

AGENDA

COUNCIL WORKSHOP

Monday, February 19, 2018
6:00 p.m.
Committee Room, Municipal Hall
355 West Queens Road,
North Vancouver, BC

Council Members:

Mayor Richard Walton
Councillor Roger Bassam
Councillor Mathew Bond
Councillor Jim Hanson
Councillor Robin Hicks
Councillor Doug MacKay-Dunn
Councillor Lisa Muri



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COUNCIL WORKSHOP

6:00 p.m.
Monday, February 19, 2018
Committee Room, Municipal Hall,
355 West Queens Road, North Vancouver

AGENDA

1. ADOPTION OF THE AGENDA

1.1. February 19, 2018 Council Workshop Agenda

Recommendation:

THAT the agenda for the February 19, 2018 Council Workshop is adopted as circulated, including the addition of any items listed in the agenda addendum.

2. ADOPTION OF MINUTES

3. REPORTS FROM COUNCIL OR STAFF

3.1. Heritage Strategic Plan Update and Information on a Heritage Alteration Permit Procedure Bylaw **p. 7-25**
File No. 13.6800.01/000.000

Recommendation:

THAT the February 5, 2018 report from the Community Planner entitled Heritage Strategic Plan Update and Information on a Heritage Alteration Permit Procedure Bylaw be received for information;

AND THAT staff be directed to prepare a Heritage Alteration Permit Procedure Bylaw for consideration at a Regular meeting of Council.

4. PUBLIC INPUT

(maximum of ten minutes total)

5. ADJOURNMENT

Recommendation:

THAT the February 19, 2018 Council Workshop is adjourned.

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REPORTS

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AGENDA INFORMATION	
<input type="checkbox"/> Regular Meeting	Date: _____
<input checked="" type="checkbox"/> Workshop (open to public)	Date: <u>Feb 19, 2018</u>

		
Dept. Manager	GM/ Director	CAO

The District of North Vancouver REPORT TO COMMITTEE

February 5, 2018
File: 13.6800.01/000.000

AUTHOR: Angele Clarke, Community Planner

SUBJECT: Heritage Strategic Plan Update and Information on a Heritage Alteration Permit Procedure Bylaw

RECOMMENDATION:

1. THAT the February 5, 2018 report from the Community Planner entitled Heritage Strategic Plan Update and Information on a Heritage Alteration Permit Procedure Bylaw be received for information; AND
2. THAT The Committee of the Whole recommend that Council authorize staff to prepare a Heritage Alteration Permit Procedure Bylaw for consideration at a Regular meeting of Council.

REASON FOR REPORT:

This report provides an update on the development of the District's Heritage Strategic Plan and provides Council with additional information on the purpose of a Heritage Alteration Permit Procedures Bylaws, and to receive Council feedback on whether or not staff should prepare this type of bylaw.

At the October 4, 2016 Council Workshop, members of the Community Heritage Advisory Committee (CHC) provided Council with an overview of the Committee's mandate, membership, the current heritage program, and discussed the need to undertake a planning process to develop a Heritage Strategic Plan (HSP). A HSP would provide direction for the long-term management of heritage homes, structures, parks, landscapes features, and community spaces. Further, it would help to identify and evaluate our important heritage resources, and determine the most effective ways of conserving and protecting them for everyone. Staff also provided Council with a review of administrative and regulatory tools available to protect designated heritage properties and identified that there are benefits to establishing review procedures for applications to demolish or alter protected heritage properties. The 2017 and 2018 Work Plans for the Community Heritage Advisory Committee and District staff have been based on these discussions, and are provided in Attachment A.

SUBJECT: Heritage Strategic Plan Update and Information on a Heritage Alteration
Permit Procedure Bylaw

February 5, 2018

Page 2

EXISTING POLICY:

Heritage management in the District is guided primarily through policies in the Official Community Plan (OCP) (Bylaw 7900, 2011) Heritage and Archaeological Resources policies 6.5.1- 6.5.7, the Parks and Open Space Plan policy 4.3, and the Heritage Procedures Bylaw (Bylaw 7945).

The District's objective (OCP) is to ensure that the community has a clear sense of identity and place and a legacy that links our past, present, and future. This means facilitating learning about our past and present, while preserving our archaeological, heritage and cultural resources. Development of the HSP is guided by OCP Policy 6.5.7. "Establish a Heritage Plan to implement the policies contained in the Official Community Plan". The District Corporate Plan 2015-2018 Priority Five includes advancing the social well-being objectives of the OCP.

