

AGENDA

REGULAR MEETING OF COUNCIL

Monday, December 4, 2017

7:00 p.m.

Council Chamber, 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

www.dnv.org

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REGULAR MEETING OF COUNCIL

7:00 p.m.
Monday, December 4, 2017
Council Chamber, Municipal Hall,
355 West Queens Road, North Vancouver

AGENDA

BROADCAST OF MEETING

- Online at www.dnv.org

CLOSED PUBLIC HEARING ITEMS NOT AVAILABLE FOR DISCUSSION

- Bylaw 8142 – Rezoning Employment Zone – Lynn Creek Light Industrial
- Bylaw 8230 – OCP Amendment 1886-1956 Belle Isle Place & 2046 Curling Road
- Bylaw 8231 – Rezoning 1886-1956 Belle Isle Place & 2046 Curling Road
- Bylaw 8236 – Rezoning 905-959 Premier Street
- Bylaw 8240 – OCP Amendment 1502-1546 Oxford Street
- Bylaw 8241 – Rezoning 1502-1546 Oxford Street
- Bylaw 8225 – Rezoning 756-778 Forsman Avenue
- Bylaw 8244 – OCP Amendment 1801-1865 Glenaire Drive & 2064-2082 Curling Road
- Bylaw 8245 – Rezoning 1801-1865 Glenaire Drive & 2064-2082 Curling Road
- Bylaw 8215 – Rezoning 1401-1479 Hunter Street & 481-497 Mountain Highway
- Bylaw 8233 – Phased Development Agreement 1401-1479 Hunter Street & 481-497 Mountain Highway
- Bylaw 8262 – OCP Amendment 1923 Purcell Way
- Bylaw 8263 – Rezoning 1923, 1935, 1947 and 1959 Purcell Way
- Bylaw 8273 – Rezoning Removal of Density Bonus for Energy Provisions from the Zoning Bylaw
- Bylaw 8239 Rezoning 3030 Sunnyhurst Road
- Bylaw 8249 Rezoning 2932 Chesterfield Avenue

1. ADOPTION OF THE AGENDA

1.1. December 4, 2017 Regular Meeting Agenda

Recommendation:

THAT the agenda for the December 4, 2017 Regular Meeting of Council for the District of North Vancouver is 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. Mike Little and Linda Munro, North Vancouver District Public Library** **p. 11-22**
Re: North Vancouver District Public Library: Year in Review

6. ADOPTION OF MINUTES

- 6.1. October 23, 2017 Regular Council Meeting** **p. 25-29**

Recommendation:

THAT the minutes of the October 23, 2017 Regular Council meeting are adopted.

- 6.2. November 20, 2017 Regular Council Meeting** **p. 31-37**

Recommendation:

THAT the minutes of the November 20, 2017 Regular Council meeting are adopted.

- 6.3. November 21, 2017 Public Hearing (Zoning Bylaw)** **p. 39-41**

Recommendation:

THAT the minutes of the November 21, 2017 Public Hearing are received.

- 6.4. November 21, 2017 Public Hearing (1923, 1935, 1947 and 1959 Purcell Way)** **p. 43-51**

Recommendation:

THAT the minutes of the November 21, 2017 Public Hearing are received.

- 6.5. November 27, 2017 Regular Council Meeting** **p. 53-57**

Recommendation:

THAT the minutes of the November 27, 2017 Regular Council meeting are adopted.

7. RELEASE OF CLOSED MEETING DECISIONS

8. COUNCIL WORKSHOP 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.

Recommendation:

THAT items _____ are included in the Consent Agenda and are approved without debate.

- 9.1. Reconsideration of Development Variance Permit 29.17 – 982 Belvedere Drive** **p. 61-73**
File No. 08.3060.20/029.17

At the request of Mayor Walton, the following resolution from the November 6, 2017 Regular Meeting of Council is put before Council for reconsideration pursuant to s. 131 of the *Community Charter*.

MOVED by Councillor BOND

SECONDED by Councillor HICKS

THAT Development Variance Permit 29.17, to allow for a two car garage addition to a single-family house at 982 Belvedere Drive, is ISSUED.

- 9.2. Bylaw 8253: 2017-2021 Consolidated Financial Plan Amendment #2** **p. 75-83**
File No. 05.1780/Financial Plan 2017

Recommendation:

THAT "2017-2021 Consolidated Financial Plan Approval Bylaw 8214, 2017, Amendment Bylaw 8253, 2017 (Amendment 2)" is given FIRST, SECOND and THIRD Readings.

- 9.3. Bylaw 8281: Development Cost Charges (DCC) Bylaw Amendment** **p. 85-141**
File No. 11.5240.02/004.000

Recommendation:

THAT "Development Cost Charges Bylaw 7135, 2000, Amendment Bylaw 8281, 2017 (Amendment 7)" is given FIRST, SECOND and THIRD Readings.

**9.4. Bylaws 8265, 8266 and 8267: Upper Capilano
Small Lot Infill Areas – Zoning Bylaw Amendments**
File No. 13.6480.30/003.003.000

p. 143-158

Recommendation:

THAT “District of North Vancouver Rezoning Bylaw 1362 (Bylaw 8265) is given FIRST Reading;

AND THAT “District of North Vancouver Rezoning Bylaw 1362 (Bylaw 8265) is referred to a PUBLIC HEARING.

THAT “District of North Vancouver Rezoning Bylaw 1363 (Bylaw 8266) is given FIRST Reading;

AND THAT “District of North Vancouver Rezoning Bylaw 1363 (Bylaw 8266) is referred to a PUBLIC HEARING.

THAT “District of North Vancouver Rezoning Bylaw 1364 (Bylaw 8267) is given FIRST Reading;

AND THAT “District of North Vancouver Rezoning Bylaw 1364 (Bylaw 8267) is referred to a PUBLIC HEARING.

**9.5. Bylaw 8273: Removal of Density Bonus for Energy
Performance Provisions from the Zoning Bylaw**
File No. 09.3900.01/000.000

p. 159-254

Recommendation:

THAT "District of North Vancouver Rezoning Bylaw 1365 (Bylaw 8273)" is given SECOND and THIRD Readings.

9.6. Bylaw 8272: Amendment to Radio Amplification Bylaw 8272, 2017 **p. 255-275**
File No. 09.3900.01

Recommendation:

1. THAT THIRD Reading of “Radio Amplification Bylaw 8272, 2017” is rescinded.

2. THAT “Radio Amplification Bylaw 8272, 2017” is amended by:

- a. deleting the words “this section 1.5” in section 1.6 and replacing them with the words “section 1.7”;
- b. deleting section 2.6 in its entirety, renumbering the remainder of section 2 accordingly and consequentially amending any section number references as necessary; and,
- c. deleting the following line from the table in section 7.4:

Failure to install amplification system the meets guidelines	2.6	200
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3. THAT “Radio Amplification Bylaw 8272, 2017” is given THIRD Reading as amended.

- 9.7. Bylaw 8269: Waterworks Regulation Bylaw 2279, 1958** **p. 277-333**
Bylaw 8270: Sewer Bylaw 6656, 1994
Bylaw 8280: Solid Waste Removal Bylaw 7631, 2007
File No. 09.3900.20/000.000

Recommendation:

THAT “Waterworks Regulation Bylaw 2279, 1958, Amendment Bylaw 8194, 2016 (Amendment 62)” is ADOPTED.

THAT “Sewer Bylaw 6656, 1994, Amendment Bylaw 8195, 2016 (Amendment 28)” is ADOPTED.

THAT “Solid Waste Removal Bylaw 7631, 2007, Amendment Bylaw 8199, 2016 (Amendment 13)” is ADOPTED.

- 9.8. Bylaw 8268: Fees and Charges Bylaw 6481, 1992,** **p. 335-431**
Amendment Bylaw 8268,2017
File No. 09.3900.20/000.000

Recommendation:

THAT “District of North Vancouver Fees and Charges Bylaw 6481, 1992, Amendment Bylaw 8268, 2017 (Amendment 54)” is ADOPTED.

- 9.9. Bylaw 8258 – Zoning Bylaw Text Amendment** **p. 433-456**
for Industrial Buildings and Structures
File No. 08.3060.20/044.15

Recommendation:

THAT the November 22, 2017 report of the Development Planner entitled Bylaw 8258 – Zoning Bylaw Text Amendments for Industrial Buildings and Structures is received for information.

- 9.10. Public Information Meeting Signs** **p. 457-468**
File No. 08.3060.20/007.17

Recommendation:

THAT the *Non-Statutory Public Consultation for Development Applications* Corporate Policy is amended to include new Public Information Meeting Sign templates.

10. REPORTS

10.1. Mayor

10.2. Chief Administrative Officer

10.3. Councillors

10.4. Metro Vancouver Committee Appointees

10.4.1. Aboriginal Relations Committee – Councillor Hanson

10.4.2. Housing Committee – Councillor MacKay-Dunn

10.4.3. Regional Parks Committee – Councillor Muri

10.4.4. Utilities Committee – Councillor Hicks

10.4.5. Zero Waste Committee – Councillor Bassam

10.4.6. Mayors Council – TransLink – Mayor Walton

11. ANY OTHER BUSINESS

12. ADJOURNMENT

Recommendation:

THAT the December 4, 2017 Regular Meeting of Council for the District of North Vancouver is 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.

Delegations have five minutes to make their presentation. Questions from Council may follow.

Name of group wishing to appear before Council: North Vancouver District Public Library

Title of Presentation: Library Update

Name of person(s) to make presentation: Mike Little, Board Chair; Linda Munro, Vice-Chair

Purpose of Presentation:

- ☒ Information only
☐ Requesting a letter of support
☐ Other (provide details below)

Please describe:

The NVDPL Board Chair, Mike Little, and Vice-Chair, Linda Munro, would like to provide Council with an informational presentation, "NVDPL in 2017: Year in Review".

Contact person (if different than above): Jacqueline van Dyk

Daytime telephone number: 604-990-3740

Email address: jvandyk@nvdpl.ca

Will you be providing supporting documentation?

☒ Yes

☐ No

If yes:

☒ Handout

☐ DVD

☒ PowerPoint presentation

Note: All supporting documentation must be provided 12 days prior to your appearance date. This form and any background material provided will be published in the public agenda.

Presentation requirements:

☒ Laptop

☐ Tripod for posterboard

☐ Multimedia projector

☐ Flipchart

☒ Overhead projector

Arrangements can be made, upon request, for you to familiarize yourself with the Council Chamber equipment on or before your presentation date.

Delegation to Council Request Form

Rules for Delegations:

1. Delegations must submit a Delegation to Council Request Form to the Municipal Clerk. Submission of a request does not constitute approval nor guarantee a date. The request must first be reviewed by the Clerk.
2. The Clerk will review the request and, if approved, arrange a mutually agreeable date with you. You will receive a signed and approved copy of your request form as confirmation.
3. A maximum of two delegations will be permitted at any Regular Meeting of Council.
4. Delegations must represent an organized group, society, institution, corporation, etc. Individuals may not appear as delegations.
5. Delegations are scheduled on a first-come, first-served basis, subject to direction from the Mayor, Council, or Chief Administrative Officer.
6. The Mayor or Chief Administrative Officer may reject a delegation request if it regards an offensive subject, has already been substantially presented to council in one form or another, deals with a pending matter following the close of a public hearing, or is, or has been, dealt with in a public participation process.
7. Supporting submissions for the delegation should be provided to the Clerk by noon 12 days preceding the scheduled appearance.
8. Delegations will be allowed a maximum of five minutes to make their presentation.
9. Any questions to delegations by members of Council will seek only to clarify a material aspect of a delegate's presentation.
10. 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.
11. Please note the District does not provide grants or donations through the delegation process.
12. Delegation requests that are non-jurisdictional or of a financial nature may not be accepted.

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 (if not handed out or published in the agenda) to assist with the accuracy of our minutes

I understand and agree to these rules for delegations

Jacqueline van Dyk

Name of Delegate or Representative of Group

October 2, 2017

Date

Signature

For Office Use Only

Approved by:

Municipal Clerk

Deputy Municipal Clerk

Appearance date:

Receipt emailed on:

Rejected by:

Mayor

CAO

Applicant informed on:

Applicant informed by:

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.



North Vancouver District
Public Library

Connecting community. Sharing knowledge. Inspiring stories.

2017: A YEAR IN REVIEW

Presented to North Vancouver District Council

December 4, 2017

Presented by NVDPL Board Members:

Vice Chair Linda Munro and Trustee Mike Little



North Vancouver District
Public Library

Vision, Mission, Values

OUR VISION:

Where we are going

Shaping the District of North Vancouver's future by
inspiring learning, discovery, creativity, and collaboration.

OUR MISSION:

What we do

Connecting community. Sharing knowledge. Inspiring stories.



OUR VALUES:

Who we are

We believe in

- Supporting human potential and enabling excellence
- Building community and relationships
- Nurturing innovation while honouring tradition
- Embracing exploration, creativity and fun

Our guiding principles

- Intellectual freedom
- Lifelong learning and the love of reading
- Equitable access for all
- Sustainability

Our strengths

- Welcoming and inclusive place for all
- Diverse collections, programs and services that are responsive to community needs
- Current, relevant and adaptable technology
- Workplace culture of supported and empowered staff



North Vancouver District
Public Library

Strategic Priorities 2017-2019

STRATEGIC PRIORITY:

Collaborate with our Community

Build on culture of community collaboration. We will be deeply embedded in our community, growing our relationships and championing community-led practices.



WE WILL:

- Nurture and develop ongoing partnerships with the District of North Vancouver and other community partners to guide service priorities and decision-making
- Develop a strategy to support individuals who want to contribute to their community through the Library
- Focus on the Library's readiness to respond to local development and growth
- Engage in conversations

PROJECTS:

- Explore opportunities to engage community members in decision-making
- Facilitate more opportunities for people to volunteer to share their knowledge or gain work experience
- Develop a service excellence strategy
- Explore opportunities to increase our presence throughout the District of North Vancouver, particularly through the development of the "Express Library"



North Vancouver District
Public Library

Library Day at the PNE





North Vancouver District
Public Library

Metro Conversations



North Vancouver District
Public Library

South Korean Delegation Visit





North Vancouver District
Public Library

Human Library



North Vancouver District
Public Library

Strategic Priorities 2017-2019

STRATEGIC PRIORITY:

Transform our digital environment

Support our community's ability to navigate the digital world by providing programs and resources to nurture digital literacy and creation skills. We will be the voice for increased connectivity, advancing initiatives that support our community to participate and innovate.



WE WILL:

- Improve technology infrastructure and workspaces
- Expand digital resources and digital skills for all learners

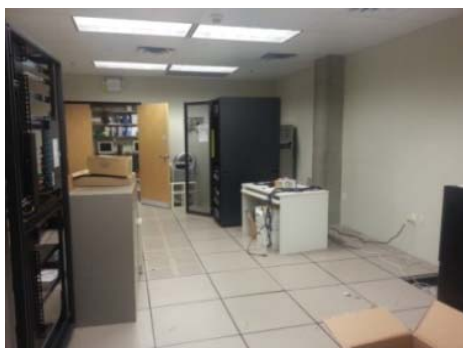
PROJECTS:

- Expand the selection and range of our digital collection to support a community of learning
- Explore the opportunity to launch a digital creation lab
- Offer relevant, professional programming and digital creation tools, for projects like self-publishing, to support growth of digital literacy and skills
- Conduct a community assessment to ensure technology infrastructure meets the expectations of local residents



North Vancouver District
Public Library

StoryLab Inspiration



North Vancouver District
Public Library

Strategic Priorities 2017-2019

STRATEGIC PRIORITY:

Expand community learning

Act as a catalyst to inspire and support a community of learning and culture of reading. We will be the informal learning centre for the District, delighting and engaging our community with incredible content, resources, tools, spaces and programs.



WE WILL:

- Develop a reputation as a social leisure reading locus
- Expand the range of blended learning opportunities
- Establish a staff learning and coaching culture
- Develop and increase spaces that support a community of learning

PROJECTS:

- Develop responsive community-led programming which is learning-centric
- Complete and implement an Interior Spaces Plan to ensure spaces meet the learning needs of our patrons
- Explore new book club innovations to increase NVDPL book club options for a greater variety of readers
- Offer opportunities to support local authors



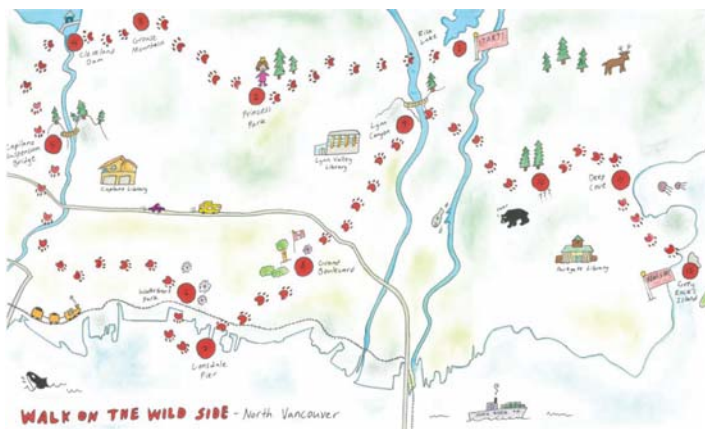
North Vancouver District
Public Library

Summer Reading Club



North Vancouver District
Public Library

Working with Teens





North Vancouver District
Public Library

Circulation Renovation



North Vancouver District
Public Library

American Library Association PR Xchange Awards





North Vancouver District
Public Library

Questions?

Connecting community. Sharing knowledge. Inspiring stories.
Learn more at www.nvdpl.ca



North Vancouver District
Public Library

Connecting Community. Sharing Knowledge. Inspiring Stories.

Inspiring Stories

November 2017

2017 in Photos

What a year! We're reflecting on a wonderful year of connecting community, sharing knowledge & inspiring stories.



1. Twitter Q+A with Sean Michaels
2. Celebrating Pink Shirt Day
3. Supporting Provincial Eating Disorder Awareness Month
4. Circulation Renovation Celebration

5. NVDPL wins the North Shore Writers Festival Trivia Quiz
6. Hugh Brewster with local students
7. Hosting MP Jonathan Wilkinson
8. Auction time at the 3rd Whisky Library

9. NVDPL goes to Chicago
10. Hosting a delegation from South Korea
11. Library Day at the PNE
12. The 2nd annual SRC Medal Ceremony
13. NVDPL's first Human Library

CONGRATULATIONS, Daniel Francis.

North Vancouverite and local author Daniel Francis is the recipient of the 2017 Governor General History Award for Popular Media: The Pierre Berton Award.

Check out one of his many books from NVDPL today!

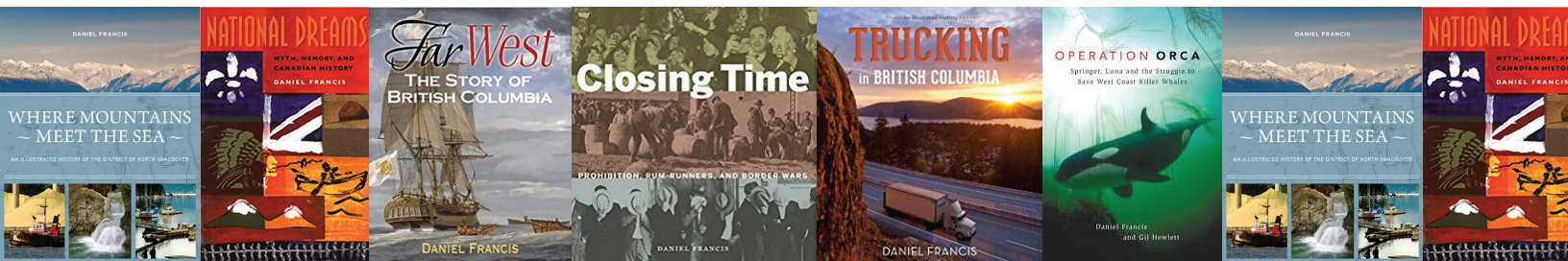


Photo credit: MCpl Vincent Carbonneau, Rideau Hall, © OSGG, 2017.



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 7:01 p.m. on Monday, October 23, 2017 in the Council Chamber of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

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

Absent: Mayor R. Walton

Staff: Mr. D. Stuart, Chief Administrative Officer
Mr. D. Milburn, General Manager – Planning, Properties & Permits
Mr. J. Gordon, Manager – Administrative Services
Ms. J. Paton, Manager – Development Planning
Ms. S. Dale, Confidential Council Clerk

1. ADOPTION OF THE AGENDA

1.1. October 23, 2017 Regular Meeting Agenda

MOVED by Councillor BASSAM

SECONDED by Councillor MACKAY-DUNN

THAT the agenda for the October 23, 2017 Regular Meeting of Council for the District of North Vancouver is adopted as circulated.

CARRIED

2. PUBLIC INPUT

2.1. Mr. John Harvey, 1900 Block Cedarvillage Crescent:

- Urged Council to proclaim October 2, 2018 as Wrongful Conviction Day;
- Spoke regarding the Blue Cabin;
- Commented on the new totem pole erected outside the North Vancouver RCMP building; and,
- Expressed concern that staff have not responded to his latest email.

2.2. Ms. Jodi Booth, 600 Block St. Ives Crescent:

- Commented on the use of plastic wrist bands at the Delbrook Recreation Centre; and,
- Urged that a more environmentally appropriate form of payment identification be implemented.

3. PROCLAMATIONS

Nil

4. RECOGNITIONS

Nil

5. DELEGATIONS

5.1. Lions Gate Hospital Foundation

Re: Lions Gate Hospital Medical and Surgical Centre Update

Ms. Judi Savage, Lions Gate Hospital Foundation and Ms. Karin Olson, Vancouver Coastal Health, provided an update on the new state-of-the-art Medical and Surgical Centre. Ms. Savage advised that this is the largest fundraising campaign in the Lions Gate Hospital Foundation's history and will help to transform health care on the North Shore.

MOVED by Councillor MURI

SECONDED by Councillor BASSAM

THAT the delegation of Lions Gate Hospital Foundation is received.

CARRIED

6. ADOPTION OF MINUTES

6.1. October 3, 2017 Public Hearing

MOVED by Councillor MURI

SECONDED by Councillor BASSAM

THAT the minutes of the October 2, 2017 Public Hearing are received.

CARRIED

6.2. October 16, 2017 Regular Council

MOVED by Councillor MURI

SECONDED by Councillor BASSAM

THAT the minutes of the October 16, 2017 Regular Council are adopted.

CARRIED

7. RELEASE OF CLOSED MEETING DECISIONS

Nil

8. COUNCIL WORKSHOP REPORT

Nil

9. REPORTS FROM COUNCIL OR STAFF

MOVED by Councillor MURI

SECONDED by Councillor BASSAM

THAT items 9.2 and 9.3 are included in the Consent Agenda and be approved without debate.

CARRIED

9.1. Bylaws 8215, 8216 and 8233: Rezoning, Housing Agreement and Phased Development Agreement: 1401-1479 Hunter Street and 481-497 Mountain Highway

File No. 08.3060.20/050

Public Input:

Mr. Richard White, Senior Development Manager – Intergulf Development Group:

- The proposal has been guided by the Official Community Plan land use designation, Lower Lynn Town Centre Implementation Plan and the Lynn Creek Public Realm Guidelines; and,
- Highlighted the benefits and amenities of the proposed development and community centre.

MOVED by Councillor BASSAM

SECONDED by Councillor MACKAY-DUNN

THAT “District of North Vancouver Rezoning Bylaw 1348 (Bylaw 8215)” is given FIRST Reading;

AND THAT “Housing Agreement Bylaw 8216, 2016 (1401-1479 Hunter Street and 481- 497 Mountain Highway)” is given FIRST Reading;

AND THAT “Phased Development Agreement Bylaw 8233, 2017 (1401-1479 Hunter Street and 481-497 Mountain Highway)” is given FIRST Reading;

AND THAT Bylaw 8215 and Bylaw 8233 be referred to Public Hearing.

CARRIED

Opposed: Councillor MURI

9.2. 2016-2019 Taxation Exemptions for Places of Public Worship Bylaw 8131, 2015, Amendment Bylaw 8261, 2017 (Amendment 1)

File No. 09.3900.20/000.000

MOVED by Councillor MURI

SECONDED by Councillor BASSAM

THAT “2016-2019 Taxation Exemptions for Places of Public Worship Bylaw 8131, 2015, Amendment Bylaw 8261, 2017 (Amendment 1)” is ADOPTED.

CARRIED

9.3. 2016-2019 Taxation Exemptions by Council Bylaw 8130, 2015, Amendment Bylaw 8260, 2017 (Amendment 2)

File No. 09.3900.20/000.000

MOVED by Councillor MURI

SECONDED by Councillor BASSAM

THAT "2016-2019 Taxation Exemptions by Council Bylaw 8130, 2015, Amendment Bylaw 8260, 2017 (Amendment 2)" is ADOPTED.

CARRIED

10. REPORTS

10.1. Mayor

Nil

10.2. Chief Administrative Officer

Nil

10.3. Councillors

10.3.1. Councillor Hanson reported on his attendance at the Metro Vancouver Council of Councils meeting held on Saturday, October 21, 2017 and provided an update regarding the Mobility Pricing Commission.

10.3.2. Councillor Hicks reported on his attendance at the Metro Vancouver Council of Councils meeting held on Saturday, October 21, 2017 and provided an update regarding the Provincial budget.

10.3.3. Councillor Bassam reported on his attendance at the Metro Vancouver Council of Councils meeting held on Saturday, October 21, 2017 and provided an update regarding the Metro Vancouver DCC program proposed changes.

10.3.4. Councillor Muri reported on her attendance at the Metro Vancouver Council of Councils meeting held on Saturday, October 21, 2017.

10.4. Metro Vancouver Committee Appointees

10.4.1. Aboriginal Relations Committee – Councillor Hanson

Nil

10.4.2. Housing Committee – Councillor MacKay-Dunn

Nil

10.4.3. Regional Parks Committee – Councillor Muri

Nil

10.4.4. Utilities Committee – Councillor Hicks

Nil

10.4.5. Zero Waste Committee – Councillor Bassam

Nil

10.4.6. Mayors Council – TransLink – Mayor Walton

Nil

11. ANY OTHER BUSINESS

Nil

12. ADJOURNMENT

MOVED by Councillor MURI

SECONDED by Councillor MACKAY-DUNN

THAT the October 23, 2017 Regular Meeting of Council for the District of North Vancouver is adjourned.

CARRIED
(7:53 p.m.)

Mayor

Municipal Clerk

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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 7:01 p.m. on Monday, November 20, 2017 in the Council Chamber 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 R. Hicks
Councillor D. MacKay-Dunn
Councillor L. Muri

Staff: Ms. C. Grant, Acting Chief Administrative Officer
Mr. D. Milburn, General Manager – Planning, Properties & Permits
Mr. J. Gordon, Manager – Administrative Services
Mr. T. Lancaster, Manager – Community Planning
Mr. S. Ono, Manager – Engineering Services
Ms. M. Welman, Manager – Strategic Communications & Community Relations
Ms. S. Dale, Confidential Council Clerk

1. ADOPTION OF THE AGENDA

1.1. November 20, 2017 Regular Meeting Agenda

MOVED by Councillor HANSON

SECONDED by Councillor MURI

THAT the agenda for the November 20, 2017 Regular Meeting of Council for the District of North Vancouver is adopted as circulated.

CARRIED

2. PUBLIC INPUT

2.1. Ms. Gillian Paton, 3000 Block William Avenue:

- Expressed concern regarding pedestrian safety at the 29th Street and William Avenue intersection; and,
- Requested that a traffic light be installed at this intersection.

2.2. Ms. Nara Henderson, 1000 Block Shakespeare Avenue:

- Expressed concern regarding pedestrian safety at the 29th Street and William Avenue intersection; and,
- Spoke to her video illustrating that cars to not come to a full stop at this four-way intersection.

2.3. Mr. Christian Cooper, 800 Block Shakespeare Avenue:

- Spoke to the safety issues at the intersection of 29th Street and William Avenue; and,

- Commented that cars to not come to a full stop at this four-way intersection.
- 2.4. Mr. Noah Pearmain, 800 Block Shakespeare Avenue:**
- Expressed concern regarding safety issues at the 29th Street and William Avenue intersection.
- 2.5. Ms. Debbie Pearmain, 800 Block Shakespeare Avenue:**
- Stated that traffic has significantly increased on 29th Street;
 - Expressed concern regarding pedestrian safety at the 29th Street and William Avenue intersection;
 - Noted that children use this route to attend Boundary Elementary School; and,
 - Commented that cars to not come to a full stop at this four-way intersection.
- 2.6. Ms. Kerensa Cooper, 3000 Block Dryden Way:**
- Expressed concern regarding pedestrian safety at the 29th Street and William Avenue intersection; and,
 - Requested a traffic light be installed at this intersection.
- 2.7. Mr. Frank Weber, 3200 Block Milton Avenue:**
- Spoke to the safety issues at the 29th Street and William Avenue intersection;
 - Stated that safety measures need to be made a priority; and,
 - Requested a traffic light be installed at this intersection.

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

9. REPORTS FROM COUNCIL OR STAFF

9.5. 29th Street at William Avenue Intersection Safety Improvements File No. 16.8310.01/000.000

MOVED by Councillor MURI

SECONDED by Councillor MACKAY-DUNN

THAT the District reinstate the temporary bump-out on the southwest corner of the 29th Street/William Avenue intersection (for 29th Street eastbound traffic) as soon as possible to address ongoing pedestrian safety concerns.

CARRIED

MOVED by Councillor MURI

SECONDED by Councillor MACKAY-DUNN

THAT the District make the bump-out permanent as soon as sufficient funds are available through the annual budget process.

DEFEATED

Opposed: Mayor WALTON and Councillors BASSAM, BOND, HANSON and HICKS

Council recessed at 7:52 and reconvened at 7:53 pm.

4. RECOGNITIONS

4.1. 2017 Civic Awards

Achievement Awards:

- Kulvir Mann
- Jan Lander & Doug Hayman

Certificate of Appreciation:

- Lana MacArthur

Award of Honour:

- Christine Miller
- Mick Maguire
- Sharing Abundance

Council recessed at 8:03 pm and reconvened at 8:06 pm.

Councillor MACKAY-DUNN returned at 8:07 pm.

Councillor BASSAM returned at 8:07 pm.

2.8. Ms. Michelle Silver, 800 Block Premier Street:

- Spoke regarding the Inter River Park Sportsfield;
- Expressed support for one artificial turf field plus warm-up area in Inter River Park;
- Commented on the need for additional recreational space in the District; and,
- Spoke to the importance of engaging residents in the Lynnmour area.

2.9. Mr. Gary Olszewski, 800 Block Premier Street:

- Spoke regarding the Inter River Park Sportsfield;
- Expressed support for one artificial turf field plus warm-up area in Inter River Park; and,
- Encouraged staff to work with the local community to address nuisance concerns.

2.10. Mr. Hazen Colbert, 1100 Block East 27th Street:

- Noted that 486 accidents have occurred at the Capilano Road and Marine Drive intersection over the last five years;
- Expressed concern that the white painted lines have not been replaced since construction; and,
- Urged staff to replace these lines.

3. PROCLAMATIONS

Nil

5. DELEGATIONS

Nil

6. ADOPTION OF MINUTES

6.1. October 30, 2017 Regular Council Meeting

MOVED by Councillor BOND

SECONDED by Councillor BASSAM

THAT the minutes of the October 30, 2017 Regular Council meeting are adopted.

CARRIED

6.2. November 6, 2017 Regular Council Meeting

MOVED by Councillor BOND

SECONDED by Councillor BASSAM

THAT the minutes of the November 6, 2017 Regular Council meeting are adopted.

CARRIED

7. RELEASE OF CLOSED MEETING DECISIONS

Nil

8. COUNCIL WORKSHOP REPORT

Nil

9.3. OCP Implementation Monitoring Committee Workplan

File No. 13.6480.30/001.002

Mr. Tom Lancaster, Manager – Community Planning and Ms. Jennifer Ohlauser, OCP Implementation Monitoring Committee Chair, presented the OCP Implementation Monitoring Committee Workplan and advised that protocols and a structure for Committee meetings, as well as a preliminary list of Committee priorities and a draft workplan, have been developed.

MOVED by Councillor MURI

SECONDED by Councillor MACKAY-DUNN

THAT the OCP Implementation Monitoring Committee Workplan, as attached to the November 14, 2017 report of the Manager – Community Planning entitled OCP Implementation Monitoring Committee Workplan, is approved.

CARRIED

9.4. Development Permit 50.15 – 854-858 Orwell Street and 855 Premier Street

File No. 08.3060.20/050.15

MOVED by Councillor MURI

SECONDED by Councillor HANSON

THAT Development Permit 50.15, for a 23 unit townhouse project at 854-858 Orwell Street and 855 Premier Street, is ISSUED.

CARRIED

9.1. Maplewood Village Centre and Innovation District Implementation Plan & Design Guidelines

File No. 13.6480.30/000.003

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

THAT the replacement of the maps in Part 2, Section 2.4 Land Use Designations and Densities: Maplewood Land Use Plan and Maplewood Building Heights, as attached to the November 10, 2017 report of the Senior Planner entitled Maplewood Village Centre and Innovation District Implementation Plan & Design Guidelines, is approved.

CARRIED

9.2. Consequential OCP Bylaw Amendments following Approval of Maplewood Village Centre and Innovation District Implementation Plan & Design Guidelines

File No. 13.6480.30/000.003

Public Input:

Ms. Linda Melville, 2200 Block Old Dollarton Highway:

- Requested that staff undergo another risk assessment before referring the bylaw to a Public Hearing; and,
- Commented that the proposed development will put too many people at risk because of the close proximity to the Canexus Chlorine Plant.

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

THAT “District of North Vancouver Official Community Plan Bylaw 7900, 2011, Amendment Bylaw 8279, 2017 (Amendment 32)” is given FIRST Reading;

AND THAT pursuant to Section 475 and Section 476 of the *Local Government Act*, additional consultation is not required beyond that already undertaken with respect to Bylaw 8279;

AND THAT in accordance with Section 477 of the *Local Government Act*, Council has considered Bylaw 8279 in conjunction with its Financial Plan and applicable Waste Management Plans;

AND THAT Bylaw 8279 be referred to a Public Hearing.

CARRIED

Opposed: Councillors HANSON and MURI

9.6. North Shore Operation Red Nose Sponsorship

File No.

MOVED by Councillor MURI

SECONDED by Councillor HANSON

THAT a grant in the amount of \$1,000 be provided to the North Shore Rotary Club in support of their 2017 “Operation Red Nose” campaign, funds to be allocated from the Miscellaneous Funding Requests to Council account.

CARRIED

Opposed: Councillor BASSAM

10. REPORTS

10.1 Mayor

Mayor Walton reported on his attendance at the Remembrance Day ceremony at Victoria Park.

10.2 Chief Administrative Officer

Nil

10.3 Councillors

10.3.1. Councillor Muri reported on her attendance at the Remembrance Day ceremony at Cates Park.

10.3.2. Councillor Bassam reported on his attendance at the Remembrance Day ceremony at Lynn Valley.

10.4. Metro Vancouver Committee Appointees

10.4.1. Aboriginal Relations Committee – Councillor Hanson

Nil

10.4.2. Housing Committee – Councillor MacKay-Dunn

Nil

10.4.3. Regional Parks Committee – Councillor Muri

Nil

10.4.4. Utilities Committee – Councillor Hicks

Nil

10.4.5. Zero Waste Committee – Councillor Bassam

Nil

10.4.6. Mayors Council – TransLink – Mayor Walton

Nil

11. ANY OTHER BUSINESS

Nil

12. ADJOURNMENT

MOVED by Councillor MURI

SECONDED by Councillor MAKCAY-DUNN

THAT the November 20, 2017 Regular Meeting of Council for the District of North Vancouver is adjourned.

CARRIED
(9:40 p.m.)

Mayor

Municipal Clerk

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DISTRICT OF NORTH VANCOUVER PUBLIC HEARING

REPORT of the Public Hearing held in the Council Chambers of the Municipal Hall, 355 West Queens Road, North Vancouver, B.C. on Tuesday, November 21, 2017 commencing at 7:04 p.m.

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

Absent: Councillor D. MacKay-Dunn
Councillor L. Muri

Staff: Mr. D. Milburn, General Manager – Planning, Properties & Permits
Mr. J. Gordon, Manager – Administrative Services
Mr. B. Dwyer, Manager – Development Services
Ms. J. Paton, Manager – Development Planning
Ms. S. Dale, Confidential Council Clerk
Mr. T. Guppy, Development Planner

District of North Vancouver Rezoning Bylaw 1354 (Bylaw 8273)

Purpose of Bylaw:

The Zoning Bylaw currently permits a modest increase in floorspace for enhanced energy performance in buildings. The Provincial government has enacted the Building Act and BC Energy Step Code in an effort to standardize building regulations across the Province. As a result, local regulations that deal with matters addressed in the BC Building Code, such as the District's Density Bonus for Energy Performance contained in its Zoning Bylaw, will have no effect after December 15, 2017. This bylaw proposes to delete the Density Bonus for Energy Performance provisions from the Zoning Bylaw.

1. OPENING BY THE MAYOR

Mayor Walton welcomed everyone and advised that the purpose of the Public Hearing was to receive input from the community and staff on the proposed bylaw as outlined in the Notice of Public Hearing.

In Mayor Walton's preamble he addressed the following:

- All persons who believe that their interest in property is affected by the proposed bylaw will be afforded a reasonable opportunity to be heard and to present written submissions;
- Use of the established speakers list. At the end of the speakers list, the Chair may call on speakers from the audience;
- Each speaker will have five minutes to address Council for a first time and should begin remarks to Council by stating their name and address;

- All members of the audience are asked to be respectful of one another as diverse opinions are expressed. Council wishes to hear everyone's views in an open and impartial forum;
- Council is here to listen to the public, not to debate the merits of the bylaw;
- At the conclusion of the public input Council may request further information from staff which may or may not require an extension of the hearing, or Council may close the hearing after which Council should not receive further new information from the public;
- Everyone at the Hearing will be provided an opportunity to speak. If necessary, the Hearing will continue on a second night;
- After everyone who wishes to speak has spoken once, speakers will then be allowed one additional five minute presentation; and,
- Any additional presentations will only be allowed at the discretion of the Chair.

Mr. James Gordon, Manager – Administrative Services, stated that:

- The binder containing documents and submissions related to the bylaw is available on the side table to be viewed; and,
- The Public Hearing is being streamed live over the internet and recorded in accordance with the *Freedom of Information and Protection of Privacy Act*.

2. INTRODUCTION OF BYLAW BY THE CLERK

Mr. James Gordon, Manager – Administrative Services, introduced the proposed Bylaw, stating that the Zoning Bylaw currently permits a modest increase in floorspace for enhanced energy performance in buildings. The Provincial government has enacted the *Building Act* and BC Energy Step Code in an effort to standardize building regulations across the Province. As a result, local regulations that deal with matters addressed in the BC Building Code, such as the District's Density Bonus for Energy Performance contained in its Zoning Bylaw, will have no effect after December 15, 2017. This bylaw proposes to delete the Density Bonus for Energy Performance provisions from the Zoning Bylaw.

3. PRESENTATION BY STAFF

Mr. Brett Dwyer, Development Planner, provided an overview of the proposal elaborating on the introduction by the Manager – Administrative Services.

Mr. Dwyer advised that:

- The District adopted a Green Building Strategy in 2010 which included policy and bylaw changes;
- Section 4C03 was added to the Zoning Bylaw in February 2011;
- Section 4C03 contained modest density bonus incentives for increased energy performance in buildings;
- The Province enacted the *Building Act* in March 2015 which set the Province as the sole authority to regulate building matters (such as energy performance) with any local requirements having no effect after December 15, 2017;
- Knowing that various municipalities had developed their own measures to promote greener buildings the Province introduced the BC Energy Step Code;
- The Step Code is a series of incrementally increasing energy performance steps that municipalities can adopt to require higher performing buildings and replace individual Green Building Strategies;

- The Province's objective, through the Step Code, is for all new buildings to be Net Zero Ready by 2032;
- The Province has divided the steps in to Lower Steps and Upper Steps, recommending that municipalities adopting the Step Code start with the lower steps;
- Council has endorsed an approach to implement the Step Code from July 1, 2018 as follows:
 - Part 9 Residential buildings to meet Step 3;
 - Part 3 Residential buildings to meet Step 2 (Step 3 where rezoning required); and,
 - Part 3 Commercial buildings to meet Step 1 from July 1, 2018;
- By implementing the Step Code the District will be requiring more energy efficient buildings and helping to achieve the District's GHG reduction targets (33% by 2030);
- The proposed amendments to the Zoning Bylaw are:
 - Deletion of section 4C03; and,
 - The deletion of both subsection (iii) of section 502.2 and subsection (d) of section 4B88-5.

4. REPRESENTATIONS FROM THE PUBLIC

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

COMMENTING

- Questioned the need for a Public Hearing as 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;
- Expressed concern regarding the addition to applicable fees and charges required under the bylaw; and,
- Queried how *BC Building Act* regulations will impact housing costs.

6. COUNCIL RESOLUTION

MOVED by Councillor BASSAM

SECONDED by Councillor HANSON

THAT the November 21, 2017 Public Hearing be closed;

AND THAT "District of North Vancouver Rezoning Bylaw 1354 (Bylaw 8273)" be returned to Council for further consideration;

CARRIED
(7:15 p.m.)

CERTIFIED CORRECT:



Confidential Council Clerk

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**DISTRICT OF NORTH VANCOUVER
PUBLIC HEARING**

**1923 Purcell Way & Capilano University
Multi-Family & Student Housing**

REPORT of the Public Hearing held in the Council Chambers of the Municipal Hall, 355 West Queens Road, North Vancouver, B.C. on Tuesday, November 21, 2017 commencing at 7:16 p.m.

Present: Mayor R. Walton
Councillor R. Bassam
Councillor M. Bond
Councillor J. Hanson
Councillor R. Hicks
Councillor D. MacKay-Dunn (7:29 pm)

Absent: Councillor L. Muri

Staff: Mr. D. Milburn, General Manager – Planning, Properties & Permits
Mr. J. Gordon, Manager – Administrative Services
Ms. J. Paton, Manager – Development Planning
Ms. C. Archer, Confidential Council Clerk
Mr. T. Guppy, Development Planner

**District of North Vancouver Official Community Plan Bylaw 7900, 2011, Amendment
Bylaw 8262, 2017 (Amendment 30)**

Purpose of Bylaw:

Bylaw 8262 proposes to amend the OCP land use designation of a small portion of 1923 Purcell Way from Residential Level 5: Low Density Apartment (RES5) to Institutional.

District of North Vancouver Rezoning Bylaw 1361 (Bylaw 8263)

Purpose of Bylaw:

Bylaw 8263 proposes to amend the District's Zoning Bylaw by creating a new Comprehensive Development Zone 109 (CD109) and rezone 1923 Purcell Way from Low Rise Residential Zone 1 (RL1) to Comprehensive Development Zone 109 (CD109). The CD109 Zone addresses use, density, amenities, setbacks, site coverage, building height, landscaping and parking. Bylaw 8263 also proposes to rezone a small portion of 1923 Purcell to Public Assembly (PA) to facilitate the construction of a student housing project.

1. OPENING BY THE MAYOR

Mayor Walton welcomed everyone and advised that the purpose of the Public Hearing was to receive input from the community and staff on the proposed bylaws as outlined in the Notice of Public Hearing.

Mr. James Gordon, Manager – Administrative Services, stated that:

- All persons who believe that their interest in property is affected by the proposed bylaws will be afforded a reasonable opportunity to be heard and to present written submissions;
- Use of the established speakers list. At the end of the speakers list, the Chair may call on speakers from the audience;
- Each speaker will have five minutes to address Council for a first time and should begin remarks to Council by stating their name and address;
- All members of the audience are asked to be respectful of one another as diverse opinions are expressed. Council wishes to hear everyone's views in an open and impartial forum;
- Council is here to listen to the public, not to debate the merits of the bylaws;
- At the conclusion of the public input Council may request further information from staff which may or may not require an extension of the hearing, or Council may close the hearing after which Council should not receive further new information from the public;
- Everyone at the Hearing will be provided an opportunity to speak. If necessary, the Hearing will continue on a second night;
- After everyone who wishes to speak has spoken once, speakers will then be allowed one additional five minute presentation;
- Any additional presentations will only be allowed at the discretion of the Chair;
- The binder containing documents and submissions related to these bylaws is available on the side table to be viewed; and,
- The Public Hearing is being streamed live over the internet and recorded in accordance with the *Freedom of Information and Protection of Privacy Act*.

2. INTRODUCTION OF BYLAWS BY THE CLERK

Mr. James Gordon, Manager – Administrative Services, introduced the proposed Bylaws, stating that Bylaw 8262 proposes to amend the OCP land use designation of a small portion of 1923 Purcell Way from Residential Level 5: Low Density Apartment (RES5) to Institutional. Bylaw 8263 proposes to amend the District's Zoning Bylaw by creating a new Comprehensive Development Zone 109 (CD109) and rezone 1923 Purcell Way from Low Rise Residential Zone 1 (RL1) to Comprehensive Development Zone 109 (CD109). The CD109 Zone addresses use, density, amenities, setbacks, site coverage, building height, landscaping and parking. Bylaw 8263 also proposes to rezone a small portion of 1923 Purcell to Public Assembly (PA) to facilitate the construction of a student housing project.

3. PRESENTATION BY STAFF

Ms. Tamsin Guppy, Development Planner, provided an overview of the proposal elaborating on the introduction by the Manager – Administrative Services.

Ms. Guppy advised that:

- 1923 Purcell Way is located at the eastern end of Purcell Way immediately adjacent to Capilano University;
- The proposal also includes approximately 20,000 square feet of campus land which is located in the strip between 1923 Purcell Way and Greg Lee Way;

- West of the site is a sister housing complex that shares amenity space with 1923 Purcell Way including a pool and clubhouse;
- At the end of Purcell Way is the bus stop for the 239 route which provides regular seven day service to the neighbourhood and the 880 which is the bus for high school students heading to Windsor Secondary School;
- Approximately 300 metres from the site is the Capilano University Transit Exchange at which the 255, 130 and 28 provide regular service;
- The site is in the Lynnmour Elementary School catchment area;
- The existing OCP designations include a residential designations for the existing residential complexes residential level 5, low density apartment which has an FSR of 1.75, and Residential Level 4 for the adjacent townhouse projects which has an FSR of 1.2;
- The proposed OCP amendment applies only to a very small portion of 1923 Purcell Way;
- This 1,217 square foot piece of land is proposed to be subdivided off and transferred to the Campus to provide a slightly deeper portion of land for the student housing complex and because of this it will need to be re-designated to Institutional use;
- The site is currently zoned Low Rise Residential (RL1) which permits 90 residential units in a low rise building form;
- The campus is zoned Public Assembly which permits the university use including any associated student housing;
- The proposed rezoning includes rezoning the bulk of 1923 Purcell Way to Comprehensive Development Zone 109 to permit the proposed multi-family housing project and rezoning the small sliver of 1923 cross hatched to Public Assembly as this is that 1,217 sq. ft portion of land that will be transferred to the university;
- Also included in Bylaw 8263 is a siting area amendment for Capilano University which will add the student housing building footprint to the plan that shows where buildings are permitted on the university site;
- The siting area map also includes the notation that a building on this specific portion of the university lands is limited to 6 storeys in height;
- The area of Capilano University where the development is proposed is in the following Development Permit Areas: Protection of The Natural Environment; Wildfire Hazard; and, Energy and Water Conservation and GHG Emission Reduction;
- 1923 Purcell Way is in the following Development Permit Areas: Form and Character; and, Energy and Water Conservation and GHG Emission Reduction;
- The proposal includes tree retention, invasive species removal, rehabilitation of damaged areas and appropriate new planting as part of the site's landscape scheme;
- In accordance with Development Permit Form and Character Guidelines for Neighbourliness, the applicant team stepped the density and heights so that the lower 3 storey townhomes were along the western and southern edges of the site and the taller 6 storey building was at the NE corner, relating more appropriately to the University next door; and,
- The student housing faces towards the University framing the arrival to Capilano University and also orienting windows and doors onto the street and the campus.

Councillor MACKAY-DUNN arrived at this point in the proceedings.

Ms. Guppy further advised that:

- The sister complex is to the west and both sites share the pool and an amenity building which is in need of replacement;
- This proposal will see a new and larger amenity building and the addition of a new playground to complement the amenity space;
- The proposal would permit 124 apartments and 60 townhouse units;
- All parking for 1923 Purcell Way is proposed in a two level underground garage and access to the garage areas is proposed through a driveway ramp from Purcell Way;
- 258 resident and 18 visitor stalls are proposed (1.5 spaces/unit);
- The student housing is proposed to include 60 units;
- Parking for the student housing will be provided on campus for those students who need a car;
- The project includes a broad spectrum of unit styles and sizes and addresses two key demographics: students and families;
- Development Cost Charge's are charged and collected at time of the building permit;
- Off-site improvements are extensive and include bus stop improvements, re-configuration of lanes on Purcell Way, additions to Greg Lee Way (new sidewalk and better pedestrian crossing) and bike and pedestrian trail upgrades;
- In addition to providing adequate parking the developer is proposing a travel demand management package for the residents of the multi-family housing project to reduce vehicle trips and reliance on the automobile for all trips. Elements of the strategy include:
 - Marketing the project to faculty at Capilano University and local residents;
 - Providing a bus pass to new residents;
 - Providing bicycle facilities (see below);
 - Unbundling parking space sales from unit sales;
 - Proximity to ample car share potential; and,
 - A one year post occupancy survey on car ownership, trip generation and parking demand;
- Off-site improvements will include improvements to road frontages on Purcell Way and Greg Lee Way that will help with vehicle and pedestrian movement and safety. In addition, the applicant is also making improvements beyond their frontage to transit and to local pedestrian and bicycle routes;
- The applicant team have been working with Translink, Coast Mountain Bus Company, Capilano University and District staff to improve the bus stop for the 239 to address the existing safety issue with the alignment of the bus stop, and to provide a more comfortable shelter;
- The existing paved pedestrian and cycling trail on Lillooet Road branches off towards campus but ends at the campus boundary and the applicant will construct the missing leg of this trail;
- A CAC of \$1,698,940 is included in the proposal;
- It is anticipated that the Community Amenity Contribution's from this development will be directed toward improvements to public parks, plazas, trails and greenways; public art and other beautification projects; affordable or special needs housing, provision or enhancement of public facilities with allocation and timing of expenditure to be determined by the municipality in its sole discretion;
- It is anticipated that public art valued at up to \$250,000 will be included to provide a feature element at the entrance to Capilano University;

- The applicant held a facilitated Public Information Meeting on September 12, 2017 which was well attended by approximately 80 people; and,
- The applicant is required to provide a Construction Traffic Management Plan as a condition of a Development Permit.

4. REPRESENTATIONS FROM THE APPLICANT

4.1. Mr. Kevin Johnston, CFO, Woodbridge Northwest Communities (WNC):

- Spoke to the issues current owners are facing;
- Noted that current owners will be provided with generous tenant relocation packages; and,
- Highlighted the benefits and amenities of the proposed development.

4.2. Mr. Bryce Rositch, Rositch Hemphill Architects:

- Provided an overview of the proposed site plan and building design;
- Noted that extensive community consultation has taken place and the developer has worked with the community to address their needs;
- Opined that locating the student housing on Greg Lee Way benefits the campus by providing a welcoming building that faces the main road into campus;
- Noted that parking for the student housing will be provided on campus; and,
- Advised that the project is exceeding District policy by providing two quick charging stations in addition to 52 level on plugs and 100% of the spaces will have electrical conduit.

5. REPRESENTATIONS FROM THE PUBLIC

5.1. Ms. Jodie Bergerson, 1900 Block Purcell Way: OPPOSED

- Spoke in opposition to Bylaw 8262, Bylaw 8263 and Bylaw 8264 regarding 1923 Purcell Way; and,
- Commented that many owners will be priced out of the North Vancouver market should this development be approved.

5.2. Mr. Noah Berson, 2000 Block Purcell Way: IN FAVOUR

- Commented on the need for student housing;
- Spoke to the issue of affordable housing on the North Shore; and,
- Noted that student housing may reduce vehicle trips.

5.3. Mr. Paul Dangerfield, President – Capilano University: IN FAVOUR

- Commented that it is important for Capilano University to be able to attract International students;
- Spoke to the issue of affordable housing on the North Shore; and,
- Opined that student housing provides a supportive, safe and comfortable community environment.

5.4. Ms. Jennifer Mancer, 1900 Block Purcell Way: IN FAVOUR

- Spoke as a member of the Strata Council;
- Provided a brief history of the existing strata, the present status of the buildings and the issues being faced by the current owners; and,

- Noted that renters were provided 18 months notice to find new accommodations.

5.5. Ms. Kimberly Branch, 1900 Block Purcell Way: IN FAVOUR

- Spoke as a member of the Strata Council;
- Spoke in support of the proposed development; and,
- Opined that the proposed development will revitalize the neighbourhood.

5.6. Mr. Paul Stevens, 1900 Block Purcell Way: IN FAVOUR

- Spoke to the deterioration of the existing buildings.

5.7. Mr. Andrew Dillman, 1900 Block Purcell Way: IN FAVOUR

- Spoke as a student of Capilano University;
- Commented that student housing would eliminate travel commute allowing more time to study;
- Noted that student housing would provide a sense of community; and,
- Spoke to the issue of affordable housing.

5.8. Ms. Shirley Stearn, 1800 Block Purcell Way: IN FAVOUR

- Spoke as a member of the Strata Council;
- Spoke in favour of the proposed development;
- Noted that extensive community consultation has taken place and the developer has worked with the community to address their needs; and,
- Expressed concern with regards to increased traffic and parking issues.

5.9. Mr. Owen Sigurdsson, 1500 Block East 27th Street: IN FAVOUR

- Spoke as a student of Capilano University;
- Spoke to the issue of housing affordability;
- Commented that student housing may reduce the stress of the early morning commute; and,
- Noted that the proposed development will allow youth to stay in their community.

5.10. Ms. Marie Harlow, 1900 Block Purcell Way: IN FAVOUR

- Spoke as a member of the Strata Council;
- Commented that tenants were provided with sufficient notice to find new accommodations;
- Commented on the demand for student housing;
- Noted that it is difficult to find affordable rental units; and,
- Expressed concern with regards to visitor parking.

5.11. Ms. Karen Obeck, 1900 Block Purcell Way: IN FAVOUR

- Spoke as a member of the Strata Council;
- Spoke in favour of the proposed development;
- Opined that the design principles complement the surroundings of the neighbourhood; and,
- Commented on the need to provide alternative housing options.

5.12. Ms. Kirsten Bydal, 1900 Block Purcell Way: IN FAVOUR

- Spoke in support of the proposal;

- Thanked the Landscape Architect for retaining existing trees;
- Commented that student housing is a benefit to the North Shore; and,
- Suggested that an alternate entrance to the University may ease traffic concerns.

5.13. Ms. Sue Buchanan, 1900 Block Purcell Way: IN FAVOUR

- Spoke to the issue of affordability.

5.14. Mr. James Lewis, 2000 Block Purcell Way: OPPOSED

- Expressed concerns with increased density;
- Expressed concerns regarding traffic issues on Purcell Way; and,
- Commented on the need to improve the existing access to Capilano University.

5.15. Mr. Henry Bruan, 1900 Block Purcell Way: IN FAVOUR

- Spoke in support of the proposal; and,
- Noted that the existing buildings are deteriorating and will need upgrades causing financial hardship to repair.

5.16. Ms. Allison Smith, 600 Roche Point Drive: IN FAVOUR

- Spoke in support of the proposed development;
- Spoke to the issue of affordability;
- Expressed concern with the low rental vacancy in the District;
- Opined that student housing will contribute to the culture of the campus; and,
- Commented on the need for multi-family units in the community.

5.17. Ms. Debbie Freeman, 1900 Block Purcell Way: IN FAVOUR

- Commented that the proposed development is aesthetically pleasing;
- Noted that the existing buildings are deteriorating and will need upgrades;
- Commented that the proposed development will beautify the neighbourhood;
- Spoke to the importance of providing student housing;
- Commented that the proposed development will achieve the vision of the Official Community Plan;
- Commended the Landscape Architect for retaining existing trees; and,
- Suggested that student housing may help address the rental shortage.

5.18. Mr. Barry Fenton, 2700 Block Byron Road: IN FAVOUR

- Spoke as a representative of the Community Housing Action Committee;
- Advised that CHAC supports the proposed development;
- Opined that the project addresses the need for mixed-unit housing;
- Spoke to the benefits of student housing;
- Commented that student housing has the potential to decrease traffic; and,
- Thanked the developer for fulfilling the requirements of the Accessible Design Policy for Multi-family Housing.

Council recessed at 8:57 pm and reconvened at 9:05 pm.

In response to a question from Council regarding the cost of units, the developer advised that the cost have not been set but will start at approximately \$300,000 for a one bedroom unit and \$1 million for a townhouse.

In response to a question from Council, staff advised that off-site improvements will include improvements to road frontages on Purcell Way and Greg Lee Way that will help with vehicle and pedestrian movement and safety. In addition, the applicant is also making improvements to transit and to local pedestrian and bicycle routes. Staff noted that the approximate value of off-site benefits is \$1.5 million.

Staff noted that in addition to providing adequate parking the developer is proposing a travel demand management package for the residents of the multi-family housing project to reduce vehicle trips and reliance on the automobile for all trips. Elements of the strategy include:

- Marketing the project to faculty at Capilano University and local residents;
- Providing a bus pass to new residents;
- Providing bicycle facilities (see below);
- Unbundling parking space sales from unit sales;
- Proximity to ample car share potential; and,
- A one year post occupancy survey on car ownership, trip generation and parking demand.

Staff advised that a parking covenant will be required for student housing.

In response to a question from Council regarding packages for existing residents, staff advised that the applicant has offered the following provisions to assist all owners and those people who are renting from the owners with the transition: eighteen months to find new housing, during which time they are offering six months of free rent, and six months of discounted rent. Knowing that many residents are interested in staying in the area, Woodbridge Northwest are also offering owners and renters the first opportunity to buy new units, and a dollar for dollar credit against the purchase price for any rent paid to Woodbridge Northwest.

In response to a question from Council regarding parking requirements, the traffic consultant advised that both parking rates on adjacent projects and the use of resident only parking on Purcell Way has been looked at to determine reasonable parking rates for the different types of units in this project. It was determined that 1.2 stalls per unit is sufficient given the location and direct access to transit; however, 1.5 stalls per unit is being proposed.

The developer advised that a small portion of the site will be transferred to Capilano University to assist in the development of a student housing project on the adjacent campus lands.

5.19. Ms. Melanie Briggs, 900 Block Beaumont Drive:

IN FAVOUR

- Expressed concern regarding the issue of housing supply and housing affordability on the North Shore;
- Noted that the proposed development would offer a diverse mix of housing options; and,
- Commented that the proposal includes a series of outdoor courtyard amenity areas and would provide a place to gather.

5.20. Ms. Jodie Bergerson, 1900 Block Purcell Way:

SPEAKING A SECOND TIME

- Spoke to the issue of affordability;

- Commented that it is important for Capilano University to be able to attract International students and without on-site student housing, this becomes an economic challenge for the University; and,
- Expressed concern that owners will not purchase a parking stall and will continue to park on the street.

5.21. Ms. Janice Fletcher, 1900 Block Purcell Way:

OPPOSED

- Expressed concern for the families that will have to relocate.

In response to a question from Council regarding the traffic analysis, the traffic consultant advised that the proposed development will only add one car per minute during peak hours.

In response to a question from Council, staff advised that \$27.62 per year is the cost of a District resident only parking decal.

In response to a question regarding unbundling parking spaces, staff advised that the cost of a parking stall would cost approximately \$15,000. Staff further advised that a covenant will be required to specify that any unsold parking spaces be transferred to the strata corporation.

6. COUNCIL RESOLUTION

MOVED by Councillor BASSAM

SECONDED by Councillor HANSON

THAT the November 21, 2017 Public Hearing be closed;

AND THAT "District of North Vancouver Official Community Plan Bylaw 7900, 2011, Amendment Bylaw 8262, 2017 (Amendment 30)" be returned to Council for further consideration;

AND THAT "District of North Vancouver Rezoning Bylaw 1361 (Bylaw 8263)" be returned to Council for further consideration.

CARRIED
(9:37 p.m.)

CERTIFIED CORRECT:



Confidential Council Clerk

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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 27, 2017 in the Council Chamber of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

Present: Mayor R. Walton
Councillor R. Bassam (via telephone)
Councillor M. Bond
Councillor J. Hanson
Councillor R. Hicks
Councillor D. MacKay-Dunn
Councillor L. Muri

Staff: Mr. D. Stuart, Chief Administrative Officer
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. R. Danyluk, Manager – Financial Planning
Mr. J. Gordon, Manager – Administrative Services
Ms. J. Paton, Manager – Development Planning
Ms. S. Dale, Confidential Council Clerk

1. ADOPTION OF THE AGENDA

1.1. November 27, 2017 Regular Meeting Agenda

MOVED by Councillor MACKAY-DUNN

SECONDED by Councillor HANSON

THAT the agenda for the November 27, 2017 Regular Meeting of Council for the District of North Vancouver is adopted as circulated.

CARRIED

2. PUBLIC INPUT

2.1. Mr. Jerry Silver, 800 Block Premier Street:

- Spoke regarding the Inter River Park Sportsfield;
- Expressed support for one artificial turf field plus warm-up area in Inter River Park;
- Encouraged staff to work with the local community to address nuisance concerns;
- Stated that the forest must be preserved in its entirety; and,
- Suggested that the Maplewood area may be a more appropriate location for an artificial turf field.

2.2. Mr. Chris Wilson, 800 Block Premier Street:

- Spoke regarding the Inter River Park Sportsfield;
- Stated that the forest needs to be preserved; and,

- Urged Council to support the one artificial turf field plus warm-up area in Inter River Park recommendation.

2.3. Mr. Corrie Kost, 2800 Block Colwood Drive:

- Spoke regarding the Fees and Charges Bylaw; and,
- Commented on the increase in water and sewer rates.

2.4. Ms. Yingyan Zhu, 2600 Block William Avenue:

- Spoke regarding the Inter River Park Sportsfield;
- Expressed concern regarding the loss of greenspace in the District;
- Urged Council to consider the negative impacts the artificial turf field may have on the neighbouring community; and,
- Noted environmental concern regarding particulates from the artificial turf and questioned if there are alternative materials that could be used.

2.5. Mr. John Harvey, 1900 Block Cedarvillage Crescent:

- Expressed concern that due to technical constraints, the Council document archive has limited functionality;
- Spoke to New Zealand's "Local's First" Policy; and,
- Spoke regarding policing issues.

Councillor MURI left the meeting at 7:18 pm and returned at 7:20 pm.

2.6. Ms. Caitlyn Price, 1100 Block Premier Street:

- Spoke in opposition to the Inter River Park Sportsfield; and,
- Commented on the importance of preserving the forest.

3. PROCLAMATIONS

Nil

4. RECOGNITIONS

Nil

5. DELEGATIONS

Nil

6. ADOPTION OF MINUTES

6.1. November 14, 2017 Public Hearing

MOVED by Councillor MURI

SECONDED by Councillor MACKAY-DUNN

THAT the minutes of the November 14, 2017 Public Hearing are received.

CARRIED

7. RELEASE OF CLOSED MEETING DECISIONS

Nil

8. COUNCIL WORKSHOP REPORT

Nil

9. REPORTS FROM COUNCIL OR STAFF

9.1. 2018 Utility Rate Bylaws

File No. 05.1700/2017

**9.1.1. Bylaw 8269: Waterworks Regulation Bylaw 8269 (Amendment 63)
User Charges and Service Fees for 2018**

File No. 05.1700

MOVED by Councillor HICKS

SECONDED by Councillor BASSAM

THAT "Waterworks Regulation Bylaw 2279, 1958, Amendment Bylaw 8269, 2017 (Amendment 63)" is given FIRST, SECOND and THIRD Readings.

CARRIED

**9.1.2. Bylaw 8270: Sewer Bylaw 8270 (Amendment 29)
User Charges and Service Fees for 2018**

File No. 05.1700

MOVED by Councillor HICKS

SECONDED by Councillor BASSAM

THAT "Sewer Bylaw 6656, 1994, Amendment Bylaw 8270, 2017 (Amendment 29)" is given FIRST, SECOND and THIRD Readings.

CARRIED

**9.1.3. Bylaw 8280: Solid Waste Collection and Recycling Service Fees -
2018, Bylaw 8280**

File No. 05.1700

MOVED by Councillor HICKS

SECONDED by Councillor BASSAM

THAT "Solid Waste Removal Bylaw 7631, 2007, Amendment Bylaw 8280, 2017 (Amendment 15)" is given FIRST, SECOND and THIRD Readings.

CARRIED

9.2. Annual Review of Fees and Charges 2018 – Bylaw Amendment 54

File No. 05.1930

MOVED by Councillor HICKS

SECONDED by Councillor MACKAY-DUNN

THAT “Fees and Charges Bylaw 6481, 1992, Amendment Bylaw 8268, 2017 (Amendment 54)” is given FIRST, SECOND and THIRD Readings.

CARRIED

9.3. Bylaws 8215, 8216 and 8233: 1401-1479 Hunter Street & 481-497 Mountain Highway

File No. 08.3060.20/050.16

MOVED by Councillor HICKS

SECONDED by Councillor MACKAY-DUNN

THAT “District of North Vancouver Rezoning Bylaw 1348 (Bylaw 8215)” is given SECOND and THIRD Readings;

AND THAT “Housing Agreement Bylaw 8216, 2016 (1401-1479 Hunter Street and 481- 497 Mountain Highway)” is given SECOND and THIRD Readings;

AND THAT “Phased Development Agreement Bylaw 8233, 2017 (1401-1479 Hunter Street and 481-497 Mountain Highway)” is given SECOND and THIRD Readings.

CARRIED

Opposed: Councillors HANSON and MURI

9.4. Buy Local Policy

File No. 01.0530/Council General/File

Councillor BASSAM left the meeting at 8:31 pm and returned at 8:33 pm.

MOVED by Councillor HANSON

SECONDED by Councillor MURI

THAT staff be directed to investigate if a ‘buy local’ purchasing policy could be implemented in order to support local business, while still complying with a local government’s obligations for open, transparent and non-discriminatory procurement practices under provincial, federal and international trade agreements.

CARRIED

10. REPORTS

10.1. Mayor

Nil

10.2. Chief Administrative Officer

Nil

10.3. Councillors

Nil

10.4. Metro Vancouver Committee Appointees

10.4.1. Aboriginal Relations Committee – Councillor Hanson

Nil

10.4.2. Housing Committee – Councillor MacKay-Dunn

Nil

10.4.3. Regional Parks Committee – Councillor Muri

Nil

10.4.4. Utilities Committee – Councillor Hicks

Nil

10.4.5. Zero Waste Committee – Councillor Bassam

Nil

10.4.6. Mayors Council – TransLink – Mayor Walton

Nil

11. ANY OTHER BUSINESS

Nil

12. ADJOURNMENT

MOVED by Councillor MACKAY-DUNN

SECONDED by Councillor BASSAM

THAT the November 27, 2017 Regular Meeting of Council for the District of North Vancouver is adjourned.

CARRIED
(8:45 p.m.)

Mayor

Municipal Clerk

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REPORTS

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AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: <u>Nov 6, 2017</u>
<input type="checkbox"/> Workshop (open to public)	Date: _____



The District of North Vancouver REPORT TO COUNCIL

October 18, 2017
File: 08.3060.20/029.17

AUTHOR: Jennifer Malcolm, Planning Assistant

SUBJECT: Development Variance Permit 29.17 – 982 Belvedere Drive

RECOMMENDATION:

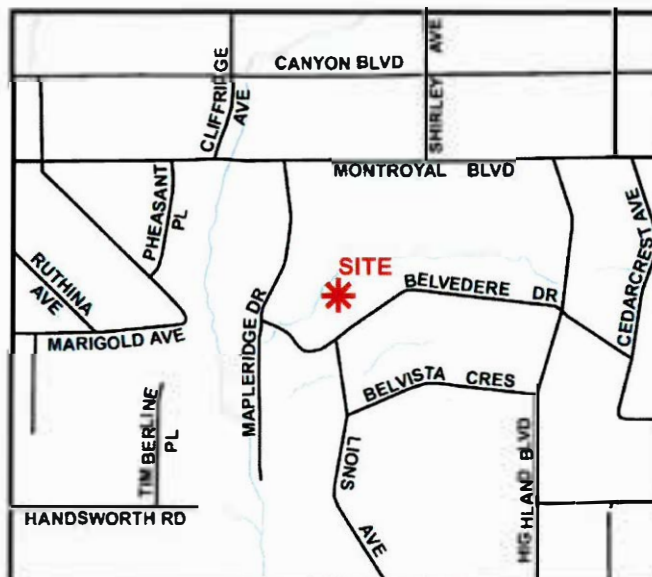
THAT Development Variance Permit 29.17 (Attachment A) be issued to allow for a two car garage addition to a single-family house at 982 Belvedere Drive.

REASON FOR REPORT:

The applicant has applied for variances that require Council's approval.

SUMMARY:

The applicant is requesting four variances to permit the construction of a front-entry two car garage and small addition to the house. An existing one-car front yard carport will be removed. The proposal requires variances for maximum building depth, parking structure setback, parking structure roof setback and maximum size of a front yard parking structure. The variances are supported by staff as they form a reasonable solution on this lot, which has both a creek and rear yard slope, while increasing the liveability of the existing two-storey home.



BACKGROUND:

The subject property is located at 982 Belvedere Dr. The property is 1,199 m² (12,906 sq ft) in area, 19.8 m (65 ft) in width and 60.3 m (197.9 ft) in depth. The site and surrounding residential neighbourhood to the east is zoned Single-Family Canyon Heights Zone

(RSCH). The property has an existing 2 storey house (circa 1955 with a later upper floor addition). The lot is in Development Permit areas for Streamside Protection, Creek Hazard and Slope Hazard, due to the creek and slope which is located to the rear of the existing house. The proposal is exempted from these DPAs due to the siting of the garage at the front of the lot. The site is shown in the context map and air photo below.



PROPOSAL:

The applicant proposes to construct a front-entry two car garage and small addition at the front of the existing two-storey single-family house. This one-storey addition will include an expanded front foyer and kitchen area to increase the liveability of the house. New windows and skylights will be installed to provide natural light into this space. There is an existing front yard side-entry carport which will be removed.

Due to the property constraints resulting from the rear-yard slope and creek, the District Environment Department has recommended that the garage be sited on an already paved area at the front of the lot to reduce environmental impacts. Due to the proposed location of the garage, the development is exempted from the Streamside Protection, Creek Hazard and Slope Hazard DPAs.

The property is separated from the north and west neighbours by a downward slope and tree coverage. On the east property line an existing hedge in the front yard is proposed for removal to accommodate the new garage. The neighbour to the east has been consulted regarding this hedge removal, and consent has been provided.

Zoning Bylaw Compliance:

The table below outlines the Zoning Bylaw variances required as part of this application:

Regulation	Required/ Permitted	Proposed	Variance
Parking Structure Setback	4.57 m (15 ft) <i>Straight Entry</i> 3.05 m (10 ft) <i>Side Entry</i>	1.68 m (5.5 ft) Straight Entry	2.89 m (9.5 ft)
Maximum Building Depth	19.81 m (65 ft)	24.51 m (80.4 ft)	4.70 m (15.4 ft)
Parking Structure in Required Front Yard (25% of Required Front Yard)	37.74 m ² (406.25 sq ft)	43.01 m ² (463 sq ft)	4.34 m ² (56.75 sq ft)
Parking Structure Roof Setback (Siting Exception Included)	3.35 m (11 ft) <i>Straight Entry</i> 1.83 m (6 ft) <i>Side Entry</i>	1.68 m (5.5 ft)	1.68 m (5.5 ft)

Variances:

As a result of the slope and watercourse in the rear of the property, the existing house is sited 9.1m (30 ft) from the front property line. The location of the existing house has resulted in variances for front yard garage setback, front yard roof of the garage setback as well as maximum size of parking structure in the required front yard.

The proposed parking structure setback of 1.68 m (5.5 ft) requires a variance of 2.89 m (9.5 ft) while parking structure roof setback requires a variance of 1.68m (5.5 ft). A variance of 4.34 m² (56.75 sq ft) for the maximum size of a parking structure permitted in the required front yard will allow for a slightly larger garage to facilitate use of the garage for cars.

The addition of the garage has resulted in a building depth of 24.51 m (80.4 ft), requiring a 4.70 m (15.4 ft) variance. This building depth variance is mitigated because it is the lower floor only and the upper floor building depth of 56 ft is well within the allowable 65 ft building depth. DVP 29.17 requires that the garage and addition be screened by both a fence and replacement landscaping in order to minimize impacts on the neighbour to the east.

The following images show the existing house and proposed addition as seen from Belvedere Drive as well as elevations with addition outlined in red.

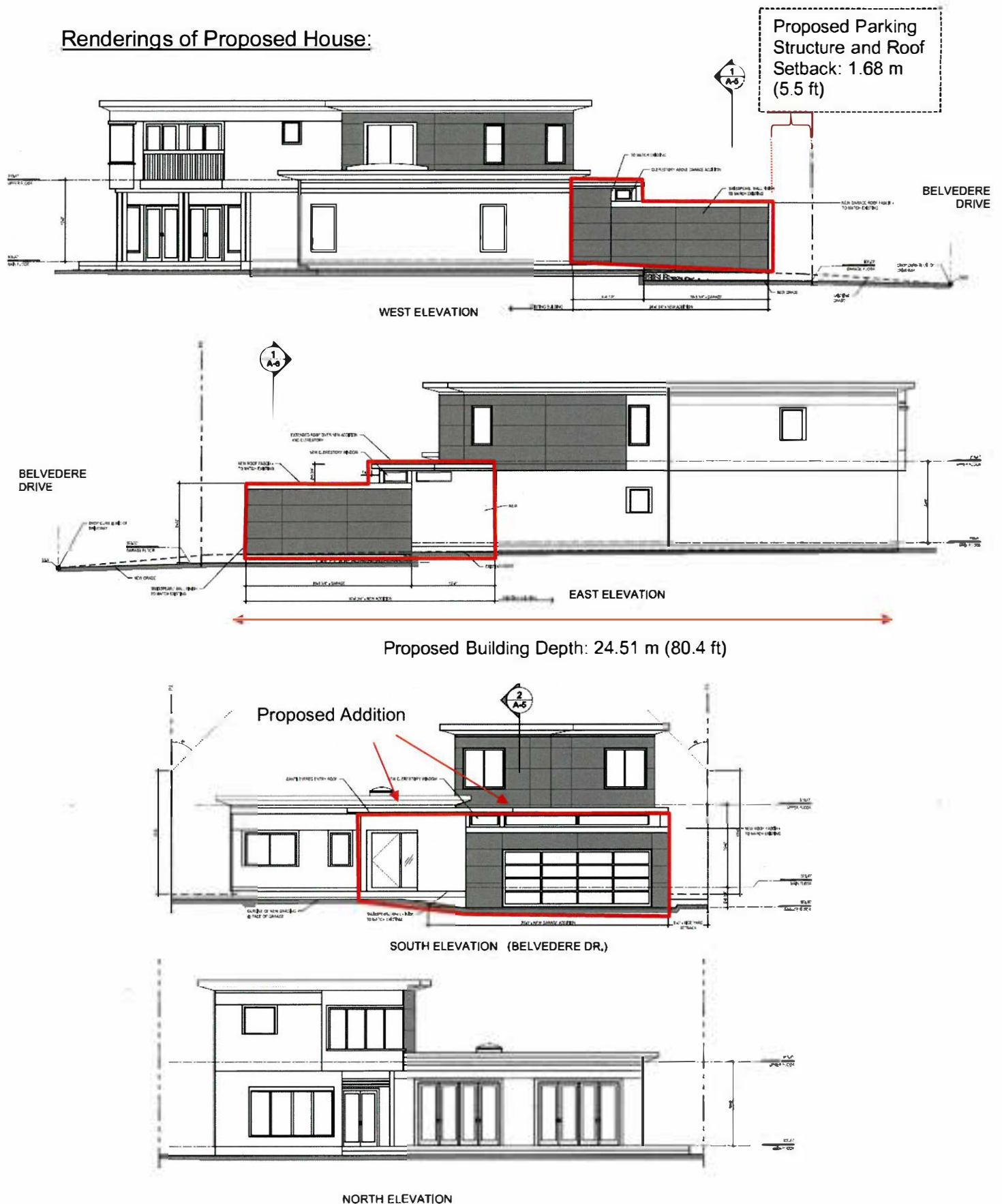
Existing House:



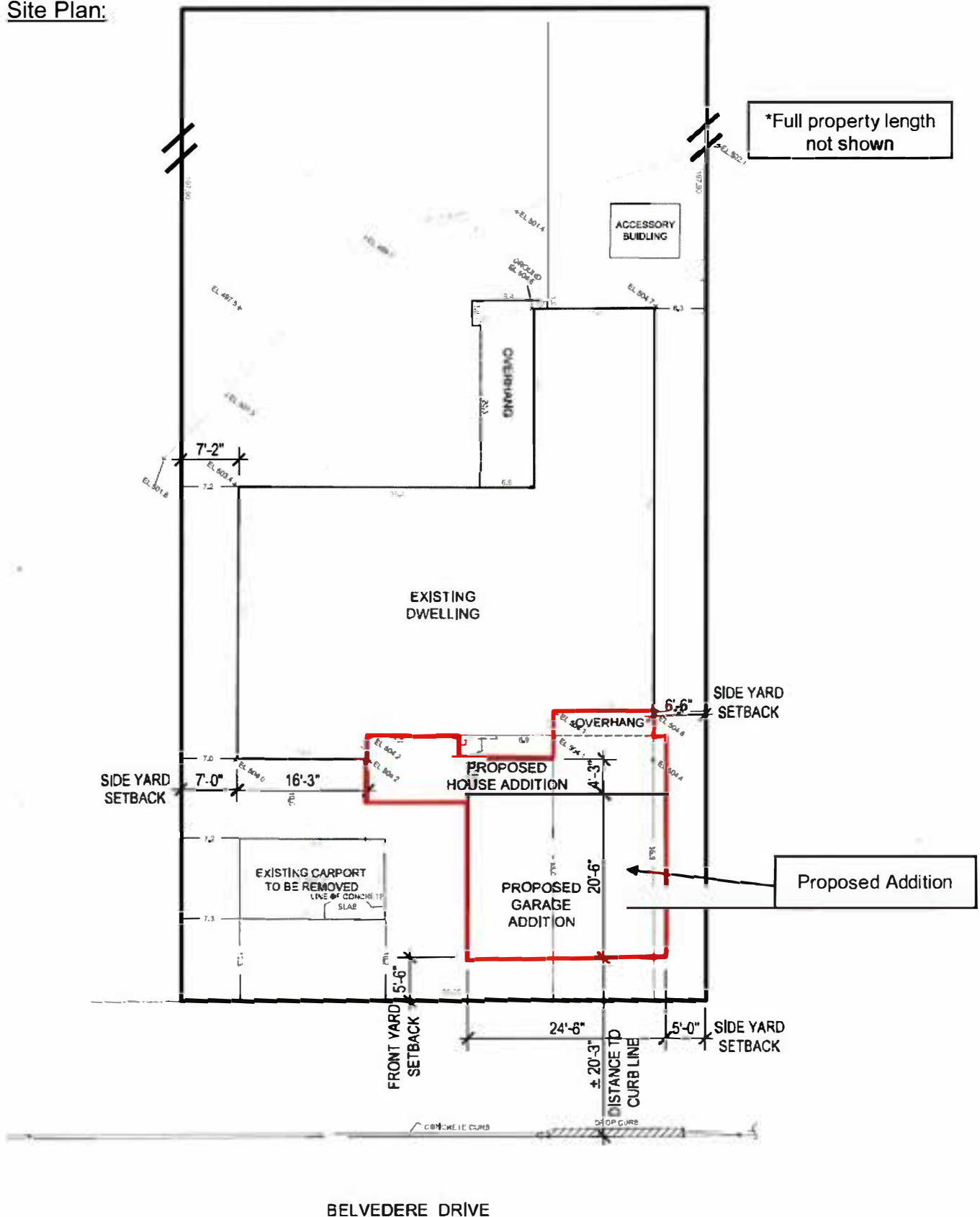
Existing House with Proposed Addition:



Renderings of Proposed House:



Site Plan:



BOARD OF VARIANCE:

The application was considered by the Board of Variance on May 19, 2016 in which the Board denied it, with members indicating that the amount and extent of variances should be reduced. The applicant has since revised the proposed addition by eliminating one variance and reducing the extent of the other 4 variances.

PUBLIC INPUT:

An information letter outlining the application was mailed to adjacent neighbours and the Upper Capilano and Edgemont Association. One response was received from the Community Association with concern that the garage setback may lead to parking across the boulevard. The applicant has responded to staff that they intend to use the garage for parking and staff note that the proposed garage will provide two generously sized off-street parking spaces as required by the zoning bylaw. Staff further note that District records and the proposed house plans do not indicate any secondary suite on the property.

Municipal notification advising that Council will be considering whether to issue a Development Variance Permit will be sent and response to the notification will be provided to Council prior to consideration of this application.

CONCLUSION:

Staff are supportive of the proposed variances because of the constraints resulting from the slope of the lot and watercourse. In addition, staff note that it is anticipated that there will be minimal impact to adjacent neighbours.

OPTIONS:

The following options are available for Council's consideration:

1. That Development Variance Permit 29.17 (Attachment A) be issued to allow for an addition to a single-family house at 982 Belvedere Rd; or
2. That Development Variance Permit 29.17 be denied.

Respectfully submitted,



Jennifer Malcolm
Planning Assistant

Attach

Attachment A – DVP 29.17

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

DEVELOPMENT VARIANCE PERMIT 29.17

This Development Variance Permit 29.17 is hereby issued by the Council for The Corporation of the District of North Vancouver to the registered owner(s) to allow for an addition to a single-family house at 982 Belvedere Dr, legally described as LOT 10 BLOCK 5 DISTRICT LOT 595 PLAN 8128 (PID: 010-250-549) subject to the following terms and conditions:

A. The following Zoning Bylaw regulations are varied under subsection 498 (1) of the Local Government Act:

1. The maximum building depth is increased from 19.81 m (65 ft) to 24.51 m (80.42 ft); and
2. The parking structure setback is decreased from 4.57 meters (15 feet) to 1.68 m (5.5 ft); and
3. The parking structure roof setback is decreased from 3.35 m (11 ft) to 1.68 m (5.5 ft); and
4. The parking structure in required front yard is increased from 37.74 m² (406.25 sq ft) to 43.01 m² (463 sq ft);
5. The variances apply only to the building construction as illustrated on the attached drawings (DVP 29.17 A-D).

