

**DISTRICT OF NORTH VANCOUVER
COUNCIL WORKSHOP**

Minutes of the Council Workshop for the District of North Vancouver held at 5:04 p.m. on Monday, May 14, 2018 in the Committee Room of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

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

Absent: Councillor R. Bassam
Councillor L. Muri

Staff: Ms. C. Grant, Acting Chief Administrative Officer
Mr. D. Milburn, General Manager – Planning, Properties & Permits
Mr. A. Wardell, Acting General Manager – Finance & Technology
Mr. S. Ono, Manager – Engineering Services
Ms. L. Brick, Deputy Municipal Clerk
Ms. C. Walker, Chief Bylaw Officer
Ms. S. Dale, Confidential Council Clerk

1. ADOPTION OF THE AGENDA

1.1. May 14, 2018 Council Workshop Agenda

MOVED by Councillor BOND

SECONDED by Councillor HICKS

THAT the agenda for the May 14, 2018 Council Workshop is adopted as circulated.

CARRIED

2. ADOPTION OF MINUTES

2.1. April 16, 2018 Council Workshop

MOVED by Councillor MACKAY-DUNN

SECONDED by Councillor HANSON

THAT the minutes of the April 16, 2018 Council Workshop meeting are adopted.

CARRIED

2.2. April 17, 2018 Council Workshop

MOVED by Councillor MACKAY-DUNN

SECONDED by Councillor HANSON

THAT the minutes of the April 17, 2018 Council Workshop meeting are adopted.

CARRIED

3. REPORTS FROM COUNCIL OR STAFF

3.1. Complaint and Enforcement Policy

File No. 09.3900.01/000.000

Mr. Dan Milburn, General Manager – Planning, Properties & Permits, provided an update regarding the District’s enhanced bylaw enforcement strategy which includes bylaw updates, adding resources and a modified management approach. Mr. Milburn presented the draft Complaint and Enforcement Policy highlighting the following topics:

- Information available to the public;
- Role of Council in the enforcement process;
- Role of bylaw enforcement staff;
- Standards of conduct for bylaw enforcement staff;
- Receiving complaints;
- Freedom of Information and Protection of Privacy;
- Complaint priority;
- Assessing complaints and choosing a method of enforcement; and,
- Communication with the alleged offender and complainant.

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

- Questioned the cost implications of enforcing bylaws;
- Expressed concerns with regards to increased staffing needed to enforce bylaws;
- Encouraged education and awareness of community standards;
- Suggested setting fines to recover staffing costs;
- Questioned when the Standard of Maintenance Bylaw would be returned to Council for consideration;
- Questioned how many hen permits have been issued since the adoption of the bylaw in September 2017;
- Suggested that if a park is full, a ranger suggest an alternate park that may be visited;
- Questioned if trail maintenance and proper signage on Quarry Rock is the District’s responsibility;
- Noted that all consolidated bylaws are available to the public on the District’s website;
- Commented that bylaw enforcement officers are needed to ensure demand management is met for parking restrictions;
- Requested that staff report back on how many parking tickets have been issued in Deep Cove;
- Suggested that issues be addressed early to avoid significant costs;
- Commented that supportive data on visitors to the District parks would be beneficial; and,
- Queried how enforcement has been effected since increasing staff resources.

Public input:

Ms. Betty Forbes, District Resident:

- Questioned the specific timeframe for the District to respond to complainants; and,
- Questioned how quickly the District would follow up with the alleged offender.

**MOVED by Councillor HANSON
SECONDED by Councillor BOND**

THAT the May 4, 2018 report of the General Manager – Planning, Properties & Permits entitled Complaint and Enforcement Policy is received for information;

AND THAT staff incorporate Council's feedback into a revised Complaint and Enforcement Policy for Council's consideration at a Regular Council Meeting which:

- a. Outlines the goals of the District's bylaw enforcement program and sets clear expectation and standards for bylaw enforcement; and,
- b. Replaces the Complaints – Petitions Policy and Recreation Vehicles and Private Pleasure Boats Policy.

CARRIED

4. ADJOURNMENT

**MOVED by Councillor HANSON
SECONDED by Councillor HICKS**

THAT the May 14, 2018 Council Workshop is adjourned.

**CARRIED
(6:36 p.m.)**

Mayor

Municipal Clerk