

AGENDA

SPECIAL MEETING OF COUNCIL

Monday, October 28, 2019

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



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SPECIAL MEETING OF COUNCIL

7:00 p.m.
Monday, October 28, 2019
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
- Bylaw 8396 – Rezoning 909 Clements Avenue

1. ADOPTION OF THE AGENDA

1.1. October 28, 2019 Special Meeting Agenda

Recommendation:

THAT the agenda for the October 28, 2019 Special Meeting of Council for the District of North Vancouver is adopted as circulated, including the addition of any items listed in the agenda addendum.

2. PUBLIC INPUT

(limit of three minutes per speaker to a maximum of thirty minutes total)

3. PROCLAMATIONS

4. RECOGNITIONS

5. DELEGATIONS

- 5.1 Royal Canadian Legion Lynn Valley Branch #114** **p. 11-12**
Re: First Poppy Presentation 2019

Application Form

- 5.2 North Shore Violence Against Women in Relationships** **p. 13-14**
Re: Strength and Remembrance Pole Project

Application Form

6. ADOPTION OF MINUTES

6.1. September 30, 2019 Regular Council Meeting **p. 17-24**

Recommendation:

THAT the minutes of the September 30, 2019 Regular Council meeting are adopted.

6.2. October 7, 2019 Regular Council Meeting **p. 25-32**

Recommendation:

THAT the minutes of the October 7, 2019 Regular Council meeting are adopted.

6.3. October 8, 2019 Public Hearing **p. 33-36**

Recommendation:

THAT the minutes of the October 8, 2019 Public Hearing are received.

7. RELEASE OF CLOSED MEETING DECISIONS

8. COUNCIL WORKSHOP REPORT

9. REPORTS FROM COUNCIL OR STAFF

With the consent of Council, any member may request an item be added to the Consent Agenda to be approved without debate.

If a member of the public signs up to speak to an item, it shall be excluded from the Consent Agenda.

Recommendation:

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

9.1. Development Variance Permit 19.19 (Coach House) – **p. 39-50**
362 East St. James Road
File No. 08.3060.20/019.19

Staff Report: Planning Assistant, October 9, 2019

Attachment 1: Development Variance Permit 19.19

Recommendation:

THAT Development Variance Permit 19.19, to allow for a coach house at 362 East St. James Road, is ISSUED.

9.2. Pigeon Prohibition Bylaw 8402, 2019

p. 51-55

File No. 13.6410.01/000.000

Staff Report: Chief Bylaw Officer, October 16, 2019

Attachment 1: Bylaw 8402

Attachment 2: Bylaw 8403

Recommendation:

THAT “Pigeon Prohibition Bylaw 8402, 2019” is given FIRST, SECOND and THIRD Readings;

AND THAT “Bylaw Notice Enforcement Bylaw 7458, 2004, Amendment Bylaw 8403, 2019 (Amendment 46)” is given FIRST, SECOND and THIRD Readings.

9.3. Proposed Maximum House Size in the Single-Family Residential One Acre Zone (RS1)

p. 57-100

File No. 13.6700.00/000.000

Staff Report: Community Planner, October 15, 2019

Attachment 1: Bylaw 8400

Attachment 2: Red-line Version of Zoning Bylaw

Attachment 3: Report to Council – October 7, 2019 Regular Council Meeting

Attachment 4: Letter to Property Owners September 12, 2019

Attachment 5: Responses

Recommendation:

THAT “District of North Vancouver Rezoning Bylaw 1389 (Bylaw 8400)” is given FIRST READING;

AND THAT “District of North Vancouver Rezoning Bylaw 1389 (Bylaw 8400)” is referred to a Public Hearing.

9.4. Introduction of Revised Bylaw Amendments for an Updated Coach House Program

p. 101-128

File No. 13.6480.30/003.000.000

Staff Report: Community Planner, October 11, 2019

Attachment 1: Report to Council – October 7, 2019 Regular Meeting of Council

Attachment 2: Bylaw 8360

Attachment 3: Red-line Version of Zoning Bylaw

Attachment 4: Bylaw 8361

Recommendation:

THAT “District of North Vancouver Rezoning Bylaw 1382 (Bylaw 8360) is given FIRST Reading;

AND THAT “Bylaw Notice Enforcement Bylaw 7458, 2004, Amendment Bylaw 8361, 2019 (Amendment 41)” is given FIRST, SECOND and THIRD Readings;

AND THAT “District of North Vancouver Rezoning Bylaw 1382 (Bylaw 8360) is referred to a Public Hearing.

9.5. Council Procedure Bylaw Amendment

p. 129-180

File No. 01.0115.30/002.000

Staff Report: Municipal Clerk, October 10, 2019
Attachment 1: Bylaw 8395
Attachment 2: Length of Council Meetings Policy
Attachment 3: Availability of Agenda Reports to the Public Policy
Attachment 4: August 20, 2019 Report to Council

Recommendation:

THAT "Council Procedure Bylaw 2004, Amendment Bylaw 8395, 2019 (Amendment 6)" is ADOPTED;

AND THAT the Length of Council Meetings policy is rescinded;

AND FINALLY THAT the Availability of Agenda Reports to the Public policy is also rescinded.

9.6. Bylaw 8379: 2020-2023 Taxation Exemptions by Council

p. 181-197

File No. 09.3900.20/000.000

Staff Report: Municipal Clerk, October 16, 2019
Attachment 1: Bylaw 8379

Recommendation:

THAT "2020-2023 Taxation Exemptions by Council Bylaw 8379, 2019" is ADOPTED.

**9.7. Bylaw 8380: 2020-2023 Taxation Exemptions for
Places of Public Worship**

p. 199-209

File No. 09.3900.20/000.000

Staff Report: Municipal Clerk, October 16, 2019
Attachment 1: Bylaw 8380

Recommendation:

THAT "2020 – 2023 Taxation Exemptions for Places of Public Worship Bylaw 8380, 2019" is ADOPTED.

**9.8. Bylaw 8384: 2020 Taxation Exemption for North Vancouver
Museum and Archives Facility**

p. 211-214

File No. 09.3900.20/000.000

Staff Report: Municipal Clerk, October 16, 2019
Attachment 1: Bylaw 8384

Recommendation:

THAT "2020 Taxation Exemption for North Vancouver Museum and Archives Warehouse Facility Bylaw 8384, 2019" is ADOPTED.

9.9. 2020 Community Resiliency Investment Program Grant
File No. 01.0640.01/000.000

p. 215-241

Staff Report: Assistant Fire Chief – Public Safety and Fire Chief, October 2, 2019
Attachment 1: CRI Application Form
Attachment 2: CRI Worksheets 1: 2020 Community Resiliency Investment
Program FireSmart Community Funding & Supports
Attachment 3: CRI Worksheets 2: Fuel Management Prescription Development

Recommendation:

THAT the Community Resiliency Investment (CRI) Program Grant Application entitled “District of North Vancouver Fire Rescue Service (DNVFRS) FireSmart Community Risk Reduction and Resiliency Initiatives Program, attached to the October 2, 2019 joint report of the Assistant Fire Chief – Public Safety and Fire Chief, entitled 2020 Community Resiliency Investment Program Grant, is supported.

10. REPORTS

10.1. Mayor

10.2. Chief Administrative Officer

10.3. Councillors

10.4. Metro Vancouver Committee Appointees

10.4.1. Industrial Lands Strategy Task Force – Councillor Back

10.4.2. Housing Committee – Councillor Bond

10.4.3. Aboriginal Relations Committee – Councillor Hanson

10.4.4. Board – Councillor Muri

10.4.5. Regional Parks Committee – Councillor Muri

10.4.6. Liquid Waste Committee – Mayor Little

10.4.7. Mayors Committee – Mayor Little

10.4.8. Mayors Council - TransLink – Mayor Little

10.4.9. Performance & Audit Committee – Mayor Little

10.4.10. Zero Waste Committee – Mayor Little

11. ANY OTHER BUSINESS

12. ADJOURNMENT

Recommendation:

THAT the October 28, 2019 Special Meeting of Council for the District of North Vancouver is adjourned.

DELEGATIONS

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Delegation to Council Request Form

District of North Vancouver

Clerk's Department

355 West Queens Rd, North Vancouver, BC V7N 4N5

Questions about this form: Phone: 604-990-2311

Form submission: Submit to address above or Fax: 604.984.9637

COMPLETION: To ensure legibility, please complete (type) online then print. Sign the printed copy and submit to the department and address indicated above.

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

Name of group wishing to appear before Council:

LYNN VALLEY
ROYAL CANADIAN LEGION BRANCH #114

Title of Presentation:

1ST POLY PRESENTATION 2019

Name of person(s) to make presentation:

DIANA SAROE, PRESIDENT

Purpose of Presentation:

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

COUNCIL MEETING
MONDAY OCTOBER 28, 2019

Please describe:

TO PRESENT ANNUAL 1ST POLY FOR
REMEMBRANCE DAY

Attach separate sheet if additional space is required

Contact person (if different than above):

DIANA SAROE

Daytime telephone number:

778-228-647

Email address:

DIANASAROE@GMAIL.COM

Will you be providing supporting documentation?