B. The following requirement is imposed under Subsection 504 of the Local Government Act:

Substantial construction as determined by the Manager of Permits and Licenses shall commence within two years of the date of this permit or the permit shall lapse.

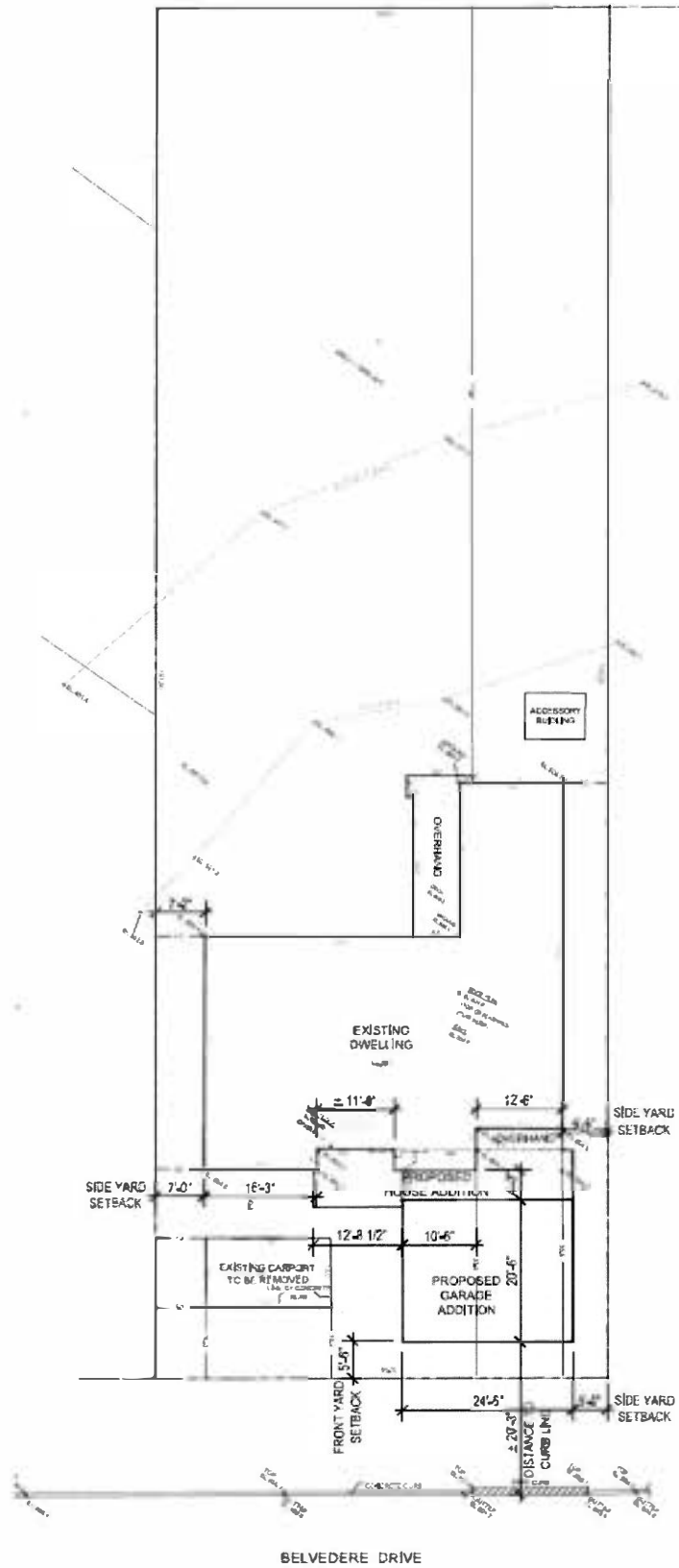
C. Prior to issuance of a Building Permit, landscape drawings must be submitted to the Planning Department demonstrating adequate screening of the proposed garage and addition on the eastern property line.

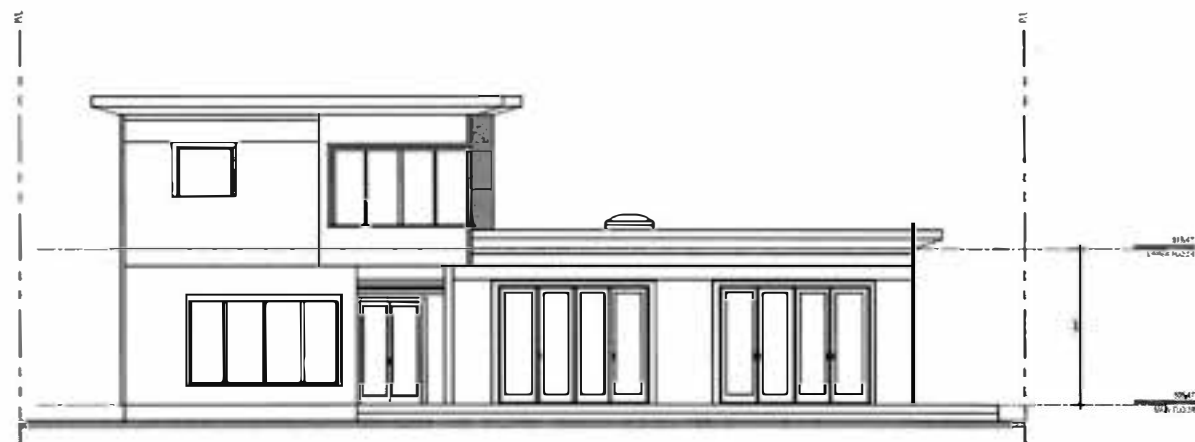
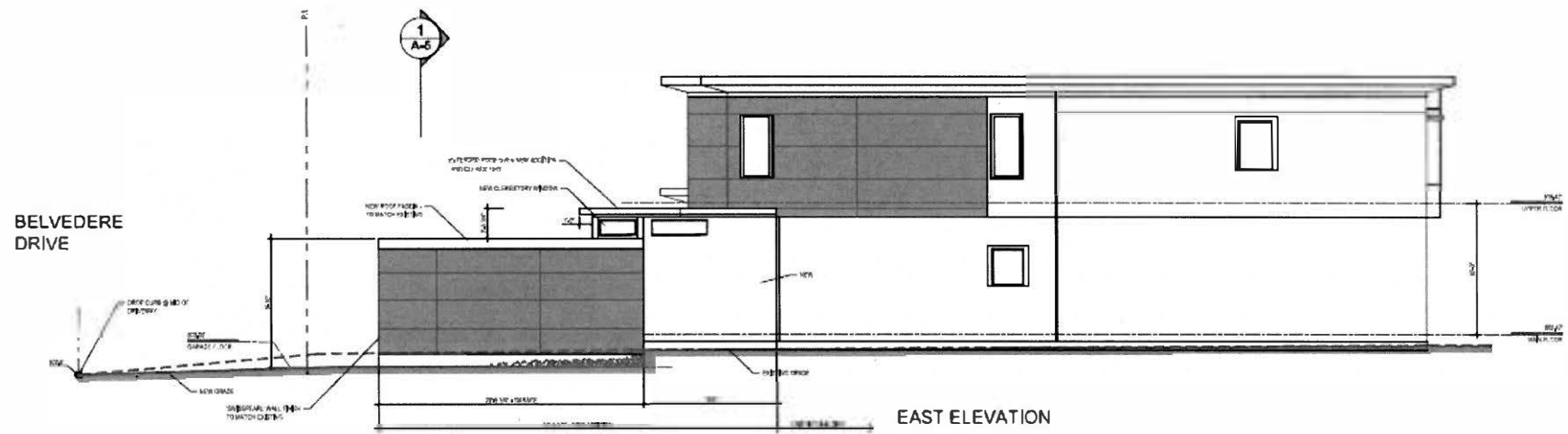
Mayor

Municipal Clerk

Dated this day of , 2017

Site Plan:





NORTH ELEVATION

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AGENDA INFORMATION	
<input type="checkbox"/> Regular Meeting	Date: _____
<input type="checkbox"/> Other:	Date: _____



The District of North Vancouver REPORT TO COUNCIL

November 23, 2017

File: 05.1780/Financial Plan 2017

AUTHOR: Rozy Jivraj, Section Manager, Financial Planning

SUBJECT: 2017-2021 Consolidated Financial Plan Amendment #2

RECOMMENDATION:

THAT "2017 – 2021 Consolidated Financial Plan Approval Bylaw 8214, 2017, Amendment Bylaw 8253, 2017 (Amendment 2)" is given FIRST, SECOND, and THIRD Readings.

REASON FOR REPORT:

Since the adoption of the 2017-2021 Financial Plan on February 6, 2017 and subsequently the Financial Plan Amendment #1 on June 12, 2017, a number of changes have occurred that must be formally adopted through a subsequent Financial Plan Amendment. To meet the requirements of the Community Charter, these changes are recommended for adoption by Council.

SUMMARY:

Since the adoption of Financial Plan Amendment #1 on June 12, 2017, Council has supported changes through resolution and direction to amend the Financial Plan. Capital expenditure changes since June 12, 2017 total \$1.4 million and operating cost changes total \$356k. A number of housekeeping items are included in this amendment and relate to timing, reallocations, and the use of surplus and reserves for authorized adjustments.

BACKGROUND:

On February 6, 2017, Council adopted the 2017-2021 Consolidated Financial Plan Approval Bylaw 8214. The 2017-2021 Financial Plan includes the Operating and Capital Plans, highlights of the work program, and the tax increase for 2017. Subsequently Council adopted Financial Plan Amendment #1 on June 12, 2017. Changes occurring since then also require adoption through a Financial Plan Amendment.

EXISTING POLICY:

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”.

ANALYSIS:

This amendment includes adjustments to existing projects, new projects and initiatives and changes to cost sharing agreements.

Consistent with prior years, housekeeping items (i.e. reallocations, reclassifications between funds, privately funded infrastructure, and use of surplus and reserves for authorized adjustments) are summarized and included in the Financial Plan Amendment Bylaw 8253.

Summary of Changes – Capital Plan:

Since June 12, 2017, Council supported changes to capital expenditures through resolution and direction to amend the Financial Plan. The key changes are summarized in Table A and noted below:

1. **Residential Cart Purchases and Compacting Containers**
Council directed staff to provide a second organic cart to residents if they request. The cart roll out project was approved in 2016 for \$5 million. Included in this amendment are the costs to purchase additional carts for \$270k as well as compacting garbage containers and 3-stream recycling containers for \$125k. The total cost of \$395k will be funded from the Solid Waste & Recycling Reserve.
2. **Active Transportation**
The Active Transportation program (known internally as MPOC) will receive contributions from ICBC and TransLink totalling \$98.5k. The budget approved since the program started last year was \$900k. The additional funds are intended for Mountain Highway & 15th St pedestrian crossing, Braemar pedestrian crossing, Ross Road sidewalk, and UPS installation.
3. **Lynn Headwaters Intake Road**
Council directed staff to proceed with the stabilization of the Lynn Headwaters Intake Road for \$675k and amend the Financial Plan accordingly. The project was originally planned over two years. The \$475k brought forward from 2018 will be funded \$315k from protective reserve for the risk mitigation portion and \$160k from infrastructure reserve.

4. Inter River Portable Washroom

\$46k funded by prior year project surplus will be used to purchase the leased portable washroom at Inter River. The timing of the washroom construction is not yet determined.

5. MRN LED Lighting

The scope of work for LED replacement in MRN roads has expanded and the additional \$50k will be funded by TransLink. \$80k was previously approved in the Financial Plan Amendment #1 on June 12, 2017.

6. Climate Change and Asset Management Network Project

The project initially updates the Asset Management Policy to incorporate the impacts of climate change and then shifts to develop an in-house GIS-based storm water Asset Management System that also includes climate change considerations. The project cost is \$217k funded through a grant of \$174k with the balance contributed from the District's capital project surplus.

TABLE A (in \$000s)

Major Capital Projects	Total Project Cost	Funding Already Approved	2017 Fall Amendment
<u><i>With Council Resolution</i></u>			
Residential Carts	5,252	4,982	270
Active Transportation Program	999	900	99
Lynn Headwaters Intake Road	675	200	475
<u><i>Resolution through Financial Plan</i></u>			
Inter River Portable Washroom	46	-	46
MRN LED Lighting	130	80	50
Garbage Compacting Containers	125	-	125
Climate and Asset Management Network	217	-	217
			1,282

Summary of Changes – Operating Plan:

Since June 12, 2017, Council supported changes to the Operating Plan through resolution and direction to amend the Financial Plan. The changes are summarized in Table B with the major changes highlighted below:

1. **DNV Community Energy Emission Plan**
This project will increase community resilience to climate change and rising energy costs. This has been approved by the Federation of Canadian Municipalities in partnership with Vancouver Coastal Health and BC Hydro for a total cost of \$184k over two years (2017: \$92k). All consultation and part of the direct staffing costs will be grant funded with the District providing in kind resources. Completion is anticipated in June 2018.
2. **E-Comm Radio Upgrade**
An upgrade was required to ensure ongoing compatibility and functionality with the new E-Comm network. Additional radios and equipment address service gaps. The incremental cost over the 7.5 year contract term is \$298k. For 2017, the cost increase is \$25k and will be funded through the protective reserve.
3. **Lynn Headwaters Intake Road - Parking Study**
Council directed staff to proceed with the stabilization of the Lynn Headwaters Intake Road as noted in the Capital Plan section above. Included is a parking study to be conducted in the summer of 2017 for \$25k funded from surplus.
4. **Residential Carts - Collection & Recycling Old Carts**
Council directed staff to provide a second organic cart to residents if they request as noted in the Capital Plan section above. As part of this roll out, old carts will need to be collected and recycled at a cost of \$200k. This will be funded by the Solid Waste & Recycling Reserve.
5. **Major Developer Funding**
During the year, the District collected standard development fees of \$271k from Acciona for the liquid wastewater treatment plan and \$75k from Bosa for the Lynn valley underpass. These revenues have been contributed to the development reserve to be accessed in the future as needed.

Table B

Use of Funds (\$000's)	2017		
	Change	Amended #1	Amendment #2
<u>Expenditures</u>			
Capital			
Major Projects	1,282	-	1,282
Housekeeping ⁽¹⁾	82	55,929	56,011
	1,364	55,929	57,293
Operating			
Planning and Development	92		92
Protective Services	25		25
Transportation & Engineering	25		25
Utility Services	200		200
Housekeeping ⁽¹⁾	14	152,647	152,661
	356	152,647	153,003
Total Expenditures	1,720	208,576	210,296
Debt Service	-	4,206	4,206
<u>Transfers To</u>			
Operating Reserves & Surplus	346	491	837
Other Reserves	-	57,988	57,988
	346	58,479	58,825
Total	2,066	271,261	273,327
NOTE 1: Housekeeping changes include reallocations, reclassifications between funds, privately funded infrastructure, and use of surplus and reserves for authorized adjustments			

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 attached report

Respectfully submitted,



Rozy Jivraj, CPA, CA
Section Manager, Financial Planning

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 Corporation of the District of North Vancouver

Bylaw 8253

A bylaw to amend the 2017-2021 Consolidated Financial Plan Approval Bylaw 8214, 2017

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

1. Citation

This bylaw may be cited as "2017-2021 Consolidated Financial Plan Approval Bylaw 8214, 2017, Amendment Bylaw 8253, 2017 (Amendment 2)".

2. Amendments

2.1 2017-2021 Consolidated Financial Plan Approval Bylaw 8214, 2017 is amended as follows:

- a. Schedule A to Bylaw 8214 is deleted in its entirety and is replaced with the new *Schedule A to Bylaw 8214 District of North Vancouver 2017-2021 Consolidated Financial Plan* as shown in Schedule 1 of this bylaw.
- b. Schedule C to Bylaw 8214 is deleted in its entirety and is replaced with the new *Schedule C to Bylaw 8214 Reserve Fund Appropriations* as shown in Schedule 2 of this bylaw.

READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

Schedule 1 to Bylaw 8253

Schedule A to Bylaw 8214 District of North Vancouver 2017-2021 Consolidated Financial Plan (\$'000's)

	2016	2017 Fall	2018	2019	2020	2021
Revenue						
Taxation	\$ 94,706	\$ 98,335	\$ 101,534	\$ 104,947	\$ 108,462	\$ 112,081
Sales, Fees, and Other User Charges	83,547	86,258	87,759	90,519	93,170	95,908
Developer Contributions	6,541	19,631	11,446	34,093	36,890	20,732
Grants and Other Contributions	4,043	8,713	5,439	4,372	2,637	2,291
Investment Income	3,670	3,587	3,896	4,326	5,369	6,207
Penalties & Interest on Taxes	705	705	719	733	748	763
	193,212	217,229	210,793	238,990	247,276	237,982
Proceeds from Debt						
Transfers In from:						
Operating Reserves & Surplus	6,901	7,982	1,323	407	540	238
Capital Committed Funds	19,512	408				
Reserve Funds	26,872	47,708	64,382	58,574	36,450	39,355
	53,285	56,098	\$ 65,705	\$ 58,981	\$ 36,990	\$ 39,593
Source of Funds	\$ 246,497	\$ 273,327	\$ 276,498	\$ 297,971	\$ 284,266	\$ 277,575
Operating Expenditures						
Community Services	\$ 34,122	\$ 36,062	\$ 35,906	\$ 36,531	\$ 37,719	\$ 38,931
Planning and Development	9,987	10,795	10,496	10,560	10,719	10,881
Transportation and Engineering	7,589	8,260	7,807	7,990	8,142	8,293
Protective Services	39,839	40,520	41,548	42,578	43,430	44,300
Utilities	40,174	42,160	44,357	46,991	49,979	51,428
Governance and Admin	15,700	15,206	13,243	14,155	14,698	15,645
	147,411	153,003	153,357	158,805	164,687	169,478
Capital Expenditures	72,244	57,293	68,264	61,249	37,795	39,948
Debt Service	5,267	4,206	3,982	2,927	2,927	2,927
Transfers Out to:						
Operating Reserves & Surplus	185	837	640	606	599	607
Reserve Funds	21,390	57,988	50,255	74,384	78,258	64,615
	21,575	58,825	50,895	74,990	78,857	65,222
Use of Funds	\$ 246,497	\$ 273,327	\$ 276,498	\$ 297,971	\$ 284,266	\$ 277,575

Schedule 2 to Bylaw 8253

Schedule C to Bylaw 8214

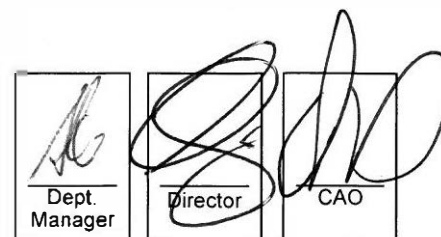
Reserve Fund Appropriations

	LAND	RENEWAL		UPGRADE / EXPAND			UTILITIES			Total
	Land Opportunity	Infrastructure	Equipment Replacement	New Capital & Innovation & Other	Local Improvement & Public Art	Development (DCC's, CAC's) ⁽¹⁾	Recycling & Solid Waste	Water	Sewer & Drainage	
2017 Opening Balance	\$ 3,260,276	\$ 21,646,617	\$ 10,815,822	\$ 5,062,714	\$ 4,243,915	\$ 22,621,014	\$ 858,366	\$ 6,899,624	\$ 12,809,583	\$ 88,217,932
Appropriations:										
Mountain Highway Underpass	1,728,060									1,728,060
Strategic Land Acquisition	200,000									200,000
Infrastructure Renewal										
- Community Services		3,776,393								3,776,393
- Governance & Admin		1,817,312								1,817,312
- Planning & Development (Lynn Valley Village)		819,099								819,099
- Protective Services (incl. Maplewood Fire Facility)		2,523,632								2,523,632
- Transportation		5,132,840								5,132,840
Debt Principal		1,006,282								1,006,282
Delbrook Stabilization			126,476							126,476
Fire Equipment			451,700							451,700
General Equipment			1,519,000							1,519,000
Golf Facilities Equipment			169,200							169,200
ITS Applications & Equipment		1,000,853	583,000							1,583,853
Recreation Equipment			273,000							273,000
Active Transportation		475,000		425,000		100,000				1,000,000
Braemar/ Fromme Parking Lot				399,500		(CAC - Spirit Trail)				399,500
Community Facility Upgrades				130,000						130,000
Facilities and Energy Projects		1,559,234		475,000						2,034,234
Intake Road Design & Construction		160,000								160,000
Inter River Artificial Turf Field - Design		200,000								200,000
Karen Magnussen Energy Retrofit				75,000						75,000
Kirkstone Artificial Turf Field		122,500		602,500						725,000
Lane Millings		62,500		62,500						125,000
New Delbrook Community Centre		1,280,500							219,500	1,500,000
Ron Andrews Energy Retrofit				250,000						250,000
Seylynn Development - Airspace Parcel				1,500,000						1,500,000
Street Light (LED)		235,000		235,000						470,000
WiFi & Technology Expansion		72,500		40,000						112,500
Local Improvement Program					67,500					67,500
Public Art Renewal					50,000					50,000
Drainage (DCC)						1,134,680			4,012,420	5,147,100
Parks (DCC)						2,625,000				2,625,000
Sewer (DCC)						375,720			1,686,880	2,062,600
Water (DCC)						1,119,773		5,102,427		6,222,200
Cap West Development - Sanitary Line						181,000				181,000
Inter River Retaining Wall						145,230		199,054	130,716	475,000
MSP Multi-Use Path (CAC)						25,000				25,000
Lions Gate Community Centre (CAC)						250,000				250,000
Lynn Creek Community Centre (CAC)		62,000				138,000				200,000
Residential Carts - Acquisition and Recycling Old Carts							470,000			470,000
Solid Waste Compacting Containers							125,000			125,000
Subtotal - Appropriations from Reserves	1,928,060	20,305,645	3,122,376	4,194,500	117,500	6,094,403	595,000	5,301,481	6,049,516	47,708,481
Contributions including interest	43,035	17,805,518	2,185,422	2,394,097	80,932	20,056,088	1,322,570	5,342,883	8,757,574	57,988,119
2017 Closing Balance	\$ 1,375,251	\$ 19,146,490	\$ 9,878,868	\$ 3,262,311	\$ 4,207,347	\$ 36,582,699	\$ 1,585,936	\$ 6,941,026	\$ 15,517,641	\$ 98,497,570

Note 1) The Keith Road Bridge Upgrade Project has been funded on an interim basis from the Infrastructure Reserve. The DCC and Reserve will repay its proportionate share of ~\$3.11 million for this project when funds are available (projected 2018)

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COUNCIL AGENDA/INFORMATION			
<input type="checkbox"/> In Camera	Date: _____	Item # _____	
<input type="checkbox"/> Regular	Date: _____	Item # _____	
<input type="checkbox"/> Agenda Addendum	Date: _____	Item# _____	
<input type="checkbox"/> Info Package			
<input type="checkbox"/> Council Workshop	DM# _____	Date: _____	Mailbox: _____



The District of North Vancouver REPORT TO COUNCIL

November 24, 2017

File: 11.5240.02/004.000

Tracking Number: RCA -

AUTHOR: Stephen Bridger, Section Manager Engineering Design & Planning

SUBJECT: Development Cost Charge (DCC) Bylaw Amendment

RECOMMENDATION:

THAT Bylaw 8281 Development Cost Charges Bylaw amending bylaw is given FIRST reading.

REASON FOR REPORT:

The reasons for updating the 2013 DCC Bylaw include higher construction and land costs for infrastructure projects, addition of new major road projects in Town/Village Centres and connecting Centres, and parkland acquisition and improvements. Furthermore we are approaching the five (5) year best practice timeline for a DCC refresh.

SUMMARY:

The District has undertaken a review of the DCC program resulting in a revision to the DCC list of roads, utilities and parks projects to reflect future development as well as higher current construction and land costs. This DCC review is considered to be a significant update as a result of a number of infrastructure studies carried out for each of the designated Town and Village Centres.

BACKGROUND:

The last major review of the District's DCC programs and rates was completed and adopted by Council on April 29, 2013. Following a 6 month grace period, Development Cost Charge Bylaw 7135 came into effect on November 1, 2013. Since then the rates have been increased two times based on annual consumer price index increases as allowed by the Community Charter.

EXISTING POLICY:

Pursuant to Part 14, Division 19 Development Costs Recovery of the Local Government Act (2015) the District has collected DCC on developments since October 1998. DCCs are collected on developments that pose a new capital cost burden on the municipality.

ANALYSIS:

The following assumptions were made in preparing this amending DCC bylaw:

1. The Bylaw is intended to cover all areas within the District with the exception of First Nations Reserve Lands, which continue to be covered under separate site specific land use agreements incorporating charges which reflect the impact of their developments on the District's infrastructure,
2. In keeping with the District's Official Community Plan and the DCC program covers the OCP remaining timeframe,
3. Transportation DCC rates are increasing due to addition of new projects and cost escalation,
4. Parks DCC rates are increasing due to higher land acquisition costs to meet needs set by Park Master Plan and OCP, and
5. Water, Sewer and Drainage DCC rates are decreasing due to infrastructure needs realized in last 5 years.

Timing/Approval Process:

Next steps needed to complete the amendments to the DCC bylaws, are itemized as follows:

- First reading of the DCC bylaw amendment December 4, 2017
- Submit the bylaws to the Inspector of Municipalities for approval (December 2017)
- Development industry consultation (December 2017)
- Second, Third and Fourth reading and final adoption (early 2018)

Concurrence:

Engineering, Planning, Parks and Finance staff have worked collaboratively to prepare the proposed DCC program. The new bylaw shall be reviewed by the District's Solicitor.

Financial Impacts:

Introducing an updated DCC program will generate additional revenue to fund capital projects needed to support growth. The rate at which DCC revenues are collected will depend on the pace of development activity in the District.

The Local Government Act is written to recognize that a portion of new infrastructure may benefit existing residents. As such, the Act stipulates that an assist factor will be included as part of the DCC calculations. The municipal assist factor reflects a municipality's desire to encourage development within the community and is largely a policy decision of Council which reflects the community's financial support towards the financing of services for development. A local government must make allowances in the DCC calculations of at least a minimum 1% municipal assist factor, which is the value used in producing the original bylaw and this amended bylaw. In addition, each project is evaluated to determine the portion of the project that can be recovered by DCCs as outlined in Table 1 below.

The total anticipated District wide infrastructure program value to current OCP buildout in 2030 in current dollars is estimated at \$311.5 Million of which \$155.3 Million is to be funded through the collection of DCCs. Table 1 provides a summary of the total program costs, DCCs recoverable and the District's resulting share of the costs.

Table 1 Summary of Capital Program and DCC Recovery (in Millions \$)				
Program Component	Total Estimated Cost	Grants ⁽⁴⁾	DCCs Recoverable ⁽¹⁾	District Responsibility
Roads	85.2	(3.5)	51.5	30.2
Sanitary Sewers	30.2	-	11.1	19.1
Waterworks	86.9	-	18.6	68.3
Drainage / Flood Control	34.8	-	11.6	23.2
Parks	74.3	-	38.2	36.1
Sub Total	311.4	(3.5)	131.0	176.9
DCCs Recoverable ⁽²⁾ In-Stream Applications			11.0	(11.0)
DCC Reserve ⁽³⁾			13.2	(13.2)
Totals	311.4	(3.5)	155.3	152.6

Notes:

- (1) DCCs Recoverable factor in the percentage apportionment to new development and the legislated minimum 1% municipal assist factor
- (2) DCCs Recoverable from in-stream applications may be charged the pre-existing rates pursuant to the LGA
- (3) DCC Reserve Balance at period ending October 31, 2017 (net of \$3.1million due to Infrastructure Reserve)
- (4) Additional estimates for grants have been included in the calculation of District responsibility

Table 2 outlines the proposed 2018 DCC rate structure for each of the designated classes of land use. The rates are considered preliminary and subject to review and approval by Council and the Ministry (Local Government Finance Division).

Table 2 Summary of Proposed DCC Rate Structure						
Class of Land Use	Roads	Sewers	Water	Drainage	Parks	Total
Single Family Residential (per dwelling unit)	\$11,672.31	\$1,544.35	\$3,118.31	\$5,206.53	\$6,494.30	\$28,035.81
Residential Multi-Family Ground Oriented (per square metre of gross floor area)	\$53.03	\$10.69	\$21.58	\$13.69	\$44.94	\$143.92
Residential Multi-Family Apartment (per square metre of gross floor area)	\$63.46	\$11.70	\$23.62	\$6.79	\$49.19	\$154.75
Commercial (per square metre of gross floor area)	\$84.89	\$4.63	\$9.35	\$20.03	\$2.92	\$121.83
Industrial (per square metre of gross floor area)	\$63.67	\$4.63	\$9.35	\$20.03	\$2.92	\$100.60
Institutional (per square metre of gross floor area)	\$42.44	\$2.57	\$5.20	\$21.46	\$1.08	\$72.75

Liability/Risk:

The success of the DCC program depends on the strategic timing of DCC projects to ensure sufficient DCC funds and potential grants (e.g. Translink, ICBC) are secured before proceeding with the DCC projects, otherwise the District risks depleting reserves and increasing debt.

Social Policy Implications:

The proposed programs ensure that the people who will use and benefit from the infrastructure services provided pay their share of the costs in a fair and equitable manner. When applying the DCC Bylaw, District Council may consider whether charges be waived or reduced for the following development types:

- not-for-profit rental housing, including supportive living housing;
- for-profit affordable rental housing;
- a subdivision of small lots that is designed to result in low greenhouse gas emissions;
- a development that is designed to result in a low environmental impact.

An increased DCC program may affect the District's ability to secure Community Amenity Contributions (CACs) towards amenities such as recreation facilities, public art, child care facilities, affordable housing, etc. There is an industry standard profit margin for developers, and lenders will not invest in projects that are unable to perform at the desired level; however, the actual financial viability of each development is a complex function of market conditions and costs. DCCs are usually a relatively minor factor. Additional costs such as DCCs levied on projects may reduce a developer's ability to contribute towards negotiated CACs.

Environmental Impact:

The proposed DCC program provides a number of projects which will contribute to environmental sustainability. These include:

- The development of new parkland required to maintain green space in the District;
- A focus on developing new and sustainable transportation networks to service new and existing developments;
- Except for single family residential, DCCs will continue to be assessed on a floor area basis (square metre).

Public Input:

In addition to discussion at regular Council Meetings during the Bylaw readings, the District shall send a referral letter to the Urban Development Institute and key representatives of the local development industry, including the Greater Vancouver Home Builders Association, for comment, and to post information on the proposed DCC amending bylaw to the District's website.

Conclusion:

A review of the District's DCC project list has been completed resulting in a proposed DCC rate structure to be implemented in 2018. Project costs have increased based on higher construction and land costs for transportation and park infrastructure projects as well as the addition new projects required to realise the OCP 2030 vision.

Respectfully submitted,



Stephen Bridger
Section Manager Engineering Planning & Design

Attach.

1. Bylaw 8281 to amend Development Cost Charges Bylaw 7135
2. Development Cost Charges Bylaw Review and Update – Background Report

<u>REVIEWED WITH:</u> <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	<u>REVIEWED WITH:</u> <input type="checkbox"/> Clerk's Office <input type="checkbox"/> Corporate Services <input checked="" type="checkbox"/> Communications <input checked="" 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	<u>REVIEWED WITH:</u> External Agencies: <input type="checkbox"/> Library Board <input type="checkbox"/> NS Health <input type="checkbox"/> RCMP <input type="checkbox"/> Recreation Commission <input type="checkbox"/> Other: _____	<u>REVIEWED WITH:</u> Advisory Committees: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
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The Corporation of the District of North Vancouver

Bylaw 8281

A bylaw to amend Development Cost Charges Bylaw 7135

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

1. Citation

This bylaw may be cited as "Development Cost Charges Bylaw 7135, 2000, Amendment Bylaw 8281, 2017 (Amendment 7)".

2. Amendments

2.1 Development Cost Charges Bylaw 7135, 2000 is amended as follows:

Section 9, Residential Multi-Family Residential Charge Calculation, is amended by deleting the second sentence "to a maximum of \$13,000 per dwelling unit in a ground oriented residential multi-family development and \$9,000 per dwelling unit in a residential multi-family apartment development" in its entirety, and to read as follows:

a) Residential Multi-Family Charge Calculation

Development cost charges imposed under this bylaw for residential multi-family use, ground oriented and residential multi-family use, apartment must be calculated on the basis of the gross floor area of the total number of dwelling units being built

b) Schedule A is deleted in its entirety and replaced with a new Schedule A as set out in Schedule 1 of this bylaw.

3. Effective Date

This Bylaw takes effect on _____

READ a first time

READ a second time

READ a third time

Approved by Inspector of Municipalities on

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

Schedule 1 to Bylaw 8281

Schedule A

Development Cost Charges Applicable to The District of North Vancouver

CLASS OF LAND USE	ROADS	SANITARY SEWERS	WATER WORKS	DRAINAGE	PARKS	TOTAL DCCs RECOVERABLE
SINGLE FAMILY RESIDENTIAL USE per dwelling unit	\$11,672.31	\$1,544.35	\$3,118.31	\$5,206.53	\$6,494.30	\$28,035.81
RESIDENTIAL MULTI-FAMILY USE, GROUND ORIENTED per square metre of gross floor area	\$53.03	\$10.69	\$21.58	\$13.69	\$44.94	\$143.92
RESIDENTIAL MULTI-FAMILY USE, APARTMENT per square metre of gross floor area	\$63.46	\$11.70	\$23.62	\$6.79	\$49.19	\$154.75
COMMERCIAL USE per square metre of gross floor area	\$84.89	\$4.63	\$9.35	\$20.03	\$2.92	\$121.83
INDUSTRIAL USE per square metre of gross floor area	\$63.67	\$4.63	\$9.35	\$20.03	\$2.92	\$100.60
INSTITUTIONAL USE per square metre of gross floor area	\$42.44	\$2.57	\$5.20	\$21.46	\$1.08	\$72.75

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DISTRICT OF NORTH VANCOUVER

DEVELOPMENT COST CHARGES BYLAW REVIEW AND UPDATE

BACKGROUND REPORT (DRAFT)

NOVEMBER 2017

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1. INTRODUCTION

1.1 Purpose of Development Cost Charges (DCCs)

Development Cost Charges (DCC) are charges that are levied on new development to finance the cost of upgrading or providing infrastructure services needed to support new development. Examples of services financed through DCCs include:

- Widening and upgrading of arterial and collector roads to meet the needs of growth in vehicular, pedestrian, and bicycle traffic;
- Upgrading of water, sewer and drainage works to provide capacity for new growth;
- Parkland development and acquisition of new parkland.

Infrastructure services necessitated by development but **not eligible** to be included in a DCC program are facilities such as:

- Off-street parking (e.g. public parking lots)
- Recreation centres
- Libraries
- Schools
- Facilities for police and fire fighting forces
- Certain parkland improvements such as parking lots, park area lighting, baseball diamonds, artificial turf, basketball courts, bleachers, and park furniture.

Increasingly, all governments are facing significant constraints in the use of general purpose taxation and have placed greater emphasis on the “user pay” or “benefiter pay” principle. In response to these pressures, DCCs have been utilized by local governments as a cost recovery mechanism for apportioning infrastructure costs amongst developers of land.

DCCs allow monies to be pooled from many developers so that funds can be raised to construct the necessary services in an equitable manner. Simply stated, the municipality is considered to be the co-ordinator of the capital program and administrator of the funds collected.

1.2 Background

The last major review of the District's DCC programs and rates was completed and adopted by Council on April 29, 2013. Following a 6 month grace period, Development Cost Charge Bylaw 7135 came into effect on November 1, 2013. The rates were subsequently increased in December 2015 (amending Bylaw 8155) and in November 2016 (amending Bylaw 8205) to account for inflation. Appendix ‘F’ of the report contains a copy of the current DCC bylaw.

It is now prudent to undertake a major review of the DCC program based on appropriate revisions to the DCC list of roads, utilities and parks projects to reflect future development as well as higher current construction and land costs. This DCC review is considered to be a significant update as a result of a number of infrastructure studies carried out for each of the designated Town and Village Centres.

The proposed programs ensure that the people who will use and benefit from the infrastructure services provided pay their share of the costs in a fair and equitable manner. The proposed DCC programs create certainty by providing stable charges to the development industry and by allowing the orderly and timely construction of infrastructure.

1.3 Reasons for Bylaw Review and Update

The purpose of this DCC bylaw review and update can be summarized as follows:

- Both construction and land costs have risen significantly since the DCC bylaw was amended in 2013 and the current charges do not represent the higher than anticipated future infrastructure expenditures.
- In June 2011, Council adopted a new Official Community Plan with the objective of adding 10,000 new housing units over the next 20 years. To the end of 2018, new and pending units are estimated to amount to approximately 3,924 with another 6,076 units projected to the year 2030.
- Given a significant increase in anticipated capital expenditure programs needed to accommodate growth, the charges have been recalculated using the latest estimated future residential and non-residential growth projections;

1.4 DCCs Levied by Other Authorities

In addition to the DCCs levied by the District, developers are often also required to pay regional DCCs. Metro Vancouver has recalculated their Greater Vancouver Sewerage & Drainage District (GVS&DD) sewerage DCC rates taking into consideration growth, system and cost conditions, resulting in a required increase to help pay for expanded liquid waste infrastructure necessary to serve the growing population in the region. In North Vancouver, the District is required to collect regional DCCs on behalf of Metro Vancouver. The current and proposed rates for the North Shore are itemized in Table 1 below.

Table 1 – Metro Vancouver (GVS&DD) Sewerage DCCs		
Land Use	Current Rate	Proposed Rate
Single Detached Residential Use (per unit)	\$1,291	\$2,300
Townhouse Residential Use (per unit)	\$1,129	\$1,618
Apartment Residential Use (per unit)	\$807	\$1,416
Non-Residential Use (per 1000 sq. ft. of building)	\$605	\$1,200

1.5 Best Practices Guide

The proposed amendments to the District's DCC bylaw incorporate the principles identified in the Ministry's Best Practices Guide. The Guide has two primary objectives:

1. To encourage local governments to standardize the establishment and administration of DCC programs; and
2. To provide some flexibility to accommodate a municipality's specific circumstances.

The Guide was developed in partnership between the province, local government and the development community. Local governments who choose to follow the recommended best practices can expect an expedited process for provincial approval of their DCC bylaws.

For Council's information, the province's Ministry of Community, Sport and Cultural Development has also prepared a "Development Cost Charge Guide for Elected Officials" which can be viewed at: http://www.cscd.gov.bc.ca/lgd/intergov_relations/library/DCC_Elected_Officials_Guide_2005.pdf

2. PUBLIC PARTICIPATION PROCESS

2.1 Consultation with Stakeholders

The authority to adopt a DCC bylaw rests with Council. There are no mandatory public consultation activities in the DCC legislation, such as public hearing requirements for a rezoning application. However, the Inspector of Municipalities may refuse approval of a DCC bylaw under section 560 of the *Local Government Act* if the DCCs are excessive, deter development or discourage construction of reasonably priced housing.

Although the *LGA* does not require a public participation process, the Best Practices Guide does suggest that an opportunity for public participation be included as part of the formulation of the DCC program. The purpose of such a process is to allow those who are interested in or affected by the proposed DCCs to offer comments and input.

The Urban Development Institute will be contacted to inform the development industry of the major DCC amendment. Once first and second reading of the District's DCC Bylaw occurs, the public will have an opportunity to provide feedback before the bylaw is submitted to the province for Statutory Approval by the Inspector of Municipalities.

(This section will be completed following any public engagement in 2017-18. The District proposes to send a referral letter to the Urban Development Institute for comment, and to post information on the proposed DCC amending bylaw to the District's website.).

3. DCC PROGRAM DEVELOPMENT – GUIDING PRINCIPLES

3.1 DCC Time Frame

In keeping with the District's Official Community Plan, and the previous DCC program covering a 20 year timeframe, the program has subsequently been reduced to 13 years (2018 to 2030).

3.2 Municipal-Wide versus Area-Specific Charges

The current District DCC bylaw is District wide, meaning that the same DCC rate structure is applied for a particular type of land use deemed to generate a similar or same capital cost burden throughout the municipality, regardless of the location of any specific development. In contrast, an area-specific DCC bylaw divides the municipality into areas according to geography or any other distinctive quality for the purpose of determining DCCs.

The Guide offers advice on the decision to establish District wide charges versus area-specific charges for different areas within the community. For every category of infrastructure, the advice is to establish charges on a municipal-wide basis, unless a significant disparity exists between those who pay the DCCs and the benefiting users.

The reasons staff has a preference for District wide charges are:

- avoiding the creation of a large number of small, specialized funds that accumulate slowly and allow no flexibility in allocating or pooling funds to various infrastructure projects;
- minimizing the complexity of the system and the amount of administrative work needed to calculate costs, set rates and monitor funds, and;

Having DCCs collected municipal-wide for capital works gives the District the flexibility to construct DCC works anywhere in the municipality. This can be beneficial should development shift from one growth centre to another over time.

Staff therefore recommends that the District continue with a municipal wide approach to administering the DCC program.

3.3 Benefit to Existing Residents

Capital costs for DCC calculations must be net costs. It is recognized that most improvements within the District provide a significant benefit to the existing residents and users. All capital projects identified for DCC funding have been reviewed by staff, and the percentage benefit to existing users has been estimated. The cost of each project applicable to existing users is then deducted from the total expenditure to calculate the allowable DCC recoverable portion of the project. The percentage allocations are given in each of the DCC recoverable tables found in Appendices A through E of this report.

3.4 Municipal Assist Factor

The municipal assist factor reflects a municipality's desire to encourage development within the community and is largely a political decision. The Best Practices Guide recommends that the municipal assist factor be a discretionary vehicle which reflects the community's financial support towards the financing of services for development. A local government must make allowances in the DCC calculations of at least a minimum 1% municipal assist factor, which is the value that was used in producing the original bylaw. Because most of the projects identified in the amended DCC program will benefit existing users and be largely funded by the District (except for the designated major town

centre(s) road improvements and parkland acquisition), the recommendation is to continue with the 1% assist factor.

3.5 Financial Assistance from Government Grants

Government grants, including Federal/Provincial infrastructure funding programs and Provincial revenue sharing programs, can no longer be relied upon to provide sufficient funding for capital projects. Grants are sporadically available for projects, particularly those that contribute towards major road improvements (Translink's Major Road Network Program), cycling (Bicycle Infrastructure Capital Cost Sharing Program and others) and road safety programs (ICBC).

Only 2 of 20 road projects have been identified to potentially receive grants from regional and provincial government agencies. It has been assumed that grants will not be forthcoming in the future for water, sewer, drainage and parks projects, and the DCC calculations reflect that assumption.

3.6 DCC Reserve Funds

The reserve funds are the total amounts, less appropriations, transfers and adjustments, that have been collected from developers, and not yet spent on DCC projects. In preparing the DCC calculations, the outstanding balances in each of the Roads, Sewer, Water, Drainage and Parks accounts, have been subtracted from the total DCCs recoverable to arrive at the net recoverable amounts.

3.7 DCC Calculations

DCCs have been calculated in accordance with the Best Practices Guide using a common unit basis for each infrastructure component. Roads project costs are distributed according to estimated traffic generation as defined by the number of average vehicle trip ends on weekdays during the afternoon peak period, for each given land use.

Sanitary sewers and waterworks costs are calculated using equivalent population demand, which is based on average population densities per single family, townhouse and apartment dwelling.

With respect to storm drainage, costs are distributed on the basis of impervious area for each category.

With respect to parks and open space, the intent is to augment and develop parks in areas where new development will increase the demand on our existing facilities.

For non-residential land uses, equivalent population densities have also been derived based on persons per square metre of gross floor area occupying a new non-residential building and related facilities.

3.8 Cost Estimates

Cost estimates have been prepared in accordance with provincial guidelines. The estimates are a Class 'D' level of accuracy, meaning that they are based upon staff's design and construction experience, current market conditions and unit costs for the supply of materials, labour and equipment. The estimates are sufficient for making correct investment decisions and obtaining preliminary project approval and funding. By comparison, a Class 'A' estimate is based on complete engineering drawings and specifications prepared prior to calling competitive tenders.

Project estimates are based on estimated 2017 construction costs. There is no allowance for future inflation, as this is not allowed under the *Local Government Act*. Construction cost increases should be regularly assessed as projects and time proceeds. Project cost estimates should be reviewed on an annual basis and the DCC rate structure amended accordingly.

3.9 Interim Financing

The capital costs contained in this report do not include any allowances for interim financing.

3.10 Allocation of Project Costs

For each proposed infrastructure project, costs are allocated between existing development and new growth. To determine the proper allocation for each project, individual projects can be divided into two broad categories:

1. Projects that are required solely to accommodate new growth in Town and Village Centres; and
2. Projects that are required to maintain levels of service due to new growth outside of Centres.

Projects in the first category benefit new growth only. In other words, they would not be contemplated if no new growth were forecasted. One hundred percent (100%) of the benefit and cost of each project in this category has been allocated to new growth.

Projects in the second category provide some benefit to existing development, but they also benefit new growth. In order to allocate the degree of benefit equitably between existing population and new growth, only a portion of project costs are allocated to new growth. For projects in this category, some are reasoned to benefit new growth by 50% and others as low as 12% which is the estimated growth in population to the year 2030.

3.11 Units of Charge

Single family dwelling DCCs will be levied at subdivision of lots. Duplex, triplex, townhouse (ground oriented developments), apartment, commercial, industrial and institutional land uses will be levied DCCs at the building permit stage of development.

Ground oriented, apartment, commercial, industrial and institutional DCCs will be levied per square metre of gross floor area.

It is most efficient to collect single family DCCs at the time of subdivision. Collecting the DCC at this point ensures the DCCs are collected as early as possible in the development process to provide the needed funds for new infrastructure in a timely manner.

In multiple-family residential developments, the size and number of ground oriented or apartments is often unknown at the time of receipt of the development application, nor are there any guarantees as to the exact number that will be built. Therefore, collection of the multiple-family dwelling and non-residential DCCs will continue to be at the building permit stage, as is currently the process.

4. DEVELOPMENT GROWTH PROJECTIONS

4.1 The Planning Process – “Identity DNV 2030”

In June 2011, and following a two-year community engagement initiative called *Identity DNV 2030*, the District of North Vancouver adopted its Official Community Plan (OCP). The OCP was developed to provide a comprehensive policy framework that aligns social, environmental, and economic planning to ensure a bright and sustainable future for the District. Over a 20 year timeframe, the OCP identifies capacity for approximately 10,000 net new housing units, corresponding to a population increase of around 20,000 people and 10,000 new jobs. These figures are estimates only. They are provided to help guide planning and are not targets. This growth may or may not occur over the designated planning horizon and will depend on market and other forces, including the capacity of the District's infrastructure.

As outlined in Table 2, approximately 90% of growth is focused in four key centres and 10% in the remainder of the District.

Table 2 - OCP (2011- 2030) Dwelling Unit Count and Population Projections		
Growth Centre	Estimated New Dwelling Units	Estimated Increase in Population
Lynn Valley Town Centre	2,500	5,000
Lynn Creek Town Centre	3,000	6,000
Lions Gate Village Centre	2,000	4,000
Maplewood Village Centre	1,500	3,000
Remainder of District	1,000	2,000
Totals	10,000	20,000

4.2 Growth Forecast

Based on the District's development tracking system, and subsequent to the adoption of the OCP, the number of single and multi-family units built, or projected to be built between 2011 and 2018, are summarized in Table 3. To the period ending 2030, the plan calls for an additional 6,076 units in the distribution noted below.

Table 3 - Past and Future Projected Residential Unit Growth				
Year	Single Family	Ground Oriented	Apartment	Total
Units Built or Projected 2011 to end of 2018 (1)	104	340	3,480	3,924
Forecasted Units 2019 to 2030	96	1,215	4,765	6,076
Totals	200	1,555	8,245	10,000
Note (1): means building permits issued since 2011, or are anticipated to be issued by no later than December 31, 2018.				

4.3 Household and Unit Size for New Residential Units

Due to issues with 2011 Census data quality, 2006 numbers are used for this analysis. The 2006 Census counted an average of 3.0 persons per single family house, 2.7 persons per townhouse, and 1.9 persons per apartment (blended mid and low-rise); and these figures are used in the preparation of the new DCC rate structure.

A review of the size of townhouse and apartments for recent and upcoming developments show an increase in average size of multi-family homes. Townhouses are approximately 130.1 square metres (1,400 square feet) and apartments will average 83.6 square metres (900 square feet). These figures have been used in arriving at the DCC rates for multi-family residential which are levied on a per square metre gross floor area basis.

4.4 Population Growth by Dwelling Type

As shown in Table 4, through to 2030 the District population is expected to grow by approximately 12,622. These growth projections are consistent with the OCP.

Table 4 – Population Growth by Dwelling Type			
Dwelling Type	New Units	Persons per Unit	New Population
Single Family	96	3.0	288
Ground Oriented	1,215	2.7	3,280
Apartment	4,765	1.9	9,054
Total New Units & Population	6,076		12,622

4.5 Commercial Floor Space

To estimate future commercial and industrial development potential, the trends in the past years were reviewed. District staff anticipates the amount of available commercial space will be approximately 58,197 square metres.

Of the projected gross commercial floor space the uses are estimated to be:

- Retail/Mixed Use: 30%
- Hotel: 20%
- Mini-storage: 20%
- Restaurant & Cafe: 20%
- Grocery Store: 8%
- Office: 1%
- Veterinary Clinic: 1%

4.6 Industrial and Light-Industrial Commercial Floor Space

Industrial lands are in high-demand across the region. Metro Vancouver region's industrial lands will continue to be under market pressure and are expected to be fully absorbed in the 2030 decade. In 2015, 93% of the North Shore industrial lands were developed¹. The majority of the Districts vacant industrial and light industrial lands have now been absorbed.

¹ Metro Vancouver Industrial Lands Inventory Technical Report (2015).

With a continued trend of intensification an increase of 139,204 sq. ft. (12,933 sq. m.) of industrial and light-industrial commercial gross development is anticipated by 2030. This excludes the Maplewood Community Plan area north of Dollarton Highway. Redevelopment of lands may occur over a longer timeframe than these projections.

In addition to intensification and redevelopment, there are plans to add to the supply of employment lands by introducing a new light industrial development in Maplewood North and the District-owned lands east of Riverside Drive and North of Dollarton Highway, which will be guided by the draft land use concept for the Maplewood Village Plan (to be adopted by Council in winter 2017/18). In this area it is anticipated there will be an increase of approximately 1,000,000 sq. ft. (92,903 sq. m.) of light industrial-commercial employment lands.

In summary, the projected industrial and light industrial/commercial maximum overall increase (gross) through intensification and redevelopment including the Maplewood lands will amount in total to approximately 105,836 square metres.

4.7 Institutional Floor Space

The OCP anticipates institutional development that will accompany residential growth to ensure the effective provision of community amenities and facilities for an expanding population. For the purposes of this analysis, it is assumed that relocated and replaced municipal buildings will be re-developed at the same floor-space, resulting in no net-increase of floor space.

Community centres anticipated to be developed between to the period ending 2030 will add an estimated additional 13,000 sq. ft. (1,207 sq. m.). Additional institutional floor space anticipated to be developed, such as child care centres, community facilities and social facilities, add approximately net 36,000 sq. ft. (3,344 sq. m.). This is a conservative estimate as it does not include any additional community and social services that could potentially develop as the population continues to grow.

Among public and private school (elementary, secondary and post-secondary) development, a net increase of approximately 295,453 sq. ft. (22,898 sq. m.) of floor space is expected. There are no known upcoming public health developments in the District. In total, among community centres, schools, community service buildings and District-owned buildings, there will be a net increase of approximately 295,458 sq. ft. (27,449 sq. m.) of floor space. Table 5 summarizes the estimated non-residential growth projections.

Table 5 – Non-Residential Growth Projections	
Land Use	New Development (square metres gross floor area)
Commercial	58,197
Industrial	105,836
Institutional	27,449

5. ROAD DEVELOPMENT COST CHARGES

5.1 Roads DCC Program

The Roads DCC Program includes a variety of capital works including: pedestrian/bike corridor improvements, sidewalk, boulevard and street improvements, bike lanes, intersection and traffic signal upgrades. The program and calculations are shown in Appendix A.

The Roads DCC Program identifies the proportion of the costs attributable to future growth and the benefit to existing residents for each project. A municipal assist factor of 1% has been applied after apportionment to new development in order to arrive at the amount recoverable by DCCs.

Table 6 – Roads DCCs Program Costs (in Millions \$)			
Total Estimated Road Expenditures	Grants	DCC Recoverable Program Costs	District Responsibility
\$85.3	\$3.5	\$51.5	\$30.2

5.2 Traffic Generation and Calculation of Road Impact

The trip generation rates used to calculate the Roads DCCs contained in Table 7, were determined based on the information provided in the Trip Generation Manual, 9th Edition, published by the Institute of Transportation Engineers (ITE). As per the DCC Best Practices Guide, the P.M. Peak Hour Average Trip End (AVTE) statistics were used to develop a weighted trip rate for all land use categories.

The rates provided in the Trip Generation Manual for various commercial, industrial, and institutional uses were reviewed to determine the rates or combinations of rates that best reflect the land uses in the District. The commercial rate represents a planned distribution of 60% retail usage and 40% office usage, resulting in a combined rate of 0.008 trips per square metre of gross floor area. Industrial rates reflect the industrial park and light industrial uses, which have rates of 0.005 trips per square metre of gross floor area. Given the wide range in rates for institutional uses, a blended rate was used covering recent development of institutional land uses in the municipality. The blended rate is 0.004 vehicles per square metre of gross floor area.

For transportation works, the cost of development is distributed based on the trips generated by each land use. Relative impacts and equivalent units have been calculated as follows:

Table 7 – Equivalent Transportation Trip Generation Units		
Land Use	Base Unit	Weighted Trip End Rate
Single Family	Lot	1.10
Ground Oriented	Per unit	0.65
Apartment	Per unit	0.50
Commercial	Per square metre gross floor area	0.008
Industrial	Per square metre gross floor area	0.006
Institutional	Per square metre gross floor area	0.004

5.3 Derivation of Road DCC Calculation

The Road DCC rates have been calculated according to the various principles and assumptions discussed earlier in this report. The basic calculation is described as follows:

$$\text{Total New Growth (by land use)} \times \text{Trip Ends per Land Use} = \text{Total Trip Ends}$$



$$\text{DCC Recoverable Costs} / \text{Total Trip Ends} = \text{DCC Costs per Trip End}$$



$$\text{DCC Costs per Trip End} \times \text{Trip End per Land Use} = \text{DCC Costs per Land Use}$$

The proposed Roads DCC rates are shown in Table 8. The detailed calculations are contained in Appendix A.

Table 8 – Proposed Roads DCC Rates		
Land Use	DCC Rate	Unit
Single Family	\$11,672.31	Per lot
Ground Oriented	\$53.03	Per square metre gross floor area
Apartment	\$63.46	Per square metre gross floor area
Commercial	\$84.89	Per square metre gross floor area
Industrial	\$63.67	Per square metre gross floor area
Institutional	\$42.44	Per square metre gross floor area

6. SANITARY SEWERS DEVELOPMENT COST CHARGES

6.1 Sanitary Sewers DCC Program

Sanitary sewer DCCs are based on the premise that upgrading of the existing sanitary sewer system is demanded by population growth. For the District, the program consists of upgrades to existing sewers in major centres, the sewage lift station and sanitary sewer upgrading programs located outside of the major centres. The program and calculations are shown in Appendix B.

The Sanitary Sewers DCC Program identifies the proportion of the costs attributable to future growth and the existing users that benefit from each project. A municipal assist factor of 1% has been applied to the apportioned cost to new developments to arrive at the net amount recoverable by DCCs.

Table 9 summarizes the Sanitary Sewer DCC program costs, recoverable and the District's share.

Table 9 – Sanitary Sewers DCC Program Costs (in Millions \$)			
Total Estimated Sanitary Sewers Expenditures	Grants	DCC Recoverable Program Costs	District Responsibility
\$30.2	Nil	\$11.1	\$19.1

The total estimated cost of the improvements is approximately \$30.2 Million of which \$11.1 Million is DCC recoverable, leaving approximately \$19.1 Million the responsibility of the District. These costs include the construction of new sewer infrastructure plus engineering, project administration and a contingency allowance.

6.2 DCC Calculations for Sanitary Sewers

Sanitary sewer DCC calculations reflect estimated sewage flows based on projected growth. Sewage flows generated by non-residential land uses are expressed as a population equivalent. The same process is used to determine waterworks DCCs. Sanitary sewer DCCs have been prepared for three residential and three non-residential categories. The charges are based on the relative impact according to equivalent population demand.

Average dwelling densities of 3.0 persons per dwelling unit for single family, 2.7 for ground-oriented (duplex, triplex, townhouse) and 1.9 for apartment were used for the residential component. A value of 90 persons per hectare (0.009 persons per square metre) was used for commercial and industrial land uses, and 50 persons per hectare (0.005 persons/sq. m.) for institutional land uses.

Dividing the net DCCs recoverable amount by the total equivalent service population results in a DCC per capita. The sanitary sewer DCC for each land use is then established by multiplying the DCC per capita by the average population densities for the respective development units.

Table 10 summarizes the equivalent units used to generate the sanitary sewers DCCs for the specified land use categories.

Table 10 – Equivalent Units for Sanitary Sewers		
Land Use	Base Unit	Equivalent Population Unit per Base Unit
Single Family	Lot	3.0
Ground Oriented	Per unit	2.7
Apartment	Per unit	1.9
Commercial	Per square metre gross floor area	0.009
Industrial	Per square metre gross floor area	0.009
Institutional	Per square metre gross floor area	0.005

6.3 Sanitary Sewers DCC Calculation

The Sanitary Sewer DCC rates have been calculated according to the various principles and assumptions earlier in this report. The basis for the calculation is described as follows:

Total New Growth (per lot, unit or square metre) x Equivalent Unit (per lot, unit or sq. m.) = Total Equivalent Unit

↓
DCC Recoverable Costs / Total Equivalent Units = DCC Costs per Equivalent Unit

↓
DCC Costs per Equivalent Unit x Equivalent Unit (per lot, unit or sq. m.) = DCC Costs per Lot, Unit or sq.m.

The proposed Sanitary Sewers DCC rates are shown in Table 11. The detailed Sanitary Sewer DCC program and calculations are shown in Appendix B.

Table 11 – Proposed Sanitary Sewers DCC Rates		
Land Use	DCC Rate	Unit
Single Family	\$1,544.35	Per lot
Ground Oriented	\$10.69	Per square metre gross floor area
Apartment	\$11.70	Per square metre gross floor area
Commercial	\$4.63	Per square metre gross floor area
Industrial	\$4.63	Per square metre gross floor area
Institutional	\$2.57	Per square metre gross floor area

7. WATERWORKS DEVELOPMENT COST CHARGES

7.1 Water DCC Program

Impact on the water distribution system arises from both domestic (peak day and peak hour) demand and the requirement to provide adequate flows for fire protection. Dwelling unit population densities which place a demand on the District's water system have been applied in a similar manner to those used for the sanitary sewer system calculations.

Table 12 itemizes the proposed waterworks upgrading program and the estimated cost over the course of the DCC program.

Table 12 – Waterworks DCC Program Costs (in Millions \$)			
Total Estimated Waterworks Expenditures	Grants	DCC Recoverable Program Costs	District Responsibility
\$86.9	Nil	\$18.6	\$68.3

Tables 13 summarizes calculations used to arrive at the proposed waterworks DCCs for each of the specified classes of land use.

Table 13 – Equivalent Units for Waterworks		
Land Use	Base Unit	Equivalent Population Unit per Base Unit
Single Family	Lot	3.0
Ground Oriented	Per unit	2.7
Apartment	Per unit	1.9
Commercial	Per square metre gross floor area	0.009
Industrial	Per square metre gross floor area	0.009
Institutional	Per square metre gross floor area	0.005

7.2 Waterworks DCC Calculation

The Waterworks DCC rates have been calculated according to the various principles and assumptions earlier in this report. The basis for the calculation is described as follows:

$$\begin{aligned}
 & \text{Total New Growth (per lot, unit or square metre)} \times \text{Equivalent Unit (per lot, unit or sq. m.)} = \text{Total Equivalent Unit} \\
 & \quad \downarrow \\
 & \text{DCC Recoverable Costs} / \text{Total Equivalent Units} = \text{DCC Costs per Equivalent Unit} \\
 & \quad \downarrow \\
 & \text{DCC Costs per Equivalent Unit} \times \text{Equivalent Unit (per lot, unit or sq. m.)} = \text{DCC Costs per Lot, Unit or Sq.m.}
 \end{aligned}$$

The proposed Waterworks DCC rates are shown in Table 14. The detailed Waterworks DCC program and calculations are shown in Appendix C.

Table 14 – Proposed Waterworks DCC Rates

Land Use	DCC Rate	Unit
Single Family	\$3,118.31	Per lot
Ground Oriented	\$21.58	Per square metre gross floor area
Apartment	\$23.62	Per square metre gross floor area
Commercial	\$9.35	Per square metre gross floor area
Industrial	\$9.35	Per square metre gross floor area
Institutional	\$5.20	Per square metre gross floor area

8. DRAINAGE & FLOOD PROTECTION DEVELOPMENT COST CHARGES

8.1 Drainage DCC Program

The new OCP anticipates increased growth, more density and more intense land use. This growth will cause more drainage flows that must be addressed through new design criteria, storm sewer system and culvert upgrades. Drainage DCCs need to be collected to assist with the cost of upsizing storm sewers and culverts which don't meet the expected engineering design criteria, and to pay for engineering studies needed to complete integrated storm water management plans for various municipal watersheds, in order to mitigate growth impacts.

Table 15 summarizes the anticipated program costs, apportionment to new development, DCCs recoverable and the District's program expenditure responsibility.

Table 15 – Drainage & Flood Protection DCC Program Costs (in Millions \$)			
Total Estimated Drainage Expenditures	Grants	DCC Recoverable Program Costs	District Responsibility
\$34.8	Nil	\$11.6	\$23.2

8.2 Imperviousness and Calculations of Equivalent Drainage Units

The need for storm drainage works is directly related to the potential runoff generated by developments in different land use zones (and not population). Therefore, drainage DCCs are based on the relative runoff potential for various land uses. The most significant factor that influences the amount of runoff produced is the imperviousness of the development site, and for all intents and purposes, the runoff coefficient is equal to the percentage of impervious area.

8.3 DCC Calculations for Drainage

Using the runoff coefficients contained in the District's Development Servicing Bylaw, the total amount of impervious surface area for each land use have been derived. Equivalent drainage units are calculated based on the runoff coefficients and are summarized in Table 16.

Table 16 – Equivalent Units for Drainage		
Land Use	Base Unit	Equivalent Drainage Unit per Base Unit
Single Family	Lot	0.65
Ground Oriented	Per unit	0.80
Apartment	Per unit	0.85
Commercial	Per square metre gross floor area	0.85
Industrial	Per square metre gross floor area	0.85
Institutional	Per square metre gross floor area	0.75

The Drainage and Flood Protection Works have been calculated according to the various principles and assumptions discussed earlier in this report. The basic calculation follows:

Total New Growth (per lot, unit or square metre) x Equivalent Unit (per lot, unit or sq. m.) = Total Equivalent Unit

↓
DCC Recoverable Costs / Total Equivalent Units = DCC Costs per Equivalent Unit

↓
DCC Costs per Equivalent Unit x Equivalent Units (per lot, unit or sq. m.) = DCC Costs per Unit, Lot or sq.m.

The proposed Drainage and Flood Protection Works DCC rates are shown in Table 17. The detailed Drainage DCC calculations are included in Appendix D.

Table 17– Proposed Drainage & Flood Protection Works DCC Rates		
Land Use	DCC Rate	Unit
Single Family	\$5,206.53	Per lot
Ground Oriented	\$13.69	Per square metre gross floor area
Apartment	\$6.79	Per square metre gross floor area
Commercial	\$20.03	Per square metre gross floor area
Industrial	\$20.03	Per square metre gross floor area
Institutional	\$21.46	Per square metre gross floor area

9. PARKS DEVELOPMENT COST CHARGES

9.1 Parkland Acquisition and Improvements DCC Program

The Parkland Acquisition and Improvements DCC Program includes acquiring and developing parkland for neighbourhood parks, trails, linear parks and sports fields throughout the District. The program and calculations are included in Appendix E.

Table 18 – Parkland Acquisition & Improvements DCC Program Costs (in Millions \$)			
Total Estimated Drainage Expenditures	Grants	DCC Recoverable Program Costs	District Responsibility
\$74.3	Nil	\$38.2	\$36.1

9.2 Parkland Acquisition Requirements

The intent of the criteria is to ensure that the District acquires properties and to augment parks in areas where new development will increase the demand on our facilities. Based on recent analysis carried out by the District's Parks and Planning staff, Table 19 summarizes the anticipated neighbourhood parkland needs for the four major growth areas of the community and the land that is to be acquired using DCCs collected.

Table 19 - PARKLAND ACQUISITION - MAJOR GROWTH CENTRES			
Parkland Requirements by Major Growth Centre	Park Acquisition through DCCs (acres)	Park Acquisition by Developer Negotiations (acres)	Total Parkland Acquisition (acres)
Lynn Valley Town Centre	0.00	2.00	2.00
Lions Gate Village Centre	0.21	0.00	0.21
Lynn Creek Town Centre	0.66	0.00	0.66
Maplewood Village Centre	0.55	0.00	0.55
Totals	1.42	2.00	3.42

9.3 Calculation of Equivalent Population

Since people generate the need for park and open space, DCCs are based on the relative impact of each land use according to the same equivalent population factors that were used to derive sanitary sewers and waterworks DCCs.

Tables 20 illustrates the equivalent units used for park acquisition. It has been assumed that employees of commercial, industrial and institutional zones use parkland some of the time for leisure and recreational purposes. For commercial and institutional, the assumption made is that 15% of the growth in employee population will occasionally make use of our parks; and for industrial land uses, a value of 10% of the projected employee growth population has been used to allocate the charges.

Table 20 – Equivalent Units for Park Acquisition		
Land Use	Base Unit	Equivalent Population Unit per Base Unit
Single Family	Lot	3.0
Ground Oriented	Per unit	2.7
Apartment	Per unit	1.9
Commercial	Per square metre gross floor area	0.00135
Industrial	Per square metre gross floor area	0.00135
Institutional	Per square metre gross floor area	0.00050

9.4 Parkland Acquisition and Development DCC Calculation

The Parkland Acquisition and Development DCC rates have been calculated according to the various principles and assumptions earlier in this report. The basis for the calculation is described as follows:

Total New Growth (per lot, unit or square metre) x Equivalent Unit (per lot, unit or sq. m.) = Total Equiv. Unit

↓

DCC Recoverable Costs / Total Equivalent Units = DCC Costs per Equivalent Unit

↓

DCC Costs per Equivalent Unit x Equivalent Unit (per lot, unit or sq. m.) = DCC Costs per Unit, Lot or sq.m.

The proposed Parks DCC rates are shown in Table 21. The detailed Parks DCC program and calculations are shown in Appendix E.

Table 21 – Proposed Parkland Acquisition & Development DCC Rates		
Land Use	DCC Rate	Unit
Single Family	\$6,494.30	Per lot
Ground Oriented	\$44.94	Per square metre gross floor area
Apartment	\$49.19	Per square metre gross floor area
Commercial	\$2.92	Per square metre gross floor area
Industrial	\$2.92	Per square metre gross floor area
Institutional	\$1.08	Per square metre gross floor area

10. SUMMARY OF DEVELOPMENT COSTS AND PROPOSED CHARGES

10.1 Capital Program and DCC Recovery

Table 22 summarizes the overall anticipated 2030 capital expenditure program, potential grants, DCCs recoverable, and the District's estimated share of the costs of the infrastructure program. Of the estimated \$311.4 Million expenditures, \$155.3 Million is recoverable through DCCs. The District will ultimately be responsible for \$152.6 Million which is deemed to benefit residents throughout the municipality and the remaining \$3.5 Million in grants.

10.2 Proposed DNV Area Wide DCCs

Table 23 outlines the proposed amended District wide DCC rate structure for each of the designated classes of land use. The rates are considered preliminary and subject to review and approval by Council and the Ministry (Local Government Finance Division).

The proposed DCC rates are levied per parcel for single family developments. Ground oriented, apartment, commercial, industrial and institutional uses are levied per square metre of gross floor area. The single family DCCs will be levied at subdivision. All other DCCs will be collected at building permit.

DCCs apply to the net increase in demand. For DCCs based on building permit (i.e. all development except single family residential), DCCs are calculated on the net amount of new development area. Where an existing building is being demolished and replaced by a larger building or the use is changing, DCCs will be calculated by giving credit to the existing building being demolished. For example, if a 1,000 square metre existing development is replaced with a 5,000 square metre new development, (multi-family, commercial, industrial or institutional), the amount of DCCs is based on 4,000 square metres.

If a single family residential unit is replaced by another single family residential unit (including a secondary suite), then no additional DCCs are payable. If a lot is subdivided into two, for example, in order to construct two single family residential dwellings, then DCCs are payable on the one additional single family residential lot.

Table 22 - Summary of Capital Program & DCC Recovery

DCC COMPONENT	EST. EXPENDITURE	GRANTS	EXP. AFTER GRANTS	% TO NEW DEV.	1% MUN. ASSIST	DCC'S RECOVERABLE	DISTRICT RESPONSIBILITY
ROADS	\$ 85,255,000	\$ 3,540,500	\$ 81,714,500	\$ 52,006,650	\$ 520,067	\$ 51,486,584	\$ 30,227,917
SANITARY SEWERS	\$ 30,197,000		\$ 30,197,000	\$ 11,247,080	\$ 112,471	\$ 11,134,609	\$ 19,062,391
WATERWORKS	\$ 86,898,000		\$ 86,898,000	\$ 18,800,080	\$ 188,001	\$ 18,612,079	\$ 68,285,921
DRAINAGE AND FLOOD PROTECTION WORKS	\$ 34,796,000		\$ 34,796,000	\$ 11,706,560	\$ 117,066	\$ 11,589,494	\$ 23,206,506
PARKS ACQUISITIONS and IMPROVEMENTS	\$ 74,290,000		\$ 74,290,000	\$ 38,585,240	\$ 385,852	\$ 38,199,388	\$ 36,090,612
Sub Totals	\$ 311,436,000	\$ 3,540,500	\$ 307,895,500	\$ 132,345,610	\$ 1,323,456	\$ 131,022,154	\$ 176,873,346
DCCs Recoverable from In-Stream Applications						\$ 11,025,000	(11,025,000)
DCC Reserve Balance to the Period Ending October 31, 2017						\$ 13,203,535	(13,203,535)
TOTALS	\$ 311,436,000	\$ 3,540,500	\$ 307,895,500	\$ 132,345,610	\$ 1,323,456	\$ 155,250,689	\$ 152,644,811

Table 23 - Summary of Proposed DNV Area Wide DCC's

Class of Land Use	Roads	Sanitary Sewers	Water Works	Drainage	Parks	Total DCC's Recoverable
SINGLE FAMILY RESIDENTIAL per dwelling unit	\$11,672.31	\$ 1,544.35	\$ 3,118.31	\$ 5,206.53	\$6,494.30	\$ 28,035.81
RESIDENTIAL MULTI FAMILY, GROUND ORIENTED per square metre of gross floor area	\$ 53.03	\$ 10.69	\$ 21.58	\$ 13.69	\$ 44.94	\$ 143.92
RESIDENTIAL MULTI FAMILY, APARTMENT per square metre of gross floor area	\$ 63.46	\$ 11.70	\$ 23.62	\$ 6.79	\$ 49.19	\$ 154.75
COMMERCIAL per square metre of gross floor area	\$ 84.89	\$ 4.63	\$ 9.35	\$ 20.03	\$ 2.92	\$ 121.83
INDUSTRIAL per square metre of gross floor area	\$ 63.67	\$ 4.63	\$ 9.35	\$ 20.03	\$ 2.92	\$ 100.60
INSTITUTIONAL per square metre of gross floor area	\$ 42.44	\$ 2.57	\$ 5.20	\$ 21.46	\$ 1.08	\$ 72.75

10.3 Bylaw Exemptions

The *Local Government Act* describes the following circumstances when development is exempt from DCCs:

- where a building permit authorizes the construction, alteration, or extension of a building, or part of a building which is solely used for public worship, such as a church;
- where the value of the work covered by the building permit does not exceed \$50,000.

Changes to the legislation now allow local governments to charge DCCs on residential developments of four units or less, as long as such a charge is provided for in the District's DCC bylaw, which is currently the case. In addition, changes to the *LGA* in 2008 has given local governments the discretionary authority to waive or reduce DCCs for certain types of development to promote affordable housing and low impact development.

10.4 DCC Reviews

To keep the DCC program as current as possible, the District will review the program regularly. Major amendments of the DCC program and rates will occur when significant land use changes are made, when new servicing plans are prepared or when the information upon which the DCCs are calculated has become significantly outdated or requires significant revision. Based on experience, a major amendment to the DCC program and rates is recommended between every 3 to 5 years.

APPENDIX A

Transportation Program and Calculations

Table 24 THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER ANTICIPATED CAPITAL EXPENDITURE PROGRAM (2018 - 2030) TRANSPORTATION PROJECTS									
PROJECT DESCRIPTION	EST. EXPEND. (2017 \$)	COST APPORTIONMENT TO NEW DEVELOPMENT				DCC ALLOCATION		TOTAL DCCs RECOVERABLE	TOTAL DISTRICT RESPONSIBILITY
		GRANTS	EXPEND. AFTER GRANTS	%COST (Note 2)	COST	CONV (\$) 1%AF Note (1)			
Lynn Creek Town Centre									
R1 Mountain Highway - Main Street to Fern Street	\$10,149,000	\$0	\$10,149,000	100.0	\$10,149,000	\$101,490		\$10,047,510	\$101,490
R2 Main Street - Lynn Creek to Mountain Highway	\$1,678,000	\$0	\$1,678,000	100.0	\$1,678,000	\$16,780		\$1,661,220	\$16,780
R3 Lynn Creek / Hunter Street Pedestrian Bridge Crossing & Connecting Trails	\$6,233,000	\$3,116,500	\$3,116,500	50.0	\$1,558,250	\$15,583		\$1,542,668	\$1,573,833
R4 Orwell Street Improvements - Crown St to cul-de-sac south of Bond St	\$848,000	\$424,000	\$424,000	50.0	\$212,000	\$2,120		\$209,880	\$214,120
Lynn Valley Town Centre									
R5 Mountain Highway - Ross Road to Crayford Close	\$7,940,000	\$0	\$7,940,000	100.0	\$7,940,000	\$79,400		\$7,860,600	\$79,400
R6 East 27th St - Lynn Valley Road to Mountain Highway	\$1,799,000	\$0	\$1,799,000	100.0	\$1,799,000	\$17,990		\$1,781,010	\$17,990
R7 Lynn Valley Road - Mountain Highway to Mollie Nye Way	\$3,217,000	\$0	\$3,217,000	100.0	\$3,217,000	\$32,170		\$3,184,830	\$32,170
Lions Gate Village Centre									
R8 Capilano Road - Marine Drive to Fullerton Avenue	\$3,474,000	\$0	\$3,474,000	100.0	\$3,474,000	\$34,740		\$3,439,260	\$34,740
R9 McGuire Avenue Extension	\$196,000	\$0	\$196,000	100.0	\$196,000	\$1,960		\$194,040	\$1,960
R10 Marine Drive - McGuire Avenue to Bridgman Avenue	\$16,038,000	\$0	\$16,038,000	50.0	\$8,019,000	\$80,190		\$7,938,810	\$8,099,190
R11 Laneway North of Marine Drive - Garden Avenue to Philip Avenue	\$9,964,000	\$0	\$9,964,000	50.0	\$4,982,000	\$49,820		\$4,932,180	\$5,031,820
Maplewood Village Centre									
R12 Riverside Drive - Old Dollarton Road to Mt. Seymour Parkway	\$4,900,000	\$0	\$4,900,000	100.0	\$4,900,000	\$49,000		\$4,851,000	\$49,000
R13 Dollarton Highway Upgrade - 2420 Dollarton to east boundary of Port lands	\$4,274,000	\$0	\$4,274,000	50.0	\$2,137,000	\$21,370		\$2,115,630	\$2,158,370
Transportation Projects Outside Town / Village Centres									
R14 East 29th Street - Lonsdale Avenue to Lynn Valley Rd.	\$730,000	\$0	\$730,000	12.0	\$87,600	\$876		\$86,724	\$643,276
R15 Capilano Road at Edgemont Blvd signalization	\$300,000	\$0	\$300,000	12.0	\$36,000	\$360		\$35,640	\$264,360
R16 East Keith Rd Corridor Safety Improvements	\$200,000	\$0	\$200,000	12.0	\$24,000	\$240		\$23,760	\$176,240
R17 Edgemont Blvd at McKay Creek bridge replacement	\$2,200,000	\$0	\$2,200,000	12.0	\$264,000	\$2,640		\$261,360	\$1,938,640
R18 Canyon Blvd at McKay Creek bridge replacement	\$1,600,000	\$0	\$1,600,000	12.0	\$192,000	\$1,920		\$190,080	\$1,409,920
R19 Montroyal Blvd at McKay Creek bridge replacement	\$1,900,000	\$0	\$1,900,000	12.0	\$228,000	\$2,280		\$225,720	\$1,674,280
R20 Ross Rd at Hastings Creek & Coleman Creek bridge replacement	\$7,615,000	\$0	\$7,615,000	12.0	\$913,800	\$9,138		\$904,662	\$6,710,338
TOTAL - ROADS	\$85,255,000	\$3,540,500	\$81,714,500		\$52,006,650	\$520,067		\$51,486,584	\$30,227,917

Footnotes:

- 1 Based on a 1.0% Municipal Assist Factor (AF).
- 2 Cost apportionment to developments outside town / village centres is calculated by using the following ratio:
Estimated increase in population to 2030 = 12,622. Estimated District population at 2030 = 105,704. Apportionment = 12,622 / 105,704 = 12.0
- 3 Capital expenditures are in current (2017) dollars and subject to annual review.
- 4 All estimated expenditures include allowances for engineering design, contingencies and project management services.

Table 25 - Transportation DCC Calculations				
Land Use	Est New Developmnt (2018- 2030)	Units	Wt. Trip Rate (AVTE, pm Pk Hr per unit)	Total Trip Ends
A: Traffic Generation Calculations				
Single Family Residential	96	dwelling units	1.100	106
Townhouse Residential	1,215	dwelling units	0.650	790
Apartment Residential	4,765	dwelling units	0.500	2,383
Commercial	58,197	per m ² gross floor area	0.008	466
Industrial	105,836	per m ² gross floor area	0.006	635
Institutional	27,449	per m ² gross floor area	0.004	110
			Total Trip Ends	4,488
B: Unit Road DCC Calculations				
Net Road DCC Program Recoverable				\$51,486,584
Less Projected Road DCC Reserve Monies (to the period ending December 31, 2018)				(\$3,861,034)
Net Amount to be Paid by DCCs				\$47,625,550
DCC per Trip End				\$10,611
C: Total DCCs Recoverable				
Single Family Residential	96	dwelling units	1.100	\$1,120,542
Townhouse Residential	1,215	dwelling units	0.650	\$8,380,188
Apartment Residential	4,765	dwelling units	0.500	\$25,281,162
Commercial	58,197	per m ² gross floor area	0.008	\$4,940,316
Industrial	105,836	per m ² gross floor area	0.006	\$6,738,276
Institutional	27,449	per m ² gross floor area	0.004	\$1,165,066
			Total	\$47,625,550
D. Resulting Road DCCs				
Single Family Residential	\$ 11,672.31	per dwelling unit		
Townhouse Residential	\$ 53.03	per m ² gross floor area		
Apartment Residential	\$ 63.46	per m ² gross floor area		
Commercial	\$ 84.89	per m ² gross floor area		
Industrial	\$ 63.67	per m ² gross floor area		
Institutional	\$ 42.44	per m ² gross floor area		

NOTES:

1. Townhouse residential (including duplex and triplex developments) DCCs recoverable per square metre of gross floor area are based on an average unit size of 130.06 sq.m. or 1,400 sq. ft.
2. Apartment residential DCCs recoverable per square metre of gross floor area are based on an average unit size of 83.61 sq.m. or 900 sq. ft.

APPENDIX B

Sanitary Sewers Program and Calculations

<p>Table 26 ANTICIPATED CAPITAL EXPENDITURE PROGRAM (2018 - 2030) SANITARY SEWERS PROJECTS DEVELOPMENT COST CHARGES ALLOCATION</p>						
PROJECT DESCRIPTION	ESTIMATED EXPENDITURE (2017 \$)	COST APPORTIONMENT TO NEW DEVELOPMENT		DCC ALLOCATION		
		% COST APPORTIONMENT (Note 2)	APPORTIONMENT TO NEW DEVELOPMENT (\$)	CDNV (\$) 1% AF Note (1)	DCC RECOVERABLE	TOTAL DISTRICT RESPONSIBILITY
S1 Lions Gate Village Centre	291,000	100.0	\$ 291,000.00	\$ 2,910.00	\$ 288,090.00	\$ 2,910.00
S2 Edgemont Village Centre	2,374,000	100.0	\$ 2,374,000.00	\$ 23,740.00	\$ 2,350,260.00	\$ 23,740.00
S3 Lynn Valley Town Centre	4,730,000	100.0	\$ 4,730,000.00	\$ 47,300.00	\$ 4,682,700.00	\$ 47,300.00
S4 Lynn Creek Town Centre	624,000	100.0	\$ 624,000.00	\$ 6,240.00	\$ 617,760.00	\$ 6,240.00
S5 Maplewood Village Centre	644,000	100.0	\$ 644,000.00	\$ 6,440.00	\$ 637,560.00	\$ 6,440.00
S6 Lift Station Upgrading Program	4,602,000	12.0	\$ 552,240.00	\$ 5,522.40	\$ 546,717.60	\$ 4,055,282.40
S7 Sanitary Sewer Upgrading Program (outside town centres)	16,932,000	12.0	\$ 2,031,840.00	\$ 20,318.40	\$ 2,011,521.60	\$ 14,920,478.40
TOTAL - SANITARY SEWERS	\$30,197,000		\$ 11,247,080.00	\$112,470.80	\$11,134,609.20	\$ 19,062,390.80

Footnotes:

- 1 Based on a 1.0% Municipal Assist Factor (AF).
- 2 Cost apportionment to developments outside town / village centres is calculated by using the following ratio:
Estimated increase in population to 2030 = 12,622. Estimated District population at 2030 = 105,704. Apportionment = 12,622 / 105,704 = 12.0
- 3 Capital expenditures are in current (2017) dollars and subject to annual review.
- 4 All estimated expenditures include allowances for engineering design, contingencies and project management services.

