

# AGENDA

## *REGULAR MEETING OF COUNCIL*

**Monday, November 26, 2018**

**7:00 p.m.**

**Council Chamber, Municipal Hall**

**355 West Queens Road,**

**North Vancouver, BC**

**Council Members:**

Mayor Mike Little

Councillor Jordan Back

Councillor Mathew Bond

Councillor Megan Curren

Councillor Betty Forbes

Councillor Jim Hanson

Councillor Lisa Muri



[www.dnv.org](http://www.dnv.org)

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## REGULAR MEETING OF COUNCIL

7:00 p.m.  
Monday, November 26, 2018  
Council Chamber, Municipal Hall,  
355 West Queens Road, North Vancouver

### AGENDA

#### BROADCAST OF MEETING

- Online at <http://app.dnv.org/councillive/>

#### CLOSED PUBLIC HEARING ITEMS NOT AVAILABLE FOR DISCUSSION

- Bylaw 8262 – OCP Amendment 1923 Purcell Way
- Bylaw 8263 – Rezoning 1923, 1935, 1947 and 1959 Purcell Way

#### 1. ADOPTION OF THE AGENDA

##### 1.1. November 26, 2018 Regular Meeting Agenda

*Recommendation:*

THAT the agenda for the November 26, 2018 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

#### 6. ADOPTION OF MINUTES

##### 6.1. November 5, 2018 Inaugural Council Meeting

p. 9-10

*Recommendation:*

THAT the minutes of the November 5, 2018 Inaugural 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 be approved without debate.

**9.1. 2019 Council Meeting Schedule**

**p. 13-15**

File No. 01.0570.01/000.000

*Recommendation:*

THAT the 2019 Council Meeting Schedule is approved.

**9.2. 2019 Acting Mayor Schedule**

**p. 17-18**

File No. 01.0115.30/002.000

*Recommendation:*

THAT the 2019 Acting Mayor Schedule is approved.

**9.3. 2019 Council Committee Liaison Appointments**

**p.19-29**

File No. 01.0360.20/000.000

*Recommendation:*

THAT the 2019 Council Committee Liaison appointments are approved.

**9.4. 2018 Community Heritage Grants Program**

**p. 31-40**

File No. 13.6800/01/009.000

*Recommendation:*

THAT the November 19, 2018 report of the Community Planner entitled 2018 Community Heritage Grants Program is received for information;

AND THAT Council approve the 2018 District of North Vancouver Community Heritage Grants;

AND THAT Council direct staff to request the funds held with the North Shore Community Foundation be disbursed as described in this report.

**9.5. 2018-2022 Consolidated Financial Plan Amendment #2**

**p. 41-51**

File No. 05.1780/Financial Plan 2018

*Recommendation:*

THAT "2018-2022 Financial Plan Approval Bylaw 8294, 2018, Amendment Bylaw 8370, 2018 (Amendment 2)" is given FIRST, SECOND and THIRD Readings.

**9.6. 3635 Sunnycrest Drive - Options for Heritage Conservation** **p. 53-64**  
File No. 13.6800. 70/000.000

*Recommendation:*

THAT the November 14, 2018 report of the Community Planner entitled 3635 Sunnycrest Drive – Options for Heritage Conservation is received for information;

AND THAT staff is directed to lift the temporary protection order of 60 days on 3635 Sunnycrest Drive (Watts Residence) in accordance with section 606 of the *Local Government Act*.

**9.7. Rental and Affordable Housing Action Plan** **p. 65-75**  
File No.

*Recommendation:*

THAT staff is directed to prepare a funding strategy for Council's consideration, to construct not less than 1,000 non-market residential homes, no later than January 2029, with a total contribution of up to \$150 Million from the District of North Vancouver;

AND THAT staff is directed to prepare bylaw amendments for Council's consideration to zone District of North Vancouver owned lands, both current and future, within and near the four key Town and Village Centres (Lions Gate, Lynn Valley, Lynn Creek, and Maplewood), and proximate to transit corridors with densities up to the land use designation of the Official Community Plan or applicable Town and Village Implementation Plans, to accommodate the development of 800 non-market residential homes by July 2022.

**10. REPORTS**

**10.1. Mayor**

**10.2. Chief Administrative Officer**

**10.3. Councillors**

**10.4. Metro Vancouver Committee Appointees**

**11. ANY OTHER BUSINESS**

**12. ADJOURNMENT**

*Recommendation:*

THAT the November 26, 2018 Regular Meeting of Council for the District of North Vancouver is adjourned.

**10. REPORTS**

**10.1. Mayor**

**10.2. Chief Administrative Officer**

**10.3. Councillors**

**10.4. Metro Vancouver Committee Appointees**

**11. ANY OTHER BUSINESS**

**12. ADJOURNMENT**

*Recommendation:*

THAT the November 26, 2018 Regular Meeting of Council for the District of North Vancouver is adjourned.

## MINUTES

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## **DISTRICT OF NORTH VANCOUVER INAUGURAL MEETING OF COUNCIL**

Minutes of the Inaugural Meeting of the Council for the District of North Vancouver held at 7:00 p.m. on Monday, November 5, 2018 in the Council Chambers of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

**Present:** Mayor M. Little  
Councillor J. Back  
Councillor M. Bond  
Councillor M. Curren  
Councillor B. Forbes  
Councillor J. Hanson  
Councillor L. Muri

**Staff:** Mr. D. Stuart, Chief Administrative Officer  
Ms. C. Grant, General Manager – Corporate Services  
Mr. D. Milburn, General Manager – Planning, Properties & Permits  
Mr. A. Wardell, Acting General Manager – Finance & Technology  
Mr. J. Gordon, Manager – Administrative Services  
Ms. S. Walker, Manager – Human Resources  
Ms. K. Charters-Gabaneck, Communications & Research Assistant  
Ms. T. Finnigan, Executive Assistant to the Mayor & CAO  
Ms. A. Reiher, Confidential Council Clerk

**Also in**

**Attendance:** The Honourable Judge Bryce Dyer  
Members of the District of North Vancouver Fire & Rescue Services Honour Guard  
Sergeant Peri Mainwaring and Constable Sunny Kim, RCMP Red Serge  
Elder Margaret George, Tsleil-Waututh First Nation  
Ms. Tricia Chisamore, JP Fell Pipe Band

### **1. SWEARING IN CEREMONY – THE HONOURABLE JUDGE BRYCE DYER**

#### **1.1. Blessings**

Elder Margaret George, Tsleil-Waututh First Nation, blessed the ceremony.

#### **1.2. Swearing In**

The Honourable Judge Bryce Dyer took the Oath of Office of Mayor-elect Mike Little and Councillors-elect Jordan Back, Mathew Bond, Megan Curren, Betty Forbes, Jim Hanson and Lisa Muri.

### **2. INAUGURAL ADDRESS**

Mayor Little delivered his inaugural address highlighting the vision for the future and service to the community.

Members of Council also took the opportunity to provide initial comments on their election to office and their aspirations for the term of council.

### **3. REPORTS FROM COUNCIL OR STAFF**

#### **3.1. Results of Election by Voting - 2018 General Local Election**

File No. 01.0115.30/002.000

**MOVED by Councillor MURI**

**SECONDED by Councillor BOND**

THAT the October 24, 2018 report of the Chief Election Officer entitled Results of Election by Voting - 2018 General Local Election is received for information.

**CARRIED**

#### **3.2. Appointment of Metro Vancouver Regional District Municipal Director and Alternate Municipal Director**

File No. 01.0115.30/002.000

**MOVED by Councillor HANSON**

**SECONDED by Councillor FORBES**

THAT Mayor Mike Little is appointed as the Municipal Director to the Metro Vancouver Regional District Board for the District of North Vancouver and that Councillor Lisa Muri is appointed as the Alternate Municipal Director.

**CARRIED**

#### **3.3. November 6 – December 25, 2018 - Acting Mayor Schedule**

File No. 01.0115.30/002.000

**MOVED by Councillor BACK**

**SECONDED by Councillor CURREN**

THAT Councillor Lisa Muri is designated as Acting Mayor for the period November 6 – November 30, 2018 inclusive;

AND THAT Councillor Jim Hanson is designated as Acting Mayor for the period December 1 – December 25, 2018 inclusive.

**CARRIED**

### **4. ADJOURNMENT**

**MOVED by Councillor FORBES**

**SECONDED by Councillor BOND**

THAT the November 5, 2018 Inaugural Meeting of Council for the District of North Vancouver is adjourned.

**CARRIED**  
(7:54 p.m.)

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Mayor

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Municipal Clerk




## REPORTS

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AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: <u>November 26, 2018</u>
<input type="checkbox"/> Other:	Date: _____

  
Dept.  
Manager

  
GM  
Director

  
CAO

## The District of North Vancouver REPORT TO COUNCIL

November 9, 2018  
File: 01.0570.01/000.000

**AUTHOR:** Linda Brick, Deputy Municipal Clerk

**SUBJECT:** 2019 Council Meeting Schedule

**RECOMMENDATION:**

THAT the 2019 Council Meeting Schedule is approved.

**REASON FOR REPORT:**

Council must annually approve a schedule of regular public meetings for the forthcoming year. This report will provide Council with the opportunity to consider the proposed 2019 Council meeting schedule.

**ANALYSIS:**

**Regular Schedule of Meetings**

The Council Procedure Bylaw requires Council meetings to be held on the first and third Mondays of each month, unless the Monday falls on a statutory holiday or unless otherwise resolved. The Council meeting schedule has been prepared in accordance with this Bylaw.

**Council Workshops**

The Council Procedure Bylaw requires Committee of the Whole meetings to be held on a regular basis at 7:00 pm in the committee room of the District Hall on the second and fourth Mondays of each month, except August, unless otherwise resolved by Council. The Committee of the Whole meetings were restructured to Council Workshops in December of 2015. The proposed schedule has been prepared based on this restructure and in accordance with the Council Procedure Bylaw.

**Summer Schedule**

In accordance with Corporate Policy 1-0570-7 – Summer Schedule no meetings have been scheduled in August. Past practice has held that Council recesses beginning the last week of July until following the Labour Day weekend. Accordingly, no meetings have been scheduled on July 29, August 5, 12, 19, and 26, 2019.

**Spring Break**

Past practice has been that Council opts to recess in the spring; this recess coincides with the scheduled spring break of School District #44. Accordingly, no meetings have been scheduled for March 18 and 25, 2019.

**Winter Break**

Past practice has been that Council opts to recess in the later part of December. Accordingly, no meetings have been scheduled for December 16, 23 or 30, 2019.

**Conferences**

The 2019 Annual FCM Conference is being held in Quebec City from May 30 to June 2, 2019 and the 2019 UBCM Annual Conference is being held in Vancouver from September 23 to 27, 2019. Since it is likely that several members of Council will be attending the Conferences, the June 3 and September 23, 2019 meetings have been cancelled.

**Conclusion**

Staff are seeking confirmation of the 2019 Council Meeting Schedule.

**Options:**

The options available to Council in respect of the item in this report are:

- 1) Consent to the 2019 Council Meeting Schedule as presented herein; or,
- 2) Discuss and agree upon changes that staff will bring forward at the next Regular meeting of Council for final approval.

Respectfully submitted,

*James Hada*  
for Linda Brick  
Deputy Municipal Clerk

Attachment – Proposed 2019 Council meeting schedule

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

## District of North Vancouver Council Schedule - 2019

<span style="color: blue;">●</span> Regular Meeting	
<span style="color: green;">●</span> Workshop	
<span style="background-color: yellow;">■</span> Statutory Holidays	<span style="background-color: orange;">■</span> FCM & UBCM

All Regular Council meetings and Workshops will be held at the District of North Vancouver Municipal Hall starting at 7:00 pm unless otherwise indicated

January 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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24	25	26	27	28	29	30
31						

April 2019

Su	Mo	Tu	We	Th	Fr	Sa
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28	29	30				

May 2019

Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	29
30						

July 2019

Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

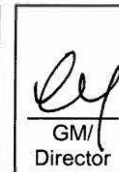
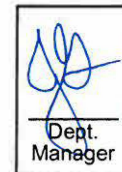
December 2019

Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: <u>November 26, 2018</u>
<input type="checkbox"/> Other:	Date: _____



## The District of North Vancouver REPORT TO COUNCIL

November 14, 2018  
File: 01.0115.30/002.000

**AUTHOR:** Linda Brick, Deputy Municipal Clerk

**SUBJECT:** 2019 Acting Mayor Schedule

**RECOMMENDATION:**

THAT the 2019 Acting Mayor Schedule is approved.

**REASON FOR REPORT:**

Council must annually approve an Acting Mayor schedule. This report will provide Council with the opportunity to consider approval of the 2019 Acting Mayor schedule.

**BACKGROUND:**

In accordance with Section 130 of the *Community Charter*, Council designates Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act. This schedule is set by a resolution of Council. The proposed acting Mayor schedule has been coordinated into blocks of 31 days, with adjustments as requested, with each Councillor serving as Acting Mayor for 62 days total between December 26, 2018 and January 1, 2020.

2019 Acting Mayor Schedule		
Start Date	End Date	Councillor
December 26, 2018	January 2, 2019	Jim Hanson
January 3, 2019	February 7, 2019	Jordan Back
February 8, 2019	February 25, 2019	Mathew Bond
February 26, 2019	March 28, 2019	Megan Curren
March 29, 2019	April 28, 2019	Betty Forbes
April 29, 2019	May 29, 2019	James Hanson
May 30, 2019	June 29, 2019	Megan Curren
June 30, 2019	July 17, 2019	Jordan Back
July 18, 2019	August 30, 2019	Mathew Bond
August 31, 2019	September 30, 2019	Lisa Muri
October 1, 2019	October 31, 2019	Betty Forbes
November 1, 2019	November 23, 2019	James Hanson
November 24, 2019	December 1, 2019	Jordan Back
December 2, 2019	January 1, 2020	Lisa Muri

**ANALYSIS**

**Conclusion:**

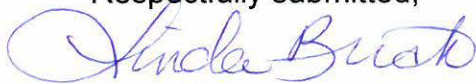
The 2018 Acting Mayor schedule expires on December 25, 2018, approval of the 2019 Acting Mayor schedule prior to this end date will ensure no lapse in coverage occurs.

**Options:**

Council may opt to:

- 1) Approve the 2019 Acting Mayor Schedule as presented; or,
- 2) Discuss and agree upon changes to the 2019 Acting Mayor Schedule.

Respectfully submitted,



Linda Brick  
Deputy Municipal Clerk

**REVIEWED WITH:**

<input type="checkbox"/> Community Planning	_____
<input type="checkbox"/> Development Planning	_____
<input type="checkbox"/> Development Engineering	_____
<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	_____
<input type="checkbox"/> Bylaw Services	_____

**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:	_____



AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: <u>November 26, 2018</u>
<input type="checkbox"/> Other:	Date: _____



**The District of North Vancouver  
REPORT TO COUNCIL**

November 19, 2018  
File: 01.0360.20/000.000

**AUTHOR:** Linda Brick, Deputy Municipal Clerk

**SUBJECT:** 2019 Council Committee Liaison Appointments

**RECOMMENDATION:**

THAT the 2019 Council Committee Liaison appointments are approved.