☐ Yes

☒ No

If yes:

☒ Handout

☐ DVD

☐ PowerPoint presentation

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

Presentation requirements:

☐ Laptop

☐ Tripod for posterboard

☐ Multimedia projector

☐ Flipchart

☐ Overhead projector

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

Delegation to Council Request Form

Rules for Delegations:

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

Helpful Suggestions:

- have a purpose
- get right to your point and make it
- be concise
- be prepared
- state your request, if any
- do not expect an immediate response to a request
- multiple-person presentations are still five minutes maximum
- be courteous, polite, and respectful
- it is a presentation, not a debate
- the Council Clerk may ask for any relevant notes (if not handed out or published in the agenda) to assist with the accuracy of our minutes

I understand and agree to these rules for delegations

LINDA FINNAN SECRETARY SEP 23/19
Name of Delegate or Representative of Group Date
[Signature]
Signature

For Office Use Only

Approved by:

Municipal Clerk

Deputy Municipal Clerk

Appearance date:

Receipt emailed on:

Rejected by:

Mayor

CAO

Applicant informed on:

Applicant informed by:

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. Further information may be obtained by speaking with The District of North Vancouver's Manager of Administrative Services at 604-990-2207 or at 355 W Queens Road, North Vancouver.



Delegation to Council Request Form

**District of North Vancouver
Clerk's Department**
355 West Queens Rd, North Vancouver, BC V7N 4N5

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Form submission: Submit to address above or Fax: 604.984.9637

COMPLETION: To ensure legibility, please complete (type) online then print. Sign the printed copy and submit to the department and address indicated above.

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

Name of group wishing to appear before Council: North Shore Violence Against Women in Relationships

Title of Presentation: Strength and Remembrance Pole Project

Name of person(s) to make presentation: Cpl. Crystal Shostak

Purpose of Presentation:

☐ Information only

☐ Requesting a letter of support

☒ Other (provide details below)

Please describe:

Present a Strength and Remembrance Pole project commemorative coin to the Mayor and Council

Contact person (if different than above): _____

Daytime telephone number: 604-815-1268

Email address: crystal.shostak@rcmp-grc.gc.ca

Will you be providing supporting documentation? ☐ Yes ☒ No

If yes:

☐ Handout ☐ DVD

☐ PowerPoint presentation

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

Presentation requirements:

☐ Laptop ☐ Tripod for posterboard

☐ Multimedia projector ☐ Flipchart

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6. The Mayor or Chief Administrative Officer may reject a delegation request if it regards an offensive subject, has already been substantially presented to council in one form or another, deals with a pending matter following the close of a public hearing, or is, or has been, dealt with in a public participation process.
7. Supporting submissions for the delegation should be provided to the Clerk by noon 12 days preceding the scheduled appearance.
8. Delegations will be allowed a maximum of five minutes to make their presentation.
9. Any questions to delegations by members of Council will seek only to clarify a material aspect of a delegate's presentation.
10. Persons invited to speak at the Council meeting may not speak disrespectfully of any other person or use any rude or offensive language or make a statement or allegation which impugns the character of any person.
11. Please note the District does not provide grants or donations through the delegation process.
12. Delegation requests that are non-jurisdictional or of a financial nature may not be accepted.

Helpful Suggestions:

- have a purpose
- get right to your point and make it
- be concise
- be prepared
- state your request, if any
- do not expect an immediate response to a request
- multiple-person presentations are still five minutes maximum
- be courteous, polite, and respectful
- it is a presentation, not a debate
- the Council Clerk may ask for any relevant notes (if not handed out or published in the agenda) to assist with the accuracy of our minutes

I understand and agree to these rules for delegations

Cpl. Crystal Shostak

October 11, 2019

Name of Delegate or Representative of Group

Date

Shostak, Crystal Marie, 000123988

Digitally signed by Shostak, Crystal Marie, DN: cn=Shostak, Crystal Marie, o=City of Vancouver, ou=City of Vancouver, email=Shostak, Crystal Marie@cityofvancouver.ca, c=CA, email=Shostak, Crystal Marie@cityofvancouver.ca, c=CA

Signature

For Office Use Only

Approved by:

Municipal Clerk

Deputy Municipal Clerk

Rejected by:

Mayor

CAO

Appearance date:

Receipt emailed on:

Applicant informed on:

Applicant informed by:

Delegation #2

October 28, 2019

October 15, 2019

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. Further information may be obtained by speaking with The District of North Vancouver's Manager of Administrative Services at 604-990-2207 or at 355 W Queens Road, North Vancouver.

MINUTES

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DISTRICT OF NORTH VANCOUVER REGULAR MEETING OF COUNCIL

Minutes of the Regular Meeting of the Council for the District of North Vancouver held at 7:08 p.m. on Monday, September 30, 2019 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. G. Joyce, General Manager – Engineering, Parks & Facilities
Mr. D. Milburn, General Manager – Planning, Properties & Permits
Mr. R. Danyluk, Manager – Financial Planning
Mr. E. Iorio, Manager – Revenue & Taxation
Ms. J. Paton, Manager – Development Planning & Engineering
Ms. S. Rogers, Manager – Parks
Ms. L. Simkin, Acting Deputy Municipal Clerk
Ms. S. Dale, Confidential Council Clerk
Mr. K. Zhang, Planner

1. ADOPTION OF THE AGENDA

1.1. September 30, 2019 Regular Meeting Agenda

MOVED by Councillor FORBES

SECONDED by Councillor MURI

THAT the agenda for the September 30, 2019 Regular Meeting of Council for the District of North Vancouver is adopted as circulated.

CARRIED

Mayor Little acknowledged that September 30, 2019 is Orange Shirt Day and advised that Orange Shirt Day is a day when we honour the Indigenous children who were sent away to residential schools in Canada.

2. PUBLIC INPUT

2.1. Mr. Mike Castle, 4100 Block Sunset Blvd.:

- Spoke about item 9.6 regarding the Handsworth Track and Field Feasibility Study;
- Urged Council to support funding for the replacement of the track;
- Spoke in support of option 2 as outlined in the staff report; and,
- Stated that a future partnership must ensure proper maintenance of the track, such as synthetic surface respraying.

2.2. Mr. Peter Teevan, 1900 Block Indian River Crescent:

- Spoke about item 9.6 regarding the Handsworth Track and Field Feasibility Study noting support of option 2 as outlined in the staff report;
- Spoke about item 9.5 regarding 600 West Queens Road; and,
- Expressed support for this item to be referred to a Public Hearing.

2.3. Mr. Rene Gourley, 600 Block St. Ives Crescent:

- Spoke on behalf of the Delbrook Community Association;
- Recognized the importance of having the community actively engaged;
- Thanked the District for planning the Delbrook site in its entirety;
- Noted the importance of being clear on the proposed height of the building; and,
- Suggested that activities for seniors be included in the design of the park.

2.4. Ms. Diana Belhouse, 500 Block Granada Crescent:

- Opined that the proposed park plan does not meet the needs of seniors;
- Spoke to the growth of the senior population;
- Expressed concern with the involvement of non-Delbrook residents; and,
- Questioned why there is not an affordable housing plan for public land across the District.

2.5. Mr. Andrew Henderson, 3500 Block Robinson Road:

- Spoke regarding parking issues on Robinson Road;
- Spoke in support of residents only parking;
- Expressed concern with regards to the risk of accidents, hazardous garbage, short-term parking and overnight campers; and,
- Urged Council to implement pay parking.

2.6. Mr. Kent Patterson, 3500 Block Robinson Road:

- Spoke regarding the entrance and exit of Lynn Canyon Park;
- Suggested adding traffic calming measures;
- Commented on the need to enhance pedestrian safety; and,
- Commented that overflow parking should be kept open at all times.

2.7. Ms. Kim Hughes, 3600 Block Robinson Road:

- Spoke in opposition to the Lynn Canyon parking lot expansion;
- Expressed concern that residents of Robinson Road were not engaged; and,
- Urged Council to re-consider the design of the project.

3. PROCLAMATIONS

Nil

4. RECOGNITIONS

Nil

5. DELEGATIONS

Nil

6. ADOPTION OF MINUTES

6.1. September 9, 2019 Regular Council Meeting

MOVED by Councillor MURI

SECONDED by Councillor BACK

THAT the minutes of the September 9, 2019 Regular Council meeting are adopted.

CARRIED

7. RELEASE OF CLOSED MEETING DECISIONS

Nil

8. COUNCIL WORKSHOP REPORT

Nil

9. REPORTS FROM COUNCIL OR STAFF

9.1. Bylaw 8379: 2020 – 2023 Taxation Exemptions by Council

File No. 05.1930/2019

MOVED by Councillor MURI

SECONDED by Councillor FORBES

THAT “2020-2023 Taxation Exemptions by Council Bylaw 8379, 2019” is given FIRST, SECOND, and THIRD Readings;

AND THAT The Mayor and Clerk are authorized to execute the Conditions of Exemption Agreement with the Capilano Tennis Club;

AND THAT Prior to considering adoption of Bylaw 8379, the Clerk is directed to provide public notice in accordance with Section 227 of the *Community Charter*.

CARRIED

9.2. Bylaw 8380: Taxation Exemptions for Place of Public Worship

File No. 05.1930

MOVED by Councillor MURI

SECONDED by Mayor LITTLE

THAT “2020-2023 Taxation Exemptions for Places of Public Worship Bylaw 8380, 2019” is given FIRST, SECOND, and THIRD Readings.

CARRIED

9.3. Bylaw 8384: 2020 Taxation Exemption for North Vancouver Museum and Archives Warehouse Facility

File No. 05.1930

MOVED by Councillor MURI

SECONDED by Councillor FORBES

THAT “2020 Taxation Exemption for North Vancouver Museum and Archives Warehouse Facility Bylaw 8384, 2019” is given FIRST, SECOND, and THIRD Readings.

CARRIED

9.4. Bylaw 8395: Council Procedure Bylaw Amendment

File No. 01.0115.30/002.000

MOVED by Councillor MURI

SECONDED by Mayor LITTLE

THAT “Council Procedure Bylaw 2004, Amendment Bylaw 8395, 2019 (Amendment 6)” is given FIRST, SECOND and THIRD Readings.