Table 27 - Sanitary Sewer DCC Calculations					
	Col. (1)		Col. (2)		Col. (3) =(1)x(2)
Land Use	Estimated New Development	Units	Equivalent Population Factor		Equivalent Population
A: Equivalent Population Calculation					
Single Family Residential	96	dwelling units	3.000	persons per dwelling unit	288
Townhouse Residential	1,215	dwelling units	2.700	persons per dwelling unit	3,281
Apartment Residential	4,765	dwelling units	1.900	persons per dwelling unit	9,054
Commercial	58,197	m ² gross floor area	0.009	persons per m ² gross floor area	524
Industrial	105,836	m ² gross floor area	0.009	persons per m ² gross floor area	953
Institutional	27,449	m ² gross floor area	0.005	persons per m ² gross floor area	137
				Total Equivalent Population	14,236 (a)
B: Unit DCC Calculation					
Net Sanitary DCC Program Recoverable			\$11,134,609.20	(b)	
Less Projected DCC Reserve Monies (to the period ending December 31, 2018)			(\$3,806,385.29)	(c1)	
Net Amount to be paid by DCC's			\$7,328,223.91	(d) = (b) - (c1)	
DCC per Equivalent Person			\$514.78	(e) = (d) / (a)	
C: Resulting Sanitary Sewer DCCs					
Single Family Residential	\$ 1,544.35	per dwelling unit	(e) x 3.0		
Townhouse Residential	\$ 10.69	per m ² gross floor area	(e) x 2.7/130.06		
Apartment Residential	\$ 11.70	per m ² gross floor area	(e) x 1.9/83.61		
Commercial	\$ 4.63	per m ² gross floor area	(e) x 0.009		
Industrial	\$ 4.63	per m ² gross floor area	(e) x 0.009		
Institutional	\$ 2.57	per m ² gross floor area	(e) x 0.005		

NOTES:

1. Townhouse residential (including duplex and triplex developments) DCCs recoverable per square metre of gross floor area are based on an average unit size of 130.06 sq.m. or 1,400 sq. ft.
2. Apartment residential DCCs recoverable per square metre of gross floor area are based on an average unit size of 83.61 sq.m. or 900 sq. ft.

APPENDIX C

Waterworks Program and Calculations

Table 28 ANTICIPATED CAPITAL EXPENDITURE PROGRAM (2018 - 2030) WATERWORKS PROJECTS DEVELOPMENT COST CHARGES ALLOCATION							
PROJECT DESCRIPTION		ESTIMATED EXPENDITURE (2017 \$)	COST APPORTIONMENT TO NEW DEVELOPMENT		DCC ALLOCATION		
			%COST APPORTIONMENT (Note 2)	APPORTIONMENT TO NEW DEVELOPMENT (\$)	CDNV (\$) 1% AF Note (1)	DCC RECOVERABLE	TOTAL DISTRICT RESPONSIBILITY
W1	Lions Gate Village Centre Watermain Upgrades	\$2,368,000	100.0	\$2,368,000	\$23,680	\$2,344,320	\$23,680
W2	Edgemont Village Centre Watermain Upgrades	\$812,000	100.0	\$812,000	\$8,120	\$803,880	\$8,120
W3	Lynn Valley Town Centre Watermain Upgrades	\$814,000	100.0	\$814,000	\$8,140	\$805,860	\$8,140
W4	Lynn Creek Town Centre Watermain Upgrades	\$3,402,000	100.0	\$3,402,000	\$34,020	\$3,367,980	\$34,020
W5	Maplewood Village Centre Watermain Upgrades	\$2,118,000	100.0	\$2,118,000	\$21,180	\$2,096,820	\$21,180
W6	Watermain Upgrading Program (outside town / village centres)	\$67,207,000	12.0	\$8,064,840	\$80,648	\$7,984,192	\$59,222,808
W7	Pressure Regulating Valve Stations Upgrading Program	\$3,720,000	12.0	\$446,400	\$4,464	\$441,936	\$3,278,064
W8	Water Pumping Stations Upgrading Program	\$2,527,000	12.0	\$303,240	\$3,032	\$300,208	\$2,226,792
W9	Water Reservoirs	\$3,930,000	12.0	\$471,600	\$4,716	\$466,884	\$3,463,116
TOTAL - WATERWORKS		\$86,898,000		\$18,800,080	\$188,001	\$18,612,079	\$68,285,921

Footnotes:

- 1 Based on a 1.0% Municipal Assist Factor (AF).
- 2 Cost apportionment to developments outside town / village centres is calculated by using the following ratio:
Estimated increase in population to 2030 = 12,622. Estimated District population at 2030 = 105,704. Apportionment = $12,622 / 105,704 = 12.0$
- 3 Capital expenditures are in current (2017) dollars and subject to annual review.
- 4 All estimated expenditures include allowances for engineering design, contingencies and project management services.

Table 29 - Waterworks DCC Calculations					
	Col. (1)		Col. (2)		Col. (3) =(1)x(2)
Land Use	Estimated New Development	Units	Density or Equivalent Population Factor		Equivalent Population
A: Equivalent Population Calculation					
Single Family Residential	96	dwelling units	3.000	persons per dwelling unit	288
Townhouse Residential	1,215	dwelling units	2.700	persons per dwelling unit	3,281
Apartment Residential	4,765	dwelling units	1.900	persons per dwelling unit	9,054
Commercial	58,197	m ² gross floor area	0.009	persons per m ² gross floor area	524
Industrial	105,836	m ² gross floor area	0.009	persons per m ² gross floor area	953
Institutional	27,449	m ² gross floor area	0.005	persons per m ² gross floor area	137
				Total Equivalent Population	14,236 (a)
B: Unit DCC Calculation					
Net Water DCC Program Recoverable			\$ 18,612,079.20	(b)	
Less Projected DCC Reserve Monies (to the period ending December 31, 2018)			(\$3,815,133.66)	(c1)	
Add DCC Water Reserve Funds Allocated to the 2012 Budget				(c3)	
Net Amount to be paid by DCC's			\$ 14,796,945.54	(d) = (b) - (c1+c2) +(c3)	
DCC per Equivalent Person			\$ 1,039.44	(e) = (d) / (a)	
C: Resulting Waterworks DCCs					
Single Family Residential	\$ 3,118.31	per dwelling unit	(e) x 3.0		
Townhouse Residential	\$ 21.58	per m ² gross floor area	(e) x 2.7/130.06		
Apartment Residential	\$ 23.62	per m ² gross floor area	(e) x 1.9/83.61		
Commercial	\$ 9.35	per m ² gross floor area	(e) x 0.009		
Industrial	\$ 9.35	per m ² gross floor area	(e) x 0.009		
Institutional	\$ 5.20	per m ² gross floor area	(e) x 0.005		

NOTES:

1. Townhouse residential (including duplex and triplex developments) DCCs recoverable per square metre of gross floor area are based on an average unit size of 130.06 sq.m. or 1,400 sq. ft.
2. Apartment residential DCCs recoverable per square metre of gross floor area are based on an average unit size of 83.61 sq.m. or 900 sq. ft.

APPENDIX D

Drainage & Flood Protection Works Program and Calculations

Table 30
ANTICIPATED CAPITAL EXPENDITURE PROGRAM (2018 - 2030)
DRAINAGE AND FLOOD PROTECTION WORKS PROJECTS

PROJECT DESCRIPTION	ESTIMATED EXPENDITURE (2017 \$)	COST APPORTIONMENT TO NEW DEVELOPMENT		DCC ALLOCATION		
		% COST APPORTIONMENT (Note 2)	APPORTIONMENT TO NEW DEVELOPMENT (\$)	CONV (\$) 1% AF Note (1)	DCC RECOVERABLE	TOTAL DISTRICT RESPONSIBILITY
D1 Lions Gate Village Centre Storm Sewer Upgrades	\$1,317,000	100.0	\$1,317,000	\$13,170	\$1,303,830	\$13,170
D2 Edgemont Village Centre Storm Sewer Upgrades	\$1,663,000	100.0	\$1,663,000	\$16,630	\$1,646,370	\$16,630
D3 Lynn Valley Town Centre Storm Sewer Upgrades	\$1,462,000	100.0	\$1,462,000	\$14,620	\$1,447,380	\$14,620
D4 Lynn Creek Town Centre Storm Sewer Upgrades	\$2,263,000	100.0	\$2,263,000	\$22,630	\$2,240,370	\$22,630
D5 Maplewood Village Storm Sewer Upgrades	\$553,000	100.0	\$553,000	\$5,530	\$547,470	\$5,530
D6 Maplewood Village Creek Works	\$1,300,000	100.0	\$1,300,000	\$13,000	\$1,287,000	\$13,000
D7 Flood risk and debris hazard mitigation program	\$13,272,000	12.0	\$1,592,640	\$15,926	\$1,576,714	\$11,695,286
D8 Culvert upgrading program	\$12,966,000	12.0	\$1,555,920	\$15,559	\$1,540,361	\$11,425,639
TOTAL - DRAINAGE AND FLOOD PROTECTION WORKS	\$34,796,000		\$11,706,560	\$117,066	\$11,589,494	\$23,206,506

Footnotes:

- 1 Based on a 1.0% Municipal Assist Factor (AF).
- 2 Cost apportionment to developments outside town / village centres is calculated by using the following ratio:
Estimated increase in population to 2030 = 12,622. Estimated District population at 2030 = 105,704. Apportionment = 12,622 / 105,704 = 12.0
- 3 Capital expenditures are in current (2017) dollars and subject to annual review.
- 4 All estimated expenditures include allowances for engineering design, contingencies and project management services.

Table 31 - Drainage & Flood Protection Works DCC Calculations									
	Col. (1)	Col. (2)		Col. (3)	Col. (4) = [(1) / (2)] x (3)		Col. (5)	Col. (6)	Col. (7) = (5) x (6)
Land Use	Unit of Dev.	Density / FSR / Site Coverage		Runoff Coefficient	Impervious Area per Unit Dev. (m ²)		Equivalence factor	Est. New Developmt. (2018-2030)	Equivalent Drainage Units
A: Drainage Impact Calculation									
Single Family Residential	1	25	lots per gross ha	0.65	260.00	(a)	1.0000 (a) / (a)	96	96
Townhouse Residential	1	90	units per gross ha	0.80	88.89	(b)	0.3419 (b) / (a)	1,215	415
Apartment Residential	1	300	units per gross ha	0.85	28.33	(c)	0.1090 (c) / (a)	4,765	519
Commercial	1	85%	site coverage	0.85	1.00	(d)	0.0038 (d) / (a)	58.197	224
Industrial	1	85%	site coverage	0.85	1.00	(e)	0.0038 (e) / (a)	105.836	407
Institutional	1	70%	site coverage	0.75	1.07	(f)	0.0041 (f) / (a)	27.449	113
								Total EDUs	1,775 (h)
B: Unit DCC Calculation									
Net Storm Drainage DCC Program recoverable				\$ 11,589,494.40		(i)			
Less Projected Drainage DCC Reserve Monies (to the period ending December 31, 2018)				(\$2,349,679.37)		(j)			
Net Amount to be paid by DCC's				\$ 9,239,815.03		(k) = (i) - (j)			
DCC per Equivalent Drainage Unit				\$ 5,206.53		(l) = (k) / (h)			
C: Resulting Storm Drainage DCCs									
Single Family Residential		\$	5,206.53	per dwelling unit			(l) x 1.0000		
Townhouse Residential		\$	13.69	per m ² gross floor area			(l) x 0.3939		
Apartment Residential		\$	6.79	per m ² gross floor area			(l) x 0.2273		
Commercial		\$	20.03	per m ² gross floor area			(l) x 0.0018		
Industrial		\$	20.03	per m ² gross floor area			(l) x 0.0018		
Institutional		\$	21.46	per m ² gross floor area			(l) x 0.0021		

NOTES:

1. Townhouse residential (including duplex and triplex developments) DCCs recoverable per square metre of gross floor area are based on an average unit size of 130.06 sq.m. or 1,400 sq. ft.

2. Apartment residential DCCs recoverable per square metre of gross floor area are based on an average unit size of 83.61 sq.m. or 900 sq. ft.

APPENDIX E

Parkland Improvements and Acquisition Program and Calculations

PROJECT DESCRIPTION	ESTIMATED EXPENDITURE (2017 \$)	COST APPORTIONMENT TO NEW DEVELOPMENT		DCC ALLOCATION		TOTAL DISTRICT RESPONSIBILITY
		% COST APPORTIONMENT (Note 2)	APPORTIONMENT TO NEW DEVELOPMENT (\$)	CONV (\$) 1% AF (Note 1)	DCC RECOVERABLE	
Lynn Valley Town Centre						
P1 Lynn Valley - neighbourhood park south of E. 27th Street	\$2,625,000	100.0	\$2,625,000	\$26,250	\$2,598,750	\$26,250
Lynn Creek Town Centre						
P2 Marie Place Park Expansion and upgrade	\$1,500,000	100.0	\$1,500,000	\$15,000	\$1,485,000	\$15,000
P3 New Neighbourhood Park (s. of Crown St - e. of Mountain Hwy)	\$1,200,000	100.0	\$1,200,000	\$12,000	\$1,188,000	\$12,000
P4 Green spine - mid block (pedestrian)	\$2,200,000	100.0	\$2,200,000	\$22,000	\$2,178,000	\$22,000
P5 Addition of new small park washrooms at Seyllyn Park	\$350,000	50.0	\$175,000	\$1,750	\$173,250	\$176,750
P6 Lynn Creek - Seyllyn Park upgrade	\$4,650,000	50.0	\$2,325,000	\$23,250	\$2,301,750	\$2,348,250
Lions Gate Village Centre						
P7 Lions Gate - Belle Isle Park construction	\$2,695,000	100.0	\$2,695,000	\$26,950	\$2,668,050	\$26,950
P8 Lions Gate - Curling Park design & construction	\$1,700,000	100.0	\$1,700,000	\$17,000	\$1,683,000	\$17,000
P9 Lions Gate - Greenway and multi-modal trail	\$350,000	100.0	\$350,000	\$3,500	\$346,500	\$3,500
P10 Lions Gate - Connecting Trail north end Glenaire Dr. to Capilano River	\$100,000	100.0	\$100,000	\$1,000	\$99,000	\$1,000
P11 Lions Gate - Capilano River trail extension	\$55,000	100.0	\$55,000	\$550	\$54,450	\$550
Maplewood Village Centre						
P12 Seymour River Greenway Trail	\$1,250,000	50.0	\$625,000	\$6,250	\$618,750	\$631,250
P13 Spirit Trail design and construction	\$2,500,000	50.0	\$1,250,000	\$12,500	\$1,237,500	\$1,262,500
Park Improvements Outside Town / Village Centres						
P14 LVTC / Hastings Ck / Powerline & CNV trail connections	\$710,000	12.0	\$85,200	\$852	\$84,348	\$625,652
P15 Lynn Canyon central area upgrades	\$1,442,000	12.0	\$173,040	\$1,730	\$171,310	\$1,270,690
P16 Lynn Canyon Ecology Centre upgrade	\$510,000	12.0	\$61,200	\$612	\$60,588	\$449,412
P17 South Inter-River Park washrooms and changerooms	\$1,450,000	12.0	\$174,000	\$1,740	\$172,260	\$1,277,740
P18 South Inter-River Field #1 construction	\$10,700,000	12.0	\$1,284,000	\$12,840	\$1,271,160	\$9,428,840
P19 South Inter-River Field #2 - design and construction	\$4,400,000	12.0	\$528,000	\$5,280	\$522,720	\$3,877,280
P20 Delbrook Park Upgrade	\$1,500,000	12.0	\$180,000	\$1,800	\$178,200	\$1,321,800
P21 Myrtle Park Upgrade	\$1,500,000	12.0	\$180,000	\$1,800	\$178,200	\$1,321,800
P22 Kilmer Park Upgrade	\$1,500,000	12.0	\$180,000	\$1,800	\$178,200	\$1,321,800
P23 Delbrook Neighbourhood Park	\$1,500,000	12.0	\$180,000	\$1,800	\$178,200	\$1,321,800
P24 Delbrook Park washrooms and changerooms	\$1,700,000	12.0	\$204,000	\$2,040	\$201,960	\$1,498,040
P25 Cates Park/ Wey-ah-wichen washrooms and changerooms	\$1,200,000	12.0	\$144,000	\$1,440	\$142,560	\$1,057,440
P26 Cates Park/ Wey-ah-wichen Site Improvements	\$300,000	12.0	\$36,000	\$360	\$35,640	\$264,360
P27 Waterfront street end access (Harris St - Deep Cove)	\$400,000	12.0	\$48,000	\$480	\$47,520	\$352,480
P28 Fromme Alpine Area trails	\$1,770,000	12.0	\$212,400	\$2,124	\$210,276	\$1,559,724
P29 Seymour Alpine Area trails and washrooms	\$520,000	12.0	\$62,400	\$624	\$61,776	\$458,224
P30 Barrier Free Playgrounds	\$1,000,000	12.0	\$120,000	\$1,200	\$118,800	\$881,200
P31 Waterfront Trails	\$1,000,000	12.0	\$120,000	\$1,200	\$118,800	\$881,200
P32 Urban Trails (Trails and Structures)	\$2,500,000	12.0	\$300,000	\$3,000	\$297,000	\$2,203,000
Parkland Acquisition						
P33 Lions Gate Town Centre	\$2,337,000	100.0	\$2,337,000	\$23,370	\$2,313,630	\$23,370
P34 Maplewood Village Centre	\$6,010,000	100.0	\$6,010,000	\$60,100	\$5,949,900	\$60,100
P35 Lynn Creek Town Centre Park	\$9,166,000	100.0	\$9,166,000	\$91,660	\$9,074,340	\$91,660
TOTAL - PARKS CAPITAL PROJECTS	\$74,290,000		\$38,585,240	\$385,852	\$38,199,388	\$36,090,612

Footnotes:

- 1 Based on a 10% Municipal Assist Factor (AF)
- 2 Cost apportionment to developments outside town / village centres is calculated by using the following ratio:
Estimated increase in population to 2030 = 12,622. Estimated District population at 2030 = 105,704. Apportionment = 12,622 / 105,704 = 12.0
- 3 Capital expenditures are in current (2017) dollars and subject to annual review.
- 4 All estimated expenditures include allowances for engineering design, contingencies and project management services.

Table 33 - Parks DCC Calculations					
	Col. (1)		Col. (2)		Col. (3) =(1)x(2)
Land Use	Estimated New Development	Units	Density or Equivalent Population Factor		Equivalent Population
A: Equivalent Population Calculation					
Single Family Residential	96	dwelling units	3.000	persons per dwelling unit	288
Townhouse Residential	1,215	dwelling units	2.700	persons per dwelling unit	3,281
Apartment Residential	4,765	dwelling units	1.900	persons per dwelling unit	9,054
Commercial	58,197	m ² gross floor area	0.00135	persons per m ² gross floor area	79
Industrial	105,836	m ² gross floor area	0.00135	persons per m ² gross floor area	143
Institutional	27,449	m ² gross floor area	0.00050	persons per m ² gross floor area	14
				Total Equivalent Population	12,843 (a)
B: Unit DCC Calculation					
Net Parkland DCC Program Recoverable			\$ 38,199,387.60	(b)	
Less Projected Parkland DCC Reserve Monies (to the period ending December 31, 2018)			(\$10,396,320.86)	(c1)	
Net Amount to be paid by DCC's			\$ 27,803,066.74	(d) = (b) - (c1) + (c2) + (c3)	
DCC per Equivalent Person			\$2,164.77	(e) = (d) / (a)	
C: Resulting Parks DCCs					
Single Family Residential	\$ 6,494.30	per dwelling unit	(e) x 3.0		
Townhouse Residential	\$ 44.94	per m ² gross floor area	(e) x 2.7/130.06		
Apartment Residential	\$ 49.19	per m ² gross floor area	(e) x 1.9/83.61		
Commercial	\$ 2.92	per m ² gross floor area	(e) x 0.00135		
Industrial	\$ 2.92	per m ² gross floor area	(e) x 0.00135		
Institutional	\$ 1.08	per m ² gross floor area	(e) x 0.00050		

NOTES:

1. Townhouse residential (including duplex and triplex developments) DCCs recoverable per square metre of gross floor area are based on an average unit size of 130.06 sq.m. or 1,400 sq. ft.
2. Apartment residential DCCs recoverable per square metre of gross floor area are based on an average unit size of 83.61 sq.m. or 900 sq. ft.

APPENDIX F

Existing District of North Vancouver Development Cost Charges Bylaw 7135



THE DISTRICT OF NORTH VANCOUVER

DEVELOPMENT COST CHARGES BYLAW

BYLAW 7135

Effective Date – February 7, 2000

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
Bylaw 7135	February 7, 2000
Amending Bylaw	Date of Adoption
Bylaw 7526	April 4, 2005
Bylaw 7964	April 29, 2013
Bylaw 8155	December 14, 2015
Bylaw 8205	November 28, 2016

The bylaw numbers in the margin of this consolidation refer to the bylaws that amended the principal bylaw (Development Cost Charges Bylaw – Bylaw 7135). 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 7135

A bylaw to provide for the imposition of Development Cost Charges pursuant to section 933 of the *Local Government Act*

(7964)

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

WHEREAS the *Local Government Act* empowers the Council of the District to provide for the imposition of development cost charges;

(7964)

AND WHEREAS the Council believes it is desirable to establish development cost charges;

(7964)

AND WHEREAS Council has taken into consideration the factors prescribed in Section 934(4) of the *Local Government Act*;

(7964)

AND WHEREAS in the opinion of Council, the charges imposed under this bylaw are related to capital costs attributable to projects included in the capital expenditure program of the District;

NOW THEREFORE the Council of The Corporation of the District of North Vancouver, in open meeting assembled, enacts as follows:

Title

1. This bylaw may be cited as "**DISTRICT OF NORTH VANCOUVER DEVELOPMENT COST CHARGE BYLAW**".

Definitions

2. In this bylaw

basement means the gross floor area contained within that part of a building, which building is permitted under the Zoning Bylaw to be used for residential purposes, that has an exterior perimeter wall that is less than 1.2 metres (4 feet) high as measured from the floor above to the lesser of

(a) natural grade; and

(b) finished grade;

building permit means any permit required under the District of North Vancouver Building Bylaw, which permit authorizes construction, alteration or extension of a building or structure;

commercial use means the carrying on of any business, including the sale or provision of goods, accommodation, entertainment, meals or services, but excludes industrial uses and institutional uses and excludes a residential multi-family, apartment, residential multi-family, ground oriented or single family development;

(7964)

complete building permit application means an application under the District of North Vancouver Building Bylaw on a completed and executed application form, accompanied by plans sufficient to determine compliance with the *Building Code* and applicable bylaws, together with all required fees;

District means the Corporation of the District of North Vancouver;

dwelling unit includes a room, a suite of rooms or a building that is used or is intended to be used as an individual self-contained private residence which contains, or includes

- (a) a sink, a toilet, a washbasin, a shower or bath, or facilities for the installation of same, whether such equipment or facilities are provided to each such room, suite of rooms or building structure or are shared;
- (b) not more than one set of cooking facilities; and
- (c) accessory uses that are customary ancillary uses to such residences;

gross floor area in respect of a building permitted under the Zoning Bylaw to be used for

- (a) residential uses, means the floor area within the building measured to the
 - (i) inside surface of every exterior wall plus a deemed wall thickness of 100 mm,
 - (ii) centre line of every party wall and unit corridor wall, as the case may be,but excludes
 - (iii) areas used or intended to be used for the parking of motor vehicles and storage of bicycles,
 - (iv) common areas that could be used by any building occupant, such as assembly rooms, corridors, laundry rooms, and storage areas, and
 - (v) balconies, basements, exterior covered walkways and passageways, patios and verandas; and
- (b) combination, commercial, industrial, institutional uses means the floor area within the building measured to the inside surface of every exterior wall plus a deemed wall thickness of 100 mm, but excludes areas used or intended to be used for parking of motor vehicles or bicycle storage;

industrial use means the manufacturing, fabricating, processing, assembling, storing, transporting, warehousing, renting or wholesale distribution of goods, materials or things, but excludes an institutional use and excludes retail sales, party and meeting equipment rentals, wholesaling in conjunction with retail sales, household services and repairs, service stations, automotive repairs and auto body shops, restaurants, drive-ins and food outlets, or any uses accessory to any of the foregoing exclusions;

(7964)

institutional use means

- (a) a principal or accessory use in any "PA" or "PRO" zone created by the Zoning Bylaw other than golf courses, marinas, pet care establishments, ski resorts and any uses accessory to golf courses, marinas, pet care establishments and ski resorts;
- (7964)
- (b) a child care facility, firehall, group home, multi-level care facility or cemetery use permitted in any zone created by the Zoning Bylaw;

residential multi-family use, apartment means two or more dwelling units on one parcel of land none of which is a secondary suite which have their principal access from a common hallway or foyer;

(7526 7964)

residential multi-family use, ground oriented means:

- a) two or more dwelling units on one parcel of land that is not a residential multi-family use, apartment; or
 - b) a single family residential use that is part of a residential multi-family development consisting of two or more dwelling units on one parcel of land other than a bare land strata development;
- (7964)

Single family residential use means either one dwelling unit or one dwelling unit plus one secondary suite dwelling unit;

(7964)

Secondary suite means a secondary suite as defined in the Zoning Bylaw;

(7964)

wall includes a foundation or other wall located below grade, except as otherwise provided in this bylaw;

Zoning Bylaw means the zoning bylaw enacted by the Council of the District, as amended.

Application

3. This bylaw applies to all land in the District of North Vancouver.

(7964)

Imposition of Charges

4. Subject to sections 6 and 7 of this bylaw, every person who obtains

- (a) approval of a subdivision to create parcels that may be used for residential occupancy under the *Land Title Act* or the *Strata Property Act*.

(7964)

- (b) a building permit authorizing the construction, alteration or extension of a building or structure, must pay to the District the development cost charges established under this bylaw.

5. The development cost charges payable under section 4 are shown in Schedule A to this bylaw.

Payment of Charges - Single Family Residential

6. Development cost charges in respect of creation of parcels permitted under the Zoning Bylaw to be used for single family residential uses must be paid at the time of subdivision approval.

(7964)

Payment of Charges - All Development other than Single Family Residential

7. (a) Development cost charges for all classes of development other than the class referred to in section 6 must be paid at the time of building permit issuance.

(7964)

- (b) The amount of development cost charges payable in respect of a building permit is established as of the date a complete building permit application is submitted.

Single Family Residential Charge Calculation

8. Deleted

(7526 7964)

Residential Multi-Family Charge Calculation

9. Development cost charges imposed under this bylaw for residential multi-family use, ground oriented and residential multi-family use, apartment must be calculated on the basis of the gross floor area of the total number of dwelling units being built, to a maximum of \$13,000 per dwelling unit in a ground

oriented residential multi-family development and \$9,000 per dwelling unit in a residential multi-family apartment development.

(7964)

Commercial, Industrial and Institutional Charge Calculation

10. Development cost charges imposed under this bylaw for commercial, industrial and institutional uses must be calculated on the following basis:

- (a) the gross floor area of the building or structure, or
- (b) in the case of an alteration or extension of less than the entire building or structure, the portion of the building or structure to which the building permit applies.

Multiple Uses

11. When a parcel of land or a building or structure on a parcel of land is used or developed or intended to be used or developed for more than one class of use, charges under this Bylaw shall be the aggregate of the following:

- (a) the applicable DCC rate for single family residential units multiplied by the number of proposed single family residential dwelling units in the development, if any; and
- (b) the applicable DCC rate for each other class of use multiplied by the gross floor area used or intended to be used for each such other class in the development, as though the gross floor area for each separate class of use were each a separate development.

(7964)

Comprehensive Development Charge Calculation

12. Deleted

(7964)

Severability

13. If any section, subsection, paragraph, subparagraph or lesser portion of this bylaw, including a schedule, is held to be invalid or unenforceable for any reason by a court of competent jurisdiction the said portion shall be severed and the invalidity or unenforceability of such portion shall not affect the validity of the remainder which shall continue to be in force and in effect.

Repeal

14. The Development Cost Charge Bylaw (Bylaw6945) and all amendments thereto are repealed.

Schedule A

Development Cost Charges Applicable to The District of North Vancouver

CLASS OF LAND USE	ROADS	SANITARY SEWERS	WATER WORKS	DRAINAGE	PARKS	TOTAL DCCs RECOVERABLE
SINGLE FAMILY RESIDENTIAL USE per dwelling unit	\$4,685.63	\$2,131.38	\$2,512.11	\$4,307.87	\$2,260.33	\$15,897.32
RESIDENTIAL MULTI-FAMILY USE, GROUND ORIENTED per square metre of gross floor area	\$26.11	\$16.52	\$19.47	\$14.61	\$17.52	\$94.23
RESIDENTIAL MULTI-FAMILY USE, APARTMENT per square metre of gross floor area	\$30.89	\$17.20	\$20.28	\$13.18	\$18.24	\$99.79
COMMERCIAL USE per square metre of gross floor area	\$36.76	\$6.40	\$7.54	\$7.83	\$1.01	\$59.54
INDUSTRIAL USE per square metre of gross floor area	\$22.97	\$5.68	\$6.69	\$7.83	\$0.53	\$43.70
INSTITUTIONAL USE per square metre of gross floor area	\$18.37	\$4.26	\$5.02	\$8.95	\$0.57	\$37.17

(7964, 8155, 8205)

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AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: December 4, 2017
<input type="checkbox"/> Other:	Date: _____



The District of North Vancouver REPORT TO COUNCIL

November 27, 2017
File: 13.6480.30/003.003.000

AUTHOR: Nicole Foth, Community Planner

SUBJECT: Upper Capilano Small Lot Infill Areas - Zoning Bylaw Amendments

RECOMMENDATION:

THAT Bylaw 8265, which amends the District of North Vancouver Zoning Bylaw 3210, 1965, to designate a Small Lot Infill Area on Prospect Avenue, is given FIRST reading and is referred to Public Hearing;

AND THAT Bylaw 8266, which amends the District of North Vancouver Zoning Bylaw 3210, 1965, to designate a Small Lot Infill Area on Clements Avenue and Canyon Boulevard, is given FIRST reading and is referred to Public Hearing;

AND THAT Bylaw 8267, which amends the District of North Vancouver Zoning Bylaw 3210, 1965, to designate a Small Lot Infill Area on Montroyal Boulevard, is given FIRST reading and is referred to Public Hearing.

REASON FOR REPORT:

At the September 18, 2017 Regular Meeting of Council, Council directed staff to prepare Zoning Bylaw amendments for three new Small Lot Infill Areas (SLIAs) in the Upper Capilano area. Council passed the following four motions.

THAT staff are directed to prepare a Zoning Bylaw amendment to designate a Small Lot Infill Area on Clements Avenue and Canyon Boulevard as described in the September 13, 2017 report of the Community Planner entitled Upper Capilano Potential Small Lot Infill Areas;

AND THAT staff are directed to prepare a Zoning Bylaw amendment to designate a Small Lot Infill Area on Montroyal Boulevard as described in the September 13, 2017 report of the Community Planner entitled Upper Capilano Potential Small Lot Infill Areas.

THAT staff be directed to include the five lots on Clements Avenue in the Slope Hazard Development Permit Area that are adjacent to the potential Small Lot Infill

Area on Clements Avenue and Canyon Boulevard, in the Zoning Bylaw amendment to designate a Small Lot Infill Area on Clements Avenue and Canyon Boulevard.

THAT staff be directed to propose a Zoning Bylaw amendment to designate a Small Lot Infill Area on the 1000 block on Prospect Avenue.

SUMMARY:

At Council's direction, staff prepared three Zoning Bylaw amendments for three new SLIAs for Council's consideration at First Reading. The amending bylaws are available in Attachment 1, Attachment 2, and Attachment 3. The locations of the three proposed SLIAs are shown in Figure 1 below.

The amending bylaws are summarized as follows:

- Designate a SLIA on **Prospect Avenue** from Capilano Road to Cliffridge Avenue (Bylaw 8265);
- Designate a SLIA on **Clements Avenue**, including the five lots in the Slope Hazard Development Permit Area, and **Canyon Boulevard** from Belvedere Drive/lane to Cliffridge Avenue (Bylaw 8266); and a clarifying text amendment to add a section heading; and
- Designate a SLIA on **Montroyal Boulevard** from Cliffridge Avenue to Ranger Avenue (Bylaw 8267).



Figure 1: Three new Small Lot Infill Areas (SLIAs)

BACKGROUND:

At Council's direction, staff initiated a public engagement process in spring 2016 to assess the extent of community interest in small lot subdivisions in the Upper Capilano area, and to identify related issues. The public engagement process was initiated to respond to enquiries regarding subdivision potential, and to work with community members to develop a long-term vision for neighbourhood character. Most of the houses in the neighbourhood were built in the 1950s and 1960s and there is continuing interest from homeowners to renovate or redevelop their homes.

Public Process

The following timeline summarizes the public process and Council direction throughout this initiative.

- May 3, 2016 Staff invited homeowners in the area to the first open house to express their views on the potential for small lots within the study area (between Capilano Rd, Montroyal Blvd, Ranger Ave, and Prospect Ave). Staff invited public input through a questionnaire.
- July 4, 2016 At a Workshop, Council received the results of the public input from the first open house and questionnaire. Staff identified two potential SLIAs in the study area that were identified based on the public feedback received and an analysis of the block features. At that workshop, Council directed staff to hold further public engagement on the two potential SLIAs, and for staff to explore other housing options with the public.
- Oct. 5, 2016 Staff held a second open house to gather public feedback on the two potential SLIAs on Clements/Canyon, and Montroyal, and staff invited public input through a questionnaire. The results were reported to Council in an Information Report dated March 15, 2017.
- Sept. 18, 2017 At the Regular Meeting of Council, staff presented the results of the second public engagement that focused on the two potential SLIAs on Clements/Canyon and Montroyal. The results showed public support for two potential SLIAs from the respondent households in the study area and nearby neighbours, as well as within each potential SLIA.
- Council directed staff to draft Zoning Bylaw amendments for these two potential SLIAs, and included five lots on Clements Ave. to the Clements/Canyon SLIA. Council also directed staff to draft a Zoning Bylaw amendment for one block of Prospect Ave.
- Oct. 18, 2017 Since a SLIA on Prospect Ave. was added for consideration at the September 18th, 2017 Regular Council Meeting, staff met with residents of this block to share information on what a SLIA might mean for their block, and collected feedback. At the meeting, staff informed that there would be a public input opportunity at a Public Hearing, should Council refer one or more bylaws to Public Hearing. For reference, meeting details and feedback are available in Attachment 4.

EXISTING POLICY:*Official Community Plan (OCP)*

The OCP recognizes there may be opportunities to sensitively introduce more housing choices in established single-family neighbourhoods, while respecting the importance of maintaining single-family uses and neighbourhood character. Examples include small lot subdivisions, designating additional SLIAs, duplexes, and coach houses (Policy 2.3.5, 7.1.2).

Subdivision Best Practices

At the November 5, 2013 Workshop, the Approving Officer subdivision best practices were confirmed by Council as the preferred method of managing subdivisions. The best practices pertain primarily to small lot subdivisions and enhance the review of subdivision applications in the District. The best practices include prohibiting secondary suites on small lots without lane access, no mirror house designs with subdivision, non-tandem parking for suites, and generally 50% or more small lots on a block face for subdivision. The best practices resulted from concerns related to small lot subdivision and are also applied to locations outside of designated SLIAs.

ANALYSIS:*Subdivision Potential*

In the three potential SLIAs, there are currently 138 lots. Fifty-eight of these lots have the potential to subdivide into small lots. This represents a potential net increase of up to 59 lots for a total of 197 lots within the two potential SLIAs as shown in Table 1.

	Existing			Build out scenario with SLIAs designation			
Potential SLIA	Small Lots	Other Lots	Total Lots	Small Lots	Other Lots	Net-new lots subtotal	Total Lots
Clements/ Canyon	20	30	50	78	1	29	79
Montroyal	42	8	50	59	0	9	59
Prospect	14	24	38	56	3	21	59
Total	76	62	138	193	4	59	197

Table 1: Subdivision potential in the two potential SLIAs

On average three to four small lots are created by subdivision each year. If Council approves these two potential SLIAs and the rate of small lot subdivision remains generally the same, it could take an estimated 14 to 19 years for the 58 existing large lots within the three proposed SLIAs to be subdivided.

Council may continue to receive applications to subdivide in areas outside of designated SLIAs in the form of rezoning and/or subdivision applications, each of which will be assessed by staff using the Approving Officer Subdivision Best Practices and reported to Council where rezoning is required.

Transportation

At build-out, estimates indicate net increase of trips made would add about 1 vehicle per minute during PM peak hour with these trips distributed across the streets (ITE Trip Generation Manual, 9th Edition, land use code 210). During most of the day, it would be lower.

Text Amendment

A clarifying text amendment is included in one of bylaws; it adds the title "Schedule A" at the beginning of the SLIA maps in the Zoning Bylaw Section 312. This amendment is included in Bylaw 8266.

Timing/Approval Process:

Should Council refer one or more of the bylaws to Public Hearing, a Public Hearing will be scheduled. Following the Public Hearing, the bylaws considered would be brought to Council for second reading.

Concurrence:

The bylaws have been reviewed by the Legal department.

Financial Impacts:

Infill housing, such as SLIAs, is a more efficient way to deliver linear services (e.g. water, sanitary, storm sewer, sidewalks, street lighting and roads) when compared to conventional subdivision development. Specifically, infill provides more rate/tax payers for the same distance of linear infrastructure. This means infill housing is an overall financial benefit to the District, especially when the existing service levels can be maintained (e.g. no up-sizing of pipes or construction of new public infrastructure) as is the case with the SLIAs proposed in this report.

Liability/Risk:

The proposed SLIAs are not expected to expose the District to additional risk. Specifically, the Slope Hazard Development Permit Areas (DPA) guidelines will continue to apply whether or not lots are included in the proposed SLIAs, including the requirement for a report from a qualified professional indicating the properties may be “safely used for the use intended”. In the proposed SLIAs, there are five lots on Clements Ave. and 7 lots on Prospect Ave. in the Slope Hazard DPA.

Social Policy Implications:

The proposed SLIAs in this report are intended to expand housing choices through sensitive infill in existing single-family neighbourhoods, as per policy in the OCP. Given there are few remaining places in the District for additional single-family home creation, the benefit of adding these additional SLIAs is to create housing choices for a wider range of household incomes, types, and sizes, and to allow older residents to age in place.

Environmental Impact:

Subdivision and single-family construction are expected to follow applicable environmental Development Permit Areas (DPAs), the Tree Protection Bylaw, and the Environmental Protection and Preservation Bylaw.

Conclusion:

Designating SLIAs is an opportunity identified in the OCP to expand housing choices through sensitive infill in existing single-family neighbourhoods by enabling a variety of house sizes.

Many houses in this Upper Capilano neighbourhood were built in the 1950s and 1960s, making these homes nearing the end of their functional lifespan and poised to be renovated or rebuilt. As these potential changes are imminent, exploring and identifying new SLIAs has been an opportunity to engage the community in developing a long-term vision both for housing diversity needs and changing neighbourhood character as homes rebuild.

Through the public input processes, staff has identified potential SLIAs to strike a balance between opportunities to sensitively introduce more housing choices in established single-family neighbourhoods where public input has been supportive, and maintaining the existing status quo neighbourhood lot pattern in other parts of the study area.

Based on the analysis and public input, staff supports proceeding with the designation of the three new SLIAs in the report, Clements/Canyon, Montroyal, and Prospect. Subdivision of these areas has the potential to add up to 59 new houses to the area over time, and when homeowners choose to pursue subdivision at their discretion.

Options:

THAT Bylaw 8265, which amends the District of North Vancouver Zoning Bylaw 3210, 1965, to designate a Small Lot Infill Area on Prospect Avenue, is given FIRST reading and is referred to Public Hearing;

AND THAT Bylaw 8266, which amends the District of North Vancouver Zoning Bylaw 3210, 1965, to designate a Small Lot Infill Area on Clements Avenue and Canyon Boulevard, is given FIRST reading and is referred to Public Hearing;

AND THAT Bylaw 8267, which amends the District of North Vancouver Zoning Bylaw 3210, 1965, to designate a Small Lot Infill Area on Montroyal Boulevard, is given FIRST reading and is referred to Public Hearing.

Respectfully submitted,



Nicole Foth
Community Planner

Attachment 1: Bylaw 8265 (Prospect Avenue)

Attachment 2: Bylaw 8266 (Clements Avenue and Canyon Boulevard)

Attachment 3: Bylaw 8267 (Montroyal Boulevard)

Attachment 4: Prospect Ave. meeting

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 Corporation of the District of North Vancouver**Bylaw 8265**

A bylaw to amend District of North Vancouver Bylaw 3210, 1965

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

1. Citation

This bylaw may be cited as "District of North Vancouver Rezoning Bylaw 1362 (Bylaw 8265)".

2. Amendments

2.1 District of North Vancouver Zoning Bylaw 3210, 1965 is amended as follows:

- a) Section 312, the table "Small Lot Infill Area # / Geographical Description" is amended by adding a row, in numerical order, as follows:

"4b	Prospect Avenue (between Capilano Road and Cliffridge Avenue)"
-----	--

- b) Section 312 is amended by adding the map, which is attached to this bylaw as Schedule A, in numerical order.

READ a first time

PUBLIC HEARING held

READ a second time

READ a third time

ADOPTED

Mayor

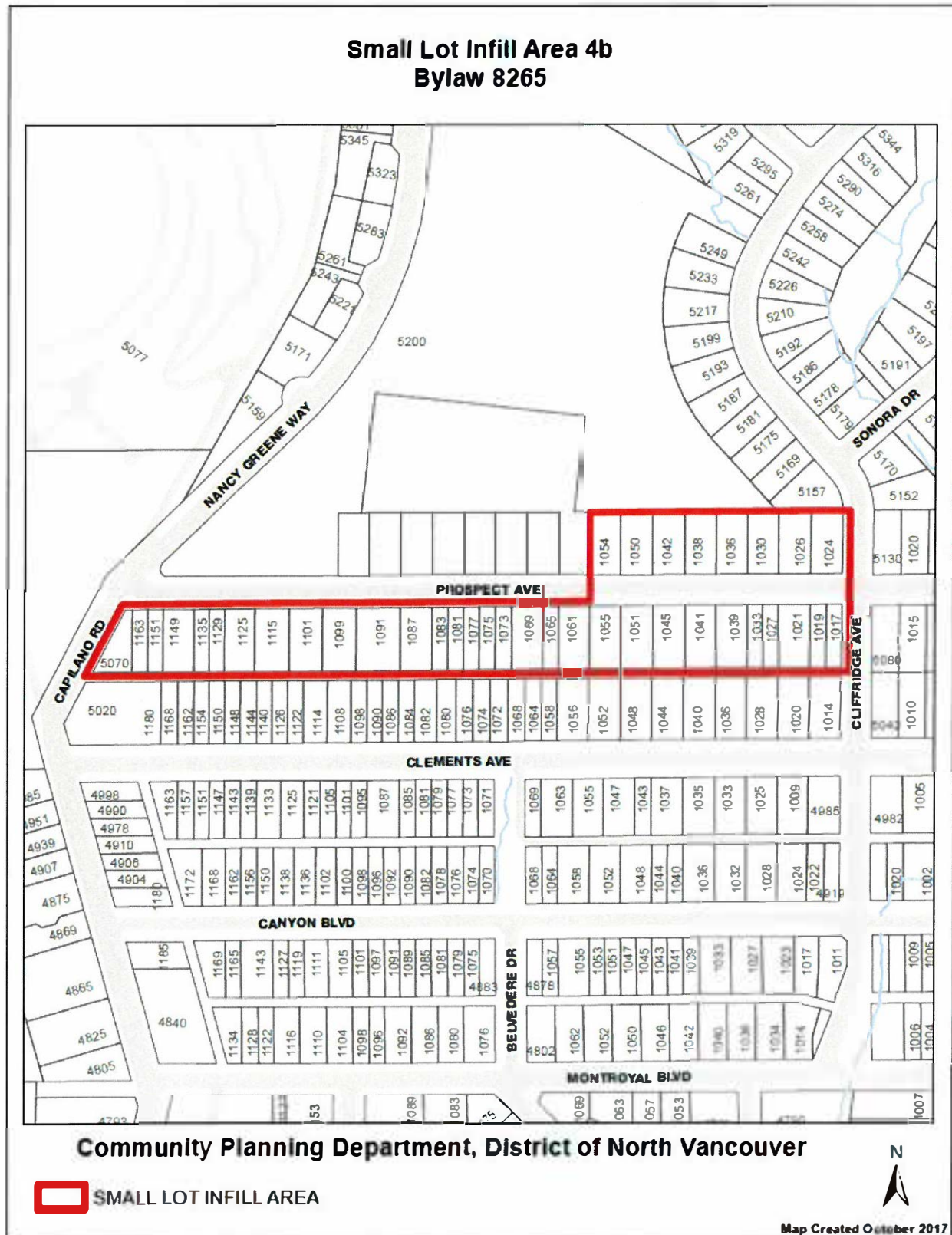
Municipal Clerk

Certified a true copy

Municipal Clerk

Schedule A to Bylaw 8265

Small Lot Infill Area 4b Bylaw 8265



The Corporation of the District of North Vancouver**Bylaw 8266**

A bylaw to amend District of North Vancouver Bylaw 3210, 1965

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

1. Citation

This bylaw may be cited as "District of North Vancouver Rezoning Bylaw 1363 (Bylaw 8266)".

2. Amendments

2.1 District of North Vancouver Zoning Bylaw 3210, 1965 is amended as follows:

- a) Section 312, the table "Small Lot Infill Area # / Geographical Description" is amended by adding a row, in numerical order, as follows:

"4c	Clements Avenue and Canyon Boulevard (between Belvedere Drive and Cliffridge Avenue) as delineated in the corresponding map in Schedule A"
-----	--

- b) Section 312 is amended by adding the map, which is attached to this bylaw as Schedule A, in numerical order.
- c) Section 312 is amended by adding the title "SCHEDULE A to Section 312" to the top of the page with the map entitled "Small Lot Infill Plan Area #1".

READ a first time

PUBLIC HEARING held

READ a second time

READ a third time

ADOPTED

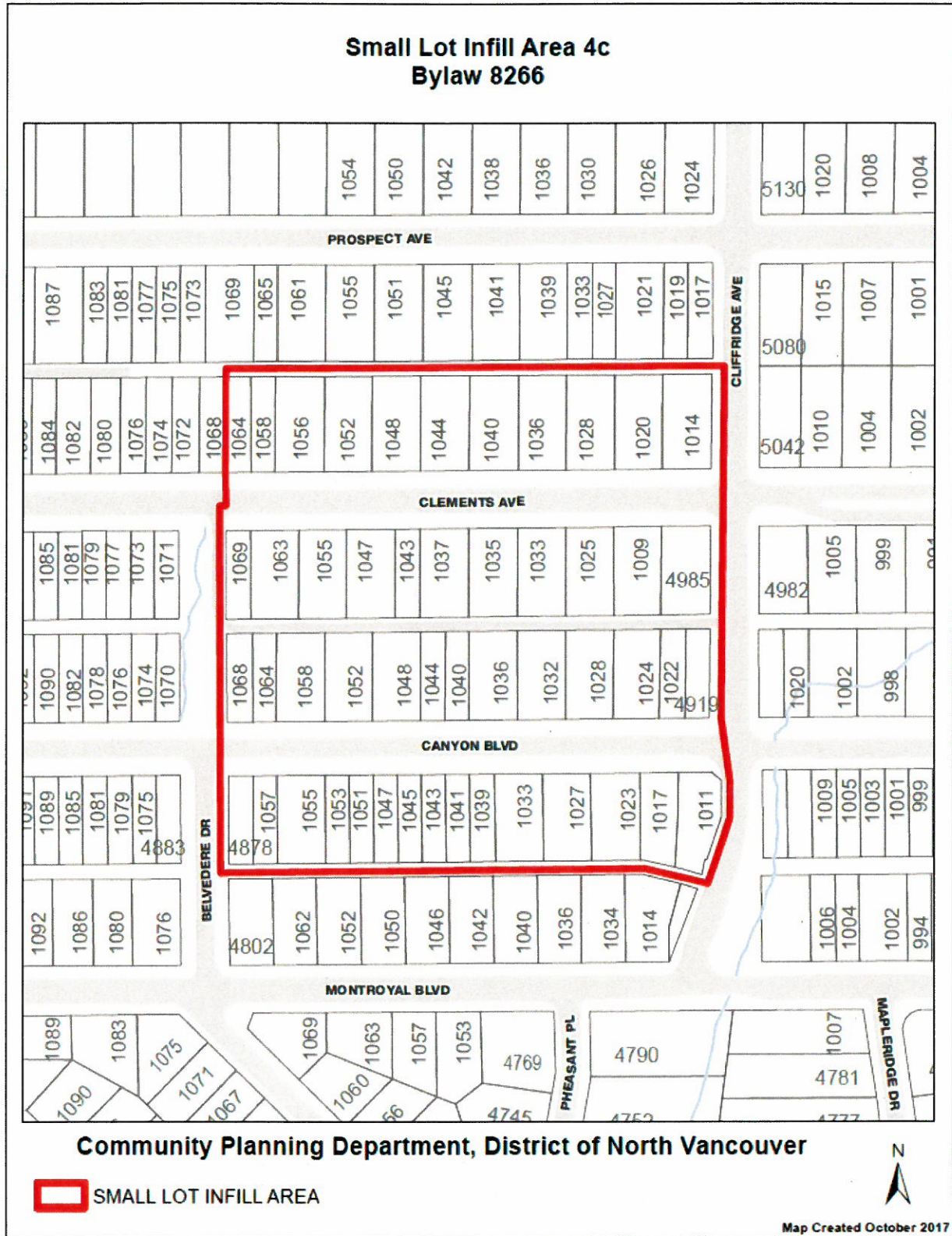
Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

Schedule A to Bylaw 8266



The Corporation of the District of North Vancouver**Bylaw 8267**

A bylaw to amend District of North Vancouver Bylaw 3210, 1965

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

1. Citation

This bylaw may be cited as “District of North Vancouver Rezoning Bylaw 1364 (Bylaw 8267)”.

2. Amendments

2.1 District of North Vancouver Zoning Bylaw 3210, 1965 is amended as follows:

- a) Section 312, the table “Small Lot Infill Area # / Geographical Description” is amended by adding a row, in numerical order, as follows:

“4d	North side of Montroyal Boulevard (between Cliffridge Avenue and Ranger Avenue)”
-----	--

- b) Section 312 is amended by adding the map, which is attached to this bylaw as Schedule A, in numerical order.

READ a first time

PUBLIC HEARING held

READ a second time

READ a third time

ADOPTED

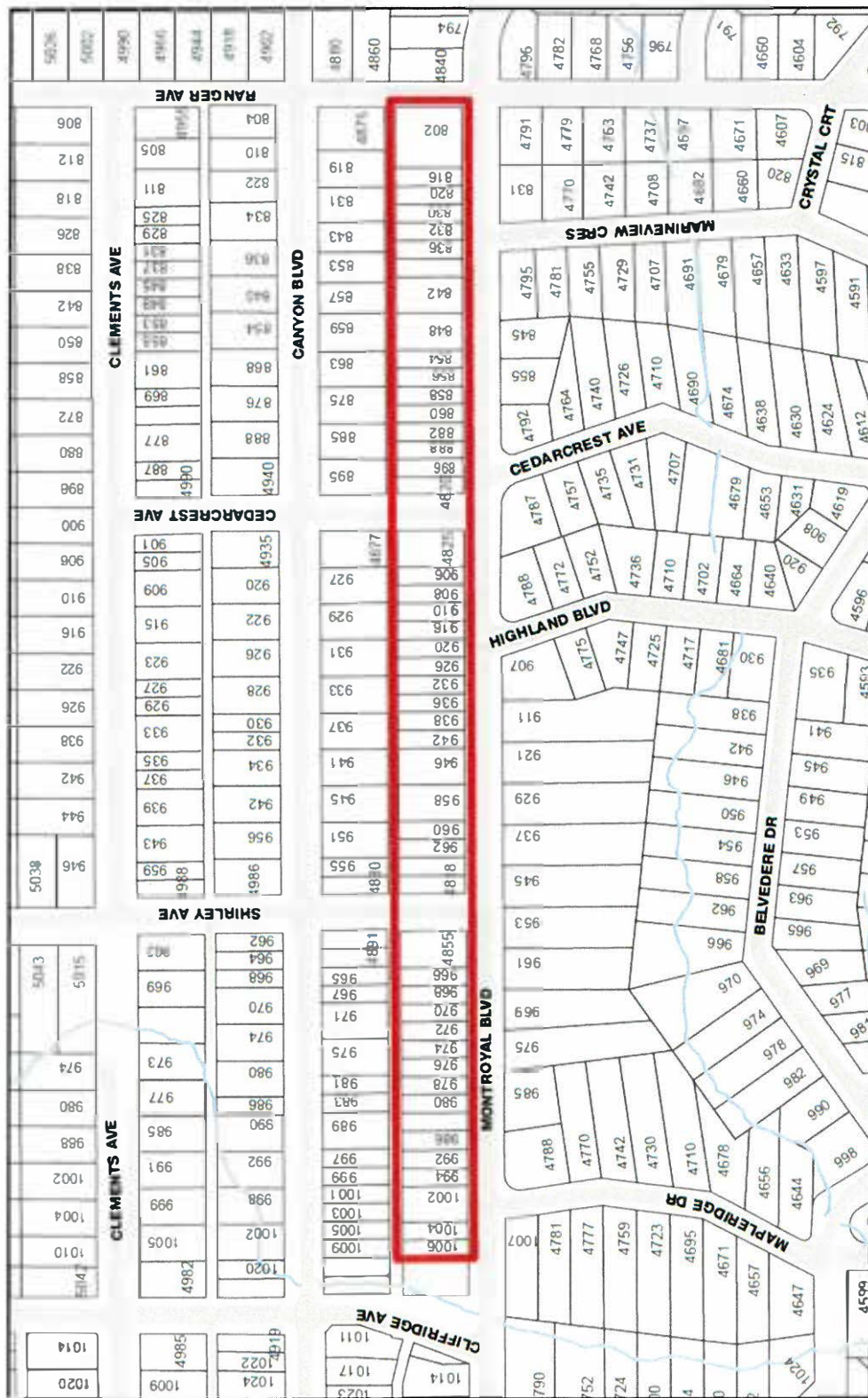
Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

Small Lot Infill Area 4d
Bylaw 8267



Community Planning Department, District of North Vancouver

SMALL LOT INFILL AREA

 $z \rightarrow$

Map Created October 2017

Prospect Ave. meeting

The potential SLIA on Prospect Ave. between Capilano Rd. and Cliffridge Dr. was added for consideration by Council in September 2017. Staff held a meeting with residents of this block on October 18, 2017 to share information on what a SLIA might mean for their block, collect feedback, and answer questions. The meeting was at Canyon Heights Church, and 16 residents attended. Residents were able to provide feedback online until November 1, 2017.

Staff received 16 completed questionnaires from 12 households located on Prospect Ave. between Capilano Rd. and Cliffridge Dr. Responses are reported by household in an effort to ensure equitable representation as some households had multiple responses.

Of 38 total households in this block, nine respondent households indicated they support or strongly support a SLIA on Prospect Ave., while three respondent households indicated they do not support or strongly do not support a SLIA. All 12 respondent households indicated that they felt they fairly well or very well understand what a SLIA might mean for their street.

Respondent households that support a SLIA commented that small lots are relatively more affordable than large lots, small lots may attract families, and suggested to open more lane access. Respondent households that do not support a SLIA expressed concern about impacts to on-street parking, increased traffic, loss of greenery and trees, more developer interest, and concern about change of street character.

At the meeting, staff informed that there would be a public input opportunity at a Public Hearing, should Council refer one or more bylaws to Public Hearing.

AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: December 4, 2017
<input type="checkbox"/> Other:	Date: _____

Dept. Manager	GM/ Director	9.5  CAO
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The District of North Vancouver REPORT TO COUNCIL

November 23, 2017
File: 09.3900.01/000.000

AUTHOR: Linda Brick

SUBJECT: **Bylaw 8273: Removal of Density Bonus for Energy Performance Provisions from the Zoning Bylaw**

RECOMMENDATION:

THAT "District of North Vancouver Rezoning Bylaw 1365 (Bylaw 8273)" is given SECOND and THIRD Readings;

REASON FOR REPORT:

Bylaw 8273 received First Reading on November 6, 2017. A Public Hearing for Bylaw 8273 was held and closed on November 21, 2017.

Bylaw 8273 is now ready to be considered for Second and Third Readings by Council.

OPTIONS:

1. Give the bylaw Second and Third Readings; or,
2. Give no further Readings to the bylaw and abandon the bylaw at First Reading.

Respectfully submitted,


For Linda Brick

Deputy Municipal Clerk

Attachments:

- Bylaw
- Public Hearing Minutes – November 21, 2017
- Staff Report dated October 25, 2017
- Staff Report dated November 2, 2017

SUBJECT: Bylaw 8273: Removal of Density Bonus for Energy Performance Provisions from the Zoning Bylaw

November 23, 2017

Page 2

REVIEWED WITH:					
<input type="checkbox"/> Sustainable Community Dev.	_____	<input type="checkbox"/> Clerk's Office	_____	External Agencies:	
<input checked="" type="checkbox"/> Development Services	<u>AK</u>	<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 Corporation of the District of North Vancouver

Bylaw 8273

A bylaw to amend District of North Vancouver Zoning Bylaw 3210, 1965

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

1. Citation

This bylaw may be cited as "District of North Vancouver Rezoning Bylaw 1365 (Bylaw 8273)".

2. Amendments

The District of North Vancouver Zoning Bylaw 3210, 1965 is amended by:

- (a) deleting subsection (d) of section 4B88-5; and
- (b) deleting section 4C03 in its entirety;
- (c) deleting subsection (iii) of section 502.2.

READ a first time November 6th, 2017

PUBLIC HEARING held November 21st, 2017

READ a second time

READ a third time

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

DISTRICT OF NORTH VANCOUVER PUBLIC HEARING

REPORT of the Public Hearing held in the Council Chambers of the Municipal Hall, 355 West Queens Road, North Vancouver, B.C. on Tuesday, November 21, 2017 commencing at 7:04 p.m.

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

Absent: Councillor D. MacKay-Dunn
Councillor L. Muri

Staff: Mr. D. Milburn, General Manager – Planning, Properties & Permits
Mr. J. Gordon, Manager – Administrative Services
Mr. B. Dwyer, Manager – Development Services
Ms. J. Paton, Manager – Development Planning
Ms. S. Dale, Confidential Council Clerk
Mr. T. Guppy, Development Planner

District of North Vancouver Rezoning Bylaw 1354 (Bylaw 8273)

Purpose of Bylaw:

The Zoning Bylaw currently permits a modest increase in floorspace for enhanced energy performance in buildings. The Provincial government has enacted the Building Act and BC Energy Step Code in an effort to standardize building regulations across the Province. As a result, local regulations that deal with matters addressed in the BC Building Code, such as the District's Density Bonus for Energy Performance contained in its Zoning Bylaw, will have no effect after December 15, 2017. This bylaw proposes to delete the Density Bonus for Energy Performance provisions from the Zoning Bylaw.

1. OPENING BY THE MAYOR

Mayor Walton welcomed everyone and advised that the purpose of the Public Hearing was to receive input from the community and staff on the proposed bylaw as outlined in the Notice of Public Hearing.

In Mayor Walton's preamble he addressed the following:

- All persons who believe that their interest in property is affected by the proposed bylaw will be afforded a reasonable opportunity to be heard and to present written submissions;
- Use of the established speakers list. At the end of the speakers list, the Chair may call on speakers from the audience;
- Each speaker will have five minutes to address Council for a first time and should begin remarks to Council by stating their name and address;

- All members of the audience are asked to be respectful of one another as diverse opinions are expressed. Council wishes to hear everyone's views in an open and impartial forum;
- Council is here to listen to the public, not to debate the merits of the bylaw;
- At the conclusion of the public input Council may request further information from staff which may or may not require an extension of the hearing, or Council may close the hearing after which Council should not receive further new information from the public;
- Everyone at the Hearing will be provided an opportunity to speak. If necessary, the Hearing will continue on a second night;
- After everyone who wishes to speak has spoken once, speakers will then be allowed one additional five minute presentation; and,
- Any additional presentations will only be allowed at the discretion of the Chair.

Mr. James Gordon, Manager – Administrative Services, stated that:

- The binder containing documents and submissions related to the bylaw is available on the side table to be viewed; and,
- The Public Hearing is being streamed live over the internet and recorded in accordance with the *Freedom of Information and Protection of Privacy Act*.

2. INTRODUCTION OF BYLAW BY THE CLERK

Mr. James Gordon, Manager – Administrative Services, introduced the proposed Bylaw, stating that the Zoning Bylaw currently permits a modest increase in floorspace for enhanced energy performance in buildings. The Provincial government has enacted the *Building Act* and BC Energy Step Code in an effort to standardize building regulations across the Province. As a result, local regulations that deal with matters addressed in the BC Building Code, such as the District's Density Bonus for Energy Performance contained in its Zoning Bylaw, will have no effect after December 15, 2017. This bylaw proposes to delete the Density Bonus for Energy Performance provisions from the Zoning Bylaw.

3. PRESENTATION BY STAFF

Mr. Brett Dwyer, Development Planner, provided an overview of the proposal elaborating on the introduction by the Manager – Administrative Services.

Mr. Dwyer advised that:

- The District adopted a Green Building Strategy in 2010 which included policy and bylaw changes;
- Section 4C03 was added to the Zoning Bylaw in February 2011;
- Section 4C03 contained modest density bonus incentives for increased energy performance in buildings;
- The Province enacted the *Building Act* in March 2015 which set the Province as the sole authority to regulate building matters (such as energy performance) with any local requirements having no effect after December 15, 2017;
- Knowing that various municipalities had developed their own measures to promote greener buildings the Province introduced the BC Energy Step Code;
- The Step Code is a series of incrementally increasing energy performance steps that municipalities can adopt to require higher performing buildings and replace individual Green Building Strategies;

- The Province's objective, through the Step Code, is for all new buildings to be Net Zero Ready by 2032;
- The Province has divided the steps in to Lower Steps and Upper Steps, recommending that municipalities adopting the Step Code start with the lower steps;
- Council has endorsed an approach to implement the Step Code from July 1, 2018 as follows:
 - Part 9 Residential buildings to meet Step 3;
 - Part 3 Residential buildings to meet Step 2 (Step 3 where rezoning required); and,
 - Part 3 Commercial buildings to meet Step 1 from July 1, 2018;
- By implementing the Step Code the District will be requiring more energy efficient buildings and helping to achieve the District's GHG reduction targets (33% by 2030);
- The proposed amendments to the Zoning Bylaw are:
 - Deletion of section 4C03; and,
 - The deletion of both subsection (iii) of section 502.2 and subsection (d) of section 4B88-5.

4. REPRESENTATIONS FROM THE PUBLIC

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

- Questioned the need for a Public Hearing as 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;
- Expressed concern regarding the addition to applicable fees and charges required under the bylaw; and,
- Queried how *BC Building Act* regulations will impact housing costs.

6. COUNCIL RESOLUTION

MOVED by Councillor BASSAM

SECONDED by Councillor HANSON

THAT the November 21, 2017 Public Hearing be closed;

AND THAT "District of North Vancouver Rezoning Bylaw 1354 (Bylaw 8273)" be returned to Council for further consideration;

CARRIED
(7:15 p.m.)

CERTIFIED CORRECT:



Confidential Council Clerk

AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: <u>Nov 6, 2017</u>
<input type="checkbox"/> Council Workshop	Date: _____



The District of North Vancouver REPORT TO COMMITTEE

October 25, 2017
File: 09.3900.01/00

AUTHOR: Brett Dwyer, Manager Development Services

SUBJECT: New Construction Bylaw, Building Act and Energy Step Code Implementation

RECOMMENDATION:

THAT the report titled "New Construction Bylaw, Building Act and Energy Step Code Implementation" from the Manager, Development Services dated October 25, 2017 be received for information;

THAT "Construction Bylaw 8271, 2017" be given FIRST, SECOND and THIRD reading;

THAT "Radio Amplification Bylaw 8272, 2017" be given FIRST, SECOND and THIRD reading;

THAT "Bylaw Notice Enforcement Bylaw 7458, 2004, Amendment Bylaw 8274, 2017 (Amendment 32)" be given FIRST, SECOND and THIRD reading;

THAT "District of North Vancouver Rezoning Bylaw 1365 (Bylaw 8273)" to delete section 4C03 Density Bonus for Energy Performance and associated references from District of North Vancouver Zoning Bylaw 3210, 1965 be given FIRST reading;

THAT Bylaw 8273 be referred to Public Hearing;

THAT District Policy 8.3320.7 Green Building Policy – Private Sector Developments be rescinded effective July 1, 2018; and

THAT Council authorize staff to pursue a local variation under the *Building Act* to enable the District to continue regulating stacked rock walls.

REASON FOR REPORT:

The new *Building Act* requires the District to revise its construction related bylaws and to incorporate provisions to implement the BC Energy Step Code. This report proposes a new consolidated Construction Bylaw, a new Radio Repeater Bylaw, rescinding of the Green Building Policy for Private Sector Developments as well as consequential amendments to the

Zoning Bylaw. Related amendments to the Fees and Charges bylaw have been incorporated into Finance's annual comprehensive review of the Fees and Charges.

SUMMARY:

Construction in the District is regulated by varied bylaws including the Building Regulation Bylaw (Bylaw 7353), Electrical Bylaw (Bylaw 7464) and Gas Bylaw (Bylaw 7465). These bylaws require updating to align with current best practices, new processes and the new Provincial *Building Act*. It is proposed to consolidate the abovementioned bylaws into one new Construction Bylaw. Through the *Building Act* the Province has also introduced the Energy Step Code as well as allowing Municipalities to regulate certain unrestricted matters. To that end staff are recommending a gradual approach to Step Code implementation and in consultation with the Fire Rescue Service a new bylaw to regulate radio repeaters for emergency communication.

BACKGROUND:

Staff presented the approach to the new Construction Bylaw and the Step Code at a workshop on July 23, 2017. Further refinements to the bylaw have been undertaken as well as preparation of the varied necessary consequential bylaw and policy amendments. Industry consultation has been undertaken and is summarized in the relevant section of this report.

The BC Building Code applies to all municipalities in BC (except for the City of Vancouver and lands under Provincial or Federal jurisdiction exempt by agreement) and has the same force and effect as if it were adopted as a District bylaw. Owners are fully responsible for carrying out the work or having the work carried out on their behalf in full compliance with the Code. It is however up to individual municipalities to determine how and if they regulate construction (i.e. plan review and approval, issuance of permits and undertaking of inspections). The District currently regulates construction through its Building, Electrical and Gas Bylaws.

The Province enacted the *Building Act* (the Act) in March 2015, and various section of the Act have come into force as enabling regulations have been adopted. The Act creates implications for the new Construction Bylaw as it places restrictions on a local government's ability to implement local building regulations, i.e. create regulations that go above and beyond what is prescribed in the BC Building Code.

EXISTING POLICY:

The current Building Regulation Bylaw was adopted by Council on December 1, 2003 and the Electrical and Gas Bylaws were both adopted by Council on May 17, 2004. District Policy 8.3320.7 Green Building Policy – Private Sector Developments was adopted by Council on November 15, 2010.

ANALYSIS:

In drafting the new Construction bylaw the process was driven by a number of guiding principles as follows:

- Reduce, where possible, municipal risk and exposure using the Municipal Insurance Association of British Columbia (MIA) Model Bylaw as a reference guide. The MIA Model Bylaw is a template bylaw developed and recommended by the Municipal Insurance Association.
- Shift from prescriptive to empowering regulation.
- Maintain a high level of occupant life safety and public safety.
- Consolidate construction related regulations where appropriate.
- Clarify matters or regulations that have been ambiguous or open to a range of interpretations.
- Reconcile inconsistent provisions.
- Delete repetitive, redundant or unnecessary provisions.
- Group like provisions together for ease of use.
- Encourage consistent standards for discretionary energy and fire regulations across the North Shore.

Fundamentals of the Construction Bylaw

The bylaw sets out provisions for review and approval of construction projects; it sets out the inspection process and the requirements for project completion; it established requirements for security deposits, owner and constructor responsibilities; delegates certain powers to staff; establishes where professional certification is required; and regulates, as appropriate, building-related life safety matters. The bylaw also establishes ticketing provisions for infractions and non-compliances.

The bylaw specifies its scope in providing limited and interim spot checking during construction. It is not possible or practical for a municipality to go beyond this limitation. It does not impart on the District any undue responsibility for ensuring compliance with the Building Code (this ultimately rests with the property owner), it does not provide any warranty of design or workmanship.

The bylaw adopts an approach of limited spot checking during construction for Simple Buildings where inspections will be carried out at predetermined stages of construction (i.e. footings, framing and final) and adopts an approach of Compliance Monitoring for Complex Buildings where the District will rely upon professional assurances for design, field review and compliance.

Bylaw Changes and Improvements

The following is a list of notable changes or improvements from the current Building Regulation Bylaw:

1. The revised bylaw will consolidate the Building, Electrical and Gas Bylaws so that these construction related regulations are contained in one bylaw.

2. Requirement for construction notice to be placed on construction sites with relevant information including contractor contact information and permitted construction hours to better inform the neighbours and nearby residents.
3. Requirement added for “Preconstruction Meeting” for single family new construction projects to go over ‘Good Neighbour’ requirements and possible site specific issues with the contractor to minimise impacts to adjoining property owners and the neighbourhood in general.
4. Authority to require a detailed shoring plan for deep excavations in addition to professional letters of assurance.
5. Revision and rationalization of the required inspections.
6. Requirement for a building envelope professional for new single-family construction.
7. Provisions to enable the District to move towards a risk-based approach to inspections, where low risk inspections for a high performing contractor can be waived (based on recorded performance measures) to free up inspectors’ time for more value-added tasks and duties.
8. Enable a single security deposit taken on a construction project to do multiple duties. (i.e. rather than take separate security deposits for building and landscape, tree replacement, soil and driveway removal)
9. Strengthened environmental controls with corresponding ticketing provisions.
10. Bylaw simplified by moving many of the detailed application requirements to a Master Requirement List.
11. New sound transmission provisions as a general provision to the Construction Bylaw.

The *Building Act*

The *Building Act* received royal assent on March 25, 2015, although many of its provisions have only come into effect with the creation of subsequent supporting or enabling regulations. The benefits provided by the Act, as stated by the Province, are to promote consistency of code application, competency of building officials and innovation in construction.

The main matters contained within the Act for local government consideration are the broad powers provided to the Minister, the restriction on local building requirements and the requirement for qualified building officials.

Broad Powers

The Act gives the Minister very broad powers to create regulations that could potentially dictate how municipalities undertake review, inspections and enforcement related to construction projects. The Province, through the Building Safety Standards Branch, has stated that it does not intend to regulate how municipalities administer and enforce the code; however the Act clearly allows for this.

For example, the Act gives the Minister the power to make regulations that may:

- a) prescribe requirements in respect of building activities;
- b) prescribe requirements for the reduction of safety risks on sites where building activities occur;
- c) prescribe requirements in respect of one or more of the following:
 - i. the design of buildings or planning of building activities;
 - ii. the inspection of buildings or building activities;

- iii. the designs, plans, notices, reports or other records relating to an activity referred to in subparagraph (i) or (ii);
- iv. the preparation, retention or inspection of records;
- v. any other matter that the minister considers necessary or advisable.

It is not known at this time if any additional regulations will be pursued by the Province. Staff will monitor Provincial actions and update Council as appropriate.

Qualification of Building Officials

Under the Act building officials working for local governments will need to be qualified if they are making decisions about compliance with the BC Building Code. The Act establishes mandatory minimum qualifications for “Building Officials”. The extent to which a Building Official will be able to work on a particular class of building or construction project will be dependent on their level of qualification. This relates to all stages of review and construction. For example, a building official that reviews and approves Part 9 buildings (primarily single family dwellings) is required to have a minimum building level 1 class qualification. Similarly a building official inspecting Part 9 buildings requires the same level qualifications. Likewise a building official reviewing, approving or monitoring construction on Part 3 buildings (larger complex buildings) is required to have and maintain building level 3 class qualifications. A transition period of 4 years was provided from the effective date of February 28, 2017, intended to give individuals time to undertake the required training, exams and experience. This provision will take effect on February 28, 2021. Current District staff are well positioned for this transition date and appropriate hiring practices and training opportunities have been put in place to ensure the District meets these future requirements.

Restriction on Local Building Requirements

The Act restricts local government from regulating any matter regulated by the BC Building Code to a standard higher than the code. Examples of local building requirements would include green building density bonus zoning in the District’s Zoning bylaw and stacked rock wall prohibition in the Building Regulation bylaw. A 2-year grace period was provided from the effective date of December 15, 2015, so that after December 15, 2017, any provision regulating to a standard higher than the BC Building Code would have no effect. The exception to this relates to ‘Unrestricted matters’ and ‘Time-limited unrestricted matters’ which have been listed in the subsequent *Building Act* General Regulation as well as matters that have been deemed ‘Out of Scope’ by the Province. The rationale under which a matter may be designated as Unrestricted is if the matter relates to a specific physical location or local circumstance that local governments are best suited to regulate, or matters for which a local government aims to achieve are primarily non-BC Building Code objectives using an existing statutory authority, and the enacted technical building requirement is necessary to achieve the objective. Time-limited unrestricted are matters that could be the subject of a new or revised BC Building Code requirement or a local government variation request.

Where the District wishes to continue to regulate matters related to the BC Building Code, section 219 covenants may be used. However, these are only available where a project requires a discretionary approval such as OCP amendment, rezoning or temporary use permit.

In addition, the Province has established the BC Energy Step Code which allows local governments to establish, by bylaw, higher building energy performance standards. There are also provisions for a local government to apply to the Province where they feel a local building requirement is appropriate for a 'Local Variation'. Provincial consideration of local variations are subject to prescribed cost-recovery provisions.

Each of the above-noted exceptions are discussed in the following sections.

Unrestricted Matters

Unrestricted matters are prescribed matters that are not subject to the restrictions on local building requirements under the Act. This means that these matters can be regulated by a local government to a higher or enhanced standard beyond the BC Building Code. The unrestricted matters listed in the regulation are as follows:

1. Parking stalls for persons with disabilities;
2. Design of access for firefighting;
3. Water supply for firefighting;
4. Flood construction regulation;
5. Heritage protection;
6. Development Permit requirements for wildfire, form and character, and conservation of energy and water and reduction of greenhouse gas emissions;
7. District energy systems;
8. Sound transmission into buildings; and
9. Radio repeater systems for emergency communications.

Subsequently, any bylaw regulating these matters will remain valid after Dec 15, 2017. Given the list of unrestricted matters staff are proposing that regulations relating to sound transmission into buildings be included in the new construction bylaw. In addition a new bylaw is proposed to require radio repeaters for emergency communication in certain building types and compliance will be a requirement in the new Construction Bylaw.

Time-Limited Unrestricted Matters

Time-limited unrestricted matters are matters prescribed in the regulation that are not subject to the restrictions on local building requirements under the Act but only up until Dec 15, 2017. This means that these matters can be regulated by a local government to a higher or enhanced standard beyond the BC Building Code provided the requirement is created before, and not amended after, Dec 15, 2017. The time-limited unrestricted matters listed in the regulation are as follows:

1. Fire sprinklers;
2. Accessibility of buildings; and
3. Adaptable dwelling units.

Given this list of time-limited unrestricted matters staff will be maintaining the fire sprinkler provision and adding a provision for compliance with the District's Accessible Design Policy for Multi-Family Housing.

It is understood that the Province may subsequently review these time-limited matters with a view to creating specific regulations or code provisions that municipalities would have to transition to over time.

Out of Scope matters

In addition to unrestricted matters the Province has indicated that certain other matters are 'out of scope' and subsequently not subject to the *Building Act* provisions which limit the ability of a local government to regulate. These include electric vehicle charging infrastructure, testing of backflow prevention devices, cross-connections outside of property line and screening of rooftop mechanical equipment. In this regard the District can continue to regulate and/or manage these matters as appropriate.

Section 219 Covenants

Section 219 covenants are seen as an available vehicle to achieve what may otherwise be considered a local building regulation. Section 219 covenants are generally negotiated for a variety of matters through the rezoning process, currently including green building standards, accessible design, stormwater management, etc. Where a matter would otherwise not be allowed as a local building requirement, a section 219 covenant could be used. For example, on a sloping site being redeveloped staff may deem it appropriate to require a section 219 covenant prohibiting the use of stacked rock walls. Without such covenant staff could not limit the use of stacked rock walls at the building permit stage as this would be considered a local building requirement. Equally, a 219 covenant could be used to manage other matters respecting the use of land and buildings, the building on land, the subdivision of land, the separate sale of parcels of land, or the preservation, protection or restoration of land and specified amenities in relation to the land.

Local Variations

The Act permits a local government to request a 'local authority variation' as a way of addressing local needs. It is assessed on a cost-recovery basis and requires the Minister's approval. Staff presented stacked rock walls as a possible local variation request in the public workshop on July 23, 2017. The District currently defines and prohibits stacked rock walls which would otherwise be considered a local building requirement under the *Building Act* after Dec 15, 2017.

The District has a relatively long-standing practice of regulating stacked rock walls through bylaw and policy since 1994. The Building Regulation Bylaw currently provides a definition for a stacked rock wall and subsequently prohibits their construction on land zoned for residential use.

Staff are recommending that Council authorize staff to request, through the Province, a local variation to enable the District to continue regulating stacked rock retaining walls.

Energy Step Code

The BC Energy Step Code was created by a Ministerial Order under the *Building Act* on April 7, 2017. The Step Code is a series of incremental steps that prescribe progressive performance targets related to building energy efficiency from the current BC Building Code requirements to net zero ready buildings. The Energy Step Code only applies to new

buildings and entirely new additions. It is a tool that local governments can use to encourage or require the construction of more energy efficient buildings in a predictable way. The expectation from the Province is that by 2032 all new buildings will be 'net zero energy ready'. The Province defines a net zero ready building as a building built to high energy-efficiency standards such that it could (with additional measures) generate enough onsite energy to meet its own energy needs.

Under the Energy Step Code the Province has created 5 steps for Part 9 residential buildings (single family, duplex and smaller townhouse projects). The higher the step, the higher the energy performance of the building, with step 5 being 'net zero ready'.

The BC Energy Step Code: Steps for Part 9 Buildings



For certain Part 3 Buildings (multi-family residential, mercantile, business and personal service) the Step Code prescribes up to 4 steps; step 4 being the highest from an energy performance perspective.

The following table shows the 4 energy steps for Group C classification (residential) buildings. Each increasing step prescribes a decreasing maximum total energy use intensity and maximum thermal energy demand intensity that the building will need to meet. All buildings designed and built under the step code will require energy modelling upfront and airtightness testing during construction.

Energy Performance Requirements for Residential Occupancies

Forming Part of Sentences 10.2.3.3.(1) and (2)

Step	Equipment and Systems – Maximum Total Energy Use Intensity (kWh/m ² ·year)	Building Envelope – Maximum Thermal Energy Demand Intensity (kWh/m ² ·year)
1	Conform to Part 8 of the NECB	
2	130	45
3	120	30
4	100	15

The following table shows the 3 energy steps for Group D and E classification (commercial and retail) buildings. Again, each increasing step prescribes a decreasing maximum total energy use intensity and maximum thermal energy demand intensity that the building will need to meet with required energy modelling and airtightness testing.

Energy Performance Requirements for Business and Personal Services or Mercantile Occupancies

Forming Part of Sentences 10.2.3.3.(1) and (2)

Step	Equipment and Systems – Maximum Total Energy Use Intensity (kWh/m ² ·year)	Building Envelope – Maximum Thermal Energy Demand Intensity (kWh/m ² ·year)
1	Conform to Part 8 of the NECB	
2	170	30
3	120	20

The Province is encouraging municipalities that want to implement the step code to implement the lower steps only initially and gradually 'ladder up' to the higher steps.

BC Energy Step Code: Lower and Higher Steps		
Building Type	Lower Steps	Higher Steps
Part 3 Residential	Steps 1 and 2	Steps 3 and 4
Part 9 Residential	Steps 1, 2 and 3	Steps 4 and 5

Staff's proposed approach to the Step Code was presented at the public workshop on July 23, 2017. The gradual approach was for commercial and residential development to meet Step 1 on Dec 15, 2017 with residential then laddering up to Step 2 or 3 (depending on building type and whether rezoning was required) on July 1, 2018.

As a result of industry consultation and further consideration by staff a more simplified approach to Step Code implementation in the District is proposed where implementation commences July 1, 2018. The simplified approach to the Step Code is as follows:-

- July 1, 2018 – Part 3 Commercial to meet Step 1
- July 1, 2018 – Part 3 Residential to meet Step 2*
- July 1, 2018 – Part 9 Residential to meet step 3

*Part 3 Residential projects will be required to meet Step 3 if rezoning is required.

This simplified approach provides for an easier operational transition to the Step Code for industry and staff and aligns with the Province's Step Code Implementation Guide. In

addition the approach will generally bring an aligned approach to the step code across the North Shore from July 1, 2018.

It is worth noting that the Province has undertaken significant industry consultation and readiness surveys so that industry is ready as local governments adopt and bring the Step Code online.

BC Energy Step Code Costing Study

The Province commissioned a costing study report to assess the incremental costs of implementing the Energy Step Code. The research showed that meeting the requirements of the lower steps of the Step Code involve only very modest cost premiums.

More specifically, for Part 3 buildings, the report indicates through modelling, that builders and designers can achieve Step 4 (the highest step for Part 3 buildings) for less than a 3% capital cost premium, and achieve Step 3 for less than 2.4%.

Furthermore, for Part 9 buildings the report found that builders can achieve the majority of steps (not just lower steps) for less than 2% capital cost premium above the cost of conventional construction.