The Heritage Procedure Bylaw (Bylaw 7945) (Attachment B) authorises the Chief Building Official to withhold the issuance of a permit or approval that would negatively affect the heritage value of a building or structure (e.g. building or demolition permit), and directs the Chief Building Official to bring the matter to Council for consideration of the need for a heritage inspection, extending the temporary protection, or providing continuing protection. If a Heritage Register property-owner applies for a permit that may impact the heritage value of the property, staff suggest the property-owner obtain a heritage Statement of Significance (SOS) from a registered Heritage Professional. The SOS helps staff, the CHC, and District Council understand the level of heritage significance, if and what aspects of the property should be preserved, and how the property can be altered in sympathy with the heritage value.

ANALYSIS:

Planning Process to Develop a Heritage Strategic Plan (HSP)

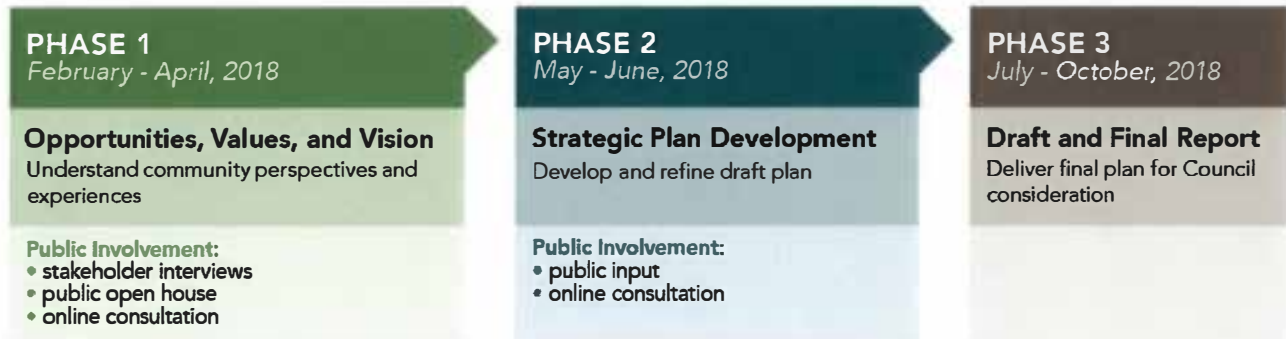
The purpose of the HSP is to create a shared community vision for heritage conservation, and provide a planning framework for the District's heritage program. The HSP will include a values-based approach to heritage identification, and a wider perspective of historical significance. The HSP will also provide a focus for the identification, evaluation and long-term management of heritage resources, and determine the most effective use of resources that will enable their preservation.

Background work to select a heritage planning consultant was completed in fall 2017 with the CHC. Heritage Planning consultant, Donald Luxton & Associates, was selected as the consultant for this planning process.

The HSP development timeline spans from winter to fall, 2018. To create the new HSP, staff will be meeting with the public and community partners to gather input. We will also review,

analyze, and update our previous Heritage Strategic Plan (completed in 2002), to align with more contemporary approaches to and views of heritage preservation. The new HSP will be provided to Council for consideration in fall, 2018. See image 1 below for a summary of the process.

Image 1: Planning process



Further information about this planning process can be found on the project webpage: <http://www.dnv.org/heritage-plan>

Heritage Alteration Permits Procedures Bylaw

The District does not have a Heritage Alteration Permit Procedures Bylaw. Such a bylaw would define procedures under which an owner of a designated heritage property who wishes to alter their property, may apply for the issue of a heritage alteration permit. The *Local Government Act* (s. 617-18) states that a local government or its delegate, may issue, or refuse a heritage alteration permit authorizing alterations. Such a bylaw will provide a routine process to consider development proposals and enable the District to establish terms and conditions for the permit approval.

The properties that would be subject to the Heritage Alteration Permit Procedures Bylaw are those which have been formally designated by bylaw or has had a legal agreement such as a heritage protection covenant executed and placed on title. A list of protected heritage properties is provided in Attachment C.

CONCLUSION:

The District is undertaking a planning process to develop a Heritage Strategic Plan to create a shared community vision for heritage conservation, and a planning framework for the District's heritage program. There will be opportunities for public involvement throughout the planning process. A final Plan will be provided to Council for consideration in fall, 2018.