CARRIED

9.5. Bylaws 8397, 8398 and 8399: Bylaws 8397, 8398, and 8399: OCP Amendment, Rezoning, and DCC Waiver for 600 West Queens Road - To permit a Neighbourhood Park and Four-Storey Building with Low to Moderate Income Rental Housing and a Seniors' Care Facility

File No. 08.3060.20/045.19

Public Input:

Mr. Corries Kost, 2800 Block Colwood Drive:

- Spoke to the legislative authority of the Official Community Plan; and,
- Opined that the Delbrook site should remain as parkland.

MOVED by Councillor MURI

SECONDED by Councillor HANSON

THAT “District of North Vancouver Official Community Plan Bylaw 7900, 2011, Amendment Bylaw 8397, 2019 (Amendment 38)” is given FIRST Reading;

AND THAT “District of North Vancouver Rezoning Bylaw 1388 (Bylaw 8398)” is given FIRST Reading;

AND THAT “600 West Queens Road Development Cost Charges Waiver Bylaw 8399, 2019” is given FIRST, SECOND and THIRD Readings;

AND THAT pursuant to Section 475 and Section 476 of the *Local Government Act*, additional consultation is not required beyond that already undertaken with respect to Bylaw 8397;

AND THAT in accordance with Section 477 of the *Local Government Act*, Council has considered Bylaw 8397 in conjunction with its Financial Plan and applicable Waste Management Plans;

AND THAT Bylaw 8397 and Bylaw 8398 are referred to a Public Hearing.

MOVED by Councillor BOND

SECONDED by Councillor MURI

THAT Bylaw 8398 is amended by deleting “4B 128 – 7 Parking and Bicycle Regulations Section a) 0.7 parking spaces per residential dwelling unit, inclusive of residential visitor”.

CARRIED

Opposed: Mayor LITTLE

The question was called on the amended main motion as follows:

THAT “District of North Vancouver Official Community Plan Bylaw 7900, 2011, Amendment Bylaw 8397, 2019 (Amendment 38)” is given FIRST Reading;

AND THAT “District of North Vancouver Rezoning Bylaw 1388 (Bylaw 8398)” is given FIRST Reading as amended;

AND THAT “600 West Queens Road Development Cost Charges Waiver Bylaw 8399, 2019” is given FIRST, SECOND and THIRD Readings;

AND THAT pursuant to Section 475 and Section 476 of the *Local Government Act*, additional consultation is not required beyond that already undertaken with respect to Bylaw 8397;

AND THAT in accordance with Section 477 of the *Local Government Act*, Council has considered Bylaw 8397 in conjunction with its Financial Plan and applicable Waste Management Plans;

AND THAT Bylaw 8397 and Bylaw 8398 are referred to a Public Hearing.

CARRIED

**9.6. Handsworth Secondary School – 1044 Edgewood Road –
Track and Field Feasibility Study**

File No. 13.6660.01/000.000

MOVED by Councillor MURI

SECONDED by Councillor BACK

THAT staff is directed to pursue a partnership with the North Vancouver School District to fund and construct a new track and field at Handsworth Secondary School, with an equal funding contribution from the District of North Vancouver and North Vancouver School District and external funding to include Federal and Provincial grant opportunities.

CARRIED

10. REPORTS

10.1. Mayor

Mayor Little reported on his attendance at the following:

- The 2019 UBCM Convention;
- The opening of the North Shore Pickleball courts at Murdo Frazer Park;
- The Climb for Alzheimer's hike up the Grouse Grind on Sunday, September 29, 2019; and,
- The Cops for Cancer 2019 – Tour de Coast.

10.2. Chief Administrative Officer

Mr. David Stuart, Chief Administrative Officer, summarized amendments to the Council Procedure Bylaw. Mr. Stuart noted that information reports will be posted to the District's website to improve communication with the public. Upcoming reports will include:

- TransLink's Priorities; and,
- Official Community Plan Targeted Review.

10.3. Councillors

- 10.3.1.** Councillor Back reported on his attendance at the 2019 UBCM Convention. He also reported on his attendance at the Street Painting and Block Party at Braemar Elementary School on Saturday, September 28, 2019.
- 10.3.2.** Councillor Bond reported on his attendance at the 2019 UBCM Convention. He also reported on his attendance at the Global Climate Strike on Friday, September 27, 2019.
- 10.3.3.** Councillor Curren reported on her attendance at the 2019 UBCM Convention and at the Global Climate Strike on Friday, September 27, 2019. She also reported on her attendance at BC Bear Day on Sunday, September 22, 2019.
- 10.3.4.** Councillor Forbes reported on her attendance at the 2019 UBCM Convention and at the Global Climate Strike on Friday, September 27, 2019. She also reported on her attendance at the North Vancouver Museum and Archives Commission meeting on Wednesday, September 18, 2019 and the Meet the Mayor event at Parkgate Community Recreation Centre on Saturday, September 28, 2019.
- 10.3.5.** Councillor Hanson reported on his attendance at the 2019 UBCM Convention and the resolutions that were passed by the union.
- 10.3.6.** Councillor Muri reported on her attendance at the Global Climate Strike on Friday, September 27, 2019. She also reported on her attendance at the unveiling of the North Shore Streamkeepers newly installed community art project.

10.4. Metro Vancouver Committee Appointees

10.4.1. Industrial Lands Strategy Task Force – Councillor Back

Councillor Back reported on his attendance at the Metro Vancouver Industrial Lands Strategy Task Force meeting.

10.4.2. Housing Committee – Councillor Bond

Councillor Bond reported on his attendance at the Metro Vancouver Housing Committee meeting.

10.4.3. Aboriginal Relations Committee – Councillor Hanson

Nil

10.4.4. Board – Councillor Muri

Nil

10.4.5. Regional Parks Committee – Councillor Muri

Councillor Muri reported on her attendance at the Metro Vancouver Regional Parks Committee meeting.

10.4.6. Liquid Waste Committee – Mayor Little

Nil

10.4.7. Mayors Committee – Mayor Little

Nil

10.4.8. Mayors Council - TransLink – Mayor Little

Nil

10.4.9. Performance & Audit Committee – Mayor Little

Nil

10.4.10. Zero Waste Committee – Mayor Little

Nil

11. ANY OTHER BUSINESS

Nil

12. ADJOURNMENT

MOVED by Councillor MURI
SECONDED by Mayor LITTLE

THAT the September 30, 2019 Regular Meeting of Council for the District of North Vancouver is adjourned.

CARRIED
(9:23 p.m.)

Mayor

Municipal Clerk

**DISTRICT OF NORTH VANCOUVER
REGULAR MEETING OF COUNCIL**

Minutes of the Regular Meeting of the Council for the District of North Vancouver held at 7:01 p.m. on Monday, October 7, 2019 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. G. Joyce, General Manager – Engineering, Parks & Facilities
Mr. D. Milburn, General Manager – Planning, Properties & Permits
Mr. R. Danyluk, Acting General Manager – Finance
Ms. F. Dercole, Director – North Shore Emergency Management
Mr. W. Kennedy, Deputy Fire Chief
Ms. T. Atva, Manager – Community Planning
Mr. J. Gordon, Manager – Administrative Services
Ms. J. Paton, Manager – Development Planning & Engineering
Ms. C. Archer, Confidential Council Clerk
Mr. G. Exley, Community Forester
Ms. N. Foth, Planner

Also in

Attendance: Superintendent G. Bhayani, North Vancouver RCMP Officer in Charge
Mr. B. Blackwell, B.A. Blackwell and Associates

1. ADOPTION OF THE AGENDA

1.1. October 7, 2019 Regular Meeting Agenda

MOVED by Councillor MURI

SECONDED by Councillor CURREN

THAT the agenda for the October 7, 2019 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.

CARRIED

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

4. RECOGNITIONS

4.1 Introduction of New RCMP Officer In Charge, Superintendent Ghalib Bhayani

Mr. David Stuart, Chief Administrative Officer, introduced Superintendent Bhayani, noting his career history and achievements. Superintendent Bhayani greeted mayor and council and spoke regarding his background and approach, highlighting that he is focussed on integrity, opportunities for innovation, collaboration, inclusion and positive results. He outlined his vision for the future of policing in the City and District of North Vancouver, noting alignment with the District's Strategic Plan as well as Council's priorities, including community engagement and service excellence.

2. PUBLIC INPUT

2.1. Mr. Adel Bellemlih, 700 Block Kileel Place:

- Spoke in favour of Agenda item 9.1;
- Noted that he lives in the neighbourhood and has visited the property;
- Spoke to the owners' efforts taken to engage the neighbourhood; and,
- Commented on similar guardrails in the neighbourhood.

2.2. Mr. Afshin Khazei, 200 Block Wooddale Road:

- Spoke in favour of Agenda item 9.1;
- Noted that he lives in the neighbourhood and has visited the property;
- Opined that the requested variance is minor;
- Commented on a similar guardrail in the neighbourhood; and,
- Spoke to the character of the property owners.

2.3. Mr. John Harvey, 1900 Block Cedar Village Crescent:

- Spoke regarding Wrongful Conviction Day;
- Encouraged Council to continue making proclamations; and,
- Complimented Superintendent Bhayani's presentation.

2.4. Ms. Mary Anne Parker, 400 Block West St. James Road:

- Spoke in favour of Agenda item 9.1;
- Noted that she lives in the neighbourhood;
- Commented on the length of the process; and,
- Opined that the matter is minor.

2.5. Ms. Shamina Vahedi, 3200 Block Mahon Avenue:

- Spoke in favour of Agenda item 9.1;
- Noted that she is one of the property owners;
- Thanked District staff for their work on the file; and,
- Commented on the current uses of the deck.

2.6. Mr. Masoud Malboubi, 400 Block East Queens Road:

- Spoke in favour of Agenda item 9.1;
- Noted that he was a registered architect and is now a designer;
- Commented on similar regulations in other municipalities; and,
- Noted that if there were living space below the deck, a variance would not be required.