The Province's costing study also advises that as industry gains experience with energy efficient construction practices and energy efficient products become more readily available that the cost premiums will decrease and that the most cost-effective time to invest in a building's energy efficiency is at the conceptual design stage.

Implications of the Energy Step Code for Existing Policies

As the *Building Act* will not allow municipalities to regulate building energy efficiency other than in accordance with the Step Code the District's current Green Building Policy will not be able to be enforced. Furthermore, the modest density bonus provisions in the zoning bylaw will no longer have any effect after Dec 15, 2017, and should be removed as a consequential amendment to the Zoning Bylaw.

Given that the Step Code will be the vehicle to manage building energy efficiency it may also be appropriate to reconsider the policies related to District Energy in the Official Community Plan.

Impacted Bylaws and Policies

The following table provides a list of bylaws and policies that are impacted by the *Building Act* and its limitations on local building requirements.

Bylaw or Policy	Current Implementation	Comment
Policy 8.3320.7 Green Building Policy – Private Sector Developments	Green Building rating system and energy performance requirement negotiated through rezoning and secured by s219 covenant.	Transition to Step Code will supersede Green Building Policy. This report recommends rescinding of this policy as building energy performance will be regulated by the Step Code.
Density Bonus general provisions (zoning bylaw)	'As a right' for zoned properties.	Transition to Step Code will supersede requirement for these provisions. A corresponding zoning bylaw amendment is proposed to delete these provisions.
Accessible Design Policy (Policy)	Negotiated through rezoning and implemented with Development Covenant.	As a 'time-limited unrestricted matter' it has been incorporated as a requirement into new Construction Bylaw.
Sound Transmission into Buildings (Bylaw)	Generally created as a site specific zoning regulation through rezoning.	As an 'unrestricted matter' it is included as a general provision in the new Construction bylaw.
Fire Sprinklers (Bylaw)	Current Building Regulation bylaw.	As a 'time-limited unrestricted matter' the current provisions have been ported over to the new Construction bylaw.
Radio repeaters	Negotiated through rezoning.	As an 'unrestricted matter' a new Radio Amplification bylaw is proposed to assist with emergency communication and compliance will be a requirement in the new Construction Bylaw.
Stacked rock walls (bylaw)	Currently prohibited in Building Regulation bylaw	No longer permitted to be regulated under the <i>Building Act</i> and has not been included in the new Construction Bylaw. If appropriate s219 covenant could be negotiated through rezoning process or the District may wish to apply to the Province for a Local Variation.

Environmental Considerations

The proposed Construction Bylaw includes a number of important policy changes that will allow DNV staff to manage the impacts of construction in a proactive manner. Currently, the bylaws that address environmental protection are mainly reactive in their implementation. After damage or impact occurs staff take enforcement action. Building, Legal and Environment staff have collaborated on the proposed Construction Bylaw resulting in new regulations that will allow staff to reduce the likelihood of environmental impacts. Trained staff will now be able to identify construction activity with potential for fouling of our streams, storm sewers and roadways and require immediate implementation of better management practices. Failure to mitigate or reduce the potential for environmental damage will be subject to penalties under the new bylaw.

The proposed bylaw will also consider and integrate important procedural steps for projects that involve both Building as well as Development Permits. This is another important step to ensure that recommendations developed by qualified professionals (relating to site safety) during the Development Permit process are carried through to the Building Permit process.

The process for securing environmental restoration, planting and other enhancement work, as a condition of permits, will also be strengthened with the new bylaw.

Industry Consultation:

Noting that the Province has undertaken significant industry consultation on the *Building Act* and the Energy Step Code additional consultation on the District's approach to implementation was undertaken. Correspondence was sent to a wide range of District clients including individual developers, builders, architects and designers working across both single family and complex development types outlining the District's approach to the new Construction Bylaw and the Step Code and seeking comment in return. The Urban Development Institute (UDI) and Greater Vancouver Homebuilders Association (GVHBA) were also advised of the District's proposed approach.

The feedback from industry was generally neutral with no objections to the new Construction Bylaw or the District's approach to Step Code implementation. The one matter that raised some level of interest was how the District would transition from its current Green Building Policy to the Step Code and how applications in process would be treated. As a result of this consultation staff are recommending a simplified approach to the Step Code where the District transitions to the Step Code on July 1, 2018 (rather than having an incremental approach starting on Dec 15, 2017).

With this approach rezoning projects currently in progress would follow the District's Green Building Policy until July 1, 2018, at which time the Step Code would apply. The expectation is that any project that submits for Building Permit after July 1, 2018, would comply with the applicable Step in the Step Code depending on building type and occupancy classification.

Concurrence:

Staff have worked closely with Legal, Environment and Fire Department in the drafting of the Construction Bylaw. In addition staff have worked with the City of North Vancouver and

District of West Vancouver to target an approach to the Step Code that is generally consistent across the North Shore.

Liability/Risk:

Adoption of the new Construction Bylaw will reduce the District's liability exposure.

Conclusion:

The Building Regulation Bylaw requires updating and revision to align with current best practices, new processes and the new Provincial *Building Act*. It is proposed to consolidate related bylaws into a new Construction Bylaw.

Respectfully submitted,



Brett Dwyer, Chief Building Official
Manager Development Services

Attachments

Attachment 1 – Construction Bylaw 8271, 2017

Attachment 2 – Radio Amplification Bylaw 8272, 2017

Attachment 3 - Bylaw Notice Enforcement Bylaw 7458, 2004, Amendment Bylaw 8274, 2017 (Amendment 32)

Attachment 4– District of North Vancouver Rezoning Bylaw 1365 (Bylaw 8273)

Attachment 5 - Policy 8.3320.7 Green Building Policy – Private Sector Developments

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"/> Recreation Com.
<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		



DISTRICT OF NORTH VANCOUVER

CONSTRUCTION BYLAW 8271, 2017

The Corporation of the District of North Vancouver

Bylaw 8271

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The Corporation of the District of North Vancouver

Bylaw 8271

A bylaw for the Administration and Enforcement of the *Building Code*

WHEREAS the Province of British Columbia has enacted the British Columbia *Building Code* to govern standards in respect of the *construction*, alteration, repair and demolition of *buildings* and *structures* in municipalities and regional districts in the Province;

AND WHEREAS the Province by enactment has authorized the Council to regulate the *construction*, alteration, repair or demolition of *buildings* and *structures* by bylaw for the general public interest and the health, safety and protection of persons, property and the environment;

NOW THEREFORE the Council of the District of North Vancouver, in open meeting assembled, enacts as follows:

PART 1 INTERPRETATION

Citation

- 1.1 This bylaw may be cited as “**CONSTRUCTION BYLAW 8271, 2017**”.

Definitions

- 1.2 In the absence of specific definition in section 1.4, the words used in this bylaw have the meaning, if any, given to them by definition in the *Community Charter*, S.B.C. 2003 c. 26, as amended or replaced.
- 1.3 In this bylaw the following words and terms have the meanings set out in Section 1.4.1.2 of the *Building Code* as of the date of the adoption of this bylaw: *assembly, building, building area, building height, business and personal services occupancy, care occupancy, constructor, coordinating registered professional, detention occupancy, excavation, field review, firewall, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, medium hazard industrial occupancy, mercantile occupancy, occupancy, private sewage disposal system, registered professional, residential occupancy and unsafe condition*.
- 1.4 In this bylaw:
- addition* means any *alteration* to a *building* which will increase the total aggregate floor area or the *building height*;
- alteration* means any change, repair or modification of the *construction* or arrangement of any *building* or *structure* or to an *occupancy* regulated by this bylaw;

Approving Officer means the person appointed by the *Council* as the Approving Officer under the *Land Title Act* and includes his or her deputy;

architect means a person who is a member in good standing of The Architectural Institute of British Columbia pursuant to the *Architects Act*, RSBC 1996, c. 17, as amended or replaced from time to time;

assessed value means the value of the property determined by the BC Assessment Authority pursuant to the *Assessment Act*, RSBC 1996, c. 20, as amended or replaced from time to time;

Building Code means the current edition of the *British Columbia Building Code* as adopted by the Minister responsible under provincial legislation, as amended or replaced from time to time;

building official means the *Chief Building Official* and the building inspectors, plan checkers, plumbing inspectors, mechanical inspectors and electrical inspectors designated or appointed by the *District*;

building permit means a *permit* issued under Parts 5, 8, 9 or 10 of this bylaw;

building review means an audit check by a *building official* of representative elements of a *building* or *structure* prior to or under *construction* for the purposes of the *health and safety aspect of the work*;

bylaw enforcement officer means the person(s) appointed by the *District* whose duties include enforcing and carrying out the provisions of this bylaw;

Chief Building Official means the Manager Development Services or a person designated in writing by the Manager Development Services to act in his/her place and is the "building inspector" under the *Community Charter*;

Community Charter means the *Community Charter*, SBC 2003, c. 26, as amended or replaced from time to time;

complex building means:

- (a) all *buildings* used for *major occupancies* classified as:
 - (i) *assembly occupancies*,
 - (ii) *care or detention occupancies*, or
 - (iii) *high hazard industrial occupancies*, or
- (b) all *buildings* exceeding 600 square meters in *building area* or exceeding three storeys in *building height* used for *major occupancies* classified as:

- (i) *residential occupancies,*
- (ii) *business and personal services occupancies,*
- (iii) *mercantile occupancies, or*
- (iv) *medium and low hazard industrial occupancies;*

construct or construction includes build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, demolish, remove, excavate or shore;

Council means the elected council of the *District*;

demolition permit means a *permit* authorizing the demolition of a *building* subject to the terms and conditions specified in sections 4.39 of this bylaw;

designer means the *person* responsible for design and, unless the requirement is waived under an enforcement policy of the Council, if required under this bylaw or the *Building Code* must be an *architect* or *engineer*;

development permit means a permit for development in an area designated as a development permit area by the *District's* Official Community Plan Bylaw 7900;

development permit area means an area designated as a development permit area by the *District's* Official Community Plan Bylaw 7900;

District means the Corporation of the District of North Vancouver;

Do Not Occupy Notice means a notice posted by a *building official* pursuant to section 4.69;

Electrical Code means the B.C. Electrical Code as defined in the *Electrical Safety Regulation*;

electrical permit means a *permit* issued under Part 13 of this bylaw;

Electrical Safety Regulation means the *Electrical Safety Regulation* (BC Reg. 104/2004) under the *Safety Standards Act*, as amended or replaced from time to time;

electrical work has the meaning prescribed in the *Electrical Safety Regulation*;

Energy Step Code means the British Columbia Energy Step Code established by the *Building Code* and as amended or replaced from time to time;

engineer means a person who is a professional engineer and/or geoscientist and member in good standing of The Association of Professional Engineers and Geoscientists of the Province of British Columbia pursuant to the *Engineers and Geoscientists Act*, RSBC 1996, c. 116, as amended or replaced from time to time;

Environmental Protection and Preservation Bylaw means the *District's* Environmental Protection and Preservation Bylaw No. 6515;

environmental protection officer means the person designated or appointed to that position by the *District* and includes a person designated in writing by the environmental protection officer to act in his/her place;

field safety representative has the meaning prescribed in the *Safety Standards General Regulation* (BC Reg. 105/2004) under the *Safety Standards Act*, as amended or replaced from time to time;

Gas Safety Regulation means the *Gas Safety Regulation* (BC Reg. 103/2004) under the *Safety Standards Act*, as amended or replaced from time to time;

gas work means regulated work in respect of gas equipment or a gas system for which the *District* is entitled to issue a *permit* under this bylaw and under the *Gas Safety Regulation*;

health and safety aspects of the work means design and construction regulated by Parts 3, 4, 7, 8, 9 and 10, of the building code;

heating system includes forced air duct and hydronic piping distribution systems;

Homeowner Protection Act means the *Homeowner Protection Act*, SBC 1998, c. 31, as amended or replaced from time to time;

licensed gas contractor has the meaning prescribed in the *Gas Safety Regulation*;

Local Government Act means the *Local Government Act*, RSC 2015, c. 1, as amended or replaced from time to time;

Master Requirements List means the *District's* list of requirements for the information, forms, and plans to be included in an application for a *permit* provided by the Building Department of the *District* and/or available on the *District's* website;

mechanical permit means a *permit* issued under Part 12 of this bylaw and includes an installation permit under the *Gas Safety Regulation*;

mechanical work includes work on *plumbing* and *heating systems* and any other work for which a *mechanical permit* is required under this bylaw and includes *gas work*, but does not include any mechanical work that is not specifically regulated under the *Building Code*;

Municipal Solicitor means the person designated or appointed to that position by the *District* and any person named by the *Council* to act in place of the *Municipal Solicitor*;

Natural Gas and Propane Code means the B.C. Natural Gas and Propane Code as defined in the *Gas Safety Regulation*;

occupancy permit means an occupancy permit issued by the *District* under section 5.29 to 5.30 of this bylaw;

owner means the person who is the *owner* as defined in the *Building Code* or an agent of that person;

permit means a permit under this bylaw, including a *building permit*, *electrical permit*, *mechanical permit* or *occupancy permit*;

plumbing includes all or any part of a drainage system, venting system, sanitary sewage system or water system, and includes fire sprinklers;

pool means a *structure* or depression used or intended to be used for swimming, bathing, wading or diving which is designed to contain water and has a depth exceeding 0.5 m;

professional design means the plans and supporting documents bearing the date, seal or stamp, and signature of a *registered professional*;

project means any construction operation for which a *permit* is required under this bylaw;

qualified person has the meaning prescribed in section 20.112(1) of the *Occupation Health and Safety Regulation*, BC Reg 296/97, as amended or replaced from time to time;

registered professional means an *architect* or an *engineer*;

retaining wall means a wall, or a series of walls, constructed for the purpose of supporting or confining earth, water or other material and restraining it from moving, which:

- (a) exceeds 1.22 m (4 ft) in height above the lesser of natural or finished grade; or
- (b) in the case of a series of walls, if any of the walls extend above a line commencing 1.22 metres above the lesser of natural or finished grade at the base of any of the walls and projected at an angle of one linear unit vertically to one unit horizontally;

Safety Standards Act means the *Safety Standards Act*, SBC 2003, c. 39, as amended or replaced from time to time;

security deposit means the amount to be deposited with District in accordance with section 5.7;

Servicing Agreement has the meaning prescribed in the Development Servicing Bylaw;

simple building means a *building* of three storeys or less in *building height*, having a *building area* not exceeding 600 square meters and used for *major occupancies* classified as:

- (a) *residential occupancies*;
- (b) *business and personal services occupancies*;
- (c) *mercantile occupancies*; or
- (d) *medium and low hazard industrial occupancies*;

Stop Work Order Notice means the notice in a form prescribed by the *Chief Building Official* directing that work be immediately suspended pursuant to section 4.63 or 4.64;

structure means any construction or portion thereof of any kind, whether fixed to, supported by, or sunk into land or water;

temporary building includes a sales office, construction office or a *structure* in which tools are stored during construction of a *building* or other *structure*;

Tree Protection Bylaw means the District's Tree Protection Bylaw No. 7671;

value of the work means the amount calculated as follows:

- (a) for construction of a *building* containing a *residential occupancy* that is served by only one stove, or two stoves if permitted as an auxiliary and secondary *residential occupancy*, the greater of:
 - (i) the declared value of the work, or
 - (ii) the value calculated using Schedule A; or
- (b) for all other construction, the greater of:
 - (i) the declared value of the work, or
 - (ii) the value calculated using a method stipulated in the "Marshall Valuation Service" or "RS Means".

Zoning Bylaw means the *District's* Zoning Bylaw No. 3210.

Administrative Directions

- 1.5 Words defining the authority of a *building official* are to be construed as internal administrative directions and not as creating a duty on a *building official*.

Abbreviations

- 1.6 The abbreviations of words and phrases in this bylaw have the meanings assigned to them by the *Building Code*.

PART 2 PURPOSE OF BYLAW

- 2.1 This bylaw is enacted for the purpose of regulating construction within the District of North Vancouver in the general public interest. The activities undertaken by or on behalf of the *District* under this bylaw are for the sole purpose of providing a limited and interim spot checking function for reasons of the health, safety and protection of persons, property and the environment. This bylaw and the acceptance or review of plans, drawings, specifications and supporting documents, *building reviews* or inspections made by or on behalf of the *District* do not:
- 2.1.1 constitute a representation, warranty, assurance or statement that any work undertaken pursuant to *permits* issued by the *District*:

- (a) is free from latent, or any, defects;
 - (b) complies with the *Building Code*, this bylaw or any other applicable standards or enactments; or
 - (c) meets any standards in respect of design, materials or workmanship;
- 2.1.2 in any way relieve the *owner* or his or her representatives from full and sole responsibility to perform the work in strict accordance with the *Building Code*, the *Gas Safety Regulation*, the *Electrical Safety Regulation*, this bylaw, other *District* bylaws and any other applicable enactments respecting safety;
- 2.1.3 protect *owners*, *owner/builders* or *constructors* from economic loss;
- and no person may rely on this bylaw or any of those acts as establishing compliance with the *Building Code*, this bylaw or any standard of construction.
- 2.2 This bylaw is to be interpreted in accordance with the purposes set out in section 2.1, notwithstanding any other provision in this bylaw.

PART 3 APPLICATION

Application

- 3.1 Notwithstanding the issuance of a *permit* under this bylaw, an *owner* must comply with all applicable enactments, including the *Zoning Bylaw*, the *Environmental Protection and Preservation Bylaw*, the *Tree Protection Bylaw* and any applicable development *permit area* requirements.
- 3.2 This bylaw applies to:
- 3.2.1 the design, *construction* and *occupancy* of new *buildings* and *structures*;
 - 3.2.2 the alteration, reconstruction, demolition, removal, relocation and *occupancy* of existing *buildings* and *structures*; and
 - 3.2.3 existing *buildings* and *structures* in the circumstances set out in sections 3.4 to 3.7.
- 3.3 This bylaw does not apply to:
- 3.3.1 *buildings* and *structures* exempted by Part I of the *Building Code* except as expressly provided herein;
 - 3.3.2 a fence permitted to be *constructed* under the *Zoning Bylaw*, except as provided for in Part 8 - Pools;
 - 3.3.3 paving;
 - 3.3.4 a retaining *structure* that is not a *retaining wall*;

- 3.3.5 an accessory *building* with a floor area less than 10 square metres or a trellis, arbour or other such landscape feature on a parcel zoned for single family residential uses under the *Zoning Bylaw*;
- 3.3.6 non-structural repair and maintenance of lawfully-conforming *structures* on a parcel zoned for single-family residential use under the *Zoning Bylaw*;
- 3.3.7 the clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, or the replacement of tubs, showers, toilets, lavatories or sinks if the work does not involve or require the rearrangement of valves, pipes or fixtures or hot water tanks.
- 3.3.8 electrical work to which the *Electrical Safety Regulation* does not apply;
- 3.3.9 *gas work* to which the *Gas Safety Regulation* does not apply.

Limited Application to Existing *Buildings*

- 3.4 If an application is made for a *building permit* to re-construct an existing *building* or a *structure* that is damaged or destroyed by fire, decay, storm, earthquake or otherwise to the extent of 150 percent or more of its *assessed value* of the improvements, as determined by the *building official*, then the entire *building* or *structure*, including those portions that are not damaged or destroyed, must comply with this bylaw and all other applicable District bylaws as if the entire *building* or *structure* were a new *building* or *structure*.
- 3.5 If an application is made for a *building permit* for an *addition* or *alteration* to an existing *building*, other than a single family residential *building*, the balance of the *building* must be upgraded to a level consistent with Schedule B.
- 3.6 If an *alteration* is made to an existing *building*:
 - 3.6.1 the *alteration* must comply with this bylaw and the *building code*; and
 - 3.6.2 the *building* must be upgraded to a level consistent with Schedule B.
- 3.7 If an *alteration* is limited to a suite intended for a Group A Division 2, D, E or F2 *occupancy* under the *Building Code* and if the *occupancy* load for that suite exceeds 60 persons, the suite area and its means of egress must be upgraded to a level consistent with Schedule B and:
 - 3.7.1 materials approved for one-hour fire resistive *construction* must be installed on the suite side of the suite separation, or
 - 3.7.2 the *building* must either have been *constructed* or upgraded to a level consistent with Schedule B within the last 20 years.

PART 4

ADMINISTRATION AND POWERS, ROLES AND RESPONSIBILITIES

Local Safety Manager

- 4.1 The *Chief Building Official* is the local safety manager under the *Safety Standards Act* and associated regulations and has all of the powers of a local safety manager under said enactments.

Powers

- 4.2 The *Chief Building Official* may:
- 4.2.1 administer this bylaw;
 - 4.2.2 establish the form and content of application forms and other documents, plans or forms to be submitted as part of an application for a *permit*;
 - 4.2.3 establish the form and content of the Master Requirements List;
 - 4.2.4 establish the terms and conditions of obtaining and continuing to hold a *permit* pursuant to section 15 of the *Community Charter*;
 - 4.2.5 issue and revoke *permits* under this bylaw;
 - 4.2.6 withhold a *building permit* that conflicts with bylaws in preparation in accordance with section 463 of the *Local Government Act*;
 - 4.2.7 require an applicant for a *building permit* to provide certification by a qualified professional that the plans submitted with the *permit* application, or specified aspects of those plans, comply with the *Building Code* and other applicable enactments respecting safety;
 - 4.2.8 require an applicant for a *building permit* to establish whether a method or type of *construction* or material used in *construction* of a *building* or *structure* complies with the requirements of this bylaw and the *Building Code*;
 - 4.2.9 direct that tests of materials, equipment, devices, *construction* methods, structural assemblies or foundations be carried out, or that sufficient evidence or proof be submitted by the *owner*, at the *owner's* expense, where such evidence or proof is necessary to determine whether the material, equipment, device, *construction* or foundation condition complies with this bylaw and the *Building Code*;
 - 4.2.10 require an applicant for a *building permit* in relation to a *building* that was *constructed* prior to 1990 to provide a hazardous materials report and confirmation prepared by a *qualified person* in accordance with section 20.112 of the *Occupation Health and Safety Regulation*, BC Reg 296/97, as amended or replaced from time to time;
 - 4.2.11 waive, in whole or in part, the requirements for a site plan, if the *building permit* is in relation to the repair or *alteration* of an existing *building* or *structure*;

- 4.2.12 waive the requirement for a *building review* under section 5.24 of this bylaw based on a risk-based analysis and evaluation of the performance history of the *constructor* carrying out the relevant work and the risk associated with the specific *building review* and provided that *building reviews* in respect of foundation and footing forms, framing or final *building review* may not be waived; and
- 4.2.13 designate and alter the numbering of *buildings*.
- 4.3 The *Chief Building Official* may order the correction of any work that is being or has been done in contravention of this bylaw or any other bylaw of the *District* and, without limiting the generality of the foregoing, the *Chief Building Official* may order:
 - 4.3.1 a *person* who contravenes any provision of this bylaw to comply with the provision and specify the time within which the work must be completed;
 - 4.3.2 an *owner* to have work inspected by a *building official* prior to covering;
 - 4.3.3 an *owner* to uncover any work that has been covered without *building review* contrary to this bylaw or an order issued by the *Chief Building Official*;
 - 4.3.4 a stop work order under sections 4.63 and 4.64;
 - 4.3.5 the removal of any *building, structure* or part of them *constructed* in contravention of a provision of this bylaw;
 - 4.3.6 the cessation of any *occupancy* in contravention of this bylaw;
 - 4.3.7 an *owner* to correct any unsafe conditions;
 - 4.3.8 an *owner* to correct any work that contravenes this bylaw, the *Building Code*, or any other *District* bylaws; and
 - 4.3.9 the removal of any unauthorized encroachment on *District* property.
- 4.4 Every person served with an order under section 4.3 must comply with the order within the time stated in the order.

Building Official

- 4.5 *A building official:*
 - 4.5.1 may enter any land, *building, structure* or premises in accordance with the provisions of section 16 of the *Community Charter* to ascertain whether the terms of this bylaw are being observed;
 - 4.5.2 may waive the requirement for a *building review* under section 5.24 of this bylaw based on a risk-based analysis and evaluation of the performance history of the person carrying out the relevant work and provided that *building reviews* in respect of foundation and footing forms, framing or final *building review* may not be waived;

Permit Required

- 4.6 A *permit* is required for any work regulated under this bylaw.
- 4.7 Without limiting section 4.6, a person must not do any of the following unless a *building official* has issued a valid and subsisting *permit* for the work or unless the work is specifically excluded from the ambit of this bylaw under a provision of this bylaw:
- 4.7.1 *construct*, repair or alter a *building* or *structure*, including a *temporary building* or *structure*;
 - 4.7.2 change the use, *occupancy*, or both, of a *building* or *structure* or part of a *building* or *structure*;
 - 4.7.3 install or modify a commercial cooking facility or ventilation system used in a process producing grease laden vapours;
 - 4.7.4 install or modify a fire alarm system or fire sprinkler system;
 - 4.7.5 move a *building* or *structure*;
 - 4.7.6 demolish a *building* or *structure*;
 - 4.7.7 occupy a new *building* or *structure*;
 - 4.7.8 install, *construct*, repair or alter a masonry fireplace or a wood burning appliance or chimney, unless the works are encompassed by another valid *building permit*;
 - 4.7.9 install, alter or repair plumbing or heating systems or performing other *mechanical work*; or
 - 4.7.10 perform *electrical work*.
- 4.8 Applications for a *permit* must be submitted in the form specified by the *Chief Building Official* and be submitted together with the Building Permit Fee specified in the Fees and Charges Bylaw 6481 in accordance with section 16.1 of this bylaw.
- 4.9 The Building Permit Fee will increase as prescribed in the Fees and Charges Bylaw 6481 if, contrary to this bylaw, *construction* is commenced before the *Chief Building Official* has issued a *permit*.
- 4.10 A person must not submit false or misleading information in relation to a *permit*, an application for a *permit* or *construction* undertaken under this bylaw.
- 4.11 A person must not erase, alter or modify plans and supporting documents after the same have been reviewed by a *building official* and a person must not erase, alter or modify plans and supporting documents which have been filed for reference with a *building official* after the *permit* has been issued.

Requirements of Permit

- 4.12 Every *owner* must comply with the requirements and conditions of this bylaw and any *permit* issued under this bylaw.

Lapse of Application

- 4.13 A *permit* application lapses 180 days from the date on which a complete application is received, unless the *permit* has not been issued because of delays caused solely by the *District*.

Expiration of Permit

- 4.14 A *permit* expires and the rights of the *owner* under the *permit* terminate if:
- 4.14.1 the work authorized by the *permit* is not commenced within 180 days from the date of issuance of the *permit*; or
 - 4.14.2 work is discontinued for a period of 180 days or more; or
 - 4.14.3 the work is not completed within two years of the date of issuance of the *permit*.

Permit Extension

- 4.15 A *building official* may extend the period of time set out under section 4.14 by up to six months if:
- 4.15.1 the work authorized by the *permit* has not been commenced or has been delayed or discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the *owner's* control or if the size and complexity of the *construction* warrants;
 - 4.15.2 an application for the extension is made within 30 days of the date of *permit* expiration; and
 - 4.15.3 the *owner* has paid the permit extension fee prescribed in the Fees and Charges Bylaw 6481.

Refusal to Issue Permit

- 4.16 A *building official* may refuse to issue a *permit* where, in his or her opinion, the proposed work contravenes the *Building Code*, this bylaw or the provisions of any other bylaw of the *District*.

Permit Revocation

- 4.17 The *Chief Building Official* may revoke a *permit* if:
- 4.17.1 there is a violation of:

- (a) a condition under which the *permit* was issued;
 - (b) a requirement of the *Building Code, Electrical Code, Natural Gas and Propane Code*, or the *Safety Standards Act* and associated regulations;
 - (c) a requirement or prohibition under this bylaw or another bylaw of the *District*;
- 4.17.2 the *permit* was issued in error or based on false information;
- 4.17.3 the applicant has failed to obtain any permit required under another *District* bylaw;
or
- 4.17.4 a circumstance arises that creates a risk that was not known or did not exist at the time the *permit* was issued.

Permit Cancellation

- 4.18 An *owner*, or his or her *agent*, may cancel a *permit* application by delivering written notification of cancellation to the *Chief Building Official*.
- 4.19 If the *owner*, or his or her *agent*, submits changes to an application after a *permit* has been issued and the changes, in the opinion of the *Chief Building Official*, substantially alter the scope of the work, design or intent of the application in respect of which the *permit* was issued, the *Chief Building Official* may cancel the *permit*.

Permit Transfers

- 4.20 A *permit* or an application for a *permit* may not be transferred or assigned until the *owner* has notified the *Chief Building Official* in writing, the *owner* has paid the permit transfer fee prescribed in the Fees and Charges Bylaw 6481 and the *Chief Building Official* has authorized the transfer or assignment in writing. The transfer or assignment of a *permit* is not an extension of a *permit*.
- 4.21 Any *security* being held by the District in respect of a *permit* that has been transferred must either be returned to the person or entity that paid the *security deposit* or assigned to the transferee by way of an assignment agreement in a form satisfactory to the *Chief Building Official*.

Permit Correction

- 4.22 The review of plans and supporting documents and issuance of a *permit* do not prevent the *Chief Building Official* from subsequently requiring the correction of errors in the said plans and supporting documents or from prohibiting work from being carried on pursuant to the *permit* or from prohibiting occupancy of a *building* where the plans, the supporting documents, the work or the *occupancy* are in violation of this or another bylaw.

Conformity to *Building Code*

- 4.23 The *Chief Building Official* may require the *owner* to establish whether a method or type of *construction* or material used in the *construction* of a *building* or *structure* complies with the requirements and provisions of this bylaw and the *Building Code*.

Alternate Solutions

- 4.24 Alternate solutions will be considered by the *building official* in accordance with the provisions of the *Building Code*.

Tests

- 4.25 The *Chief Building Official* may direct that tests of materials, equipment, devices, *construction* methods, structural assemblies or *foundations* be made and reports, documentation and evidence be provided, all at the expense of the *owner*, to determine whether the material, equipment, device, *construction* or *foundation* condition complies with this bylaw and the *Building Code*.

OWNER'S AND CONSTRUCTOR'S RESPONSIBILITIES

Owner's Responsibility

- 4.26 It is the full and sole responsibility of the *owner* (and where the *owner* is acting through a representative, the *owner's* representative) to carry out the work in respect of which the *permit* was issued in compliance with the *Building Code*, the *Electrical Code*, the *Natural Gas and Propane Code*, this bylaw and all other applicable enactments respecting safety.

Owner's Undertakings

- 4.27 Despite the other provisions of this bylaw, the *Chief Building Official* may require as a condition of the issuance of a *permit* that the *owner* execute and submit to the *District* the *Owners' Responsibilities Form* in the form specified by the *Chief Building Official*.

- 4.28 Where the *Chief Building Official* determines that any work or excavation may directly, or indirectly, affect private property adjacent to the excavation site, the *owner* must provide:

4.28.1 an excavation and shoring plan, signed and sealed by a qualified professional; and/or

4.28.2 a report by a certified arborist,

specifying measures to be taken to protect adjoining land, structures, walks, walls, services and trees.

- 4.29 Every *owner* to whom a *permit* is issued must:

4.29.1 not interfere with or obstruct the entry of a *building official* or other authorized official of the *District* onto or into any land, *building*, *structure* or premises at any reasonable time in order to administer and enforce this bylaw;

- 4.29.2 ensure that the *permit*, the designs, plans and specifications on which the issuance of the *permit* was based, all municipal inspection certificates, and all professional *field review* records are available at the site of the work with respect to which the *permit* was issued for the purpose of inspection by the *building official*;
 - 4.29.3 ensure that the *permit* is posted conspicuously on the site of the work authorized by the *permit* during the entire execution of said work;
 - 4.29.4 ensure that all work for which a *permit* is required is carried out in compliance with the *permit* and any supporting documents and with the *Building Code*, the *Electrical Code*, the *Natural Gas and Propane Code*, this bylaw, any other applicable bylaw of the *District*, the *Homeowner Protection Act*, *Safety Standards Act* and associated regulations and any other applicable enactments respecting safety;
 - 4.29.5 not do any work that is at variance with the accepted designs, plans and specifications of a *building* or *structure* or of any other work for which a *permit* has been issued, unless that variance has been accepted in writing by a *building official*.
 - 4.29.6 for any *building permit* that involves soil disturbance, excavation, or concrete works, ensure that sediment and erosion are managed on the site such that no material will enter any road, any neighbouring property or the *District* sewer system;
 - 4.29.7 prior to commencing any *construction* under the *permit*, ensure that all catch basins capable of receiving surface run-off from the *construction* site are fitted with a catch basin specific design of sediment trap, which sediment traps must be maintained in accordance with the supplied manufacturer's specifications;
 - 4.29.8 obtain all permits required under other *District* bylaws in relation to the proposed work;
 - 4.29.9 pay the cost of repairs of any damage to public property or *District* works or services that occurs in the course of the work authorized by the *permit*; and
 - 4.29.10 where required by the *Chief Building Official*, post a sign on the property to which the *permit* relates for the full duration of *construction*:
 - (a) the civic address of the property in a location that is visible from all adjoining streets;
 - (b) the contact information for the *owner* or the *constructor*, including contact information that is monitored 24 hours per day for issues arising after hours or emergencies; and
 - (c) the contact information for the *District*.
- 4.30 The sign required under section 4.29.10 must conform to the template provided by the *Chief Building Official* and meet the following requirements:

- (a) maximum height from grade of 3.0 metres;
- (b) maximum area of 3.0 square metres for Part 3 buildings and a maximum area of 1.5 square metres for single or two family dwellings;
- (c) script that is at least 5.00 cm high and is in a colour that contrasts with the background of the sign; and
- (d) set out the hours permitted for *construction* under the Noise Regulation Bylaw 7188 and any exemptions to the *construction* hours which may have been granted.

Notice

- 4.31 Every *owner* must give notice in writing to the *Chief Building Official* of any change in or termination of engagement of a *registered professional* during the course of the *construction* before the change or termination occurs.
- 4.32 If an *owner* terminates the engagement of a *registered professional*, the *owner* must suspend the work with respect to which the *registered professional* was engaged until the *owner* has engaged a new *registered professional* and has delivered to the *Chief Building Official* letters of assurance from the new *registered professional*.
- 4.33 It is the *owner's* responsibility to give notice in writing to the *Chief Building Official* immediately upon any change in ownership or change in the address of the *owner* which occurs prior to the issuance of an *occupancy permit*.
- 4.34 Every *owner* must give such other notice to the *Chief Building Official* as may be required by the *Chief Building Official* or by a provision of this bylaw.

Uncovering Work

- 4.35 When required by the *Chief Building Official*, every *owner* must uncover and replace at the *owner's* own expense any work that has been covered without inspection contrary to this bylaw.

Damage to Public Property

- 4.36 Every *owner* to whom a *permit* is issued must not cause damage to *District* property or municipal works during the work authorized by the *permit* and, in the event that such damage is caused, the *owner* is responsible for the cost to repair such damage.
- 4.37 If the *Chief Building Official* determines that *District* property or municipal works or services have been damaged, obstructed or fouled by debris, material or dirt in the course of work authorized by a *permit*, the *Chief Building Official* may deliver written notice to the *permit* holder to repair or clean up and if the required work is not completed within the time specified in the notice, the *District* may, but is not obligated to, carry out such work.

- 4.38 Every *owner* must pay to the *District*, within 30 days of receiving an invoice for same from the *District*, the cost of repairs undertaken by the *District* pursuant to section 4.37, failing which the *District* may, without notice, deduct the invoiced amount from the *owner's* *security deposit*.

Demolition

- 4.39 Every *owner* applying for a *demolition permit* must:
- 4.39.1 provide a vacancy date;
 - 4.39.2 provide written authorization from all *owners* to demolish;
 - 4.39.3 deposit with the *District* a *demolition security deposit* in the amount specified in section 5.7.1 of this bylaw as security for the repair, replacement, and clean up of any water and sewer works, roadways, curbs, gutters, sidewalks, boulevards and other *District* property damaged in the course of the work authorized by the *demolition permit* and for the clean-up of the land subject to the *permit* and/or completion of the works required under sections 4.39.4 [capping fees] and 4.42 [demolition clean up];
 - 4.39.4 pay the capping and inspection chamber installation fees prescribed in the Waterworks Bylaw and the Sewer Bylaw; and
 - 4.39.5 all municipal services must be capped and terminated at the property line in a *District* standard inspection chamber and valve arrangement.
- 4.40 The *Chief Building Official* may require as a condition of issuing a *demolition permit* that the *owner* provide a report from a commercial pest control service that a *building* or *structure* which is proposed to be demolished is free of rodent infestations and/or noxious weeds or pests.
- 4.41 Every *owner* must ensure that prior to carrying out demolition, all erosion and sediment controls as required pursuant to the Development Servicing Bylaw 8145 and the Environmental Protection and Preservation Bylaw 6515, as amended or replaced, have been installed.
- 4.42 Every *owner* must ensure that immediately upon completion of demolition:
- 4.42.1 all debris and fill is cleared from the site;
 - 4.42.2 all gypsum board and other recyclable materials from the *building* is separated from other debris and disposed of in accordance with applicable provincial regulations;
 - 4.42.3 the site is back-filled and all holes filled;
 - 4.42.4 the site is made level based on the grades indicated on the topographical survey required pursuant to section 5.6;
 - 4.42.5 the site is made stable from water or rainfall induced erosion; and

4.42.6 the site left in a neat and tidy condition.

- 4.43 The *Chief Building Official* may waive and/or relax the time for compliance with any of the conditions set out in section 4.42 provided that a *building permit* to construct a new building has been issued for the same property.
- 4.44 If the *building official* determines that the terms and conditions upon which a *demolition permit* is issued are not being complied with, the *building official* may deliver written notice requiring compliance within 24 hours and if the *building official* determines that non-compliance continues after 24 hour notice period, then the *District* may, but is not obligated to, enter on to the property to which the demolition permit relates and do or cause to be done through its contractors all such things as may be required to fulfil said conditions, including without limitation, completion of the demolition and securing the site, and for such purpose may without notice or limitation deduct from the demolition *security deposit* all costs and expenses incurred and payments and expenditures made by the *District*.
- 4.45 The *District* will return to the payee the demolition *security deposit* less all amounts deducted therefrom in accordance with section 4.39.3, upon completion of the demolition work contemplated in the *demolition permit* and upon the *building official* being satisfied that all damage caused by the applicant has been repaired and all conditions upon which the *demolition permit* was issued have been complied with and satisfied.

Obligations of Constructor

- 4.46 Every *constructor* must ensure that all requirements of the *Building Code*, this bylaw and other applicable enactments respecting *construction safety* are complied with.
- 4.47 Every *constructor* is responsible jointly and severally with the *owner* for all work undertaken to which this bylaw applies.

PROFESSIONAL DESIGN AND FIELD REVIEWS

Requirement for Registered Professional for Construction of Complex Building

- 4.48 The *owner* must provide *professional design* and plan certification and *field reviews* for the construction of a *complex building*, supported by letters of assurance in the form specified in the current *Building Code*, each signed by such *registered professionals* as the *Chief Building Official* or *Building Code* may require.
- 4.49 If the site conditions, size or complexity of a development or an aspect of a development warrant, the *Chief Building Official* may require a qualified professional to determine the bearing capacity by providing design and plan certification and field reviews supported by letters of assurance in form specified in the current *Building Code*.

Other Projects where Registered Professional is Required

- 4.50 The *owner* must provide *professional design* and *field reviews* supported by letters of assurance in the form of Schedules A (if applicable) and B referred to in section 2.6 of Part 2 of the *Building Code*, each signed by such *registered professionals* as the *Chief*

Building Official or Building Code may require, to prepare the *professional design* for and conduct *field reviews* of:

- 4.50.1 the construction or *alteration* of a *simple building constructed* on, or contiguous to, a *complex building*;
- 4.50.2 the *construction or alteration* of *foundations* and *excavations* in respect of *simple buildings* if required by the *Chief Building Official* in the circumstances set out in section 5.5;
- 4.50.3 the *construction or alteration* of structural, electrical, mechanical or fire suppression elements for *simple buildings* if required by the *Chief Building Official* in the circumstances set out in section 5.5;
- 4.50.4 the *construction or alteration* of any structural components of a *building* that fall within the scope of Part 4 of the *Building Code*;
- 4.50.5 the *construction or alteration* of a *retaining wall*;
- 4.50.6 the *construction or alteration* of a *building* that is designed with common egress systems for the occupants and requires the use of *firewalls* according to the *Building Code*;
- 4.50.7 the *construction or alteration* of the *building envelope* components of:
 - (a) all *buildings* under Part 3 of the *Building Code*,
 - (b) all residential *buildings* that contain more than two dwelling units, and
 - (c) all other *buildings* whose *building envelopes* do not comply with the prescriptive requirements of Part 9 of the *Building Code*;
- 4.50.8 *electrical work* in a complex building;
- 4.50.9 *mechanical work* in a complex building;
- 4.50.10 the installation of storm water pumps;
- 4.50.11 the installation of sanitary pumps where the pump serves an entire residence;
- 4.50.12 the installation of a fire sprinkler system, except for modifications to existing systems involving the relocation or addition of less than six sprinkler heads, in which case the requirement for *registered professional design* and *field review* may be waived by the *Chief Building Official*;
- 4.50.13 the *construction or alteration* of a *building or structure* on a parcel that the *Chief Building Official* believes is subject to or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence or avalanche. For greater certainty, this requirement for *professional design* and a *field review* is in addition to a requirement under any other enactment for a report certified by a qualified professional that the parcel may be used safely for the use

intended;

- 4.50.14 any *project* where the *Chief Building Official* considers that the site conditions, size or complexity of or associated with the *project* warrant the provision of *professional design* and *field reviews*.
- 4.51 Sealed copies of the *professional design* and *letters of assurance* required by sections 4.48 and 4.50 must be submitted to the *building official* prior to issuance of a *building permit* for the work.
- 4.52 The requirement for *professional design* and *field review* may be waived by the *Chief Building Official* for work involving minor tenant improvements.
- 4.53 The *Chief Building Official* may require the *registered professional* carrying out the *professional design* and *field review* of a *building* envelope to provide evidence that he or she has experience and expertise in respect of the *professional design* and *field review* of *building* envelopes.
- 4.54 Where *professional design* is required pursuant to sections 4.48 or 4.50, the *owner* must give notice in writing to the *Chief Building Official* of any change in or termination of engagement of a *registered professional* during *construction* immediately when the change or termination occurs.
- 4.55 If an *owner* terminates the engagement of a *registered professional*, the *owner* must terminate the work until the *owner* has engaged a new *registered professional* and has delivered to the *Chief Building Official* letters of assurance.
- 4.56 Where an *owner* has provided a report by a *registered professional*, the *Chief Building Official* make direct that the report be peer reviewed by a qualified professional selected and retained by the *District*. The peer review will be completed at the *owner's* expense and the *owner* must pay the invoice for same within 30 days of the invoice date, If the invoice amount is not paid when due, the *Chief Building Official* may, at his/her discretion, issue a *Stop Work Order Notice*. The unpaid invoice amount may be deducted from the *security deposit*.
- 4.57 For all new single family *construction*, the *owner* must provide *professional design* and plan certification and *field reviews* for the building envelope, supported by letters of assurance in the form specified in the current *Building Code*.

Assurance of Field review

- 4.58 Not less than 48 hours prior to the coordinated preoccupancy site review for a *complex building* and not less than 48 hours prior to final inspection for a *simple building* or other *project* in circumstances where letters of assurance have been required in accordance with section 4.48 or 4.50, the *owner* must provide the *District* with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in section 2.6 of Part 2 of the *Building Code*.

Professional Liability Insurance

- 4.59 A *registered professional* who provides letters of assurance as required by this bylaw must provide proof of professional liability insurance to the *Chief Building Official* in the form specified by the *Chief Building Official*.

Professional Plan Certification

- 4.60 The letters of assurance provided pursuant to sections 4.48, 4.49, 4.50 or 4.57 are relied upon by the *District* and its *building officials* as certification that the *professional design* and plans to which the letters of assurance relate comply with the *Building Code*, the *Electrical Code*, the *Natural Gas and Propane Code* and other applicable enactments relating to safety.

Field reviews

- 4.61 If a *registered professional* provides letters of assurance in accordance with sections 4.48, 4.49, 4.50 or 4.57, the *District* will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the work authorized by the *permit* substantially conforms to the *design*, plans and specifications and that the work substantially complies with the *Building Code*, the *Electrical Code*, *Natural Gas and Propane Code*, this bylaw, any other applicable bylaw of the *District*, provisions of the *Homeowner Protection Act*, *Safety Standards Act* and associated regulations, or any other applicable enactments respecting safety.
- 4.62 Despite section 4.61, a *building official* may attend the site from time to time during the course of the work to ascertain that the *field reviews* are taking place and to monitor the *field reviews* undertaken by the *registered professionals*.

Stop Work Order

- 4.63 The *Chief Building Official* may direct the immediate suspension or correction of all or a portion of work to which this bylaw applies by attaching a *Stop Work Order Notice* on the premises on which the work is being done where the work is not being performed in accordance with the requirements of the *Building Code*, the *Electrical Code*, the *Natural Gas and Propane Code*, this bylaw, any other applicable bylaw of the *District*, provisions of the *Homeowner Protection Act*, *Safety Standards Act* and associated regulations, or any other applicable enactments respecting safety.
- 4.64 A *coordinating registered professional* may request, in writing, that the *Chief Building Official* order the immediate suspension or correction of all or a portion of work on a *building or structure* by attaching a *Stop Work Order Notice* on the premises on which the work is being done. The *Chief Building Official* will consider such a request and if not acted upon, will give reasons, in writing, to the *coordinating registered professional*.
- 4.65 If a *registered professional's* services are terminated, the owner must immediately stop any work that is subject to his or her *professional design* or *field review* and the *Chief Building Official* is deemed to have issued a *Stop Work Order Notice* under section 4.63.

- 4.66 The *owner* must immediately after posting a *Stop Work Order Notice* secure the *construction* and the lands and premises surrounding the *construction* in compliance with the safety requirements of every statute, regulation or order of the Province or of a provincial agency and of every applicable bylaw of the *District*.
- 4.67 No work other than the required remedial measures may be carried out on a parcel affected by the *Stop Work Order Notice* until the *Stop Work Order Notice* has been removed by the *Chief Building Official*.
- 4.68 The *Stop Work Order Notice* must remain posted on the premises until the required remedial measures have been completed and the *Chief Building Official* directs in writing that the notice may be removed.

Do Not Occupy Notice

- 4.69 If a person occupies a *building* or *structure* or part of a *building* or *structure* in contravention of section 4.7.2 of this bylaw a *building official* may post a *Do Not Occupy Notice* on the affected part of the *building* or *structure*.
- 4.70 If a notice is posted under section 4.69, the *owner* of the parcel on which a *Do Not Occupy Notice* has been posted and every other person must cease occupancy of the *building* or *structure* immediately and must refrain from further *occupancy* until all applicable provisions of the *Building Code* and this bylaw have been substantially complied with and the *Do Not Occupy Notice* has been rescinded in writing by a *building official*.

No Interference with Notices

- 4.71 A person must not reverse, alter, deface, cover, remove or in any way tamper with a *construction* site identification placard, *Stop Work Order Notice*, certificate, card or notice posted on or affixed to a *building* or *structure* pursuant to a provision of this bylaw unless authorized by the *Chief Building Official*.

PART 5 BUILDING PERMIT

Requirements before Applying for Building Permit

- 5.1 Prior to submitting an application for a *building permit*, the *owner* must satisfy the following requirements or conditions:
- 5.1.1 issuance of a development permit in an area designated by the *District's* official community plan as a development permit area, where required;
 - 5.1.2 compliance of the proposed *building* or *structure* with all *District* bylaws, except to the extent a variance of a bylaw is authorized by a development permit, development variance permit or order of the Board of Variance;
 - 5.1.3 signing by the *Approving Officer* of a subdivision plan that, once registered, would create the parcel on which the *building* or *structure* is proposed to be *constructed*;
 - 5.1.4 documentation to provide evidence to the *Chief Building Official* that the *person*

applying for the proposed *building permit* is the *owner* of the parcel that is the subject of the proposed *building permit* application or is the *agent* of the *owner*;

5.1.5 if the parcel that is the subject of the proposed *building permit* application is not, or is not intended to be, connected to the *District's* sewage disposal system, approval of an alternate *private sewage disposal system*;

5.1.6 if the parcel that is the subject of the proposed *building permit* application is not connected to the *District's* waterworks system, approval of an alternate water supply system.

Applications for Complex *Buildings*

5.2 An application for a *building permit* with respect to a *complex building* must include all of the applicable information, documents and plans specified in the Master Requirements List and:

5.2.1 be accompanied by the *Owner's Responsibilities Form* and, where applicable, the *Authority to Represent the Owner Form*, in the forms specified by the *Chief Building Official*, signed by the *owner* or a signing officer if the *owner* is a corporation;

5.2.2 include a copy of a title search made within 30 days of the date of the application;

5.2.3 include the name and address of the *designer* of the *building* or *structure*; and

5.2.4 include a *Building Code* compliance summary, including applicable edition of the *Building Code*, Part 3 or Part 9 designation, major occupancy classification(s) of the *building*, *building* area and height, number of streets the *building* faces, accessible entrances, work areas, washrooms and facilities.

5.3 In addition to the requirements of section 5.2, the following may be required to be submitted with a *building permit* application for the *construction* of a *complex building* if, in the opinion of a *building official*, the complexity of the proposed *building* or *structure* or siting circumstances warrant:

5.3.1 site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a *registered professional*, in accordance with the *District's* development servicing bylaw;

5.3.2 section through the site showing grades, *buildings*, *structures*, parking areas and driveways;

5.3.3 any other information required by the *building official* or the *Building Code* to establish compliance with this bylaw, the *Building Code* and other bylaws and enactments relating to the *building* or *structure*.

Applications for Simple Buildings

- 5.4 An application for a *building permit* for a *simple building* must include all of the applicable information, documents and plans specified in the Master Requirements List and:
- 5.4.1 the *Owner's Responsibilities Form* and, where applicable, the *Authority to Represent the Owner Form*, in the form specified by the *Chief Building Official*, signed by the *owner* or a signing officer if the *owner* is a corporation;
 - 5.4.2 a title search made within 30 days of the date of the application;
 - 5.4.3 the name and address of the *designer* of the *building* or *structure*;
 - 5.4.4 a foundation and excavation design for (i) components of new *simple buildings* greater than 46 m² and (ii) *additions* to *simple buildings* greater than 46 m² to *simple buildings* prepared by a *registered professional* in accordance with section 4.2 of Part 4 of the *Building Code*. This section 5.4.4 does not apply to garages, carports and garden *structures* located on land zoned for single family use. The requirements of this section 5.4.4 may be waived by the *Chief Building Official* if documentation, prepared and sealed by a *registered professional*, is provided assuring that the *professional design* of the foundation substantially complies with section 9.4.4 of Part 9 the *Building Code* and the foundation excavation substantially complies with section 9.12 of Part 9 of the *Building Code*;
 - 5.4.5 include a geotechnical report if the *Chief Building Official* determines that the site conditions so warrant;
 - 5.4.6 include letters of assurance as may be required pursuant to section 4.50 ;
- 5.5 In addition to the requirements of section 5.4, the *Chief Building Official* may require the following to be submitted with a *building permit* application for the *construction* of a *simple building* if the *project* involves two or more *buildings* which in the aggregate total more than 1000 square meters or two or more *buildings* that will contain four or more dwelling units:
- 5.5.1 site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a *registered professional*, in accordance with the Development Servicing Bylaw 8145;
 - 5.5.2 a section through the site showing grades, *buildings*, *structures*, parking areas and driveways;
 - 5.5.3 a roof plan and roof height calculations;
 - 5.5.4 letters of assurance as required by section 4.50;
 - 5.5.5 any other information required by the *building official* or the *Building Code* to establish substantial compliance with this bylaw, the *Building Code* and other bylaws and enactments relating to the *building* or *structure*.

Survey

- 5.6 The *Chief Building Official* may order any *owner* to submit an up to date plan of survey prepared by a registered British Columbia land surveyor which contains sufficient information respecting the site and location of any *building*:
- 5.6.1 to establish, before *construction* begins, that all the provisions of this bylaw in relation to this information will be complied with;
 - 5.6.2 to verify, on completion of the *construction*, that:
 - (a) finished grade elevations and onsite drainage works have been completed in accordance with the *building permit* plans; and
 - (b) all provisions of this bylaw have been complied with;
 - 5.6.3 in relation to an existing *building*, when and as required by the *Chief Building Official*, to substantiate its location, size, including appendages whether above, at or below ground level, relative to the site or its relationship to neighbouring grades; and
 - 5.6.4 in relation to *construction* of a new *building* or addition to an existing *building*, prior to the placement of concrete for *foundations* and footings, including the elevations at proposed top of concrete on all *building* elevations and at all significant changes of elevation to substantiate its size, location and elevation,
- and every person served with an order under this section must comply with the order.

Security Deposit

- 5.7 Except as provided in section 5.8, an applicant for a *building permit* must pay to the *District*, at the time of the application, *security deposits* in the following amounts in the form of cash or an irrevocable letter of credit in a form satisfactory to the *District*:
- 5.7.1 \$10,000 or 1.0 percent of the *value of the work*, whichever is greater, to a maximum of \$20,000 for each new single family residential dwelling or demolition authorized by the *permit*;
 - 5.7.2 \$2,500 or 1.0 percent of the *value of the work*, whichever is greater, to a maximum of \$5,000 for each *permit* for additions, renovations, alterations in a single family dwelling;
 - 5.7.3 1.0 percent of the *value of the work* up to a maximum of \$1,000 where the property to which the *permit* relates is not the subject of a form and character *development permit*;
 - 5.7.4 where the property to which the *building permit* relates is the subject of a form and character *development permit*, the security taken for landscaping under the *development permit* will serve as the security for the *building permit* and may be used by the District in accordance with section 5.10; and

5.7.5 1.0 percent of the *value of the work* where the property to which the *permit* relates does not fall within subsections 5.7.1 through 5.7.4.

- 5.8 Notwithstanding section 5.7, where an applicant for a *building permit* has multiple *permits* in progress, the *Chief Building Official* may, but is not obligated to, permit such applicant to post and maintain rolling *security deposit* amounts as set out in the table below to serve as the *security deposit* required in section 5.7 for any applicant which is named on the letter of credit, provided however that the *Chief Building Official* may revoke the approval under this section 5.8 where the applicant has a history of repeated or on-going non-compliance with construction-related *District* bylaws:

Number of Permits	Security Deposit Amount
Up to 10	\$50,000.00
11 to 20	\$80,000.00

- 5.9 Notwithstanding section 5.7, the *Chief Building Official* may waive the requirement to provide a *security deposit* where satisfied that (a) the *value of the work* is less than \$100,000.00 and (b) the likelihood of damage being caused to *District* infrastructure is low.

- 5.10 The *security deposit* may be used by the *District* to:

5.10.1 cover the costs borne by the *District* to:

- (a) maintain, restore or replace any public works or public lands which are destroyed, damaged or otherwise impaired in carrying out the work referred to in any *permit* held by the applicant, in accordance with sections 4.37 and 4.38;
- (b) cover the costs borne by the District to make the site safe if the *permit* holder abandons or fails to complete the work as designated on the *permit*;
- (c) clear any debris, material, dirt, chattels, or equipment which have accumulated on any road, lane, sidewalk, boulevard or other District property as a result of work carried out in connection with any *building permit* held by the applicant;
- (d) backfill the site and make the site level based on the grades indicated on the topographical survey submitted as part of the application for a *permit*;
- (e) install erosion and sediment controls;
- (f) install sod, sow seeds, or plant trees and/or vegetation;
- (g) make the site safe if the *permit* holder abandons or fails to complete the work as designated on the *permit*;
- (h) correct any damage to the environment that results as a consequence of a contravention of any condition or requirement in a *development permit*;

- 5.10.2 pay for a peer review required pursuant to section 4.56 where the *owner* has failed to pay;
 - 5.10.3 cover the District's administrative costs including, but not limited to, costs incurred investigating expired *permits*, renewing existing *permits*, re-inspection fees, legal costs or Land Title Office registration costs for notices filed against title;
 - 5.10.4 serve as the *security deposit* for a provisional *occupancy permit* when such a *permit* requires a security deposit; and
 - 5.10.5 serve as a *security deposit* for the purpose of effecting compliance with any condition under which the *permit* was issued.
- 5.11 Where the *District* has drawn down the *security deposit* in accordance with section 5.10, the *building permit* applicant must within 10 days of notice from the *District* restore the *security deposit* to the amount originally posted.
- 5.12 The security taken pursuant to the Environmental Protection and Preservation Bylaw 6515 and the Tree Protection Bylaw 7671 constitutes security for the purpose of this bylaw and may be used in accordance with section 5.10 and the *security deposit* taken pursuant to section 5.7 of this bylaw may be used as security for the purpose of the Environmental Protection Bylaw 6515 and the Tree Protection Bylaw 7671.
- 5.13 The *security deposit*, or the amount remaining after any deductions made by the *District* in accordance with section 5.10, will be returned, with interest, to the person or entity that paid the *security deposit* after:
- 5.13.1 all required repairs, replacement, clean-up and other works under section 5.10.1 have been completed to the satisfaction of the *building official*;
 - 5.13.2 the *building official* is satisfied that no further damage to public works or public lands will occur;
 - 5.13.3 the *building reviews* required by this bylaw are complete and acceptable to the *building official*; and
 - 5.13.4 the conditions or provisions of a provisional *occupancy permit* are completed to the satisfaction of the *building official*.
- 5.14 Any amount in excess of the *security deposit* required by the *District* to complete corrective work to public lands, public works, or the site is recoverable by the *District* from the *permit* holder, the *constructor* or the *owner* of the property.
- 5.15 If a *security deposit* is not collected by the payee within 5 years of the date the *occupancy permit* was issued or the last inspection was conducted, the full amount may be retained by the District and deposited to general revenue.

Compliance with the Homeowner Protection Act

- 5.16 If a *building permit* application is made in respect of a *building* that includes, or will include, a *residential occupancy*, the *building permit* must not be issued unless the *owner* provides

evidence under section 30(1) of the *Homeowner Protection* that the proposed *building*:

5.16.1 is covered by home warranty insurance; and

5.16.2 the *constructor* is a licensed residential builder.

5.17 Section 5.16 does not apply if the *owner* is not required to be licensed and to obtain home warranty insurance in accordance with sections 20(1) or 30(1) of the *Homeowner Protection Act*.

5.18 Every *building permit* is issued subject to the *owner* and *constructor* maintaining compliance with the *Homeowner Protection Act* and negotiations under it during the term of the *building permit*.

Partial Building Permit

5.19 A *building official* may issue a *building permit* for a portion of a *building* or *structure* or for an *excavation* before the design, plans and specifications for the entire *building* or *structure* have been accepted if sufficient information has been submitted to the *District* to demonstrate to the *building official* that the portion authorized to be *constructed* substantially complies with this and other applicable bylaws and all *security deposits* and charges related to the entire *building* or *structure* and the *permit* fee applicable to that portion of the *building* or *structure* have been paid. Despite the issuance of a *permit*, the requirements of this bylaw apply to the remainder of the *building* or *structure* as if the *permit* for the portion of the *building* or *structure* had not been issued.

5.20 If a site has been *excavated* under a *building permit* for *excavation* only and a *building permit* is not subsequently issued for a *building* or *structure* to which the *excavation* relates, or if such a *permit* is issued but subsequently expires without the *construction* of the *building* or *structure* having commenced, the *owner* must fill in the *excavation* and restore the original gradients of the site within 60 days of being served notice by the *District* to do so.

Building Reviews

5.21 If a *registered professional* provides letters of assurance in accordance with section 4.48, 4.49, 4.50 or 4.57, the *District* will rely solely on *field reviews* by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the *construction* substantially conforms to the design, plans and specifications and that the *construction* complies with the *Building Code*, this bylaw and other applicable enactments respecting safety.

5.22 Despite section 5.21, a *building official* may attend the site from time to time during the course of *construction* to ascertain that the *field reviews* are taking place and to monitor the *field reviews* undertaken by the *registered professionals*.

5.23 A *building official* may attend periodically at the site of the *construction* of *simple buildings* or *structures* to ascertain whether the *health and safety aspects of the work* are being carried out in substantial conformance with those portions of the *Building Code*, this bylaw and any other applicable enactments concerning safety.

- 5.24 For all work in respect of *simple buildings*, the owner must:
- 5.24.1 where required by the *Chief Building Official*, arrange a preconstruction meeting with at least 48 hours' notice to the *District* and said preconstruction meeting must be attended by the *building official*, the *constructor* and the *owner* or his or her representative;
 - 5.24.2 give at least 24 hours' notice to the *District* when requesting a *building review*; and
 - 5.24.3 obtain a *building review* and receive a *building official's* written acceptance of the following aspects of the work prior to concealing them:
 - (a) after demolition, but only where no *building permit* has been applied for in respect of the site, the grading of and removal of debris from the site;
 - (b) foundation and footing forms, before concrete is poured;
 - (c) foundation dampproofing;
 - (d) site and foundation drainage;
 - (e) prior to inspection under section 5.24.3(f), plumbing located below the finished slab level;
 - (f) after preparation of the subgrade, but prior to pouring the concrete floor slab including any hydronic heating pipes and below slab insulation;
 - (g) framing, firestopping, bracing, chimney and ductwork, including rough in of factory built chimneys and fireplaces and solid fuel burning appliances, rough wiring, rough plumbing, rough heating, rough gas piping, gas venting, gas appliance rough in, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work;
 - (h) insulation and vapour barrier;
 - (i) the *health and safety aspects of the work* when the *building* or *structure* is substantially complete (prior to *occupancy*, where *occupancy* is required).
- 5.25 A *building official* will only carry out a *building review* under section 5.24 if the *owner* has requested the *building review* and only in the order prescribed in section 5.24.3(a) to (j).
- 5.26 Despite the requirement for the *building official's* acceptance of the work outlined in section 5.24.3, if a *registered professional* provides letters of assurance, the *District* will rely solely on *field reviews* by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the aspect of the *construction* referenced by those letters of assurance substantially conform to the design, plans and specifications and that the *construction* complies with the *Building Code*, this bylaw and other applicable enactments respecting safety.
- 5.27 A person must not conceal any aspect of the work referred to in section 5.24.3 of this

bylaw until a *building official* has provided notice of acceptance.

5.28 For work in respect of *complex buildings*, the *owner* must:

- 5.28.1 arrange a preconstruction meeting with at least 48 hours' notice to the *District* and said preconstruction meeting must be attended by the *building official*, the *owner* or his or her representative, the *coordinating registered* professional, the *constructor* as well as representatives of major trades;
- 5.28.2 arrange a pre-occupancy coordinated site review meeting with at least 48 hours' notice to the *District* for the *owner*, the *constructor* and the *registered professionals* to demonstrate to the *building official* and *District Fire Service* the compliance with the *health and safety aspects of the work*, the coordination and integration of the fire and life safety system, applicable *District* requirements and other enactments respecting safety; and
- 5.28.3 cause the *coordinating registered professional* to deliver to the *building official*, at least 48 hours prior to the pre-occupancy coordinated site review meeting, a confirmation of required documentation in the form specified by the *Chief Building Official*, with all such documentation contained in a hard covered three ring binder and in digital pdf format on a USB flash drive.

Occupancy Permits

5.29 A person must not:

- 5.29.1 occupy or *permit occupancy* of a *building* or *structure* or part of a *building* or *structure* until a *building official* has issued a final inspection notice for it;
- 5.29.2 a new *building* or *structure* or a *building* where there has been a change in the occupancy classification under the *Building Code* until an *occupancy permit* has been issued by the *Chief Building Official*.

5.30 An *occupancy permit* will not be issued unless:

- 5.30.1 all letters of assurance have been submitted when required by this bylaw;
- 5.30.2 the confirmation of required documentation specified in section 5.28.3 has been submitted when required in accordance with the requirements of this bylaw;
- 5.30.3 all aspects of the work requiring *building review*, inspection and acceptance pursuant to this bylaw have been reviewed, inspected and accepted or the inspections and acceptance are not required pursuant to section 5.21;
- 5.30.4 the post *construction* reports by the applicable qualified professionals pursuant to the *development permit* have been submitted;
- 5.30.5 the *owner* has executed and delivered to the *District* every agreement, instrument or form required by the *District* in relation to the work or the site; and
- 5.30.6 all required off site works respecting safety have been completed.

- 5.31 A *building official* may issue a *provisional occupancy permit* for partial occupancy of all or a portion of a *building* under *construction* when that portion of the *building* or *structure* is self-contained and provided with essential services respecting health and safety. The holder of a *provisional occupancy permit* must pay the Provisional Occupancy Fee prescribed in the Fees and Charges Bylaw 6481.

Temporary Building

- 5.32 Subject to the bylaws of the *District* and orders of *Council*, the *Chief Building Official* may issue a *building permit* for the erection or placement of a *temporary building* or *structure* for occupancy provided that the occupancy will not exceed one year and the *building* or *structure* will be removed immediately thereafter.
- 5.33 The application for a *building permit* for the erection or placement of a *temporary building* or *structure* must include:
- 5.33.1 the information, documents and plans specified in the Master Requirements List;
 - 5.33.2 security in the form of cash or a letter of credit for 10% of the value of the *temporary building*, which security:
 - (a) may be used by the *District* to remove the *building* after one year of the date of the final inspection required under this bylaw, or
 - (b) must be returned to the *owner* if the *owner* removes the *temporary building* within one year of the date of the final inspection of the *temporary building* required under this bylaw; and
 - 5.33.3 the non-refundable Temporary Building Fee prescribed in the Fees & Charges Bylaw 6481.

Sanitary Facilities

- 5.34 After a *building permit* has been issued and during the time it remains valid under this bylaw, the *owner* must provide on the parcel of land in respect of which the *building permit* has been issued, sanitary facilities for the disposal of human waste from individual persons who enter on the parcel in relation to the work referred to in the *building permit*, which facilities must be accessible and unlocked when not occupied, and every sanitary facility that is not connected by plumbing that complies with the *British Columbia Plumbing Code* and this bylaw to a:
- 5.34.1 sanitary sewer; or
 - 5.34.2 septic disposal system approved under the *Public Health Act*, SBC 2008, c. 28, as amended or replaced from time to time,
- must, at all times the facility is required under this bylaw, be supplied with toilet paper, a locking door for privacy, and ventilation, and kept in a sanitary condition without leaking beyond the facility and without overflowing within the facility. Such facilities must be located so as not to create a nuisance to neighbouring parcels or highways.

PART 6 ACOUSTIC REQUIREMENTS

- 6.1 The applicant for a *building permit* for *construction* of any *building* which will contain a *residential occupancy*, other than a single family dwelling, must provide as part of the application a report and recommendations prepared by persons trained in acoustics and current techniques of noise measurements demonstrating that the noise levels in those portions of the dwelling listed below shall not exceed the noise levels expressed in decibels set opposite such portions of the dwelling units. For the purpose of this section, the noise level is the A-weighted 24-hour equivalent (Leq) sound level:

<u>Portion of Dwelling Unit</u>	<u>Noise Level (Decibels)</u>
Bedrooms	35
Living, dining, recreation rooms	40
Kitchen, bathrooms, hallways	45

PART 7 ACCESSIBLE DESIGN REQUIREMENTS

- 7.1 The applicant for a *building permit* for *construction* of a multi-family *building* must demonstrate that the design and *construction* complies with the District's Accessible Design Policy for Multi-Family Housing, as amended or replaced, or such other design as may be accepted by the *Chief Building Official*.

PART 8 POOLS

Permit Required

- 8.1 Without limiting section 4.6, no person may *construct* or structurally repair a swimming *pool* without a valid and subsisting *building permit*.

Swimming Pool Fencing

- 8.2 A *pool*, spa or hot tub not contained within a *building* must be completely enclosed by a fence *constructed* without footholds or grips that children may use to climb into the enclosed area, having a minimum height of 1.2 meters and no openings greater than 100 mm at their least dimension.

Pool Gate

- 8.3 Access through a fence enclosing a *pool*, *spa* or *hot tub* must be only through a self-closing and self-latching gate designed and *constructed* or installed so as to cause the gate to return to a closed position when not in use and secured by a latch located on the *pool*, *spa* or *hot tub* side of the gate.

Spa or Hot Tub Lid

- 8.4 In lieu of a fence, a spa or hot tub may be covered with a locking cover to prevent

unauthorized access to the water.

Maintenance

- 8.5 The owner and the occupier of any property on or in which a *pool*, spa or hot tub is located must maintain all fences, gates or covers required under sections 8.2 to 8.4 in good order at all times and must immediately repair or replace any sagging fences, gates, loose parts, torn mesh, missing materials, worn latches, locks or broken or binding members.

PART 9 RETAINING WALLS

Permit

- 9.1 Without limiting section 4.6, no *person* may *construct*, or structurally repair, a *retaining wall* without a valid and subsisting *building permit* or *development permit*, if required.
- 9.2 A *registered professional* must undertake the design and conduct *field reviews* of the *construction* or structural repair of a *retaining wall*. Sealed copies of the design plan and letters of assurance prepared by the *registered professional* for all *retaining walls* must be submitted to a *building official* prior to issuance of a *permit* for the work.

Slopes Created by Excavation

- 9.3 Except as certified by a qualified professional, a cut on a parcel that is steeper than one linear unit vertically to one linear unit horizontally and total height of 1.22 meters or more that is created by *excavation* is prohibited unless restrained by a *retaining wall*.

Slopes Created by Fill Material

- 9.4 Except as certified by a qualified professional, fill material placed on a parcel, unless restrained by permitted *retaining walls*, must not have a surface slope exceeding a ratio of one linear unit vertically to two linear units horizontally.

PART 10 BUILDING MOVE

Permit Required

- 10.1 No *person* may relocate a *building* or *structure* into, out of or within the *District* without a valid and subsisting *building permit* for the relocation.
- 10.2 No *person* may relocate a *building* or *structure* into or within the *District* except:
- 10.2.1 where a *registered professional* has certified that the *building* or *structure* will substantially comply with the current version of the *Building Code*; and
- 10.2.2 a *building* permit has been issued for the *building* or structure.

PART 11

ADDRESSING AND SUITE NUMBERING

Addressing

- 11.1 A person must not *construct* on a parcel unless the civic address is conspicuously posted on the front of the premises or on a sign post so it may be easily read from the public highway from which it takes its address.
- 11.2 Immediately upon issuance of a *building permit* or prior to and during the occupancy of a *building*, until such time as the *building* is removed from the site or has been demolished, the *owner* or occupant must display the address number assigned to the *building* by the *Chief Building Official*:
- 11.2.1 on or over the entrance to the *building*; or
- 11.2.2 elsewhere on the *building* within sight of the street where landscaping or *structures* obscure the view of the *building* entrance from the street.
- 11.3 Despite section 11.2, the *Chief Building Official* may re-number or alter the assigned numbers in respect of any *buildings* on any parcel, including those already in existence or numbered.
- 11.4 The address numbers must be on a contrasting background and of a size in conformance with Table 11.3.1 below:

Table 11.3.1

Building Setback from Street	Minimum Non-illuminated Character Size	Minimum Illuminated Character Size
0-15 m	100 mm	80 mm
15-20 m	150 mm	100 mm
Greater than 20 m	200 mm	150 mm

Suite Numbering

- 11.5 Except as otherwise authorized by the *Chief Building Official*, all buildings must use a consecutive increasing numbering system for storey and suite numbering without skipping any numbers in accordance with the following:
- 11.5.1 Floors number in increasing numerical sequence starting from either the first storey as established by the *Building Code* or the primary addressed street entrance and without skipping any numbers;
- 11.5.2 Numbering must not skip numbers between adjacent floor levels; and

- 11.5.3 Suites must be numbered in increasing numerical sequence, in a clockwise fashion starting from the first and closest suite located directly to the left when entering the floor space through either the primary addressed street entry or the passenger elevator serving the primary addressed street entry and ending to the right of the elevator.

PART 12 MECHANICAL PERMIT

Potable Water Cross Connection

- 12.1 The *Chief Building Official* may, in respect of a parcel where there is a cross connection to potable water, disconnect the water service to the parcel and discontinue the water service until the *Chief Building Official* confirms that the cross connection to the potable water has been removed.

Mechanical Permits for Simple Building

- 12.2 An application for a *mechanical permit* for *plumbing* for a *simple building* must:
- 12.2.1 include the applicable information, documents and plans specified in the Master Requirements List; and
 - 12.2.2 contain any other information necessary to satisfy the *Chief Building Official* that the proposed installation, *alteration* or repair of plumbing complies with the *health and safety aspects of the work* and this and every other applicable *District* bylaw; and
 - 12.2.3 be submitted together with the applicable fees prescribed in the Fees and Charges Bylaw 6481 in accordance with section 16.1 of this bylaw.
- 12.3 An application for a *mechanical permit* for a forced air heating distribution system for a *simple building* must include heat loss calculations and appliance selection work sheet per the HVACIABC "Quality First" guidelines or equivalent.
- 12.4 An application for a *mechanical permit* for a hydronic heating distribution system for a *simple building* must include:
- 12.4.1 heat loss calculations and hydronic system design per the RHWABC guidelines or equivalent;
 - 12.4.2 letters of assurance as may be required pursuant to section 4.48 or 4.50.

Mechanical Permits for Complex Building

- 12.5 An application for a *mechanical permit* for *plumbing* for a *complex building* must be signed by a licensed plumber and:
- 12.5.1 include the applicable information, documents and plans specified in the Master Requirements List; and

- 12.5.2 contain any other information necessary to satisfy the *Chief Building Official* that the proposed installation, *alteration* or repair of plumbing complies with the *health and safety aspects of the work* and this and every other applicable *District* bylaw.
- 12.5.3 when required by the *Chief Building Official*, include a minimum of two complete sets of:
 - (a) plans showing the location and size of every *building* drain and every trap, sump and *plumbing* fixture and all water distribution piping; and
 - (b) sectional drawings showing the size and location of every *soil* or waste pipe, trap and vent pipe,

and the drawings and documents must be sealed by the *registered professional* and include complete design and calculation criteria so that the *Chief Building Official* has the information available for examination;
- 12.5.4 include letters of assurance as required pursuant to section 4.48 or 4.50;
- 12.5.5 contain any other information necessary to satisfy the *Chief Building Official* that the proposed installation, *alteration* or repair of plumbing complies with the *health and safety aspects of the work* and this and every other applicable *District* bylaw; and
- 12.5.6 be submitted together with the applicable fees prescribed in the Fees and Charges Bylaw 6481 in accordance with section 16.1 of this bylaw.
- 12.6 An application for a *mechanical permit* for sprinklers or a fire suppression system must:
 - 12.6.1 be signed by a licensed sprinkler fitter or, if permitted by a provincial enactment, the *owner*;
 - 12.6.2 include plans, sections and documentation as required by the relevant NFPA 13, 13r or 13d standard sealed by the *registered professional*; and
 - 12.6.3 include letters of assurance as may be required pursuant to section 4.48 or 4.50.

Storm and Sanitary Sewer Connections

- 12.7 Every *owner* of a parcel must in all cases where it is proposed to conduct waste from *plumbing* fixtures, trade waste or surface or roof water to a public sewer:
 - 12.7.1 confirm with the *Chief Building Official* that the public sewer is at a sufficient depth and of a capacity to receive the discharge;
 - 12.7.2 deliver to the *District's* Director of Engineering such information as the Director of Engineering may require to show that the proposed sewers will be laid at such depth and in such a position as to connect the property with the *building* or storm sewer extension; and
 - 12.7.3 arrange the plumbing to suit the location of the connection provided for the parcel

by the *Chief Building Official*.

Mechanical Inspections

- 12.8 A *building official* may attend periodically at the site of *mechanical work* in respect of *simple buildings* or *structures* to ascertain whether the *health and safety aspects of the work* are being carried out in substantial conformance with those portions of the *Building Code*, this bylaw and any other applicable enactments concerning safety.
- 12.9 For all *mechanical work* in respect of *simple buildings* the *owner*, or his or her representative, must give at least 24 hours' notice to the *District* when requesting an inspection and must obtain an inspection and receive a *building official's* acceptance of the following aspects of the work prior to concealing them:
- 12.9.1 underground water, sanitary and storm services, foundation drainage piping and damp proofing; prior to such inspection the *owner* or his agent, must deliver to the *Chief Building Official* a letter sized site and foundation drainage plan;
 - 12.9.2 heating distribution piping or duct work;
 - 12.9.3 rough plumbing;
 - 12.9.4 rough fire sprinkler and fire suppression piping;
 - 12.9.5 tub and shower fixtures and piping;

after the *mechanical work* is complete and ready for occupancy, but before occupancy.

- 12.10 A *building official* will only carry out an inspection under section 12.8 if the *owner* has requested the inspection and only in the order prescribed in section 12.9.1 to 12.9.5.
- 12.11 The requirements of section 12.9 do not apply to any aspect of the work that is the subject of a *registered professional's* letters of assurance provided in accordance with section 4.50.
- 12.12 If a *registered professional* provides letters of assurance in accordance with sections 4.48, 4.49, 4.50 or 4.57, the *District* will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the work authorized by the *permit* substantially conforms to the *design*, plans and specifications and that the work substantially complies with the *Building Code*, the *Electrical Code*, *Natural Gas and Propane Code*, this bylaw, any other applicable bylaw of the *District*, provisions of the *Homeowner Protection Act*, *Safety Standards Act* and associated regulations, or any other applicable enactments respecting safety.
- 12.13 Despite section 12.12, a *building official* may attend the site from time to time during the course of the work to ascertain that the *field reviews* are taking place and to monitor the *field reviews* undertaken by the *registered professionals*.

12.14 For *mechanical work* in respect of *complex buildings* the *owner* or his or her representative must:

12.14.1 arrange a preconstruction meeting prior to the start of *construction* with at least 48 hours' notice to the *District* and this preconstruction meeting must be attended by the *building official*, the *owner* or his or her representative, the *coordinating registered professional*, the *constructor* and representatives of major trades;

12.14.2 request an inspection prior to opening the premise isolation water valve;

12.14.3 request an inspection prior to removal of the sanitary premise isolation plug; and

12.14.4 request an inspection prior to removal of the storm water premise isolation plug.

Provisional Plumbing Final

12.15 The *Chief Building Official* may issue an inspection notice for provisional *plumbing* final in support of provisional *occupancy* of part of a *building* pursuant to section 5.31.

Connection to Storm Drainage System

12.16 Subject to the Sewer Bylaw 6656 and Development Servicing Bylaw 8145, during *construction* or *alteration* of a single or two family dwelling, the *owner* must connect all rainwater conductors in the onsite drainage system to a municipal storm drainage system provided such system is contiguous to the parcel on which the *construction* or *alteration* is taking place.

12.17 The onsite drainage system referred to in section 12.16 must be extended to the rear parcel line if the municipal connection is located at the front of the parcel or to the front parcel line if the municipal connection is located at the rear of the parcel wherever reasonably possible.

Plumbing Regulations

12.18 An *owner* must:

12.19 not permit or cause to be permitted material transitions upstream of the main shut off valve within the perimeter of a *building* foundation;

12.20 ensure that sanitary and storm sewer connections in respect of a *building* are fitted with a *District* standard inspection chamber at or near the property line;

12.21 not permit or cause to be permitted corrugated, perforated and unperforated plastic piping to be used in conveying storm water in a storm drainage system; and

12.22 not permit or cause to be permitted the connection of any subsoil drainage system to a drywell or rock pit unless the subsoil conditions are suitable for use of a drywell or rock pit as determined by a soil report prepared by a qualified professional engineer and accepted by the *Chief Building Official* in advance.

Storm Water Pumps

- 12.23 A *mechanical permit* for the installation of storm water pumps must include letters of assurance as required pursuant to section 4.50.10.
- 12.24 New storm water pump installations must include:
- 12.24.1 dual or duplex pumps; and
 - 12.24.2 a high level alarm audible within the premises.
- 12.25 As a condition of issuance of a *mechanical permit* for the installation of a storm water pump, the *Owner* must grant to the *District* a covenant under section 219 of the *Land Title Act*, RSBC 1996, c. 250, as amended or replaced from time to time, in a form satisfactory to the *municipal solicitor*.

Sanitary System Pumps

- 12.26 A *mechanical permit* for the installation of sanitary pumps where the pump serves an entire residence must include letters of assurance as required pursuant to section 4.50.11.
- 12.27 New sanitary pump installations must include a high level alarm audible within the premises.

Fire Sprinklers

- 12.28 “*Fire limits area*” in this Part means the areas shown on the plan attached as Schedule C.
- 12.29 Except as set out in section 12.30, sections 12.31 to 12.33 apply to:
- 12.29.1 a new *building* containing a mercantile, industrial, assembly, institutional, business, personal service or *residential occupancy*;
 - 12.29.2 an existing *building* containing a *residential occupancy* upon creation of an additional dwelling unit;
 - 12.29.3 an existing *building* containing a mercantile, industrial, assembly, institutional, business, personal services or *residential occupancy* if the total *building permit* value of all *additions* and structural *alterations* made within any consecutive 24 month period, as determined by the *Chief Building Official* pursuant to this bylaw, exceeds 25% of the assessed value of the existing *building* as determined by the most recent assessment by the British Columbia Assessment Authority; and
 - 12.29.4 an existing *building* containing a *residential occupancy* and located within the *fire limits area* if the total *building permit* value (excluding the value of the fire sprinkler system) of all *additions* and or structural *alterations* made within any consecutive 24 month period, as determined by the *Chief Building Official* pursuant to this bylaw, exceeds \$100,000.00.
- 12.30 Sections 12.31 to 12.33 do not apply to single family *residential* dwelling units located

outside the *fire limits area*, accessory *buildings* having a floor area of less than 30 square meters, *temporary buildings*, park shelters, detached gas station canopies or detached garages serving only one dwelling unit.

- 12.31 A *building* containing a mercantile, industrial, assembly, institutional, business, personal service or *residential occupancy* and any *building* in a *fire limits area* must be sprinklered in accordance with NFPA 13 1996 "Standard for Installation of Sprinkler Systems".
- 12.32 A *building* containing only a *residential occupancy* of up to four storeys in height must be sprinklered in accordance with NFPA 13 1996 "Standard for installation of Sprinkler Systems" or with NFPA 13R 1996 "Standard for installation of Sprinkler Systems in Residential Occupancies up to and including Four Storeys in Height", except as set out in section 12.33.
- 12.33 A *building* containing only one or two family *residential occupancies* must be sprinklered in accordance with NFPA 13 1996 "Standard for installation of Sprinkler Systems" or with NFPA 13R 1996 "Standard for installation of Sprinkler Systems in Residential Occupancies up to and including Four Storeys in Height", or NFPA 13D 1996 "Standard for installation of Sprinkler Systems in one and two Family Dwellings and Mobile Homes".
- 12.34 A *mechanical permit* for the installation of fire sprinkler systems must include letters of assurance as required pursuant to section 4.50.12.