The District does not currently have a Heritage Alteration Permit Procedures Bylaw. Such a bylaw is a regulatory tool that can help to clarify what the heritage alteration permit process and conditions are for staff and heritage property owners.

SUBJECT: Heritage Strategic Plan Update and Information on a Heritage Alteration Permit Procedure Bylaw

February 5, 2018

Page 4

OPTIONS:

Heritage Alteration Permit Procedures Bylaw

1. THAT the February 5, 2018 report from the Community Planner entitled Heritage Strategic Plan Update and Information on a Heritage Alteration Permit Procedure Bylaw be received for information; AND
2. THAT The Committee of the Whole recommend that Council authorize staff to prepare a Heritage Alteration Permit Procedure Bylaw for consideration at a Regular meeting of Council.
3. That no further action be taken at this time.

Respectfully submitted,



Angele Clarke, Community Planner
Community Planning

- Attachment A: Community Heritage Advisory Committee 2017 and 2018 Work Plan**
- Attachment B: Heritage Procedure Bylaw (Bylaw 7945)**
- Attachment C: List of Protected Heritage Properties**

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

The Community Heritage Advisory Committee (CHC) and staff delivered multiple programs in 2017 including the first annual Community Heritage Grants program.

Table 1: Community Heritage Advisory Committee (CHC) 2017 Work plan			
Program/Project	Program Timing	Annual (Y/N)	First Year of Program (Y/N)
Heritage Awards	Winter	Y	N
Heritage Tour	Summer	Y	N
Heritage Grants	Fall	Y	Y
Heritage Strategic Plan development	Winter (started)	N	Y
Community awareness and education	Ongoing	Y	N
Heritage development application and permit review	Ongoing	Y	N

The 2018 Committee work plan includes all 2017 work plan items, and assistance with the Heritage Strategic Planning process and implementation.

Table 2: Community Heritage Advisory Committee (CHC) 2018 Work plan		
Program/Project	Program Timing	Annual (Y/N)
Heritage Awards	Winter	Y
Heritage Tour	Summer	Y
Heritage Grants	Fall	Y
Heritage Strategic Plan development	Fall (complete)	N
Community awareness and education	Ongoing	Y
Heritage development application and permit review	Ongoing	Y

The Corporation of the District of North Vancouver**Bylaw 7945**

A bylaw to authorize withholding permits in respect of property included in the community heritage register

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

1. Citation

1.1. This bylaw may be cited as “Heritage Procedure Bylaw 7945, 2012”.

2. Definitions

2.1. In this bylaw:

- a) “Building Permit” means a permit issued pursuant to the District’s Building Regulation Bylaw 7353, as amended;
- b) “Chief Building Official” means the person designated in or appointed to that position by the District, and any person named by the Council to act in place of the chief building official;
- c) “Community Heritage Register” means the District’s community heritage register established pursuant to section 954 of the *Local Government Act*;
- d) “Council” means the municipal council of the District;
- e) “District” means the District of North Vancouver; and,
- f) “*Local Government Act*” means the *Local Government Act*, RSBC 1996, c. 323, as amended or replaced.

3. Authority to Withhold Permit

3.1. Subject to sections 3.2 and 4.1, the Chief Building Official is authorized to withhold the issuance of a permit or other approval with respect to any building or structure identified in the Community Heritage Register where, in the opinion of the Chief Building Official, the work authorized by the permit or approval would result in a significant adverse impact on the heritage value of the building or structure.

- 3.2. Where a permit or other approval has been withheld pursuant to section 3.1, the matter must be referred to Council for consideration at its next regular meeting.
- 3.3. Subject to section 4.1, unless an order for temporary protection is made by Council pursuant to section 962 of the *Local Government Act*, nothing in section 3.1 authorizes the withholding of a permit to which an applicant would otherwise be entitled, beyond the time of the meeting at which the matter is considered by the Council under section 3.2.

4. Demolition Permits

- 4.1. Subject to section 4.2, regardless of whether Council has made an order for temporary protection pursuant to section 962 of the *Local Government Act*, the Chief Building Official must continue to withhold the issuance of a demolition permit with respect to property identified in the Community Heritage Register until a Building Permit and any other necessary approvals have been issued with respect to the alteration or redevelopment of the property.
- 4.2. Notwithstanding sections 3.1 and 4.1, the Chief Building Official must not withhold approval for demolition of a property identified in the Community Heritage Register where:
 - (a) the demolition is reasonably required to mitigate a hazard to public safety; or,
 - (b) as a pre-condition of subdivision approval, the Approving Officer has required that the building be removed.