2.7. Mr. Ramin Ardekani, 900 Block Seymour Boulevard:

- Spoke in favour of Agenda item 9.1;
- Noted he is a long-time friend of the applicants; and,
- Commented on the use of the property for community purposes.

2.8. Mr. Moojan Azizi, 4000 Block Woodbury Avenue:

- Spoke in favour of Agenda item 9.1; and,
- Spoke to the character of the applicants and their community involvement.

2.9. Ms. Yasmin Vahedi, 3000 Block Mahon Avenue:

- Spoke in favour of Agenda item 9.1; and,
- Commented on the use of the property and deck for community purposes.

2.10. Mr. Diba Majzub, 4000 Block Teviot Place:

- Spoke in favour of Agenda item 9.1;
- Commented that the garage and deck fit with the neighbourhood;
- Opined that the requested variance is minor; and,
- Noted the neighbourhood support for the application.

2.11. Ms. Christine Brooks, 1000 Block Premier Street:

- Spoke regarding Inter River Field 1;
- Commented regarding grass and artificial turf fields;
- Expressed health and safety concerns regarding artificial turf field materials;
- Noted that the field is being built next to fish habitat; and,
- Requested that Council consider other options for the field.

2.12. Mr. Chris Carter, 1100 Block Cloverley Street:

- Spoke in favour of Agenda item 9.3; and,
- Commented regarding housing affordability and the availability of different housing types.

3. PROCLAMATIONS

Nil

5. DELEGATIONS

5.1 HUB North Shore

Re: 2019 Goals Presentation

Mr. Jay Jardine and Mr. Don Piercy, HUB North Shore, reviewed 2019 HUB North Shore activities and provided an overview of planned activities for 2020, including education and awareness programs, advocacy activities, and participation in community events. Mr. Piercy reviewed HUB North Shore's recommendations for updates to the Bike Master Plan and outside funding sources for active transportation.

MOVED by Councillor MURI

SECONDED by Councillor BOND

THAT the delegation from HUB North Shore is received for information.

CARRIED

6. ADOPTION OF MINUTES

Nil

7. RELEASE OF CLOSED MEETING DECISIONS

Nil

8. COUNCIL WORKSHOP REPORT

Nil

9. REPORTS FROM COUNCIL OR STAFF

9.1. Development Variance Permit 29.19 – 3225 Mahon Avenue

File No. 08.3060.20/029.19

Mr. Bruno Vahedi, 3200 Block Mahon Avenue:

- Noted that he is the property owner;
- Opined that the variance requested is minor;
- Commented that a variance would not be required if the deck were built above a living space rather than a garage;
- Remarked on the neighbourhood support for the application;
- Advised that the garage is thirty-five feet away from the property line of the home of the neighbours in opposition to the application;
- Commented regarding steps taken to mitigate the concerns expressed by the neighbours in opposition; and,
- Noted that under the Zoning Bylaw, a new home could be constructed four feet from the property line.

MOVED by Mayor LITTLE

SECONDED by Councillor HANSON

THAT Development Variance Permit 29.19, to allow an existing guardrail on a garage roof at 3225 Mahon Avenue to remain, is ISSUED.

CARRIED

Opposed: Councillors FORBES and MURI

9.2. Community Wildfire Protection Plan Update

File No. 13.6780/Infrastructure General/File

MOVED by Councillor CURREN

SECONDED by Councillor MURI

THAT the Community Wildfire Protection Plan (CWPP) Update as attached to the September 26, 2019 joint report of the Community Forester and Section Manager – Environmental Sustainability (Operations) entitled Community Wildfire Protection Plan Update is APPROVED.

CARRIED

9.3. Bylaws 8359, 8360, 8361 and 8362: Introduction of Bylaw Amendments for a Revised Coach House Program

File No. 13.6480.30/

MOVED by Councillor MURI

SECONDED by Councillor HANSON

THAT Bylaws 8359, 8360, 8361 and 8362 are referred back to staff.

CARRIED

9.4. Bylaws 8340, 8341, 8343 and 8346: Non-Medical Retail Cannabis Bylaw and Policy Amendments

File No. 13.6440.50/000.000

MOVED by Councillor MURI

SECONDED by Councillor HANSON

THAT "District of North Vancouver Rezoning Bylaw 1379, (Bylaw 8340)" is given FIRST Reading;

AND THAT "Business Licence Bylaw 4567, 1974 Amendment Bylaw 8341, 2019 (Amendment 50)" is given FIRST Reading;

AND THAT "District of North Vancouver Fees and Charges Bylaw 6481, 1992, Amendment Bylaw 8343, 2019 (Amendment 59)" is given FIRST, SECOND, and THIRD Readings;

AND THAT "Bylaw Notice Enforcement Bylaw 7458, 2004, Amendment Bylaw 8346, 2019 (Amendment 40)" is given FIRST, SECOND, and THIRD Readings;

AND THAT "District of North Vancouver Rezoning Bylaw, 1379 (Bylaw 8340)" is referred to a Public Hearing;

AND THAT pursuant to Section 59 (2)(b) of the *Community Charter*, "Business Licence Bylaw 8341, 2019 (Amendment 50)" is referred to a Public Meeting to provide an opportunity for persons who consider they are affected by the bylaw to make representations to Council;

AND THAT pursuant to Sections 59 (2)(a) and (3) of the *Community Charter*, Council direct staff to give notice of its intention to hold a Public Meeting as follows:

1. The notice shall state the following:
 - a. the time and date of the Public Meeting;
 - b. the place of the Public Meeting;
 - c. in general terms the purpose of the bylaw; and
 - d. the place and the times and dates when copies of bylaw may be inspected.
2. The notice shall be published in at least 2 consecutive issues of a newspaper, the last publication to appear not less than 3 days and not more than 10 days before the Public Meeting.

AND THAT the revised Non-Medical Retail Cannabis Policy as attached to the September 25, 2019 report of the Community Planner entitled Non-Medical Retail Cannabis Bylaw and Policy Amendments is APPROVED;

AND THAT the proposed amendment to the Non-Statutory Public Consultation Policy for Development Applications as attached to the September 25, 2019 report of the Community Planner entitled Non-Medical Retail Cannabis Bylaw and Policy Amendments is APPROVED.

CARRIED

9.5. District-Owned Single Family Rental Housing Policy

File No. 08.3164.00/000.000

MOVED by Councillor HANSON

SECONDED by Councillor MURI

THAT the District-Owned Single Family Rental Housing Policy is APPROVED.

CARRIED

9.6. UBCM Community Emergency Preparedness Fund – Structural Flood Mitigation Application for Funding for Kilmer Creek Relocation

File No. 11.5225.01/017.000

MOVED by Councillor MURI

SECONDED by Councillor CURREN

THAT the application for grant funding through the UBCM Community Emergency Preparedness Fund - Structural Flood Mitigation for relocation and culvert upgrades related to Kilmer Creek is supported.

CARRIED

9.7. Maximum Permitted House Size for RS1 Zone and Withholding Motion

File No. 09.3900.01

MOVED by Councillor MURI

SECONDED by Councillor HANSON

THAT staff be directed to prepare a bylaw to amend the District's Zoning Bylaw 1965 No. 3210 to include a maximum house size in the RS1 Zone of 5,813 square feet;

AND THAT staff submit to Council, any building permit application received after October 14, 2019 for any development on any lot that is zoned RS1 that staff consider is in conflict with the bylaw under preparation, for consideration of a resolution that the building permit be withheld for 30 days under Section 463 of the *Local Government Act*.

CARRIED

10. REPORTS

10.1. Mayor

Mayor Little reported on his attendance at a housing co-op's mortgage burning celebration and the retirement party for the outgoing Director of North Vancouver Museum and Archives.

10.2. Chief Administrative Officer

Nil

10.3. Councillors

10.3.1. Councillor Curren reported on her attendance, with Councillors Back and Forbes, at the Squamish Nation's unveiling of their new rainbow crosswalk on October 4; the EcoCity World Summit October 7-11; and that she will be hosting the upcoming climate justice debate with Tsleil-Waututh Nation.

10.3.2. Councillor Forbes reported on her attendance at the Squamish Nation rainbow crosswalk unveiling on October 4; the Deep Cove Anchorage public meeting; the Spill Response Tour; the retirement party for the outgoing Director of North Vancouver Museum and Archives; and her upcoming attendance at the Lower Mainland Flood Forum in Vancouver.

10.4. Metro Vancouver Committee Appointees

10.4.1. Industrial Lands Strategy Task Force – Councillor Back

Nil

10.4.2. Housing Committee – Councillor Bond

Nil

10.4.3. Aboriginal Relations Committee – Councillor Hanson

Nil

10.4.4. Board – Councillor Muri

Councillor Muri reported that the Metro Vancouver Board approved sending the motions from the Housing and Parks Committees to the budget approval process for a four dollar per household increase to fund affordable housing initiatives and parks improvements.

10.4.5. Regional Parks Committee – Councillor Muri

Nil

10.4.6. Liquid Waste Committee – Mayor Little

Nil

10.4.7. Mayors Committee – Mayor Little

Nil

10.4.8. Mayors Council - TransLink – Mayor Little

Nil

10.4.9. Performance & Audit Committee – Mayor Little

Nil

10.4.10. Zero Waste Committee – Mayor Little

Nil

11. ANY OTHER BUSINESS

Nil

12. ADJOURNMENT

MOVED by Councillor MURI

SECONDED by Councillor HANSON

THAT the October 7, 2019 Regular Meeting of Council for the District of North Vancouver is adjourned.

CARRIED
(10:05 p.m.)