Water Conservation

- 12.35 Every water closet must be a low consumption type which:
 - 12.35.1 conforms with CSA B45.0-99, "General Requirements for Plumbing Fixtures"; and
 - 12.35.2 has an average water consumption not exceeding 6 litres per flush cycle.
- 12.36 Every urinal must be a low consumption type which:
 - 12.36.1 conforms with CSA B45.0-99, "General Requirements for Plumbing Fixtures"; and
 - 12.36.2 has an average water consumption not exceeding 3.8 litres per flush cycle.

Gas Work

- 12.37 No *mechanical permit* is required under this Bylaw for *gas work* that may be done without a *permit* pursuant to the *Gas Safety Regulation*.
- 12.38 Only those persons who may perform *gas work* pursuant to the *Gas Safety Regulation* may apply for a *mechanical permit* for *gas work* under this bylaw.
- 12.39 An application for a *mechanical permit* must be submitted together with the applicable fees prescribed in the Fees and Charges Bylaw 6481 in accordance with section 16.1 of this bylaw.

- 12.40 The *District's* mechanical inspectors are safety officers under the *Safety Standards Act* for the purpose of administering the *Gas Safety Regulation* and have all of the powers of safety officers under said enactments.
- 12.41 Where *gas work is being* undertaken pursuant to a *mechanical permit* issued to a licensed gas contractor, the *District's* mechanical inspectors will provide random spot inspections only.

PART 13 ELECTRICAL PERMITS

Local Safety Manager and Local Safety Officers

- 13.1 The *District's* electrical inspectors are safety officers under the *Safety Standards Act* for the purpose of administering the *Electrical Safety Regulation* and have all of the powers of safety officers under said enactments.

Permits

- 13.2 Only those persons who may perform *electrical work* pursuant to the *Electrical Safety Regulation* may apply for an *electrical permit* under this bylaw.
- 13.3 An application for an *electrical permit* must be submitted together with the applicable fees prescribed in the Fees and Charges Bylaw 6481 in accordance with section 16.1 of this bylaw.
- 13.4 No *electrical permit* is required under this Bylaw for *electrical work* that may be done without a permit pursuant to the *Electrical Safety Regulation*.

PART 14 ENERGY STEP CODE

- 14.1 In relation to the conservation of energy and the reduction of greenhouse gas emissions, the District may reference and implement, in whole or in part, the *Energy Step Code*.
- 14.2 Effective July 1, 2018, any building classified as a Group D or Group E occupancy under the *Building Code* must be designed and constructed to meet the performance requirements specified in Step 1 of the *Energy Step Code*.
- 14.3 Effective July 1, 2018, any residential occupancy building regulated by Part 3 of the *Building Code* must be designed and constructed to meet the performance requirements specified in Step 2 of the *Energy Step Code*.
- 14.4 Effective July 1, 2018, any residential occupancy building regulated by Part 9 of the *Building Code*, must be designed and constructed to meet the performance requirements specified in Step 3 of the *Energy Step Code*.
- 14.5 Any residential occupancy building regulated by Part 3 or Part 9 of the *Building Code* which is located on property that has been re-zoned after December 15, 2017, must be designed and constructed to meet the performance requirements specified in Step 3 of the *Energy Step Code*.

PART 15

RADIO AMPLIFIER BYLAW

- 15.1 All applications for a *building permit* to which the Radio Amplifier Bylaw 8272 applies must comply with the requirements of that bylaw and required information must be submitted with the *building permit* application.

PART 16

FEES AND CHARGES

Permit Fees

- 16.1 In addition to any applicable fees and charges required under other bylaws, the *owner* must pay all applicable fees related to an application for any *permit* under this bylaw as prescribed in the Fees and Charges Bylaw 6481 and such fees must be paid as follows:
- 16.1.1 50% of the total applicable fees must be paid at the time of the *building permit* application; and
- 16.1.2 the full balance of the total applicable fees must be paid prior to issuance of the *permit*.

Inspection Fees

- 16.2 In addition to the permit fees required under section 16.1, the *owner* must also pay the *building review*, inspection, re-examination fees and other fees as prescribed in the Fees and Charges Bylaw 6481.

Fee Reduction where Letters of Assurance are Being Relied Upon

- 16.3 Where letters of assurance are being relied upon by the *District* pursuant to sections 4.48 or 4.50, the applicable *permit* fee will be reduced by 2.5%, up to a maximum reduction of \$500.00.

Refunds

- 16.4 No fee or part of a fee paid to the *District* may be refunded if *construction* of the *building* has started.
- 16.5 Except as otherwise provided in this bylaw, all fees and charges required by this bylaw are non-refundable.
- 16.6 If a valid and subsisting *permit* is cancelled at the request of the applicant, the *Chief Building Official* may issue a refund as follows:
- 16.6.1 for a *building permit*, a refund equal to that part of the fees paid at issuance of the *permit* in accordance with section 16.1.2 less an administration fee of 15% of that amount;
- 16.6.2 for an *electrical permit* or *mechanical permit*, a refund equal to the application fees for such *permit* less an administration fee of 15%,

provided that:

- 16.6.3 the *owner* has submitted a written request for a refund;
 - 16.6.4 the *Chief Building Official* has certified that *construction* of the work authorized by the *permit* has not been started;
 - 16.6.5 the *permit* has never been extended; and
 - 16.6.6 the *permit* has not expired.
- 16.7 If a valid and subsisting *electrical permit* or *mechanical permit* is cancelled at the request of the applicant, the *Chief Building Official* may refund the application fees for such *permit* less an administration fee of 15%.

PART 17 OFFENCES

Obstruction

- 17.1 A person must not interfere with, delay, obstruct or impede a *building official* or *bylaw enforcement officer* or designate or other person lawfully authorized to enforce this bylaw in the performance of duties under this bylaw.

Violations

- 17.2 Every person who violates any of the provisions of this bylaw or who suffers or permits any act or thing to be done in contravention of this bylaw or who neglects to do or refrains from doing any act or thing which violates any of the provisions of this bylaw shall be liable to the penalties hereby imposed and each day that such violation is permitted to exist shall constitute a separate offence.

Penalty

- 17.3 Every *person* who commits an offence contrary to the provisions of this bylaw is liable on summary conviction to a penalty of not more than \$10,000.00 in addition to the costs of the prosecution.

Deemed Offence

- 17.4 An *owner* is deemed to have knowledge of and be liable under this bylaw in respect of any *construction* on the parcel the *owner* owns and any change in the use, *occupancy* or both of a *building* or *structure* or part of a *building* or *structure* on that parcel.
- 17.5 Nothing in section 17.4 affects:
- 17.5.1 the *District's* right to require and the *owner's* obligation to obtain a *permit*; and
 - 17.5.2 the obligation of the *owner* to comply with this bylaw.

Designation of Bylaw

- 17.6 This Bylaw is designated under section 264 of the Community Charter as a bylaw that may be enforced by means of a ticket in the form prescribed.

Designation of Bylaw Enforcement Officer

- 17.7 *Building officials, bylaw enforcement officers, environmental protection officers* and members of the Royal Canadian Mounted Police are designated to enforce this bylaw by means of a ticket under section 264 of the Community Charter.

Ticketing

- 17.8 Pursuant to Section 264(1)(c) of the Community Charter, the words or expressions set forth below in Column 1 of the table below designate the offence committed under the bylaw section numbers appearing in Column 2 opposite the respective words or expressions.
- 17.9 Pursuant to Section 265(1)(a) of the Community Charter, the fine amount set forth below in Column 3 of the table below is the fine amount that corresponds to the words or expressions and section number set out in Columns 1 and 2 opposite the fine amount:

COLUMN 1	COLUMN 2	COLUMN 3
DESIGNATED EXPRESSION	SECTION	FINE
		\$
Failure to comply with order by Chief Building Official	4.4	300
Construct building without permit	4.7.1	400
Change use without permit	4.7.2	200
Change occupancy without permit	4.7.2	200
Install commercial cooking facility without permit	4.7.3	300
Install or modify fire alarm or sprinkler without permit	4.7.4	200
Move building without permit	4.7.5	300
Demolish building without permit	4.7.6	500
Occupy new building without permit	4.7.7	400
Install, construct, repair or alter fireplace or wood-burning appliance without permit	4.7.8	200
Perform mechanical work without permit	4.7.9	300
Perform electrical work without permit	4.7.10	300
Failure to comply with conditions of permit	4.10	200
Carry out work contrary to regulations	4.26	300
Obstruct entry of inspector	4.29.1	200
Failure to have plans available at site	4.29.2	150
Failure to post permit on site	4.29.3	150
Failure to ensure work complies with permit or regulations	4.29.4	300
Do work at variance with accepted plans	4.29.5	300

COLUMN 1	COLUMN 2	COLUMN 3
DESIGNATED EXPRESSION	SECTION	FINE
Failure to manage sediment or erosion	4.29.6	300
Failure to ensure catch basin fitted with sediment trap	4.29.7	200
Failure to pay costs for damage to District property	4.29.9	300
Failure to post signage with required information	4.29.10	200
Failure to post signage that meets requirements	4.30	150
Failure to notify re. change in registered professional	4.31	200
Failure to suspend work when registered professional terminated	4.32	300
Failure to notify re. change of ownership or address	4.33	150
Failure to uncover work completed without inspection	4.35	200
Cause damage to District property or works	4.36	400
Failure to provide pest control report	4.40	150
Failure to install required erosion and sediment controls during demolition	4.41	300
Failure to clear debris from demolition site	4.42.1	200
Failure to separate gypsum from other debris	4.42.2	200
Failure to back-fill demolition site	4.42.3	200
Failure to make demolition site level	4.42.4	200
Failure to make demolition site stable from erosion	4.42.5	200
Failure to leave demolition site in tidy condition	4.42.6	200
Failure by constructor to comply with Building Code	4.46	300
Failure to secure site after Stop Work Order Notice posted	4.66	200
Carry out unauthorized work after Stop Work Order Notice posted	4.67	400
Failure to leave Stop Work Order Notice posted	4.68	200
Failure to cease occupancy when Do Not Occupy Notice posted	4.70	300
Failure to fill in excavation	5.20	200
Failure to obtain building review	5.24.3	200
Failure to obtain building review prior to concealing work	5.27	300
Occupying building with changed classification where no occupancy permit	5.29	300
Occupy temporary building for more than 1 year	5.32	200
Failure to remove temporary building	5.32	200
Failure to provide sanitary facilities or required amenities	5.34	200
Failure to keep sanitary facility in sanitary condition	5.34	150
Construct or repair pool without permit	8.1	300
Failure to enclose pool, spa or hot tub	8.2	200
Failure to install self-latching gate to pool	8.3	200
Failure to have locking cover on spa or hot tub	8.4	200
Failure to maintain required fence, gate or cover for pool, spa or hot tub	8.5	200
Construct or repair retaining wall without permit	9.1	200
Failure to obtain or submit to District registered professional design or field review for retaining wall	9.2	200

COLUMN 1	COLUMN 2	COLUMN 3
DESIGNATED EXPRESSION	SECTION	FINE
Excavation steeper than permitted	9.3	300
Deposit of fill material steeper than permitted	9.4	300
Relocate building without building permit	10.1	250
Failure to display address number per requirements	11.1	150
Address numbers smaller than required	11.4	150
Failure to number floors as required	11.5.1	150
Failure to comply with suite numbering requirements by skipping numbers between adjacent floors	11.5.2	150
Failure to number suites in increasing numerical sequence and clockwise fashion	11.5.3	150
Failure to arrange plumbing to suit location of connection to public sewer	12.7.3	200
Failure to obtain mechanical inspection	12.9	200
Failure to request mechanical inspection	12.14	200
Failure to connect drainage to municipal storm drainage system	12.16	400
Permit material transitions upstream of main shut off valve within perimeter of building foundation	12.19	200
Failure to ensure sanitary and storm sewer connections fitted with District standard inspection chamber at or near property line	12.20	300
Permit corrugated, perforated and unperforated plastic pipe to convey storm water	12.21	300
Permit connection of subsoil drainage system to drywell or rock pit without professional report accepted by Chief Building Official	12.22	300
Failure to include dual or duplex pumps in new storm water pump installation	12.24.1	300
Failure to include high level alarm audible within the premises for new storm water pump installation	12.24.2	200
Failure to grant section 219 covenant for storm water pump	12.25	200
Failure to include high level alarm audible within the premises for new sanitary pump installation	12.27	200
Failure to sprinkler mercantile, industrial, assembly, institutional, business, personal service or residential occupancy building or building in Fire Limits Area as required	12.31	300
Failure to sprinkler residential building up to four stories in height as required	12.32	300
Failure to sprinkler one- or two-family residential occupancy as required	12.33	300
Person who is not authorized performing gas work	12.38	300
Person who is not authorized performing electrical work	13.2	300
Interfere or obstruct enforcement of bylaw	17.1	300

PART 18

MISCELLANEOUS

Severability

- 18.1 If a section, subsection, paragraph, subparagraph or phrase of this bylaw is for any reason declared invalid by a Court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this bylaw.

References

- 18.2 Any reference to Bylaw 7353, 2003 in any other District Bylaw is hereby deleted and replaced with a reference to this Bylaw 8271, 2017.

Repeal

- 18.3 The District of North Vancouver Building Regulation Bylaw No. 7353, 2005 is repealed and all references in other District bylaws to District of North Vancouver Building Regulation Bylaw No. 7353 are hereby amended to refer to District of North Vancouver Construction Bylaw 8271, 2017.

- 18.4 The following bylaws are repealed:

18.4.1 The Electrical Bylaw No. 7464, 2004; and

18.4.2 The Gas Bylaw No. 7465, 2004.

Amendment of Other Bylaws

- 18.5 The *District's* Environmental Protection Bylaw 6515 is amended by inserting the following at the end of section 32:

The security taken pursuant to this section may also be used by the District in accordance with section 5.7 of the Construction Bylaw 8271, 2017 and the security deposit taken pursuant to section 5.7 of the Construction Bylaw 8271, 2017 may be used by the District for this section 32.

- 18.6 The *District's* Tree Protection Bylaw 7671, 2012 is amended by inserting the following at the end of section 19:

The security taken pursuant to this section may also be used by the District in accordance with section 5.7 of the Construction Bylaw 8271, 2017 and the security deposit taken pursuant to section 5.7 of the Construction Bylaw 8271, 2017 may be used by the District for this section 19.

Appendices

- 18.7 Schedules A to C are attached to and form part of this bylaw.

Citation

18.8 This bylaw may be cited for all purposes as the "**Construction Bylaw 8271, 2017**".

In Force

18.9 This bylaw comes into force December 15, 2017.

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 8271 -VALUE OF WORK

Residential

Construction	\$/Sq.M	\$/Sq.Ft.
Crawlspace	430.60	40.00
Unfinished Basement	753.50	70.00
Main Floor	1,668.40	155.00
Upper Floor	1,507.00	140.00
Additional Floors	1,507.00	140.00
Basement or space finishing	645.80	60.00
Basement with secondary suite	753.50	70.00
Additions	120%	120%
Garages	699.70	65.00
Carports	430.60	40.00
Verandas/Covered decks	538.20	50.00
Sundeck	430.60	40.00
Carport infill to create garage	322.90	30.00
Garage/carport infill to create living area	484.40	45.00
Sundeck enclosure to create living area	807.30	75.00
Detached Garages	861.10	80.00

Demolition

Minor - less than or equal to 100 m² \$5000.00

Major - greater than 100 m² \$10,000.00

SCHEDULE B to BYLAW 8271 - Application to Existing Buildings

The level of upgrading required for an existing *building* that is non-compliant with the current *Building Code* is illustrated in the table below. The upgrading is based on the aggregate project value of all *building permits* issued over the previous 24-month period immediately preceding the date of application of a proposed *building permit*, including the value of the proposed project, divided by the assessed value of the building, expressed as a percentage.

For the purpose of applying the table below, when voluntary upgrades for fire alarm systems, sprinkler systems, exits, accessibility, seismic work and building envelop are performed along with other alterations, additions and changes of major occupancy in existing buildings, the applicant may deduct the value of this work from the aggregate value of the project costs.

When considering what is an acceptable level to upgrade existing structures the *Chief Building Official* will be guided by the following table.

Ratio of Project Costs to Assessed Value %	Item to be Upgraded	Location of Upgrading			Notes for Upgrading Work
		Project Area	Public Areas	Entire Building	
Up to 25%	Exits (*)	X			Number, capacity and fire separations
Over 25% and up to 50%	Including item above				
	Alarms/detectors	X	X		
	Emergency Lights	X	X		
	Exits			X	
	Exits Lights & Signs		X	X	
	Flame Spread Rating			X	
Over 50% and up to 100%	Including all items above				
	Access to exits and means of egress	X	X	X	
	Alarms/detectors			X	
	Emergency Lights			X	
	Fire Fighting Access and Water Supply			X	
	Floor assemblies & supports	X			
	Spatial Separation	X			
Over 100% and up to	Including all items above				

200%	Access to Exits			X	Structural survey (defined below)
	Building structure			X	
	Flame Spread Rating			X	
	Occupancy Separation			X	
	Standpipes and Sprinklers			X	
	Provisions for Section 3.7	X			
	Washrooms	X			
Over 200%	Including all items above				Structural analysis (defined below)
	Building Structure			X	
	Emergency Power & Lights			X	
	Floor assemblies & supports			X	
	High Rise requirements			X	
	Lightning Levels			X	
	Provisions for Section 3.7			X	
	Spatial Separation			X	
	STC requirements			X	
	Ventilation			X	
	Washrooms			X	

(*) to public street

Schedule B Definitions:

Structural Survey

- 1) When alterations to an existing building do not include an addition and when the total cost of the intended work exceeds 100% but does not exceed 200% of the actual value of the building as determined by the British Columbia Assessment Authority, a structural survey of the existing building may be provided by a registered structural engineer instead of a structural analysis.
- 2) The Structural Survey required by section 1) must:
 - (a) describe the condition of all structural members and connections;
 - (b) document evidence of deterioration from physical damage, fire, weather or neglect;
 - (c) document evidence of foundation settlement or failure;
 - (d) include an evaluation of the building's expected stability with respect to minimum

design loads, forces and effects;

- (e) include an evaluation of the building in conformance with the NRC publication "Guidelines for Seismic Evaluation of Existing Buildings" dated December 1992;
 - (f) document the condition of all flashings, rain gutters, down pipes, chimneys, ornamentation, parapets and appurtenances; and
 - (g) indicate the weather protection ability of the roof and exterior cladding, and the extent of impermeability of the below ground structure, where present.
- 3) Sealed drawings which detail the structural upgrading work required as a result of the survey carried out under section 2) must be provided to the *Chief Building Official* by the owner.
 - 4) All structural work referred to in section 3) must be completed prior to final inspection and occupancy.

Structural Analysis

- 1) A Structural Analysis of an existing *building* must be provided to the *Chief Building Official* by a registered structural *engineer* when:
 - (a) the total cost of the intended work exceeds 200% of the value of the *building* as determined by the British Columbia Assessment Authority; or
 - (b) the work includes an *addition* or *alteration* as determined by sections 3.5, 3.6 or 3.7 of this bylaw.
- 2) The Structural Analysis required by section 1) must:
 - (a) take into account the proposed *alterations* and the *building occupancy*;
 - (b) indicate the structural sufficiency of the *building* to safely resist all vertical and lateral loads, including wind and earthquake forces, and any construction loads that may be expected; and
 - (c) show the remedial works necessary to bring the *structure* up to the minimum standards required by Part 4 of the *Building Code*.
- 3) Sealed drawings which detail the structural upgrading work required as a result of the analysis carried out under section 2) must be provided to the *Chief Building Official* by the owner.
- 4) All structural work referred to in section 3) must be completed prior to final inspection and occupancy.

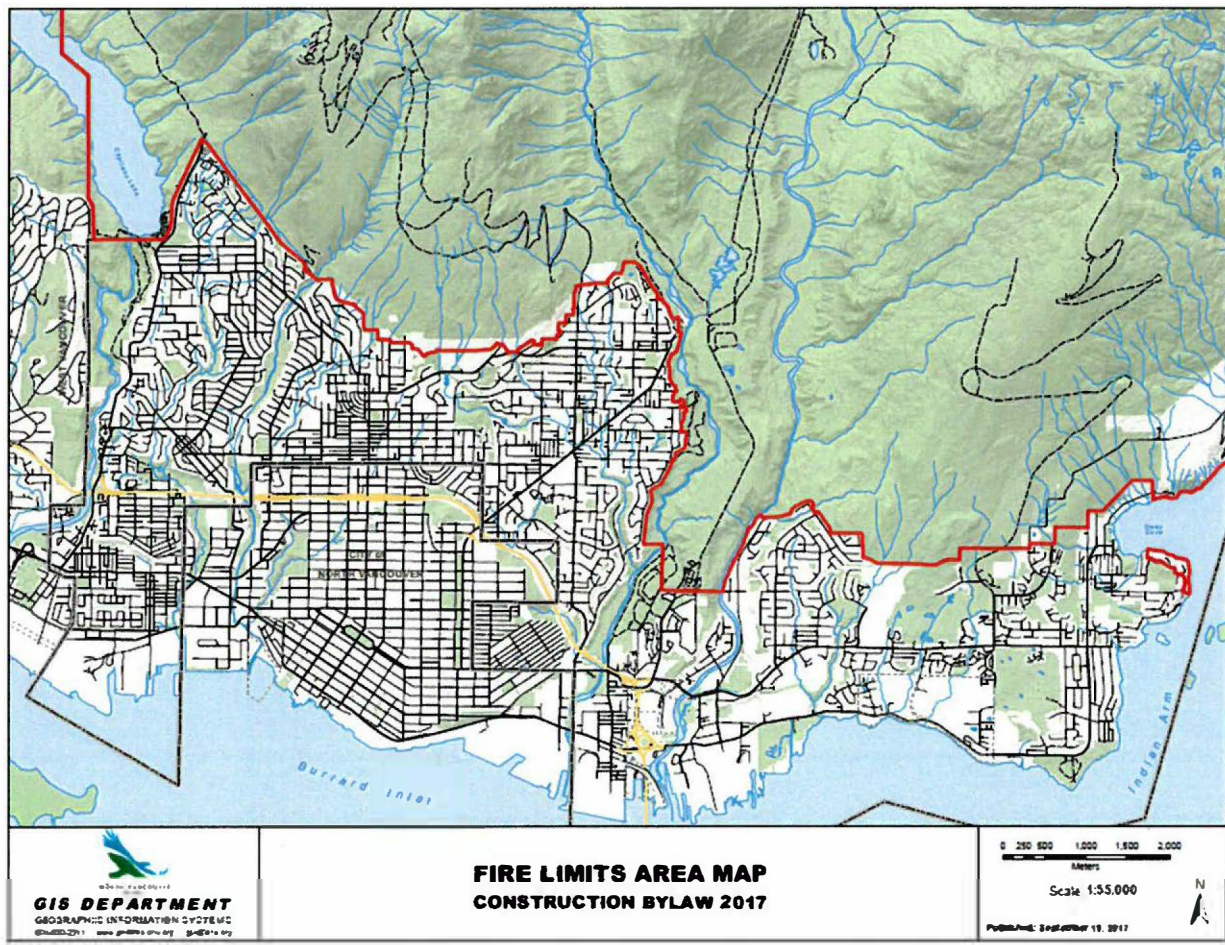
Voluntary Upgrade

Where voluntary upgrades for fire alarm systems, sprinkler systems, exits, seismic work and building envelope are performed, it is not the intent of this bylaw to require the owner to further upgrade the *building* as detailed in section 3.5 to 3.7 of this bylaw.

SCHEDULE C to BYLAW 8271 -FIRE LIMITS AREAS

The designated **Fire Limits Areas** are:

- 4700 and greater Blocks Prospect Rd
- 4900 greater Blocks Skyline
- 4300 and greater Blocks St Georges Ave
- 1500 and greater Blocks Lillooet Rd
- 4400 and greater Blocks Marion Rd
- 4500 and greater Blocks Lynn Valley Rd
- 2200 and greater Blocks Indian River Cres
- 2800 and greater Blocks Panorama Dr
- Eastridge Rd – even addresses only
- Any construction above the 1050ft elevation
- The areas designated as Woodlands, Sunshine and Cascades
- The area designated as Indian Arm, and
- All areas so designated on the attached plan



The Corporation of the District of North Vancouver

Bylaw 8274

A bylaw to amend the Bylaw Notice Enforcement Bylaw 7458, 2004

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

Citation

1. This bylaw may be cited as "Bylaw Notice Enforcement Bylaw 7458, 2004, Amendment Bylaw 8274, 2017 (Amendment 32)".

Amendments

2. Schedule A to Bylaw 7458 is amended by deleting all offences from the Building Regulation Bylaw No. 7353 (2003) section and substituting the following in the appropriate alphabetical location in the table:

Bylaw Section	Description	A1 Penalty Amount (\$)	A2 Discounted Penalty (within 14 days) (\$)	A3 Late Payment (after 28 days) (\$)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount (\$)
The following fines apply to the contraventions below:						
Construction Bylaw 8271, 2017						
4.4	Failure to comply with order by Chief Building Official	300	225	450	NO	N/A
4.7.1	Construct building without permit	400	300	600	NO	N/A
4.7.2	Change use without permit	200	150	300	NO	N/A
4.7.2	Change occupancy without permit	200	150	300	NO	N/A
4.7.3	Install commercial cooking facility without permit	300	225	450	NO	N/A
4.7.4	Install or modify fire alarm or sprinkler without permit	200	150	300	NO	N/A
4.7.5	Move building without permit	300	225	450	NO	N/A
4.7.6	Demolish building without permit	500	375	750	NO	N/A
4.7.7	Occupy new building without permit	400	300	600	NO	N/A
4.7.8	Install, construct, repair or alter fireplace or wood-burning appliance without permit	200	150	300	NO	N/A
4.7.9	Carry out mechanical work without permit	300	225	450	NO	N/A
4.7.10	Carry out electrical work without permit	300	225	450	NO	N/A
4.10	Failure to comply with conditions of permit	200	150	300	NO	N/A
4.26	Carry out work contrary to regulations	300	225	450	NO	N/A
4.29.1	Failure to allow inspector to enter	200	150	300	NO	N/A
4.29.2	Failure to have plans available at site	150	115	225	NO	N/A
4.29.3	Failure to post permit on site	150	115	225	NO	N/A
4.29.4	Failure to ensure work complies with permit or regulations	300	225	450	NO	N/A
4.29.5	Do work at variance with accepted plans	300	225	450		
4.29.6	Failure to manage sediment or erosion	300	225	450	NO	N/A
4.29.7	Failure to ensure catch basin fitted with sediment trap	200	150	300	NO	N/A
4.29.9	Failure to pay costs for damage to District property	300	225	450	NO	N/A
4.29.10	Failure to post signage with required information	200	150	300	NO	N/A

Bylaw Section	Description	A1	A2	A3	A4	A5
		Penalty Amount (\$)	Discounted Penalty (within 14 days) (\$)	Late Payment (after 28 days) (\$)	Compliance Agreement Available	Compliance Agreement Discount (\$)
	The following fines apply to the contraventions below:					
4.30	Failure to post signage that meets requirements	150	115	225	NO	N/A
4.31	Failure to notify re. change in registered professional	200	150	300	NO	N/A
4.32	Failure to suspend work when registered professional terminated	300	225	450	NO	N/A
4.33	Failure to notify re. change of ownership or address	150	115	225	NO	N/A
4.35	Failure to uncover work completed without inspection	200	150	300	NO	N/A
4.36	Cause damage to District property or works	400	300	600	NO	N/A
4.40	Failure to provide pest control report	150	115	225	NO	N/A
4.41	Failure to install required erosion and sediment controls during demolition	300	225	450	NO	N/A
4.42.1	Failure to clear debris from demolition site	200	150	300	NO	N/A
4.42.2	Failure to separate gypsum from other debris	200	150	300	NO	N/A
4.42.3	Failure to back-fill demolition site	200	150	300	NO	N/A
4.42.4	Failure to make demolition site level	200	150	300	NO	N/A
4.42.5	Failure to make demolition site stable from erosion	200	150	300	NO	N/A
4.42.6	Failure to leave demolition site in tidy condition	200	150	300	NO	N/A
4.46	Failure by constructor to comply with Building Code	300	225	450	NO	N/A
4.66	Failure to secure site after Stop Work Order Notice posted	200	150	300	NO	N/A
4.67	Carry out unauthorized work after Stop Work Order Notice posted	400	300	600	NO	N/A
4.68	Failure to leave Stop Work Order Notice posted	200	150	300	NO	N/A
4.70	Failure to cease occupancy when Do Not Occupy Notice posted	300	225	450	NO	N/A
5.20	Failure to fill in excavation	200	150	300	NO	N/A
5.24.3	Failure to obtain building review	200	150	300	NO	N/A
5.27	Failure to obtain building review prior to concealing work	300	225	450	NO	N/A
5.29	Occupying building with changed classification where no occupancy permit	300	225	450	NO	N/A
5.32	Occupy temporary building for more than 1 year	200	150	300	NO	N/A
5.32	Failure to remove temporary building	200	150	300	NO	N/A
5.34	Failure to provide sanitary facilities or required amenities	200	150	300	NO	N/A
5.34	Failure to keep sanitary facility in sanitary condition	150	115	225	NO	N/A
8.1	Construct or repair pool without permit	300	225	450	NO	N/A
8.2	Failure to enclose pool, spa or hot tub	200	150	300	NO	N/A
8.3	Failure to install self-latching gate to pool	200	150	300	NO	N/A
8.4	Failure to have locking cover on spa or hot tub	200	150	300	NO	N/A
8.5	Failure to maintain required fence, gate or cover for pool, spa or hot tub	200	150	300	NO	N/A
9.1	Construct or repair retaining wall without permit	200	150	300	NO	N/A
9.2	Failure to obtain or submit to District registered professional design or field review for retaining wall	200	150	300	NO	N/A
9.3	Excavation steeper than permitted	300	225	450	NO	N/A

Bylaw Section	Description	A1	A2	A3	A4	A5
		Penalty Amount (\$)	Discounted Penalty (within 14 days) (\$)	Late Payment (after 28 days) (\$)	Compliance Agreement Available	Compliance Agreement Discount (\$)
	The following fines apply to the contraventions below:					
9.4	Deposit of fill material steeper than permitted	300	225	450	NO	N/A
10.1	Relocate building without building permit	250	190	375	NO	N/A
11.1	Failure to display address number per requirements	150	115	225	NO	N/A
11.4	Address numbers smaller than required	150	115	225	NO	N/A
11.5.1	Failure to number floors as required	150	115	225		
11.5.2	Failure to comply with suite numbering requirements by skipping numbers between adjacent floors	150	115	225	NO	N/A
11.5.3	Failure to number suites in increasing numerical sequence and clockwise fashion	150	115	225	NO	N/A
12.7.3	Failure to arrange plumbing to suit location of connection to public sewer	200	150	300	NO	N/A
12.9	Failure to obtain mechanical inspection	200	150	300	NO	N/A
12.14	Failure to request mechanical inspection	200	150	300	NO	N/A
12.16	Failure to connect drainage to municipal storm drainage system	400	300	600	NO	N/A
12.19	Permit material transitions upstream of main shut off valve within perimeter of building foundation	200	150	300	NO	N/A
12.20	Failure to ensure sanitary and storm sewer connections fitted with District standard inspection chamber at or near property line	300	225	450	NO	N/A
12.21	Permit corrugated, perforated and unperforated plastic pipe to convey storm water	300	225	450	NO	N/A
12.22	Permit connection of subsoil drainage system to drywell or rock pit without professional report accepted by Chief Building Official	300	225	450	NO	N/A
12.24.1	Failure to include dual or duplex pumps in new storm water pump installation	300	225	450	NO	N/A
12.24.2	Failure to include high level alarm audible within the premises for new storm water pump installation	200	150	300	NO	N/A
12.25	Failure to grant section 219 covenant for storm water pump	200	150	300	NO	N/A
12.27	Failure to include high level alarm audible within the premises for new sanitary pump installation	200	150	300	NO	N/A
12.31	Failure to sprinkler mercantile, industrial, assembly, institutional, business, personal service or residential occupancy building or building in Fire Limits Area as required	300	225	450	NO	N/A
12.32	Failure to sprinkler residential building up to four stories in height as required	300	225	450	NO	N/A
12.33	Failure to sprinkler one- or two-family residential occupancy as required	300	225	450	NO	N/A
12.38	Person who is not authorized performing gas work	300	225	450	NO	N/A
13.2	Person who is not authorized performing electrical work	300	225	450	NO	N/A
17.1	Interfere or obstruct enforcement of bylaw	300	225	450	NO	N/A

3. Schedule A to Bylaw 7458 is amended by adding, in alphabetical order, the following new section for offences against the Radio Amplifier Bylaw 8272:

Bylaw Section	Description	A1 Penalty Amount (\$)	A2 Discounted Penalty (within 14 days) (\$)	A3 Late Payment (after 28 days) (\$)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount (\$)
The following fines apply to the contraventions below:						
Radio Amplification Bylaw 8272, 2017						
2.1	Erect, construct, change use or add to building without adequate radio coverage	300	225	450	NO	N/A
2.6	Failure to install amplification system that meets guidelines	300	225	450	NO	N/A
5.1	Failure to permit entry of inspector	300	225	450	NO	N/A

READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

The Corporation of the District of North Vancouver

Bylaw 8273

A bylaw to amend District of North Vancouver Zoning Bylaw 3210, 1965

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

1. Citation

This bylaw may be cited as "District of North Vancouver Rezoning Bylaw 1365 (Bylaw 8273)".

2. Amendments

The District of North Vancouver Zoning Bylaw 3210, 1965 is amended by:

- (a) deleting subsection (d) of section 4B88-5; and
- (b) deleting section 4C03 in its entirety;
- (c) deleting subsection (iii) of section 502.2.

READ a first time

PUBLIC HEARING held

READ a second time

READ a third time

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

The Corporation of the District of North Vancouver

CORPORATE POLICY MANUAL

Section:	Land Administration	8
Sub-Section:	General	3320
Title:	GREEN BUILDING POLICY – PRIVATE SECTOR DEVELOPMENTS	7

PREAMBLE

The District of North Vancouver has committed to bold leadership in sustainability as evident in the District's Vision Statement:

'By 2020, we will be recognized among the most sustainable communities in the world as demonstrated through our environmental stewardship, strong network of communities, a vibrant economy and community-driven growth and change'

The construction and operation of buildings take a toll on the natural environment throughout their entire lifecycle, including eventual demolition and disposition. Buildings also represent a significant contribution to community greenhouse gas emissions. In 2007, buildings in the District were estimated to contribute approximately 50% of the total community greenhouse gas emissions.

In 2010, the District established community greenhouse gas emission reduction targets of 8% by 2020, 13% by 2030 and 21% by 2050, over 2007 levels, to be achieved through land use and transportation, planning programs, waste reduction strategies, community engagement and, the development of higher performing, energy efficient buildings.

The District has taken action to address greenhouse gas emissions arising from commercial, industrial, multi-family and institutional buildings by adopting a Green Building Strategy including a requirement that all new multi-family, commercial, industrial and institutional buildings outperform the Model National Energy Code for Buildings by at least 33%.

Single family buildings form the largest part of the District's housing stock and have a significant impact on energy consumption and greenhouse gas emissions. Therefore, the Green Building Strategy will also encourage the construction of new single family buildings meeting higher energy efficiency standards and other green building measures.

REASON FOR POLICY

This policy is primarily intended to encourage a shift towards higher performing buildings which reduce energy consumption and greenhouse gas emissions. However, the District also wishes to promote the use of broader green building strategies to:

- encourage the development of buildings which reduce their overall impact on the environment through appropriate design, construction and on-going, efficient operation;
- reduce building construction and operating costs;
- create and maintain healthy and effective work places, homes, recreation spaces and educational buildings; and
- reduce the amount of construction and demolition waste sent to landfills.

APPLICATION

This Policy applies to all new commercial, industrial, multi-family, institutional and single family buildings;

1. Compliance with this Policy is **mandatory** for all applications involving Official Community Plan amendments and/or rezoning or subdivision for single family purposes.
2. Compliance with this Policy is **voluntary** for applications where only a development permit or building permit for new construction, are required.
3. Private sector projects on lands acquired from the District of North Vancouver by sale or lease shall, as a condition of the land transfer agreement, comply with Council Policy 2-3710-2 "Green Building Policy – Municipal Buildings" except where the scale of the project may warrant an exemption as determined by the Director of Corporate Services.

POLICIES

1. All applicants for new building, building addition or building renovation projects covered under this Policy shall complete either the Green Building Performance Commitment for Large Projects or for Single Family Homes and submit the signed commitment with their application.
2. The building performance baseline is either:
 - LEED – NC or CS (2009) 'Gold' + a minimum of 6-8 points depending upon whether the project is New Construction or Core and Shell, or
 - A minimum energy performance of EnerGuide 80.
3. Applicants are encouraged to incorporate an Integrated Design Process during the initial design phase to identify opportunities to maximize energy efficiency without compromising other elements of the building.
4. Green building incentives will be considered commensurate with the level of performance to which applicants commit.
5. As it is not only the design and construction of buildings which determine performance, but its ongoing use, all building projects covered under this Policy shall be operated and maintained to ensure that they continue to perform as designed and commissioned.
6. This Policy will be reviewed and amended as required to ensure it remains current with respect to the B.C. Building Code, building practices and applicable rating system metrics.

EXEMPTIONS:

This policy does not apply to:

- renovation of designated heritage buildings, although, architects and designers are encouraged to incorporate appropriate green building measures provided that the heritage aspects of buildings are maintained.

AUTHORITY TO ACT

Delegated to Staff

Approval Date:	November 15, 2010	Approved by:	Regular Council
1. Amendment Date:	November 14, 2016	Approved by:	Council
2. Amendment Date:		Approved by:	
3. Amendment Date:		Approved by:	

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AGENDA INFORMATION

- ☐ Regular Meeting
☐ Workshop (open to public)
☒ Addendum

Date: _____
Date: _____
Date: NOV 6, 2017


Dept.
Manager


GM/
Director


CAO

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

File: 09.3900.01
November 2, 2017

AUTHOR: Brett Dwyer, Manager Development Services

SUBJECT: New Construction Bylaw, Building Act and Energy Step Code Implementation –
Attachment 2 – Radio Amplification Bylaw 8272, 2017

RECOMMENDATION: That Council receive this report for information.

REASON FOR REPORT:

Due to an administrative error Attachment 2, Radio Amplification Bylaw 8272, 2017, was inadvertently omitted from the report titled "New Construction Bylaw, Building Act and Energy Step Code Implementation" (Item 9.3 of Regular Council Agenda November 6, 2017).

Attachment 2, the Radio Amplification Bylaw 8272, 2017 is attached to this report.

Respectfully submitted,



Brett Dwyer
Manager Development Services

The Corporation of the District of North Vancouver

Bylaw 8272

A bylaw for the Regulation of Radio Amplification

WHEREAS a need exists for certain buildings and structures to have internal communications infrastructure systems which support the uninterrupted operation of the District's fire services, law enforcement and other emergency services radio communications essential to public safety and emergency response;

AND WHEREAS building design which incorporates multiple levels of underground and/or high-rise occupancy, or construction materials including concrete, low-emissivity glass, metal studs and flooring, metal-coated insulation and other attenuating materials all contribute to the interruption of emergency services communications networks;

AND WHEREAS radio support and amplification systems within buildings or structures can overcome the interruption of emergency communications networks and are vital to the delivery of public safety and emergency services in the District;

NOW THEREFORE the Council of the District of North Vancouver, in open meeting assembled, enacts as follows:

1. INTERPRETATION

Citation

1.1 This bylaw may be cited as "**RADIO AMPLIFICATION BYLAW 8272, 2017**".

Purpose and Application

1.2 It is not contemplated nor intended that this bylaw will provide, nor will this bylaw be interpreted as:

- (a) providing protection to owners, builders, constructors or any other persons from economic loss;
- (b) for ensuring the compliance by any owner, agent of an owner or any employees, builders, constructors or designers retained by an owner, with the requirements of this bylaw;
- (c) providing a warranty to any person of design or workmanship or materials with respect to any building, structure or part thereof for which a permit or occupancy certificate is issued under this bylaw;
- (d) providing a warranty or assurance to any person that construction or installation undertaken pursuant to this bylaw is free from any defects, whether patent or latent.

1.3 This bylaw applies to:

- (a) the design, construction and occupancy of new buildings and structures; and
- (b) the alteration, reconstruction or renovation of existing buildings which add more than 20% in gross floor area to an existing building or structure.

1.4 This bylaw does not apply to:

- (a) any single and two family dwelling;
- (b) any building or structure constructed of wood frame and without metal cladding;
- (c) any building less than 5,000 square metres; or
- (d) any building or structure less than 12 metres in height to the top of the roof.

1.5 The owner of any building or structure referred to in section 1.3 above which is constructed using reinforced concrete or structural steel, metal cladding, studs and/or flooring, reflective or low-emissivity glass, or other attenuating materials, and which:

- (a) has a gross floor area of more than 5,000 square metres;
- (b) is over 12 metres in height to the top of the roof;
- (c) has more than 1,000 metres of basement floor space; or
- (d) has a basement more than 10 metres below the lowest street level of the building

must install and maintain radio amplification systems which will function with the area-wide public safety communications service provider to support uninterrupted radio network communications for public safety and emergency responders within the District.

Definitions

1.6 In the absence of specific definition in this section 1.5, the words used in this bylaw have the meaning, if any, given to them by definition in the *Community Charter*, S.B.C. 2003 c. 26, as amended or replaced.

1.7 In this Bylaw, unless the context otherwise requires:

“agent of an owner” includes a person, firm or corporation representing the owner by designation or contract and includes a hired tradesman or contractor for the owner;

“building” means a structure or portion thereof, which is used or intended to be used for supporting or sheltering any use or occupancy;

“Building Code” means the current edition of the British Columbia Building Code as adopted by the Minister responsible under provincial legislation, as amended, re-enacted or repealed and replaced from time to time;

“building official” means the Chief Building Official and the building inspectors, plan checkers, plumbing inspectors, mechanical inspectors and electrical inspectors designated or appointed by the District;

“Chief Building Official” means the person designated or appointed to that position by the District and any person named by the Council to act in place of the Chief Building Official;

“construct” or “construction” includes build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, with respect to a building or structure;

“Council” means the elected council of the District;

“District” means the Corporation of the District of North Vancouver;

“E-Comm” means Emergency Communications for Southwest British Columbia Incorporated and all the features and functions of the trunked public safety radio telecommunications systems, including microwave and VHF/UHF radio systems, provided by E-Comm to fire services, law enforcement and other emergency services;

“Fire Chief” means the person appointed to that position by the District and any person named by the Council to act in place of the Fire Chief;

“occupancy permit” means an occupancy permit issued by the District pursuant to the Construction Bylaw 8271, 2017;

“owner” means the person who is the owner as defined in the Building Code or an agent of that person;

“permit” means a permit issued to authorize construction regulated by the Construction Bylaw 8271, 2017, including a building permit, electrical permit, mechanical permit or occupancy permit as those terms are defined in the Construction Bylaw 8271, 2017.

“shadowed area” means an area that is subject to attenuation or obstruction of radio signals to or from the areas as a result of the interposition of all or any part of the building or structure in the radio signal path (line of sight) between the area and the transmitting/receiving site of the area-wide public safety communications service provider.

2. GENERAL PROHIBITIONS

Adequate Radio Coverage

- 2.1 Except as otherwise provided, no person shall erect, construct, change the use of or provide an addition of more than 20% in square footage to any building or structure or any part thereof, or cause the same to be done, which fails to support adequate radio coverage for the area-wide public safety communications service provider, including but not limited to fire services and law enforcement personnel.
- 2.2 For the purpose of section 2.1, “adequate radio coverage” means system access and “Delivered Audio Quality” (DAQ) of 3.4 or better (speech understandable with repetition rarely, some noise or distortion may be present) for communication between a portable (handheld) radio using a simple flexible whip antenna and both the area-wide public safety

communications service provider and the District radio communications network(s) transmitting/receiving sites:

- (a) within the building, for a minimum of 90% of the area of each floor of the building, including underground areas such as for parking;
- (b) within the building, for 100% of fire command centres, stairwells, protect-in-place areas, lobby refuge areas, equipment rooms and high-hazard areas; and
- (c) in areas that are in the Shadow Area of the building, in 90% of all areas where DAQ 3.4 could be achieved before the erection, construction or modification of the building or structure.

As an aid to system design, DAQ 3.4 has been measured by NTIA (U.S. Department of Commerce, National Telecommunications and Information Administration) to be approximately equivalent to 22 dB SINAD (Signal-to-Noise And Distortion ratio) for analogue signals modulated with a 1 kHz tone at 1.5 kHz deviation, and to 2% BER (Bit Error Rate) for P25 digital signals. It may also be approximately equivalent to a received signal level of -95 dBm in the absence of other signals that may affect the receiver. Good design should provide a margin of not less than 10 dB to allow for uncontrolled variables. Based on the foregoing, the design target for indoor coverage should be -85 dBm.

- 2.3 The radio frequency ranges to be supported are any frequencies used by the area-wide public safety communications service provider. If signal amplifiers are used, they must include filters that will protect the amplifiers from overload and the system from interference by out-of-band signals.
- 2.4 In the event that active amplification is required to meet the foregoing communication quality requirements in the building including Shadowed Area of the building, coordination with the public safety communications service provider and the District's communications network provider is required to ensure that its outdoor radio communication performance is not degraded. Where a decision must be made regarding the maintenance of either service provider's outdoor radio communication performance and restoration of signal strength in the building and Shadowed Area, the trade-off decision shall be made by the public safety communications service provider(s) and communicated to the Fire Chief and Officer in Charge of the North Vancouver RCMP detachment by the building owner.

Amplification Systems Allowed

- 2.5 Where a building or structure is required to provide an Amplification System to achieve adequate radio communication coverage, such system must include any of the following that are sufficient to achieve the required coverage:
 - (a) passive antenna systems or radiating cable systems;
 - (b) distributed antenna systems with uni-directional or bi-directional amplifiers (BDAs) as needed;
 - (c) voting receiver systems; or

- (d) any other system accepted and approved by the Fire Chief and Police Chief, as signified in writing on a case by case basis.
- 2.6 To prevent interference and operational interruption to the area wide public safety radio system, any amplification system installed under this bylaw must meet the guidelines and installation standards as described in the "Standard and Methods of Installation" as provided by the area-wide public safety communications service provider.
- 2.7 If any part of the installed Amplification System contains an electrically powered component, the system must be equipped to operate on an independent "Uninterruptible Power Supply" (UPS), using a battery and/or generator system, for a period of at least four (4) hours without external input or maintenance. All amplifiers and electronics required by the system must be protected by NEMA type 4 enclosures with physical security. The UPS must automatically charge the batteries in the presence of external power. The UPS must provide a monitored alarm signal to indicate failure of primary power, failure of the UPS system power output, and/or discharge of the batteries. Silencing of this alarm is the responsibility of the person maintaining the equipment.
- 2.8 A system summary alarm, consisting of a relay contact closure or equivalent, must be provided to the building fire panel via a hard wired connection.
- 2.9 Radio equipment must only be selected from the ISED Radio Equipment List and all active systems must be licensed by the federal regulator, Innovation, Science & Economic Development Canada (ISED), and must comply with the applicable Standard Radio Systems Plan (SRSP). Any license required must be renewed annually by the building owner and the cost of the licensing borne solely by the building owner.

3. PROCEDURES TO VERIFY AND MAINTAIN COMPLIANCE

- 3.1 Tests and measurements to verify and maintain compliance must be made at the sole expense of the building owner. The procedures used must be developed by the owner, subject to acceptance by the Fire Chief, and in compliance with the following guidelines:
 - (a) **Acceptance Test Procedure**
 - 3.1.1 Acceptance tests and measurements must be performed after completion of installation of the Amplification System. Tests must be performed using radio frequencies assigned to the area-wide public safety communications service provider and the District, after proper coordination with an agent for that system and with the Fire Chief.
 - 3.1.2 If queuing occurs on the radio system while testing is underway, testing must be terminated immediately and resumed only when traffic levels on the system reach a level where queuing no longer occurs.
 - 3.1.3 For all tests, a pre-defined "Harvard" sentence should be used, such that the listeners are not aware of the sentence in advance on each test. A different recorded sentence should be used at each location.

- 3.1.4 Where the Shadowed Area or the floor plate area of a building is greater than 4,500 m², the area must be divided into a uniform grid of not more than 15 m on a side, or if the floor area is smaller than 4,500 m², it shall be divided into a uniform grid of approximately 20 equal areas to a minimum of 9 m², and measurements shall be taken in each grid area. The size of the grids must also be reduced, or the number of grids increased, upon recommendation of the Fire Chief or building official in areas where special construction or other obstruction may significantly affect communications. Tests must also be performed in fire command centres, stairwells, protect-in-place areas, lobby refuge areas, equipment rooms, and high-hazard areas.
- 3.1.5 Tests must first be made using a portable (handheld) radio of the type used by the District's Fire or Police service personnel, carried at chest level and using a simple flexible antenna, and will be deemed satisfactory if DAQ 3.4 or better (speech understandable with repetition only rarely, some noise or distortion may be present) can be achieved for a five-second test transmission in each direction. If system access is not reliable, or if DAQ 3.4 for five seconds cannot be achieved at any location, the test operator may move a maximum of 1.5m in any direction inside of the grid and repeat the test. If system access continues to be unreliable, or if DAQ 3.4 still cannot be achieved, or if there is any doubt about whether it can be achieved, a failure shall be recorded for that location.
- 3.1.6 A maximum of two (2) non-adjacent grid areas on a floor or in a shadow will be allowed to fail the test. In the event that three (3) or more areas on a floor or in a shadow fail the test, the floor or Shadowed Area may be divided into 40 approximately equal areas to a minimum of 4 m², and the tests repeated. In such event, a maximum of four (4) non-adjacent grid areas will be allowed to fail the test. If the Amplification System fails the 40-area test, the building owner shall have the system altered to meet the 90% coverage requirement, otherwise the Amplification System will not be accepted.
- 3.1.7 If the Amplification System fails to provide acceptable communication in any fire command centre, portion of a stairwell, protect-in-place areas, lobby refuge areas, equipment rooms, or high-hazard areas, the building owner must have the system altered to meet the 100% coverage requirement for these areas, otherwise the Amplification System will not be accepted.
- 3.1.8 Backup batteries and power supplies must be tested under full load by generating communication traffic automatically for a duration of at least one (1) hour. If within this period the battery shows any symptom of failure or impending failure, the test shall be continued for additional one-hour periods to determine the integrity of the battery. The battery must not fail within a four (4) hour continuous test period.
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- 3.1.10 The gain values of all amplifiers must be measured, using a service monitor that has been calibrated by a certified laboratory within the past 12 months, and the results must be kept on file by the building owner for future verification and monitoring of performance. The gain records file must have multiple back-ups and be stored in more than one location.

(b) Annual Tests

- 3.1.11 At least annually, the building owner must test all active components of the Amplification System, including but not limited to amplifiers, power supplies and back-up batteries, and must keep a record of such tests as part of the Fire Safety Plan for inspection by the Fire Chief or a building official. Amplifier gain must be adjusted if necessary to re-establish the gain recorded upon acceptance testing, and batteries and power supplies must be tested under full load by generating communication traffic for a period of at least one (1) hour to verify that they will function properly during a power outage.
- 3.1.12 Additional tests or inspection of records may be conducted from time to time by the Fire Service at the discretion of the Fire Chief, after giving reasonable notice to the building owner. If communications within the building or within the Shadowed Area appear to have degraded, or if the tests show unacceptable communications performance, the owner of the building or structure is required to remedy the problem and restore the Amplification System in a manner consistent with the original acceptance criteria, unless the owner can demonstrate conclusively that the degradation is solely the result of external changes not under his or her control.

(c) Qualifications of Testing Personnel and Test (Measurement) Equipment

- 3.1.13 Tests must be performed by or under the direct supervision of a professional engineer registered in the Province of British Columbia and qualified in radio communications. Test reports must bear the seal of the engineer.
- 3.1.14 Portable radios used must be of a size and type as may be in use by the District Fire and Police services at the time and programmed to operate on an analogue test channel and on a digital test band channel as designated by the Fire Chief. SINAD, BER and signal strength measurements must be made using appropriate instrumentation acceptable to the Fire Chief and/or Officer in Charge of the North Vancouver RCMP detachment. Radios and measurement equipment must have been tested for conformance to design specifications within twelve months prior to the conduct of Amplification System acceptance tests or re-tests.

4. PERMIT AND OCCUPANCY CONDITIONS

- 4.1 A permit or occupancy permit will not be issued for any building or structure until the requirements of this bylaw have been met to the satisfaction of the Fire Chief.

5. RIGHT OF ENTRY

- 5.1 Every owner or occupant of a building must, at all reasonable times, permit building official or Fire Chief (or their designates) to enter into and inspect any building or structure to ascertain whether the regulations and provisions of this bylaw are being obeyed and any person who refuses entry shall be in violation of this bylaw and shall be liable to the penalties hereby imposed.

6. DEEMED NUISANCE

- 6.1 The construction or erection of a building or structure which interferes with the District's fire services, law enforcement or other emergency related telecommunications networks shall constitute a nuisance because it threatens the health, safety and welfare of the residents and visitors to the District of North Vancouver. In addition to any other remedies or enforcement procedures provided herein, the District may seek an injunction to restrain such a nuisance.

7. OFFENCES AND PENALTIES

- 7.1 Every person who violates any of the provisions of this bylaw or who suffers or permits any act or thing to be done in contravention of this bylaw or who neglects to do or refrains from doing any act or thing which violates any of the provisions of this bylaw shall be liable to the penalties hereby imposed and each day that such violation is permitted to exist shall constitute a separate offence.

Enforcement by Ticket

- 7.2 This bylaw is designated pursuant to section 264 of the Community Charter as a bylaw that may be enforced by means of a ticket in the form prescribed.

Bylaw Enforcement Officers

- 7.3 Bylaw Enforcement Officers are designated to enforce this bylaw by means of a ticket pursuant to section 264 of the Community Charter

Ticketing

- 7.4 The words or expressions listed below in the "Designated Expression" column are authorized to be used on a ticket issued pursuant to section 264 of the Community Charter to designate an offence against the respective section of this bylaw appearing opposite in the "Section" column. The amounts appearing in the "Fine" column below are the fines set pursuant to section 264 of the Community Charter for contravention of the respective section of this bylaw appearing opposite in the "Section" column.

COLUMN 1	COLUMN 2	COLUMN 3
DESIGNATED EXPRESSION	SECTION	FINE
		\$
Erect, construct, change use or add to building without adequate radio coverage	2.1	200
Failure to install amplification system the meets guidelines	2.6	200
Failure to permit entry of inspector	5.1	200

READ a first time

READ a second time

READ a third time

ADOPTED

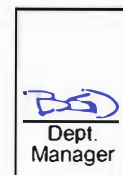
Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: <u>DEC 4, 2017</u>
<input type="checkbox"/> Other:	Date: _____



The District of North Vancouver REPORT TO COUNCIL

November 23, 2017
File: 09.3900.01

AUTHOR: Brett Dwyer, Manager Development Services

SUBJECT: Amendment to Radio Amplification Bylaw 8272, 2017

RECOMMENDATION:

1. THAT Third Reading of "Radio Amplification Bylaw 8272, 2017" is rescinded.
2. THAT "Radio Amplification Bylaw 8272, 2017" is amended by:
 - a. deleting the words "this section 1.5" in section 1.6 and replacing them with the words "section 1.7";
 - b. deleting section 2.6 in its entirety, renumbering the remainder of section 2 accordingly and consequentially amending any section number references as necessary; and,
 - c. deleting the following line from the table in section 7.4:

Failure to install amplification system the meets guidelines	2.6	200
---	-----	-----

3. THAT "Radio Amplification Bylaw 8272, 2017" is given Third Reading as amended.

REASON FOR REPORT:

The reason for this report is to update "Radio Amplification Bylaw 8272, 2017" given that new information has been made available that necessitates an amendment to the bylaw.

BACKGROUND:

"Radio Amplification Bylaw 8272, 2017" was given First, Second and Third Readings on November 6, 2017. The bylaw was drafted in consultation with the Fire Department and North Shore Emergency Management (NSEM). Since then the District has received some additional feedback from E-Comm, the emergency communication service provider for Southwest British Columbia. That feedback indicated that there are no current "standards and methods of installation" for amplification systems and installations should be based on the recommendations of the engineer of record for any particular project. It is subsequently recommended that section 2.6 of the bylaw which references "standards and methods of

installation" for amplification systems be deleted. By deleting section 2.6 a further amendment to the table is section 7.4 is also required and is included in the recommendation.

Finally, one "housekeeping" amendment is also made to section 1.6 to clarify an inaccurate reference in the original bylaw.

In order to amend the bylaw as recommended it will need to have Third Reading rescinded and Third Reading given again as amended.

The bylaw as it presently sits at Third Reading is attached for reference as is the proposed bylaw for Third Reading as amended.

Respectfully submitted,



Brett Dwyer
Manager Development Services

Attachments: 1. Radio Amplification Bylaw 8272, 2017 as currently at 3rd Reading
2. Radio Amplification Bylaw 8272, 2017 as amended

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 Corporation of the District of North Vancouver

Bylaw 8272

A bylaw for the Regulation of Radio Amplification

WHEREAS a need exists for certain buildings and structures to have internal communications infrastructure systems which support the uninterrupted operation of the District's fire services, law enforcement and other emergency services radio communications essential to public safety and emergency response;

AND WHEREAS building design which incorporates multiple levels of underground and/or high-rise occupancy, or construction materials including concrete, low-emissivity glass, metal studs and flooring, metal-coated insulation and other attenuating materials all contribute to the interruption of emergency services communications networks;

AND WHEREAS radio support and amplification systems within buildings or structures can overcome the interruption of emergency communications networks and are vital to the delivery of public safety and emergency services in the District;

NOW THEREFORE the Council of the District of North Vancouver, in open meeting assembled, enacts as follows:

1. INTERPRETATION

Citation

1.1 This bylaw may be cited as "**RADIO AMPLIFICATION BYLAW 8272, 2017**".

Purpose and Application

1.2 It is not contemplated nor intended that this bylaw will provide, nor will this bylaw be interpreted as:

- (a) providing protection to owners, builders, constructors or any other persons from economic loss;
- (b) for ensuring the compliance by any owner, agent of an owner or any employees, builders, constructors or designers retained by an owner, with the requirements of this bylaw;
- (c) providing a warranty to any person of design or workmanship or materials with respect to any building, structure or part thereof for which a permit or occupancy certificate is issued under this bylaw;
- (d) providing a warranty or assurance to any person that construction or installation undertaken pursuant to this bylaw is free from any defects, whether patent or latent.

- 1.3 This bylaw applies to:
- (a) the design, construction and occupancy of new buildings and structures; and
 - (b) the alteration, reconstruction or renovation of existing buildings which add more than 20% in gross floor area to an existing building or structure.
- 1.4 This bylaw does not apply to:
- (a) any single and two family dwelling;
 - (b) any building or structure constructed of wood frame and without metal cladding;
 - (c) any building less than 5,000 square metres; or
 - (d) any building or structure less than 12 metres in height to the top of the roof.
- 1.5 The owner of any building or structure referred to in section 1.3 above which is constructed using reinforced concrete or structural steel, metal cladding, studs and/or flooring, reflective or low-emissivity glass, or other attenuating materials, and which:
- (a) has a gross floor area of more than 5,000 square metres;
 - (b) is over 12 metres in height to the top of the roof;
 - (c) has more than 1,000 metres of basement floor space; or
 - (d) has a basement more than 10 metres below the lowest street level of the building

must install and maintain radio amplification systems which will function with the area-wide public safety communications service provider to support uninterrupted radio network communications for public safety and emergency responders within the District.

Definitions

- 1.6 In the absence of specific definition in this section 1.5, the words used in this bylaw have the meaning, if any, given to them by definition in the *Community Charter*, S.B.C. 2003 c. 26, as amended or replaced.
- 1.7 In this Bylaw, unless the context otherwise requires:
- “agent of an owner” includes a person, firm or corporation representing the owner by designation or contract and includes a hired tradesman or contractor for the owner;
- “building” means a structure or portion thereof, which is used or intended to be used for supporting or sheltering any use or occupancy;
- “Building Code” means the current edition of the British Columbia Building Code as adopted by the Minister responsible under provincial legislation, as amended, re-enacted or repealed and replaced from time to time;

“building official” means the Chief Building Official and the building inspectors, plan checkers, plumbing inspectors, mechanical inspectors and electrical inspectors designated or appointed by the District;

“Chief Building Official” means the person designated or appointed to that position by the District and any person named by the Council to act in place of the Chief Building Official;

“construct” or “construction” includes build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, with respect to a building or structure;

“Council” means the elected council of the District;

“District” means the Corporation of the District of North Vancouver;

“E-Comm” means Emergency Communications for Southwest British Columbia Incorporated and all the features and functions of the trunked public safety radio telecommunications systems, including microwave and VHF/UHF radio systems, provided by E-Comm to fire services, law enforcement and other emergency services;

“Fire Chief” means the person appointed to that position by the District and any person named by the Council to act in place of the Fire Chief;

“occupancy permit” means an occupancy permit issued by the District pursuant to the Construction Bylaw 8271, 2017;

“owner” means the person who is the owner as defined in the Building Code or an agent of that person;

“permit” means a permit issued to authorize construction regulated by the Construction Bylaw 8271, 2017, including a building permit, electrical permit, mechanical permit or occupancy permit as those terms are defined in the Construction Bylaw 8271, 2017.

“shadowed area” means an area that is subject to attenuation or obstruction of radio signals to or from the areas as a result of the interposition of all or any part of the building or structure in the radio signal path (line of sight) between the area and the transmitting/receiving site of the area-wide public safety communications service provider.

2. GENERAL PROHIBITIONS

Adequate Radio Coverage

- 2.1 Except as otherwise provided, no person shall erect, construct, change the use of or provide an addition of more than 20% in square footage to any building or structure or any part thereof, or cause the same to be done, which fails to support adequate radio coverage for the area-wide public safety communications service provider, including but not limited to fire services and law enforcement personnel.
- 2.2 For the purpose of section 2.1, “adequate radio coverage” means system access and "Delivered Audio Quality" (DAQ) of 3.4 or better (speech understandable with repetition rarely, some noise or distortion may be present) for communication between a portable (handheld) radio using a simple flexible whip antenna and both the area-wide public safety

communications service provider and the District radio communications network(s) transmitting/receiving sites:

- (a) within the building, for a minimum of 90% of the area of each floor of the building, including underground areas such as for parking;
- (b) within the building, for 100% of fire command centres, stairwells, protect-in-place areas, lobby refuge areas, equipment rooms and high-hazard areas; and
- (c) in areas that are in the Shadow Area of the building, in 90% of all areas where DAQ 3.4 could be achieved before the erection, construction or modification of the building or structure.

As an aid to system design, DAQ 3.4 has been measured by NTIA (U.S. Department of Commerce, National Telecommunications and Information Administration) to be approximately equivalent to 22 dB SINAD (Signal-to-Noise And Distortion ratio) for analogue signals modulated with a 1 kHz tone at 1.5 kHz deviation, and to 2% BER (Bit Error Rate) for P25 digital signals. It may also be approximately equivalent to a received signal level of -95 dBm in the absence of other signals that may affect the receiver. Good design should provide a margin of not less than 10 dB to allow for uncontrolled variables. Based on the foregoing, the design target for indoor coverage should be -85 dBm.

- 2.3 The radio frequency ranges to be supported are any frequencies used by the area-wide public safety communications service provider. If signal amplifiers are used, they must include filters that will protect the amplifiers from overload and the system from interference by out-of-band signals.
- 2.4 In the event that active amplification is required to meet the foregoing communication quality requirements in the building including Shadowed Area of the building, coordination with the public safety communications service provider and the District's communications network provider is required to ensure that its outdoor radio communication performance is not degraded. Where a decision must be made regarding the maintenance of either service provider's outdoor radio communication performance and restoration of signal strength in the building and Shadowed Area, the trade-off decision shall be made by the public safety communications service provider(s) and communicated to the Fire Chief and Officer in Charge of the North Vancouver RCMP detachment by the building owner.

Amplification Systems Allowed

- 2.5 Where a building or structure is required to provide an Amplification System to achieve adequate radio communication coverage, such system must include any of the following that are sufficient to achieve the required coverage:
 - (a) passive antenna systems or radiating cable systems;
 - (b) distributed antenna systems with uni-directional or bi-directional amplifiers (BDAs) as needed;
 - (c) voting receiver systems; or

- (d) any other system accepted and approved by the Fire Chief and Police Chief, as signified in writing on a case by case basis.
- 2.6 To prevent interference and operational interruption to the area wide public safety radio system, any amplification system installed under this bylaw must meet the guidelines and installation standards as described in the "Standard and Methods of Installation" as provided by the area-wide public safety communications service provider.
- 2.7 If any part of the installed Amplification System contains an electrically powered component, the system must be equipped to operate on an independent "Uninterruptible Power Supply" (UPS), using a battery and/or generator system, for a period of at least four (4) hours without external input or maintenance. All amplifiers and electronics required by the system must be protected by NEMA type 4 enclosures with physical security. The UPS must automatically charge the batteries in the presence of external power. The UPS must provide a monitored alarm signal to indicate failure of primary power, failure of the UPS system power output, and/or discharge of the batteries. Silencing of this alarm is the responsibility of the person maintaining the equipment.
- 2.8 A system summary alarm, consisting of a relay contact closure or equivalent, must be provided to the building fire panel via a hard wired connection.
- 2.9 Radio equipment must only be selected from the ISED Radio Equipment List and all active systems must be licensed by the federal regulator, Innovation, Science & Economic Development Canada (ISED), and must comply with the applicable Standard Radio Systems Plan (SRSP). Any license required must be renewed annually by the building owner and the cost of the licensing borne solely by the building owner.

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- 7.2 This bylaw is designated pursuant to section 264 of the Community Charter as a bylaw that may be enforced by means of a ticket in the form prescribed.

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Failure to install amplification system the meets guidelines	2.6	200
Failure to permit entry of inspector	5.1	200

READ a first time November 6th, 2017

READ a second time November 6th, 2017

READ a third time November 6th, 2017

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

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The Corporation of the District of North Vancouver

Bylaw 8272

A bylaw for the Regulation of Radio Amplification

WHEREAS a need exists for certain buildings and structures to have internal communications infrastructure systems which support the uninterrupted operation of the District's fire services, law enforcement and other emergency services radio communications essential to public safety and emergency response;

AND WHEREAS building design which incorporates multiple levels of underground and/or high-rise occupancy, or construction materials including concrete, low-emissivity glass, metal studs and flooring, metal-coated insulation and other attenuating materials all contribute to the interruption of emergency services communications networks;

AND WHEREAS radio support and amplification systems within buildings or structures can overcome the interruption of emergency communications networks and are vital to the delivery of public safety and emergency services in the District;

NOW THEREFORE the Council of the District of North Vancouver, in open meeting assembled, enacts as follows:

1. INTERPRETATION

Citation

1.1 This bylaw may be cited as "**RADIO AMPLIFICATION BYLAW 8272, 2017**".

Purpose and Application

1.2 It is not contemplated nor intended that this bylaw will provide, nor will this bylaw be interpreted as:

- (a) providing protection to owners, builders, constructors or any other persons from economic loss;
- (b) for ensuring the compliance by any owner, agent of an owner or any employees, builders, constructors or designers retained by an owner, with the requirements of this bylaw;
- (c) providing a warranty to any person of design or workmanship or materials with respect to any building, structure or part thereof for which a permit or occupancy certificate is issued under this bylaw;
- (d) providing a warranty or assurance to any person that construction or installation undertaken pursuant to this bylaw is free from any defects, whether patent or latent.

- 1.3 This bylaw applies to:
- (a) the design, construction and occupancy of new buildings and structures; and
 - (b) the alteration, reconstruction or renovation of existing buildings which add more than 20% in gross floor area to an existing building or structure.
- 1.4 This bylaw does not apply to:
- (a) any single and two family dwelling;
 - (b) any building or structure constructed of wood frame and without metal cladding;
 - (c) any building less than 5,000 square metres; or
 - (d) any building or structure less than 12 metres in height to the top of the roof.
- 1.5 The owner of any building or structure referred to in section 1.3 above which is constructed using reinforced concrete or structural steel, metal cladding, studs and/or flooring, reflective or low-emissivity glass, or other attenuating materials, and which:
- (a) has a gross floor area of more than 5,000 square metres;
 - (b) is over 12 metres in height to the top of the roof;
 - (c) has more than 1,000 metres of basement floor space; or
 - (d) has a basement more than 10 metres below the lowest street level of the building

must install and maintain radio amplification systems which will function with the area-wide public safety communications service provider to support uninterrupted radio network communications for public safety and emergency responders within the District.

Definitions

- 1.6 In the absence of specific definition in section 1.7, the words used in this bylaw have the meaning, if any, given to them by definition in the *Community Charter*, S.B.C. 2003 c. 26, as amended or replaced.
- 1.7 In this Bylaw, unless the context otherwise requires:
- “agent of an owner” includes a person, firm or corporation representing the owner by designation or contract and includes a hired tradesman or contractor for the owner;
- “building” means a structure or portion thereof, which is used or intended to be used for supporting or sheltering any use or occupancy;
- “Building Code” means the current edition of the British Columbia Building Code as adopted by the Minister responsible under provincial legislation, as amended, re-enacted or repealed and replaced from time to time;

“building official” means the Chief Building Official and the building inspectors, plan checkers, plumbing inspectors, mechanical inspectors and electrical inspectors designated or appointed by the District;

“Chief Building Official” means the person designated or appointed to that position by the District and any person named by the Council to act in place of the Chief Building Official;

“construct” or “construction” includes build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, with respect to a building or structure;

“Council” means the elected council of the District;

“District” means the Corporation of the District of North Vancouver;

“E-Comm” means Emergency Communications for Southwest British Columbia Incorporated and all the features and functions of the trunked public safety radio telecommunications systems, including microwave and VHF/UHF radio systems, provided by E-Comm to fire services, law enforcement and other emergency services;

“Fire Chief” means the person appointed to that position by the District and any person named by the Council to act in place of the Fire Chief;

“occupancy permit” means an occupancy permit issued by the District pursuant to the Construction Bylaw 8271, 2017;

“owner” means the person who is the owner as defined in the Building Code or an agent of that person;

“permit” means a permit issued to authorize construction regulated by the Construction Bylaw 8271, 2017, including a building permit, electrical permit, mechanical permit or occupancy permit as those terms are defined in the Construction Bylaw 8271, 2017.

“shadowed area” means an area that is subject to attenuation or obstruction of radio signals to or from the areas as a result of the interposition of all or any part of the building or structure in the radio signal path (line of sight) between the area and the transmitting/receiving site of the area-wide public safety communications service provider.

2. GENERAL PROHIBITIONS

Adequate Radio Coverage

- 2.1 Except as otherwise provided, no person shall erect, construct, change the use of or provide an addition of more than 20% in square footage to any building or structure or any part thereof, or cause the same to be done, which fails to support adequate radio coverage for the area-wide public safety communications service provider, including but not limited to fire services and law enforcement personnel.

- 2.2 For the purpose of section 2.1, "adequate radio coverage" means system access and "Delivered Audio Quality" (DAQ) of 3.4 or better (speech understandable with repetition rarely, some noise or distortion may be present) for communication between a portable (handheld) radio using a simple flexible whip antenna and both the area-wide public safety communications service provider and the District radio communications network(s) transmitting/receiving sites:
- (a) within the building, for a minimum of 90% of the area of each floor of the building, including underground areas such as for parking;
 - (b) within the building, for 100% of fire command centres, stairwells, protect-in-place areas, lobby refuge areas, equipment rooms and high-hazard areas; and
 - (c) in areas that are in the Shadow Area of the building, in 90% of all areas where DAQ 3.4 could be achieved before the erection, construction or modification of the building or structure.

As an aid to system design, DAQ 3.4 has been measured by NTIA (U.S. Department of Commerce, National Telecommunications and Information Administration) to be approximately equivalent to 22 dB SINAD (Signal-to-Noise And Distortion ratio) for analogue signals modulated with a 1 kHz tone at 1.5 kHz deviation, and to 2% BER (Bit Error Rate) for P25 digital signals. It may also be approximately equivalent to a received signal level of -95 dBm in the absence of other signals that may affect the receiver. Good design should provide a margin of not less than 10 dB to allow for uncontrolled variables. Based on the foregoing, the design target for indoor coverage should be -85 dBm.

- 2.3 The radio frequency ranges to be supported are any frequencies used by the area-wide public safety communications service provider. If signal amplifiers are used, they must include filters that will protect the amplifiers from overload and the system from interference by out-of-band signals.
- 2.4 In the event that active amplification is required to meet the foregoing communication quality requirements in the building including Shadowed Area of the building, coordination with the public safety communications service provider and the District's communications network provider is required to ensure that its outdoor radio communication performance is not degraded. Where a decision must be made regarding the maintenance of either service provider's outdoor radio communication performance and restoration of signal strength in the building and Shadowed Area, the trade-off decision shall be made by the public safety communications service provider(s) and communicated to the Fire Chief and Officer in Charge of the North Vancouver RCMP detachment by the building owner.

Amplification Systems Allowed

- 2.5 Where a building or structure is required to provide an Amplification System to achieve adequate radio communication coverage, such system must include any of the following that are sufficient to achieve the required coverage:
- (a) passive antenna systems or radiating cable systems;
 - (b) distributed antenna systems with uni-directional or bi-directional amplifiers (BDAs) as needed;

- (c) voting receiver systems; or
 - (d) any other system accepted and approved by the Fire Chief and Police Chief, as signified in writing on a case by case basis.
- 2.6 If any part of the installed Amplification System contains an electrically powered component, the system must be equipped to operate on an independent "Uninterruptible Power Supply" (UPS), using a battery and/or generator system, for a period of at least four (4) hours without external input or maintenance. All amplifiers and electronics required by the system must be protected by NEMA type 4 enclosures with physical security. The UPS must automatically charge the batteries in the presence of external power. The UPS must provide a monitored alarm signal to indicate failure of primary power, failure of the UPS system power output, and/or discharge of the batteries. Silencing of this alarm is the responsibility of the person maintaining the equipment.
- 2.7 A system summary alarm, consisting of a relay contact closure or equivalent, must be provided to the building fire panel via a hard wired connection.
- 2.8 Radio equipment must only be selected from the ISED Radio Equipment List and all active systems must be licensed by the federal regulator, Innovation, Science & Economic Development Canada (ISED), and must comply with the applicable Standard Radio Systems Plan (SRSP). Any license required must be renewed annually by the building owner and the cost of the licensing borne solely by the building owner.

3. PROCEDURES TO VERIFY AND MAINTAIN COMPLIANCE

- 3.1 Tests and measurements to verify and maintain compliance must be made at the sole expense of the building owner. The procedures used must be developed by the owner, subject to acceptance by the Fire Chief, and in compliance with the following guidelines:

(a) Acceptance Test Procedure

- 3.1.1 Acceptance tests and measurements must be performed after completion of installation of the Amplification System. Tests must be performed using radio frequencies assigned to the area-wide public safety communications service provider and the District, after proper coordination with an agent for that system and with the Fire Chief.
- 3.1.2 If queuing occurs on the radio system while testing is underway, testing must be terminated immediately and resumed only when traffic levels on the system reach a level where queuing no longer occurs.
- 3.1.3 For all tests, a pre-defined "Harvard" sentence should be used, such that the listeners are not aware of the sentence in advance on each test. A different recorded sentence should be used at each location.

- 3.1.4 Where the Shadowed Area or the floor plate area of a building is greater than 4,500 m², the area must be divided into a uniform grid of not more than 15 m on a side, or if the floor area is smaller than 4,500 m², it shall be divided into a uniform grid of approximately 20 equal areas to a minimum of 9 m², and measurements shall be taken in each grid area. The size of the grids must also be reduced, or the number of grids increased, upon recommendation of the Fire Chief or building official in areas where special construction or other obstruction may significantly affect communications. Tests must also be performed in fire command centres, stairwells, protect-in-place areas, lobby refuge areas, equipment rooms, and high-hazard areas.
- 3.1.5 Tests must first be made using a portable (handheld) radio of the type used by the District's Fire or Police service personnel, carried at chest level and using a simple flexible antenna, and will be deemed satisfactory if DAQ 3.4 or better (speech understandable with repetition only rarely, some noise or distortion may be present) can be achieved for a five-second test transmission in each direction. If system access is not reliable, or if DAQ 3.4 for five seconds cannot be achieved at any location, the test operator may move a maximum of 1.5m in any direction inside of the grid and repeat the test. If system access continues to be unreliable, or if DAQ 3.4 still cannot be achieved, or if there is any doubt about whether it can be achieved, a failure shall be recorded for that location.
- 3.1.6 A maximum of two (2) non-adjacent grid areas on a floor or in a shadow will be allowed to fail the test. In the event that three (3) or more areas on a floor or in a shadow fail the test, the floor or Shadowed Area may be divided into 40 approximately equal areas to a minimum of 4 m², and the tests repeated. In such event, a maximum of four (4) non-adjacent grid areas will be allowed to fail the test. If the Amplification System fails the 40-area test, the building owner shall have the system altered to meet the 90% coverage requirement, otherwise the Amplification System will not be accepted.
- 3.1.7 If the Amplification System fails to provide acceptable communication in any fire command centre, portion of a stairwell, protect-in-place areas, lobby refuge areas, equipment rooms, or high-hazard areas, the building owner must have the system altered to meet the 100% coverage requirement for these areas, otherwise the Amplification System will not be accepted.
- 3.1.8 Backup batteries and power supplies must be tested under full load by generating communication traffic automatically for a duration of at least one (1) hour. If within this period the battery shows any symptom of failure or impending failure, the test shall be continued for additional one-hour periods to determine the integrity of the battery. The battery must not fail within a four (4) hour continuous test period.
- 3.1.9 Backup batteries and power supplies must be tested under full load by generating communication traffic automatically for a duration of at least one (1) hour. If within this period the battery shows any symptom of failure or impending failure, the test shall be continued for additional one-hour periods to determine the integrity of the battery. The battery must not fail within a four (4) hour continuous test period.

- 3.1.10 The gain values of all amplifiers must be measured, using a service monitor that has been calibrated by a certified laboratory within the past 12 months, and the results must be kept on file by the building owner for future verification and monitoring of performance. The gain records file must have multiple back-ups and be stored in more than one location.

(b) Annual Tests

- 3.1.11 At least annually, the building owner must test all active components of the Amplification System, including but not limited to amplifiers, power supplies and back-up batteries, and must keep a record of such tests as part of the Fire Safety Plan for inspection by the Fire Chief or a building official. Amplifier gain must be adjusted if necessary to re-establish the gain recorded upon acceptance testing, and batteries and power supplies must be tested under full load by generating communication traffic for a period of at least one (1) hour to verify that they will function properly during a power outage.
- 3.1.12 Additional tests or inspection of records may be conducted from time to time by the Fire Service at the discretion of the Fire Chief, after giving reasonable notice to the building owner. If communications within the building or within the Shadowed Area appear to have degraded, or if the tests show unacceptable communications performance, the owner of the building or structure is required to remedy the problem and restore the Amplification System in a manner consistent with the original acceptance criteria, unless the owner can demonstrate conclusively that the degradation is solely the result of external changes not under his or her control.

(c) Qualifications of Testing Personnel and Test (Measurement) Equipment

- 3.1.13 Tests must be performed by or under the direct supervision of a professional engineer registered in the Province of British Columbia and qualified in radio communications. Test reports must bear the seal of the engineer.
- 3.1.14 Portable radios used must be of a size and type as may be in use by the District Fire and Police services at the time and programmed to operate on an analogue test channel and on a digital test band channel as designated by the Fire Chief. SINAD, BER and signal strength measurements must be made using appropriate instrumentation acceptable to the Fire Chief and/or Officer in Charge of the North Vancouver RCMP detachment. Radios and measurement equipment must have been tested for conformance to design specifications within twelve months prior to the conduct of Amplification System acceptance tests or re-tests.

4. PERMIT AND OCCUPANCY CONDITIONS

- 4.1 A permit or occupancy permit will not be issued for any building or structure until the requirements of this bylaw have been met to the satisfaction of the Fire Chief.

5. RIGHT OF ENTRY

- 5.1 Every owner or occupant of a building must, at all reasonable times, permit building official or Fire Chief (or their designates) to enter into and inspect any building or structure to ascertain whether the regulations and provisions of this bylaw are being obeyed and any person who refuses entry shall be in violation of this bylaw and shall be liable to the penalties hereby imposed.

6. DEEMED NUISANCE

- 6.1 The construction or erection of a building or structure which interferes with the District's fire services, law enforcement or other emergency related telecommunications networks shall constitute a nuisance because it threatens the health, safety and welfare of the residents and visitors to the District of North Vancouver. In addition to any other remedies or enforcement procedures provided herein, the District may seek an injunction to restrain such a nuisance.

7. OFFENCES AND PENALTIES

- 7.1 Every person who violates any of the provisions of this bylaw or who suffers or permits any act or thing to be done in contravention of this bylaw or who neglects to do or refrains from doing any act or thing which violates any of the provisions of this bylaw shall be liable to the penalties hereby imposed and each day that such violation is permitted to exist shall constitute a separate offence.

Enforcement by Ticket

- 7.2 This bylaw is designated pursuant to section 264 of the Community Charter as a bylaw that may be enforced by means of a ticket in the form prescribed.

Bylaw Enforcement Officers

- 7.3 Bylaw Enforcement Officers are designated to enforce this bylaw by means of a ticket pursuant to section 264 of the Community Charter.

Ticketing

- 7.4 The words or expressions listed below in the "Designated Expression" column are authorized to be used on a ticket issued pursuant to section 264 of the Community Charter to designate an offence against the respective section of this bylaw appearing opposite in the "Section" column. The amounts appearing in the "Fine" column below are the fines set pursuant to section 264 of the Community Charter for contravention of the respective section of this bylaw appearing opposite in the "Section" column.

