not delivered to all addresses in the District.

##### **4.3 Mr. Keith Reynolds, District Resident:**

- Commented on self-selection in public engagement; and,
- Noted that meaningful engagement allows Council to make final decisions with better information.

##### **4.4 Mr. Juan Palacio, District Resident:**

- Commented that young people are not always aware of what is happening at the municipal level or that they have a say, resulting in anger after decisions are made.

##### **4.5 Mr. Peter Thompson, District Resident:**

- Queried the accessibility of building permit records for owners.

5. ADJOURNMENT

**MOVED by Councillor BASSAM**

**SECONDED by Councillor MACKAY-DUNN**


THAT the July 17, 2017 Council Workshop is adjourned.

**CARRIED**

(8:04 pm)

Absent for Vote: Councillor MURI

  
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Mayor

  
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Municipal Clerk