**REASON FOR REPORT:**

The purpose of this report is to provide Council with an opportunity to discuss Council member appointments to Municipal Advisory Committees for 2019.

**BACKGROUND:**

Council has established Municipal Advisory Committees through the Municipal Advisory Committees policy. Appointments of Council members to serve on these committees is typically made on an annual basis. The following committees require members of Council to be appointed:

**Standing Advisory Committees:**

- Advisory Oversight Committee reviews appointments to Municipal Advisory Committees and makes recommendations to Council and reviews Terms of Reference for new committees.
- Finance and Audit Committee provides financial oversight on behalf of Council.

**Statutory Committees:**

- Municipal Library Board is responsible, under the *Library Act*, for setting strategic priorities, developing policies and developing a library budget for Council's consideration.
- Parcel Tax Roll Review Panel considers any complaints respecting the parcel tax roll and authenticates the tax roll in accordance with Section 204(2) of the *Community Charter*.

**External Advisory Group**

- North Vancouver Police Committee acts as an advisory committee providing advice and recommendations on policing matters to the District and City Councils and the RCMP Officer in Charge (OIC).
- North Vancouver Museum and Archives Commission provides museum and archives services for the public interest of City and District residents.

- North Shore Substance Abuse Working Group supports community organizations in reducing the impact and incidence of substance abuse on the North Shore through advocacy, collaboration, and leadership.
- North Shore Emergency Management (NSEM) is the combined emergency management organization for the City of North Vancouver, District of North Vancouver and District of West Vancouver. The organization provides planning and emergency preparedness and response and recovery activities which increase the municipality's capability to respond and recover from major emergencies and disasters.

**Joint External Advisory Group**

- Vancouver Coastal Health North Shore Congress Planning Committee organizes the annual forum discussion of social/societal issues that cross geographic/jurisdictional boundaries and are important for the health of our communities.
- North Vancouver Chamber of Commerce is a not-for-profit organization that's governed by the *Board of Trade Act*. It is a network of local businesses, professionals, and other community groups working towards furthering economic interests in the community.
- North Vancouver Recreation and Culture Commission plans, develops, delivers and evaluates an appropriate array of quality recreation and cultural services in both the District and City of North Vancouver.
- Vancouver Coastal Health Authority/North Shore Liaison Group meets to address areas of mutual concern and discuss topics which relate to the broader health of the community.

**Community Advisory Committees**

- Community Heritage Advisory Committee advises on heritage conservation matters and provides support for activities that provide for the advancement of heritage conservation in the District.
- Major Infrastructure Projects Advisory Committee represents the community's interests by providing feedback and recommendations on major infrastructure projects
- North Shore Advisory Committee on Disability Issues provides a forum for discussion of issues affecting people with all types of disabilities. They formulate proposals, respond to requests, and make recommendations to the three North Shore municipalities that promote, develop and sustain an accessible community, free of physical and social barriers.
- Place Naming Committee provides a consistent and transparent approach to the naming of streets, parks, community facilities and places in the District of North Vancouver.

**Conclusion:**

Staff is seeking direction on the annual appointment of members of Council to the various advisory committees.

**SUBJECT: 2019 Council Committee Liaison Appointments**

November 19, 2018

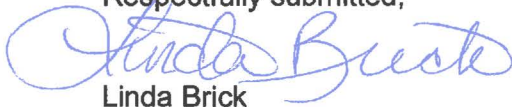
Page 3

**Options:**

Council may opt to:

- 1) Discuss and agree upon appointments to Advisory Committees of Council; or,
- 2) Deliberate further on appointments and defer consideration to a later date.

Respectfully submitted,



Linda Brick  
Deputy Municipal Clerk

**Attachment**

- 2019 Council Committee Liaison Appointments
- Corporate Policy 1-0360-3 Municipal Advisory Committees

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

**2019 Council Committee Liaison Appointments**

<b>Committee</b>	<b>Appointee</b>
<b>Standing Advisory Committees</b>	
Advisory Oversight Committee	Betty Forbes
Advisory Oversight Committee	Megan Curren
Advisory Oversight Committee	Lisa Muri
Finance and Audit Committee	Mike Little
Finance and Audit Committee	Mathew Bond
Finance and Audit Committee	Betty Forbes
<b>Statutory Committees</b>	
Municipal Library Board	Jordan Back
Parcel Tax Roll Review Panel	Mike Little
Parcel Tax Roll Review Panel	Betty Forbes
Parcel Tax Roll Review Panel	Mathew Bond
<b>External Advisory Group</b>	
North Vancouver Police Committee	Mike Little
North Vancouver Police Committee	Jim Hanson
North Vancouver Museum and Archives Commission	Betty Forbes
North Shore Substance Abuse Working Group	Jim Hanson
North Shore Emergency Management	Lisa Muri
<b>Joint External Advisory Group</b>	
Vancouver Coastal Health North Shore Congress Planning Committee	Megan Curren
North Shore Chamber of Commerce	Jordan Back
North Vancouver Recreation and Culture Commission	Megan Curren
North Vancouver Recreation and Culture Commission	Lisa Muri
North Vancouver Recreation and Culture Commission (Alternate)	Betty Forbes
Vancouver Coastal Health Authority/North Shore Liaison Group	Jordan Back
<b>Community Advisory Committee</b>	
Community Heritage Advisory Committee	Mathew Bond
Major Infrastructure Projects Advisory Committee	Mathew Bond
North Shore Advisory Committee on Disability Issues	Mike Little
Place Naming Committee	Ad hoc



## The Corporation of the District of North Vancouver

### CORPORATE POLICY MANUAL

Section:	Administration	1
Sub-Section:	Committees and Commissions/Meetings - General	0360
Title:	MUNICIPAL ADVISORY COMMITTEES	3

#### POLICY

From time to time as deemed necessary, the District of North Vancouver may have Municipal Advisory Committees which fall into the following categories:

- **Standing Advisory Committees;**
- **Statutory Committees;**
- **Joint External Advisory Committees;**
- **Working Groups;**
- **Community Advisory Committees; and,**
- **External Advisory Groups.**

#### REASON FOR POLICY

Municipal Advisory Committees provide expert and/or community advice to Council, senior management, and/or staff on a variety of topics, issues, projects and initiatives. The changes represented in this policy provide for greater clarity, flexibility, and responsiveness with respect to the use of advisory committees. The changes will also ensure that valuable community and staff resources are utilized in the most effective and efficient manner possible by focusing on meaningful and well defined goals and tasks to better meet District needs.

#### PROCEDURE

##### 1. Definitions

###### **Standing Advisory Committees**

These are committees established by the Mayor for matters the Mayor considers would be better dealt with by committee. This category may also include certain other bodies generally considered to serve an ongoing, permanent function. The Mayor makes the appointments to standing advisory committees. At least half of the members of a standing committee must be Council Members. Appointments may be specified in legislation, bylaw, or terms of reference.

###### **Statutory Committees**

These are committees required by, or prescribed by, legislation. The bodies in this category either conduct independent statutory duties, advise Council, or manage major District assets. Members of Council may or may not be required, or permitted, on these committees. Appointments to these Committees are made by Council.

###### **Joint External Advisory Committees**

These are committees or commissions that are either bi- or tri-municipal in nature and either jointly manage cross-community assets and services or monitor issues of significant community interest on an ongoing basis. The composition of, appointment to, and operation of these bodies is prescribed in legislation, bylaws, or agreements.



### **Working Groups**

These are formed when Council or staff identify a specific issue or initiative and seek input from a cross-section of residents. Working Groups exist for a limited duration sufficient to complete the assigned task and work directly with staff who in turn report on the issue to Council. Generally, Councillors are not appointed to any working group except where a liaison role is deemed appropriate and appointments are made by the Advisory Oversight Committee.

### **Community Advisory Committees**

These are formed when staff identify issues that require ongoing or periodic community input or involve a particular user group whose input, guidance, or feedback is deemed necessary or desirable for the better delivery of a DNV service. Groups work with staff who in turn use the information as input for staff reports to Council. There is generally no formal Council involvement with the groups and appointments are made by staff but ratified by the Advisory Oversight Committee.

### **External Advisory Groups**

These are committees, working groups, advisory bodies, etc. created by organizations or agencies other than the DNV where the DNV has no control over the terms of reference of the body. DNV staff are involved as invited participants subject to the relevance of the body and our resources to sustain such participation.

## **2. Standardized Terms of Reference**

The standardized Terms of Reference in Schedule A is intended to bring consistency to the creation of, appointment to, and functioning of various categories of advisory committees employed from time to time by the District of North Vancouver. Some customization is allowed in order to reflect the uniqueness of each advisory group. Terms of Reference are subject to the approval of the Advisory Oversight Committee.

## **3. Advisory Oversight Committee**

The Advisory Oversight Committee is a Standing Committee of Council that has been delegated the authority to appoint, or confirm staff recommendations to appoint, appropriately qualified citizens and professionals to all Working Groups and Community Advisory Committees and to certain Joint External Advisory Committees and External Advisory Groups. The Mayor retains the statutory obligation to appoint Standing Committees members. Council appoints to certain Statutory Committees and Joint External Advisory Committees upon recommendation of suitable appointees by the Advisory Oversight Committee (see Schedule B).

## **4. Creation of New Advisory Committees**

New advisory committees will be created, as needed, within the definitions set out in section 1. The nature of the task to be performed, the authority for undertaking it, the time estimated to complete the task, and nature of the expertise/opinion needed will be considered in determining which the five types of committee the new one will be. Terms of Reference for the new committee will be largely based on the standard in Schedule A.

## **5. Appointment Procedure**

Appointments to any advisory committee will be made in accordance with Schedule B.

Approval Date:	November 20, 1995	Approved by:	Executive Committee
Amendment Date:	December 11, 1995	Approved by:	Regular Council
Amendment Date:	April 22, 1996	Approved by:	Regular Council
Amendment Date:	April 14, 1997	Approved by:	Regular Council
Amendment Date:	April 27, 1998	Approved by:	Regular Council
Amendment Date:	October 05, 1998	Approved by:	Regular Council
Amendment Date:	November 28, 2000	Approved by:	Regular Council
Amendment Date:	May 28, 2007	Approved by:	Regular Council
Amendment Date:	August 29, 2011	Approved by:	Regular Council
Amendment Date:	July 10, 2017	Approved by:	Regular Council

## **Schedule A**

### **Standardized Terms of Reference**

<b>Name</b>	What will the body be called?
<b>Purpose</b>	What is the body's specific purpose?
<b>Delegated Authority</b>	Precisely describe the scope of any delegated authority.
<b>Origin of Work</b>	Who may assign the primary task, subsequent tasks, or modify assigned tasks?
<b>Membership</b>	How many members will there be? Will they represent interest groups or specific segments/areas of the community? Will there be one or more Councillors included as members?
<b>Member Emeritus</b>	<p>Is there a certain individual that staff or Council would like to honour? This individual has provided significant value to the committee and their historical perspective and insight can continue to inform the committee. The member emeritus would be non-voting, and would be an advisor to the committee.</p> <p>Committees are not required to have a member emeritus. The member emeritus is for a one year term; and is renewable. Only one member emeritus per committee. There are no minimum attendance requirements for this position.</p>
<b>Appointment</b>	
<b>Qualification</b>	What are the prerequisites that qualify a person to be a member?
<b>Recruitment and Selection</b>	How will potential members be recruited and what will be the selection process?
<b>Appointment</b>	Who or what body will make the appointment of members?
<b>Term</b>	What is the term of appointment? Ensure that no more than half of the body turns over each year.
<b>Revocation of Appointment</b>	Ensure that it is clear that the person or body making the appointment also has the power to revoke the appointment.
<b>Vacancy</b>	Specify that any vacancy created is filled by a new appointee for the remainder of the term of the person being replaced.
<b>Chair</b>	Will the Chair be selected by the body from amongst its members or will it be appointed by person or body appointing members?
<b>Duties</b>	What kind of work will be assigned?
<b>Work Plan</b>	Will a work plan be required? Where required, it must cover the term over which the assigned duties will take place and address what will be accomplished, within what time frame, and requiring what resources. If the body is a standing one, an annual work plan should be required.



<b>Budget</b>	What is the assigned budget, if any, for the period or duties? If a budget and work plan are required, they should be interrelated. The budget should reflect the true and complete cost of the body's duties including staff time dedicated to supporting the body.
<b>Meeting Schedule</b>	How frequently will the body meet? It may be a prescribed minimum or left to the call of the Chair.
<b>Procedures</b>	What procedures will the body adhere to? Statutory bodies may have prescribed rules, others may be required to conform to the Council Procedure Bylaw, while others may use Robert's Rules of Order. A set of procedures should be specified in order to bring certainty to the conduct of proceedings, such as defining quorum.
<b>Reporting</b>	To whom and at what intervals will the body report? How will the body be dissolved upon its final report?
<b>Staff Support</b>	Will there be staff resources designated to support the activities of the body? If so, specify the scope of this support and identify minimum and maximum levels. Ensure this is addressed in the budget of the body.
<b>Remuneration</b>	Appointees will receive no remuneration for their service on such bodies. It is reasonable that expenses incurred in the conduct of business be reimbursed.
<b>Conflict of Interest</b>	Appointees are required to be vigilant for issues of real or perceived conflict of interest and take appropriate action. District staff (Clerk, Directors, CAO) are available to discuss issues of conflict of interest with a potentially affected appointee.
<b>Code of Ethics</b>	Appointees will be required to sign a statement saying that they have read, understood, and will conform to the District's Code of Ethics. This will be required immediately upon appointment.
<b>Dissolution</b>	How and when will the body be dissolved?