5. Exceptions

- 5.1. This Bylaw does not apply to property identified in the community heritage register which is also:
 - (a) designated as protected heritage property pursuant to section 967 of the *Local Government Act*; or,
 - (b) the subject of a heritage revitalization agreement pursuant to section 966 of the *Local Government Act*.

READ a first time this the 23rd day of July, 2012

READ a second time this the 23rd day of July, 2012

READ a third time this the 23rd day of July, 2012

ADOPTED this the 10th day of September, 2012

Mayor

Municipal Clerk

Protected Heritage Properties	
Address	Type of Designation
940 Lynn Valley Road	Designated through Heritage Revitalization Agreement (HRA)
3371 Chesterfield Avenue	Designated through HRA
1160 Ridgewood Drive	Designated through HRA
114 West Windsor Road	Designated through HRA
3545 Dowsley Court	Designated
390 Kings Road E	Designated
4121 Prospect Road	Designated
267 Queens Road W	Designated
145 Windsor Road E	Designated
3203 Institute Road	Designated
380 Kings Road W	Heritage Covenant
1405 Doran Road	Owner Covenant to Prohibit Demolition



Heritage Program Update

February 19, 2018

Dan Milburn, General Manager, Planning, Properties & Permits

Angele Clarke, Community Planner



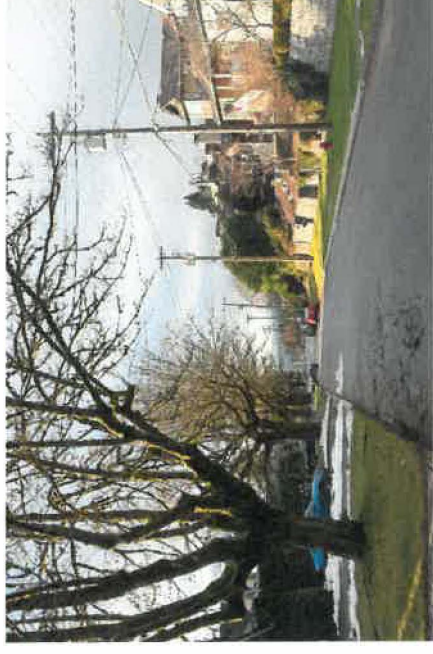
OUTLINE

- 1. Heritage in the District**
- 2. Work Plans: 2017 and 2018**
- 3. Heritage Strategic Plan**
- 4. Heritage Alteration Permit Procedure Bylaw**
- 5. Recommendation**



Heritage in the District

- Official Community Plan
- Heritage Procedures Bylaw
- Heritage Designation
- Protected Heritage Properties



Committee Work Plan 2017

Program/Project	Program Timing
Heritage Awards	Winter
Heritage tour	Summer
Community Heritage Grant Program	Fall
Heritage Strategic Plan development	Winter (started)
Community awareness and education	Ongoing
Heritage development application and permit review	Ongoing



Committee Work Plan 2018

Program/Project	Program Timing
Heritage Awards	Winter
Heritage tour	Summer
Community Heritage Grant Program	Fall
Heritage Strategic Plan development	Fall (completed)
Community awareness and education	Ongoing
Heritage development application and permit review	Ongoing



Heritage Strategic Plan

- Create a shared community vision
- Values-based approach
- Long-term management of heritage resources
- Enable preservation



PHASE 1 - February - April, 2018

Opportunities, Values, and Vision

Understand community perspectives and experiences

Public Involvement:

- stakeholder interviews
- public open house
- online consultation

PHASE 2 - May - June, 2018

Strategic Plan Development

Develop and refine draft plan

Public Involvement:

- public input
- online consultation



PHASE 3 - July - October, 2018

Draft and Final Report

Deliver final plan for Council consideration

For more information
and updates visit:

dnv.org/heritage-plan

Heritage Alteration Permit Procedures Bylaw

- Defines application procedures
- Provides process clarity



Recommendation

1. **THAT** the February 5, 2018 report from the Community Planner entitled Heritage Strategic Plan Update and Information on a Heritage Alteration Permit Procedure Bylaw be received for information; **AND**
2. **THAT** The Committee of the Whole recommend that Council authorize staff to prepare a Heritage Alteration Permit Procedure Bylaw for consideration at a Regular meeting of Council.

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North Vancouver, BC
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