Mayor

Municipal Clerk

**DISTRICT OF NORTH VANCOUVER
PUBLIC HEARING**

**909 Clements Avenue
Zoning Bylaw Text Amendment**

REPORT of the Public Hearing held in the Council Chambers of the Municipal Hall, 355 West Queens Road, North Vancouver, B.C. on Tuesday, October 8, 2019 commencing at 7:04 p.m.

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

Absent: Councillor L. Muri

Staff: Mr. J. Gordon, Manager – Administrative Services
Mr. M. Hartford, Section Manager – Development Planning
Ms. S. Dale, Confidential Council Clerk
Mr. R. Hay, Development Planner

1. OPENING BY THE MAYOR

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

Mayor Mike Little, stated that:

- All persons who believe that their interest in property is affected by the proposed bylaw will be afforded a reasonable opportunity to be heard and to present written submissions;
- Council will use the established speakers list. At the end of the speakers list, the Chair may call on speakers from the audience;
- Each speaker will have five minutes to address Council for a first time and should begin remarks to Council by stating their name;
- After everyone who wishes to speak has spoken once, speakers will then be allowed one additional five minute presentation;
- If a written submission has been submitted there is no need to read it as it will have already been seen by Council. It can be summarized ensuring that the comments are pertaining to the bylaw under consideration at this hearing;
- All members of the audience are asked to be respectful of one another as diverse opinions are expressed. Council wishes to hear everyone's views in an open and impartial forum;
- Everyone at the Hearing will be provided an opportunity to speak. If necessary, the Hearing will continue on a second night;
- Any additional presentations will only be allowed at the discretion of the Chair; Council is here to listen to the public, not to debate the merits of the bylaw;

- At the conclusion of the public input Council may request further information from staff which may or may not require an extension of the hearing, or Council may close the hearing after which Council should not receive further new information from the public;
- The binder containing documents and submissions related to the bylaw is available on the side table to be viewed; and,
- The Public Hearing is being streamed live over the internet and recorded in accordance with the *Freedom of Information and Protection of Privacy Act*.

2. INTRODUCTION OF BYLAW BY CLERK

Mr. James Gordon, Manager – Administrative Services, introduced the proposed bylaw, stating that Bylaw 8396 proposes to amend the District's Zoning Bylaw by establishing specific lot size regulations for the subject property to allow for a two lot subdivision.

3. PRESENTATION BY STAFF

Ms. Robyn Hay, Development Planner, provided an overview of the proposal elaborating on the introduction by the Manager – Administrative Services. Ms. Hay advised that:

- The site is located on the south side of Clements Avenue near the corner of Cedarcrest Avenue in Upper Capilano;
- Directly behind the site is an unopened lane;
- The site is not subject to any Development Permit Areas;
- Development of the site would be consistent with the Official Community Plan (OCP) designation of Residential Level 2;
- There are four Small Lot Infill Areas (SLIA's) in Upper Capilano;
- One of the SLIA's was approved in 1985 and the remaining three were approved in 2018;
- The site is not within a SLIA but was identified as a potential SLIA in the 1983 SLIA Policy Report;
- Rezoning and subdivisions outside of adopted SLIAs are considered on a case by case basis, with reference to the Approving Officers Best Practices;
- The Approving Officer Best Practices was endorsed by Council in 2013 as the preferred method of managing subdivisions;
- In accordance with the Best Practices at least 50% of the block face must already be developed as small lots in order to be eligible for subdivision consideration;
- In this case, 8 out of 14 or 57% of the subject block face is currently developed as small lots which satisfies the 50% test, to allow for subdivision consideration;
- Should Council advance the bylaw, the Approving Officer would be able to consider subdivision of the property with the following requirements:
 - A covenant prohibiting secondary suites and exterior basement access;
 - An easement for shared driveway access and confirmation of non-tandem parking for two vehicles on each lot;
 - A covenant requiring unique house designs;
 - A Development Cost Charge Contribution of approximately \$28,000;
 - \$12,000 for future sidewalk installation;
 - Two replacement street trees to compensate for the removal of one existing street tree; and,
 - House construction to comply with STEP 3 of the BC Energy Step Code.

- The owner has indicated that efficient plumbing fixtures, electric vehicle charging outlets and controlled heating zones are some features that will be provided to reduce energy consumption;
- Public Notification was undertaken as part of the rezoning proposal and a range of comments have been received noting:
 - Increased density and parking concerns;
 - Not all lots in the area are eligible for subdivision;
 - Smaller lots support smaller sized and more affordable homes;
 - Preference for two smaller homes versus one much larger home;
 - Subdivision will help support local schools; and,
 - Small lots are consistent with the neighborhood character.

4. REPRESENTATIONS FROM THE APPLICANT

4.1. Mr. Andrew Butler, 900 Block Clements Avenue:

- Acknowledged that the proposed subdivision would allow his family to age in place;
- Noted that his home is in need of considerable up-grades;
- Noted the lot is in close proximity to transit;
- Opined that the proposal is in keeping with the character of the neighbourhood;
- Commented on monster homes within the community;
- Commented that both homes will have a unique design and will be built to modern energy standards;
- Noted that if approved, a covenant will be required prohibiting secondary suites in the new houses as there is no rear lane access;
- Acknowledged that two replacement boulevard trees will be required to be planted in accordance with the District's Tree Protection Bylaw; and,
- Advised that the surrounding neighbours have been engaged and have all spoke in support.

5. REPRESENTATIONS FROM THE PUBLIC

5.1. Mr. Bill Phillips, 900 Block Canyon Blvd.:

IN FAVOUR

- Spoke in support of the proposed application;
- Opined that the proposed bylaw allows for the retention of families within the neighbourhood;
- Opined that the design of the homes are respectful and thoughtful; and,
- Commented on the high level of support from the neighbourhood.

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

OPPOSED

- Spoke in opposition to the proposed bylaw;
- Opined that majority of the subject block face is not currently developed as small lots;
- Noted that the proposed lots do not comply with the RS3 Zone minimum lot area and width requirements outside of an adopted SLIA and to proceed with this proposal, the Special Minimum Lot Size Regulations of the Zoning Bylaw will need to be amended to establish specific minimum lot size regulations for this site;

- Commented that this property was not considered in the Zoning Bylaw amendments to create three new Small Lot Infill Areas in the Upper Capilano area when approved in 2018;
- Spoke to spot zoning; and,
- Urged Council to reject this proposal.

In response to a question from Council, staff advised that there are currently twenty-six properties affected by the special minimum lot size provisions in the Zoning Bylaw.

5.3. Ms. Reham El Goraicy, District Resident: IN FAVOUR

- Spoke in support of the proposed bylaw;
- Commented on the affordability of housing within the District; and,
- Opined that subdivisions would contribute favorably to the affordability of housing.

5.4. Mr. Juan Palacio, 200 Block West Kings Road: IN FAVOUR

- Spoke in support of the proposed bylaw; and,
- Opined that subdivisions create affordable housing.

6. COUNCIL RESOLUTION

**MOVED by Councillor HANSON
SECONDED by Councillor BACK**

THAT the October 8, 2019 Public Hearing be closed;

AND THAT "District of North Vancouver Rezoning Bylaw 1387 (Bylaw 8396)" be returned to Council for further consideration.

CARRIED
(7:33 pm)

CERTIFIED CORRECT:



Confidential Council Clerk

REPORTS

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<input checked="checked" type="checkbox"/> <i>Special</i> <input type="checkbox"/> Regular Meeting <input type="checkbox"/> Other:	AGENDA INFORMATION Date: <u>Oct. 28, 2019</u> Date: _____
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The District of North Vancouver REPORT TO COUNCIL

October 9, 2019

File: 08.3060.20/019.19

AUTHOR: Holly Adams, Planning Assistant

SUBJECT: DEVELOPMENT VARIANCE PERMIT 19.19 (Coach House) - 362 East St. James Road

RECOMMENDATION:

THAT Development Variance Permit 19.19 (Attachment 1) to allow for a coach house at 362 East St. James Road, is issued.

REASON FOR REPORT:

The proposed construction includes variances to the Zoning Bylaw that require Council's approval.

SUMMARY:

The applicant has applied for a Development Variance Permit in order to construct a single-storey coach house.

The District currently permits coach houses by variances to the Zoning Bylaw. The proposal requires variances to the maximum accessory building size, maximum combined parking and accessory structure size, location of the accessory structure, and location of the secondary suite.



BACKGROUND:

Coach House Program Review:

At its meeting on October 7, 2019 Council reviewed proposed updates to the District's coach house program. Comments were made which supported single-storey coach houses on lots with open rear

lane and flanking street access being processed through the building permit process. Council indicated a desire for continued use of the development variance permit process on a case by case basis for two-storey coach houses and for coach houses in other lot configurations, such as those without rear lane or flanking street access. The subject proposal, with a front yard location and no rear lane or flanking street access, is consistent with the coach house configurations that Council indicated should be processed through the development variance permit process.

For reference, to date Council has reviewed two variance applications for coach houses in front yard locations and both of these applications have been approved.

Site and Surrounding Area: The subject site has an approximate area of 1,221.8 m² (13,151 sq. ft.) and is currently occupied with a single-family home with no secondary suite. The lot is approximately 30.42 m (99.8 ft.) in width and 40.16 m (131.77 ft.) in depth. The property slopes gently down from the north to the south.