**Schedule B**  
**Appointing Body**

Committee	Category	Recommended by	Confirmed by
Advisory Design Panel		Staff <sup>2</sup>	Council
Advisory Oversight Committee		Mayor	Mayor
Board of Variance		Staff <sup>2</sup>	Council
Child Care Grants Committee		Staff <sup>1</sup>	AOC <sup>3</sup>
Community Advisory Panel (chemical companies)		Staff	Staff
Community Heritage Advisory Committee		Staff <sup>1</sup>	AOC <sup>3</sup>
Community Monitoring Advisory Committee		Staff <sup>1</sup>	AOC <sup>3</sup>
Community Services Advisory Committee		Staff <sup>1</sup>	AOC <sup>3</sup>
Finance & Audit Committee		Mayor	Mayor
Golf Facilities Strategic Working Group		Staff <sup>1</sup>	AOC <sup>3</sup>
Highway 1 Interchange Design Working Group[		Staff <sup>1</sup>	AOC <sup>3</sup>
Joint Police Committee		Mayor	Mayor
Joint Use of Public Facilities Planning Group		Staff	Staff
Lynn Valley Village Working Group		Staff <sup>1</sup>	AOC <sup>3</sup>
Major Infrastructure Projects Advisory Committee		AOC <sup>2</sup>	Council
Municipal Library Board		Staff <sup>2</sup>	Council
Museum & Archives Commission		Staff <sup>1</sup>	AOC <sup>3</sup>
North Vancouver Recreation Commission		AOC	Council
NS Advisory Committee on Disability Issues		Staff <sup>1</sup>	AOC <sup>3</sup>
NS Emergency Management Office		Bylaw	Bylaw
NS Substance Abuse Working Group		Staff <sup>1</sup>	AOC <sup>3</sup>
NS Waterfront Liaison Committee		Staff	Staff
OCP Implementation Monitoring Committee		Staff <sup>1</sup>	AOC <sup>3</sup>
Parcel Tax Roll Review Panel		Council <sup>2</sup>	Council
Parks and Natural Environment Committee		Staff <sup>1</sup>	AOC <sup>3</sup>
Public Art Committee		Staff <sup>1</sup>	AOC <sup>3</sup>
Transportation Consultation Committee		Staff <sup>1</sup>	AOC <sup>3</sup>

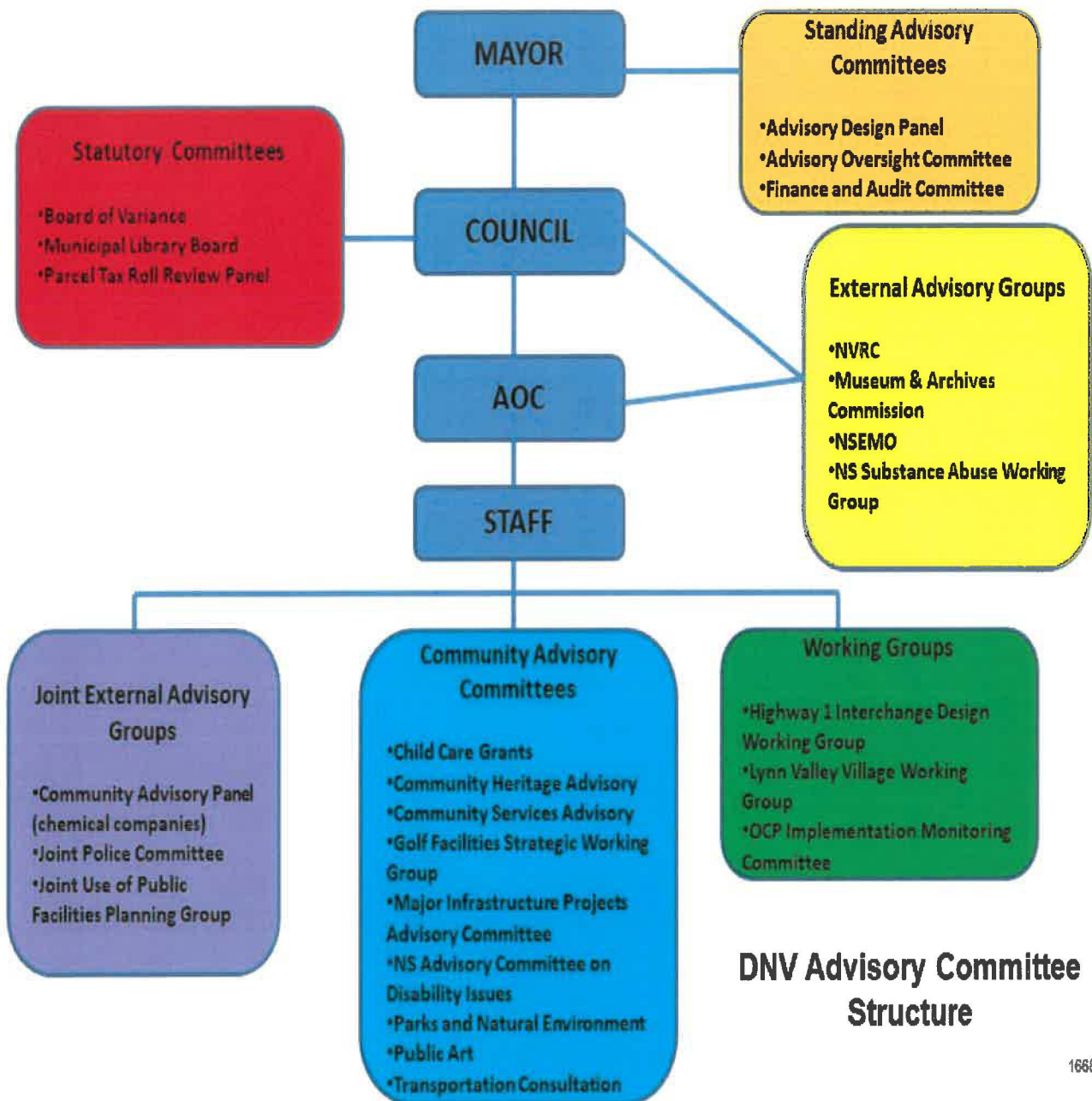
	Standing Advisory Committees
	Statutory Committees
	Joint External Advisory Committees
	Working Groups
	Community Advisory Committees
	External Advisory Groups

**Notes:**

<sup>1</sup>staff appointments ratified by Advisory Oversight Committee

<sup>2</sup>staff will prepare background information for Council or AOC

<sup>3</sup>Advisory Oversight Committee acting on behalf of Council (appointment(s) to be circulated to Council for information/comment prior to being confirmed)

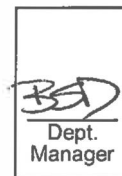


## DNV Advisory Committee Structure

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AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: <u>November 26, 2018</u>
<input type="checkbox"/> Other:	Date: _____



## The District of North Vancouver REPORT TO COUNCIL

November 19, 2018

File: 13.6800/01/009.000

**AUTHOR:** Angele Clarke, Community Planner, Community Planning Department

**SUBJECT:** 2018 Community Heritage Grants Program

### RECOMMENDATION:

THAT the November 19, 2018 report from the Community Planner entitled 2018 Community Heritage Grants Program is received for information; AND

THAT Council approve the 2018 District of North Vancouver Community Heritage Grants; AND

THAT Council direct staff to request the funds held with the North Shore Community Foundation be disbursed as described in this report.

### REASON FOR REPORT:

To update Council on the Community Heritage Grants Program, and request Council approve the 2018 Grants, and direct staff to request the funds be drawn from the account held with the North Shore Community Foundation.

### SUMMARY:

The District initiated the first annual Community Heritage Grants Program in 2017.

The purpose of the Community Heritage Grants Program is to promote heritage conservation by providing financial assistance for heritage property maintenance and improvements. Heritage properties include those listed in the the District of North Vancouver Community Heritage Register, Heritage Inventory (1993), Modern Inventory (1997), or to owners who provide a Statement of Significance from a registered heritage professional which identifies that the property has heritage character and value.

### BACKGROUND:

In 2009 the District invested \$42,000 into a Community Heritage Grants Fund, as per a Community Heritage Grants Fund Agreement (**Attachment 1**) with the North Shore Community Foundation. The amount available for awards each year is the income capitalized from the previous years.

In 2016, the District's Community Heritage Advisory Committee identified the Community Heritage Grants Program as a 2017 work plan task, and developed recommended amendments to the Terms of Reference. On September 17, 2018 Council approved the District of North Vancouver Community Heritage Grants Fund Program - Terms of Reference as amended (**Attachment 2**).

#### **EXISTING POLICY:**

- The Community Heritage Grants Fund Agreement with the North Shore Community Foundation was made in July 16, 2009 (**Attachment 1**).
- The District of North Vancouver Community Heritage Grants Fund Program - Terms of Reference, as amended on September 17, 2018 (**Attachment 2**). The Authority to execute the Community Heritage Grant Fund Agreement is delegated to the Mayor and Municipal Clerk of the District of North Vancouver.
- Official Community Plan (OCP) 2011, Bylaw 7900, supports the preservation of heritage properties and sites in the District of North Vancouver.

#### **ANALYSIS:**

##### **Evaluation of Applications:**

Grant applications are reviewed by the Community Heritage Advisory Committee. Properties eligible for a grant are those listed on the District of North Vancouver:

1. Community Heritage Register,
2. Heritage Inventory (1993),
3. Modern Inventory from the "Modern Architecture of North Vancouver 1930-1965" (1997),
4. To owners who provide a Statement of Significance (SOS) from a Registered Heritage Professional which identifies that the property has heritage character and value.

Maintenance and improvement work must be done within one year of receiving grant approval, or within one year prior to approval. Priority is given to:

- Exterior maintenance and exterior restoration projects;
- Properties on the District's Community Heritage Register, Heritage Inventory, Modern Inventory or that are designated as heritage property or subject to a Heritage Revitalization Agreement; and
- Heritage buildings which are privately owned.

Selection criteria considered by the review committee include the heritage significance of the property, the level of sympathetic materials and design selection, and the project's ability to increase and/or retain heritage significance. The two recommended recipients are summarized in Table 1 below.

	Heritage Property Address	Heritage Ranking	Project/ Proposal	Amount Awarded
1	1509 Merlynn Crescent	Heritage Modern Inventory	Paint exterior of house	\$500.00
2	2905 St Kilda Avenue	Heritage Register	Replace leaded windows on second floor	\$500.00
	<b>TOTAL</b>			<b>\$1,000</b>

**Table 1: Summary of 2018 Community Heritage Grants Program Recommended Recipients**

**Concurrence:**

Staff worked closely with the Community Heritage Advisory Committee throughout the grant review process. The Committee reviewed the grant applications under the eligibility criteria outlined in the Community Heritage Grants Fund Terms of Reference (**Attachment 2**).

**Financial Impacts:**

The Community Heritage Grant funds are managed by the North Shore Community Foundation. The original capital investment in 2009 was \$42,000. The market value of the fund on July 27, 2018 was \$60,575. Each year the principal interest from the previous year will be available for disbursement to the program. The principle interest available in 2018 is \$3,167. Two applications were selected to receive grants, thereby drawing \$1,000 of the available \$3,167.

**Social Policy Implications:**

The Community Heritage Grants Program encourages and supports the exterior maintenance of heritage properties. Through programs that encourage the preservation of heritage properties, as directed by the OCP, people have more opportunities to understand and appreciate the community's rich and unique history, and property owners may be encouraged to protect and enhance buildings and sites which have historic significance to the community.

**Conclusion:**

The two 2018 Community Heritage Grant Program recommended grant recipients are proposing heritage maintenance and improvement projects that are publicly visible, and sympathetic to original materials and design.

The 2018 recommended grant recipients will receive formal notification of their application status in December, 2018. The 2019 Community Heritage Grants Program will commence in fall, 2019.

Respectfully submitted,



Angele Clarke  
Community Planner

**Attachment 1:** Community Heritage Grants Fund Agreement

**Attachment 2:** Community Heritage Grants Fund Terms of Reference

**REVIEWED WITH:**

☐ Sustainable Community Dev. \_\_\_\_\_  
☐ Development Services \_\_\_\_\_  
☐ Utilities \_\_\_\_\_  
☐ Engineering Operations \_\_\_\_\_  
☐ Parks \_\_\_\_\_  
☐ Environment \_\_\_\_\_  
☐ Facilities \_\_\_\_\_  
☐ Human Resources \_\_\_\_\_

☐ Clerk's Office \_\_\_\_\_  
☐ Communications \_\_\_\_\_  
☐ Finance \_\_\_\_\_  
☐ Fire Services \_\_\_\_\_  
☐ ITS \_\_\_\_\_  
☐ Solicitor \_\_\_\_\_  
☐ GIS \_\_\_\_\_  
☐ Real Estate \_\_\_\_\_

**External Agencies:**

☐ Library Board \_\_\_\_\_  
☐ NS Health \_\_\_\_\_  
☐ RCMP \_\_\_\_\_  
☐ NVRC \_\_\_\_\_  
☐ Museum & Arch. \_\_\_\_\_  
☐ Other: \_\_\_\_\_



(DNV) COMMUNITY HERITAGE GRANTS FUND AGREEMENT ATTACHMENT 1

THIS AGREEMENT made the 16 day of July, 2009,

BETWEEN:

**DISTRICT OF NORTH VANCOUVER**  
355 West Queens Road  
North Vancouver, BC V7L 4K1

(the "District")

AND:

**NORTH SHORE COMMUNITY FOUNDATION**  
600 West Queens Road  
North Vancouver, BC V7N 2L3

(the "Foundation")

WHEREAS:

- A. The District holds certain funds for the purpose of making community heritage grants;
- B. The Foundation is a not-for-profit charitable organization, registered as a society with the BC Registrar of Companies;
- C. The District has asked the Foundation to establish and administer a community heritage grant fund on the terms and conditions set out in this Agreement and the Foundation has agreed to do so;

The parties agree as follows:

1. Fund Establishment & Purpose. The Foundation agrees to establish a fund to be known as the Community Heritage Grants Fund (the "Fund") for the purpose of promoting heritage conservation by providing financial assistance for home maintenance and improvements to the owners of single-family homes listed on the District of North Vancouver Heritage Inventory, Modern Inventory (The Modern Architecture of North Vancouver 1930-1965) or any Heritage Registry.

2. District Contribution to Fund. The District will pay \$42,000 to the Foundation to establish the Fund.
3. Donations to Fund. The Foundation acknowledges and agrees that all donations made to the Foundation for the Fund are irrevocable charitable donations and that all donations will be deposited to the Fund. Donations are deemed Fund assets subject to this Agreement and form part of the capital of the Fund immediately upon deposit to the Fund.
4. Charitable Receipt. The Foundation will issue a charitable donation receipt for all donations to the Fund as required by Canada Revenue Agency, unless one is not required by the donor.
5. Administration of Fund. The Foundation will:
  - (a) maintain a separate accounting for the Fund; and
  - (b) invest the Fund in accordance with the Foundation's bylaws and policies.
6. No Encroachment on Capital. Unless otherwise authorized by the District and subject to the requirements of the Canada Revenue Agency, the amount available for distribution as heritage preservation grants will be the amount of any interest or other income from the Fund, less the administrative costs which the Foundation is permitted to deduct in accordance with section 11. No encroachment on the capital of the Fund is permitted without the specific written authorization of the District.
7. Administration of Grants. The District will administer the applications for grants and forward complete applications to the Community Heritage Commission to select the recipients in accordance with the Terms of Reference attached to this Agreement, as amended by the District at its sole discretion, from time to time. For clarity, the District may amend the Terms of Reference at any time and is not obligated to obtain the consent of the Foundation for any such changes.
8. Reporting. The Foundation will report to the District at least annually and otherwise upon request the capital balance and the annual amount of interest or other income from the Fund which is available for distribution in accordance with this Agreement.
9. Disbursement of Grants. Annually, or at more frequent intervals, the District will forward to the Foundation a list of the recipients of grants from the Fund as selected by the Community Heritage Commission with the amount of each grant to be disbursed (the "Grants List") and the total amount of the grants to be disbursed ("Total Disbursement"). The Foundation will, within 30 days of receipt of the Grants List, deliver to the District a cheque payable to the District in the amount of the Total Disbursement. The District will then, in turn, pay the applicable grant amounts to the selected recipients in accordance with the Grants List.

10. Unused Income. If in any year the income from the Fund exceeds the amount required under the Terms of Reference, the Foundation must add such income to the capital of the Fund:
11. Administrative Costs. The Foundation may deduct an amount from the Fund to pay its costs of administration of the Fund in accordance with Foundation policy, but not to exceed ½ of 1% of the capital of the Fund annually.
12. No Illegal Disbursements. Notwithstanding any other term of this Agreement, the Foundation is not obliged to make any disbursement which would result in the Foundation being in violation of its legal or regulatory requirements and the Foundation will advise the District forthwith of any proposed disbursement which the Foundation believes would constitute such a violation.
13. Winding Up. In the event that the Foundation ceases to exist for any reason or ceases to be a registered charity under the provisions of the *Income Tax Act*, the Fund shall be transferred to the Vancouver Foundation and continue to be administered as outlined in this Agreement.