COLUMN 1	COLUMN 2	COLUMN 3
DESIGNATED EXPRESSION	SECTION	FINE
		\$
Erect, construct, change use or add to building without adequate radio coverage	2.1	200
Failure to permit entry of inspector	5.1	200

READ a first time November 6th, 2017

READ a second time November 6th, 2017

READ a third time November 6th, 2017

THIRD READING rescinded on

READ a third time as amended

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

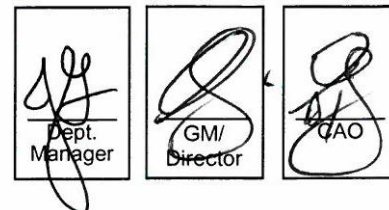
Municipal Clerk

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AGENDA INFORMATION

☒ Regular Meeting
☐ Other:

Date: December 4, 2017
 Date:



The District of North Vancouver REPORT TO COUNCIL

November 28, 2017
 File: 09.3900.20/000.000

AUTHOR: Linda Brick, Deputy Municipal Clerk

SUBJECT: **Bylaw 8269: Waterworks Regulation Bylaw 2279, 1958**
Bylaw 8270: Sewer Bylaw 6656, 1994
Bylaw 8280: Solid Waste Removal Bylaw 7631, 2007

RECOMMENDATION:

THAT "Waterworks Regulation Bylaw 2279, 1958, Amendment Bylaw 8269, 2017 (Amendment 63)" is ADOPTED.

THAT "Sewer Bylaw 6656, 1994, Amendment Bylaw 8270, 2017 (Amendment 29)" is ADOPTED.

THAT "Solid Waste Removal Bylaw 7631, 2007, Amendment Bylaw 8280, 2017 (Amendment 15)" is ADOPTED.

BACKGROUND:

Bylaws 8269, 8270, and 8280 received FIRST, SECOND, and THIRD Readings on November 27, 2016 and are now ready to be considered for adoption by Council.

Options:

1. Adopt the bylaws;
2. Abandon the bylaws at Third Reading; or,
3. Rescind Third Reading and debate possible amendments to the bylaws.

Respectfully submitted,

Linda Brick
 Deputy Municipal Clerk

SUBJECT: Bylaw 8269: Waterworks Regulation Bylaw 2279, 1958
Bylaw 8270: Sewer Bylaw 6656, 1994
Bylaw 8280: Solid Waste Removal Bylaw 7631, 2007

November 28, 2017

Page 2

Attachments:

- Waterworks Regulation Bylaw 2279, 1958, Amendment Bylaw 8269, 2017 (Amendment 63)
- Sewer Bylaw 6656, 1994, Amendment Bylaw 8270, 2017 (Amendment 29)
- Solid Waste Removal Bylaw 7631, 2007, Amendment Bylaw 8280, 2017 (Amendment 15)
- Staff Report dated November 22, 2017

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 Corporation of the District of North Vancouver

Bylaw 8269

A bylaw to amend the Waterworks Regulation Bylaw 2279, 1958

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 8269, 2017 (Amendment 63)”.

2. Amendments

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

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

3. Effective Date

The effective date of this bylaw is January 1st, 2018.

READ a first time November 27th, 2017

READ a second time November 27th, 2017

READ a third time November 27th, 2017

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

Schedule 1 to Bylaw 8269

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:

User	Annual Charge
Single Family Residence	\$ 679.00
Row House/ Duplex	\$ 578.50
Secondary Suite/ Coach House	\$ 359.75
Multi-family	\$ 578.50
Rest Home per bedroom	\$ 128.00
Retail, office or service commercial premises	\$ 679.00
• with living quarters, an additional	• \$ 471.00
Church	\$ 679.00

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 annual charge therefore shall be paid on a pro-rated basis to the date of electrical inspection by District Inspector confirming the removal of the suite.

Any property owner who installs a Secondary Suite will be charged the annual charge on a pro-rated basis from the date of the final plumbing inspection to the last date in December.

Any property owner with an additional unauthorized dwelling unit contained within a building of residential occupancy will be charged the annual charge for the calendar year upon confirmation of the additional unit.

All charges are for the calendar year.

B. METERED CHARGES

	Monthly Charges
<i>Non-Commercial/ Industrial Charges</i>	
First 1,000 cu.ft. used or part thereof	\$ 61.85
All in excess of 1,000 cu.ft. used-per 100 cu.ft.	\$ 3.83
<i>Commercial/ Industrial</i>	
First 1,000 cu.ft. used or part thereof	\$ 61.85
All in excess of 1,000 cu.ft. used-per 100 cu.ft.	\$ 3.83
<i>Special Purposes</i>	
Per Connection	\$ 970.00
	Quarterly Charges
<i>Non-Commercial/ Industrial</i>	
First 3,000 cu.ft. used or part thereof	\$ 185.55
All in excess of 3,000 cu.ft. used-per 100 cu.ft.	\$ 3.83
<i>Commercial/ Industrial</i>	
First 3,000 cu.ft. used or part thereof	\$ 185.55
All in excess of 3,000 cu.ft. used-per 100 cu.ft.	\$ 3.83
A 2% discount will be allowed on Meter Accounts if paid within 20 days of the date of the invoice.	
Special purpose water use charge inclusive of all works and water costs for duration of use.	

C. WATER CONNECTION FEES

Connection Size	Connection Fee
<i>3/4" diameter</i>	
In existing developed area	\$ 4,830
In new subdivision during development stage and prior to paving being installed	\$ 1,782
<i>over 3/4" - 1 1/2" diameter</i>	

In existing developed area	\$ 5,240
In new subdivision during development stage and prior to paving being installed	\$ 3,548
Over 1 1/2" Diameter	Actual Cost
Capping Fee	\$ 808
Abandon Service Fee	\$ 2,600
Woodlands/Sunshine Water Connection Fee (A one-time charge for connection, in addition to the standard water connection fee)	\$ 9,650
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.	
Where a service is to be abandoned with no intention of reuse the permanent Abandonment Fee applies. Where the service is intended to be reused the temporary Capping Fee applies.	
Charges will be applied based on the year of construction.	

D. WATER FLOW TEST FEE

• for single family residences	\$ 500
• for all other occupancies	\$ 640

E. WATER SHUT ON / OFF

• for single family residences (outside of working hours)	\$ 100
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F. WATER VALVE LOCATE

• for single family residences (outside of working hours)	\$ 100
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The Corporation of the District of North Vancouver

Bylaw 8270

A bylaw to amend Sewer Bylaw 6656, 1994

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 8270, 2017 (Amendment 29)".

2. Amendments

2.1 Sewer Bylaw 6656, 1994 is amended as follows:

- a) Attachment 3, *Schedule of Installation Charges*, is deleted in its entirety and replaced with a new Attachment 3, *Schedule of Installation Charges*, as shown in Schedule 1 of this Bylaw; and,
- b) Attachment 4, *Sanitary Sewer and Drainage Charges and Fees*, is deleted in its entirety and replaced with a new Attachment 4, *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 1st, 2018.

READ a first time November 27th, 2017

READ a second time November 27th, 2017

READ a third time November 27th, 2017

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

Schedule 1 to Bylaw 8270

ATTACHMENT 3

SCHEDULE OF INSTALLATION CHARGES		
1. Service Capping Fees:		
• Storm		\$ 1,216
• Sanitary		\$ 1,216
2. Service Abandonment Fees:		
• Sanitary		\$ 2,550
3. Service Remediation		\$ 3,468
<p>4. Base Sewer Connection Charges for connections between 0 and 3.0 m deep consists of a service connection installation to main charge plus a service connection length charge.</p> <p>Charges for connections greater than 3.0 metres in depth, if deemed acceptable, or 300mm in diameter shall be estimated and charged on a site specific basis.</p>		
Service Connection Installation to Main Charge	0 - 2.0m DEEP	OVER 2.0m - 3.0m DEEP
1st Connection	\$ 2,240	\$ 2,879
2nd Connection	\$ 1,167	\$ 1,167
3rd Connection	\$ 1,167	\$ 1,167
Service Connection Length Charges	0 - 2.0m DEEP	OVER 2.0m - 3.0m DEEP
1st Connection	\$ 406 / meter	\$ 626 / meter
2nd Connection	\$ 202/ meter	\$ 245 / meter
3rd Connection	\$ 202 / meter	\$ 245 / meter
5. Utility crossing charge is applied for each crossing or crossings required when laying the connection underneath other pipes or ducts.		\$ 624 / each
6. Installation charges for storm or sanitary sewer connections:		

a)	The "first connection" shall be the longest connection installed in a trench. A remediated service connection is not defined as a new connection for the purpose of establishing the first 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 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.
e)	The cost to replace any existing legal pin disturbed due to its proximity to the new connection shall be borne by the applicant.
f)	The cost for any rock work requiring blasting, drilling or splitting shall be in addition to the charges calculated in this schedule.
g)	BC Hydro charges for any work related to the connection installation shall be in addition to the charges calculated in this schedule.
h)	The cost to connect to a concrete encased sewer pipe shall be in addition to the charges calculated in this schedule.
i)	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.
j)	Cost to install, raise, alter or repair a manhole shall be estimated and charged on a site specific basis.
k)	Charges will be applied based on the year of construction.
Example 1. Three connection in the same trench less than 2m deep, 1st & 2nd 10m long, 3rd 7m long, one utility crossing)	
1 st Connection less than 2m deep, 10m long = \$ 2,240 + (10 x \$ 406) + \$ 624 =	\$ 6,924
2 nd Connection, less than 2m deep, 10m long = \$ 1,167 + (10 x \$ 202) + \$ 624 =	\$ 3,811
3 rd Connection, less than 2m deep, 7m long = \$ 1,167 + (7 x \$ 202) + \$ 624 =	\$ 3,205
TOTAL	\$ 13,940
Example 2. Three connections in the same trench all greater than 2m deep, each 10m long, each crossing one utility and one mature tree removal.	
1 st Connection greater than 2m deep, 10m long = \$ 2,879 + (10 x \$ 626) + \$ 624 =	\$ 9,763
2 nd Connection greater than 2m deep, 10m long = \$ 1,167 + (10 x \$ 245) + \$ 624 =	\$ 4,241

3 rd Connection greater than 2m deep, 7m long = \$ 1,167 + (10 x \$ 245) + \$ 624 =	\$ 4,241
Tree Removal Estimate	\$ 4,200
TOTAL	\$ 22,445

Schedule 2 to Bylaw 8270

ATTACHMENT 4

SANITARY SEWER AND DRAINAGE CHARGES AND FEES

UNMETERED WATER SUPPLY

- 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 annual charge therefore shall be paid on a pro-rated basis to the date of electrical inspection by the District Inspector confirming the removal of the suite.

Any property owner who installs a Secondary Suite will be charged the annual charge on a pro-rated basis from the date of the final plumbing inspection to the last date in December.

Any property owner with an additional unauthorized dwelling unit contained within a building of residential occupancy will be charged the annual charge for the calendar year upon confirmation of the additional unit.

All charges are for the calendar year.

SEWER AND DRAINAGE USER CHARGES & FEES - ANNUAL CHARGE	
A. <u>FLAT RATE CHARGES</u>	
USER	ANNUAL CHARGE
Single Family Residence	\$ 643.25

Row House/ Duplex	\$ 535.00
Secondary Suite/ Coach House	\$ 258.00
Multi-family	\$ 535.00
Rest Home per bedroom	\$ 329.00
Retail, office or service commercial premise	\$ 643.25
• With living quarters, an additional	• \$535.00
Church	\$ 643.25

B. METERED PROPERTIES

- 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	\$ 64.80
All in excess of 1,000 cu.ft used – per 100 cu.ft	\$ 6.65

Quarterly Sewer and Drainage Charges for Metered Properties	
First 3,000 cu.ft used or part thereof	\$ 194.40
All in excess of 3,000 cu.ft used – per 100 cu.ft	\$ 6.65

C. REDUCTION IN CHARGE

- 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.

D. 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:

GVS&DD WASTE DISCHARGE PERMITEE SEWER CHARGES	
MONTHLY METERED PROPERTIES	
First 1,000 cu.ft used or part thereof	\$ 64.80
All in excess of 1,000 cu.ft used – per 100 cu.ft	\$ 3.91
QUARTERLY METERED PROPERTIES	
First 3,000 cu.ft used or part thereof	\$ 194.40
All in excess of 3,000 cu.ft. used – per 100 cu.ft.	\$ 3.91

E. CHARGE FOR CONTAMINATED GROUNDWATER DISCHARGE TO SEWER

5. In addition to GVS&DD discharge permit, DNV charge \$ 0.466 per cu m

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The Corporation of the District of North Vancouver

Bylaw 8280

A bylaw to amend the Solid Waste Removal Bylaw 7631, 2007

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 8280, 2017 (Amendment 15)".

2. Amendments

2.1 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, 2018.

READ a first time November 27th, 2017

READ a second time November 27th, 2017

READ a third time November 27th, 2017

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

Schedule 1 to Bylaw 8280

Schedule A

1. Solid Waste Collection Fees (Yearly)

Description	Single & Multi-Family Property with Curbside Collection	Multi-Family Property without Curbside Collection
Garbage and organics collection (240L Garbage and up to two 240L Organics)	\$262.50	N/A
Garbage and organics collection (140L Garbage and up to two 240L Organics)	\$222.50	N/A
Garbage and organics collection (Two 140L Garbage and up to two 240L Organics-available only to houses with secondary suites)	\$342.50	N/A
Additional organics – For third and additional carts, per cart	\$40.00	N/A
Exchange fee for exchange, replacement, return or acquisition of additional Solid Waste Container (per transaction)*	\$50.00	N/A
Container Replacement Fee (lost/stolen/damaged) – these fees refunded if container recovered and replacement container returned to District*	\$100 – 240L \$95.00 – 140L	N/A
Recyclable material collection	\$31.75	\$22.95

*Exchange Fee and Container Replacement Fee to be charged after March 15TH, 2018

All flat rate annual charges are due and payable at the same time and in the same manner as taxes.

Exchanges after March 31st 2018:


- Cart exchanges or acquisitions which result in a fee increase, will be pro-rated from the first quarter following the change request and is payable upon the payment of the exchange fee.
- Cart exchanges or returns resulting in a fee decrease, will be pro-rated from the quarter in which the change is requested and will be offset against the exchange fee.

2. Bulk Container Fees

Description	Container Size				
	1 Yard	2 Yard	3 Yard	4 Yard	6 Yard
Container Rental:					
Cardboard Container Monthly Rental Fee	N/A	\$47.25	\$47.25	\$47.25	\$47.25
Cardboard Container Monthly Rental Fee with Jitney	N/A	\$57.75	\$57.75	\$57.75	\$57.75
Solid Waste Container Monthly Rental Fee	\$15.25	\$16.25	\$17.25	\$18.25	\$20.25
Solid Waste Container Tipping Fees: (Charge per Tip)					
(a) Residential					
(i) with 1 - 3 containers	\$21.50	\$26.00	\$31.50	\$38.00	\$47.25
(ii) with 4 - 7 containers	N/A	\$24.50	\$30.00	\$36.25	\$44.75
(iii) with 8 - 11 containers	N/A	\$23.50	\$28.50	\$34.50	\$42.75
(iv) with 12+ containers	N/A	\$20.75	\$22.00	\$30.75	\$37.50
(b) Schools, Churches, Institutional	N/A	\$28.75	\$35.00	\$41.75	\$54.25
(c) Commercial, Industrial (1 tip/ week)	N/A	\$30.75	\$38.75	\$46.25	\$53.75
1 tip/ 2 weeks	N/A	\$35.25	\$43.25	\$52.75	\$55.75
1 tip/ 4 weeks	N/A	\$37.75	\$46.00	\$53.75	\$57.75
On request	N/A	\$40.75	\$48.25	\$55.75	\$59.75
Organic Waste Cart Tipping Fees: (Fee per 240 L. cart per month)					
First Cart – tipped weekly		\$71.50			
Second, Third and Fourth Cart – tipped weekly		\$36.00			
Five and more Carts – tipped weekly		\$15.50			
Charges per Tip in addition to Container Tipping Fees:					
(a) Casters	\$4.00				
(b) Locks	\$1.25				
(c) Jitney (Includes Casters)	\$22.25				

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COUNCIL AGENDA/INFORMATION			
<input type="checkbox"/> In Camera	Date: _____	Item # _____	
<input type="checkbox"/> Regular	Date: _____	Item # _____	
<input type="checkbox"/> Agenda Addendum	Date: _____	Item# _____	
<input type="checkbox"/> Info Package	DM# _____	Date: _____	Mailbox: _____

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

November 22, 2017
File: 05.1700/2017

AUTHORS: Rick Danyluk, Manager - Financial Planning
Shirley Young, Accounting Officer – Financial Planning

SUBJECT: 2018 Utility Rates Bylaws

RECOMMENDATION:

THAT the Finance and Audit Standing Committee recommend to Council:

THAT “Waterworks Regulation Bylaw” is given FIRST, SECOND, and THIRD reading”

THAT “Sewer Bylaw” is given FIRST, SECOND, and THIRD reading”

THAT “Solid Waste Removal Bylaw” is given FIRST, SECOND, and THIRD reading”

AND THAT the November 7, 2017 report to Finance and Audit Standing Committee entitled 2018 Utility Rates Bylaws is forwarded to a Regular Council meeting for consideration.

REASON FOR REPORT:

The proposed utility flat rates represent a combined increase of 3.8% for single family homes and 1.6% for multi-family homes in 2018 (compared to a 1% increase for both rate groups in 2017). The District has been anticipating cost increases on sewer charges from Metro Vancouver (MV) for a number of years. Those and other cost increases included in MV’s new five-year financial plan flow through to our ratepayers this year.

In addition to the proposed rate increases, the prior year strategy of minor rate shifts to better align consumption with cost of service continues. For the sixth year in a row, secondary suites will benefit from a 0% increase in the sewer rate and half the proposed increase in the water rate. Rest home class will also experience some rate adjustments to align the rates to cost of service.

SUMMARY:**Rate Increases**

The proposed utility bylaws for 2018 reflect rate increases of 3.5% for Water, 4% for Sewer and Drainage, 19.3% for Solid Waste, and a decrease of 49% for Recycling. The increase in Water includes adjustments to reserve and water purchase cost to reflect current consumption patterns. The increase in Sewer includes MV charges, culvert improvements and future rate stabilization. The increase in Solid Waste reflects the new solid waste cart pricing offset by the decrease in Recycling, which passes on savings and incentives realized through Recycle BC (previously MMBC). A summary of the 2018 combined dollar impact on ratepayers is included in Appendix A. The combined increase on single family homes is 3.8% or \$59.75 and on a flat rate multi-family home is 1.6% or \$17.95 (which excludes solid waste charges).

Metro Vancouver

This is the first year since 2014 that MV has provided a five-year plan. District staff continue to work with MV with the aim of producing a ten-year view of their financial plan to understand the full impacts of major capital projects on our ratepayers.

The five-year rate increases provided by MV below are reflected in the District's financial plan.

Table 1 – Metro Rates

	2017	2018	2019	2020	2021	2022
Water rate	3.2%	3.9%	5.9%	7.7%	7.7%	7.9%
Sewer levy (GVS&DD)	4.3%	7.7%	6.0%	21.8%	28.1%	18.7%
Garbage tipping fee	0.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Organics tipping fee	7.0%*	25.0%	not available			

**2017 change reflects weighted average due to rate change during the year*

Although MV's water and sewer rates move upwards in accelerated pace over the next five years, the District's financial resiliency strategy started in 2013 is now mitigating MV's impacts on our ratepayers.

Projected rate increases to 2022 reflect stability consistent with Council's direction to establish reserves to minimize rate spikes (see Table 2). Reserve balances have gradually increased since 2012 and achieved recommended target levels. The combined reserve balance will reach \$28.9M by end of 2018, which is well within the recommended industry best practice (\$13M - \$39M).

Table 2 – Preliminary 5-Year Rates Projection

	2018	2019	2020	2021	2022
Water	3.5%	3.8%	3.8%	3.8%	3.8%
Sewer	4.0%	4.0%	4.0%	4.0%	4.0%
SW & Recycling	4.3%	3.7%	3.3%	2.8%	2.8%
Total impact to SF	3.8%	3.8%	3.8%	3.7%	3.7%
	\$ 1,617	\$ 1,679	\$ 1,742	\$ 1,806	\$ 1,872
Total impact to MF**	1.6%	3.8%	3.8%	3.8%	3.8%
	\$ 1,136	\$ 1,180	\$ 1,225	\$ 1,272	\$ 1,321

***Multi-family does not include solid waste, only recycling*

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 and supported further analysis on residential water consumption. The following minor shifts continue the strategies endorsed in 2013:

1. Limit combined Secondary Suite rate increase to 1% or \$6.25 (1.75% 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. The combined increase on current year rates is \$85.75 or 23%. Rest homes were informed that flow metering is an option versus the higher flat rate charge.

The net revenue changes resulting from these shifts are not material.

Solid Waste Rate Review

As part of District initiative to encourage diversion and align rates with cost of service, staff will explore options for an eco-levy or similar charge in 2018. The charge is not expected to have a material impact on ratepayers and will likely be similar to charges introduced by other municipalities in recent years.

CONCLUSION:

The proposed combined utility rate increases in Appendix A are consistent with the District's aim to manage its cost of service diligently while recognizing the need to provide a level of funding that is sufficient to meet its Asset Management and rate stabilization requirements.



Rick Danyluk
Manager - Financial Planning



Shirley Young
Accounting Officer – Financial Planning

REVIEWED WITH:	REVIEWED WITH:	REVIEWED WITH:	REVIEWED WITH:
<input type="checkbox"/> Sustainable Community Development	<input type="checkbox"/> Clerk's Office	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"/> _____
<input type="checkbox"/> Engineering Operations	<input type="checkbox"/> Finance	<input type="checkbox"/> RCMP	<input type="checkbox"/> _____
<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		

		2017	2018		
		Total Rates	Total Rates	Change \$	Change %
Flat Rates					
Single Family	(W,S,G,O,R)	\$ 1,556.75	\$ 1,616.50	\$ 59.75	3.8%
Row House/Duplex	(W,S)	\$ 1,073.50	\$ 1,113.50	\$ 40.00	3.7%
Secondary Suite/Coach House	(W,S)	\$ 611.50	\$ 617.75	\$ 6.25	1.0%
Multi-family	(W,S,R)	\$ 1,118.50	\$ 1,136.45	\$ 17.95	1.6%
Rest Home (per bed)	(W,S)	\$ 371.25	\$ 457.00	\$ 85.75	23.1%
Retail/Office Commercial Base	(W,S)	\$ 1,274.50	\$ 1,322.25	\$ 47.75	3.7%
Retail/Office with Living Quarters	(W,S)	\$ 969.50	\$ 1,006.00	\$ 36.50	3.8%
Church	(W,S)	\$ 1,274.50	\$ 1,322.25	\$ 47.75	3.7%

Metered Rates

Water monthly base rate (incl 1,000 cu ft)	\$ 59.75	\$ 61.85	\$ 2.10	3.5%
Water volume charge (per 100 cu ft)	\$ 3.70	\$ 3.83	\$ 0.13	3.5%
Sewer monthly base rate (incl 1,000 cu ft)	\$ 62.30	\$ 64.80	\$ 2.50	4.0%
Sewer volume charge (per 100 cu ft)	\$ 6.39	\$ 6.65	\$ 0.26	4.1%

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

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AGENDA INFORMATION

- ☐ Regular Meeting
☐ Other:

Date: _____
Date: _____



The District of North Vancouver REPORT TO COUNCIL

November 16, 2017
File: 05.1700

AUTHOR: Shaun Carroll, P.Eng., Manager Utilities

SUBJECT: WATERWORKS REGULATION BYLAW 8269 (AMENDMENT 63)
User Charges and Service Fees for 2018

RECOMMENDATION:

THAT "Waterworks Regulation Bylaw 2279, 1958, Amendment Bylaw 8269, 2017 (Amendment 63) is given FIRST, SECOND, and THIRD Reading.

REASON FOR REPORT:

The water user rates charged by the District are specified in Waterworks Regulation Bylaw 2279 and are the primary funding source for the water utility. This report provides information and recommendations regarding proposed rate amendments effective January 1, 2018.

SUMMARY:

The proposed rate increases are consistent with the comprehensive utility rate study conducted in 2012 and Council's objectives of maintaining financial sustainability in the management of water utility infrastructure.

The proposed water rate charge for a single family residence in 2018 is \$679, an increase of \$23 or 3.5% over 2017. The increase is primarily attributed to Metro Vancouver bulk water rate increase, inflationary drivers and maintaining the combined funding for programing and reserves at required levels.

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 Metro flow-through bulk water charges, annual operating costs, funds for capital works, inflation and maintain water reserve funds at an acceptable level.

The water system consists of 376 km of water mains, 21,250 water services, 7 water pump stations, 11 reservoirs and 37 pressure reducing valve stations. The total replacement value of the water system is \$395M. The overall physical condition of the water systems exceeds our Asset Management target.

EXISTING POLICY:

The Water Utility operates as a self-sufficient financial entity with no debt financing. The 2012 FCS Group study *'Water, Sewer & Drainage, and Solid Waste & Recycling Utility Rate Study'* indicated that industry best practices required reserve balances to be set at a minimum of \$4.9M - \$13.8M (2012\$), much higher than traditionally held. As a result, a multi-year reserve contribution started in 2013 and continues in 2018. The reserves are required to address working capital, rate stabilization, capital contingency, and system reinvestment funding requirements.

ANALYSIS:

The water utility costs are broken into five main categories and described below in 'Cost of Service'.

Revenues for the water utility are collected primarily as metered and flat rate water charges and water service connection fees.

Estimated revenues and expenditures over the next five years are provided in Appendix A, "Water Utility, 2018 – 2022 Draft Financial Plan".

Cost of Service

The five major areas of expenditure that affect the outcome of the water rate setting process are Metro water charges, direct operating and maintenance costs, direct capital costs, general operating overhead and contribution to the reserve fund. The combined annual estimated water utility expenditures impact is an increase of \$1.4M or 5.6% year over year for a total annual budget of \$26.9M. Figure 1 shows each area as a percentage of the total annual budget.

Metro Vancouver Water Purchase Costs

Metro Vancouver water purchase costs increase is estimated at \$285K in 2018 for a total budget of \$13.5M and represents 50% of the total water utility expenditures. The increase is primarily attributed to an increase in Metro's bulk water purchase rate.

District Operations and Maintenance Costs

Operations expenditures increase by \$108K for a total budget of \$5.2M and comprise 19% of overall water utility expenditures. The increase in expenditures is attributed to inflationary drivers such as fuel, material and negotiated labour costs.

Activities and programs under District Operations and Maintenance include:

- Water leak detection
- Water main and service break repairs

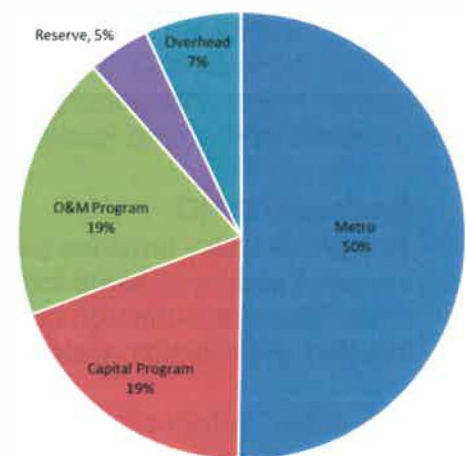


Figure 1. Water Utility Expenditures 2018

SUBJECT: WATERWORKS REGULATION BYLAW 8269 (AMENDMENT 63)
User Charges and Service Fees for 2018

Page 3

-
- Water reservoir, pump station and PRV operation
 - Water facility inspection and maintenance
 - Water quality testing
 - Water system cleaning
 - Water meter programs
 - Water conservation program
 - Water service Connections
 - Water system Operator Safety & Training

District Capital Programs Costs

Contributions to the water capital fund decrease by \$179K to \$5.1M and comprise 19% of overall expenditures. The District's Water Asset Management Plan support water utility assets with a total replacement value of \$395M. This request supports the Asset Management Plan obligations. Works performed include planned replacement or upgrades for assets in the following programs:

- Watermain Replacement (approximately 5 km / year)
- Pressure Reducing Valve Station Replacement
- Water Pumping Stations & Storage Reservoirs Upgrades
- SCADA System Upgrades

Overhead & General Operating Costs

The waterworks utility contributes annually to general operating overhead which is required to support and operate the utility. In 2018, cost for this service is \$1.9M which comprise 7% of overall expenditures.

Water Reserve Contribution

The water reserve fund contribution in 2018 is \$1.2M with a projected fund balance of \$9.1M by 2018 year end, slightly less than the median of our reserve target. Reserve contributions for 2018 represent 5% of overall expenditures.

Water Balance

The water balance is a management tool used to review water system inputs and outputs. It enables the tracking of performance indicators and proactive management of the water system.

System inputs includes all District purchases from Metro Vancouver. Metro owns 19 input and 4 output flow meters to calculate the net water volume delivered to the District. Metro sets bulk water rates annually to cover the costs of operating, maintaining and building the regional system. In 2018 we estimate delivery of 19,089,000 m³ of water which is a year over year increase of 1.7% and is mainly attributed to population growth. Metro's average bulk water purchase rate in 2018 increases 4% from \$0.6724/m³ to \$0.6990/m³.

System outputs include approximately 70% of the total delivered to customers via 35,600 service connections with the balance, 30%, allocated for use in our operations.

The Districts customers can be grouped into two broad charge categories, metered or flat rate. Customers with unique demands that cannot be accurately predicted are metered and billed on consumption according to the Districts bylaw metered charges. All industrial, commercial and institutional customers and some multifamily customers fall into this category. The metered sector represents about 25% of our total consumption. Customers with stable or consistent demands are either metered or unmetered and billed a flat rate according to the bylaw. The vast majority of single family residential customers are unmetered and fall into this category. This rate class group represent about 45% of our total consumption.

The balance of our consumption, 30%, is attributed to authorised metered and unmetered uses such as parks, water main flushing, hydrant flushing, water quality testing and construction activities.

Rate Shifts

In addition to the proposed rate increase of 3.5% driven by the changes detailed above, some rate class shifts are recommended based on Council endorsed FCS Group study to better align consumption with cost of service. Minor ongoing rate shifts outlined below continue through 2018.

Secondary Suites or Coach Home

The rate class applied to coach homes, which was added in 2017, is the same as the existing secondary suite rate class. The 2018 secondary suite/coach home rate is \$359.75, an increase of 1.75% or ½ the rate increase of other classes. This rate continues to support the FCS study recommendation that aims to bring equity to this rate on a gradual basis over a 10 year period (first year 2013). The District estimates that there will be 4,416 secondary suite units and 7-12 coach homes by the end of 2018.

Rest Home Charge Realignment

The 2018 per bed rate is \$128, an increase of 16% and still significantly less than the estimated cost of service. Due to a substantial increase in rates recommended by the FCS study, this rate class is being increased gradually over a 10 year period (first year 2013). The District has 2 rest homes with a combined 284 beds.

Timing/Approval Process:

Applying the proposed rate and fee increases for the full year in 2018 requires Council approval of the bylaw amendments prior to January 1, 2018.

SUBJECT: WATERWORKS REGULATION BYLAW 8269 (AMENDMENT 63)
User Charges and Service Fees for 2018

Page 5

Concurrence:

This report has been jointly prepared and reviewed by Utilities (Engineering, Parks and Facilities) and Financial Planning (Finance and Information Technology) and supported by the Finance and Audit Standing Committee.

Financial Impacts:

Cost of service impacts for 2018 result in a 3.5% across-the-board rate increase. The proposed charge for a single-family residence in 2018 is \$679, an increase of \$23 over 2017 which is slightly higher than the 3.25% predicted in 2017.

A draft financial plan for the 2018 Water Utility and a five year financial forecast is provided in attached Appendix A.

Water Purchases (Metro Vancouver)

Water purchase costs are the single most significant component of the water utility budget. In 2017 Metro solidified their capital program which enabled them to once again provide municipalities with 5-year water rate projections.

District Programs

The District's Water Asset Management Plan supports a distribution system consisting of 376 km of water mains and other significant assets with a total replacement value of \$395M. The 2018 – 2022 contributions to capital responds to obligations identified in the Water Asset Management Plan.

Liability/Risk:

The capital watermain replacement program reduces the risk of damage to District property and liability for private property damage, environmental damage and service interruption resulting from water main break consequences.

Preventative maintenance programs reduce the risk of water system failure and the Districts risk and liability exposure of system failure consequences to District infrastructure, property and private property.

Operation and maintenance programs that safeguard water quality reduce risk to public health and ensure an unrestricted water system operating permit from the Medical Health Officer.

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:

Planned maintenance and capital upgrading minimizes the risk of unplanned releases of chlorinated water to the environment.

SUBJECT: WATERWORKS REGULATION BYLAW 8269 (AMENDMENT 63)
User Charges and Service Fees for 2018

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Public Input:

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

Conclusion:

Approval of the revised water user rates ensures adjustments for risk minimization and the continued self-financing character of the Water Utility. Council's continued support of the FCS Group study promotes equity for charges based on water use and better aligns water user classes with industry standards. The draft 2018 budget recommends that an increase to the rate structure is required to fund inflationary costs for operations and maintenance, water purchase costs from the Metro Vancouver, and to maintain contributions to capital works.

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.

Respectfully submitted,



Shaun Carroll, P. Eng.
Manager, Utilities

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 _____	

SUBJECT: WATERWORKS REGULATION BYLAW 8269 (AMENDMENT 63)
User Charges and Service Fees for 2018

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Appendix A

Water Utility, 2018 – 2022 Draft Financial Plan

(000's)	Final Budget	Final Budget	Final Budget	Draft Budget	Plan			
	2015	2016	2017	2018	2019	2020	2021	2022
Revenues								
Flat Rate	17,160	17,663	18,176	19,140	20,089	21,083	22,124	23,213
Metered Rate	6,733	6,738	6,231	6,642	6,934	7,239	7,559	7,893
Connection Charges	319	849	864	881	899	915	931	950
Other Revenues	77	166	158	189	214	233	237	242
Contribution from Water Reserve	-	-	-	-	-	-	-	900
Total Revenues	24,289	25,416	25,429	26,852	28,136	29,470	30,851	33,198
Expenditures								
Water Purchases (Metro Vancouver)	12,830	12,181	13,206	13,491	14,533	15,920	17,440	19,140
District Operations								
Administration	474	482	490	499	509	517	525	536
Operations & Maintenance	3,570	3,631	3,702	3,784	3,868	3,945	4,022	4,112
Connections	319	849	864	881	899	915	931	950
Contribution to General Operating Fund	1,753	1,790	1,825	1,862	1,899	1,937	1,976	2,016
	6,116	6,752	6,881	7,026	7,175	7,314	7,454	7,614
Contribution to Capital Fund	5,121	5,038	5,301	5,122	5,538	6,063	5,795	6,444
Contribution to Water Reserve	222	1,445	41	1,213	890	173	162	-
Total Expenditures	24,289	25,416	25,429	26,852	28,136	29,470	30,851	33,198
SINGLE FAMILY RESIDENTIAL FLAT RATE	\$ 630	\$ 643	\$ 656	\$ 679	\$ 704	\$ 731	\$ 758	\$ 787

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The Corporation of the District of North Vancouver

Bylaw 8269

A bylaw to amend the Waterworks Regulation Bylaw 2279, 1958

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 8269, 2017 (Amendment 63)".

2. Amendments

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

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

3. Effective Date

The effective date of this bylaw is January 1st, 2018.

READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

Schedule 1 to Bylaw 8269

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:

User	Annual Charge
Single Family Residence	\$ 679.00
Row House/ Duplex	\$ 578.50
Secondary Suite/ Coach House	\$ 359.75
Multi-family	\$ 578.50
Rest Home per bedroom	\$ 128.00
Retail, office or service commercial premises	\$ 679.00
• with living quarters, an additional	• \$ 471.00
Church	\$ 679.00

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 annual charge therefore shall be paid on a pro-rated basis to the date of electrical inspection by District Inspector confirming the removal of the suite.

Any property owner who installs a Secondary Suite will be charged the annual charge on a pro-rated basis from the date of the final plumbing inspection to the last date in December.

Any property owner with an additional unauthorized dwelling unit contained within a building of residential occupancy will be charged the annual charge for the calendar year upon confirmation of the additional unit.

All charges are for the calendar year.

B. METERED CHARGES

	Monthly Charges
Non-Commercial/ Industrial Charges	
First 1,000 cu.ft. used or part thereof	\$ 61.85
All in excess of 1,000 cu.ft. used-per 100 cu.ft.	\$ 3.83
Commercial/ Industrial	
First 1,000 cu.ft. used or part thereof	\$ 61.85
All in excess of 1,000 cu.ft. used-per 100 cu.ft.	\$ 3.83
Special Purposes	
Per Connection	\$ 970.00
	Quarterly Charges
Non-Commercial/ Industrial	
First 3,000 cu.ft. used or part thereof	\$ 185.55
All in excess of 3,000 cu.ft. used-per 100 cu.ft.	\$ 3.83
Commercial/ Industrial	
First 3,000 cu.ft. used or part thereof	\$ 185.55
All in excess of 3,000 cu.ft. used-per 100 cu.ft.	\$ 3.83
A 2% discount will be allowed on Meter Accounts if paid within 20 days of the date of the invoice.	
Special purpose water use charge inclusive of all works and water costs for duration of use.	

C. WATER CONNECTION FEES

Connection Size	Connection Fee
3/4" diameter	
In existing developed area	\$ 4,830
In new subdivision during development stage and prior to paving being installed	\$ 1,782
over 3/4" - 1 1/2" diameter	

In existing developed area	\$ 5,240
In new subdivision during development stage and prior to paving being installed	\$ 3,548
Over 1 1/2" Diameter	Actual Cost
Capping Fee	\$ 808
Abandon Service Fee	\$ 2,600
Woodlands/Sunshine Water Connection Fee (A one-time charge for connection, in addition to the standard water connection fee)	\$ 9,650
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.	
Where a service is to be abandoned with no intention of reuse the permanent Abandonment Fee applies. Where the service is intended to be reused the temporary Capping Fee applies.	
Charges will be applied based on the year of construction.	

D. WATER FLOW TEST FEE

• for single family residences	\$ 500
• for all other occupancies	\$ 640

E. WATER SHUT ON / OFF

• for single family residences (outside of working hours)	\$ 100
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F. WATER VALVE LOCATE

• for single family residences (outside of working hours)	\$ 100
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COUNCIL AGENDA/INFORMATION

<input type="checkbox"/> In Camera	Date: _____	Item # _____
<input type="checkbox"/> Regular	Date: _____	Item # _____
<input type="checkbox"/> Agenda Addendum	Date: _____	Item# _____
<input type="checkbox"/> Info Package	DM# _____ Date: _____	Mailbox: _____



The District of North Vancouver

REPORT TO COUNCIL

November 1, 2017

File: 05.1700

SUBJECT: SOLID WASTE COLLECTION AND RECYCLING SERVICE FEES - 2018, BYLAW 8280

RECOMMENDATION:

THAT "Solid Waste Removal Bylaw 7631, 2007, Amendment Bylaw 8280, 2017 (Amendment 15)" is read a FIRST, SECOND and THIRD time.

REASON FOR REPORT:

To establish the solid waste collection and recycling services fees for 2018.

SUMMARY:

The current 2017 Solid Waste Collection and Recycling Fees and the proposed 2018 Solid Waste Collection and Recycling Fees are shown in the following tables:

Single Family - 240L Garbage				
	2017 Rate	2018 Rate	\$ Change	% Change
Garbage	\$123.30	\$128.75	\$5.45	4.42%
Organics	\$96.70	\$133.75	\$37.05	38.31%
Total Garbage & Organics	\$220.00	\$262.50	\$42.50	19.32%
Recycling	\$62.25	\$31.75	-\$30.50	-49.00%
Combined Rate - 240L Garbage	\$282.25	\$294.25	\$12.00	4.25%

Single Family - 140L Garbage				
	2017 Rate	2018 Rate	\$ Change	% Change
Garbage	\$123.30	\$88.75	-\$34.55	-28.02%
Organics	\$96.70	\$133.75	\$37.05	38.31%
Total Garbage & Organics	\$220.00	\$222.50	\$2.50	1.14%
Recycling	\$62.25	\$31.75	-\$30.50	-49.00%
Combined Rate - 140L Garbage	\$282.25	\$254.25	-\$28.00	-9.92%

Multi-Family				
	2017 Rate	2018 Rate	\$ Change	% Change
Recycling	\$45.00	\$22.95	-\$22.05	-49.00%

Single Family - Additional Options	
Garbage - Two 140 Garbage rather than one 240L Garbage*	\$80 extra
*Available only to houses with secondary suites	
Organics - For third & additional organics carts	\$40/cart

BACKGROUND:

The Solid Waste Collection and Recycling Services Fees provide funding for solid waste and recycling services to single family homes, recycling services to multi-family homes as well as on-street collection services and landfill maintenance 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 overall rate increase

As all carts will be rolled out by the end of 2017, differential rates based on cart size will be introduced in 2018, the first full year of the new program. Prior to rate differential based on the carts chosen, the 2018 combined rate (garbage, organics and recycling) equates to \$289.60, a 2.6% increase from the 2017 rate of \$282.25 per property. The differential rates based on the carts selected by the resident are shown in the tables above.

Single family recycling and Organics rates

The recycling rate was decreased and organics rate was increased to better reflect the true cost of service. The rise in the organics rate is further attributable to Metro Vancouver's increase in tipping fees from \$67/tonne to \$95/tonne. The Metro Vancouver fee increase, combined with tonnage change projection, equates to an average increase of \$14 per household. However, the current reserve level and long term reserve projections allow us to reduce this impact and propose an average combined increase of \$7.35 for single family residents.

Multi-Family Recycling Rate

The recycling rate for multi-family properties is proposed to be \$22.95, a 49% decrease from the 2017 rate of \$45. The decrease in the recycling rate allows for a better reflection of the true cost of service.

Multi-Family / Commercial Rates for garbage, organics and cardboard pick-up

A 2% increase is proposed for commercial container rates, garbage disposal tipping fees and the monthly flat fee for organics for multi-family residential properties, schools, churches and commercial properties. This increase is due to inflation on costs.

Solid Waste and Recycling revenues exceeding costs will be directed to reserves to rebuild the reserve balance after the draw made in 2016 for cart standardization.

Timing/Approval Process:

Council's approval of the utility charges and adoption of the amending bylaw is needed as part of the 2018 budget.

Concurrence:

This report has been reviewed by the Financial Planning Department.

Financial Impacts:

The total estimated revenue required to fund solid waste services, including recycling, for 2018 is \$8.9M (\$5.4M Residential Solid Waste Collection, \$1.4M Commercial Solid Waste Collection and \$2.1M Recycling). The proposed rates take into consideration the reserve target recommended by the FCS study based on industry best practises of \$1.5M to \$2.8M (2012\$). It is projected that the Solid Waste and Recycling reserves will have a balance of \$1.4M by end of 2018.

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 2018 Solid Waste Removal Bylaw 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."


f Michael Henry Toland
Section Manager – Fleet & Solid Waste

<input type="checkbox"/> Sustainable Community Development	<input type="checkbox"/> Clerk's Office	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"/> _____
<input type="checkbox"/> Engineering Operations	<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> RCMP	<input type="checkbox"/> _____
<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 8280

A bylaw to amend the Solid Waste Removal Bylaw 7631, 2007

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 8280, 2017 (Amendment 15)".

2. Amendments

2.1 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, 2018.

READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

Schedule 1 to Bylaw 8280

Schedule A

1. Solid Waste Collection Fees (Yearly)

Description	Single & Multi-Family Property with Curbside Collection	Multi-Family Property without Curbside Collection
Garbage and organics collection (240L Garbage and up to two 240L Organics)	\$262.50	N/A
Garbage and organics collection (140L Garbage and up to two 240L Organics)	\$222.50	N/A
Garbage and organics collection (Two 140L Garbage and up to two 240L Organics-available only to houses with secondary suites)	\$342.50	N/A
Additional organics – For third and additional carts, per cart	\$40.00	N/A
Exchange fee for exchange, replacement, return or acquisition of additional Solid Waste Container (per transaction)*	\$50.00	N/A
Container Replacement Fee (lost/stolen/damaged) – these fees refunded if container recovered and replacement container returned to District*	\$100 – 240L \$95.00 – 140L	N/A
Recyclable material collection	\$31.75	\$22.95

*Exchange Fee and Container Replacement Fee to be charged after March 15TH, 2018

All flat rate annual charges are due and payable at the same time and in the same manner as taxes.

Exchanges after March 31st 2018:


- Cart exchanges or acquisitions which result in a fee increase, will be pro-rated from the first quarter following the change request and is payable upon the payment of the exchange fee.
- Cart exchanges or returns resulting in a fee decrease, will be pro-rated from the quarter in which the change is requested and will be offset against the exchange fee.


2. Bulk Container Fees

Description	Container Size				
	1 Yard	2 Yard	3 Yard	4 Yard	6 Yard
Container Rental:					
Cardboard Container Monthly Rental Fee	N/A	\$47.25	\$47.25	\$47.25	\$47.25
Cardboard Container Monthly Rental Fee with Jitney	N/A	\$57.75	\$57.75	\$57.75	\$57.75
Solid Waste Container Monthly Rental Fee	\$15.25	\$16.25	\$17.25	\$18.25	\$20.25
Solid Waste Container Tipping Fees: (Charge per Tip)					
(a) Residential					
(i) with 1 - 3 containers	\$21.50	\$26.00	\$31.50	\$38.00	\$47.25
(ii) with 4 - 7 containers	N/A	\$24.50	\$30.00	\$36.25	\$44.75
(iii) with 8 - 11 containers	N/A	\$23.50	\$28.50	\$34.50	\$42.75
(iv) with 12+ containers	N/A	\$20.75	\$22.00	\$30.75	\$37.50
(b) Schools, Churches, Institutional	N/A	\$28.75	\$35.00	\$41.75	\$54.25
(c) Commercial, Industrial (1 tip/ week)	N/A	\$30.75	\$38.75	\$46.25	\$53.75
1 tip/ 2 weeks	N/A	\$35.25	\$43.25	\$52.75	\$55.75
1 tip/ 4 weeks	N/A	\$37.75	\$46.00	\$53.75	\$57.75
On request	N/A	\$40.75	\$48.25	\$55.75	\$59.75
Organic Waste Cart Tipping Fees: (Fee per 240 L cart per month)					
First Cart – tipped weekly		\$71.50			
Second, Third and Fourth Cart – tipped weekly		\$36.00			
Five and more Carts – tipped weekly		\$15.50			
Charges per Tip in addition to Container Tipping Fees:					
(a) Casters	\$4.00				
(b) Locks	\$1.25				
(c) Jitney (Includes Casters)	\$22.25				

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AGENDA INFORMATION	
<input type="checkbox"/> Regular Meeting	Date: _____
<input type="checkbox"/> Other:	Date: _____


Dept.
Manager


GM/
Director


CAO

The District of North Vancouver REPORT TO COUNCIL

November 9, 2017
File: 05.1700

AUTHOR: Shaun Carroll, P. Eng., Manager Utilities

SUBJECT: SEWER BYLAW 8270 (AMENDMENT 29)
User Charges and Service Fees for 2018

RECOMMENDATION:

THAT "Sewer Bylaw 6656, 1994, Amendment Bylaw 8270, 2017 (Amendment 29)" is given FIRST, SECOND, and THIRD Reading.

REASON FOR REPORT:

The sewer and drainage user charges are specified in Sewer Bylaw 6656 and are the primary funding source for the District's sewer utility. This report provides information and recommendations regarding proposed amendments effective January 1, 2018.

SUMMARY:

The proposed rate increases are consistent with the comprehensive utility study conducted in 2012 and Council's objectives of maintaining self sufficient financial sustainability in the management of sewer utility infrastructure.

The proposed charge for a single family residence in 2018 is \$643.25, an increase of \$24.75 or 4% over 2017. The increase is attributed to flow through Metro costs, inflationary drivers while maintaining the combined funding for capital and reserves at required levels.

BACKGROUND:

The Sewer and Drainage Utility provides sanitary sewage collection and storm 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 Metro Vancouver flow-through sewer charges, annual operating costs, funds for proposed capital works, inflation and maintain reserve funds at an acceptable level.

The sewer utility operates and manages two separate sewer services, Sanitary and Drainage. The Sanitary system includes 386 km of sanitary sewers, 33 lift stations and 21,400 sewer services that provides critical sanitary collection for the District and its residents. The current replacement value of the system is \$238 million.

The Drainage system includes 360 kilometres of storm mains, more than 300 culverts, 7 natural hazard mitigation structures, and other natural or artificial water courses that provide critical drainage and storm water control to protect District and private property from flood damage. These assets have a total current replacement value of \$296 million. The overall physical condition of the sewer and drainage systems exceeds our Asset Management target.

EXISTING POLICY:

The Sewer Utility operates as a self-sufficient financial entity with no debt financing. The FCS Group study *'Water, Sewer & Drainage, and Solid Waste & Recycling Utility Rate Study'* indicated that industry best practices required reserve balances to be set at a minimum of \$5.1M - \$18M (2012\$). As a result, a multi-year reserve contribution started in 2013 and continues in 2018. The reserves are required to address working capital, rate stabilization, capital contingency, and system reinvestment funding requirements.

ANALYSIS:

The sewer utility expenses are broken into five main categories and described below in 'Cost of Service'.

Estimated revenues and expenditures over the next five years are provided in Appendix A, "Sewer and Drainage Utility, 2018 – 2022 Draft Financial Plan".

Revenues for the sewer utility are collected primarily through flat rate sewer charges, metered rate sewer charges and sewer service connection fees.

Cost of Service

The five major areas of expenditure that affect the outcome of the rate setting process are Metro liquid waste charges, direct operating costs, direct capital costs, contribution to the reserve fund and overhead contribution to the General Operating Fund. The combined annual estimated sewer utility expenditures impact is an increase of \$1.3M or 5.6% for a total annual budget of \$24.2M.

Metro Vancouver Liquid Waste Charges

Metro Vancouver facilities and operations charges are levied to the North Shore municipalities for conveyance and treatment of sewage. The charges are comprised of operating, administration and capital debt charges. In 2018 Metro Vancouver charges are estimated to increase by 7.8% or \$721K for a total of \$10M and comprise 41% of the total Sewer and Drainage Utility expenditures.

Sewer Operations & Maintenance Costs

Operations expenses increase by \$86K for a total budget of \$4.2M and comprise 17% of overall expenses. The predicted increase in expenditures is attributed primarily to inflationary drivers such as

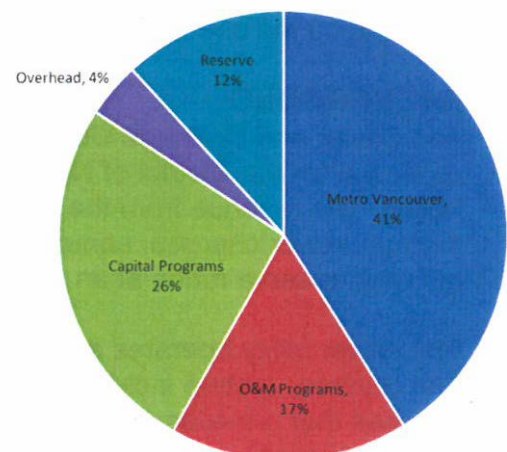


Figure1. Sewer Utility Expenditure 2018

SUBJECT: SEWER BYLAW 8270 (AMENDMENT 29)
User Charges and Service Fees for 2018

Page 3

negotiated labour costs, fuel and materials. Operations services and programs delivered include:

- Sanitary sewer main and service cleaning and maintenance
- Sanitary sewer lift station inspections, maintenance and repairs
- Storm sewer main and service cleaning and maintenance
- Drainage inlet/culvert cleaning and maintenance

District Sewer Capital Programs Costs

The 2018 contribution to the Sewer capital fund increases by \$288k for a total budget of \$6.3M and is 26% of overall expenditures. This funding request supports the Asset Management Plans obligations. Increases are primarily attributed to commitments in the watercourse, hazard mitigation and the development and implementation of the Integrated Stormwater Management Plan. Works performed include planned asset remediation, replacement and upgrading for the following programs:

- Sanitary and Storm Sewer Condition Assessment
- Sanitary Sewer Main and Lateral Remediation
- Sewage Lift Station Upgrading
- Reduction of Inflow and Infiltration Program (RIIP)
- Storm Sewer Remediation and Upgrading
- Culvert Inspection and Remediation Program
- Watercourses Hazard Mitigation
- Integrated Stormwater Management

Sewer Reserve Contribution

The 2018 reserve contribution for the Sewer and Drainage utility is \$2.9M with a projected year-end balance of \$18.5M which, for the first time, meets the best practice revenue target. Reserve contributions represent 12% of overall expenditures.

Overhead and General Operating Costs

The sewer utility contributes annually to the Districts general operating fund. This fund finances shared business services required to operate such as finance, information technology, engineering and human resources. This cost increases by \$16K to \$827K and represents 4% of the overall expenditures.

Rate Shifts

In addition to the proposed rate increase of 4% driven by the changes detailed above, some rate shifts are recommended based on Council agreement to better align consumption with cost of service. Minor ongoing rate shifts outlined below continue through 2018.

Secondary Suites & Coach Homes

In 2017 coach homes are added to the existing secondary suite rate class. Future analysis will reveal if a unique rate class is warranted. The 2018 Secondary Suite and Coach Home rate is \$258 and is unchanged from 2017. This rate continues the FCS study recommendation aimed at bringing equity to this rate on a gradual basis over a 10 year period (first year 2013). The District is projected to have 4,400 secondary suite units and 7-12 coach homes by the end of 2018.

Rest Home Charge Realignment

The 2018 per bed rate is \$329, an increase of 26% but still significantly less than the estimated cost of service. Due to the substantial increase in rates recommended by the FCS study (430%), this rate class is being increased gradually over a 10 year period (first year 2013). DNV has 2 rest homes with a combined total of 284 beds.

Timing/Approval Process:

To apply the proposed rate increase for the full year in 2018, it is necessary for Council to approve the bylaw amendments prior to January 1, 2018.

Concurrence:

This report has been jointly prepared and reviewed by Utilities (Engineering, Parks and Facilities) and Financial Planning (Finance and Information Technology). Proposed rates were reviewed and supported by the Finance and Audit Standing Committee.

Financial Impacts:

Cost of service impacts for 2018 result in a 4% across the board rate increase. The proposed charge for a single-family residence in 2018 is \$643.25, an increase of \$24.75 over 2017.

Metro Vancouver Liquid Waste Charges

The construction of a new secondary sewage treatment plant for the North Shore will result in sewage levy increases in future years. The Provincially approved 2010 Integrated Liquid Waste and Resource Management Plan (ILWRMP) mandates that the new treatment plant be constructed by 2020. For the first time since 2014 Metro Vancouver is in a position to provide five year rate projections enabling certainty regarding rates to North Shore Sewerage Area residents for 2018-2022. The sewage rate increases for these years are reported at an average of 16.5% based on information from Metro Vancouver.

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 remediation, sewage lift station upgrading and renewal, upgrading and installation of drainage and special watercourse 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 Utility protects its infrastructure and minimizes the chance of sewage spills into the environment through planned maintenance and capital upgrading.

SUBJECT: SEWER BYLAW 8270 (AMENDMENT 29)
User Charges and Service Fees for 2018

Page 5

Public Input:

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

Conclusion:

Council approval of the revised sewer and drainage user charges and continued contributions to sewer reserves ensure that sufficient funding is available for the utility to continue to be financially self-sufficient. Council's continued support of the FCS Group study will promote equity for charges based on use, better align user sectors with industry standards, and provide rate stability in the future. Adequate funding is required to provide the programs necessary to maintain a high standard of public health and minimize risk of damage to property and the environment.

Respectfully submitted,



Shaun Carroll, P. Eng.
Manager Utilities

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 checked="" 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	

SUBJECT: SEWER BYLAW 8270 (AMENDMENT 29)
User Charges and Service Fees for 2018

Page 6

Appendix A

Sewer and drainage 2018-2022 Draft Financial Plan

(000's)	Final Budget 2015	Final Budget 2016	Final Budget 2017	Draft Budget 2018	PLAN			
					2019	2020	2021	2022
Revenues								
Flat Rate	15,003	15,409	16,256	17,159	18,068	19,023	20,024	21,076
Metered Rate	4,662	4,854	4,715	4,990	5,190	5,398	5,613	5,838
Connection Charges	962	1,696	1,726	1,761	1,796	1,827	1,859	1,897
Other Revenues	36	249	260	323	381	385	449	432
Contribution from Sewer & Drainage Reserve	-	-	-	-	-	-	773	1,145
Total Revenues	20,663	22,208	22,957	24,233	25,435	26,633	28,718	30,388
Expenditures								
Liquid Waste Charges (Metro Vancouver)	8,865	8,905	9,280	10,001	10,719	13,200	17,094	20,509
District Operations								
Administration	449	457	464	474	483	491	498	508
Operations & Maintenance								
Sewer Maintenance	1,246	1,247	1,271	1,299	1,327	1,353	1,379	1,409
Drainage Maintenance	625	637	647	660	673	684	696	709
Connections	962	1,696	1,726	1,761	1,796	1,827	1,859	1,897
Contribution to General Operating Fund	779	795	811	827	844	860	877	895
	4,061	4,832	4,919	5,021	5,123	5,215	5,309	5,418
Contribution to Sewer & Drainage Capital Fund	3,809	5,418	6,050	6,338	9,429	5,136	6,315	4,461
Contribution to Sewer & Drainage Reserve	3,928	3,053	2,708	2,873	164	3,082	-	-
Total Expenditures	20,663	22,208	22,957	24,233	25,435	26,633	28,718	30,388
SINGLE FAMILY RESIDENTIAL FLAT RATE	\$ 577	\$ 589	\$ 619	\$ 643	\$ 669	\$ 696	\$ 724	\$ 753

The Corporation of the District of North Vancouver

Bylaw 8270

A bylaw to amend Sewer Bylaw 6656, 1994

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 8270, 2017 (Amendment 29)".

2. Amendments

2.1 Sewer Bylaw 6656, 1994 is amended as follows:

- a) Attachment 3, *Schedule of Installation Charges*, is deleted in its entirety and replaced with a new Attachment 3, *Schedule of Installation Charges*, as shown in Schedule 1 of this Bylaw; and,
- b) Attachment 4, *Sanitary Sewer and Drainage Charges and Fees*, is deleted in its entirety and replaced with a new Attachment 4, *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 1st, 2018.

READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

Schedule 1 to Bylaw 8270

ATTACHMENT 3

SCHEDULE OF INSTALLATION CHARGES		
1. Service Capping Fees:		
• Storm		\$ 1,216
• Sanitary		\$ 1,216
2. Service Abandonment Fees:		
• Sanitary		\$ 2,550
3. Service Remediation		\$ 3,468
<p>4. Base Sewer Connection Charges for connections between 0 and 3.0 m deep consists of a service connection installation to main charge plus a service connection length charge.</p> <p>Charges for connections greater than 3.0 metres in depth, if deemed acceptable, or 300mm in diameter shall be estimated and charged on a site specific basis.</p>		
Service Connection Installation to Main Charge	0 - 2.0m DEEP	OVER 2.0m - 3.0m DEEP
1st Connection	\$ 2,240	\$ 2,879
2nd Connection	\$ 1,167	\$ 1,167
3rd Connection	\$ 1,167	\$ 1,167
Service Connection Length Charges	0 - 2.0m DEEP	OVER 2.0m - 3.0m DEEP
1st Connection	\$ 406 / meter	\$ 626 / meter
2nd Connection	\$ 202/ meter	\$ 245 / meter
3rd Connection	\$ 202 / meter	\$ 245 / meter
5. Utility crossing charge is applied for each crossing or crossings required when laying the connection underneath other pipes or ducts.		\$ 624 / each
6. Installation charges for storm or sanitary sewer connections:		

a) The "first connection" shall be the longest connection installed in a trench. A remediated service connection is not defined as a new connection for the purpose of establishing the first 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 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.
e) The cost to replace any existing legal pin disturbed due to its proximity to the new connection shall be borne by the applicant.
f) The cost for any rock work requiring blasting, drilling or splitting shall be in addition to the charges calculated in this schedule.
g) BC Hydro charges for any work related to the connection installation shall be in addition to the charges calculated in this schedule.
h) The cost to connect to a concrete encased sewer pipe shall be in addition to the charges calculated in this schedule.
i) 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.
j) Cost to install, raise, alter or repair a manhole shall be estimated and charged on a site specific basis.
k) Charges will be applied based on the year of construction.

Example 1. Three connection in the same trench less than 2m deep, 1st & 2nd 10m long, 3rd 7m long, one utility crossing)

1st Connection less than 2m deep, 10m long =	
\$ 2,240 + (10 x \$ 406) + \$ 624 =	\$ 6,924
2nd Connection, less than 2m deep, 10m long =	
\$ 1,167 + (10 x \$ 202) + \$ 624 =	\$ 3,811
3rd Connection, less than 2m deep, 7m long =	
\$ 1,167 + (7 x \$ 202) + \$ 624 =	\$ 3,205
TOTAL	\$ 13,940

Example 2. Three connections in the same trench all greater than 2m deep, each 10m long, each crossing one utility and one mature tree removal.

1st Connection greater than 2m deep, 10m long =	
\$ 2,879 + (10 x \$ 626) + \$ 624 =	\$ 9,763
2nd Connection greater than 2m deep, 10m long =	
\$ 1,167 + (10 x \$ 245) + \$ 624 =	\$ 4,241

3 rd Connection greater than 2m deep, 7m long = \$ 1,167 + (10 x \$ 245) + \$ 624 =	\$ 4,241
Tree Removal Estimate	\$ 4,200
TOTAL	\$ 22,445

Schedule 2 to Bylaw 8270

ATTACHMENT 4

SANITARY SEWER AND DRAINAGE CHARGES AND FEES

UNMETERED WATER SUPPLY

- 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 annual charge therefore shall be paid on a pro-rated basis to the date of electrical inspection by the District Inspector confirming the removal of the suite.

Any property owner who installs a Secondary Suite will be charged the annual charge on a pro-rated basis from the date of the final plumbing inspection to the last date in December.

Any property owner with an additional unauthorized dwelling unit contained within a building of residential occupancy will be charged the annual charge for the calendar year upon confirmation of the additional unit.

All charges are for the calendar year.

SEWER AND DRAINAGE USER CHARGES & FEES - ANNUAL CHARGE	
A. <u>FLAT RATE CHARGES</u>	
USER	ANNUAL CHARGE
Single Family Residence	\$ 643.25

Row House/ Duplex	\$ 535.00
Secondary Suite/ Coach House	\$ 258.00
Multi-family	\$ 535.00
Rest Home per bedroom	\$ 329.00
Retail, office or service commercial premise	\$ 643.25
• With living quarters, an additional	• \$535.00
Church	\$ 643.25

B. 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	\$ 64.80
All in excess of 1,000 cu.ft used – per 100 cu.ft	\$ 6.65

Quarterly Sewer and Drainage Charges for Metered Properties	
First 3,000 cu.ft used or part thereof	\$ 194.40
All in excess of 3,000 cu.ft used – per 100 cu.ft	\$ 6.65

C. 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.

D. 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:

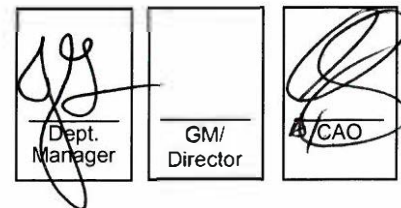
GVS&DD WASTE DISCHARGE PERMITEE SEWER CHARGES	
MONTHLY METERED PROPERTIES	
First 1,000 cu.ft used or part thereof	\$ 64.80
All in excess of 1,000 cu.ft used – per 100 cu.ft	\$ 3.91
QUARTERLY METERED PROPERTIES	
First 3,000 cu.ft used or part thereof	\$ 194.40
All in excess of 3,000 cu.ft. used – per 100 cu.ft.	\$ 3.91

E. CHARGE FOR CONTAMINATED GROUNDWATER DISCHARGE TO SEWER

5. In addition to GVS&DD discharge permit DNV charge \$ 0.466 per cu m

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AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: December 4, 2017
<input type="checkbox"/> Other:	Date: _____



The District of North Vancouver REPORT TO COUNCIL

November 28, 2017
File: 09.3900.20/000.000

AUTHOR: Linda Brick, Deputy Municipal Clerk

SUBJECT: Bylaw 8268: Fees and Charges Bylaw 6481, 1992, Amendment Bylaw 8268, 2017

RECOMMENDATION:

THAT "District of North Vancouver Fees and Charges Bylaw 6481, 1992, Amendment Bylaw 8268, 2017 (Amendment 54)" is ADOPTED.

BACKGROUND:

Bylaw 8268 received FIRST, SECOND, and THIRD Readings on November 27, 2017 and is now ready to be considered for adoption by Council.

Options:

1. Adopt the bylaw;
2. Abandon the bylaw at Third Reading; or,
3. Rescind Third Reading and debate possible amendments to the bylaw.

Respectfully submitted,

Linda Brick
Deputy Municipal Clerk

Attachments:

- District of North Vancouver Fees and Charges Bylaw 6481, 1992, Amendment Bylaw 8268, 2017 (Amendment 54)
- Staff Report dated November 22, 2017

SUBJECT: Bylaw 8268: Fees and Charges Bylaw 6481, 1992, Amendment Bylaw 8268, 2017

November 28, 2017

Page 2

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 Corporation of the District of North Vancouver

Bylaw 8268

A bylaw to amend the District of North Vancouver Fees and Charges Bylaw 6481, 1992

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

1. Citation

This bylaw may be cited as "District of North Vancouver Fees and Charges Bylaw 6481, 1992, Amendment Bylaw 8268, 2017 (Amendment 54)".

2. Amendments

The Fees and Charges Bylaw 6481, 1992 is amended as follows:

- a. By deleting Schedules A through F in their entirety and replacing them with new Schedules A through F as attached to this Bylaw as Attachment 1.

3. Effective Date

The effective date of this bylaw is January 1st, 2018.

READ a first time November 27th, 2017

READ a second time November 27th, 2017

READ a third time November 27th, 2017

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

**ATTACHMENT 1
TO BYLAW 8268**

Schedule A

CORPORATE AND FINANCE FEES

Copies		
Council minutes, reports, related correspondence and general photocopying	\$0.30	per page
Human Resources		
Request from solicitors for employment information	\$115.60	
Fees for Maps and Digital Data Products		
Standard paper map (small to medium size), standard paper building or related plan	\$11.00	per page
Properties Department - Services		
Registerable Documents (Land Title Office)	\$365.00	
Registration of Registerable Documents including any required title searches		recovery of actual Land Title Office costs
Registerable Release Documents (including secondary suite covenants)	\$165.00	review, preparation and recovery of related Land Title Office costs
Unregistered Documents	\$365.00	
Administration Recovery Fee (A fee to recover extraordinary staff time spent on processing instruments on behalf of private owners)	\$560.00	
Administration for Highway Abandonments (sale of laneways)	\$2,315.00	flat fee
Documentation/Advertising fee for leases and lease renewals		recovery of actual Land Title Office costs
Building Department - Record Searches		
Property Records provided to solicitors, lending institutions and other individuals or organizations:		
Single-Family Residential Buildings	\$121.70	
All other buildings	\$242.40	
Property Record searches for "All other buildings" exceeding three hours shall be charged an additional fee of \$70/hour for each additional hour.		

Change of Address and New Address		
Change of Address and New Address	\$534.10	

Financial Services		
Tax demand notice	\$20.00	per folio
Certificate of tax status and related information - obtained through the web tax certificate system	\$40.00	per folio
Certificate of tax status and related information - prepared manually	\$45.00	per folio
Tax refund to non-property owner	\$30.00	per folio
Tax levy data file (electronic)	\$0.02	per folio
Researching historical property related information	\$45.00	per hour (\$45 minimum)
Returned cheques or payments	\$30.00	per item
Interest on overdue (non-tax) accounts receivable	2%	per month

Amended by: 6835 7349 7365 7432 7433 7516 7581 7632 7691 7740 7814 7871 7917 7960
8020 8088 8143 8200

Schedule B

DEVELOPMENT AND PERMITTING FEES

Building Permits		
Building Permit Fee		
First \$1,000 value of the work	\$75.50	
Each \$1,000 or part thereof by which the value of work exceeds the sum of \$1,000 up to a maximum of \$15,000, add	\$15.40	
Each \$1,000 or part thereof by which the value of the work exceeds the sum of \$15,000 up to a maximum of \$50,000, add	\$13.20	
Each \$1,000 or part thereof by which the value of the work exceeds the sum of \$50,000, add	\$12.00	
Recheck fee (minimum 1 hour)	\$75.50	per hour
The Building Permit Fee is increased where construction commenced before the Building Inspector issued a permit by:		
For work valued up to \$15,000	\$309.20	
For work valued up to \$50,000	\$622.80	
For work valued up to \$100,000	\$1,245.50	
For work valued up to \$500,000	\$2,489.20	
For work valued up to \$1,000,000	\$6,222.70	
For work valued greater than \$1,000,000	\$12,444.40	
Re-inspection Fee	\$125.10	
Permit Extension Fee		10% of original fee or \$75.50, whichever is greater
Permit Transfer Fee		
Single Family Residential Building	\$75.50	
Other building type	\$151.30	
Preliminary Plan Review	\$150.80	
Review of Alternate Solutions		
Up to two alternate solutions items included in one submission (this includes a single review of a single revision required from the primary review)	\$465.20	
For each alternate solutions equivalency item review exceeding the first two items included in the single submission	\$151.30	
Each additional revision submission of any single item	\$75.50	

Plan Review and Summary Letter (reviewed for Board of Variance application)	\$256.30	
Inspection		
First 4 hours	\$211.70	
Per hour after first 4 hours	\$75.50	
Provisional Occupancy Permit		
Residential occupancy, per dwelling unit, to a maximum of \$5,000.00	\$102.00	per 30 days or part thereof
Other occupancies	\$500.00	per 30 days or part thereof
Temporary Building Fee	\$500.00	
Land Title Search Fee	\$28.70	
Removal of Bylaw Contravention Notice on Property Title	\$500.00	
Digital standard building plan or related plan	\$8.30	per page

Properties Involving Controlled Substances		
Inspection Fees:		
Each time the District enters on a Parcel to inspect in the exercise of the District's authority to regulate, prohibit or impose requirements under the Properties Involving Controlled Substances Bylaw 7494 or another enactment, the Owner must pay the District an administration and inspection fee of:	\$538.70	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.
For a subsequent inspection undertaken if the Owner or occupier has failed to undertake action ordered by the Fire Chief, the District or a person authorized under the Properties Involving Controlled Substances Bylaw 7494 to order the action, the Owner must pay an additional fee of:	\$2,692.90	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.

Before confirmation is provided by the Chief Building Inspector that a satisfactory inspection of the building by the District's Building Department has been completed the Owner must pay to the District:

For the first inspection:	\$538.70	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.
For an inspection with an architect or professional engineer to certify that the subject Building may be occupied under applicable enactments, if the Owner has not first engaged his or her own architect for that purpose:	\$2,692.90	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.
For a Special Safety Inspection:	\$538.70	
For each inspection prior to issuance of a Re-occupancy Permit:	\$323.10	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.
To obtain a Re-occupancy Permit:	\$269.30	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.

If the Owner inspects and reports a contravention under Section 13 of the Properties Involving Controlled Substances Bylaw 7494:

The fee for a Special Safety Inspection in respect of that incident is as follows:	\$269.30	
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Board of Variance

Application Fee	\$426.60	
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Chimney and Fuel Burning Appliances

A chimney with one flue, including factory-built chimney	\$75.50	
Each additional flue or chimney in a building	\$21.90	
A fireplace and flue, including factory-built fireplace	\$75.50	
Solid fuel burning appliances	\$75.50	

Mechanical Permits

For the installation of fixtures, each roof drain, hot water tank, sump and interceptor being classed as a fixture, as follows:

One fixture	\$75.50	
Each additional fixture up to ten	\$27.40	
Each additional fixture over ten	\$24.10	

Re-piping of an existing building:

40% of the equivalent fixture installation fee		
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For the installation or replacement of water service	\$75.50	
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For the installation of perimeter foundation drains:

For single or two family residential buildings up to 250'	\$75.50	
For each additional 250'	\$39.50	
For other than single or two family residential buildings, for each 100' or portion thereof to 500'	\$75.50	
For each additional 250'	\$39.50	

For the alteration of plumbing where no fixtures are involved, for each 10 metres of house drain installed or portion thereof	\$75.50	
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In every case where, due to non-compliance with the provisions of this bylaw or to unsatisfactory workmanship, more than two inspections are necessary, for each inspection after the second inspection	\$125.10	
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Special inspections to establish the fitness of the plumbing	\$90.00	per hour
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For the installation of plumbing fixtures by other than the original permit holder	\$75.50	
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For the installation of domestic water for fire lines in other than single family dwellings:

For the first 30 metres or portion thereof	\$75.50	
For each additional 30 metres	\$39.50	
For each fire hydrant, alarm valve, dry valve and flow switch	\$38.30	

For each hose outlet/connection and/or fire department connection	\$38.30	
For the connection of the municipal water supply to a hydraulic equipment	\$75.50	
For the installation of pressure vacuum breakers, approved double check valve assemblies and reduced pressure backflow preventers	\$75.50	
For the installation of a house sewer and building sanitary drain where the length:		
Up to 30 metres	\$75.50	
Each additional 30 metres or part thereof	\$39.50	
A storm sewer and building storm drain:		
Up to 30 metres	\$75.50	
Each additional 30 metres or part thereof	\$39.50	
For the installation of either or both when under a common permit:		
Storm Sewer House Service Connection	\$316.90	
Sanitary Sewer House Service Connection	\$316.90	
For the installation of Sprinkler System:		
Fee for the first head	\$75.50	
For each additional head	\$4.20	
For the installation of a forced air heating duct distribution system:		
Per 1,000 btu	\$3.40	
Minimum	\$75.50	
Maximum	\$247.90	
For the installation of a hydronic heating pipe distribution system:		
Per 1,000 btu	\$3.40	
Minimum	\$75.50	
Maximum	\$247.90	

Electrical Permits

The fees payable for the issuance of an electrical permit are based on the total value of the proposed electrical installation including all material and labour as follows:

More Than	Not More Than		
\$ 0	\$500	\$75.50	
\$500	\$750	\$106.90	
\$750	\$1,000	\$136.80	
\$1,000	\$2,000	\$136.80	+ \$11.57 / \$100 or part thereof greater than \$1,000

\$2,000	\$3,500	\$252.50	+ \$9.35 / \$100 or part thereof greater than \$2,000
\$3,500	\$7,000	\$392.80	+ \$7.07 / \$100 or part thereof greater than \$3,500
\$7,000	\$10,000	\$640.40	+ \$4.74 / \$100 or part thereof greater than \$7,000
\$10,000	\$50,000	\$782.50	+ \$3.53 / \$100 or part thereof greater than \$10,000
\$50,000	\$100,000	\$2,193.90	+ \$3.53 / \$100 or part thereof greater than \$50,000
\$100,000	\$250,000	\$3,957.90	+ \$2.08 / \$100 or part thereof greater than \$100,000
\$250,000	\$500,000	\$7,079.80	+ \$2.07 / \$100 or part thereof greater than \$250,000
\$500,000	\$750,000	\$12,255.10	+ \$1.72 / \$100 or part thereof greater than \$500,000
\$750,000	\$1,000,000	\$16,567.20	+ \$0.92 / \$100 or part thereof greater than \$750,000
over \$1,000,000		\$18,877.10	+ \$0.86 / \$100 or part thereof greater than \$1,000,000

If applicant makes an erroneous declaration of the permit value to obtain a lesser permit fee, the permit shall be revoked and a new permit issued using the corrected value. The new permit shall be calculated according to the corrected permit value and a 50% administrative fee shall be added to the calculated fee.		
Temporary Power Pole - for a maximum period of 120 days (an extension is the same rate)	\$75.50	
Temporary to Permanent Connection	\$75.50	
Electrical Sign Connection	\$75.50	
Circus, Carnivals, Trade, Conventions, Exhibit, or similar shows	\$133.80	
Annual permits where the connected load in calculated horsepower is:		
1,000 HP or less	\$272.00	
Each additional 100 HP or part thereof	\$24.80	
Maximum fee	\$2,638.20	
Hourly Inspection Fee - for each inspection of electrical work in respect of which no specific fee is hereby prescribed, payment shall be made on the basis of time actually spent in making such inspections, as follows:		
For each hour or part thereof	\$75.50	per hour
Re-inspection Fee - For each inspection necessary for examining electrical installations where errors or omissions were found at a previous inspection	\$125.10	
Movie Locations:		
One location (valid for 90 days from the first day of filming)	\$75.50	
Two locations (valid for 90 days from the first day of filming)	\$150.20	
Three locations (valid for 90 days from the first day of filming)	\$223.80	
Four locations (valid for 180 days from the first day of filming)	\$298.10	
Five locations (valid for 180 days from the first day of filming)	\$371.70	
Six Locations (valid for 180 days from the first day of filming)	\$448.50	
Seven locations (valid for 270 days from the first day of filming)	\$526.30	
Eight locations (valid for 270 days from the first day of filming)	\$596.60	
Nine locations (valid for 270 days from the first day of filming)	\$671.10	
Annual permit - unlimited locations	\$764.30	

Gas Permits

Domestic Type Installations:

For the first appliance	\$75.50	
For each additional appliance	\$31.80	
For each inspection exceeding two in number where a re-inspection permit is issued in respect of any installation or alteration	\$125.10	
Commercial and Industrial Installations for each appliance installed on the one permit:		
Equipment with input of 20 kW or less	\$75.50	
Equipment with input greater than 30 kW to 120 kW	\$84.50	
For each re-inspection on any commercial or industrial installation due to faulty workmanship or materials	\$94.20	
For each inspection exceeding two in number made on any commercial or industrial installation	\$75.50	
For inspection outside normal working hours, per hour	\$150.20	per hour
For vent and/or furnace plenum (no appliance)	\$75.50	
For piping (no appliance):		
For first 30 metres or part thereof	\$75.50	
Each additional 30 metres or part thereof	\$32.80	

Blasting Permits

The fees payable for the issuance of a blasting permit for blasting on any one parcel are as follows:

For a period not longer than ten days from the date issued	\$75.50	
For a period longer than ten days but no longer than thirty days from the date issued	\$125.10	
For a period longer than thirty days but no longer than sixty days from the date issued	\$186.50	

Installation, Replacement, Renewal, Alteration or Repair of Oil Burning Appliances or Tanks

Oil Burning Appliances:

20 kW or less	\$75.50	
Greater than 20 kW to 60 kW	\$80.00	
Over 60 kW	\$83.30	
Oil Storage Tank	\$75.50	

Compressed Gas Appliance and Storage Tank:

First appliance	\$75.50	
Each additional appliance	\$35.20	
Underground Storage Tank for the storage of gasoline	\$75.50	

Engineering Construction		
Sidewalk Panels (measured in linear metres, 1.5 metres wide):		
First 3 metres or portion	\$1,270.00	
Each subsequent metre	\$281.00	
Curb and Gutter (measured in linear metres):		
First three metres or portion	\$1,469.00	
Each subsequent metre	\$311.00	
Extruded Driveway Curb (each, up to 6 metres wide)	\$867.00	
Each subsequent metre of extruded driveway curb over 6 metres	\$82.00	
R-9 Driveway Crossing (each, up to 6 metres wide)	\$4,590.00	
Extruded Curb (measured in linear metres, redevelopments above \$200,000 will require replacing existing concrete curbing with a new extruded driveway crossing and new extruded curbing along all Street fronts. On corner lots, this will include both frontages):		
First 3 metres or portion	\$450.00	
Each subsequent metre of extruded curb	\$60.00	
Replacement of Survey Monument:		
Standard Integrated	\$2,219.00	per monument
Secondary Benchmark	\$3,696.00	per monument
Federal Benchmark	\$5,809.00	per monument
High Precision	\$7,920.00	per monument
GeoBC Registration	\$53.00	per monument
GeoBC Survey	\$500-\$1,000	per survey
Development Applications		
Corporate Search Fee – per company	\$26.70	
Preliminary		
Required as a first step in most development applications	\$820.00	
Proforma evaluation for applications within designated Centres where Community Amenity Contribution policy stipulates	\$15,000.00	at cost (deposit)
Early Input Meeting where required	\$2,110.00	

Utility Modelling		
Where the District deems it necessary, hydraulic modelling fees will be charged at the Preliminary or subsequent stages of a development application for the District to assess the capacity of the District's water, sanitary and drainage infrastructure as follows:		
Water (includes a hydrant flow test)	\$4,080.00	
Sanitary	\$3,060.00	
Drainage	\$3,060.00	
Rezoning (including text or map amendments), Heritage Revitalization Agreements, and creation of new Temporary Use Permit Area		
Base Fee	\$3,950.00	
Public Hearing Fee (refundable if the application is withdrawn prior to municipal notification of the Public Hearing)	\$2,900.00	
Profiling Fee (formerly Scanning Fee)	<u>\$275.00</u>	
Total	\$7,125.00	
Multi-Family – base fee plus	\$40.00	per residential unit
Official Community Plan Amendment		
Base Fee	\$3,950.00	
Public Hearing Fee (refundable if the application is withdrawn prior to municipal notification of the Public Hearing)	\$2,900.00	
Profiling Fee (formerly Scanning Fee)	<u>\$275.00</u>	
Total	\$7,125.00	
For change in land use or increased residential density - base fee plus	\$63.00	per 100m ² of floor area
Additional Public Hearing Fees		
Additional Public Hearing (where required for a Rezoning, or Official Community Plan Amendment application)	\$2,900.00	
Additional Public Hearing Signs (where required to ensure good visibility)	\$550.00	
Development Permit - Minor		
Additions of less than 1,000 sq.ft. (93 m ²) in DP area; Telecommunications facilities involving changes to existing facilities; and Heritage Alteration Permit or Heritage Revitalization Agreement where no change to use or density	\$1,200.00	
Profiling Fee (formerly Scanning Fee)	<u>\$75.00</u>	
Total	\$1,275.00	
Minor Development Permit Exemption Letter	\$325.00	

Sign Permits		
Application for new sign(s) in accordance with the Sign Bylaw 7532 and that can be reviewed and issued by staff without a Minor Development Permit	\$132.00	for the first sign
Each additional sign	\$82.00	
Application to amend an issued sign permit	\$66.00	for the first sign
Each additional sign	\$36.00	
Minor Development Permit for a sign or sign package where the sign(s) is/are not in accordance with either the Sign Bylaw 7532 or the approved Development Permit	\$575.00	per site
Development Permit – Major (some applications may require more than one Development Permit application and fee)		
Form and Character:		
Form and character for multi-family, commercial or industrial developments;	\$4,010.00	
DP for new telecommunications facilities involving new tower		
Profiling Fee (formerly Scanning Fee)	\$275.00	
Total	\$4,285.00	
Multi family where no rezoning – base fee plus	\$40.00	per residential unit
Environmental or Hazardous Conditions:		
Single Family: (For single family (RS) zoned properties involving more than one Development Permit, where new development is occurring, the fee for all the Development Permits shall be the fee of the highest value Development Permit plus \$115 for each additional Development Permit type)		
Protection of the Natural Environment DPA	\$117.00	per parcel for renovations on the existing parcel
	\$570.00	per new single family dwelling or per new single family parcel in a proposed subdivision

Streamside Protection DPA – Single Family	\$117.00	per parcel for renovations on the existing parcel
	\$570.00	per new single family dwelling or per new single family parcel in a proposed subdivision
In stream restoration or habitat enhancements	\$0.00	
Wildfire Hazards DPA:	\$280.00	per new single family dwelling or per new single family parcel in a proposed subdivision
Creek Hazards DPA:	\$117.00	per parcel for renovations on the existing parcel
	\$570.00	per new single family dwelling or per new single family parcel in a proposed subdivision
Slope Hazards:	\$117.00	per parcel for renovations on the existing parcel
	\$570.00	per new single family dwelling or per new single family parcel in a proposed subdivision
Profiling Fee (formerly Scanning Fee)	\$60.00	
Development Permit Exemption Letter	\$50.00	

Other than single family:		
Environmental, or Hazardous Conditions	\$645.00	per 10,000 sq.ft. (929 m ²) of affected site area with a minimum fee of \$645
Profiling Fee (formerly Scanning Fee)	\$275.00	
Development Permit Exemption Letter	\$50.00	
Development Variance Permit		
Single Family:		
For three variances or less	\$655.00	
Profiling Fee (formerly Scanning Fee)	<u>\$35.00</u>	
Total	\$690.00	
For four variances or more	\$965.00	
Profiling Fee (formerly Scanning Fee)	<u>\$35.00</u>	
Total	\$1,000.00	
Other than Single Family:	\$1,295.00	
Profiling Fee (formerly Scanning Fee)	<u>\$275.00</u>	
Total	\$1,570.00	
Temporary Use Permit	\$1,295.00	
Profiling Fee (formerly Scanning Fee)	<u>\$275.00</u>	
Total	\$1,570.00	
Subdivision		
Subdivisions creating new lots	\$1,500.00	base fee (includes parent parcels)
Fee per new lot created	\$500.00	per additional lot
Profiling Fee (formerly Scanning Fee)	\$275.00	
Strata-titling of currently occupied buildings	\$3,220.00	
Consolidation or lot-line adjustment	\$1,095.00	
Subdivision creating an air space parcel	\$4,500.00	Plus \$1,500 for each additional parcel
Profiling Fee (formerly Scanning Fee)	\$275.00	
Subdivision Conditions Letter extension	\$500.00	
Signing Fee (payable with submission of subdivision plans for final approval)	\$1,000.00	

Resubmissions		
This fee may be levied for additional reviews of building, landscape, engineering, survey or tree plans.		
Per resubmission	\$525.00	
Development Site Access		
This fee is levied when District crews attend a development site to perform works (e.g. capping/stalling water/sewer/other works) but are forced to reschedule works due to inadequate side access and preparation (e.g. obstructions/missing survey pins) per s. 13.0 of the Development Servicing Bylaw 8145:		
1st attendance	\$1,020.00	
2nd attendance	\$1,530.00	
3rd attendance	\$2,040.00	
Amendments		
Amendments to approved applications, where the amendment will require staff review and/or a public notification process, including:		
Applications to amend Subdivisions or Development Variance Permits; and Applications to amend existing restrictive covenants or other legal documents	\$660.00	
Liquor Related Applications		
Special Occasion Licences:		
Temporary change to a liquor licence	\$116.00	
Private function (not open to the public and no more than 100 people in attendance)	\$32.00	
Public function (including not for profit events that are open to the public)	\$116.00	
Permanent Liquor Licences:		
Applications for a new liquor licence or an amendment to an existing licence	\$2,000.00	
Public Notification Fee	\$1,750.00	
Legal Documents		
Site Specific Legal Documentation:		
Fees for legal documents will be based on the costs associated with their preparation. When possible, standardized documents will be used.		charged at actual cost
Standard Development Servicing Agreement	\$725.00	
Renewal of Standard Development Servicing Agreement	\$725.00	
Special Services		
Extraordinary Work: including municipal survey work, mediation work, or extraordinary public meetings.		charged at actual cost
Custom Research: Requests for detailed research of one or more properties.	\$150.00	per hour

Confirmation Letters: Requests for letters confirming the land use designation in the Official Community Plan or the Zoning of a particular site are requested but where no additional research is required.	\$77.00	
Refund of Fees		
The refundable portion of a fee prescribed in the Development Applications section of Schedule B 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.		
Development Conducted without a Permit		
If any development for which a permit is required by the District of North Vancouver Development Procedures Bylaw 8144 is commenced without a permit, the applicant for the proposed development must pay double the fee prescribed in this bylaw.		