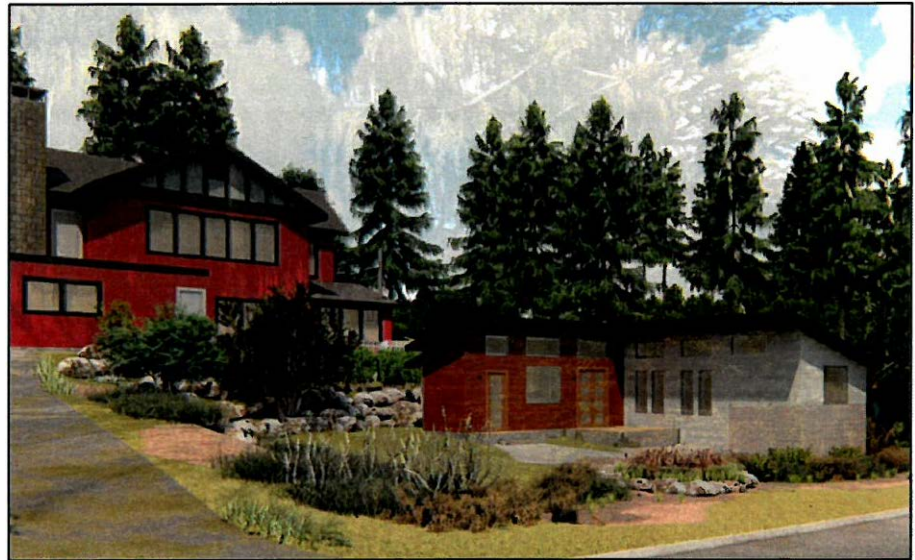
The property and surrounding residential neighbourhood is zoned “Single-Family Residential Queensdale Zone” (RSQ) as shown on the below context map. The site has access from East St. James Road with no rear lane access. The property is not located in any Development Permit Areas.

**Aerial Map****Context Map****PROPOSAL:**

The coach house is proposed in the front yard of the property as the existing house is sited back on the lot with a rear yard of approximately 7.62 m (25 ft.) in depth. The site layout allows for the coach house to be separated 7.39 m (24.25 ft.) from the principal dwelling. It is set back 3.05 m (10 ft.) from the front (south) property line, approximately 17.68 m (58 ft.) from the property to the west, and 1.22 m (4 ft.) from the property to the east. All proposed setbacks comply with the District’s Zoning Bylaw and the *Coach House How-to Guide*.

Design

The architectural design of the proposed coach house complements the principal dwelling's natural colour scheme and sloped roof while appearing secondary or accessory. It has been designed with a two-bedroom layout and 89.93 m² (968 sq. ft.) of living space all on one level. Private outdoor space is proposed for the coach house at the south side of the building. Privacy from East St. James Road is created by existing trees and hedging and by lattice screening in front of the coach house.



View of principal dwelling and proposed coach house from East St. James Road
(retained trees not shown to improve clarity)

Tree Removal and Retention

The Arborist report submitted with the application assessed 16 total trees with 9 being located in the front yard area of the lot. Three trees are recommended by the Arborist for removal due to being in the direct zone of construction. The remaining six trees are intended to be retained including the two large cedar trees visible from the street. To assist in preserving the health of existing trees, the coach house is designed using a screw pylon system which elevates the coach house slightly above grade. This helps to mitigate impacts to tree roots while eliminating the need for a concrete foundation and trenching. A rain barrel system outfitted beneath the coach house will provide water for tree roots.

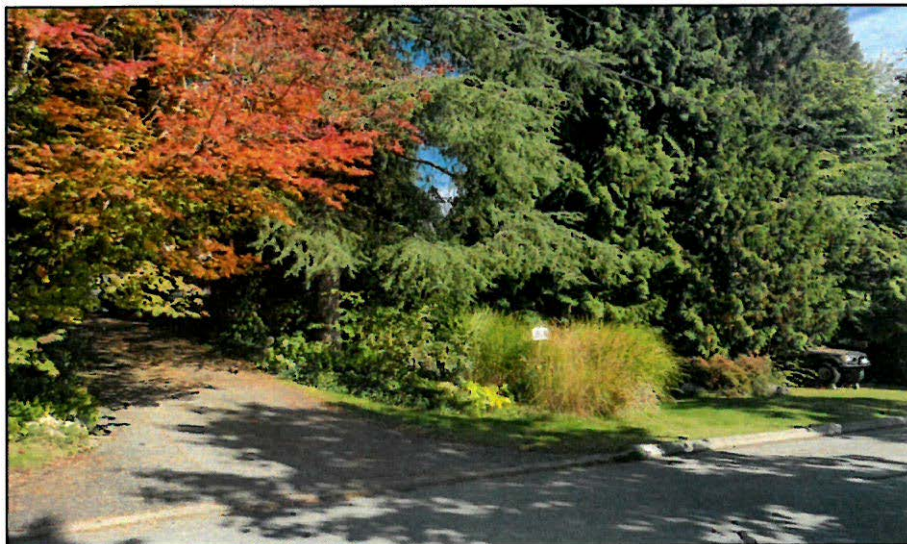


Photo of existing view from East St. James Road

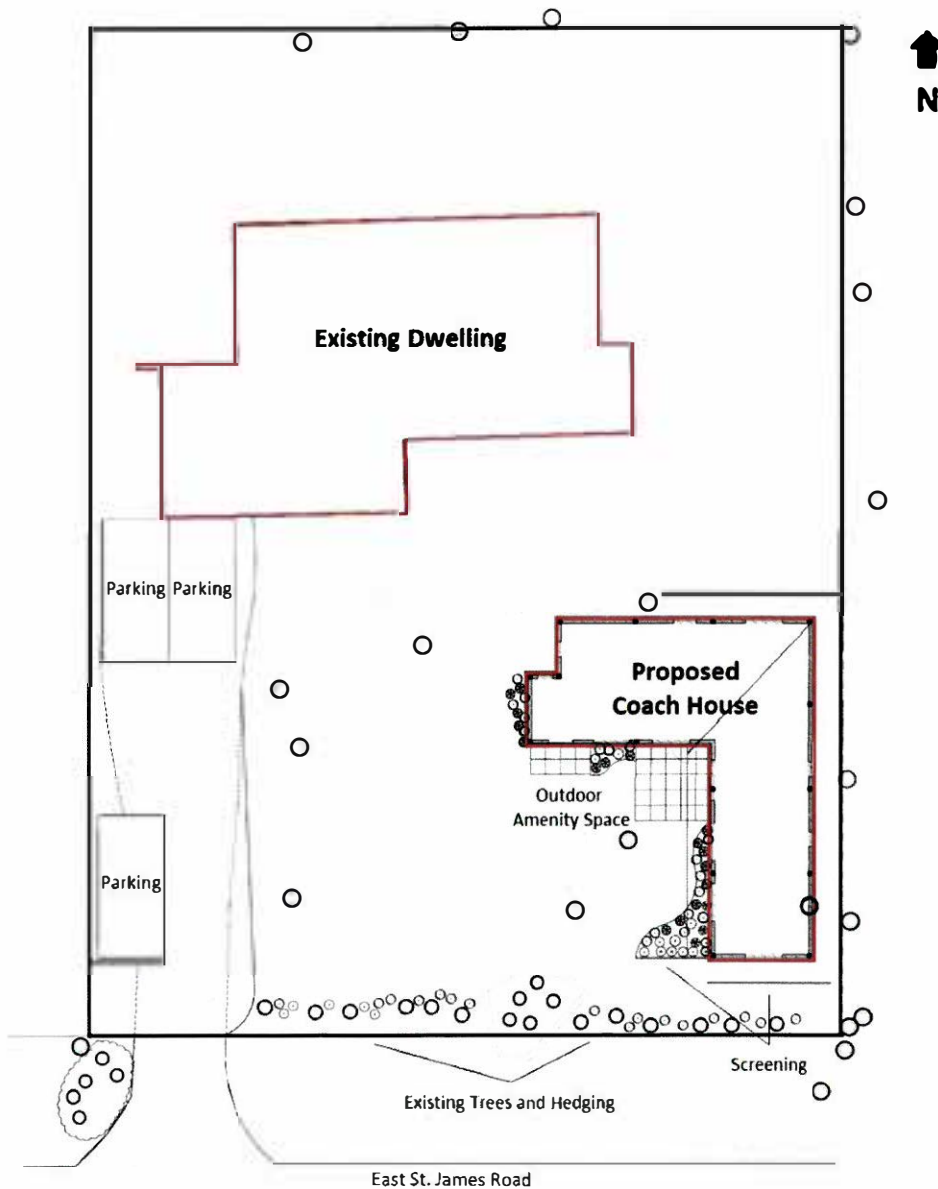
These features assist in the retention of the mature cedar trees in the front yard as the trees were cited as being important to the neighbourhood during early neighbourhood consultation. The screw pylon method has been determined by the Arborist to be a feasible measure to protect the trees and the work will require monitoring by an Arborist during construction.

Parking

The existing paved driveway from East St. James Road will be used to provide parking for both the proposed coach house and the existing principal dwelling. The principal dwelling has a single-car attached garage and will continue to use the north end of the driveway for parking two vehicles. Modification to the south portion of the driveway is proposed to provide a third parking space for the coach house. This modification includes widening the driveway and placing a barrier behind the third parking spot in order to distinguish it from the driveway, as shown on the attached site plan.

The feasibility of this configuration has been reviewed and is supported by District staff particularly as the proposed location of the parking spaces minimizes the impact on existing trees in the front yard.

The proposed coach house site plan is shown below:



ANALYSIS:

Zoning Bylaw Compliance: The proposal requires the following variances:

Regulation	Required/ Permitted	New Work	Variance
Maximum accessory building size	24.99 m ² (269 sq. ft.)	89.93 m ² (968 sq. ft.)	64.85 m ² (698 sq. ft.)
Combined parking structure and accessory building size	74.32 m ² (800 sq. ft.)	114.27 m ² (1,230 sq. ft.)	39.95 m ² (430 sq. ft.)
Location of secondary suite	In main dwelling	Front yard	Allow location of secondary suite to be in front yard
Location of accessory structure	In rear or side yard	Front yard	Allow location of accessory structure to be in front yard

Variances: The District's current practice is to permit coach houses through variances to the Zoning Bylaw. A coach house is considered a secondary suite and the location must be varied from inside the principal dwelling. The coach house is also considered an accessory building which requires a variance to permit it in the front yard. In addition, the coach house requires a variance to the maximum size for an accessory building and a variance to the maximum size for combined parking structure and accessory building on the property.