The parties have executed this Agreement the day and year first above written.

Signed by the duly authorized signatories  
of THE DISTRICT OF NORTH VANCOUVER:

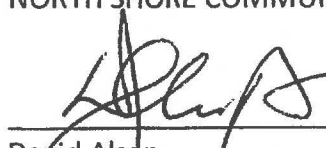


Richard Walton  
Mayor




James Gordon  
Municipal Clerk

Signed by the duly authorized signatories of  
NORTH SHORE COMMUNITY FOUNDATION:



David Alsop  
President



Jackie Morris  
Secretary

**District of North Vancouver****Terms of Reference****Community Heritage Grants Fund Agreement**

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<b>Name</b>	A Community Heritage Grants Fund Program is established and known as the "District of North Vancouver Community Heritage Grants Fund Agreement".
<b>Purpose</b>	<p>The purpose of the Community Heritage Grants Fund Program is to promote heritage conservation by providing financial assistance for property maintenance and improvements to the owners of heritage properties listed on the District of North Vancouver Heritage Inventory (1993), Modern Inventory (the Modern Architecture of North Vancouver 1930-1965) (1997), Heritage Registry or to owners who provide a Statement of Significance (SOS) from a Registered Heritage Professional which identifies that the property has heritage character and value.</p> <p>It is the intention of the District to award income from the Fund annually. Applicants will be selected by an adjudication committee comprised of members of the District of North Vancouver Community Heritage Advisory Committee and the North Shore Heritage Preservation Society.</p>
<b>Delegated Authority</b>	Authority to execute the Community Heritage Grant Fund Agreement is delegated to the Mayor and Municipal Clerk of the District of North Vancouver.
<b>Deadline</b>	The annual deadline for grant applications is March 31.
<b>Eligibility</b>	<p>Property owners are eligible to apply to the District of North Vancouver Community Heritage Grants Program for a grant provided that:</p> <ul style="list-style-type: none"><li>• The building is listed in the District of North Vancouver Heritage Inventory (1993), Modern Inventory (The Modern Architecture of North Vancouver 1930-1965) (1997), Heritage Registry, or has a Statement of Significance from a Registered Heritage Professional</li></ul>

which identifies that the property has heritage character and value

- Property taxes are fully paid
- The building is in conformance with all applicable bylaws
- The conservation and restoration work will be in compliance with all permits, as required

Each application for a grant shall be assessed on its own merits. The Program is under no obligation to approve a grant for any building listed in the District of North Vancouver Heritage Inventory (1993), Modern Inventory (The Modern Architecture of North Vancouver 1930-1965) (1997), or Heritage Registry.

**Project Details**

Priority will be given to exterior maintenance and exterior restoration projects

Priority will be given to heritage buildings which are privately owned

It is expected that original materials will be retained whenever possible. Alternatively, modern equivalents of historic materials will also be considered. Adaptation of modern materials in sympathy with the existing construction will be considered on a case-by-case basis.

**Grants**

The maximum grant available to any applicant per year is \$500.

**Priority will be given to properties on the District's Heritage Inventory, Modern Inventory or Heritage Registry that are designated as heritage property or subject to a Heritage Revitalization Agreement.**

**Grant Application Process**

Applicants may submit a grant application to the Community Heritage Advisory Committee. The application will include the necessary details to explain and identify existing conditions and the proposed work including:

- Application form
- Description of work (including colour schemes and material specifications) and estimated time frame
- Current title search
- 'Before' photographs, and when the work is complete, 'after' photographs of the maintenance and improvement
- Historical photo, if available

- Foundation, building, elevation and floor plans, as required
- Detailed written estimate of costs

Grant applications will be reviewed and funding decisions will be made by an adjudication committee comprised of the Community Heritage Advisory Committee and the North Shore Preservation Society.

**Conditions**

Work must be completed:

- Within one year after grant approval, or
- Within one year prior to grant approval.

Upon written request, the time limit for completion may be extended.

If, during the course of the project, the owner fails to adhere to the list of approved work, meet appropriate codes, comply with bylaws, secure required permits or pass municipal inspections, the grant approval may be rescinded in whole or in part.

**Disbursement**

Grant funds will be disbursed to the owner of the property only after:

- a) Project completion; and,
- b) Submission of the following to the District of North Vancouver Planning Department:
  - Photographs detailing the completed work; and,
  - Itemized paid invoices for eligible work

**Amended**

September 17, 2018 Regular Council

AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: <u>November 26, 2018</u>
<input type="checkbox"/> Other:	Date: _____

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

November 15, 2018

File: 05.1780/Financial Plan 2018

**AUTHOR:** Rozy Jivraj, Section Manager, Financial Planning**SUBJECT:** 2018-2022 Consolidated Financial Plan Amendment #2**RECOMMENDATION:**

THAT "2018 – 2022 Consolidated Financial Plan Approval Bylaw 8294, 2018, Amendment Bylaw 8370, 2018 (Amendment 2)" is given FIRST, SECOND, and THIRD Readings.

**REASON FOR REPORT:**

Since the adoption of the Financial Plan on February 5, 2018 and subsequently Financial Plan Amendment #1 on May 14, 2018, 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, Council has supported changes through resolution and direction to amend the Financial Plan. Capital expenditure changes since then total \$23.4 million and operating cost changes total \$947k. 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 5, 2018, Council adopted the 2018-2022 Consolidated Financial Plan Approval Bylaw 8294. The 2018-2022 Financial Plan includes the Operating and Capital Plans, highlights of the work program, and the tax increase for 2018. Subsequently Council adopted Financial Plan Amendment #1 in the spring of 2018. 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 related revenue.

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 8370.

**Summary of Changes – Capital Plan:**

Since May 14, 2018 Council supported changes to capital expenditures through resolution and direction to amend the Financial Plan. The key changes are summarized in Table A with details noted below:

**Table A**

(in \$000's)

Capital Expenditures	Total Project Cost	Funding Already Approved	2018 Fall Amendment
<u><i>With Council Resolution</i></u>			
1. Lower Lynn Interchanges (LLI) Phase 4	23,420	-	23,420
2. Belle Isle Property Acquisition	1,122	-	1,122
3. Seymour River Place Property Acquisition	1,331	-	1,331
4. Mission Creek Debris Basin	1,084	678	406
<u><i>Resolution through Financial Plan</i></u>			
5. Placeholder budgets	(3,834)	-	(3,834)
6. Inter River ATF Pre-Loading	2,300	2,000	300
7. NSEM Improvements	100	-	100
8. External funded projects	264	-	264
9. Reclassifications and renewal	252	-	252
			23,361



**1. Lower Lynn Interchanges (LLI) Phase 4**

On November 14, 2016 Council approved the cost share framework with the Federal Government and the Province for the LLI project. On August 16, 2018 the District signed a Memorandum of Understanding with the Ministry of Transportation and Infrastructure regarding the improvements to the Lower Lynn area having an estimated total cost of \$198 million. This financial plan amendment includes the remaining provisions for the District's share of the LLI project through "Phase 4 - Lynn Creek Connectivity Improvements". In order to meet its remaining obligations the District will acquire lands on the north side of East Keith Road valued at \$23.4 million and then transfer a portion of those lands to the Province. The remaining lands are planned to be sold to reduce the District's cost for the lands to \$13.3 million and replenish reserves. Due to the timing difference between the purchase and sale of lands financing will include \$5 million in internal borrowing from the Infrastructure Replacement Reserve to the Land Opportunity Fund which will be paid back upon completion of the sale. In addition to the purchase and transfer of lands the District must make a \$4 million cash contribution upon completion of LLI Phase 4, which is now expected to be in the Spring of 2021.

**2. Belle Isle Property Acquisition**

Council directed staff to obtain a private property to be converted to parkland as part of a land exchange in Lions Gate Town Centre. This \$1.1 million acquisition has been contemplated since the adoption of the 2011 Official Community Plan (OCP) and is an essential piece of pedestrian connectivity from the green space of Belle Isle Park through to Capilano Road.

**3. Seymour Place Property Acquisition**

Council directed staff to acquire a single family home in Maplewood as part of the Maplewood Village Centre and Innovation District Implementation Plan and Design Guidelines in 2017. This property was one of three properties that had their designation changed to Parks, Open Space and Natural Areas in order to expand the park amenities and, over time, provide a park presence adjacent to Maplewood Farm. The acquisition was funded through Parks DCC.

**4. Mission Creek Debris Basin**

This project includes the construction of a debris basin, culvert upgrade and berm at the BC Hydro Powerline Trail. The lowest tender price was \$406k higher than the budget of \$678k. This was more than offset by a grant of \$663k awarded through the Community Emergency Preparedness Fund. The excess of \$257k is returned to the Sewer and Drainage Reserve.

**5. Placeholder budgets**

Several projects had placeholder budgets established pending additional information including the Mountain Highway underpass, non-market housing, decommissioning of the old Delbrook site, and Library's Digital Story Lab. Based upon new information and direction from Council, funding sources have been updated and in some cases budgets returned where funding was not required or projects are deferred to 2019. The net impact is a \$3.8 million reduction to the Capital Plan and the following changes to District reserves: \$3.5 million increase to the Land Opportunity Fund, a \$1.5 million increase to

the Development Reserve, \$162k increase to Community Amenity Contributions, and appropriations from the Infrastructure Reserve of \$1.2 million and from Library's surplus of \$162k.

6. Inter River ATF Pre-Loading

The Inter River Artificial Turf Field project includes pre-loading of the site in the early stages. Although the project achieved savings through the use of materials from the Metro Vancouver waste water treatment plant site the lowest tender price came in 15% higher than expected resulting in \$300k in additional costs. Funding is provided from capital contingency \$200k, Parks DCC's \$25k, and the North Vancouver Community Sports Council \$75k.

7. North Shore Emergency Management (NSEM) Improvements

On April 11, 2018 the NSEM Executive Committee supported a \$120k refresh of the NSEM offices and \$90k for the purchase of two new vehicles with funding provided through NSEM reserves established for this purpose. The District's share is \$100k.

8. External funded projects

Over the course of the year minor grants and development funding were brought into the budget resulting in a net increase of \$264k to the capital plan.

9. Reclassifications and renewal

Housekeeping changes totalling \$252k include reclassification of projects from operating to capital and additional draws from reserves for equipment replacement and emergency repairs to facilities.

**Summary of Changes – Operating Plan:**

Since May 14, 2018, Council supported changes to the Operating Plan through resolution and direction to amend the Financial Plan. The changes are summarized in Table B with details noted below:

**Table B** (in \$000's)

Operating Expenditures	Total Cost	Funding Already Approved	2018 Fall Amendment
<u>With Council Resolution</u>			
1. North Shore Sea Level Rise Study	320	25	295
2. Deep Cove and Lynn Canyon TPMS	120	-	120
3. Bylaw Enforcement	103	-	103
	-		
<u>Resolution through Financial Plan</u>			
4. Wild Fire Response	430	-	430
5. Organics Processing Study and RFP	40	12	28
6. Project Delivery Services	165	-	165
7. Housekeeping	(194)	-	(194)
			947

1. North Shore Sea Level Rise Risk Management and Adaptive Management Strategy  
This study is included in the budget at a cost of \$320k after attracting grant funding from the Federation of Canadian Municipalities (\$175k), the First Nations Adapt Program through Squamish First Nation (\$60k) and the Vancouver Fraser Port Authority (\$15k). The balance of funding is from the three North Shore Municipalities with the District's \$25k share already funded.
2. Deep Cove and Lynn Canyon Traffic and Parking Management Strategy (TPMS)  
At a workshop in February 2018 Council discussed its approach to traffic and parking management for Deep Cove and Lynn Canyon for the 2018 tourist season. A strategy was developed and Council directed staff to implement the strategy in the spring. Annual costs for measures included are estimated at \$120k and will be reassessed for 2019.
3. Bylaw Enforcement  
In response to concerns raised regarding parking and traffic in Deep Cove, Council directed staff to increase bylaw services in the spring of 2018. Resources were added at a cost of \$103k to improve service quality and efficiency. Ongoing costs are funded by property tax growth.
4. Wild Fire Response  
The Office of the Fire Commissioner (OFC) called upon the District Fire Services this year to assist in controlling wildfires. The OFC provides flat rates for participating municipalities to recover their deployment costs. The District Fire Service participation results in a \$490k claim which will offset \$430k in operational expenses and training and enable investments in related equipment to improve wild fire response capabilities in the District.
5. Organics Processing Study and Request for Proposal (RFP)  
Metro Vancouver is handing over organics processing to municipalities starting in 2019. A consultant will develop and produce a Request for Proposal for the operation, transport and processing of organic material delivered to the North Shore Transfer Station. The \$40k cost will be shared by the three North Shore municipalities based on recycling (47.4% District).
6. Project Delivery Services  
The Lynn Valley Road Underpass and Waste Water Treatment Plant projects will be supported by the District's Project Delivery Office. Related development revenue was reserved for this work at the end of 2017.
7. Housekeeping  
Reclassifications between operating and capital and budget corrections total -\$194k.

**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:**

Changes in the use of funds in the Financial Plan Bylaw are summarized below.

Contributions to reserves are adjusted for changes noted in this report, land sale proceeds and the establishment of housing reserve (\$9.0m). Initial contributions to the housing reserve are set at \$500k per year and were achieved through improvements to development services cost recovery.

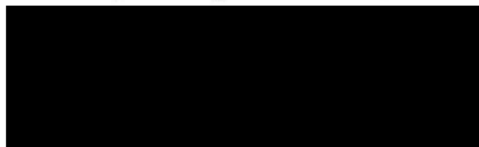
**Table C**

(in \$000's)

Bylaw Reconciliation - Use of Funds	Amendment #1 Spring	Amendment #2 Fall	Change
Operating Expenditures - Table B	160,620	161,567	947
Capital Expenditures - Table A	65,891	89,252	23,361
Debt Service	4,041	4,041	-
Contributions to Reserves	62,175	71,210	9,035
	292,727	326,070	33,343

See attached for Financial Plan Approval Bylaw 8294.

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 8370**

A bylaw to amend the 2018-2022 Financial Plan Approval Bylaw 8294, 2018

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

### **Citation**

1. This bylaw may be cited as "2018-2022 Financial Plan Approval Bylaw 8294, 2018, Amendment Bylaw 8370, 2018 (Amendment 2)".

### **Amendments**

2. 2018-2022 Financial Plan Approval Bylaw 8294, 2018 is amended as follows:
  - a) Schedule A *District of North Vancouver 2018-2022 Financial Plan (\$000's)* is deleted in its entirety and replaced with a new Schedule A *District of North Vancouver 2018-2022 Financial Plan (\$000's)* as shown in Schedule 1 to this bylaw; and,
  - b) Schedule B *District of North Vancouver 2018 Revenue Disclosure Statement* is deleted in its entirety and replaced with a new Schedule B *District of North Vancouver 2018 Revenue Disclosure Statement* as shown in Schedule 2 to this bylaw.
  - c) Schedule C *District of North Vancouver 2018 Capital Plan Reserve Fund Appropriations* is deleted in its entirety and is replaced with the new *Schedule C District of North Vancouver 2018 Capital Plan Reserve Fund Appropriations* as shown in Schedule 3 of this bylaw.