Administration Fees For Development Servicing		
An administration fee required in connection with all administrative costs incurred by the District in connection with the " <i>Works</i> " as defined in the Development Servicing Bylaw.	5.1%	up to and including \$100,000
	4.1%	on amount in excess of \$100,000
Design revision fee required in connection with incomplete design drawing submissions for review costs incurred by the District - Minimum charge 1 hour	\$93.00	per hour
Administration fee required in connection with all administrative costs incurred by the District in connection with a crane swing agreement.	\$1,020.00	
Administration fee required in connection with all administrative costs incurred by the District in connection with an underpinning agreement.	\$1,020.00	

Permits Pursuant to the Environmental Protection and Preservation Bylaw		
Aquatic Area Permit	\$345.00	
Pesticide Permit	\$50.00	
Soil Permit:		
Single Family Residential	\$200.00	
Industrial, Commercial, Multi-family	\$400.00	
Site Profile - for a Site Profile as specified on Schedule 1 of the Waste Management Act – Contaminated Sites Regulation	\$121.00	

Re-Inspection Fee:		
Where it has been determined by the Environmental Protection Officer (EPO) that a site undertaking work governed by a permit issued pursuant to the Environmental Protection and Preservation Bylaw 6515 has not satisfactorily completed the work after the second inspection by the EPO then the following table of Inspection fees shall apply:		
First inspection to determine final compliance with EPPB Permit conditions; or EPO has to respond to a site regarding ineffective erosion control or other environmental damage complaint	\$0.00	
Second inspection to determine if deficiencies on first inspection have been corrected	\$0.00	
Third and all subsequent inspection(s) to determine if deficiencies on previous inspection(s) have been corrected	\$121.40	
Inspection Procedure:		
The Environmental Protection Officer shall record all inspection records on an inspection sheet to be left with the operator in charge of the site and a copy to be filed with the Environment Department. The Environmental Protection Officer shall determine if an inspection fee is to be charged based on two previous inspections to the same site. Any requests for a third or any additional inspections shall be made through the Environment Department. Third and subsequent inspections shall not be conducted until the inspection fee has been received.		
Works Conducted Without a Permit:		
If any works for which a permit is required by the Environmental Protection and Preservation Bylaw 6515 are commenced without a permit issued by the General Manager of Planning, Permits and Properties Division, the permit applicant for the proposed works shall pay double the fee prescribed as set out in the Fee section of this Bylaw.		
Preliminary Site Review:		
Environmental Requirements - A preliminary plan review and/or site inspection including required liaison with other jurisdictions. The service includes an analysis of a proposed development, building, or structure for compliance with the Environmental Protection and Preservation Bylaw 6515 and/or other requirements as related to stream or waterfront setbacks.	\$142.80	

Tree Permits Pursuant to the Tree Protection Bylaw		
For tree(s) meeting the criteria outlined in Section 14(a) in the Tree Protection Bylaw:		
To prune protected tree(s) or large-diameter tree(s)	\$77.50	
For each protected tree or large-diameter tree to be removed up to and including four trees	\$77.50	
For the removal of five or more protected trees or large-diameter trees	\$366.20	

For development involving the removal of ten or more protected trees or large-diameter trees on a parcel greater than 1 hectare	\$1,897.20	
Inspection and Re-inspection Fees:		
The following fees shall apply for inspections undertaken to determine whether or not to release a security deposit held under the Tree Protection Bylaw:		
First inspection - To determine final compliance with tree permit conditions. Deficiencies are noted on an Environmental Inspection Report and/or an Order to Comply, copy of which shall be left at the site.	\$0.00	
Second Inspection - To determine final compliance with tree permit conditions. Deficiencies are noted on an Environmental Inspection Report and/or an Order To Comply, a copy of which shall be left at the site.	\$0.00	
Third Inspection - After expiration of an Order to Comply given on the second inspection, the third and all subsequent inspections will be undertaken to determine if deficiencies noted on previous inspections have been corrected. Deficiencies are noted on an Order to Comply left at the site.	\$121.40	
Where it has been determined that work or development permitted pursuant to the Tree Protection Bylaw 7671 has not been satisfactorily completed, the following fees shall apply with respect to inspections:		
Inspection relating to tree protection barrier, retained tree or replacement tree	\$121.40	
Inspection to determine compliance with tree permit or bylaw	\$121.40	
The environmental compensation fee payable pursuant to section 15(b) of the Tree Protection Bylaw 7671	\$561.00	
Installation of Street Tree(s)	\$734.40	

Amended by: 7365 7516 7581 7632 7691 7740 7794 7814 7871 7911 7917 7960 8020 8037
8088 8143 8200 8228 8218

Schedule C

PARKS AND RECREATION FEES

Cates Park Boat Launch		
Annual Pass – non-resident	\$258.57	
Annual Pass - resident	\$169.05	
Daily Launch	\$20.00	

Gallant Wharf – Prepaid Moorage Rates/Foot		
Winter		
Monthly	\$8.19	
3 Months	\$23.05	
6 Months	\$41.71	
Summer		
Monthly	\$10.95	
3 Months	\$30.76	
6 Months	\$54.76	

Gallant Wharf Ticket Machine Rates		
Rate (Up to 16 ft.)		
2 hour	\$3.62	
6 hour	\$11.76	
12 hour	\$23.71	
Rate (Over 16 ft. up to 20 ft.)		
2 hour	\$4.62	
6 hour	\$13.67	
12 hour	\$27.43	
Rate (Over 20 ft. up to 24 ft.)		
2 hour	\$5.14	
6 hour	\$15.38	
12 hour	\$30.76	
Rate (Over 24 ft. up to 28 ft.)		
2 hour	\$5.57	
6 hour	\$17.14	
12 hour	\$34.19	
Rate (Over 28 ft. up to 32 ft.)		
2 hour	\$6.38	
6 hour	\$18.86	
12 hour	\$37.67	

Rate (Over 32 ft. up to 36 ft.)		
2 hour	\$6.90	
6 hour	\$20.52	
12 hour	\$41.14	

Picnic Events		
Covered Shelter 100+ people – 4 hours	\$121.90	
Covered Shelter 60 people – 4 hours	\$96.67	
Covered Shelter 40 people or less – 4 hours	\$70.48	

Lynn Canyon Park		
Buses 24 seats and under	\$27.40	for two hours
Buses 25 seats and over	\$47.20	for two hours
Annual Bus Pass - (24 seats and under)	\$927.30	per bus per year
Annual Bus Pass - (25 seats and over)	\$1,272.00	per bus per year

Ecology Centre		
Eco-Quest, Forest Quest Activity (Individual)	\$2.50	
Individual Programs	\$8.75	
Children's Mini-Camps	\$68.00	
Birthday Parties 10 students (price per group)	\$138.00	
Groups:		
Students age 3 to 12 (12 students or less)	\$73.00	
Students age 3 to 12 (13 to 30 students)	\$131.00	
Students age 13 to adult (12 students or less)	\$85.00	
Students age 13 to adult (13 to 30 students)	\$161.00	

Maplewood Farm		
Adult	\$8.10	
Child/Senior	\$4.90	
Peak Period (Adult)	\$9.43	
Peak Period (Child)	\$6.10	
Special Events (Adult)	\$9.43	
Special Events (Child)	\$6.10	
Annual Family Membership	\$136.10	
Behind the Scenes General	\$26.10	
Behind the Scenes Member	\$13.67	
Pony Ride	\$103.48	per hour

Prepayment Plan:		
Group size 0-8	\$134.76	
Group size 9-15	\$269.14	
Group size 16-25	\$403.71	
Group size 26-50	\$807.38	
Group size 51-75	\$1,076.48	
Group size 76-100	\$1,345.67	
Birthday Party Packages:		
Basic Room Rental	\$55.40	per hour
Themed Party Packages:		
Bronze Package	\$138.50	
Silver Package	\$221.60	
Gold Package	\$310.20	
Platinum Package	\$448.70	

Amended by: 7296 7365 7433 7516 7581 7632 7691 7740 7814 7871 7917 7960 8020 8088
8143 8200

Schedule D

PROTECTIVE SERVICES FEES

Fire Services Fees Pursuant to Fire Services Bylaw		
Information requests	\$172.30	per civic address or request
Fire Safety Plan:		
Initial review for new Fire Safety Plans	\$172.30	per hour or portion thereof, minimum one hour charge
Second review for new Fire Safety Plans	\$258.50	per hour or portion thereof, minimum one hour charge
Third and subsequent review for new Fire Safety Plans	\$344.60	per hour or portion thereof, minimum one hour charge
Annual review of existing Fire Safety Plans	\$57.10	
Charge to developer for DNV to develop a Pre-Fire Plan	\$851.00	
Review Pre-Fire Plans	\$172.30	per hour, minimum one hour charge
Charge for Pre-Fire Plans not submitted in format acceptable to DNV	\$344.60	
Permit Fees:		
The fees hereinafter specified must be paid to the District by all applicants for any Permit required by the Fire Bylaw 7481, or under the Fire Code adopted by the Fire Bylaw 7481, or by the regulations passed pursuant to the provisions of the Fire Services Act, as amended from time to time, and for inspection of any work or thing for which the said Permit is required:		
For any installation of gasoline tanks, oil tanks, diesel tanks and dispensing pumps:		
2,300 L (500 I.G.)	\$16.10	
2,301-4,600 L (501-1,000 I.G.)	\$21.50	
4,601-23,000 L (1,001-5,000 I.G.)	\$33.40	
23,001-46,000 L (5,001-10,000 I.G.)	\$44.10	
46,001-115,000 L (10,001-25,000 I.G.)	\$65.70	
115,001-230,000 L (25,001-50,000 I.G.)	\$109.90	
230,001-460,000 L (50,001-100,000 I.G.)	\$164.80	
460,001-920,000 L (100,001-200,000 I.G.)	\$219.70	
920,001-2,300,000 L (200,001-500,000 I.G.)	\$274.70	
Each dispensing pump	\$10.80	
Inspections and installation of domestic and commercial oil burners:		
Each domestic installation	\$5.40	
Each commercial installation	\$10.80	

North Vancouver RCMP Services		
Criminal Record Check	\$58.70	
Criminal Record Check – Volunteers – Local Residents	\$0.00	
Police Certificate (Including prints if required)	\$57.50	
Fingerprints Taken (up to 2 sets – additional sets @ \$10 each)	\$58.70	
Local Police Records Checks	\$57.50	
Name Change Applications	\$57.50	
Taxi Permit Application/Annual Review	\$58.70	
Taxi-Biennial (2yr) Permit	\$115.00	
Taxi Permit (lost/replacement fee)	\$28.75	
MV 6020 – Motor Vehicle Accident Report	\$57.50	
Preliminary Collision/Traffic Analyst Report	\$90.00	
Full Collision/Traffic Analyst Report	\$600.00	
Field Drawing Reproduction	\$40.00	in addition to cost
Measurements	\$207.00	
Crash Data Retrieval Report	\$180.00	
Mechanical Inspection Report	\$57.50	in addition to cost
Police Reports	\$57.50	
Passport Letters	\$57.50	
Insurance Claim Letter	\$57.50	
Court Ordered File Disclosure (in addition to copying charge)	\$57.50	
Photographs (each – 4 x 6)	\$4.00	
Video Reproduction:		
First hour	\$70.00	
Per hour after first hour	\$26.00	
Cost of CD/DVD	\$16.00	
Audio Reproduction:		
First hour	\$70.00	
Per hour after first hour	\$26.00	
Cost of CD/DVD	\$5.10	
Forensic Video Analysis – Cost per hour	\$200.00	per hour
File Research – Cost per hour	\$50.00	per hour
Visa Application	\$57.50	
Security Licencing	\$90.00	
Photocopying charge per page	\$0.75	per page
Shipping Charge	\$5.00	in addition to cost
CD of Photographs	\$40.00	

Amended by: 7426 7434 7446 7581 7740 7814 7871 7917 7960 8020 8088 8134 8143 8200

Schedule E

LICENSING AND FILM FEES

Filming		
Signature Park Fee (Full Day) – Cates Park, Lynn Canyon Park, Panorama Park	\$1,500.00	per day
Signature Park Fee (Half Day) – Cates Park, Lynn Canyon Park, Panorama Park	\$950.00	per half day, maximum 12 hrs
Signature Park Fee – Prep/Wrap – Cates Park, Lynn Canyon Park, Panorama Park	\$750.00	per day
Large Park Fee (Full Day) – Inter River Park, Bridgman Park, Princess Park, Murdo Frazer Park	\$950.00	per day
Large Park Fee (Half Day) – Inter River Park, Bridgman Park, Princess Park, Murdo Frazer Park	\$650.00	per half day, maximum 12 hrs
Large Park Fee – Prep/Wrap – Inter River Park, Bridgman Park, Princess Park, Murdo Frazer Park	\$475.00	per day
Neighbourhood Park Fee (Full Day)	\$440.00	per day
Neighbourhood Park Fee (Half Day)	\$335.00	per half day, maximum 12 hrs
Neighbourhood Park Fee – Prep/Wrap	\$220.00	per day
Commercial Media Usage Per Film Day - Still Photography, Reality TV, Corporate, Gaming, Lifestyle segments	\$300.00	per day
Film Liaison Fee	\$69.00	per hour
RCMP Services – Corporal	\$119.00	per hour
RCMP Services – Sergeant	\$146.00	per hour
Fire Services – Fire Officer	\$168.00	per hour
Fire Services – Firefighter	\$138.00	per hour
Fire Services – Vehicle	\$160.00	per hour
Fire Hydrant Usage	\$77.00	per day
Location Permit Fee	\$245.00	per location
Street filming user fee	\$165.00	
Parking – District streets	\$61.00	per 100 ft. per day
Parking lot only – Park or District property	\$275.00	per lot
Signage – new and replacement	\$16.00	per sign
Signage – Modify existing	\$5.50	per sign
Signage – Labour	\$55.00	per hour

District land/property fee – Old Delbrook, District Hall, Operations Centre, Libraries, Recreation Centres, Murdo Frazer Cabin, Museum and Archives, Fire Halls, Gallant Wharf, Northlands Golf Course	\$1,500-\$5,000	per day/per square foot usage
District land/property fee – Prep/Wrap – Old Delbrook, District Hall, Operations Centre, Libraries, Recreation Centres, Murdo Frazer Cabin, Museum and Archives, Fire Halls, Gallant Wharf, Northlands Golf Course	\$750-\$2,500	per day/per square foot usage

Animal Control and Welfare Licences		
Spayed or neutered dog	\$30.00	annual fee
Not spayed or neutered dog	\$73.00	annual fee
Not spayed or neutered dog 3 to 6 months of age	\$30.00	annual fee
Spayed or neutered aggressive dog	\$87.00	annual fee
Fee increase – On or after February 1, in the current year, the annual fees contained in this table are increased by	\$10.00	
Fee reduction - On or after September 1, in the current year, the annual fees contained in this table shall be reduced by 50 percent where an owner provides satisfactory proof to the Collector that:		
the owner only established residency in the District of North Vancouver within 30 days of the application date; or,		
the dog, for which the licence is sought, was acquired by the owner within 30 days of the application date.		
Replacement licence	\$5.50	

Impound and Maintenance		
First Impoundment:		
Licensed Dog	\$104.40	
Unlicensed Dog	\$172.30	
Second Impoundment within 365 days:		
Licensed Dog	\$296.20	
Unlicensed Dog	\$296.20	

Subsequent Impoundment within 365 days:		
Licenced Dog	\$549.40	
Unlicenced Dog	\$549.40	
Maintenance	\$27.90	per day
Additional Impound Fees for Aggressive Dogs (licenced or unlicenced) (These fees are in addition to the impound and maintenance fees set out above):		
First Impoundment	\$225.10	
Subsequent Impoundment	\$807.80	
Surrender Fees:		
Spayed or Neutered Dog (requires proof of spayed/ or neuter):		
With Medical Records	\$91.60	
Without Medical Records	\$115.20	
Not Spayed or Neutered Dog:		
With Medical Records	\$237.00	
Without Medical Records	\$237.00	
Spayed or Neutered Cat:		
With Medical Records	\$59.20	
Without Medical Records	\$87.90	
Not Spayed or Neutered Cat:		
With Medical Records	\$167.00	
Without Medical Records	\$191.80	
Additional Fee for a Non-Resident of the District	\$339.30	

Adoption		
Canines six months of age or older	\$226.10	
Canines up to six months of age	\$344.70	
Felines six months of age or older	\$145.50	
Felines up to six months of age	\$199.20	

Annual Park Use Permit		
Commercial Dog Walking Business - Located in the District of North Vancouver		
Number of Commercial Dog Walkers:		
1	\$603.20	
2	\$723.80	
3	\$849.90	
4	\$969.40	
Commercial Dog Walking Business - Not Located in the District of North Vancouver		
Number of Commercial Dog Walkers:		
1	\$894.00	
2	\$1,014.60	

3	\$1,146.10	
4	\$1,272.10	
Annual Commercial Dog Walker Permit Fees:		
Annual Permit Fee	\$64.60	
Replacement Permit Fee (for name change)	\$32.80	

Horsekeeping Permit		
Impounding, transportation and maintenance		recovery of full cost
Horse Permit Application Fee (non-refundable)	\$129.20	

Domestic Hens		
Impound Fee	\$25.00	
Permit application fee	\$50.00	
Annual permit fee	\$50.00	

Fees For Business Licences		
Schedule of Licence Fees A		
Every person carrying on, maintaining, owning or operating within the municipality any business, trade, occupation, calling, undertaking or thing classified and set forth below shall pay to the municipality the amount of the licence fee set opposite to the business, trade, occupation, calling, undertaking or thing carried on, maintained, owned or operated by such person. The definitions in the Business Licence Bylaw 4567 apply to this bylaw.		
Unless otherwise indicated the licence fee is for a twelve-month period - January 1st to December 31st.		
Group 1 Miscellaneous		
Aquaculture	Environmental Technologist	
Advertising Agent	Funeral Parlour	
Agent or Canvasser	Golf Driving Range/ Golf Course	
Auctioneer	Health Spa	
Banquet Hall	Ice Rink	
Bill Poster and Sign Company	Junk Yard	
Book Agent	Publishing	
Broker	Roller Rink	
Crematorium	Ski/Chairlift/Tram	
Dance Hall	Stevedoring	
Employment Agency	Tennis/Racquet Clubs	

Licence Fee:		
One or two persons engaged in the business	\$299.40	
Three to five persons engaged in the business	\$440.10	
Six to ten persons engaged in the business	\$595.00	
Eleven to twenty persons engaged in the business	\$735.80	
Each additional ten persons engaged in the business	\$230.50	
Maximum	\$4,666.30	
Group 2 Financing and Various		
Banks	Mail Order	
Financing Agent	Money Lenders	
Guarantee or Bonding Company	Pawn Brokers	
Investment Company		
Licence Fee:		
One to twenty-five persons engaged in the business	\$1,462.30	
Twenty-six to fifty persons engaged in the business	\$2,070.00	
Fifty-one to one hundred persons engaged in the business	\$2,647.50	
Each additional ten persons engaged in the business	\$299.40	
Maximum	\$4,666.30	
Group 3 Professional Services		
Accountant	Physiotherapist	
Architect	Podiatrist	
Barrister	Psychiatrist	
Chiropractor	Psychologist	
Dental Technician	Radiologist	
Dentist/Dental Surgeon	Registered Massage Therapist	
Engineer	Solicitor	
Lawyer	Surgeon	
Medical Practitioner or Specialist	Surveyor	
Notary Public	Veterinary Services	
Optometrist	Professional Services	
Orthodontist	Unclassified	
Physician		
Licence Fee:		
One or two persons engaged in the business	\$299.40	
Three to five persons engaged in the business	\$834.80	
Six to ten persons engaged in the business	\$1,630.00	
Eleven to twenty persons engaged in the business	\$2,967.80	
Each additional ten persons engaged in the business	\$1,419.30	
Maximum	\$4,666.30	

Group 4 Social Escort Services		
Licence Fee	\$4,666.30	
Group 5 Licenced Beverage Establishments		
Liquor Primary Establishment:		
For the first ten seats	\$820.90	
For each additional ten seats or any portion thereof	\$95.50	
To a maximum of	\$4,666.30	
Food Primary Establishment:		
For the first ten seats	\$408.70	
For each additional ten seats or any portion thereof	\$29.20	
To a maximum of	\$4,666.30	

Schedule of Licence Fees B		
Group 1 Areas		
Rental Properties:		
0 to 90 square metres	\$37.20	
Each additional 90 square metres or portion thereof	\$37.20	
Maximum	\$4,666.30	
Storage Areas:		
0 to 1,860 square metres of ground space	\$438.90	
1,861 to 4,650 square metres of ground space	\$1,030.40	
4,651 to 7,440 square metres of ground space	\$1,561.30	
7,441 to 10,230 square metres of ground space	\$2,084.10	
10,231 to 13,020 square metres of ground space	\$2,609.30	
13,021 to 15,810 square metres of ground space	\$3,155.20	
15,811 to 18,600 square metres of ground space	\$4,666.30	
Each additional 2,790 square metres of ground space or portion thereof	\$362.10	
Maximum	\$4,666.30	
Warehousing:		
0 to 930 square metres of floor space	\$648.50	
931 to 2,790 square metres of floor space	\$1,350.60	
2,791 to 4,650 square metres of floor space	\$2,070.00	
4,651 to 6,510 square metres of floor space	\$2,768.50	
6,511 to 8,370 square metres of floor space	\$3,470.70	
8,371 to 10,230 square metres of floor space	\$4,191.30	
10,231 to 12,090 square metres of floor space	\$4,657.00	
Each additional 1,860 square metres of floor space or portion thereof	\$578.60	
Maximum	\$4,666.30	

Group 2 Units		
Licence Fee:		
Apartment	\$26.80	each space
Automobile Parking Lot	\$5.90	each space
Bed and Breakfast	\$79.20	each room
Billiard/Pool Hall	\$58.10	each table
Boarding House	\$14.00	each room
Bowling Alley	\$58.10	each alley
Coin Operated Coat Hanger Stands	\$30.30	each stand
Coin Operated Laundromat/Dry-Clean	\$17.40	each machine
Curling Rink	\$58.10	each sheet
Dormitory	\$14.00	each room
Hotel/Rooming House	\$14.00	each room
Mobile Canteen	\$230.50	each unit
Motel	\$26.80	each unit
Marina:		
Up to 50 leased spaces	\$147.90	
51 to 100 leased spaces	\$229.40	
101 to 200 leased spaces	\$386.50	
201 to 300 leased spaces	\$522.90	
301 to 400 leased spaces	\$683.40	
401 to 500 leased spaces	\$824.30	
501 to 600 leased spaces	\$962.90	
601 to 700 leased spaces	\$1,122.30	
701 to 800 leased spaces	\$1,260.90	
801 to 900 leased spaces	\$1,418.00	
901 to 1,000 leased spaces	\$1,555.40	
Post Box Rental Agency	\$1.20	each post box
Theatre	\$1.20	each seat
Theatre - Drive-in	\$1.20	each stall
Vending Machine Fee:		
Group 1 - no coin to operate	\$68.70	for each machine
Group 2 - \$0.06 to \$0.25 to operate	\$37.20	for each machine
Group 3 - \$0.26 to \$0.99 to operate	\$74.60	for each machine
Group 4 - \$1.00 or more to operate	\$106.00	for each machine
Group 5 - music systems	\$106.00	for each machine
Group 6 - amusement machines	\$243.50	for each machine

Maximum	\$4,666.30	
Group 3 Itinerants		
Licence Fee:		
Carnival	\$132.80	for each day
Circus	\$132.80	for each day
Concert Hall	\$68.70	for each day
Dog or Cat Show	\$25.70	for each day
Exhibition	\$68.70	for each day
Horse or Pony Show	\$39.70	for each day
Musical Attraction	\$68.70	for each day
Promoter of Entertainment	\$132.80	for each day
Promoter of Sporting Event	\$266.60	for each day
Theatrical Show (when held in other than a duly licenced theatre)	\$15.20	for each day
Other form of itinerant show, entertainment, amusement or exhibition	\$68.70	for each day
Solicitation for Charity	\$5.90	for each day
Film Production (Non-Resident Business)	\$28.10	annually

Schedule of Licence Fees C	
Group 1 Contractors	
Acoustical	Intercommunications
Air Conditioning	Lawn Irrigation
Alarm Systems	Land Clearing
Arborite (Counter Tops)	Landscape/Gardening
Blacktopping	Land Surveyors
Blasting	Locksmith
Brickwork/Masonry	Logging
Building	Machine Shop
Bulldozing	Marble
Cabinets and Vanities	Millwork
Caulking	Overhead Doors
Ceramic Tile	Painting
Cement Finishing	Paving
Concrete	Plastering/Stucco
Crane Service	Power Sweeping
Cutting and Coring	Plumbing
Demolition	Refrigeration
Disposal Service	Road Marking
Ditching	Roofing
Door Sales/Installation	Sandblasting

Draft Sealing	Sanitary
Drainage	Sash and Door
Drilling	Siding
Drywall	Sign Painter
Electrical	Sprinkler
Electronics	Structural/Reinforcing Steel
Elevator/Skip Hoist	Tree Service
Excavating/Backfill	Upholstery
Fencing	Ventilation
Finish Carpentry	Waterproofing
Flooring	Weatherproofing
Framing	Welding
General Contractor	Window Sales/Installation
Glazing	Wrecking
Hauling	Wrought Iron
Insulation	
Licence Fee:	
One or two persons engaged in the business	\$146.70
Three to five persons engaged in the business	\$297.90
Six to ten persons engaged in the business	\$440.10
Eleven to twenty persons engaged in the business	\$735.80
Each additional ten persons engaged in the business	\$297.90
Maximum	\$4,666.30
Group 2 Services	
Accounting Services	Insurance Agency
Appraisal Services	Interior Decorator
Auditing Services	Junk Pick-Up Services
Audio/Video Production	Manufacturer's Agent
Auto Accessories Sales/Installations	Marine Service
Auto Marine Towing	Marine Service Station
Automobile Body Repair Shop	Marketing
Automobile Reconditioning/Polishing	Mobile Hairdressing
Automobile Service (Mobile)	Office Equipment Services
Automobile Services Garage	Pedlars/Hawkers/Hucksters
Automobile Service Station	Pest Control
Bookkeeper/Stenographer	Pet Services
Business Office	Photographer
Collection Agent	Property Management
Commercial Art	Real Estate Sales
Commercial/Industrial Sales	Recording Studio Representatives
Computer Services	Research Laboratory

Consulting Service	Restoration Services
Courier Service	Security Services
Disco Music Service	Swim School
Distributors	Tanning Studios
Dog-walking Business	Telephone Equipment Sales/Service
Drafting and Design Services	Tire Sales and Service
Driving School	Transfer/Express Company
Electro-plating/polishing	Vacuum Cleaner Sales/Services/Installation
Equipment rental	Vehicle Repair
Fuel Dealer	Vehicle Undercoating
Gold/Silversmiths	Vehicle/Boat Rental
Gym/Steam Baths	Weight Control Services
Importers/Exporters	Wheel Alignment
Instrument Sales/Service	Word Processing
Licence Fee:	
One or two persons engaged in the business	\$174.70
Three to five persons engaged in the business	\$315.60
Six to ten persons engaged in the business	\$471.60
Eleven to twenty persons engaged in the business	\$771.90
Each additional ten persons engaged in the business	\$315.60
Maximum	\$4,666.30
Group 3 General	
Appliance Repair	Music School
Boat Builders/Repairs	Nursing Home
Boat/Bus Charter	Oil Storage Depot
Boiler Sales/Service	Outboard Motors Sales/Service
Booming Ground	Piano Tuning/Repairs
Business College or Trades School	Plating
Carpet Cleaners	Pressure Cleaning
Carpet Sales/Installation	Private Hospital
Caterer	Printer
Child Care Facilities	Processor
Chimney Sweep	Pumps Sales/Service/Installation
Dancing Academy	Public Stenographer
Dental Mechanic	Recycling
Dressmaker	Riding Academy
Equipment Sales/Service/Installation	Salvage
Film Production	Shipyard
Fire Extinguishers Sales/Service	Spray Services

Fireplace Sales/Installation	Storage Facility
Furniture Stripping/Finishing	Taxi Services
Gas, Oil, Installations	Teacher
General Household Repairs	Tool Makers
Grain Storage	Telephone Answering Service
Heavy Duty Equipment, Sales/Service	Tour/Guide Services
Hobby Beer and Wine Making Establishment	T.V./Radio Repairs/Service
Home Crafts	Towel/Uniform Service
Janitorial Service	Underwater Services
Machinery Sales/Service Installation	Vacuum Cleaner Service
Masseur	Venetian Blinds Sales/Service
Mechanical Repairs	Watch Repair
Milk and Delivery Sales	Wholesaler
Manufacturer	Wood Stove Sales/Installation
Licence Fee:	
One or two persons engaged in the business	\$146.70
Three to five persons engaged in the business	\$297.90
Six to ten persons engaged in the business	\$440.10
Eleven to twenty persons engaged in the business	\$735.80
Each additional ten persons engaged in the business	\$297.90
Maximum	\$4,666.30
Notwithstanding the number of persons engaged in a child care business, the fee payable shall not exceed \$146.70.	
Registered Society	
Adult Care Facilities (includes facility in a Single Family Residential Unit)	
Child Care Facilities (includes facility in a Single Family Residential Unit)	
Day Care	
Hospitals	
Schools	
Places of Religious Worship	
Business Office	
The fee for operators in this section is \$0.	

Schedule of Licence Fees D

Group 1 Shops and Stores

Aesthetician	Restaurant
Automobile Dealer	Retail Food Services
Barber	Retail Trader

Cleaner and Dryer	Recreation Vehicle Sales/Service
Hair Salon	Second-Hand Dealer
Laundry	Shoe Repair
Mobile Home Sales/Service	Tailor
Marine Sales and Chandlery	Travel Agent
Nail Salon	Truck/Trailer Sales/Service
Photographic Studio	Video Rentals/Sales
Licence Fee:	
First 70 square metres of sales, service, display and storage space or any portion thereof contained within the building	\$174.70
Each additional 90 square metres of sales, service, display and storage space or any portion thereof contained within the building, up to 900 square metres	\$107.10
Each additional 90 square metres of sales, service, display and storage space or any portion thereof contained within the building, in excess of 900 square metres	\$44.30
Each 90 square metres or portion thereof of outside ground storage area adjacent to the building	\$16.20
Maximum	\$4,666.30

Schedule of Licence Fees E

Group 1 Unclassified

Every person carrying on within the Municipality any business, trade, employment, occupation, or calling not hereinbefore enumerated, shall pay to the Municipality a fee as follows:

One or two persons engaged in the business	\$146.70
Three to five persons engaged in the business	\$297.90
Six to ten persons engaged in the business	\$440.10
Eleven to twenty persons engaged in the business	\$735.80
Each additional ten persons engaged in the business	\$297.90
Maximum	\$4,666.30
Re-Inspection Fee	\$86.20

Schedule of Licence Fees F

There is no Schedule of Licence Fees F

Schedule of Licence Fees G

The fee payable by any person for an Inter-Municipal Business Licence is the fee applicable to the specific category of business plus an administration fee of \$60.00

The categories of businesses which are eligible for an Inter-Municipal Business Licence are:

Acoustical	Janitorial Service
Air Conditioning	Land Clearing
Alarm Systems	Landscape/Gardening
Alterations and Repairs	Land Surveyors
Appliance Repair	Lathing
Arborite (Counter Tops)	Locksmith
Architects	Logging
Awnings	Marble
Blacktopping	Mechanical/Mechanical Equipment Installation
Blasting	Metal Worker
Brickwork/Masonry	Millwork
Building	Moving (Building)
Building Movers	Oil Worker
Bulldozing	Ornamental Ironwork
Cabinets	Painting/Decorating
Cable Installation	Paving
Carpenter	Pest Control
Carpet Cleaner	Pile Driving
Caulking	Pipe Bending and Fabricating
Cement Finishing	Pipeline
Chimney Service	Plastering/Stucco
Cladding	Plastic
Concrete	Plumbing
Concrete Pumping	Power Sweeping/Vacuum
Construction Manager	Pressure Washing
Crane Operator	Pump Maintenance/ Installation
Cutting and Coring	Rails
Decking	Refrigeration
Demolition	Reinforcing Steel
Disposal Service	Restoration
Ditching	Road Builders
Diving	Roofing
Doors - Overhead, etc.	Sandblasting
Draft Sealing	Sanitary
Drainage	Saunas

Drilling	Scaffolding
Drywall/Plasterer	Security and Alarms
Electrical	Sewers
Electronics	Sheet Metal
Elevator/Skip Hoist	Shingler
Engineers	Shoring
Excavating/Backfill	Siding
Fabricating (Metal)	Signs - all
Fencing	Skylights
Fibreglassing	Sprinkler
Finish Carpentry	Steamfitters
Fireplaces (non-masonry)	Steel Erection
Fireproofing	Store Fixtures and Decorations
Flagging Services/Traffic Control	Swimming Pools
Flooring	Tanks
Framing	Terrazzo
Furnace Repair	Tile
Gas	Toilet Partitions/Shelving
General Household Repair/ Handyman Service	Tree Service
Glazing	Upholstering
Gutters	Ventilation
Hauling	Waterproofing
Heating/Sheet Metal	Weatherproofing
Inspection Services	Welding
Insulation	Wood Preserving
Intercommunications	Wood Stove Installer
Iron Worker	Wrecking
Irrigation	Wrought Iron

Licence Transfer Fees

Where any licence or licences is or are transferred, a fee equal to 20% of the total fee for such a licence or licences shall be charged except that the minimum fee for a transfer is \$49.00.

Amended by: 7365 7433 7632 7691 7740 7794 7814 7856 7871 7917 7960 8020 8035 8088
8143 8200 8224

Schedule F

TRANSPORTATION FEES

Permit		
Activities on Road Allowance due to adjacent Development and construction work relating to public or private utilities	\$119.00	+0.25/m ² /day
Storage of Waste Disposal Bins on Road Allowance	\$51.00	+\$15/week
Special Highway Use Permit fee:		
(i) First occurrence	\$1,500.00	per each 12 hours
(ii) Second occurrence	\$3,000.00	per each 12 hours
(iii) Third and any subsequent occurrences	\$5,000.00	per each 12 hours
Any other Construction on Road Allowance	\$66.00	per occurrence
Special Events, Filming and Community Signs	\$44.00	per occurrence
Highway Use Permit (block watch party)	\$0.00	
Highway Construction and Planting Permit	\$131.00	
Newspaper Box Permit	\$47.00	
Resident Parking Only Decal	\$28.10	

Signage		
Way-finding signage (design, manufacture and installation)	\$327.00	
Temporary no parking signage (minimum 2 signs):		
2 signs	\$100.00	
3 signs	\$150.00	
4 – 5 signs	\$200.00	
6 – 7 signs	\$250.00	
8 – 9 signs	\$300.00	
10 – 11 signs	\$350.00	
12 signs	\$400.00	
Each additional 4 signs	\$50.00	

Removal and Detention of Chattels and Obstructions		
The following fees, costs and expenses shall be paid by the owner of any chattel or obstruction removed, detained or impounded under this Bylaw:		
Removal of construction materials, furnishings, newspaper boxes, portable toilets, shopping carts, and other small items:		
Per person per hour	\$83.00	per hour
Per hour if excavating or lifting equipment required	\$143.00	
To Detain Per Day	\$11.00	per m ³

Removal of Industrial Waste Container, Construction Trailer, Portable Building and other large items:		
To Remove	\$1,206.00	
To Detain Per Day	\$83.00	

Traffic Signal Operation		
Staff for traffic operations after regular hours (M-F 8am to 4pm) when required for completion of works related to development and construction works related to private or public utilities	\$150.00	per hour (minimum 1.5 hours charge)

Amended by: 7794 7814 7856 7871 7917 7960 8020 8088 8099 8143 8200

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

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

November 22, 2017
File: 05.1930

AUTHOR: Elio Iorio, Manager Revenue and Taxation

SUBJECT: Annual Review of Fees and Charges 2018 - Bylaw Amendment 54

RECOMMENDATION:

The Finance and Audit Standing Committee Recommends to Council:

"THAT Fees and Charges Bylaw 6481, 1992, Amendment Bylaw 8268, 2017 (Amendment 54) is given FIRST, SECOND, and THIRD readings".

REASON FOR REPORT:

Annual review and establishment of fees and charges in accordance with financial plan objectives. Amendments detailed in the attached report were discussed by the Finance and Audit Standing Committee on November 21st and have been recommended for adoption by Council.

TIMING/APPROVAL PROCESS:

Fees require approval prior to year-end for an effective implementation date of January 1st, 2018. Timing of approval is critical so that notices can be delivered and systems can be updated. The final report is scheduled for adoption at the Regular Council meeting on December 4, 2017.

FINANCIAL IMPACTS:

See attached report.

Respectfully submitted,



Elio Iorio
Manager Revenue and Taxation

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

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

REPORT TO FINANCE AND AUDIT STANDING COMMITTEE

November 10, 2017
File: 05.1930

AUTHOR: Elio Iorio, Manager Revenue and Taxation

SUBJECT: Annual Review of Fees and Charges - 2018

RECOMMENDATION:

THAT the Finance and Audit Standing Committee recommend to Council:

"THAT "Fees and Charges Bylaw 6481, 1992, Amendment Bylaw 8268, 2017 (Amendment 54)" is given FIRST, SECOND, and THIRD readings."

AND THAT the November 10, 2017 report of the Finance and Audit Standing Committee entitled Annual Review of Fees and Charges – 2018 is forwarded to a Regular Council meeting for consideration.

REASON FOR REPORT:

The annual review and establishment of fees and charges in accordance with financial plan objectives.

SUMMARY:

The proposed fee structure for 2018 includes a 2% cost of service adjustment (based on projected Core consumer price index) unless justifiable exceptions apply (schedule of exceptions attached). To maintain price stability, the Core CPI measure is utilized to better indicate the behaviour of price increases. This measure normalizes price trends by excluding expenditures subject to sensitive temporary fluctuations such as food and energy costs. Review of fees for equity and cost recovery takes place each year. Adjustments to existing fees for the processing of development applications, filming and Maplewood Farm are proposed to enhance cost recovery.

REVENUE IMPACT:

Revenues are estimated to improve by \$240,000 due to the 2% inflation increase. It is important to note that fees and charges for Golf, Library, Properties, Recreation and Utilities are not covered by this review. These fees are determined through alternative approval processes in accordance with their governance structure or the adopted funding model.

EXCEPTIONS TO 2% INCREASE:

Uniformity of fees is paramount in the yearly review process. Fees charged for private services requiring District resources are evaluated for their application and support of recovery of cost. Comparability of fees to similar charges in other neighbouring municipalities ensures fees are not only competitive but reflect users' ability to pay.

Corporate & Finance

No increase in fees is proposed in the financial services section as current rates are consistent with other lower mainland municipalities and provide appropriate cost recovery.

Development & Permitting Fees

The processing of development planning applications at increased volumes presents cost pressures. Increases greater than CPI are required to better align costs to the timing associated with processing and approving applications. Increases in volumes of development applications that require preliminary and detailed plan reviews also require additional time for staff to profile documents into the new EnerGov permitting software which will now enable electronic storage.

Maplewood Farm

Maplewood Farm fees were reviewed to ensure consistency with service objectives and sustainability of operations. Since the last detailed review in 2012, new infrastructure consisting of the addition of a new multipurpose room, accessible washrooms and interpretive signage for educational guidance of visitors has been built on site. Proposed fee increases account for costs to manage the replacement of these new capital assets. A 2% inflation increase for operations and an additional 5% fee increase is considered to commence recovery of the lifecycle costs of these assets. The increased farm fees remain competitive when compared to similar facilities throughout the lower mainland.

Protective Services & Licensing and Film

Select increases for some RCMP informational reporting services are proposed to align with similar charges for service in other neighbouring municipalities. Other fees listed remain competitive and harmonized with the City of North Vancouver to provide consistency on the North Shore. Likewise, select filming location and service fees are updated to achieve competitiveness with other jurisdictions and ensure fees remain constant for multiyear filming productions. The District enjoys an attractive environment and benefits from being a prime destination for film, television and commercial productions.

NEW FEES: - Development Services

New fees are proposed to recover costs in monitoring temporary occupancy permits along with bylaw contravention notices placed on property title. Provisional occupancy permits are being proposed for owners that require temporary occupancy prior to the completion of a building. For permits nearing expiration additional work is required to monitor completion of these projects. To allow for better streamlined service and to incentivize developers to complete outstanding deficiencies the temporary permit fee is proposed.

Registration of bylaw contraventions on property title helps protect the use of land in its conformance to the BC Building Code. Resolution of the violations requires follow up with detailed inspections to determine if removal of the notice is feasible. Currently, no fee is charged for this service.

The addition of a corporate search fee to review active records of corporate organizations is proposed in recovering search fees paid for use of the Corporate Registry system. The issuance of pesticide permits is currently provided free of charge. A nominal fee is proposed to recover the cost of providing these permits.

Transportation

Currently, District staff allocate time after regular business hours to attend to traffic signal operations for development purposes. A new fee is proposed to recover administrative costs in providing service for traffic signal operations after regular business hours. The fee is to ensure cost recovery of staff time to monitor traffic signal operation for construction works related to private or public utility utilizing public roads.

Codification of Fees

Fees for filming and temporary parking signage are historical charges which are now included in the Fees and Charges bylaw. The fees have been reviewed for their recovery of costs and are now included as a housekeeping addition.

BACKGROUND:

In accordance with the authority granted by the Community Charter, the District charges fees for service or regulatory requirements. These fees have typically been set on either a cost recovery and/or a user's ability to pay basis and are considered in the context of what comparable fees are charged by other municipalities in the region.

EXISTING POLICY:

The Community Charter enables Council, by bylaw, to impose a fee payable in respect of:

- (a) All or part of a service of the municipality,
- (b) The use of municipal property, or
- (c) The exercise of authority to regulate, prohibit or impose requirements.

Timing/Approval Process:

Fees require approval before year-end to take effect on January 1st, 2018. Timing of approval is critical so that notices can be delivered and systems can be updated. The final report is scheduled for adoption at the Regular Council meeting on December 4, 2017.

Respectfully submitted,



Elio Iorio
Manager Revenue and Taxation

Schedule of Exceptions to 2% Increase

Schedule & Fee Description	2017 Bylaw Fee	2018 Proposed Fee	Y:Y Fee Change	% Change
Schedule A - Corporate & Finance				
Financial Services				
Tax demand notice	20.00	20.00	0.00	0.0%
Certificate of tax status and related information - obtained through the web tax certificate system	40.00	40.00	0.00	0.0%
Certificate of tax status and related information - prepared manually	45.00	45.00	0.00	0.0%
Tax refund to non-property owner	30.00	30.00	0.00	0.0%
Tax levy data file (electronic)	0.02	0.02	0.00	0.0%
Researching historical property related information	45.00	45.00	0.00	0.0%
Returned cheques or payments	30.00	30.00	0.00	0.0%
Schedule B - Development & Permitting Fees				
Development Applications				
Preliminary				
Proforma evaluation for applications within designated Centres where Community Amenity Contribution policy stipulates	11,075.00	15,000.00	3925.00	35.4%
Rezoning (including text or map amendments), Heritage Revitalization Agreements, and creation of new Temporary Use Permit Area				
Base Fee	3,755.00	3,950.00	195.00	5.2%
Profiling Fee (formerly Scanning Fee)	245.00	275.00	30.00	12.2%
Multi-Family – base fee plus (For Residential Unit)	31.00	40.00	9.00	29.0%
Official Community Plan Amendment				
Base Fee	3,755.00	3,950.00	195.00	5.2%
Profiling Fee (formerly Scanning Fee)	245.00	275.00	30.00	12.2%
Development Permit - Minor				
Additions of less than 1,000 sq.ft. (93 m2) in DP area; Telecommunications facilities involving changes to existing facilities; and Heritage Alteration Permit or Heritage Revitalization Agreement where no change to use or density	1,165.00	1,200.00	35.00	3.0%
Profiling Fee (formerly Scanning Fee)	55.00	75.00	20.00	36.4%
Development Permit – Major (some applications may require more than one Development Permit application and fee)				
Form and Character				
Profiling Fee (formerly Scanning Fee)	245.00	275.00	30.00	12.2%
Multi-Family – base fee plus	31.00	40.00	9.00	29.0%
Environmental or Hazardous Conditions:				
Single Family				
Profiling Fee (formerly Scanning Fee)	55.00	60.00	5.00	9.1%
Development Permit Exemption Letter	55.00	50.00	-5.00	-9.1%
Other than single family				
Profiling Fee (formerly Scanning Fee)	245.00	275.00	30.00	12.2%
Development Permit Exemption Letter	55.00	50.00	-5.00	-9.1%

Schedule of Exceptions to 2% Increase – continued

Schedule & Fee Description	2017 Bylaw Fee	2018 Proposed Fee	Y:Y Fee Change	% Change
Development Variance Permit				
Single Family				
Profiling Fee (formerly Scanning Fee)	30.00	35.00	5.00	16.7%
Other than single family				
Profiling Fee (formerly Scanning Fee)	245.00	275.00	30.00	12.2%
Temporary Use Permit				
Profiling Fee (formerly Scanning Fee)	245.00	275.00	30.00	12.2%
Subdivision				
Subdivisions creating new lots	1,370.00	1,500.00	130.00	9.5%
Fee per new lot created	265.00	500.00	235.00	88.7%
Profiling Fee (formerly Scanning Fee)	245.00	275.00	30.00	12.2%
Subdivision creating an air space parcel	3,620.00	4,500.00	880.00	24.3%
Profiling Fee (formerly Scanning Fee)	245.00	275.00	30.00	12.2%
Subdivision Conditions Letter extension	390.00	500.00	110.00	28.2%
Liquor Related Applications				
Permanent Liquor Licences				
Applications for a new liquor licence or an amendment to an existing licence	1,820.00	2,000.00	180.00	9.9%
Legal Documents				
Standard Development Servicing Agreement	650.00	725.00	75.00	11.5%
Renewal of Standard Development Servicing Agreement	650.00	725.00	75.00	11.5%
Special Services				
Custom Research: Requests for detailed research of one or more properties.	120.00	150.00	30.00	25.0%
Schedule C - Parks and Recreation Fees				
Maplewood Farm				
Adult	7.57	8.10	0.53	7.0%
Child/Senior	4.57	4.90	0.33	7.2%
Peak Period (Adult)	8.81	9.43	0.62	7.0%
Peak Period (Child)	5.71	6.10	0.39	6.8%
Special Events (Adult)	8.81	9.43	0.62	7.0%
Special Events (Child)	5.71	6.10	0.39	6.8%
Annual Family Membership	127.19	136.10	8.91	7.0%
Behind the Scenes General	24.38	26.10	1.72	7.1%
Behind the Scenes Member	12.76	13.67	0.91	7.1%
Pony Ride (per hour)	96.71	103.48	6.77	7.0%
Prepayment Plan				
Group size 0-8	125.95	134.76	8.81	7.0%
Group size 9-15	251.52	269.14	17.62	7.0%
Group size 16-25	377.29	403.71	26.42	7.0%
Group size 26-50	754.57	807.38	52.81	7.0%
Group size 51-75	1,006.05	1,076.48	70.43	7.0%
Group size 76-100	1,257.62	1,345.67	88.05	7.0%

SUBJECT: Annual Review of Fees and Charges - 2018

November 10, 2017

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Schedule of Exceptions to 2% Increase – continued

Schedule & Fee Description	2017 Bylaw Fee	2018 Proposed Fee	Y:Y Fee Change	% Change
Birthday Party Packages:				
Basic Room Rental	51.80	55.40	3.60	6.9%
Themed Party Packages:				
Bronze Package	129.40	138.50	9.10	7.0%
Silver Package	207.10	221.60	14.50	7.0%
Gold Package	289.90	310.20	20.30	7.0%
Platinum Package	419.30	448.70	29.40	7.0%
Schedule D - Protective Services				
North Vancouver RCMP Services				
Police Certificate (Including prints if required)	57.50	57.50	0.00	0.0%
Local Police Records Checks	57.50	57.50	0.00	0.0%
Name Change Applications	57.50	57.50	0.00	0.0%
Taxi-Biennial (2yr) Permit	115.00	115.00	0.00	0.0%
Taxi Permit (lost/replacement fee)	28.75	28.75	0.00	0.0%
MV 6020 – Motor Vehicle Accident Report	57.50	57.50	0.00	0.0%
Preliminary Collision/Traffic Analyst Report	57.50	90.00	32.50	56.5%
Full Collision/Traffic Analyst Report	600.00	600.00	0.00	0.0%
Field Drawing Reproduction	40.00	40.00	0.00	0.0%
Measurements	207.00	207.00	0.00	0.0%
Crash Data Retrieval Report	155.00	180.00	25.00	16.1%
Mechanical Inspection Report	57.50	57.50	0.00	0.0%
Police Reports	57.50	57.50	0.00	0.0%
Passport Letters	57.50	57.50	0.00	0.0%
Insurance Claim Letter	57.50	57.50	0.00	0.0%
Court Ordered File Disclosure (in addition to copying charge)	57.50	57.50	0.00	0.0%
Photographs (each – 4 x 6)	2.75	4.00	1.25	45.5%
Video Reproduction				
First hour	52.00	70.00	18.00	34.6%
Per hour after first hour	26.00	26.00	0.00	0.0%
Cost of CD/DVD	16.00	16.00	0.00	0.0%
Audio Reproduction				
First hour	52.00	70.00	18.00	34.6%
Per hour after first hour	26.00	26.00	0.00	0.0%
Forensic Video Analysis – Cost per hour	105.00	200.00	95.00	90.5%
File Research – Cost per hour	50.00	50.00	0.00	0.0%
Visa Application	57.50	57.50	0.00	0.0%
Security Licencing	57.50	90.00	32.50	56.5%
Photocopying charge per page	0.75	0.75	0.00	0.0%
Shipping Charge	5.00	5.00	0.00	0.0%
CD of Photographs	20.00	40.00	20.00	100.0%

Schedule of Exceptions to 2% Increase – continued

Schedule & Fee Description	2017 Bylaw Fee	2018 Proposed Fee	Y:Y Fee Change	% Change
Schedule E - Licensing and Film				
Filming				
Signature Park Fee (Full Day) – Cates Park, Lynn Canyon Park, Panorama Park	1,300.00	1,500.00	200.00	15.4%
Signature Park Fee (Half Day) – Cates Park, Lynn Canyon Park, Panorama Park	950.00	950.00	0.00	0.0%
Signature Park Fee – Prep/Wrap – Cates Park, Lynn Canyon Park, Panorama Park	650.00	750.00	100.00	15.4%
Large Park Fee (Full Day) – Inter River Park, Bridgman Park, Princess Park, Murdo Frazer Park	850.00	950.00	100.00	11.8%
Large Park Fee (Half Day) – Inter River Park, Bridgman Park, Princess Park, Murdo Frazer Park	650.00	650.00	0.00	0.0%
Large Park Fee – Prep/Wrap – Inter River Park, Bridgman Park, Princess Park, Murdo Frazer Park	425.00	475.00	50.00	11.8%
Neighbourhood Park Fee (Full Day)	430.00	440.00	10.00	2.3%
Neighbourhood Park Fee (Half Day)	325.00	335.00	10.00	3.1%
Neighbourhood Park Fee – Prep/Wrap	215.00	220.00	5.00	2.3%
Commercial Media Usage - Still Photography, Reality TV, Corporate, Gaming, Lifestyle segments	260.00	300.00	40.00	15.4%
Film Liaison Fee	68.00	69.00	1.00	1.5%
RCMP Services – Corporal	117.00	119.00	2.00	1.7%
RCMP Services – Sergeant	143.00	146.00	3.00	2.1%
Fire Services – Fire Officer	165.00	168.00	3.00	1.8%
Fire Services – Firefighter	135.00	138.00	3.00	2.2%
Fire Hydrant Usage	75.00	77.00	2.00	2.7%
Location Permit Fee	240.00	245.00	5.00	2.1%
Street filming user fee	160.00	165.00	5.00	3.1%
Parking – District streets	60.00	61.00	1.00	1.7%
Signage – new and replacement	16.00	16.00	0.00	0.0%
Signage – Modify existing	5.50	5.50	0.00	0.0%

Schedule of New Fees

Schedule & Fee Description	2018 Proposed Fee
Schedule B - Development & Permitting Fees	
Building Permits	
Removal of Bylaw Contravention Notice on Property Title	500.00
Provisional Occupancy Permit	
Other occupancies (Non-Residential)	500.00
Temporary Building Fee	500.00
Development Applications	
Corporate Search Fee – per company	26.70
Permits Pursuant to the Environmental Protection and Preservation Bylaw	
Pesticide Permit	50.00
Schedule F - Transportation Fees	
Traffic Signal Operation	
Staff for traffic operations after regular hours (M-F 8am to 4pm) when required for completion of development and construction works related to private or public utilities	150.00

Schedule of Housekeeping Items

Schedule & Fee Description		2018 Proposed Fee
Schedule E - Licensing and Film		
Filming		
Fire Services – Vehicle		160.00
Parking lot only – Park or District property		275.00
Signage – Labour		55.00
District land/property fee – Old Delbrook, District Hall, Operations Centre, Libraries, Recreation Centres, Murdo Frazer Cabin, Museum and Archives, Fire Halls, Gallant Wharf, Northlands Golf Course		1,500-5,000 per day per sq. ft usage
District land/property fee – Prep/Wrap – Old Delbrook, District Hall, Operations Centre, Libraries, Recreation Centres, Murdo Frazer Cabin, Museum and Archives, Fire Halls, Gallant Wharf, Northlands Golf Course		750-2,500per day per sq. ft usage
Schedule F - Transportation Fees		
Signage		
Temporary no parking signage (minimum 2 signs):		
2 signs		100.00
3 signs		150.00
4 – 5 signs		200.00
6 – 7 signs		250.00
8 – 9 signs		300.00
10 – 11 signs		350.00
12 signs		400.00
Each additional 4 signs		50.00

The Corporation of the District of North Vancouver

Bylaw 8268

A bylaw to amend the District of North Vancouver Fees and Charges Bylaw 6481, 1992

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

1. Citation

This bylaw may be cited as "District of North Vancouver Fees and Charges Bylaw 6481, 1992, Amendment Bylaw 8268, 2017 (Amendment 54)".

2. Amendments

The Fees and Charges Bylaw 6481, 1992 is amended as follows:

- a. By deleting Schedules A through F in their entirety and replacing them with new Schedules A through F as attached to this Bylaw as Attachment 1.

3. Effective Date

The effective date of this bylaw is January 1st, 2018.

READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

**ATTACHMENT 1
TO BYLAW 8268**

Schedule A

CORPORATE AND FINANCE FEES

Copies		
Council minutes, reports, related correspondence and general photocopying	\$0.30	per page

Human Resources		
Request from solicitors for employment information	\$115.60	

Fees for Maps and Digital Data Products		
Standard paper map (small to medium size), standard paper building or related plan	\$11.00	per page

Properties Department - Services		
Registerable Documents (Land Title Office)	\$365.00	
Registration of Registerable Documents including any required title searches		recovery of actual Land Title Office costs
Registerable Release Documents (including secondary suite covenants)	\$165.00	review, preparation and recovery of related Land Title Office costs
Unregistered Documents	\$365.00	
Administration Recovery Fee (A fee to recover extraordinary staff time spent on processing instruments on behalf of private owners)	\$560.00	
Administration for Highway Abandonments (sale of laneways)	\$2,315.00	flat fee
Documentation/Advertising fee for leases and lease renewals		recovery of actual Land Title Office costs

Building Department - Record Searches		
Property Records provided to solicitors, lending institutions and other individuals or organizations:		
Single-Family Residential Buildings	\$121.70	
All other buildings	\$242.40	
Property Record searches for "All other buildings" exceeding three hours shall be charged an additional fee of \$70/hour for each additional hour.		

Change of Address and New Address		
Change of Address and New Address	\$534.10	

Financial Services		
Tax demand notice	\$20.00	per folio
Certificate of tax status and related information - obtained through the web tax certificate system	\$40.00	per folio
Certificate of tax status and related information - prepared manually	\$45.00	per folio
Tax refund to non-property owner	\$30.00	per folio
Tax levy data file (electronic)	\$0.02	per folio
Researching historical property related information	\$45.00	per hour (\$45 minimum)
Returned cheques or payments	\$30.00	per item
Interest on overdue (non-tax) accounts receivable	2%	per month

Amended by: 6835 7349 7365 7432 7433 7516 7581 7632 7691 7740 7814 7871 7917 7960
8020 8088 8143 8200

Schedule B

DEVELOPMENT AND PERMITTING FEES

Building Permits		
Building Permit Fee		
First \$1,000 value of the work	\$75.50	
Each \$1,000 or part thereof by which the value of work exceeds the sum of \$1,000 up to a maximum of \$15,000, add	\$15.40	
Each \$1,000 or part thereof by which the value of the work exceeds the sum of \$15,000 up to a maximum of \$50,000, add	\$13.20	
Each \$1,000 or part thereof by which the value of the work exceeds the sum of \$50,000, add	\$12.00	
Recheck fee (minimum 1 hour)	\$75.50	per hour
The Building Permit Fee is increased where construction commenced before the Building Inspector issued a permit by:		
For work valued up to \$15,000	\$309.20	
For work valued up to \$50,000	\$622.80	
For work valued up to \$100,000	\$1,245.50	
For work valued up to \$500,000	\$2,489.20	
For work valued up to \$1,000,000	\$6,222.70	
For work valued greater than \$1,000,000	\$12,444.40	
Re-inspection Fee	\$125.10	
Permit Extension Fee		10% of original fee or \$75.50, whichever is greater
Permit Transfer Fee		
Single Family Residential Building	\$75.50	
Other building type	\$151.30	
Preliminary Plan Review	\$150.80	
Review of Alternate Solutions		
Up to two alternate solutions items included in one submission (this includes a single review of a single revision required from the primary review)	\$465.20	
For each alternate solutions equivalency item review exceeding the first two items included in the single submission	\$151.30	
Each additional revision submission of any single item	\$75.50	

Plan Review and Summary Letter (reviewed for Board of Variance application)	\$256.30	
Inspection		
First 4 hours	\$211.70	
Per hour after first 4 hours	\$75.50	
Provisional Occupancy Permit		
Residential occupancy, per dwelling unit, to a maximum of \$5,000.00	\$102.00	per 30 days or part thereof
Other occupancies	\$500.00	per 30 days or part thereof
Temporary Building Fee	\$500.00	
Land Title Search Fee	\$28.70	
Removal of Bylaw Contravention Notice on Property Title	\$500.00	
Digital standard building plan or related plan	\$8.30	per page

Properties Involving Controlled Substances		
Inspection Fees:		
Each time the District enters on a Parcel to inspect in the exercise of the District's authority to regulate, prohibit or impose requirements under the Properties Involving Controlled Substances Bylaw 7494 or another enactment, the Owner must pay the District an administration and inspection fee of:	\$538.70	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.
For a subsequent inspection undertaken if the Owner or occupier has failed to undertake action ordered by the Fire Chief, the District or a person authorized under the Properties Involving Controlled Substances Bylaw 7494 to order the action, the Owner must pay an additional fee of:	\$2,692.90	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.

Before confirmation is provided by the Chief Building Inspector that a satisfactory inspection of the building by the District's Building Department has been completed the Owner must pay to the District:

For the first inspection:	\$538.70	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.
For an inspection with an architect or professional engineer to certify that the subject Building may be occupied under applicable enactments, if the Owner has not first engaged his or her own architect for that purpose:	\$2,692.90	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.
For a Special Safety Inspection:	\$538.70	
For each inspection prior to issuance of a Re-occupancy Permit:	\$323.10	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.
To obtain a Re-occupancy Permit:	\$269.30	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.

If the Owner inspects and reports a contravention under Section 13 of the Properties Involving Controlled Substances Bylaw 7494:		
The fee for a Special Safety Inspection in respect of that incident is as follows:	\$269.30	

Board of Variance		
Application Fee	\$426.60	

Chimney and Fuel Burning Appliances		
A chimney with one flue, including factory-built chimney	\$75.50	
Each additional flue or chimney in a building	\$21.90	
A fireplace and flue, including factory-built fireplace	\$75.50	
Solid fuel burning appliances	\$75.50	

Mechanical Permits		
For the installation of fixtures, each roof drain, hot water tank, sump and interceptor being classed as a fixture, as follows:		
One fixture	\$75.50	
Each additional fixture up to ten	\$27.40	
Each additional fixture over ten	\$24.10	
Re-piping of an existing building:		
40% of the equivalent fixture installation fee		
For the installation or replacement of water service	\$75.50	
For the installation of perimeter foundation drains:		
For single or two family residential buildings up to 250'	\$75.50	
For each additional 250'	\$39.50	
For other than single or two family residential buildings, for each 100' or portion thereof to 500'	\$75.50	
For each additional 250'	\$39.50	
For the alteration of plumbing where no fixtures are involved, for each 10 metres of house drain installed or portion thereof	\$75.50	
In every case where, due to non-compliance with the provisions of this bylaw or to unsatisfactory workmanship, more than two inspections are necessary, for each inspection after the second inspection	\$125.10	
Special inspections to establish the fitness of the plumbing	\$90.00	per hour
For the installation of plumbing fixtures by other than the original permit holder	\$75.50	
For the installation of domestic water for fire lines in other than single family dwellings:		
For the first 30 metres or portion thereof	\$75.50	
For each additional 30 metres	\$39.50	
For each fire hydrant, alarm valve, dry valve and flow switch	\$38.30	

For each hose outlet/connection and/or fire department connection	\$38.30	
For the connection of the municipal water supply to a hydraulic equipment	\$75.50	
For the installation of pressure vacuum breakers, approved double check valve assemblies and reduced pressure backflow preventers	\$75.50	
For the installation of a house sewer and building sanitary drain where the length:		
Up to 30 metres	\$75.50	
Each additional 30 metres or part thereof	\$39.50	
A storm sewer and building storm drain:		
Up to 30 metres	\$75.50	
Each additional 30 metres or part thereof	\$39.50	
For the installation of either or both when under a common permit:		
Storm Sewer House Service Connection	\$316.90	
Sanitary Sewer House Service Connection	\$316.90	
For the installation of Sprinkler System:		
Fee for the first head	\$75.50	
For each additional head	\$4.20	
For the installation of a forced air heating duct distribution system:		
Per 1,000 btu	\$3.40	
Minimum	\$75.50	
Maximum	\$247.90	
For the installation of a hydronic heating pipe distribution system:		
Per 1,000 btu	\$3.40	
Minimum	\$75.50	
Maximum	\$247.90	

Electrical Permits

The fees payable for the issuance of an electrical permit are based on the total value of the proposed electrical installation including all material and labour as follows:

More Than	Not More Than		
\$ 0	\$500	\$75.50	
\$500	\$750	\$106.90	
\$750	\$1,000	\$136.80	
\$1,000	\$2,000	\$136.80	+ \$11.57 / \$100 or part thereof greater than \$1,000

\$2,000	\$3,500	\$252.50	+ \$9.35 / \$100 or part thereof greater than \$2,000
\$3,500	\$7,000	\$392.80	+ \$7.07 / \$100 or part thereof greater than \$3,500
\$7,000	\$10,000	\$640.40	+ \$4.74 / \$100 or part thereof greater than \$7,000
\$10,000	\$50,000	\$782.50	+ \$3.53 / \$100 or part thereof greater than \$10,000
\$50,000	\$100,000	\$2,193.90	+ \$3.53 / \$100 or part thereof greater than \$50,000
\$100,000	\$250,000	\$3,957.90	+ \$2.08 / \$100 or part thereof greater than \$100,000
\$250,000	\$500,000	\$7,079.80	+ \$2.07 / \$100 or part thereof greater than \$250,000
\$500,000	\$750,000	\$12,255.10	+ \$1.72 / \$100 or part thereof greater than \$500,000
\$750,000	\$1,000,000	\$16,567.20	+ \$0.92 / \$100 or part thereof greater than \$750,000
over \$1,000,000		\$18,877.10	+ \$0.86 / \$100 or part thereof greater than \$1,000,000

If applicant makes an erroneous declaration of the permit value to obtain a lesser permit fee, the permit shall be revoked and a new permit issued using the corrected value. The new permit shall be calculated according to the corrected permit value and a 50% administrative fee shall be added to the calculated fee.		
Temporary Power Pole - for a maximum period of 120 days (an extension is the same rate)	\$75.50	
Temporary to Permanent Connection	\$75.50	
Electrical Sign Connection	\$75.50	
Circus, Carnivals, Trade, Conventions, Exhibit, or similar shows	\$133.80	
Annual permits where the connected load in calculated horsepower is:		
1,000 HP or less	\$272.00	
Each additional 100 HP or part thereof	\$24.80	
Maximum fee	\$2,638.20	
Hourly Inspection Fee - for each inspection of electrical work in respect of which no specific fee is hereby prescribed, payment shall be made on the basis of time actually spent in making such inspections, as follows:		
For each hour or part thereof	\$75.50	per hour
Re-inspection Fee - For each inspection necessary for examining electrical installations where errors or omissions were found at a previous inspection	\$125.10	
Movie Locations:		
One location (valid for 90 days from the first day of filming)	\$75.50	
Two locations (valid for 90 days from the first day of filming)	\$150.20	
Three locations (valid for 90 days from the first day of filming)	\$223.80	
Four locations (valid for 180 days from the first day of filming)	\$298.10	
Five locations (valid for 180 days from the first day of filming)	\$371.70	
Six Locations (valid for 180 days from the first day of filming)	\$448.50	
Seven locations (valid for 270 days from the first day of filming)	\$526.30	
Eight locations (valid for 270 days from the first day of filming)	\$596.60	
Nine locations (valid for 270 days from the first day of filming)	\$671.10	
Annual permit - unlimited locations	\$764.30	

Gas Permits

Domestic Type Installations:

For the first appliance	\$75.50	
For each additional appliance	\$31.80	
For each inspection exceeding two in number where a re-inspection permit is issued in respect of any installation or alteration	\$125.10	
Commercial and Industrial Installations for each appliance installed on the one permit:		
Equipment with input of 20 kW or less	\$75.50	
Equipment with input greater than 30 kW to 120 kW	\$84.50	
For each re-inspection on any commercial or industrial installation due to faulty workmanship or materials	\$94.20	
For each inspection exceeding two in number made on any commercial or industrial installation	\$75.50	
For inspection outside normal working hours, per hour	\$150.20	per hour
For vent and/or furnace plenum (no appliance)	\$75.50	
For piping (no appliance):		
For first 30 metres or part thereof	\$75.50	
Each additional 30 metres or part thereof	\$32.80	

Blasting Permits

The fees payable for the issuance of a blasting permit for blasting on any one parcel are as follows:

For a period not longer than ten days from the date issued	\$75.50	
For a period longer than ten days but no longer than thirty days from the date issued	\$125.10	
For a period longer than thirty days but no longer than sixty days from the date issued	\$186.50	

Installation, Replacement, Renewal, Alteration or Repair of Oil Burning Appliances or Tanks

Oil Burning Appliances:

20 kW or less	\$75.50	
Greater than 20 kW to 60 kW	\$80.00	
Over 60 kW	\$83.30	
Oil Storage Tank	\$75.50	
Compressed Gas Appliance and Storage Tank:		
First appliance	\$75.50	
Each additional appliance	\$35.20	
Underground Storage Tank for the storage of gasoline	\$75.50	

Engineering Construction		
Sidewalk Panels (measured in linear metres, 1.5 metres wide):		
First 3 metres or portion	\$1,270.00	
Each subsequent metre	\$281.00	
Curb and Gutter (measured in linear metres):		
First three metres or portion	\$1,469.00	
Each subsequent metre	\$311.00	
Extruded Driveway Curb (each, up to 6 metres wide)	\$867.00	
Each subsequent metre of extruded driveway curb over 6 metres	\$82.00	
R-9 Driveway Crossing (each, up to 6 metres wide)	\$4,590.00	
Extruded Curb (measured in linear metres, redevelopments above \$200,000 will require replacing existing concrete curbing with a new extruded driveway crossing and new extruded curbing along all Street fronts. On corner lots, this will include both frontages):		
First 3 metres or portion	\$450.00	
Each subsequent metre of extruded curb	\$60.00	
Replacement of Survey Monument:		
Standard Integrated	\$2,219.00	per monument
Secondary Benchmark	\$3,696.00	per monument
Federal Benchmark	\$5,809.00	per monument
High Precision	\$7,920.00	per monument
GeoBC Registration	\$53.00	per monument
GeoBC Survey	\$500-\$1,000	per survey

Development Applications		
Corporate Search Fee – per company	\$26.70	
Preliminary		
Required as a first step in most development applications	\$820.00	
Proforma evaluation for applications within designated Centres where Community Amenity Contribution policy stipulates	\$15,000.00	at cost (deposit)
Early Input Meeting where required	\$2,110.00	

Utility Modelling		
Where the District deems it necessary, hydraulic modelling fees will be charged at the Preliminary or subsequent stages of a development application for the District to assess the capacity of the District's water, sanitary and drainage infrastructure as follows:		
Water (includes a hydrant flow test)	\$4,080.00	
Sanitary	\$3,060.00	
Drainage	\$3,060.00	
Rezoning (including text or map amendments), Heritage Revitalization Agreements, and creation of new Temporary Use Permit Area		
Base Fee	\$3,950.00	
Public Hearing Fee (refundable if the application is withdrawn prior to municipal notification of the Public Hearing)	\$2,900.00	
Profiling Fee (formerly Scanning Fee)	\$275.00	
Total	\$7,125.00	
Multi-Family – base fee plus	\$40.00	per residential unit
Official Community Plan Amendment		
Base Fee	\$3,950.00	
Public Hearing Fee (refundable if the application is withdrawn prior to municipal notification of the Public Hearing)	\$2,900.00	
Profiling Fee (formerly Scanning Fee)	\$275.00	
Total	\$7,125.00	
For change in land use or increased residential density - base fee plus	\$63.00	per 100m ² of floor area
Additional Public Hearing Fees		
Additional Public Hearing (where required for a Rezoning, or Official Community Plan Amendment application)	\$2,900.00	
Additional Public Hearing Signs (where required to ensure good visibility)	\$550.00	
Development Permit - Minor		
Additions of less than 1,000 sq.ft. (93 m ²) in DP area; Telecommunications facilities involving changes to existing facilities; and Heritage Alteration Permit or Heritage Revitalization Agreement where no change to use or density	\$1,200.00	
Profiling Fee (formerly Scanning Fee)	\$75.00	
Total	\$1,275.00	
Minor Development Permit Exemption Letter	\$325.00	

Sign Permits		
Application for new sign(s) in accordance with the Sign Bylaw 7532 and that can be reviewed and issued by staff without a Minor Development Permit	\$132.00	for the first sign
Each additional sign	\$82.00	
Application to amend an issued sign permit	\$66.00	for the first sign
Each additional sign	\$36.00	
Minor Development Permit for a sign or sign package where the sign(s) is/are not in accordance with either the Sign Bylaw 7532 or the approved Development Permit	\$575.00	per site
Development Permit – Major (some applications may require more than one Development Permit application and fee)		
Form and Character:		
Form and character for multi-family, commercial or industrial developments;	\$4,010.00	
DP for new telecommunications facilities involving new tower		
Profiling Fee (formerly Scanning Fee)	\$275.00	
Total	\$4,285.00	
Multi family where no rezoning – base fee plus	\$40.00	per residential unit
Environmental or Hazardous Conditions:		
Single Family: (For single family (RS) zoned properties involving more than one Development Permit, where new development is occurring, the fee for all the Development Permits shall be the fee of the highest value Development Permit plus \$115 for each additional Development Permit type)		
Protection of the Natural Environment DPA	\$117.00	per parcel for renovations on the existing parcel
	\$570.00	per new single family dwelling or per new single family parcel in a proposed subdivision

Streamside Protection DPA – Single Family	\$117.00	per parcel for renovations on the existing parcel
	\$570.00	per new single family dwelling or per new single family parcel in a proposed subdivision
In stream restoration or habitat enhancements	\$0.00	
Wildfire Hazards DPA:	\$280.00	per new single family dwelling or per new single family parcel in a proposed subdivision
Creek Hazards DPA:	\$117.00	per parcel for renovations on the existing parcel
	\$570.00	per new single family dwelling or per new single family parcel in a proposed subdivision
Slope Hazards:	\$117.00	per parcel for renovations on the existing parcel
	\$570.00	per new single family dwelling or per new single family parcel in a proposed subdivision
Profiling Fee (formerly Scanning Fee)	\$60.00	
Development Permit Exemption Letter	\$50.00	

Other than single family:		
Environmental, or Hazardous Conditions	\$645.00	per 10,000 sq.ft. (929 m ²) of affected site area with a minimum fee of \$645
Profiling Fee (formerly Scanning Fee)	\$275.00	
Development Permit Exemption Letter	\$50.00	
Development Variance Permit		
Single Family:		
For three variances or less	\$655.00	
Profiling Fee (formerly Scanning Fee)	<u>\$35.00</u>	
Total	\$690.00	
For four variances or more	\$965.00	
Profiling Fee (formerly Scanning Fee)	<u>\$35.00</u>	
Total	\$1,000.00	
Other than Single Family:	\$1,295.00	
Profiling Fee (formerly Scanning Fee)	<u>\$275.00</u>	
Total	\$1,570.00	
Temporary Use Permit	\$1,295.00	
Profiling Fee (formerly Scanning Fee)	<u>\$275.00</u>	
Total	\$1,570.00	
Subdivision		
Subdivisions creating new lots	\$1,500.00	base fee (includes parent parcels)
Fee per new lot created	\$500.00	per additional lot
Profiling Fee (formerly Scanning Fee)	\$275.00	
Strata-titling of currently occupied buildings	\$3,220.00	
Consolidation or lot-line adjustment	\$1,095.00	
Subdivision creating an air space parcel	\$4,500.00	Plus \$1,500 for each additional parcel
Profiling Fee (formerly Scanning Fee)	\$275.00	
Subdivision Conditions Letter extension	\$500.00	
Signing Fee (payable with submission of subdivision plans for final approval)	\$1,000.00	

Resubmissions		
This fee may be levied for additional reviews of building, landscape, engineering, survey or tree plans.		
Per resubmission	\$525.00	
Development Site Access		
This fee is levied when District crews attend a development site to perform works (e.g. capping/stalling water/sewer/other works) but are forced to reschedule works due to inadequate side access and preparation (e.g. obstructions/missing survey pins) per s. 13.0 of the Development Servicing Bylaw 8145:		
1st attendance	\$1,020.00	
2nd attendance	\$1,530.00	
3rd attendance	\$2,040.00	
Amendments		
Amendments to approved applications, where the amendment will require staff review and/or a public notification process, including:		
Applications to amend Subdivisions or Development Variance Permits; and Applications to amend existing restrictive covenants or other legal documents	\$660.00	
Liquor Related Applications		
Special Occasion Licences:		
Temporary change to a liquor licence	\$116.00	
Private function (not open to the public and no more than 100 people in attendance)	\$32.00	
Public function (including not for profit events that are open to the public)	\$116.00	
Permanent Liquor Licences:		
Applications for a new liquor licence or an amendment to an existing licence	\$2,000.00	
Public Notification Fee	\$1,750.00	
Legal Documents		
Site Specific Legal Documentation:		
Fees for legal documents will be based on the costs associated with their preparation. When possible, standardized documents will be used.		charged at actual cost
Standard Development Servicing Agreement	\$725.00	
Renewal of Standard Development Servicing Agreement	\$725.00	
Special Services		
Extraordinary Work: including municipal survey work, mediation work, or extraordinary public meetings.		charged at actual cost
Custom Research: Requests for detailed research of one or more properties.	\$150.00	per hour

Confirmation Letters: Requests for letters confirming the land use designation in the Official Community Plan or the Zoning of a particular site are requested but where no additional research is required.	\$77.00	
Refund of Fees		
The refundable portion of a fee prescribed in the Development Applications section of Schedule B 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.		
Development Conducted without a Permit		
If any development for which a permit is required by the District of North Vancouver Development Procedures Bylaw 8144 is commenced without a permit, the applicant for the proposed development must pay double the fee prescribed in this bylaw.		