Coach House Design Guidelines: The proposal has been reviewed by staff and addresses the *Coach House How-to Guide* as follows:

- The property is 1221.77 m² (13, 151 sq. ft.) in area, which exceeds the lot size outlined in the coach house design guidelines to allow for consideration of a coach house;
- The proposed coach house height of 3.66 m (12 ft.) is consistent with the design guidelines, which envision a maximum height of 4.57 m (15 ft.) for a one-storey coach house;
- The combined floor space of the single-family dwelling and the coach house does not exceed the maximum permitted floor space for the property;
- The coach house and principal dwelling are separated by a distance of approximately 7.42 m (24.33 ft.), which exceeds the minimum building separation requirement of 6.07 m (20 ft.);
- Privacy between the main house and coach house is achieved through a hedge in addition to the coach house's living space being oriented away from the principal dwelling. Both the principal dwelling and coach house have distinct, useable outdoor living spaces;

- The coach house includes landscaping features and construction methods which retain mature vegetation, reduce the impacts of a concrete foundation, and minimize storm water run-off through the use of permeable pavers and rain barrels;
- The architectural style of the coach house compliments the principal dwelling and responds to the neighbourhood context; and
- To ensure there are no additional suites on the property, a Section 219 Covenant to prohibit a secondary suite within the main dwelling is included as a condition of the attached Development Variance Permit 19.19.

PUBLIC INPUT:

In accordance with the District's policy on *Non-Statutory Public Consultation for Development Applications*, a notification letter was sent to the adjacent neighbours to inform them of the application. There is no active community association in this area.

Two responses were received, one in full support of the application and one in support with a request for additional privacy screening along the front of the coach house facing East St. James Road. Staff raised with the applicant the request for additional screening, and the applicant added lattice screening along the front of the coach house. Staff have since spoken with the neighbour and confirmed the neighbour is satisfied with the modified proposal.

Statutory notification advising that Council will be considering issuance of Development Variance Permit 19.19 will be sent to adjacent residents. Response to the notification will be provided to Council prior to consideration of this application.

CONCLUSION:

The proposed coach house meets the design objectives of the coach house design guidelines found in the District's *Coach House How-to Guide*. The proposed coach house is anticipated to have minimal impact on the surrounding neighbours through sensitive design and the existence of mature landscaping on the site, and to provide an alternative form of housing within the District.

OPTIONS:

The following options are available for Council's consideration:

1. Issue Development Variance Permit 19.19 (Attachment 1) to allow for construction of a coach house at 362 East St. James Road (staff recommendation); or
2. Deny Development Variance Permit 19.19.

October 9, 2019


Respectfully submitted,



Holly Adams
Planning Assistant

Attachment:

1. Development Variance Permit 19.19

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

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355 West Queens Road
North Vancouver BC
V7N 4N5
www.dnv.org
(604) 990-2311

THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER

DEVELOPMENT VARIANCE PERMIT 19.19

This Development Variance Permit 19.19 is hereby issued by the Council for The Corporation of the District of North Vancouver to the registered owners to accommodate a coach house on the property located at 362 East St. James Road, legally described as Lot 6 Block 8 District Lot 786, Plan 1479 (PID: 014-602-296) subject to the following terms and conditions:

A. The following Zoning Bylaw regulations are varied under Part 14, Division 9, Section 498 (1) of the Local Government Act:

1. The maximum accessory building size is increased from 24.99 m² (269 sq. ft.) to 89.93 m² (968 sq. ft.);
2. The maximum total parking structure and accessory structure size is increased from 74.32 m² (800 sq. ft.) to 114.27 m² (1,230 sq. ft.); added
3. The location of an accessory structure is permitted to be located in the front yard of the property;
4. The location of a secondary suite is permitted to be outside of the single-family residential building subject to registration of a Section 219 Covenant on the property in favour of the District in priority of all financial charges to ensure the coach house building contains the only secondary suite on the property;
5. The relaxations above apply only to the proposed coach house as illustrated in the attached drawings (DP 19.19 1-3).

B. The following requirement is imposed under Part 14, Division 10, Section 504 of the Local Government Act:

Substantial construction as determined by the Assistant General Manager, Regulatory Review and Compliance commence within two years of the date of this permit or the permit shall lapse.

C. The site shall be developed in accordance with the recommendations of the Arborist Report prepared by Radix Tree and Landscape Consulting Inc. dated August 8, 2019.

Mayor

Municipal Clerk

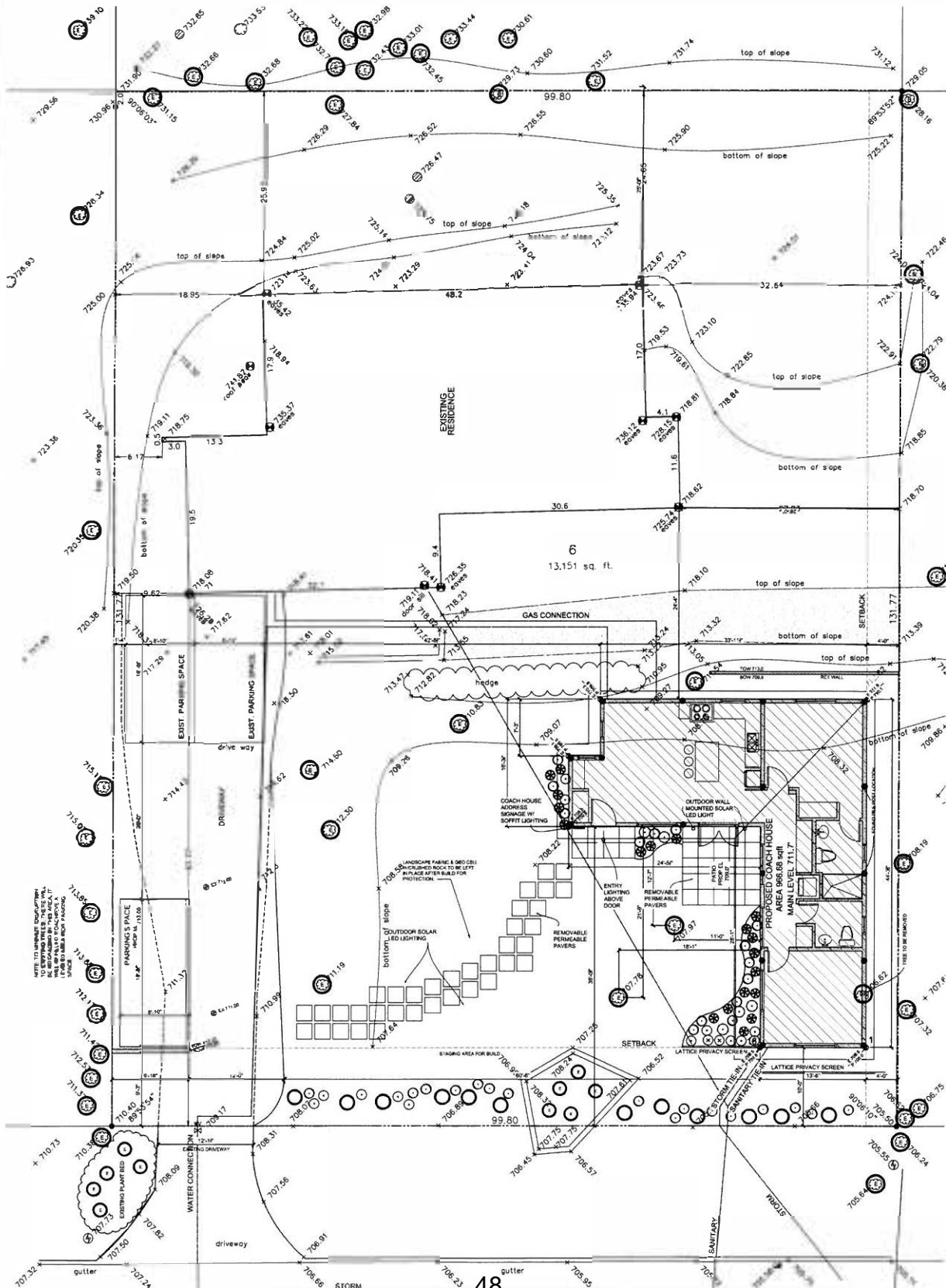
Dated this ____ day of _____, _____

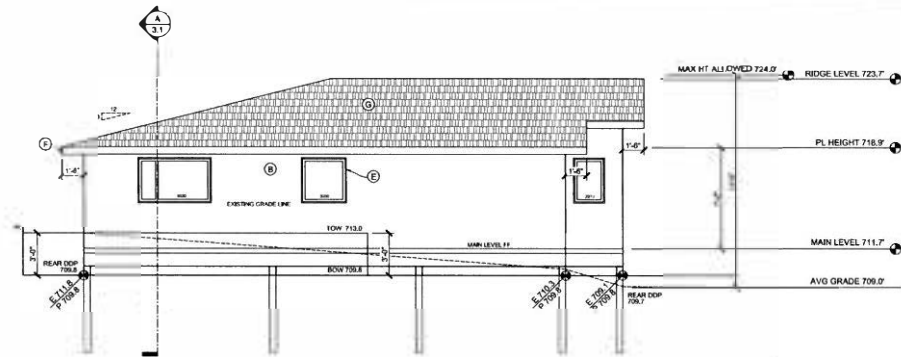


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These drawings and designs are
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not be used without the writer
consent of My Larvome.