**READ** a first time

**READ** a second time

**READ** a third time

**ADOPTED**

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Mayor

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Municipal Clerk

Certified a true copy

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Municipal Clerk

## Schedule 1 to Bylaw 8370

## Schedule A to Bylaw 8294 District of North Vancouver 2018-2022 Financial Plan (\$000's)

	2017	2018 Fall	2019	2020	2021	2022
<b>Revenue</b>						
Taxation	\$ 98,335	\$ 106,978	\$ 108,920	\$ 112,918	\$ 116,850	\$ 120,900
Sales, Fees, and Other User Charges	86,604	99,412	107,369	101,952	119,841	105,768
Developer Contributions	19,631	15,438	46,303	16,337	14,217	2,551
Grants and Other Contributions	8,713	4,138	10,716	7,223	2,296	2,311
Investment Income	3,587	4,846	4,928	5,334	5,335	5,701
Penalties & Interest on Taxes	705	720	732	732	732	732
	217,575	231,532	278,968	244,496	259,271	237,963
<b>Proceeds from Debt</b>						
<b>Appropriations from:</b>						
Operating Reserves & Surplus	7,982	8,266	9,048	2,301	5,942	1,514
Capital Committed Funds	407	321	50	-	-	-
Reserve Funds	47,708	85,953	56,532	98,667	63,707	40,552
	56,097	94,540	65,630	100,968	69,649	42,066
<b>Source of Funds</b>	<b>\$ 273,672</b>	<b>\$ 326,072</b>	<b>\$ 344,598</b>	<b>\$ 345,464</b>	<b>\$ 328,920</b>	<b>\$ 280,029</b>
<b>Operating Expenditures</b>						
Community Services	\$ 36,317	\$ 37,522	\$ 38,917	\$ 40,603	\$ 41,871	\$ 41,681
Planning and Development	10,817	12,465	12,431	12,043	12,190	12,361
Protective Services	40,548	42,389	42,847	43,713	44,590	45,486
Transportation and Engineering	8,260	9,130	9,254	9,200	13,410	9,342
Utilities	42,160	43,587	46,487	50,559	56,171	61,461
Governance and Admin	15,246	16,476	16,555	13,177	12,518	12,259
	153,348	161,569	166,491	169,295	180,750	182,590
<b>Capital Expenditures</b>	57,293	89,252	71,165	107,418	64,007	42,085
<b>Debt Service</b>	4,206	4,041	2,762	2,762	2,762	2,762
<b>Contributions to:</b>						
Operating Reserves & Surplus	837	3,714	512	512	512	512
Reserve Funds	57,988	67,496	103,668	65,477	80,889	52,080
	58,825	71,210	104,180	65,989	81,401	52,592
<b>Use of Funds</b>	<b>\$ 273,672</b>	<b>\$ 326,072</b>	<b>\$ 344,598</b>	<b>\$ 345,464</b>	<b>\$ 328,920</b>	<b>\$ 280,029</b>

## Schedule 2 to Bylaw 8370

### Schedule B to Bylaw 8294 District of North Vancouver 2018 Revenue Disclosure Statement

#### Revenue from each Funding Source

The proportion of total revenue to be raised from each funding source in 2018 is shown in the table to the right. Property tax is an indirect tax on wealth and accounts for the greatest proportion of municipal revenues. The system of property taxation is relatively easy to administer and understand. It provides a stable and consistent source of revenue for services that provide general community benefits that can be often difficult to fund on a user-pay basis.

Funding Source	% Revenues	
	2017	2018
Taxation		
Property Value Taxes	45.3%	46.2%
Parcel Taxes	0.0%	0.0%
Sales, Fees and User Charges	39.7%	42.9%
Other Sources	15.0%	10.9%
Proceeds From Borrowing	0.0%	0.0%
TOTAL	100.0%	100.0%

Sales, fees and user charges form the second largest portion of planned revenue. Many municipal services, such as water and sewer usage, can be measured and charged on a user-pay basis. This methodology strives to fairly distribute the costs of a municipal service to those who make use of it. Other services (e.g. recreation) which have both a private and community benefit are funded through a combination of user fees and municipal taxes.

Other sources of revenue include developer contributions, government grants and other external contributions. These sources of revenue are difficult to predict and can fluctuate significantly from year to year.

Proceeds from borrowing make up the last source of funding and is used for the replacement of assets or the acquisition of new assets.

#### Property Tax Burden

The property tax burden for each property class is shown in the table on the right. Subject to any updates to tax policy, the tax increase distribution detailed for 2018 is consistent with the current tax strategy approved by Council in 2009 that aligns the District tax rates with the average for Metro Vancouver, or the capped rate (if applicable). This strategy considers some shifting of the tax burden between classes if the tax base for a property class is not sufficient to be corrected by investment alone. It is expected that the competitiveness of the municipality as a place to do business will benefit from this policy. Council's tax strategy is based on the principles of equity, fairness, and responsiveness to community goals. Currently the relative relationship between property classes has changed with the residential and commercial class reducing their requirement while the major industrial properties, although increasing now, benefit from lower rates achieved through the competitiveness strategy. Proportionate relationships between property classes can be affected by Council's economic policies, provincially legislated tax incentive programs and new permissive and statutory exemptions.

Property Class	% Property Tax
	2018 <sup>1</sup>
Residential	68.8%
Utilities	0.2%
Major Industry	12.5%
Light Industry	0.9%
Business	17.4%
Recreation	0.2%
TOTAL	100.0%

(1) Based on 2018 revised roll per BC Assessment

#### Permissive Tax Exemptions

Permissive tax exemptions represent approximately \$504,868 in foregone tax revenues. Council grants permissive tax exemptions based on Section 224 of the Community Charter on "use of property" not based upon the charitable status of the organization as a whole. Organizations that contribute to the well-being of citizens within the municipality by improving their quality of life and effectively enhancing community services are eligible.



# Schedule 3 to Bylaw 8370

## Schedule C to Bylaw 8294 District of North Vancouver 2018 Capital Plan Reserve Fund Appropriations

	RENEWAL		UPGRADE/EXPAND			UTILITIES			LAND		
	Infrastructure Reserve	Equipment Replacement	New Capital	Housing Reserve	Local Improvement & Public Art	Development (DCC, CAC)	Recycling & Solid Waste	Water Stabilization	Sewer Stabilization	Land Opportunity	
2018 Opening Balances	\$ 26,032,888	\$ 11,064,595	\$ 3,736,015	\$ -	\$ 4,223,658	\$ 30,621,618	\$ 1,947,067	\$ 7,418,780	\$ 18,137,727	\$ 9,565,191	\$ 112,747,539
Appropriations											
Active Transportation - Bicycle Infrastructure	(25,000)	-	(100,000)	-	-	-	-	-	-	-	(125,000)
Active Transportation - Mountain Hwy Underpass	-	-	-	-	-	-	-	-	-	1,728,060	1,728,060
Active Transportation - Pedestrian Safety	(450,000)	-	(654,500)	-	-	-	-	-	-	(1,104,500)	(1,104,500)
Active Transportation - Phibbs Exchange	-	-	-	-	-	(100,000)	-	-	-	(95,000)	(95,000)
Active Transportation - Transit Related	-	-	(95,000)	-	-	-	-	-	-	(444,000)	(444,000)
Active Transportation - William Avenue Sidewalk	-	-	(444,000)	-	-	-	-	-	-	(25,000)	(25,000)
Active Transportation - Others	-	-	(25,000)	-	-	-	-	-	-	-	-
Debt Principal - New Delbrook	(990,110)	-	-	-	-	-	-	-	-	-	(990,110)
Internal Borrowing - Keith Road Bridge	3,000,000	-	-	-	-	(3,000,000)	-	-	-	-	-
Internal Borrowing - Lynn Creek Connectivity	(5,000,000)	-	-	-	-	-	-	-	-	5,000,000	-
Equipment - Northlands Golf	-	(468,000)	-	-	-	-	-	-	-	-	(468,000)
Equipment - Others	-	(13,000)	-	-	-	-	-	-	-	-	(13,000)
Facilities & Energy Mgmt - Animal Shelter Decommission	(95,000)	-	-	-	-	-	-	-	-	-	(95,000)
Facilities & Energy Mgmt - Capilano United Church	(250,500)	-	-	-	-	-	-	-	-	-	(250,500)
Facilities & Energy Mgmt - Commercial Buildings	(30,000)	-	-	-	-	-	-	-	-	-	(30,000)
Facilities & Energy Mgmt - Community Buildings	(35,500)	-	-	-	-	-	-	-	-	-	(35,500)
Facilities & Energy Mgmt - Lynn Valley Village	(107,000)	-	-	-	-	-	-	-	-	-	(107,000)
Facilities & Energy Mgmt - Muni Hall Space Ping & Mechanical	(707,400)	-	(48,000)	-	-	-	-	-	-	-	(755,400)
Facilities & Energy Mgmt - Others	(622,632)	-	(35,000)	-	-	-	-	-	-	-	(657,632)
Fire Equipment	-	(226,000)	-	-	-	-	-	-	-	-	(226,000)
Fire Facility - Maplewood Fire Hall	(2,000,000)	-	-	-	-	-	-	-	-	-	(2,000,000)
Fire Facility - Others	(198,764)	-	(112,500)	-	-	-	-	-	-	-	(311,264)
Fire Vehicle	-	(660,000)	-	-	-	-	-	-	-	-	(660,000)
Land Acquisition - Belle Isle	-	-	-	-	-	-	-	-	-	(1,121,925)	(1,121,925)
Land Acquisition - Lynn Creek Connectivity	-	-	-	-	-	-	-	-	-	(23,420,146)	(23,420,146)
Land Acquisition - Seymour River Place	-	-	-	-	-	(1,331,146)	-	-	-	(1,331,146)	(1,331,146)
Land Acquisition - Others	(31,485)	-	-	-	-	-	-	-	-	67,951	36,466
Library Facility - Building Maintenance	(513,734)	-	-	-	-	-	-	-	-	-	(513,734)
Library Materials	(577,000)	-	-	-	-	(50,000)	-	-	-	-	(627,000)
Library Technology	(53,435)	-	(6,150)	-	-	-	-	-	-	-	(59,585)
Museum & Archives	(21,725)	-	(40,000)	-	-	-	-	-	-	-	(61,725)
Parks - Lynn Canyon	(521,310)	-	(751,200)	-	-	(118,800)	-	-	-	-	(1,391,310)
Parks - Maplewood Farm	(43,000)	-	-	-	-	-	-	-	-	-	(43,000)
Parks - Natural Parkland	(560,000)	-	(75,000)	-	-	-	-	-	-	-	(635,000)
Parks - Trails	(375,000)	-	-	-	-	-	-	-	-	-	(375,000)
Project Overhead	(1,230,200)	-	-	-	-	(213,091)	-	(479,418)	(477,291)	-	(2,400,000)
Public Art	-	-	-	-	(20,000)	-	-	-	-	-	(20,000)



# 2018 Capital Plan Reserve Fund Appropriations, cont'd.

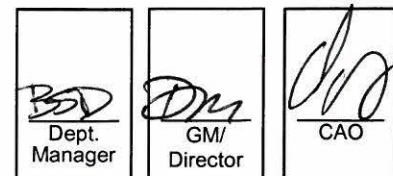
	RENEWAL		UPGRADE/EXPAND			UTILITIES			LAND	
	Infrastructure Reserve	Equipment Replacement	New Capital	Housing Reserve	Local Improvement & Public Art	Development (DCC, CAC)	Recycling & Solid Waste	Water Stabilization	Sewer Stabilization	Land Opportunity
Recreation Equipment	-	(145,000)	-	-	-	-	-	-	-	(145,000)
Recreation Facility - Lions Gate Community Centre	-	-	-	-	(30,000)	(14,000,000)	-	-	-	(14,030,000)
Recreation Facility - Lynn Creek Community Centre	(66,600)	-	-	-	-	(133,400)	-	-	-	(200,000)
Recreation Facility - Old Delbrook Decommission	-	-	-	-	-	-	-	-	-	600,000
Recreation Facility - Others	(931,000)	-	(16,000)	-	-	-	-	-	-	(947,000)
Recreation Technology	-	(210,340)	-	-	-	-	-	-	-	(210,340)
Sportsfields - Inter River Field #1	-	-	(1,780,000)	-	-	(245,000)	-	-	-	(2,025,000)
Sportsfields - Others	(245,000)	-	(62,500)	-	-	-	-	-	-	(307,500)
Technology - Fibre Optics Improvements	(100,000)	-	(300,000)	-	-	-	-	-	-	(400,000)
Technology - GIS	(270,000)	-	-	-	-	-	-	-	-	(270,000)
Technology - JDE Enhancement	-	(25,000)	(250,000)	-	-	-	-	-	-	(275,000)
Technology - Upgrades and Data Management	(1,070,000)	(56,500)	(718,100)	-	-	-	-	-	-	(1,844,600)
Transportation - Bridge Designs	(288,000)	-	(162,000)	-	-	-	-	-	-	(450,000)
Transportation - Bridge Maintenance	(95,000)	-	-	-	-	-	-	-	-	(95,000)
Transportation - Road Network	(3,876,000)	-	(50,000)	-	-	-	-	-	-	(3,926,000)
Transportation - Ross Road Improvements	(329,300)	-	-	-	-	(40,700)	-	-	-	(370,000)
Transportation - Safety Equipment	(655,000)	-	(295,070)	-	-	(61,430)	-	-	-	(1,011,500)
Transportation - Street Lighting	(477,500)	-	(287,500)	-	-	-	-	-	-	(765,000)
Transportation - Vehicle Replacement	-	(3,163,000)	-	-	-	-	-	-	-	(3,163,000)
Transportation - Others	-	-	(10,000)	-	-	-	-	-	-	(10,000)
Urban Parkland - Inter River Lacrosse Box	(660,000)	-	-	-	-	-	-	-	-	(660,000)
Urban Parkland - Klimer Spray Park	(400,000)	-	-	-	-	-	-	-	-	(400,000)
Urban Parkland - Playgrounds	(240,000)	-	-	-	-	-	-	-	-	(240,000)
Urban Parkland - Seyllyn Park	-	-	(120,000)	-	-	(2,740,000)	-	-	-	(2,860,000)
Urban Parkland - Structure Maintenance	(168,690)	-	-	-	-	-	-	-	-	(168,690)
Urban Parkland - Sunshine Wharf	-	-	-	-	(15,000)	-	-	-	-	(15,000)
Urban Parkland - Others	(177,834)	-	(100,000)	-	-	-	-	-	-	(277,834)
Utility Drainage - CO Installation & Storm Lateral	-	-	-	-	-	(45,540)	-	-	(204,460)	(250,000)
Utility Drainage - Culverts	-	-	-	-	-	(289,146)	-	-	(1,030,797)	(1,319,943)
Utility Drainage - Flood Protection	-	-	-	-	-	(149,372)	-	-	(670,628)	(820,000)
Utility Drainage - Maplewood Culvert	-	-	-	-	-	(66,948)	-	-	(358,052)	(425,000)
Utility Drainage - McKay Dyke	-	-	-	-	-	(35,550)	-	-	(519,507)	(555,057)
Utility Drainage - Mission Creek Debris Basin	-	-	-	-	-	(78,329)	-	-	(94,365)	(172,694)
Utility Drainage - Others	-	-	-	-	-	(222,235)	-	-	(847,765)	(1,070,000)
Utility Sewer	-	-	-	-	-	(616,058)	-	-	(1,878,942)	(2,474,800)
Utility Solid Waste & Recycling - Organics Options	-	-	-	-	-	-	(15,000)	-	-	(15,000)
Utility Water	-	-	-	-	-	(1,013,902)	-	(4,642,098)	-	(5,656,000)
<b>Subtotal - Appropriations from Reserves</b>	<b>(21,488,719)</b>	<b>(4,966,840)</b>	<b>(6,537,520)</b>	-	<b>(65,000)</b>	<b>(24,550,647)</b>	<b>(15,000)</b>	<b>(5,121,516)</b>	<b>(6,081,807)</b>	<b>(17,125,860)</b>
Contributions including interest	19,646,376	2,648,648	3,281,391	500,000	130,967	8,620,644	836,093	6,334,232	9,212,388	8,898,347
<b>2018 Projected Closing Balances</b>	<b>\$ 24,190,545</b>	<b>\$ 8,746,403</b>	<b>\$ 479,886</b>	<b>\$ 500,000</b>	<b>\$ 4,289,625</b>	<b>\$ 14,691,615</b>	<b>\$ 2,768,160</b>	<b>\$ 8,631,496</b>	<b>\$ 21,268,308</b>	<b>\$ 1,337,678</b>
										<b>\$ 86,903,716</b>