Administration Fees For Development Servicing		
An administration fee required in connection with all administrative costs incurred by the District in connection with the " <i>Works</i> " as defined in the Development Servicing Bylaw.	5.1%	up to and including \$100,000
	4.1%	on amount in excess of \$100,000
Design revision fee required in connection with incomplete design drawing submissions for review costs incurred by the District - Minimum charge 1 hour	\$93.00	per hour
Administration fee required in connection with all administrative costs incurred by the District in connection with a crane swing agreement.	\$1,020.00	
Administration fee required in connection with all administrative costs incurred by the District in connection with an underpinning agreement.	\$1,020.00	

Permits Pursuant to the Environmental Protection and Preservation Bylaw		
Aquatic Area Permit	\$345.00	
Pesticide Permit	\$50.00	
Soil Permit:		
Single Family Residential	\$200.00	
Industrial, Commercial, Multi-family	\$400.00	
Site Profile - for a Site Profile as specified on Schedule 1 of the Waste Management Act – Contaminated Sites Regulation	\$121.00	

Re-Inspection Fee:		
Where it has been determined by the Environmental Protection Officer (EPO) that a site undertaking work governed by a permit issued pursuant to the Environmental Protection and Preservation Bylaw 6515 has not satisfactorily completed the work after the second inspection by the EPO then the following table of Inspection fees shall apply:		
First inspection to determine final compliance with EPPB Permit conditions; or EPO has to respond to a site regarding ineffective erosion control or other environmental damage complaint	\$0.00	
Second inspection to determine if deficiencies on first inspection have been corrected	\$0.00	
Third and all subsequent inspection(s) to determine if deficiencies on previous inspection(s) have been corrected	\$121.40	
Inspection Procedure:		
The Environmental Protection Officer shall record all inspection records on an inspection sheet to be left with the operator in charge of the site and a copy to be filed with the Environment Department. The Environmental Protection Officer shall determine if an inspection fee is to be charged based on two previous inspections to the same site. Any requests for a third or any additional inspections shall be made through the Environment Department. Third and subsequent inspections shall not be conducted until the inspection fee has been received.		
Works Conducted Without a Permit:		
If any works for which a permit is required by the Environmental Protection and Preservation Bylaw 6515 are commenced without a permit issued by the General Manager of Planning, Permits and Properties Division, the permit applicant for the proposed works shall pay double the fee prescribed as set out in the Fee section of this Bylaw.		
Preliminary Site Review:		
Environmental Requirements - A preliminary plan review and/or site inspection including required liaison with other jurisdictions. The service includes an analysis of a proposed development, building, or structure for compliance with the Environmental Protection and Preservation Bylaw 6515 and/or other requirements as related to stream or waterfront setbacks.	\$142.80	

Tree Permits Pursuant to the Tree Protection Bylaw		
For tree(s) meeting the criteria outlined in Section 14(a) in the Tree Protection Bylaw:		
To prune protected tree(s) or large-diameter tree(s)	\$77.50	
For each protected tree or large-diameter tree to be removed up to and including four trees	\$77.50	
For the removal of five or more protected trees or large-diameter trees	\$366.20	

For development involving the removal of ten or more protected trees or large-diameter trees on a parcel greater than 1 hectare	\$1,897.20	
Inspection and Re-inspection Fees:		
The following fees shall apply for inspections undertaken to determine whether or not to release a security deposit held under the Tree Protection Bylaw:		
First inspection - To determine final compliance with tree permit conditions. Deficiencies are noted on an Environmental Inspection Report and/or an Order to Comply, copy of which shall be left at the site.	\$0.00	
Second Inspection - To determine final compliance with tree permit conditions. Deficiencies are noted on an Environmental Inspection Report and/or an Order To Comply, a copy of which shall be left at the site.	\$0.00	
Third Inspection - After expiration of an Order to Comply given on the second inspection, the third and all subsequent inspections will be undertaken to determine if deficiencies noted on previous inspections have been corrected. Deficiencies are noted on an Order to Comply left at the site.	\$121.40	
Where it has been determined that work or development permitted pursuant to the Tree Protection Bylaw 7671 has not been satisfactorily completed, the following fees shall apply with respect to inspections:		
Inspection relating to tree protection barrier, retained tree or replacement tree	\$121.40	
Inspection to determine compliance with tree permit or bylaw	\$121.40	
The environmental compensation fee payable pursuant to section 15(b) of the Tree Protection Bylaw 7671	\$561.00	
Installation of Street Tree(s)	\$734.40	

Amended by: 7365 7516 7581 7632 7691 7740 7794 7814 7871 7911 7917 7960 8020 8037
8088 8143 8200 8228 8218

Schedule C

PARKS AND RECREATION FEES

Cates Park Boat Launch		
Annual Pass – non-resident	\$258.57	
Annual Pass - resident	\$169.05	
Daily Launch	\$20.00	

Gallant Wharf – Prepaid Moorage Rates/Foot		
Winter		
Monthly	\$8.19	
3 Months	\$23.05	
6 Months	\$41.71	
Summer		
Monthly	\$10.95	
3 Months	\$30.76	
6 Months	\$54.76	

Gallant Wharf Ticket Machine Rates		
Rate (Up to 16 ft.)		
2 hour	\$3.62	
6 hour	\$11.76	
12 hour	\$23.71	
Rate (Over 16 ft. up to 20 ft.)		
2 hour	\$4.62	
6 hour	\$13.67	
12 hour	\$27.43	
Rate (Over 20 ft. up to 24 ft.)		
2 hour	\$5.14	
6 hour	\$15.38	
12 hour	\$30.76	
Rate (Over 24 ft. up to 28 ft.)		
2 hour	\$5.57	
6 hour	\$17.14	
12 hour	\$34.19	
Rate (Over 28 ft. up to 32 ft.)		
2 hour	\$6.38	
6 hour	\$18.86	
12 hour	\$37.67	

Rate (Over 32 ft. up to 36 ft.)		
2 hour	\$6.90	
6 hour	\$20.52	
12 hour	\$41.14	

Picnic Events		
Covered Shelter 100+ people – 4 hours	\$121.90	
Covered Shelter 60 people – 4 hours	\$96.67	
Covered Shelter 40 people or less – 4 hours	\$70.48	

Lynn Canyon Park		
Buses 24 seats and under	\$27.40	for two hours
Buses 25 seats and over	\$47.20	for two hours
Annual Bus Pass - (24 seats and under)	\$927.30	per bus per year
Annual Bus Pass - (25 seats and over)	\$1,272.00	per bus per year

Ecology Centre		
Eco-Quest, Forest Quest Activity (Individual)	\$2.50	
Individual Programs	\$8.75	
Children's Mini-Camps	\$68.00	
Birthday Parties 10 students (price per group)	\$138.00	
Groups:		
Students age 3 to 12 (12 students or less)	\$73.00	
Students age 3 to 12 (13 to 30 students)	\$131.00	
Students age 13 to adult (12 students or less)	\$85.00	
Students age 13 to adult (13 to 30 students)	\$161.00	

Maplewood Farm		
Adult	\$8.10	
Child/Senior	\$4.90	
Peak Period (Adult)	\$9.43	
Peak Period (Child)	\$6.10	
Special Events (Adult)	\$9.43	
Special Events (Child)	\$6.10	
Annual Family Membership	\$136.10	
Behind the Scenes General	\$26.10	
Behind the Scenes Member	\$13.67	
Pony Ride	\$103.48	per hour

Prepayment Plan:		
Group size 0-8	\$134.76	
Group size 9-15	\$269.14	
Group size 16-25	\$403.71	
Group size 26-50	\$807.38	
Group size 51-75	\$1,076.48	
Group size 76-100	\$1,345.67	
Birthday Party Packages:		
Basic Room Rental	\$55.40	per hour
Themed Party Packages:		
Bronze Package	\$138.50	
Silver Package	\$221.60	
Gold Package	\$310.20	
Platinum Package	\$448.70	

Amended by: 7296 7365 7433 7516 7581 7632 7691 7740 7814 7871 7917 7960 8020 8088
8143 8200

Schedule D

PROTECTIVE SERVICES FEES

Fire Services Fees Pursuant to Fire Services Bylaw		
Information requests	\$172.30	per civic address or request
Fire Safety Plan:		
Initial review for new Fire Safety Plans	\$172.30	per hour or portion thereof, minimum one hour charge
Second review for new Fire Safety Plans	\$258.50	per hour or portion thereof, minimum one hour charge
Third and subsequent review for new Fire Safety Plans	\$344.60	per hour or portion thereof, minimum one hour charge
Annual review of existing Fire Safety Plans	\$57.10	
Charge to developer for DNV to develop a Pre-Fire Plan	\$851.00	
Review Pre-Fire Plans	\$172.30	per hour, minimum one hour charge
Charge for Pre-Fire Plans not submitted in format acceptable to DNV	\$344.60	
Permit Fees:		
The fees hereinafter specified must be paid to the District by all applicants for any Permit required by the Fire Bylaw 7481, or under the Fire Code adopted by the Fire Bylaw 7481, or by the regulations passed pursuant to the provisions of the Fire Services Act, as amended from time to time, and for inspection of any work or thing for which the said Permit is required:		
For any installation of gasoline tanks, oil tanks, diesel tanks and dispensing pumps:		
2,300 L (500 I.G.)	\$16.10	
2,301-4,600 L (501-1,000 I.G.)	\$21.50	
4,601-23,000 L (1,001-5,000 I.G.)	\$33.40	
23,001-46,000 L (5,001-10,000 I.G.)	\$44.10	
46,001-115,000 L (10,001-25,000 I.G.)	\$65.70	
115,001-230,000 L (25,001-50,000 I.G.)	\$109.90	
230,001-460,000 L (50,001-100,000 I.G.)	\$164.80	
460,001-920,000 L (100,001-200,000 I.G.)	\$219.70	
920,001-2,300,000 L (200,001-500,000 I.G.)	\$274.70	
Each dispensing pump	\$10.80	
Inspections and installation of domestic and commercial oil burners:		
Each domestic installation	\$5.40	
Each commercial installation	\$10.80	

North Vancouver RCMP Services		
Criminal Record Check	\$58.70	
Criminal Record Check – Volunteers – Local Residents	\$0.00	
Police Certificate (Including prints if required)	\$57.50	
Fingerprints Taken (up to 2 sets – additional sets @ \$10 each)	\$58.70	
Local Police Records Checks	\$57.50	
Name Change Applications	\$57.50	
Taxi Permit Application/Annual Review	\$58.70	
Taxi-Biennial (2yr) Permit	\$115.00	
Taxi Permit (lost/replacement fee)	\$28.75	
MV 6020 – Motor Vehicle Accident Report	\$57.50	
Preliminary Collision/Traffic Analyst Report	\$90.00	
Full Collision/Traffic Analyst Report	\$600.00	
Field Drawing Reproduction	\$40.00	in addition to cost
Measurements	\$207.00	
Crash Data Retrieval Report	\$180.00	
Mechanical Inspection Report	\$57.50	in addition to cost
Police Reports	\$57.50	
Passport Letters	\$57.50	
Insurance Claim Letter	\$57.50	
Court Ordered File Disclosure (in addition to copying charge)	\$57.50	
Photographs (each – 4 x 6)	\$4.00	
Video Reproduction:		
First hour	\$70.00	
Per hour after first hour	\$26.00	
Cost of CD/DVD	\$16.00	
Audio Reproduction:		
First hour	\$70.00	
Per hour after first hour	\$26.00	
Cost of CD/DVD	\$5.10	
Forensic Video Analysis – Cost per hour	\$200.00	per hour
File Research – Cost per hour	\$50.00	per hour
Visa Application	\$57.50	
Security Licencing	\$90.00	
Photocopying charge per page	\$0.75	per page
Shipping Charge	\$5.00	in addition to cost
CD of Photographs	\$40.00	

Amended by: 7426 7434 7446 7581 7740 7814 7871 7917 7960 8020 8088 8134 8143 8200

Schedule E

LICENSING AND FILM FEES

Filming		
Signature Park Fee (Full Day) – Cates Park, Lynn Canyon Park, Panorama Park	\$1,500.00	per day
Signature Park Fee (Half Day) – Cates Park, Lynn Canyon Park, Panorama Park	\$950.00	per half day, maximum 12 hrs
Signature Park Fee – Prep/Wrap – Cates Park, Lynn Canyon Park, Panorama Park	\$750.00	per day
Large Park Fee (Full Day) – Inter River Park, Bridgman Park, Princess Park, Murdo Frazer Park	\$950.00	per day
Large Park Fee (Half Day) – Inter River Park, Bridgman Park, Princess Park, Murdo Frazer Park	\$650.00	per half day, maximum 12 hrs
Large Park Fee – Prep/Wrap – Inter River Park, Bridgman Park, Princess Park, Murdo Frazer Park	\$475.00	per day
Neighbourhood Park Fee (Full Day)	\$440.00	per day
Neighbourhood Park Fee (Half Day)	\$335.00	per half day, maximum 12 hrs
Neighbourhood Park Fee – Prep/Wrap	\$220.00	per day
Commercial Media Usage Per Film Day - Still Photography, Reality TV, Corporate, Gaming, Lifestyle segments	\$300.00	per day
Film Liaison Fee	\$69.00	per hour
RCMP Services – Corporal	\$119.00	per hour
RCMP Services – Sergeant	\$146.00	per hour
Fire Services – Fire Officer	\$168.00	per hour
Fire Services – Firefighter	\$138.00	per hour
Fire Services – Vehicle	\$160.00	per hour
Fire Hydrant Usage	\$77.00	per day
Location Permit Fee	\$245.00	per location
Street filming user fee	\$165.00	
Parking – District streets	\$61.00	per 100 ft. per day
Parking lot only – Park or District property	\$275.00	per lot
Signage – new and replacement	\$16.00	per sign
Signage – Modify existing	\$5.50	per sign
Signage – Labour	\$55.00	per hour

District land/property fee – Old Delbrook, District Hall, Operations Centre, Libraries, Recreation Centres, Murdo Frazer Cabin, Museum and Archives, Fire Halls, Gallant Wharf, Northlands Golf Course	\$1,500-\$5,000	per day/per square foot usage
District land/property fee – Prep/Wrap – Old Delbrook, District Hall, Operations Centre, Libraries, Recreation Centres, Murdo Frazer Cabin, Museum and Archives, Fire Halls, Gallant Wharf, Northlands Golf Course	\$750-\$2,500	per day/per square foot usage

Animal Control and Welfare Licences		
Spayed or neutered dog	\$30.00	annual fee
Not spayed or neutered dog	\$73.00	annual fee
Not spayed or neutered dog 3 to 6 months of age	\$30.00	annual fee
Spayed or neutered aggressive dog	\$87.00	annual fee
Fee increase – On or after February 1, in the current year, the annual fees contained in this table are increased by	\$10.00	
Fee reduction - On or after September 1, in the current year, the annual fees contained in this table shall be reduced by 50 percent where an owner provides satisfactory proof to the Collector that:		
the owner only established residency in the District of North Vancouver within 30 days of the application date; or,		
the dog, for which the licence is sought, was acquired by the owner within 30 days of the application date.		
Replacement licence	\$5.50	

Impound and Maintenance		
First Impoundment:		
Licensed Dog	\$104.40	
Unlicensed Dog	\$172.30	
Second Impoundment within 365 days:		
Licensed Dog	\$296.20	
Unlicensed Dog	\$296.20	

Subsequent Impoundment within 365 days:		
Licenced Dog	\$549.40	
Unlicenced Dog	\$549.40	
Maintenance	\$27.90	per day
Additional Impound Fees for Aggressive Dogs (licenced or unlicenced) (These fees are in addition to the impound and maintenance fees set out above):		
First Impoundment	\$225.10	
Subsequent Impoundment	\$807.80	
Surrender Fees:		
Spayed or Neutered Dog (requires proof of spayed/ or neuter):		
With Medical Records	\$91.60	
Without Medical Records	\$115.20	
Not Spayed or Neutered Dog:		
With Medical Records	\$237.00	
Without Medical Records	\$237.00	
Spayed or Neutered Cat:		
With Medical Records	\$59.20	
Without Medical Records	\$87.90	
Not Spayed or Neutered Cat:		
With Medical Records	\$167.00	
Without Medical Records	\$191.80	
Additional Fee for a Non-Resident of the District	\$339.30	

Adoption		
Canines six months of age or older	\$226.10	
Canines up to six months of age	\$344.70	
Felines six months of age or older	\$145.50	
Felines up to six months of age	\$199.20	

Annual Park Use Permit		
Commercial Dog Walking Business - Located in the District of North Vancouver		
Number of Commercial Dog Walkers:		
1	\$603.20	
2	\$723.80	
3	\$849.90	
4	\$969.40	
Commercial Dog Walking Business - Not Located in the District of North Vancouver		
Number of Commercial Dog Walkers:		
1	\$894.00	
2	\$1,014.60	

3	\$1,146.10	
4	\$1,272.10	
Annual Commercial Dog Walker Permit Fees:		
Annual Permit Fee	\$64.60	
Replacement Permit Fee (for name change)	\$32.80	

Horsekeeping Permit		
Impounding, transportation and maintenance		recovery of full cost
Horse Permit Application Fee (non-refundable)	\$129.20	

Domestic Hens		
Impound Fee	\$25.00	
Permit application fee	\$50.00	
Annual permit fee	\$50.00	

Fees For Business Licences	
Schedule of Licence Fees A	
Every person carrying on, maintaining, owning or operating within the municipality any business, trade, occupation, calling, undertaking or thing classified and set forth below shall pay to the municipality the amount of the licence fee set opposite to the business, trade, occupation, calling, undertaking or thing carried on, maintained, owned or operated by such person. The definitions in the Business Licence Bylaw 4567 apply to this bylaw.	
Unless otherwise indicated the licence fee is for a twelve-month period - January 1st to December 31st.	
Group 1 Miscellaneous	
Aquaculture	Environmental Technologist
Advertising Agent	Funeral Parlour
Agent or Canvasser	Golf Driving Range/ Golf Course
Auctioneer	Health Spa
Banquet Hall	Ice Rink
Bill Poster and Sign Company	Junk Yard
Book Agent	Publishing
Broker	Roller Rink
Crematorium	Ski/Chairlift/Tram
Dance Hall	Stevedoring
Employment Agency	Tennis/Racquet Clubs

Licence Fee:		
One or two persons engaged in the business	\$299.40	
Three to five persons engaged in the business	\$440.10	
Six to ten persons engaged in the business	\$595.00	
Eleven to twenty persons engaged in the business	\$735.80	
Each additional ten persons engaged in the business	\$230.50	
Maximum	\$4,666.30	
Group 2 Financing and Various		
Banks	Mail Order	
Financing Agent	Money Lenders	
Guarantee or Bonding Company	Pawn Brokers	
Investment Company		
Licence Fee:		
One to twenty-five persons engaged in the business	\$1,462.30	
Twenty-six to fifty persons engaged in the business	\$2,070.00	
Fifty-one to one hundred persons engaged in the business	\$2,647.50	
Each additional ten persons engaged in the business	\$299.40	
Maximum	\$4,666.30	
Group 3 Professional Services		
Accountant	Physiotherapist	
Architect	Podiatrist	
Barrister	Psychiatrist	
Chiropractor	Psychologist	
Dental Technician	Radiologist	
Dentist/Dental Surgeon	Registered Massage Therapist	
Engineer	Solicitor	
Lawyer	Surgeon	
Medical Practitioner or Specialist	Surveyor	
Notary Public	Veterinary Services	
Optometrist	Professional Services	
Orthodontist	Unclassified	
Physician		
Licence Fee:		
One or two persons engaged in the business	\$299.40	
Three to five persons engaged in the business	\$834.80	
Six to ten persons engaged in the business	\$1,630.00	
Eleven to twenty persons engaged in the business	\$2,967.80	
Each additional ten persons engaged in the business	\$1,419.30	
Maximum	\$4,666.30	

Group 4 Social Escort Services		
Licence Fee	\$4,666.30	
Group 5 Licenced Beverage Establishments		
Liquor Primary Establishment:		
For the first ten seats	\$820.90	
For each additional ten seats or any portion thereof	\$95.50	
To a maximum of	\$4,666.30	
Food Primary Establishment:		
For the first ten seats	\$408.70	
For each additional ten seats or any portion thereof	\$29.20	
To a maximum of	\$4,666.30	

Schedule of Licence Fees B		
Group 1 Areas		
Rental Properties:		
0 to 90 square metres	\$37.20	
Each additional 90 square metres or portion thereof	\$37.20	
Maximum	\$4,666.30	
Storage Areas:		
0 to 1,860 square metres of ground space	\$438.90	
1,861 to 4,650 square metres of ground space	\$1,030.40	
4,651 to 7,440 square metres of ground space	\$1,561.30	
7,441 to 10,230 square metres of ground space	\$2,084.10	
10,231 to 13,020 square metres of ground space	\$2,609.30	
13,021 to 15,810 square metres of ground space	\$3,155.20	
15,811 to 18,600 square metres of ground space	\$4,666.30	
Each additional 2,790 square metres of ground space or portion thereof	\$362.10	
Maximum	\$4,666.30	
Warehousing:		
0 to 930 square metres of floor space	\$648.50	
931 to 2,790 square metres of floor space	\$1,350.60	
2,791 to 4,650 square metres of floor space	\$2,070.00	
4,651 to 6,510 square metres of floor space	\$2,768.50	
6,511 to 8,370 square metres of floor space	\$3,470.70	
8,371 to 10,230 square metres of floor space	\$4,191.30	
10,231 to 12,090 square metres of floor space	\$4,657.00	
Each additional 1,860 square metres of floor space or portion thereof	\$578.60	
Maximum	\$4,666.30	

Group 2 Units		
Licence Fee:		
Apartment	\$26.80	each space
Automobile Parking Lot	\$5.90	each space
Bed and Breakfast	\$79.20	each room
Billiard/Pool Hall	\$58.10	each table
Boarding House	\$14.00	each room
Bowling Alley	\$58.10	each alley
Coin Operated Coat Hanger Stands	\$30.30	each stand
Coin Operated Laundromat/Dry-Clean	\$17.40	each machine
Curling Rink	\$58.10	each sheet
Dormitory	\$14.00	each room
Hotel/Rooming House	\$14.00	each room
Mobile Canteen	\$230.50	each unit
Motel	\$26.80	each unit
Marina:		
Up to 50 leased spaces	\$147.90	
51 to 100 leased spaces	\$229.40	
101 to 200 leased spaces	\$386.50	
201 to 300 leased spaces	\$522.90	
301 to 400 leased spaces	\$683.40	
401 to 500 leased spaces	\$824.30	
501 to 600 leased spaces	\$962.90	
601 to 700 leased spaces	\$1,122.30	
701 to 800 leased spaces	\$1,260.90	
801 to 900 leased spaces	\$1,418.00	
901 to 1,000 leased spaces	\$1,555.40	
Post Box Rental Agency	\$1.20	each post box
Theatre	\$1.20	each seat
Theatre - Drive-in	\$1.20	each stall
Vending Machine Fee:		
Group 1 - no coin to operate	\$68.70	for each machine
Group 2 - \$0.06 to \$0.25 to operate	\$37.20	for each machine
Group 3 - \$0.26 to \$0.99 to operate	\$74.60	for each machine
Group 4 - \$1.00 or more to operate	\$106.00	for each machine
Group 5 - music systems	\$106.00	for each machine
Group 6 - amusement machines	\$243.50	for each machine

Maximum	\$4,666.30	
Group 3 Itinerants		
Licence Fee:		
Carnival	\$132.80	for each day
Circus	\$132.80	for each day
Concert Hall	\$68.70	for each day
Dog or Cat Show	\$25.70	for each day
Exhibition	\$68.70	for each day
Horse or Pony Show	\$39.70	for each day
Musical Attraction	\$68.70	for each day
Promoter of Entertainment	\$132.80	for each day
Promoter of Sporting Event	\$266.60	for each day
Theatrical Show (when held in other than a duly licenced theatre)	\$15.20	for each day
Other form of itinerant show, entertainment, amusement or exhibition	\$68.70	for each day
Solicitation for Charity	\$5.90	for each day
Film Production (Non-Resident Business)	\$28.10	annually

Schedule of Licence Fees C		
Group 1 Contractors		
Acoustical	Intercommunications	
Air Conditioning	Lawn Irrigation	
Alarm Systems	Land Clearing	
Arborite (Counter Tops)	Landscape/Gardening	
Blacktopping	Land Surveyors	
Blasting	Locksmith	
Brickwork/Masonry	Logging	
Building	Machine Shop	
Bulldozing	Marble	
Cabinets and Vanities	Millwork	
Caulking	Overhead Doors	
Ceramic Tile	Painting	
Cement Finishing	Paving	
Concrete	Plastering/Stucco	
Crane Service	Power Sweeping	
Cutting and Coring	Plumbing	
Demolition	Refrigeration	
Disposal Service	Road Marking	
Ditching	Roofing	
Door Sales/Installation	Sandblasting	

Draft Sealing	Sanitary
Drainage	Sash and Door
Drilling	Siding
Drywall	Sign Painter
Electrical	Sprinkler
Electronics	Structural/Reinforcing Steel
Elevator/Skip Hoist	Tree Service
Excavating/Backfill	Upholstery
Fencing	Ventilation
Finish Carpentry	Waterproofing
Flooring	Weatherproofing
Framing	Welding
General Contractor	Window Sales/Installation
Glazing	Wrecking
Hauling	Wrought Iron
Insulation	
Licence Fee:	
One or two persons engaged in the business	\$146.70
Three to five persons engaged in the business	\$297.90
Six to ten persons engaged in the business	\$440.10
Eleven to twenty persons engaged in the business	\$735.80
Each additional ten persons engaged in the business	\$297.90
Maximum	\$4,666.30
Group 2 Services	
Accounting Services	Insurance Agency
Appraisal Services	Interior Decorator
Auditing Services	Junk Pick-Up Services
Audio/Video Production	Manufacturer's Agent
Auto Accessories Sales/Installations	Marine Service
Auto Marine Towing	Marine Service Station
Automobile Body Repair Shop	Marketing
Automobile Reconditioning/Polishing	Mobile Hairdressing
Automobile Service (Mobile)	Office Equipment Services
Automobile Services Garage	Pedlars/Hawkers/Hucksters
Automobile Service Station	Pest Control
Bookkeeper/Stenographer	Pet Services
Business Office	Photographer
Collection Agent	Property Management
Commercial Art	Real Estate Sales
Commercial/Industrial Sales	Recording Studio Representatives
Computer Services	Research Laboratory

Consulting Service	Restoration Services
Courier Service	Security Services
Disco Music Service	Swim School
Distributors	Tanning Studios
Dog-walking Business	Telephone Equipment Sales/Service
Drafting and Design Services	Tire Sales and Service
Driving School	Transfer/Express Company
Electro-plating/polishing	Vacuum Cleaner Sales/Services/Installation
Equipment rental	Vehicle Repair
Fuel Dealer	Vehicle Undercoating
Gold/Silversmiths	Vehicle/Boat Rental
Gym/Steam Baths	Weight Control Services
Importers/Exporters	Wheel Alignment
Instrument Sales/Service	Word Processing
Licence Fee:	
One or two persons engaged in the business	\$174.70
Three to five persons engaged in the business	\$315.60
Six to ten persons engaged in the business	\$471.60
Eleven to twenty persons engaged in the business	\$771.90
Each additional ten persons engaged in the business	\$315.60
Maximum	\$4,666.30
Group 3 General	
Appliance Repair	Music School
Boat Builders/Repairs	Nursing Home
Boat/Bus Charter	Oil Storage Depot
Boiler Sales/Service	Outboard Motors Sales/Service
Booming Ground	Piano Tuning/Repairs
Business College or Trades School	Plating
Carpet Cleaners	Pressure Cleaning
Carpet Sales/Installation	Private Hospital
Caterer	Printer
Child Care Facilities	Processor
Chimney Sweep	Pumps Sales/Service/Installation
Dancing Academy	Public Stenographer
Dental Mechanic	Recycling
Dressmaker	Riding Academy
Equipment Sales/Service/Installation	Salvage
Film Production	Shipyard
Fire Extinguishers Sales/Service	Spray Services

Fireplace Sales/Installation	Storage Facility
Furniture Stripping/Finishing	Taxi Services
Gas, Oil, Installations	Teacher
General Household Repairs	Tool Makers
Grain Storage	Telephone Answering Service
Heavy Duty Equipment, Sales/Service	Tour/Guide Services
Hobby Beer and Wine Making Establishment	T.V./Radio Repairs/Service
Home Crafts	Towel/Uniform Service
Janitorial Service	Underwater Services
Machinery Sales/Service Installation	Vacuum Cleaner Service
Masseur	Venetian Blinds Sales/Service
Mechanical Repairs	Watch Repair
Milk and Delivery Sales	Wholesaler
Manufacturer	Wood Stove Sales/Installation
Licence Fee:	
One or two persons engaged in the business	\$146.70
Three to five persons engaged in the business	\$297.90
Six to ten persons engaged in the business	\$440.10
Eleven to twenty persons engaged in the business	\$735.80
Each additional ten persons engaged in the business	\$297.90
Maximum	\$4,666.30
Notwithstanding the number of persons engaged in a child care business, the fee payable shall not exceed \$146.70.	
Registered Society	
Adult Care Facilities (includes facility in a Single Family Residential Unit)	
Child Care Facilities (includes facility in a Single Family Residential Unit)	
Day Care	
Hospitals	
Schools	
Places of Religious Worship	
Business Office	
The fee for operators in this section is \$0.	

Schedule of Licence Fees D	
Group 1 Shops and Stores	
Aesthetician	Restaurant
Automobile Dealer	Retail Food Services
Barber	Retail Trader

Cleaner and Dryer	Recreation Vehicle Sales/Service
Hair Salon	Second-Hand Dealer
Laundry	Shoe Repair
Mobile Home Sales/Service	Tailor
Marine Sales and Chandlery	Travel Agent
Nail Salon	Truck/Trailer Sales/Service
Photographic Studio	Video Rentals/Sales
Licence Fee:	
First 70 square metres of sales, service, display and storage space or any portion thereof contained within the building	\$174.70
Each additional 90 square metres of sales, service, display and storage space or any portion thereof contained within the building, up to 900 square metres	\$107.10
Each additional 90 square metres of sales, service, display and storage space or any portion thereof contained within the building, in excess of 900 square metres	\$44.30
Each 90 square metres or portion thereof of outside ground storage area adjacent to the building	\$16.20
Maximum	\$4,666.30

Schedule of Licence Fees E

Group 1 Unclassified

Every person carrying on within the Municipality any business, trade, employment, occupation, or calling not hereinbefore enumerated, shall pay to the Municipality a fee as follows:

One or two persons engaged in the business	\$146.70
Three to five persons engaged in the business	\$297.90
Six to ten persons engaged in the business	\$440.10
Eleven to twenty persons engaged in the business	\$735.80
Each additional ten persons engaged in the business	\$297.90
Maximum	\$4,666.30
Re-Inspection Fee	\$86.20

Schedule of Licence Fees F

There is no Schedule of Licence Fees F

Schedule of Licence Fees G

The fee payable by any person for an Inter-Municipal Business Licence is the fee applicable to the specific category of business plus an administration fee of \$60.00

The categories of businesses which are eligible for an Inter-Municipal Business Licence are:

Acoustical	Janitorial Service
Air Conditioning	Land Clearing
Alarm Systems	Landscape/Gardening
Alterations and Repairs	Land Surveyors
Appliance Repair	Lathing
Arborite (Counter Tops)	Locksmith
Architects	Logging
Awnings	Marble
Blacktopping	Mechanical/Mechanical Equipment Installation
Blasting	Metal Worker
Brickwork/Masonry	Millwork
Building	Moving (Building)
Building Movers	Oil Worker
Bulldozing	Ornamental Ironwork
Cabinets	Painting/Decorating
Cable Installation	Paving
Carpenter	Pest Control
Carpet Cleaner	Pile Driving
Caulking	Pipe Bending and Fabricating
Cement Finishing	Pipeline
Chimney Service	Plastering/Stucco
Cladding	Plastic
Concrete	Plumbing
Concrete Pumping	Power Sweeping/Vacuum
Construction Manager	Pressure Washing
Crane Operator	Pump Maintenance/ Installation
Cutting and Coring	Rails
Decking	Refrigeration
Demolition	Reinforcing Steel
Disposal Service	Restoration
Ditching	Road Builders
Diving	Roofing
Doors - Overhead, etc.	Sandblasting
Draft Sealing	Sanitary
Drainage	Saunas

Drilling	Scaffolding
Drywall/Plasterer	Security and Alarms
Electrical	Sewers
Electronics	Sheet Metal
Elevator/Skip Hoist	Shingler
Engineers	Shoring
Excavating/Backfill	Siding
Fabricating (Metal)	Signs - all
Fencing	Skylights
Fibreglassing	Sprinkler
Finish Carpentry	Steamfitters
Fireplaces (non-masonry)	Steel Erection
Fireproofing	Store Fixtures and Decorations
Flagging Services/Traffic Control	Swimming Pools
Flooring	Tanks
Framing	Terrazzo
Furnace Repair	Tile
Gas	Toilet Partitions/Shelving
General Household Repair/ Handyman Service	Tree Service
Glazing	Upholstering
Gutters	Ventilation
Hauling	Waterproofing
Heating/Sheet Metal	Weatherproofing
Inspection Services	Welding
Insulation	Wood Preserving
Intercommunications	Wood Stove Installer
Iron Worker	Wrecking
Irrigation	Wrought Iron

Licence Transfer Fees

Where any licence or licences is or are transferred, a fee equal to 20% of the total fee for such a licence or licences shall be charged except that the minimum fee for a transfer is \$49.00.

Amended by: 7365 7433 7632 7691 7740 7794 7814 7856 7871 7917 7960 8020 8035 8088
8143 8200 8224

Schedule F

TRANSPORTATION FEES

Permit		
Activities on Road Allowance due to adjacent Development and construction work relating to public or private utilities	\$119.00	+0.25/m ² /day
Storage of Waste Disposal Bins on Road Allowance	\$51.00	+\$15/week
Special Highway Use Permit fee:		
(i) First occurrence	\$1,500.00	per each 12 hours
(ii) Second occurrence	\$3,000.00	per each 12 hours
(iii) Third and any subsequent occurrences	\$5,000.00	per each 12 hours
Any other Construction on Road Allowance	\$66.00	per occurrence
Special Events, Filming and Community Signs	\$44.00	per occurrence
Highway Use Permit (block watch party)	\$0.00	
Highway Construction and Planting Permit	\$131.00	
Newspaper Box Permit	\$47.00	
Resident Parking Only Decal	\$28.10	

Signage		
Way-finding signage (design, manufacture and installation)	\$327.00	
Temporary no parking signage (minimum 2 signs):		
2 signs	\$100.00	
3 signs	\$150.00	
4 – 5 signs	\$200.00	
6 – 7 signs	\$250.00	
8 – 9 signs	\$300.00	
10 – 11 signs	\$350.00	
12 signs	\$400.00	
Each additional 4 signs	\$50.00	

Removal and Detention of Chattels and Obstructions		
The following fees, costs and expenses shall be paid by the owner of any chattel or obstruction removed, detained or impounded under this Bylaw:		
Removal of construction materials, furnishings, newspaper boxes, portable toilets, shopping carts, and other small items:		
Per person per hour	\$83.00	per hour
Per hour if excavating or lifting equipment required	\$143.00	
To Detain Per Day	\$11.00	per m ³

Removal of Industrial Waste Container, Construction Trailer, Portable Building and other large items:		
To Remove	\$1,206.00	
To Detain Per Day	\$83.00	

Traffic Signal Operation		
Staff for traffic operations after regular hours (M-F 8am to 4pm) when required for completion of works related to development and construction works related to private or public utilities	\$150.00	per hour (minimum 1.5 hours charge)

Amended by: 7794 7814 7856 7871 7917 7960 8020 8088 8099 8143 8200

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AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: <u>Dec 4, 2011</u>
<input type="checkbox"/> Other:	Date: _____


Dept.
Manager


GM/
Director

9.9

CAO

The District of North Vancouver REPORT TO COUNCIL

November 22, 2017
File: 08.3060.20/044.15

AUTHOR Kevin Zhang, Development Planner

SUBJECT **BYLAW 8158 - ZONING BYLAW TEXT AMENDMENTS FOR INDUSTRIAL BUILDINGS AND STRUCTURES**

RECOMMENDATION

THAT Council provide Staff with direction relating to proposed Bylaw 8158.

REASON FOR REPORT

On March 27, 2017, Council directed staff to undertake public consultation for proposed Bylaw 8158. The consultation process has concluded. This report presents the results of the consultation and seeks further Council direction relating to proposed Bylaw 8158.

EXECUTIVE SUMMARY

As part of public consultation for proposed Bylaw 8158, Staff engaged with all affected properties, adjacent community associations, and organizations such as the Economic Partnership North Vancouver, North Shore Waterfront Liaison Committee, North Shore Waterfront Industrial Association, and the Vancouver Fraser Port Authority.

Overall, the feedback received on Bylaw 8158 was negative (Attachment C-E). Respondents believed that Bylaw 8158:

- Does not support the OCP Goal 3.2 of intensifying use of employment lands;
- Discourages investment and creates a competitive disadvantage for industrial lands under District jurisdiction;
- Prohibits some structures that are sized to industry standards;
- Negatively impacts primary jobs creation on industrial sites and secondary jobs creation in smaller related businesses; and
- Places overly restrictive siting regulations on smaller industrial sites.

SUBJECT: BYLAW 8158 - ZONING BYLAW TEXT AMENDMENTS FOR INDUSTRIAL BUILDINGS AND STRUCTURES

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BACKGROUND

Industrial Zoning Amendment Issue Timeline

The issues of height, width, and coverage, which affect the development of heavy industrial properties in the District, have always been important to the public, Council, and the local economy. Below is a timeline of events relevant to Bylaw 8158 and this report.

July 12, 2010	Council adopts new, more flexible EZ-I zoning (Attachment F).
November 9, 2015	Council passed motion for Staff to investigate height, building width, and building coverage issues regarding industrial lands. Specifically, Council requested the removal of height exceptions for certain industrial structures (Attachment B).
Mid 2016	Staff prepared Bylaw 8158 based on November 2015 Council motion.
March 27, 2017	Council reviewed Bylaw 8158 and directed staff to proceed with public consultation.
April - June, 2017	Staff conducted consultation on Bylaw 8158.
October 2017	Staff report back to Council with public consultation results.

Bylaw 8158

In response to Council direction, staff prepared Bylaw 8158 for public consultation which:

- amends Section 407 to remove the following structures from the list of height exceptions:
 - tanks and bunkers;
 - permanent cranes;
 - grain elevators; and
 - gas holders
- establishes new regulations in the EZ-I zone to:
 - limit individual buildings width to a maximum of 60% of the width of a property; and
 - establish a maximum building coverage of 80%.

This Bylaw was then taken to the public for feedback as per Council direction on March 27, 2017.

Affected Properties and Applications in Process

The proposed amendments would impact properties within the following 3 zones: EZ-I (Employment Zone Industrial), I1 (Waterfront Industrial Zone), and I2 (General Industrial Zone). Owners or leasee of such lands include: Seaspan, Allied Shipbuilders, Vancouver Pile Driving, Fibreco, Canexus, ERCO Worldwide, Kinder Morgan, Terrapure, and a series of smaller operations adjacent to the Lynnterm East Gate. The proposed amendments do not

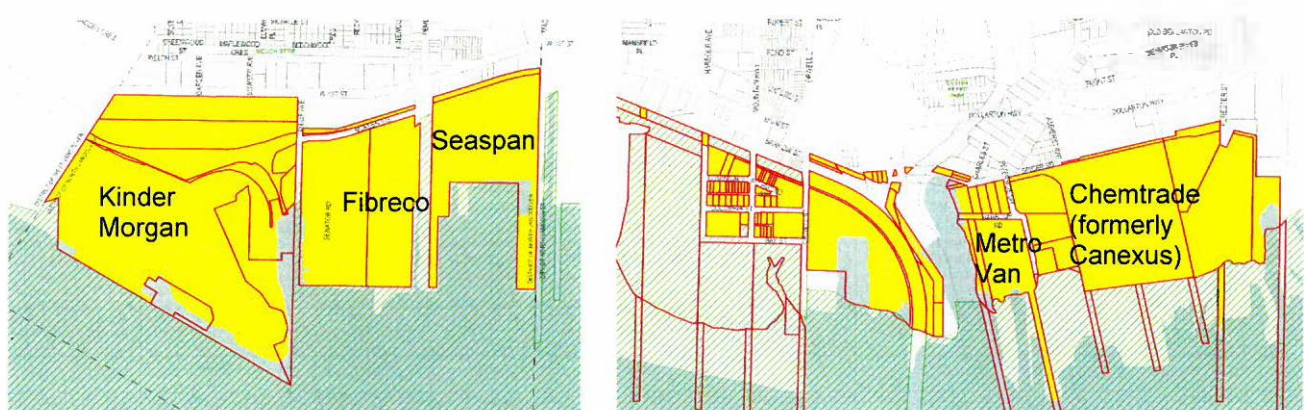
SUBJECT: BYLAW 8158 - ZONING BYLAW TEXT AMENDMENTS FOR INDUSTRIAL BUILDINGS AND STRUCTURES

November 22, 2017

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affect development on lands leased from Port Metro Vancouver, owned or administered by senior levels of government, the Squamish Nation; BC Rail, or CN Rail.

Given these exceptions, there are approximately 80 properties affected by the proposed amendments. The lots subject to the proposed amendments are illustrated on the following maps. On these properties, approximately 25 buildings/structures would be rendered non-conforming should the proposed Bylaw be adopted by Council. Under Section 532 (1) of the Local Government Act, if such a building/structure is damaged or destroyed to the extent of 75% or more of its value above its foundations, as determined by the building inspector, the building/structure must not be repaired or reconstructed except for a conforming use in accordance with the bylaw. Putting these buildings/structures into a non-conforming status may lead to impacts on business operations, financing, and insurance.



Affected Properties (highlighted in yellow)

Should Council choose to introduce and subsequently adopt this Bylaw, the current Development Application at 1209 McKeen (Fibreco) would require a Council issued height variance for the proposed silos and associated infrastructure (ranging from 40m - 50m).

EXISTING POLICY AND TALL INDUSTRIAL STRUCTURES

Official Community Plan

Pertaining to heavy industrial employment lands, the District's OCP goals include:

- 3.1 - protecting the employment function of employment lands;
- 3.2 - intensifying uses on employment lands; and
- 3.3 - enabling a diverse range of economic uses within employment lands.

Section 750 Employment Zone – Industrial (EZ-I)

Section 750 regulates development on industrial sites located on or in close proximity to the harbour. Aside from establishing permitted uses, EZ-I regulates the height of principal and accessory buildings and structures (unless they are exempted under Section 407).

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Section 407 Height Exceptions

Section 407 of the District's Zoning Bylaw currently provides height exceptions for a variety of structures, including: towers; tanks; antennae; permanent cranes, grain elevators and gas holders, among others. Many of these structures are typically found on industrial properties adjacent to the harbour or on waterfront industrial lands leased from Port Metro Vancouver.

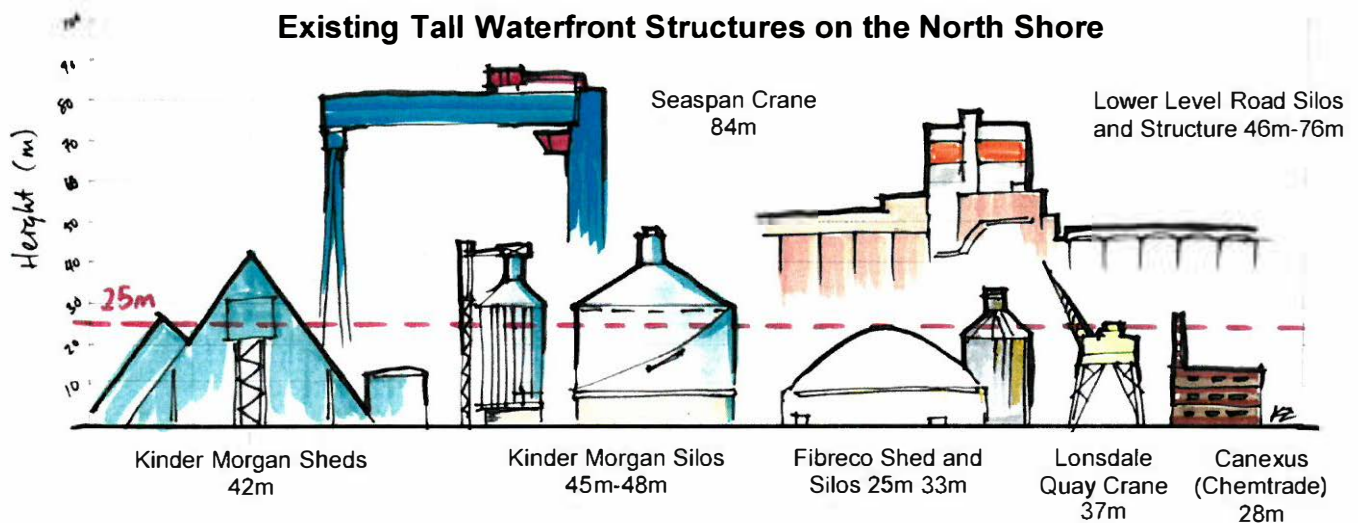
The intent of this exception is to provide an allowance for certain types of structures which are normally and customarily associated with the uses permitted on lands.

Development Permit for Form and Character of Industrial Development

The development permit area guidelines for the Form and Character of Industrial Development in the District's Official Community Plan do not currently contain guidelines that specifically refer to structures such as tanks, silos, and cranes. Staff could investigate amending the guidelines to consider view analysis in the future.

Existing Tall Waterfront Structures on the North Shore

To help visualize the maximum 25m height in relation to existing structures on the North Shore, the drawing below depicts the approximate height of the gantry crane at Seaspan, the low level road silos, the Kinder Morgan silos/sheds and other structures in relation to a 25m height line (red dotted line).



All heights for reference purposes only.

PUBLIC CONSULTATION RESULTS

Consultation Outreach

Letters seeking feedback were sent to:

- All owners and tenants of properties zoned EZ-I, I1, and I2
- Adjacent Community Associations
 - Norgate Park Community Association
 - Inter-River Community Association
 - Maplewood Community Association
- Organizations:
 - Vancouver Fraser Port Authority
 - North Shore Waterfront Liaison Committee (NSWLC) (members include citizens, business owners, and staff from all 3 municipalities and the Tsleil-Waututh Nation)
 - Economic Partnership North Vancouver (EPNV) (members include the North Vancouver Chamber of Commerce and business owners across the north shore)
 - North Shore Waterfront Industrial Association (members include 11 large industrial operators across the north shore)

In person meetings were held with:

- Economic Partnership North Vancouver on June 14, 2017; and
- North Shore Waterfront Liaison Committee on June 29, 2017.

Feedback Summary

Overall, the stakeholder feedback received for Bylaw 8158 was negative. A summary of input is as follows:

- Organizations stressed the importance of reduced regulations to facilitate industrial investment, development and job creation.
- Larger industrial properties particularly opposed the height restriction citing reduced functional and economic flexibility.
- Smaller industrial properties opposed width and site coverage restrictions citing prohibitive site limitations.
- The Norgate Community Association responded indicating they had no comments.
- The Inter-River Community Association and Maplewood Community Association did not respond.

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- General impacts of new restrictions
 - Discourage investment and development of already scarce industrial sites
- Regional importance
 - North shore industrial waterfront properties are part of a network of waterfront industrial sites that serve as the gateway of western Canada and Pacific Northwest.
- Competition
 - Potentially prohibitive regulation on north shore sites would put them at a disadvantage to other sites in Metro Vancouver.
 - Protecting industrial land for industrial requires that industrial uses be competitive against residential and commercial uses.
- Primary Jobs
 - Industrial expansion directly leads to well-paying jobs, e.g. Seaspan +1000 employees
- Secondary and tertiary jobs
 - Many smaller local businesses such as paving, metal work, service companies benefit from the operation and expansions of the large industrial operations.
- Heights are based on industry standards
 - Some equipment must be of a certain height to be functional. Reduction in height below a threshold would render some projects non-feasible. The following table is derived from a survey of waterfront industrial sites in the Metro Vancouver and Seattle regions.

Structure	Typical Heights
Large Storage Sheds	20-40m
Liquid Storage Tanks	15-25m
Solids Storage Tanks	30-40m
Material Elevators	30-70m
Cranes and Ship Loading Infrastructure	50-100m

Staff Response

In response to concerns raised by smaller industrial zoned properties regarding maximum building width and maximum building coverage, staff amended Bylaw 8158 by inserting appropriate property size triggers.

SUBJECT: BYLAW 8158 - ZONING BYLAW TEXT AMENDMENTS FOR INDUSTRIAL BUILDINGS AND STRUCTURES

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Previous Consultations - 2009 to 2010 Industrial Zoning Review

In 2009, Staff underwent a consultation process under the direction of Council to examine industrial zoning regulations with respect to promoting economic development and job creation. Of the approximately 100 pieces of feedback received from local businesses, stakeholders and neighbours, there was consensus that the existing industrial zoning regulations were:

- too rigid;
- confusing; and
- did not accommodate fluctuating industrial demands on the land.



November 2009 Public Consultation on Encouraging Flexibility for Industries on EZ-I Lands

As a result of this initiative, Council adopted a series of bylaws in early 2010 which rezoned much of the I1, I2, I3 properties in the District to the newly created EZ-I (Employment Zone - Industrial) and EZ- LI (Employment Zone – Light Industrial) zones. These new zones were crafted based on principles of:

- using simple and consistent language;
- removing regulations when regulations are not needed;
- ensuring that zoning regulations do not unnecessarily hinder job creation; and
- protecting industrial land for industrial jobs.

The most prominent project to be approved under the new EZ-I zoning is the expansion of Seaspan Ship Yards, which Seaspan reports has resulted in an increase of over 1000 jobs to date.

CONCLUSION

Based on public feedback received, including from industry and the Vancouver Fraser Port Authority, Staff is seeking Council direction with regard to Bylaw 8158.

SUBJECT: BYLAW 8158 - ZONING BYLAW TEXT AMENDMENTS FOR INDUSTRIAL BUILDINGS AND STRUCTURES

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OPTIONS

The following options are available for Council's consideration:

1. **THAT Council provide Staff with direction relating to proposed Bylaw 8158;**
2. **THAT this report be received for information and no further action be taken; or**
Should Council take no further action, buildings and structures in heavy industrial zones would continue to be regulated by the existing Zoning Bylaw regulations and Development Permit guidelines; or
3. **THAT Bylaw 8158 be introduced and referred to a Public Hearing.**
Should Bylaw 8158 be adopted, approximately 25 existing structures would become non-conforming and any development proposal in excess of the height limit would require a Council issued variance.

Respectfully submitted,



Kevin Zhang
Development Planner
District of North Vancouver

Attachments:

- A. Bylaw 8158
- B. Council Motion to prepare zoning amendment bylaw from Nov 19, 2015 Regular Council
- C. Response from Economic Partnership North Vancouver
- D. Response from North Shore Waterfront Liaison Committee
- E. Response from Vancouver Fraser Port Authority
- F. Employment Zone – Industrial (EZ-I)
- G. Section 407 Height Exceptions

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 8158

A bylaw to amend District of North Vancouver Zoning Bylaw 3210, 1965

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

1. Citation

This bylaw may be cited as the "District of North Vancouver Rezoning Bylaw 1338, (Bylaw 8158)".

2. Amendments

2.1 District of North Vancouver Zoning Bylaw 3210, 1965 is amended as follows:

- a) Section 407 Height Exceptions is amended by deleting the following paragraph:

"Cooling, fire and hose, observation, floodlight, distillation, transmission, ski-lift, warning device and water towers; bulkheads, tanks and bunkers, domestic radio and television antennae, masts and aerials; monitors; church spires; belfries and domes; monuments; chimney and smoke stacks; flag poles; cranes; grain elevators; and, gas holders."

and replacing it with the following paragraph:

"Cooling, fire and hose, observation, floodlight, distillation, transmission, ski-lift, warning device and water towers; bulkheads; domestic radio and television antennae, masts and aerials; monitors; church spires; belfries and domes; monuments; chimney and smoke stacks; flag poles; and temporary cranes."

- b) Section 750.09 Building Depth and Width is amended by deleting 'Not Applicable.' and replacing it with the following:
- a) For properties greater than 100m in lot width, maximum building width shall not exceed a maximum of 80% of the lot width.
- c) Section 750.10 Coverage is amended by deleting subsection a) and replacing it with the following:
- a) For properties greater than 5000m² in total lot area, total building coverage shall not exceed a maximum of 80% of the total lot area.

READ a first time

PUBLIC HEARING held

READ a second time

READ a third time

Certified a true copy of "Rezoning Bylaw 1338 (Bylaw 8158)" as at Third Reading

Municipal Clerk

APPROVED by the Ministry of Transportation and Infrastructure on

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

Regular Meeting November 9. 2015 – Council Motion

9.9. Zoning Bylaw Amendments Re: Height Exceptions for Industrial Structures and EZ-I Zone Industrial Development Regulations

File No. 06.2210.01/000.000

MOVED by Councillor MURI

SECONDED by Councillor MACKAY-DUNN

THAT

1. Council direct staff to prepare a bylaw to amend the zoning bylaw to address negative impacts to views resulting from industrial development on the waterfront, and in particular, to:
 - a. Remove the height exemption in section 407 for bulkheads, tanks and bunkers, chimney and smoke stacks, permanent cranes, grain elevators and gas holders; and,
 - b. Introduce regulations in the Employment Zone – Industrial (EZ-I) Zone relating to building orientation, the depth and width of buildings and structures, and, building coverage.
2. Staff submit to Council, any complete building permit application received on or after November 17, 2015 for any lot that is zoned EZ-I and is on, or within 250 meters of, the foreshore of Burrard Inlet that staff consider are in conflict with the bylaw under preparation, for consideration of a resolution that the building permit or business licence be withheld for 30 days under Section 929 of the *Local Government Act*.

CARRIED

Opposed: Councillor BASSAM

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July 7, 2017

District of North Vancouver
Attention: Kevin Zhang, Community Planner
Email: zhangk@dnv.org

Re: Stakeholder Feedback on Proposed Zoning Changes to EZ-I Zones

Dear Mr. Zhang,

In response to outreach from Charlene Grant, General Manager Corporate Services for the District of North Vancouver (the "District") on how the Economic Partnership North Vancouver (EPNV) could facilitate feedback on proposed zoning changes to properties zoned EZ-I (the "Amendments"), and further to your letter dated May 10, 2017 (received May 23, 2017) requesting comment on the Amendments, I am writing to provide the response from and position of the EPNV.

Based on our engagement to date, we do not believe the Amendments as drafted are in the best interests of the District, the larger North Vancouver community or North Vancouver businesses. A summary of our engagement process, the economic contribution of EZ-I zoned business to North Vancouver and reasoning for our position is set forth below.

1.0 Engagement Process

EPNV completed an engagement process inclusive of a variety of mechanisms and with a cross-section of potentially-affected and interested stakeholders. The process included:

1. Solicitation of feedback directly through face-to-face interviews, phone and email outreach with local EZ-I zoned businesses, their suppliers, EPNV board member organizations and other interested parties; and
2. Facilitation of a roundtable engagement session on June 14, 2017 at John Braithwaite Community Center of which the District was invited to, and did, attend.

A list of stakeholders EPNV engaged in this process is provided in Appendix A.

2.0 Economic Contribution and Importance of EZ-I Zoned Business to North Vancouver

Strong local economies require "readily available, high paying, employment-generating industrial lands"¹. North Vancouver EZ-I zoned businesses:

- Contribute more than \$800 million in GDP annually to North Vancouver;
- Contribute more than \$16 million in tax revenue annually to North Vancouver;
- Create and support over 13,000 direct, indirect and induced jobs within North Vancouver now and for the next 20-30 years²;
- Typically generate jobs that pay double the annual average compensation rate per person³;

¹ <http://www.bccchamber.org/policies/protection-industrial-lands-future-prosperity>

² Calculated based on 2016 Port of Vancouver Economic Impact Study

³ <http://www.bccchamber.org/policies/protection-industrial-lands-future-prosperity>

- Intensively invest in the community and local infrastructure (For example: Since 2014, Seaspan has spent \$109 million with 160 local North Vancouver suppliers and invested \$155 million to date on its shipyards modernization project); and
- Support Canada's largest port, a gateway for trade that is of major national significance.

3.0 EPNV Position and Reasoning

With less than a 15-year supply of trade-enabling land left for development in Metro Vancouver, industrial lands and their massive economic impacts are permanently disappearing. Dwindling supply coupled with increased demand for trade means the need to preserve industrial land for industrial use, intensify land use and attract and encourage investment is more important than ever. The Amendments do not support these needs. EPNV does not believe the Amendments are in the best interests of the District, the larger North Vancouver community, its citizens and its business community for the following reasons:

1. The Amendments do not support the District's Official Community Plan (OCP) and intended use of industrial lands.

The Amendments do not support the urgent need to protect and encourage the development of industrial land. They run contrary to the District's OCP which seeks to protect the employment function and intensification of uses on employment lands. As drafted, the Amendments: create constraints hindering effective and intensified land use; increase uncertainty and risk to potential investors; and in some cases could render valuable assets uneconomic.

2. The Amendments discourage efficient, intensified, purposeful and economic industrial land-use practices.

Industrial-zoned businesses, particularly those that support port-related activities, require specialized and substantial equipment such as cranes, elevators and conveyors, and functional structures such as silos and storage sheds ("Industrial Structures") that are essential to operations. These Industrial Structures put thousands of people to work. These Industrial Structures allow businesses the ability to build, store and/or move a variety of product and commodities on a scale and in a manner that creates enough benefit to outweigh the costs of and risks associated with investment. These Industrial Structures are essential to creating economic value.

The Amendments not only restrict height, immediately limiting ship loading efficiency and shipbuilding infrastructure, but also width and site coverage. These compounding factors make it difficult, if not economically unfeasible, to create enough energy efficiency, storage capacity and throughput necessary to supply cargo ships.

3. The Amendments discourage investment and create a competitive disadvantage for new projects.

The Amendments further compound the economic losses associated with a decreasing supply of industrial land in the region and put any new developments at a competitive disadvantage (locally and internationally) to projects developed prior to the implementation of such restrictive land use mechanisms.

Further, private companies are developing the waterfront at their cost and in doing so are ultimately driving great economic benefits for the District (as per 2.0 above). Investors have options for investing their capital. Constraints and restrictions that make investment too costly or uncompetitive will have long-term repercussions on the prosperity and sustainability of our community.

4. Industrial land developments in the District are currently consistent with industry norms.

While we understand the intent of the Amendments is to address "...negative view impacts resulting from industrial developments on the waterfront", the existing bylaw supports the expectation that "uses in the Industrial Zone will be industrial in character and impact"⁴.

To that end, current and proposed developments on District industrial lands are generally within industry norms and are purpose built and use specific. Examples of some current or proposed structures within and outside of the District are identified in Table 1 below.

Table 1: Industry Structural Height Norms & Examples of Current/Proposed Industrial Structures

Structural Type	Typical Height	Example
Cranes and Ship Loading Infrastructure	50-100m	Seaspan Gantry Crane (existing) – 84m
Solid Storage Tanks	30-40m	Fibreco silos (proposed) – 38.3m
Material Elevators	30-70m	Fibreco conveyors (proposed) – 56.3m
Storage Sheds	20-40m	Kinder Morgan Sheds (existing) – 42m Vancouver Wharves (existing) – 42m

A process that always sets Council up to receive a variance application for Industrial Structures that are both standard and necessary for the functioning of an industrial site creates an additional and unnecessary level of regulation. This is not practical, efficient or productive and it further translates into an increase in time and cost for the District, the business and the community.

5. The current development process is already inclusive and collaborative.

Throughout the District's existing planning and development process, industrial project proponents are engaged and consult with District staff and planners, Vancouver Fraser Port Authority (as applicable), the community, and other relevant and necessary stakeholders on an ongoing basis. The current process is working and is effectively engaging all relevant parties. Project plans are iterative and take into consideration the feedback received at all stages, thereby managing and mitigating potential uncertainties and risks to both the District and the business.

4.0 Conclusion

In conclusion, we reiterate our recommendation against adopting the Amendments and encourage you to continue to work collaboratively with business to create conditions that encourage investment in and development of our valuable industrial lands to the long-term and sustainable benefit of everyone in our community. We welcome the opportunity to continue to support the District's process on this and other issues.

Sincerely,



Kendra Low, MBA
Senior Program Manager
Economic Partnership North Vancouver*

⁴ District Bylaw 8158, Section 750.01

Cc: Dan Milburn, General Manager, Planning, Properties & Permits - District
Charlene Grant, General Manager, Corporate Services - District
Patrick Stafford-Smith, Chief Development Officer - EPNV
EPNV Board Members*

*EPNV Board Members are named below:

1. Arc'teryx	Jon Hoerauf	President
2. BDC Business Development Bank	Louise Fogharty	Regional Director
3. BlueShore Financial	Chris Catliff	President & CEO
4. Capilano Suspension Bridge	John Stibbard	VP, Operations
5. Capilano University	Paul Dangerfield	President
6. Carter GM	James Carter	Owner & President
7. City of North Vancouver	Larry Orr	Manager, Business Services
8. Darwin Properties	Oliver Webbe	President
9. District of North Vancouver	Charlene Grant	GM, Corporate Services
10. Neptune Terminals	Jim Belsheim	President
11. North Shore Studios	Peter Leitch	President & CEO
12. North Vancouver Chamber	David Kim	Board Chair
13. North Vancouver Chamber	Patrick Stafford-Smith	CEO
14. Port Metro Vancouver	Robyn Crisanti	Director, Public Affairs
15. Quay Property Management	Gary Mathiesen	President & CEO
16. Seaspan ULC	Frank Butzelaar	CEO
17. Squamish Nation	Chief Gibby Jacob	Executive Operating Officer
18. Tsleil-Waututh Nation	Matthew Thomas	EDO
19. Vancouver Coastal Health	Karin Olson	COO
20. Western Stevedoring	Brad Eshleman	President

Appendix A

List of Engaged Stakeholders

EPNV staff engaged with and/or reached out to the following stakeholders for input on the Amendments:

- Fibreco
- BA Blacktop
- Allied Shipbuilders
- Univar Canada
- Chemtrade Electrochem (formerly Canexus)
- Kinder Morgan Terminals
- Seaspan ULC
- Port Metro Vancouver
- Darwin Properties
- Quay Property Management
- Western Stevedoring
- Kinder Morgan Terminals
- ERCO Worldwide
- Richardson International
- Cargill
- Vancouver Pile Driving

Kevin Zhang

From: Glen Webb <glenrtwebb@gmail.com>
Sent: July 05, 2017 6:47 PM
To: Kevin Zhang
Cc: nswlc@portvancouver.com; michael evison; Tang-Graham, Frances
Subject: District of North Vancouver proposed bylaw changes - height restrictions

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: EZ-I Text Amendment

Kevin J. Zhang
Development Planner
District of North Vancouver

Kevin,

Thank you for the informative presentation on behalf of the District of North Vancouver on the proposed bylaw changes.

Following your presentation, the North Shore Waterfront Liaison Committee discussed and reviewed the implications and consequences of height restrictions. As we all know from past experience, to enact bylaws which cover all contingencies is extremely difficult. We agreed that the District is correctly focusing on well-conceived planning principles which generally will mitigate exception to the current rule guidelines.

However, we believe it is extremely important to maintain the economic vitality of our inventory of industrial lands. A number of Committee members felt that the District should focus their efforts to encourage the development and designation of additional areas suitable for industrial sites.

Thank you for the opportunity to provide feedback on the proposed bylaw.

Sincerely,
Glen Webb
Chair
Port Vancouver - North Shore Waterfront Liaison Committee



Vancouver Fraser Port Authority
100 The Pointe, 999 Canada Place
Vancouver, B.C. Canada V6C 3T4
portvancouver.com

May 31, 2017

Mr. Kevin Zhang
Development Planner
District of North Vancouver
355 West Queens Road
North Vancouver, BC V7N 4N5

Dear Mr. Zhang:

**RE: Referral PLN2015-00044 – Draft Bylaw 8158
District of North Vancouver**

Thank you for providing us with an opportunity to comment on the District of North Vancouver's draft Bylaw 8158, which seeks to amend Zoning Bylaw 3210, 1965, specifically as it pertains to Height Exceptions and Building Depth, Width and Coverage in designated Industrial Zones.

We have reviewed the contents of your letter dated May, 10th, 2017 as well as the Report, dated March 10th, 2017, that was presented to Council on March 27th, 2017 and offer the following comments.

As you will be aware, industrial lands in the Metro Vancouver region continue to be converted to other uses, resulting in a significant shortage of trade-enabling industrial land in Lower Mainland. This shortage undermines employment and economic development opportunities for the region and the country as a whole. Therefore, municipal policies and bylaws relating to lands currently designated for industrial uses should seek to be sufficiently flexible to protect these lands for future growth.

Section 750 of the District's Zoning Bylaw 3210, 1965 states that *"the intent of the Industrial Zone is to accommodate port oriented uses and general manufacturing and other industrial activities on lands adjacent to the Port and the rail corridor"*. However, through the introduction of Bylaw 8158, the District proposes to remove the 25m height exception clause (Section 420) for various types of structures, such as grain elevators and cranes, which are critical to support port-oriented industrial

... /2

Mr. Zhang
Referral - PLN2015-00044 - Draft Bylaw 8158
May 31, 2017
Page 2 of 2

operations. The Bylaw also introduces building width and coverage restrictions. If this Bylaw is adopted, Applicants will now be required to apply to the District for a development variance permit should they wish to construct structures that exceed these maximums within designated industrial areas.

The Council Report, dated March 10th 2017, highlighted the industry standard heights of various waterfront industrial structures, for example 30-70m for grain elevators and 50-100m for cranes and shiploading infrastructure. Development involving such structures would exceed the new 25m height restriction.

While we understand the desire for the District to review waterfront proposals for larger structures and buildings in the context of their potential view impacts, we suggest that the District's existing development permit process and zoning bylaw could be utilised to this end. Introducing new restrictions specifically targeted at industrial development may discourage those seeking to invest in and develop these scarce industrial sites.

In addition to the above, please note that the port authority rebranded in 2016 from "Port Metro Vancouver" to "Port of Vancouver."

Thank you for the opportunity to comment on the proposed Bylaw. Should you have any questions regarding our comments, please me at 604-665-9135.

Yours truly,

VANCOUVER FRASER PORT AUTHORITY



Tegan Smith
Manager, Planning

cc Dan Milburn, General Manager, Planning, Properties and Permits, DNV
Jessica Mehigan, Senior Planner, VFPA

750 Employment Zone - Industrial (EZ-I)

750.01 Intent

The intent of the Industrial Zone is to accommodate port oriented uses and general manufacturing and other industrial activities on lands adjacent to the Port and the rail corridor. It is expected that uses in the Industrial Zone will be industrial in character and impact.

750.02 Permitted Uses

The following *principal uses* shall be permitted in the Industrial zone:

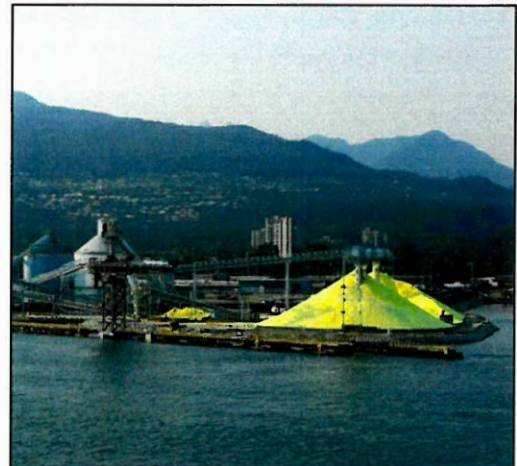


a) **Uses Permitted without Conditions:**

manufacturing use;
port-oriented use;
service use;
transportation use;
waste and recycling use; and
warehouse use.

(b) **Conditional Uses**

The following *principal uses* are permitted when the conditions outlined in section 750.03 - Conditions of Use, are met:



office use;
residential use; and
retail use.

750.03 Conditions of Use

- a) **Office use:** The use of land, buildings and structures for office use as a *principal use* is only permitted when the following conditions are met:
- i. Office use is limited to the upper floors of an industrial building, and
 - ii. Office use may only take up as much floor area as is taken up by
- (Bylaw7831)

manufacturing, port-oriented, service, transportation, waste and recycling, or warehouse uses either singly or in combination on the lower floors, and in no case may the floor area used for office use exceed 2,500 m² (26,910 square feet).

- b) **Retail use:** The use of land, buildings, and structures for *retail* is only permitted when the following condition is met:
 - i. *Retail use* is limited to the following class of retail only: *equipment sales and rental*.
- c) **Residential use:** The use of land, buildings and structures for residential use is only permitted when the following conditions are met:
 - i. The maximum dwelling unit size is limited to 100m² (1,076 square feet);
 - ii. A maximum of one dwelling unit per lot for lots under and equal to 10,000m² (2.5 acres); a maximum of two dwelling units per lot for lots larger than 10,000 m², (2.5 acres) and less than or equal to 20,000 m² (5 acres); and a maximum of three dwelling units for lots over 20,000 m² (5 acres); and
 - iii. Where more than one dwelling unit is permitted, each dwelling unit must be located in separate buildings.

750.04 Accessory Use

- a) **Accessory uses** are permitted in a building provided that in combination they occupy, less than 25% of the floor area of the building or buildings, or in a multi-tenant building, less than 25% of the floor area occupied by the tenant.
- b) **Retail use** is limited to an *accessory use* except where expressly permitted as a conditional use.
- c) **Home occupations** are permitted in residential *dwelling units* in this zone, with the exception of day cares and schools for children.

750.05 Density

Not Applicable.

	Floor Area Ratio	Units per Hectare
Minimum Base Density	NA	NA
Maximum Base Density	NA	NA

(Bylaw 7831)

750.06 Maximum Principal Building Size

Not Applicable.

750.07 Setbacks

Setback	Principal Building or Structure	Accessory Building or Structure
Front	Minimum: 0 m Maximum: NA	Minimum: 0 m
Rear on a lane	Minimum: 1.5 m (5 ft)	Minimum: 1.5 m (5 ft)
Rear	Minimum: 0 m	Minimum 0 m
Side	Minimum: 0 m	Minimum: 0 m
Side facing a street	NA	NA
Setback to a Creek	Refer to the Streamside Development Permit Guidelines	
Setback from an Ocean Natural Boundary Line	Refer to the applicable environmental regulations and Port Metro Vancouver.	

750.08 Building Orientation

Not Applicable.

750.09 Building Depth and Width

Not Applicable.

750.10 Coverage

- a) Building Coverage: Maximum: Not Applicable.
- b) Site Coverage: Maximum: Not Applicable.

750.11 Height

- a) Principal Building or Structure: 25 m (82 feet);
- b) Accessory Building or Structure: 25 m (82 feet).

(Bylaw 7831)

750.12 Landscaping

Not Applicable.

750.13 Subdivision Requirements

a) Subdivision lot design standards are as follows:

Minimum Lot Size	Maximum Lot Size	Minimum Lot Width	Minimum Lot Depth	Minimum Lot Width on Corner Lots
1,100m ² (11,841 sq ft)	NA	24m (79 ft)	34m (112 ft)	24 m (79 ft)

750.14 Additional Accessory Structure Regulations

Not Applicable.

750.15 Parking and Loading Regulations

- a) Parking and loading spaces shall be provided in accordance with Part 10 of this Bylaw.
- b) In cases where a development application is submitted without an identification of specific uses, parking requirements will be assessed on the basis of a minimum of one space/100m² (1,076 sq.ft.) of *gross floor area*, and the issuance of business licences for permitted uses in that building will be dependent upon the availability of parking on the lot or on an adjacent lot in accordance with Part 10 of this Bylaw.

750.16 Zone Specific Development Permit Regulations

Not Applicable.

Note: Please refer to the Official Community Plan for development permit area maps and related guidelines. You can also view the development permit areas as a layer on the District's mapping website: www.geoweb.dnv.org.

(Bylaw 7831)

- (2) where a single-family residential building containing a bed and breakfast business also includes rooms for boarders and lodgers, the rooms and the boarders and lodgers shall be included in the maximum number of rooms and patrons permitted for Class 1 and Class 2 bed and breakfast businesses; and
- (3) the person licenced to operate a bed and breakfast business must be a resident of the single-family residential building containing the bed and breakfast and any number of residents of the single-family residential building may be employees of the business. One additional non-resident employee may be engaged in the direct operation of the Bed and Breakfast at any one time.

(Bylaw 7073)

406 Conflicting Use or Siting

No parcel or area of land shall be alienated, and no use shall be initiated, and no building or structure shall be sited in a manner which thereby renders non-conforming any existing use or building or structure.

407 Height Exceptions

Notwithstanding any other height provisions of this Bylaw, the following buildings, structures or portions thereof shall not be subject to height limitation:

Cooling, fire and hose, observation, floodlight, distillation, transmission, ski-lift, warning device and water towers; bulkheads, tanks and bunkers, domestic radio and television antennae, masts and aerials; monitors; church spires; belfries and domes; monuments; chimney and smoke stacks; flag poles; cranes; grain elevators; and, gas holders.

(Bylaw 6767)

Elevator penthouses, heating, cooling, ventilation and mechanical equipment provided they are completely screened and do not extend more than 2.4 metres above the highest point of any roof surface.

(Bylaw 7664)

Solar collectors and associated mechanical components, subject to compliance with the regulations in Part 4C.

(Bylaw 7829)

AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: December 4, 2017
<input type="checkbox"/> Other:	Date: _____

9.10		
Dept. Manager	GM/ Director	CAO

The District of North Vancouver REPORT TO COUNCIL

November 24, 2017
File: 08.3060.20/007.17

AUTHOR: Dan Milburn, General Manager, Planning, Properties and Permits

SUBJECT: Public Information Meeting Signs

RECOMMENDATION:

THAT the Corporate Policy *Non-Statutory Public Consultation for Development Applications* is amended to include new Public Information Meeting Sign templates.

BACKGROUND:

At a Workshop held on April 4, 2017, Council discussed the draft Development Procedures Bylaw. Council subsequently adopted that Bylaw on July 10, 2017. At that same meeting, Council rescinded five policies and approved a new *Non-Statutory Public Consultation for Development Applications Policy*. Among other things, this new policy defines when a sign is required to notify the public of an upcoming Public Information Meeting.

During the April 4th Workshop, Council discussed the legibility of Public Meeting Signs and identified the need for an additional sign template for developers. As a result, a new sign template was developed by staff and included in an Information Report dated May 8th, 2017. Since then, staff have been applying this template.

Recently, staff received further comments from a Councillor that the Public Information Meeting signs were not legible. In response to this concern, staff have prepared two revised sign templates.

EXISTING POLICY:



Corporate Policy *Non-Statutory Public Consultation for Development Applications Policy* sets out consultation objectives for various types of development applications including the delivery and posting of notice, as well as the holding of facilitated public information meetings.

ANALYSIS:

An example of the District's current Public Information Meeting sign is shown on the right. This sign is used if an application has been submitted to the District for review.

The District's current Developer Meeting template is shown below. This is recommended for developers should they inform the District that they are hosting a public meeting in advance of submitting their application to the District.

DEVELOPER MEETING	
DATE:	<Date>
TIME:	<Time>
LOCATION:	<Meeting Address> <Meeting Address> <Meeting Address>
<Map of Development Address>	
<Developer X> is considering redeveloping this property to <#units, #floors, #buildings>. No application has been submitted. Please join us to learn more!	
<Contact Name> <Contact Company> <Contact Phone Number>	
<Developer Logo>	

Developer's Public Information Meeting	
Proposal: 7-Storey Seniors' Residence	
	
7 PM, Tuesday, June 25 Highlands United Church 355 Edgemont Blvd.	
Polycorp DevCo Inc. 604-987-6543	
	This meeting has been required by the District of North Vancouver as part of the regulatory process.

Both of these sign templates have been in use since May 2017. Since then, staff received further feedback from a Councillor that these signs are not legible.

In response, staff have prepared two new templates in consultation with the Councillor (see following page). Template 1 applies to Public Information Meetings held during a preliminary or detailed development application review, while Template 2 applies to Developer's Meetings organized outside of an application. Both are public meetings.



Template 1: Sign to be used during application



Template 2: Sign recommended to be used outside of an application

The appearance of these templates are distinguished in the following ways:

- Template 1 refers to “Development Proposal” while Template 2 refers to “Developer’s Proposal”;
- The title band on Template 1 is coloured “District blue” while the title band on Template 2 uses only black; and
- Template 1 displays the URL for the District’s Significant Developments webpage while Template 2 does not. (This is because there is no information available for the District to share, prior to an application being submitted to the District)

Staff recommend that sign templates be added to the *Non-Statutory Public Consultation for Development Applications Policy*. A blacklined version of this policy is included as Attachment 1 of this report to aid in Council’s review of the proposed changes. The proposed policy is included with this report as Attachment 2.

Conclusion:

Staff are recommending that Corporate Policy *Non-Statutory Public Consultation for Development Applications* be amended to include Public Information Meeting Sign templates to improve consistency and legibility of messaging.

Options:

The following options are available to Council:

1. Amend Corporate Policy *Non-Statutory Public Consultation for Development Applications* to include Public Information Meeting Sign templates, or
2. Refer policy back to staff for further work, or
3. No further action be taken at this time.

Respectfully submitted,



Dan Milburn
General Manager of Planning, Properties & Permits.

Attachments:

1. Non-Statutory Public Consultation for Development Applications Policy (Blacklined)
2. Non-Statutory Public Consultation for Development Applications Policy (proposed)

REVIEWED WITH:	REVIEWED WITH:	REVIEWED WITH:	REVIEWED WITH:
<input type="checkbox"/> Sustainable Community Development	<input type="checkbox"/> Clerk's Office	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"/> _____
<input type="checkbox"/> Engineering Operations	<input type="checkbox"/> Finance	<input type="checkbox"/> RCMP	<input type="checkbox"/> _____
<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

CORPORATE POLICY MANUAL

Section:	Land Administration	8
Sub-Section:	Development - Applications	3060
Title:	NON-STATUTORY PUBLIC CONSULTATION FOR DEVELOPMENT APPLICATIONS	2

POLICY

It is the policy of the District to:

- encourage applicants for Official Community Plan amendments, Zoning Bylaw amendments, development permits, development variance permits, and liquor license applications to notify the public of development applications and solicit feedback prior to the proposal being considered by Council,
- encourage applicants for Official Community Plan amendments, Zoning Bylaw amendments, and certain development permits to hold one or more public information meetings prior to the proposal being considered by Council,
- provide notice of public information meetings in accordance with this policy, and
- provide Council with an information report prior to the holding of a public information meeting.

REASON FOR POLICY

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

PROCEDURE

The following table summarizes the recommended public notification:

Development Proposal	¹ Notification Delivery Area	Sign
Official Community Plan & Zoning Bylaw Amendment		
Preliminary application	100 m	No
Public Information Meeting	100 m	Yes
Major Development Permit for Commercial, Industrial & Multi-Family Form and Character		
Preliminary application	100 m	No
Public Information Meeting	100 m	Yes
Other Permit and Approvals		
Development Variance Permit	Abutting land	No
Liquor Licence (requiring a resolution)	100 m	Yes

¹ The notification delivery area includes the lands subject to the bylaw alteration, permit or approval.

² The form of the Public Information Meeting sign is found in Schedule A, as modified to suit the application. The form of the Developer's Public Meeting sign is found in Schedule B, as modified to suit the application.

The above table does not apply if 10 or more parcels owned by 10 or more persons are the subject of the bylaw alteration, permit or approval. In such cases, newspaper notice will be sufficient.

AUTHORITY TO ACT

Delegated to Staff

Approval Date:	July 10, 2017	Approved by:	Regular Council
1. Amendment Date:		Approved by:	
2. Amendment Date:		Approved by:	

Schedule A

(Public Information Meeting Sign to be used during application review)

← 2.1 m →

PUBLIC MEETING

DEVELOPMENT PROPOSAL

200 Units, **6** Storeys, **300** Parking Stalls

April 19, 6-8 pm
Eagle Hall
987 Eagle Parkway



 Anne Smith, 604-123-4567

For more info visit DNV.org/devapps

1.2 m →

Schedule B

(Developer's Meeting Sign recommended to be used outside of an application review process)

← 2.1 m →

PUBLIC MEETING

DEVELOPER'S PROPOSAL

200 Units, **6** Storeys, **300** Parking Stalls

April 19, 6-8 pm
Eagle Hall
987 Eagle Parkway



ABC
DEVELOPMENT Anne Smith, 604-123-4567

↑ 1.2 m ↓



The Corporation of the District of North Vancouver

CORPORATE POLICY MANUAL

Section:	Land Administration	8
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Title:	NON-STATUTORY PUBLIC CONSULTATION FOR DEVELOPMENT APPLICATIONS	2

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- encourage applicants for Official Community Plan amendments, Zoning Bylaw amendments, development permits, development variance permits, and liquor license applications to notify the public of development applications and solicit feedback prior to the proposal being considered by Council,
- encourage applicants for Official Community Plan amendments, Zoning Bylaw amendments, and certain development permits to hold one or more public information meetings prior to the proposal being considered by Council,
- provide notice of public information meetings in accordance with this policy, and
- provide Council with an information report prior to the holding of a public information meeting.

REASON FOR POLICY

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2. To expand the opportunities for public consultation.
3. To ensure that factual information is conveyed to the community.
4. To enable staff and Council to gauge public opinion on a particular application.
5. To inform Council of development applications in process.

PROCEDURE

The following table summarizes the recommended public notification:

Development Proposal	¹ Notification Delivery Area	² Sign
Official Community Plan & Zoning Bylaw Amendment		
Preliminary application	100 m	No
Public Information Meeting	100 m	Yes
Major Development Permit for Commercial, Industrial & Multi-Family Form and Character		
Preliminary application	100 m	No
Public Information Meeting	100 m	Yes
Other Permit and Approvals		
Development Variance Permit	Abutting land	No
Liquor Licence (requiring a resolution)	100 m	Yes

¹ The notification delivery area includes the lands subject to the bylaw alteration, permit or approval.

² The form of the Public Information Meeting sign is found in Schedule A, as modified to suit the application. The form of the Developer's Public Meeting sign is found in Schedule B, as modified to suit the application.

The above table does not apply if 10 or more parcels owned by 10 or more persons are the subject of the bylaw alteration, permit or approval. In such cases, newspaper notice will be sufficient.

AUTHORITY TO ACT

Delegated to Staff

Approval Date:	July 10, 2017	Approved by:	Regular Council
1. Amendment Date:		Approved by:	
2. Amendment Date:		Approved by:	

Schedule A

(Public Information Meeting Sign to be used during application review)

← 2.1 m →

PUBLIC MEETING

DEVELOPMENT PROPOSAL

200 Units, 6 Storeys, 300 Parking Stalls

April 19, 6-8 pm

Eagle Hall
987 Eagle Parkway



Anne Smith, 604-123-4567

For more info visit DNV.org/devapps

↑ 1.2 m ↓

Schedule B

(Developer's Meeting Sign recommended to be used outside of an application review process)

← 2.1 m →

PUBLIC MEETING

DEVELOPER'S PROPOSAL

200 Units, 6 Storeys, 300 Parking Stalls

April 19, 6-8 pm

Eagle Hall
987 Eagle Parkway

Anne Smith, 604-123-4567



↑ 1.2 m ↓