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## AGENDA INFORMATION

☒ Regular Meeting  
☐ Other:

Date: November 26, 2018  
 Date: \_\_\_\_\_



## The District of North Vancouver REPORT TO COUNCIL

November 14, 2018  
 File: 13.6800.70/000.000

**AUTHOR:** Angele Clarke, Community Planner

**SUBJECT:** 3635 Sunnycrest Drive - Options for Heritage Conservation

### RECOMMENDATION:

THAT the November 14, 2018 report from the Community Planner entitled '3635 Sunnycrest Drive - Options for Heritage Conservation' be received for information; and

THAT Council direct staff to lift the temporary protection order of 60 days on 3635 Sunnycrest Drive (Watts Residence) in accordance with s. 606 of the *Local Government Act*.

### SUMMARY:

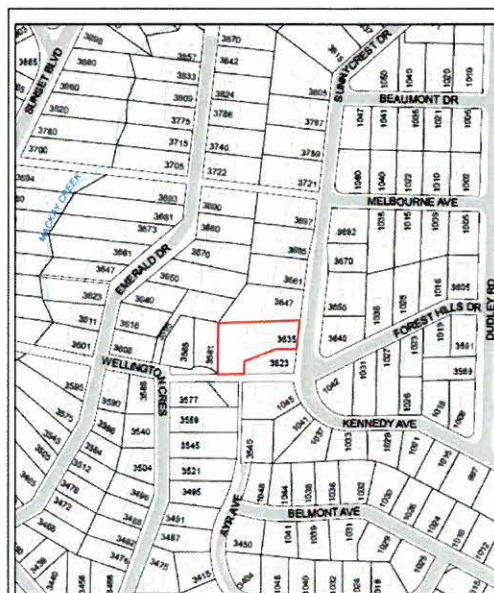
The Watts Residence is included in the District's Modern Heritage Inventory 1930-1965 (Donald Luxton & Associate, 1997), and was designed by Architect, Fred Thornton Hollingsworth. See property outlined in red in the adjacent map.

Council issued a temporary protection order (for up to 60 days) for this property on October 29, 2018. This report provides Council with an update on the options for heritage conservation explored since October 29<sup>th</sup> and seeks Council direction on next steps.

### BACKGROUND:

At the October 29, 2018 Regular Meeting of Council, the following motions were passed:

*THAT the October 25, 2018 joint report of the Community Planner and Senior Community Planner entitled 3635 Sunnycrest Drive – Options for Heritage Conservation be received for information;*



*AND THAT Council direct staff to place a temporary protection order of 60 days on 3635 Sunnycrest Drive (Watts Residence) in accordance with s. 606 of the Local Government Act.*

**SUBJECT: 3635 Sunnycrest Drive- Options for Heritage Conservation**

November 14, 2018

Page 2

The October 25, 2018 Report to Council entitled '3635 Sunnycrest Drive – Options for Heritage Conservation' is included as **Attachment 1**.

The intent of placing the temporary protection order of 60 days on the subject site was to give staff additional time to explore conservation of the house with the property owners. Since October 29<sup>th</sup>, staff have worked with the property owners to explore options for heritage conservation.

Staff recommend Council lift the temporary protection order of 60 days at this time as the options explored by staff with the property owners, have been determined to be cost prohibitive. Furthermore, protecting the property by way of a heritage designation bylaw may require financial compensation by the District due to the reduction in market value of the designated property.

**EXISTING POLICY:**

In accordance with the *Local Government Act* s. 606, (1) a local government may order that real property is subject to temporary protection if the local government considers that

- (a) the property is or may be heritage property, or
- (b) protection of the property may be necessary or desirable for the conservation of other property that is heritage property.

**ANALYSIS:**

The following options for heritage conservation have been explored by staff with the property owner.

**1. Additional density on the site through a Heritage Revitalization Agreement (HRA):**

- Staff explained the purpose, options and process to complete an HRA with the property owners. The property owners expressed concerns that the current design and configuration of the house do not meet the needs of their family, and that they are not interested in exploring an HRA.

**2. Exploration of moving the house to another property to retain the heritage house:**

On November 7, 2018, Habitat for Humanity, Karnak Pro Builders, and Unbuilders assessed the house to determine if it could be used for their programs to house low income families.

- The assessment included the potential to move, disassemble and/or deconstruct the house. They have concluded that while the design of the house may meet the needs of Habitat for Humanity, the cost to move, retrofit and reconstruct the house would be cost prohibitive due to the method of construction, length of house and location on the lot.

**3. Adopt a Heritage Designation Bylaw**

- A local government may be bylaw designate a property, if the property has heritage or heritage character, under S 611 of the *Local Government Act*, however if the designation causes a reduction in market value at the time of designation the local government must compensate the owner of the designated property. If there is no agreement between the District and the property owner on the amount of

**SUBJECT: 3635 Sunnycrest Drive- Options for Heritage Conservation**

November 14, 2018

Page 3

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compensation then the *Local Government Act* provides for binding arbitration under the *Arbitration Act* to establish the amount of compensation.

A heritage designation bylaw to provide permanent protection to a heritage asset is subject bylaw readings and a public hearing, similar to a zoning bylaw. To provide continuing protection a heritage designation bylaw would have to be given 1<sup>st</sup> reading before the lapsing of the temporary protection order (Dec 28, 2018).

**Timing/Approval Process:**

A temporary protection order was placed on the property on October 29, 2018. The temporary protection order may be in place until December 28<sup>th</sup>, 2018.

**CONCLUSION:**

Staff have reviewed the potential options for the heritage conservation of 3635 Sunnycrest Drive and found they were cost prohibitive or not supported by the owners of the property.

**OPTIONS:**

THAT Council direct staff to lift the temporary protection order of 60 days on 3635 Sunnycrest Drive (Watts Residence) in accordance with s. 606 of the *Local Government Act* (staff recommendation).

OR

THAT Council direct staff to continue the temporary protection order of 60 days on 3635 Sunnycrest Drive (Watts Residence) in accordance with s. 606 of the *Local Government Act* and continue to explore options for heritage conservation.

Respectfully submitted,

Angele Clarke  
Community Planner

**ATTACHMENT 1:** October 25, 2018 Report to Council entitled '3635 Sunnycrest Drive – Options for Heritage Conservation'.

**SUBJECT: 3635 Sunnycrest Drive- Options for Heritage Conservation**

November 14, 2018

Page 4

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



AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: <u>October 29, 2018</u>
<input type="checkbox"/> Other:	Date: _____

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

October 25, 2018  
File: 13.6800.70/000.000

**AUTHOR:** Angele Clarke, Community Planner  
Karen Rendek, Senior Community Planner

**SUBJECT:** 3635 Sunnycrest Drive - Options for Heritage Conservation

### RECOMMENDATION:

THAT the October 25, 2018 report from the Community Planner and the Senior Community Planner entitled '3635 Sunnycrest Drive - Options for Heritage Conservation' be received for information.

### SUMMARY:

At the October 24, 2018 meeting of the Community Heritage Advisory Committee, the following motion was passed:

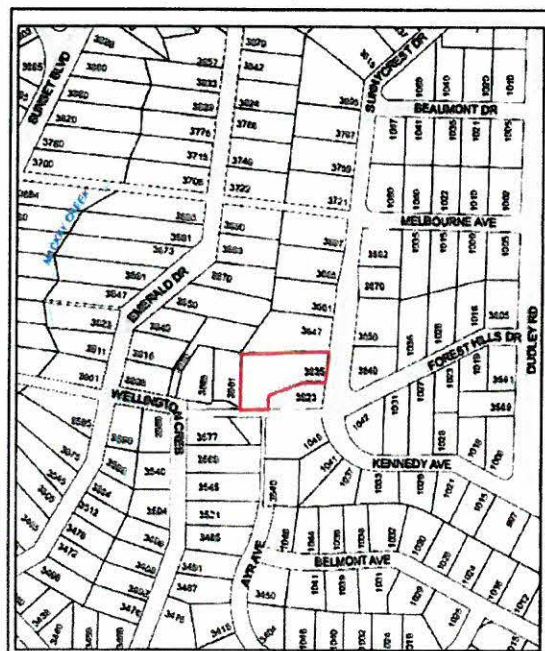
"To request Council to temporarily withhold the demolition permit and ask Council for sufficient time to assess the house for the cost and feasibility of moving the house to an alternative location."

This motion was passed following the Committee's recommendation to pursue options for preservation of the residence at 3635 Sunnycrest Drive (Watts Residence).

The Watts Residence is included in the District's Modern Heritage Inventory 1930-1965 (Donald Luxton & Associate, 1997), and was designed by Architect, Fred Thornton Hollingsworth.

The owner has submitted applications for a demolition permit, new construction permit, and two tree permits.

Council may issue a temporary protection order for up to 60 days if it considers that a heritage property might be adversely affected by a development



**SUBJECT: 3635 Sunnycrest Drive- Options for Heritage Conservation**

October 25, 2018

Page 2

application, which would provide time to explore options for heritage conservation with the applicant.

**BACKGROUND:**

The 'Watts Residence' is located at 3635 Sunnycrest Drive in the Highland neighbourhood north of Edgemont Village Centre. The building was constructed in 1951-52 for the Watts family and is on the District Modern Heritage Inventory 1930-1965. As this is a Heritage Inventory property, the Heritage Procedures Bylaw does not apply, however, Council may authorize a temporary protection order under s. 606 of the *Local Government Act* if they consider the property to be of significant heritage value.

The West Coast Modern style 'Neoteric' heritage building designed by Fred Thornton Hollingsworth is a post-and-beam house characterized by its flat roof and plywood cladding on both the interior and exterior. The building, maintained in its original condition is set back on a forested sloping site. A statement of significance (SOS) for the house prepared by Donald Luxton and Associates Inc. in January 2015 is included as **Attachment 1**.

**EXISTING POLICY:**

In accordance with the *Local Government Act* s. 606, (1) a local government may order that real property is subject to temporary protection if the local government considers that

- (a) the property is or may be heritage property, or
- (b) protection of the property may be necessary or desirable for the conservation of other property that is heritage property.

**ANALYSIS:**

On August 29, 2018, the owner of the property submitted an application to demolish the heritage inventory-listed house, and to construct a new single-family house. A tree permit to remove trees on District property was issued on October 1, 2018.

An option for giving additional time to explore conservation of the house would be a Council-authorized, 60 day temporary protection order. During the 60 day duration of the temporary protection order, staff would work with the property owner to explore options for heritage conservation. These options could include:

- Exploration of options for limited additional density on the site through a Heritage Revitalization Agreement (HRA), as per s. 610 of the *Local Government Act*. A HRA includes the legal protection of the heritage property, and can vary or supplement provisions such as, but not limited to land use, density, setbacks, parking requirements, and building height. Options through HRA negotiations could include a coach house, or addition to the existing house;
- Legal protection of the property through designation bylaw as per s. 611 of the *Local Government Act*, which may require compensation if the designation causes, or will cause at the time of designation, a reduction in market value; or
- Exploration of moving the house to another property to retain the heritage house.



**SUBJECT: 3635 Sunnycrest Drive- Options for Heritage Conservation**

October 25, 2018

Page 3

**Timing/Approval Process:**

As per s. 606 of the *Local Government Act*, the District may withhold permits for up to sixty days, once every two years.

**Concurrence:**

Members of the Community Heritage Advisory Committee have passed a motion requesting the District explore options to conserve the house.

**Financial Impacts:**

Ongoing legal protection of the property by designation bylaw requires financial compensation if the designation causes, or will cause at the time of designation, a reduction in market value.

**CONCLUSION:**

Council may authorize a temporary protection order to allow time to explore heritage conservation options for the house such as Heritage Revitalization Agreement, designation protection through a heritage designation bylaw, or moving the house to another property.

**OPTIONS:**


THAT Council direct staff to place a temporary protection order of 60 days on 3635 Sunnycrest Drive (Watts Residence) in accordance with s. 606 of the *Local Government Act*

OR


THAT no further action be taken at this time.

Respectfully submitted,

  
Angele Clarke  
Community Planner

  
Karen Rendek, MCIP, RPP  
Senior Community Planner

**ATTACHMENT 1:** Statement of significance (SOS) for 3635 Sunnycrest Drive prepared by Donald Luxton and Associates Inc., January 2015.

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



# 3635 SUNNYCREST DRIVE

STATEMENT OF SIGNIFICANCE

JANUARY 2015

RECEIVED

OCT 01 2015

**DONALD LUXTON  
AND ASSOCIATES INC**





## STATEMENT OF SIGNIFICANCE: WATTS RESIDENCE



**Address:** 3635 Sunnycrest Drive, North Vancouver, British Columbia

**Name of Historic Place:** Watts Residence

**Original Owners:** Clarence and Phoebe Watts

**Architect:** Fred Hollingsworth

**Date of Construction:** 1951-52

### Description of Historic Place

The Watts Residence, located at 3635 Sunnycrest Drive in North Vancouver, is a one-storey West Coast Modern style, post-and-beam house that is characterized by its flat roof and plywood cladding on both the interior and exterior.

### Heritage Value of Historic Place

The Watts House is valued as an example of the postwar residential development of North Vancouver and the Capilano Highlands subdivision in particular. The house is also significant for its early West Coast Modern architecture, as designed by noted architect Fred Thornton Hollingsworth, as well as for its local adaptation of Frank Lloyd Wright's Usonian approach to housing.

The Watts Residence represents the postwar development of North Vancouver. Suburban areas of the Lower Mainland surged in popularity following the Second World War and the North Shore of

Burrard Inlet saw the construction of new, modern houses, which were often placed on challenging, mountainside sites that required innovative designs and cutting-edge construction technologies. The forested sites presented the ideal suburban experience as residents could live 'in nature', while still being close to the urban amenities of the area. The Watts Residence was constructed in 1951-52 in the suburban development known as Capilano Highlands. Originally established by Ridgewood Estates Ltd. in 1938, the same year the Lions Gate Bridge dramatically improved access to the North Shore, the subdivision offered contoured street layouts that followed the natural topography of the land and offered generous, verdant lots that appealed to the suburban ideals of the time. However, it was not until the end of the Second World War when developer J. Eric Allan built his own house in the area and opened an office in Edgemont Village, that interest in Capilano Highlands began to take-off. The popularity of the neighbourhood further increased through the active involvement of architect Fred Hollingsworth, who designed his own home in the area in 1946 and partnered with Allan in the 1949 design and marketing of the *Sky Bungalow*, a show home located in the parking lot of downtown Vancouver Hudson's Bay store, which advertised the Capilano Highlands development. Hollingsworth continued his involvement in the area by designing approximately one hundred homes, including the Watts Residence, over the next few decades. The house exists today amidst a cluster of West Coast Modern homes including the neighbouring Mitchell Residence, designed by Arthur Erickson in 1965 and constructed on land subdivided from the Watts' property, as well as homes designed by Ron Thom, Sharp & Thompson, Berwick, Pratt, and several others by Fred Hollingsworth.

The Watts Residence is also valued for its West Coast Modern style architecture, as designed by celebrated local architect Fred Hollingsworth. Exemplified by design innovation, advancing architectural technologies, use of natural materials, and sensitive integration with the natural environment, the West Coast Modern style of architecture was prevalent between 1945 and 1970. English-born Hollingsworth immigrated with his family to Vancouver in 1929, and soon began attending classes at the Vancouver School of Art (later known as the Emily Carr University of Art and Design), initially pursuing a career in commercial design. Hollingsworth's 1946 plans for his own house captured the attention of Ned Pratt, partner in the firm Sharp & Thompson, Berwick, Pratt who had established themselves as the premier Modern architecture firm in Vancouver at the time. Hollingsworth was asked to article with the firm, a position that he held from 1946 to 1951.

Inspired by his friend and mentor Frank Lloyd Wright, Hollingsworth furthered his creativity as his career progressed, experimenting with different products, technologies and materials. The Watts Residence was directly influenced by Wright's 'Usonian' houses. The 'Usonian' term was used by Wright to describe his vision for the future planning and architecture of American cities. The Usonian houses, first constructed in 1936, were Wright's response to the need to provide affordable, well-designed housing for middle-class Americans. Typically, the Usonian houses were void of extraneous details and most featured strong horizontal massing; natural and local construction materials; and concrete radiant floor heating – all of which are reflected in the Watts Residence. Additionally, like many Usonian houses, the Watts Residence features natural lighting from clerestory windows and a flat roof with cantilevered overhangs that prevent direct sunlight from penetrating the house. Hollingsworth used local plywood to clad both the interior and exterior of the home; this was the first house in the province to feature such a cladding treatment. The Watts Residence also maintains a strong visual connection between the interior and exterior spaces, an important characteristic of all Usonian homes. Hollingsworth termed his adaptation of the Usonian house, 'Neoteric'.

### **Character-Defining Elements**

Elements that define the heritage character of the Watts Residence are its:

- location on Sunnycrest Drive in the Capilano Highlands subdivision of North Vancouver;
- continuous residential use since 1952;
- residential form, scale and massing, as expressed by: one-storey height with flat roof; horizontality; and stepped floor plan;
- wooden post-and-beam construction with concrete slab foundation;
- Usonian style features, including: horizontality; flat roof structure with wide, cantilevered eaves with closed plywood clad soffits; open cantilevered trellis at the front and rear of the house; plywood and vertical batten cladding, which is echoed in the interior walls and ceiling of the house; the passive solar and interior lighting strategy provided by the clerestory windows and light shelves; and the stepped floor plan of the house as it broadens from its narrow form at the front of the property to a wider elevation at the rear of the property;
- original wood-frame windows including fixed assemblies, some full-height, and casement assemblies, as well as several fixed window assemblies featuring pebbled glass;
- original door assemblies including paired French doors leading to the side and rear yard and the wooden front door;
- original central internal chimney;
- drainage chains; and
- interior features including: plywood and vertical batten cladding of the walls and ceiling; exposed concrete floors, stained red, with built-in radiant heating; fireplace featuring textured brick with wide mortared joints; and skylights that also function as operable electric lights.



## RESEARCH SUMMARY

**CIVIC ADDRESS:** 3635 Sunnycrest Drive, North Vancouver, British Columbia

**NAME OF HISTORIC PLACE:** Watts Residence

**ORIGINAL OWNERS:** Clarence and Phoebe Watts (1952-1965)

**ARCHITECT:** Fred Hollingsworth

**CONSTRUCTION DATE:** 1951-52

**BUILDING PERMIT APPLICATION:**

- #6524: September 13, 1951 for Mr. and Mrs. C.L. Watts; \$15,000 dwelling;  
Contractor: A. Berquist & Sons

**CANADIAN ARCHITECTURAL ARCHIVES (UNIVERSITY OF CALGARY):**

- Thompson Berwick Pratt & Partners Project List: Watts Residence - 51W36 (#51-B-186);  
1951, drawn by FTH [Fred Thornton Hollingsworth]

**BRITISH COLUMBIA VITAL EVENTS:**

- Marriage Registration: Clarence Leckie Watts and Phoebe Wilcox, April 7, 1920,  
Vancouver; Registration Number: 1920-09-211213
- Death Registration: Phoebe Watts, May 1, 1984, West Vancouver;  
Registration Number: 1984-09-008045
- Death Registration: Clarence Leckie Watts, January 9, 1991, West Vancouver;  
Registration Number: 1991-09-000503

**ADDITIONAL FRED HOLLINGSWORTH INFORMATION:**

Following Hollingsworth's work on the Watts Residence, he would go on to form partnerships with some of Canada's most celebrated architects, including Ron Thom, Barry Downs, and Arthur Erickson. He was awarded the Massey Gold Medal for Architecture in 1964 for his design of the Maltby House in West Vancouver. Throughout his long career, Hollingsworth concentrated on residential design, completing numerous projects for clients across British Columbia, Alberta, and the United States. Fred Hollingsworth served as the President of the Architectural Institute of British Columbia from 1971 to 1972 and of the Royal Architectural Institute of Canada from 1975 to 1976.

**AGENDA INFORMATION**☒ Regular Meeting

Date: November 26, 2018

☐ Workshop (open to public)

Date: \_\_\_\_\_

Dept.  
ManagerGM/  
Director

CAO

## The District of North Vancouver

### REPORT TO COUNCIL

November 20, 2018

**AUTHOR:** Councillor Mathew Bond**SUBJECT:** Rental and Affordable Housing Action Plan**RECOMMENDATION:**

1. THAT staff is directed to prepare a funding strategy for Council's consideration, to construct not less than 1,000 non-market residential homes, no later than January 2029, with a total contribution of up to \$150 Million from the District of North Vancouver, and
2. THAT staff is directed to prepare bylaw amendments for Council's consideration to zone District of North Vancouver owned lands, both current and future, within and near the four key Town and Village Centres (Lions Gate, Lynn Valley, Lynn Creek, and Maplewood), and proximate to transit corridors (Attachment 1) with densities up to the land use designation of the Official Community Plan or applicable Town and Village Implementation Plans, to accommodate the development of 800 non-market residential homes by July 2022.

**REASON FOR REPORT:**

Council, staff and the community spent over a year and a dozen meetings in 2015 and 2016 developing the Rental and Affordable Housing Strategy (RAHS), which was approved by Council on November 28<sup>th</sup>, 2016. One of the components of the RAHS is to explore opportunities to utilize District-owned land to deliver affordable homes. In two years, no affordable homes have been approved on District owned lands.

Constructing affordable homes was a key focus in the campaigns of every candidate recently elected to Council. More than half of voters indicated support to spend one hundred and fifty million dollars to construct non-market homes. With financial support currently available from both the Provincial and Federal governments, now is the time to take action.

## **BACKGROUND:**

"In Canada, housing is considered "affordable" if it costs less than 30% of a household's before-tax income. For renters, shelter costs include, as applicable, rent and payments for electricity, fuel, water and other municipal services. For owners, shelter costs include, as applicable, mortgage payments (principal and interest), property taxes, condominium fees, and payments for electricity, fuel, water and other municipal services. Many people think the term "affordable housing" refers only to rental housing that is subsidized by the government. In reality, it's a very broad term that can include housing provided by the private, public and non-profit sectors. It also includes all forms of housing tenure: rental, ownership and co-operative ownership, as well as temporary and permanent housing." *CMHC 2018*

The Rental and Affordable Housing Strategy (RAHS) identifies the need for 600 to 1,000 new affordable rental homes by 2026. Council has publicly indicated an intention to construct affordable homes on District owned land in Lynn Creek on Oxford/Orwell Street and a District owned parcel on Burr Place. On July 23<sup>rd</sup>, 2018, Council voted in favour of preparing bylaw amendments to zone District of North Vancouver owned lands in the Maplewood Village Centre to achieve a range of non-market and market rental residential homes (Attachment 2). The District does not own land in Lynn Valley Town Centre or Lions Gate Village Centre suitable to construct non-market homes.

On October 20<sup>th</sup>, 2018, the following non-binding assent question received the support of 51.64% of voters in the District of North Vancouver general local election:

*Do you authorize the District of North Vancouver to spend up to \$150 Million to create not less than 1000 units of non-market housing, to be constructed not later than January, 2029?*

## **ANALYSIS:**

Securing a site is one of the primary requirements for any organization intending to apply to senior levels of government for funding to construct affordable housing. Without a secured site, the prospects of being awarded funding in a competitive process are extremely low.

Homes take a significant amount of time to construct. For non-market rental homes, the process generally consists of identifying a need, securing an operating partner, securing a site, testing financial feasibility, securing funding, designing the building, obtaining approvals, and then construction. In the District of North Vancouver, it is likely that this entire process would take up to four years or longer.

Should Council wish to achieve the goal of constructing 600 to 1,000 new affordable rental homes, Council could accelerate the process by identifying District owned sites and zoning those properties to include appropriate densities, heights, and setbacks to allow a viable affordable housing project to be constructed. Once those sites are identified and zoned, the process of both securing an operating partner and securing funding from senior levels of government could be significantly faster, with a greater chance of success.



Should Council wish to achieve the goal of constructing those 600 to 1,000 new affordable rental homes by 2026, the process of identifying and zoning District owned sites for affordable rental homes should occur before July 2022, if not sooner. With all sites identified and zoned prior to that date, it is likely that the affordable rental homes would be constructed and occupied prior to 2026. By utilizing District owned sites as opposed to negotiating for affordable homes through redevelopment, Council retains more control and influence over the process, the schedule and the outcome.

To construct affordable rental homes in Lynn Valley Town Centre and Lions Gate Village Centre, the District would need to assemble properties to create one or more viable sites. The District has a number of isolated, undeveloped single family lots that could be sold as a funding source to purchase properties in the Town and Village centres.

**CONCLUSION:**

As emphasised during the election campaigns of all members of Council, the District is indeed in a housing “crisis” and immediate and achievable strategies for realizing non-market homes must be developed and approved by this Council. This requires that District-owned lands with OCP designated land uses be put into use for the purposes intended by Council in order to incentivize the development of non-market homes.

Respectfully submitted,



Mathew Bond  
Councillor



	DNV LANDS (IN USE OR UNDER CONTRACT)		COMMERCIAL
	DNV LANDS (UNCOMMITTED)		COMMERCIAL RESIDENTIAL MIXED USE LEVEL 1
	BOUNDARY		COMMERCIAL RESIDENTIAL MIXED USE LEVEL 2
	OCP TOWN CENTRE		COMMERCIAL RESIDENTIAL MIXED USE LEVEL 3
<b>OCP Class</b>			INSTITUTIONAL
	RESIDENTIAL LEVEL 1: RURAL RESIDENTIAL		INDUSTRIAL
	RESIDENTIAL LEVEL 2: DETACHED RESIDENTIAL		LIGHT INDUSTRIAL COMMERCIAL
	RESIDENTIAL LEVEL 3: ATTACHED RESIDENTIAL		LIGHT INDUSTRIAL ARTISAN
	RESIDENTIAL LEVEL 4: TRANSITION MULTIFAMILY		LIGHT INDUSTRIAL COMMERCIAL MIXED USE
	RESIDENTIAL LEVEL 5: LOW DENSITY APARTMENT		LIGHT INDUSTRIAL RESIDENTIAL MIXED USE
	RESIDENTIAL LEVEL 6: MEDIUM DENSITY APARTMENT		PARKS, OPEN SPACE, AND NATURAL AREAS
			OCP PROPOSED ROADS

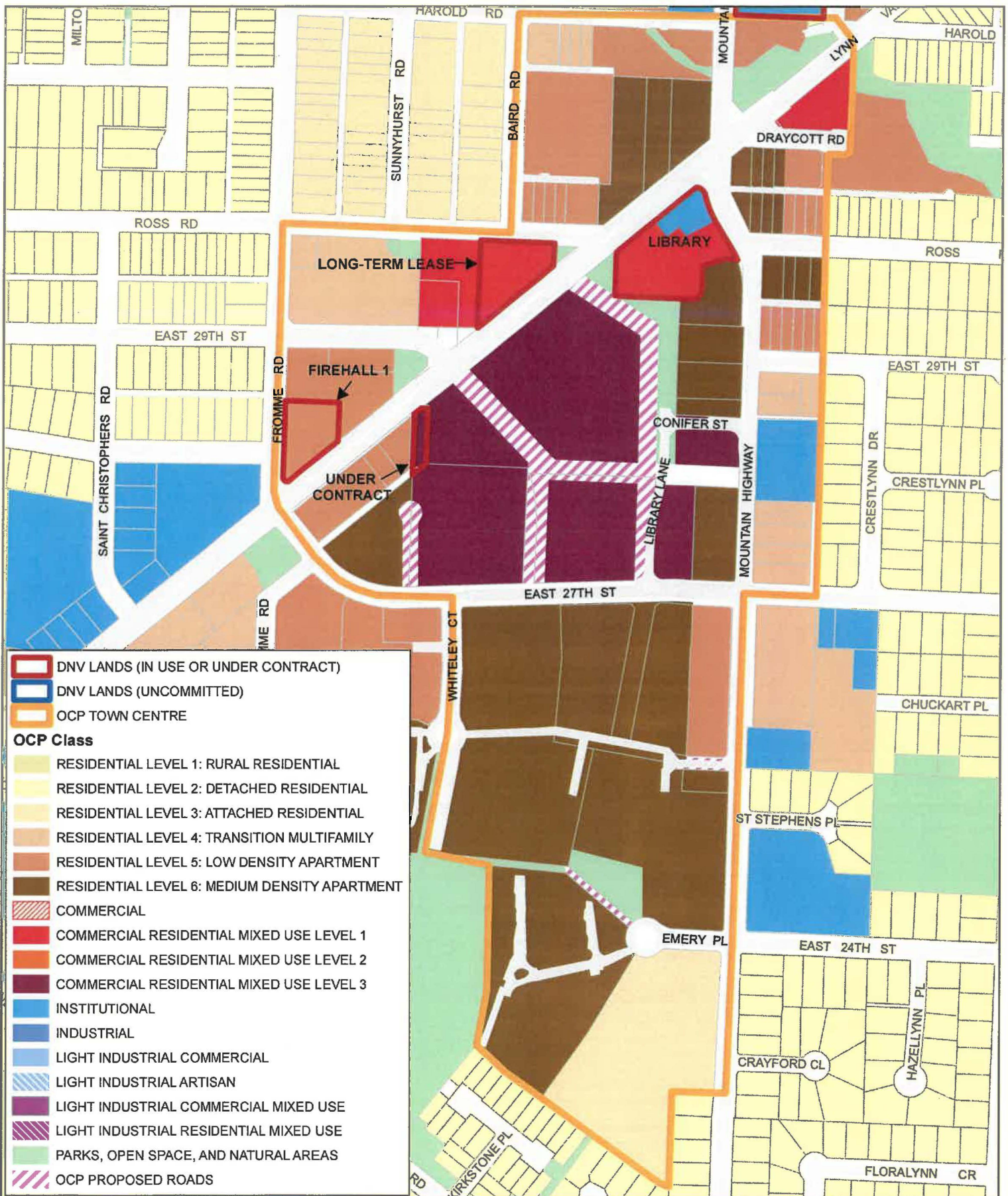
## LIONS GATE VILLAGE

### DNV LAND AVAILABILITY ANALYSIS

0 25 50 100  
Meters  
Scale: 1:3,500







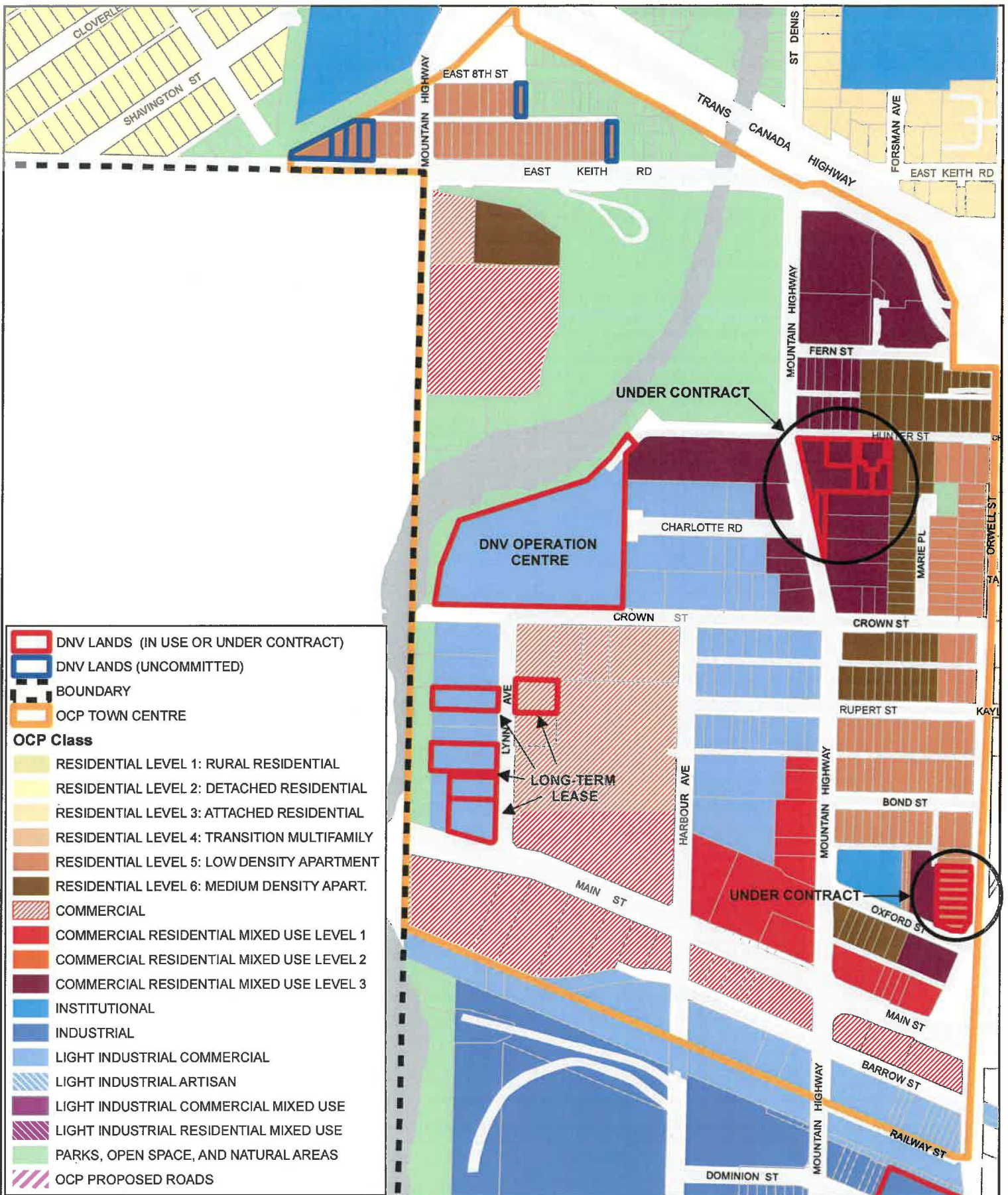
## LYNN VALLEY TOWN CENTRE DNV LAND AVAILABILITY ANALYSIS

0 25 50 100  
Meters  
Scale: 1:4,600



Note: Properties are identified only in a preliminary sense, further analysis and Council approval is needed to determine development viability





## LYNN CREEK TOWN CENTRE DNV LAND AVAILABILITY ANALYSIS

0 25 50 100 150 200  
Meters  
Scale: 1:5,500



Note: Properties are identified only in a preliminary sense, further analysis and Council approval is needed to determine development viability







## MAPLEWOOD VILLAGE CENTRE DNV LAND AVAILABILITY ANALYSIS

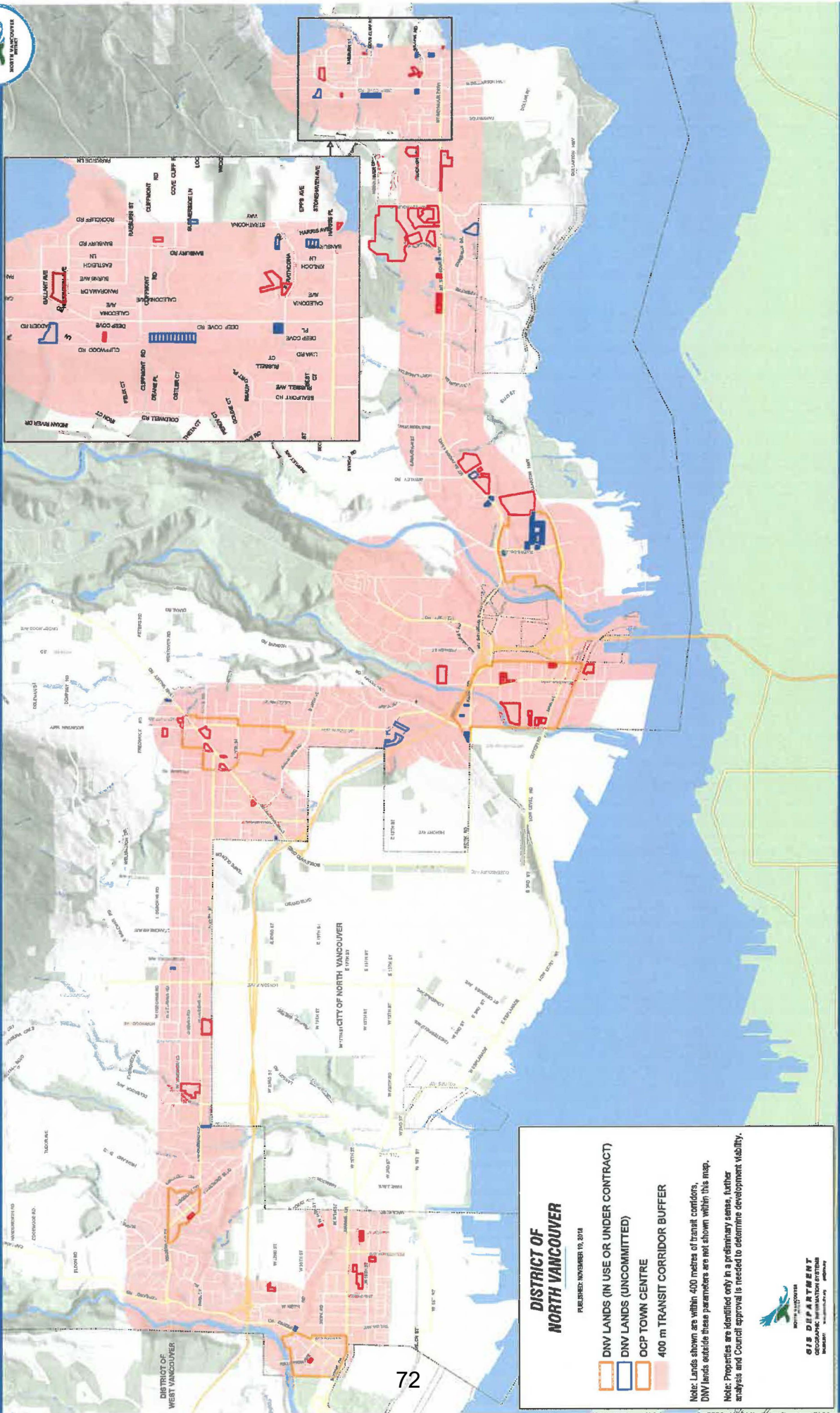
0 25 50 100  
Meters  
Scale: 1:4,400



Note: Properties are identified only in a preliminary sense, further analysis and Council approval is needed to determine development viability



# DNV AVAILABLE LANDS WITHIN 400M TRANSIT CORRIDOR BUFFER



## DISTRICT OF NORTH VANCOUVER

PREPARED: NOVEMBER 11, 2014

- DNV LANDS (IN USE OR UNDER CONTRACT)
- DNV LANDS (UNCOMMITTED)
- OCP TOWN CENTRE
- 400 m TRANSIT CORRIDOR BUFFER

Note: Lands shown are within 400 metres of transit corridors, DNV lands outside these parameters are not shown within this map.

Note: Properties are identified only in a preliminary sense, further analysis and Council approval is needed to determine development viability.

**GIS DEPARTMENT**  
GEOGRAPHIC INFORMATION SYSTEMS  
PLANNING • COMMUNITY • ENVIRONMENT

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

July 16, 2018

File:

**AUTHOR:** Mathew Bond, Councillor

**SUBJECT:** Proposed Zoning of District Owned Lands in Maplewood Village Centre

### RECOMMENDATION:

THAT staff is directed to prepare bylaw amendments to zone District of North Vancouver-owned lands in the Maplewood Village Centre in accordance with the land use designations in the Official Community Plan in order to achieve a range of non-market and market rental residential homes, as well as light industrial artisan job generating uses.

### REASON FOR REPORT:

Recent housing-related staff reports have led to discussions at Regular Meetings of Council and at Council Workshops that have indicated a strong desire to seek tangible solutions to the housing crisis in the District of North Vancouver.

This report seeks Council support for taking decisive action on the housing crisis by clearly stating our intentions for the use of District owned land by zoning these lands to enable the efficient and straight-forward approvals of market and non-market rental and live/work homes in Maplewood Village Centre.

### SUMMARY:

As part of the Maplewood Village Centre and Innovation District Implementation Plan & Design Guidelines, the District has established a goal of introducing an innovative mix of housing and compatible artisan industrial uses in areas of Maplewood Village Centre. The area to the east of Riverside Drive, centred around Old Dollarton is designated for Light Industrial Artisan and residential land uses (**Attachment 1**). Many of these lots are owned by the District. Rezoning these lots for higher density (up to 2.5 FSR, in accordance with the OCP) will enable the District to simplify the approvals process for the construction of the types of housing and light industrial uses as laid out in approved and adopted plans. Zoning these District-owned lands will provide clarity on the District's intended use of its land in line with the Maplewood Village Centre and Innovation District Implementation Plan & Design Guidelines (Implementation Plan).

**BACKGROUND:**

Existing market homes in the District is widely recognized as unaffordable to the average District income-earner. Market rental homes are also generally out of reach for average income-earning District households. The vacancy rate in the District ranges between 0.2% and 0.5%.

The Maplewood Village Centre and Innovation District Implementation Plan & Design Guidelines sets out the District's goal of creating 1,500 net new homes in the Maplewood Village Centre, consisting of a diversity of housing types to accommodate all ages, incomes, and family circumstances including townhouses, co-housing, fee simple row housing, lock-off suites, apartment units, live/work and other innovative forms of housing. In addition, a mix of tenures including fee-simple ownership, strata, rental, purpose-built rental, co-op and non-market housing are encouraged under the Implementation Plan. Contemplated through the planning for Maplewood is the inclusion of roughly 550 non-market rental homes.

**ANALYSIS:**

Rezoning of the District-owned lands in the Light Industrial Artisan land use area will allow the District to seek a housing provider, or housing providers, to develop a broad range of non-market and market homes. With defined affordability criteria in the non-market developments on District-owned lands, there are concerns that renters may be penalized by loss of their rental units if they successfully increase their incomes. If the light industrial and artisan tenants in the area also seek proximate housing, the area could result in a successful jobs and housing mix. With a diversity of rental and ownership options in the Maplewood Village Centre, employees and small business owners would have many housing options in one place. A broad range of affordable housing options in this part of Maplewood Village Centre is therefore desirable as it will allow residents to move throughout the Housing Continuum, and allow small business owners to grow their businesses in place without risk of being penalized for their success.

Other non-market housing projects on District – owned land are limited in scale for a number of reasons, resulting in limited diversity of non-market rental housing options within each development. Since these lands are owned by the District, the concerns that have arisen in the community around pre-zoning do not apply. The District has full control of the process and public consultation can occur as part of the District's approach to secure partnerships to provide homes and jobs on this land. Specifically, the needs of those households and businesses who could be the future residents of this neighbourhood need to be addressed through the design of the private and public spaces. Zoning for a range of affordability and market rental levels on these District-owned lands is an appropriate approach.

**Conclusion:**

The District is indeed in a housing "crisis" and immediate and achievable strategies for realizing market and non-market homes must be developed and approved by this Council. This requires that District-owned lands with OCP designated land uses be put into use for the purposes intended by Council in order to incentivize the development of market and non-market housing.

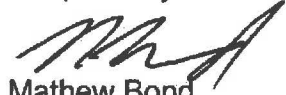


**SUBJECT: Proposed Zoning of District Owned Lands in Maplewood Village Centre**  
July 16, 2018

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Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mathew Bond', written over the printed name.

Mathew Bond  
Councillor

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