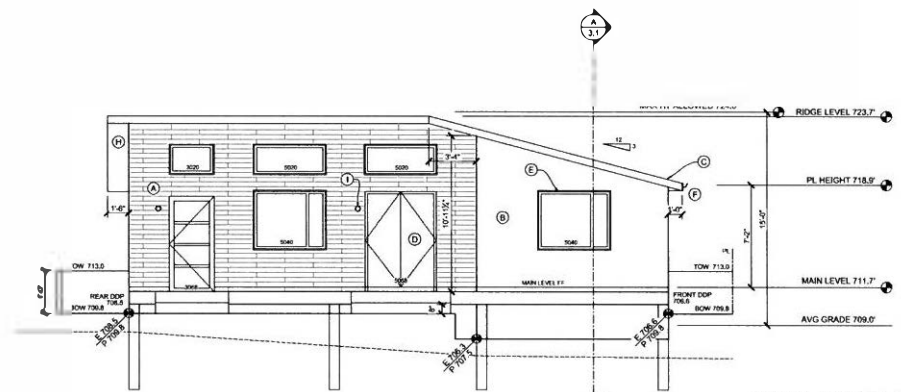
project
ST. JAMES COACH HOUSE
362 E ST. JAMES RD.
NORTH VANCOUVER, BC.

SATELLITE DELTA

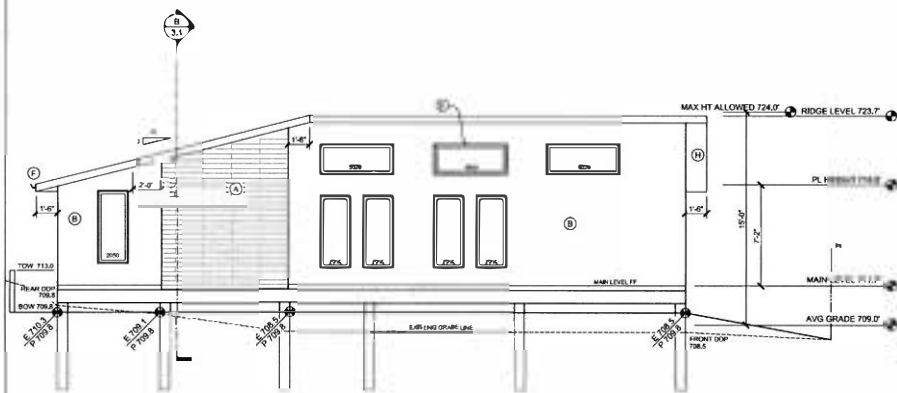




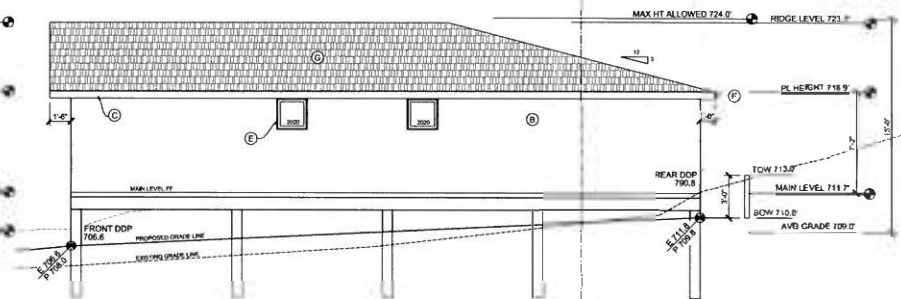
NORTH ELEVATION 5
1/4" = 1' A3.1



SOUTH ELEVATION 3
1/4" = 1' A3.1



WEST ELEVATION 2
1/4" = 1' A3.1



EAST ELEVATION 4
1/4" = 1' A3.1

THESE DRAWINGS SHOULD BE PRINTED ON 36"x48" PAPER TO BE AT SCALE. INDICATED ON REDUCED SIZE THEY WILL NOT BE TO SCALE. REPORT ALL DISCREPANCIES TO SITE SUPERVISOR OR GENERAL CONTRACTOR.



MOORE HOMES INC

Copyright reserved in date of issue. These drawings and design, and all other items herein, are the exclusive property of My Lane Home and shall not be used without the written consent of My Lane Home. All dimensions are to be confirmed by contractor, trades or suppliers.

ST JAMES COACH HOUSE

362 E ST JAMES RD
NORTH VANCOUVER BC

COACH HOUSE
PLANS & ELEVATIONS

- MATERIALS LEGEND**
- (A) NON WOOD WEATHER RESIST CEDAR BOARD LONGBOARD OR EQUIVALENT
 - (B) SMOOTH HARDIE PLANK
 - (C) PAINTED WOOD COMPOSITE FASCIA BOARD
 - (D) FRENCH DOORS
 - (E) PAINTED WOOD COMPOSITE WINDOW TRIM
 - (F) PRESHAPED VINYL GUTTER
 - (G) SHINGLE ROOFING
 - (H) STANDED PINE SOFFIT
 - (I) WALL MOUNTED LIGHT FIXTURE

- () CEDAR BOARD COLOR
- () HARDIE PLANK COLOR
- () SHINGLE ROOFING

1/4" = 1'

2019-JUL-09

2019-JUL-09

A3.1

DVP 19.19 - 2



**View of Principal Dwelling and Proposed Coach House from East St. James Road
(retained trees not shown to improve clarity)**

AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: <u>October 28, 2019</u>
<input type="checkbox"/> Other:	Date: _____



The District of North Vancouver REPORT TO COUNCIL

October 16, 2019
File: 13.6410.01/000.000

AUTHOR: Carol Walker, Chief Bylaw Officer

SUBJECT: Pigeon Prohibition Bylaw 8402, 2019

RECOMMENDATION:

THAT the "Pigeon Prohibition Bylaw 8402, 2019" and the "Bylaw Notice Enforcement Bylaw 7458, 2004, Amendment Bylaw 8403, 2019 (Amendment 46)" are given FIRST, SECOND, AND THIRD readings.

REASON FOR REPORT:

At the July 8, 2019 Regular Meeting of Council, the following resolution was passed:

"THAT staff be directed to prepare a bylaw for Council's consideration to ban the keeping of pigeons in the District of North Vancouver."

SUMMARY:

Council considered a report entitled "Keeping of Pigeons Bylaw" on July 8, 2019 and subsequently directed staff to prepare a bylaw to ban the keeping of pigeons in the District of North Vancouver. It is proposed that the current bylaw be repealed and the Pigeon Prohibition Bylaw 8402, being a bylaw of general application, be introduced, which will prohibit the possession of pigeons within the District.

EXISTING POLICY:

"Keeping of Pigeons Bylaw" 4078 currently allows for the keeping of pigeons and the Bylaw Notice Enforcement Bylaw 7458 contains the means to write bylaw notices and it is recommended that the offences from Bylaw 8402 be included.

ANALYSIS:

The current "Keeping of Pigeons Bylaw", Bylaw 4078 was adopted in 1971 and regulates the keeping of pigeons. It sets standards for general cleanliness of enclosure and health, and prohibits pigeons from perching, roosting, straying or feeding on another parcel, highway or public place and provides for the administration of a permit.

The proposed Pigeon Prohibition Bylaw 8402 makes it an offence to own, possess, harbour, or hold or keep in captivity a pigeon or pigeons anywhere in the District. The bylaw allows for the transportation of pigeons through the District, to obtain veterinary services within the District, and for temporary possession for animal rescue. Bylaw 8403 amends the Bylaw Notice Enforcement Bylaw in order to write a bylaw notice for those offences in Bylaw 8402.

Timing/Approval Process:

A transitional provision is provided for in the Pigeon Prohibition Bylaw 8402 to allow for a period of time for any person currently keeping pigeons to comply. This bylaw will not take effect until May 1, 2020.

Concurrence: The proposed bylaw amendments have received input by Legal Services, Bylaws Services and Communication staff.

Conclusion:

Following Council's direction, staff prepared the attached Bylaw 8402 and Bylaw 8403 to ban the keeping of pigeons in the District of North Vancouver and is available for Council's consideration.

Options:

1. THAT the "Keeping and Containing of Pigeons Bylaw 8402, 2019" and the "Bylaw Notice Enforcement Bylaw 7458, 2004, Amendment Bylaw 8403, 2019 (Amendment 46)" are given FIRST, SECOND, AND THIRD readings.
2. Direct staff to take other action.

Respectfully submitted,



Carol Walker
Chief Bylaw Officer

REVIEWED WITH:			
<input type="checkbox"/> Community Planning	_____	<input type="checkbox"/> Clerk's Office	_____
<input type="checkbox"/> Development Planning	_____	<input type="checkbox"/> Communications	_____
<input type="checkbox"/> Development Engineering	_____	<input type="checkbox"/> Finance	_____
<input type="checkbox"/> Utilities	_____	<input type="checkbox"/> Fire Services	_____
<input type="checkbox"/> Engineering Operations	_____	<input type="checkbox"/> ITS	_____
<input type="checkbox"/> Parks	_____	<input checked="" type="checkbox"/> Solicitor	
<input type="checkbox"/> Environment	_____	<input type="checkbox"/> GIS	_____
<input type="checkbox"/> Facilities	_____	<input type="checkbox"/> Real Estate	_____
<input type="checkbox"/> Human Resources	_____	<input checked="" type="checkbox"/> Bylaw Services	_____
		<input checked="" type="checkbox"/> Review/Compliance	

External Agencies:	
<input type="checkbox"/> Library Board	_____
<input type="checkbox"/> NS Health	_____
<input type="checkbox"/> RCMP	_____
<input type="checkbox"/> NVRC	_____
<input type="checkbox"/> Museum & Arch.	_____
<input type="checkbox"/> Other:	_____

The Corporation of the District of North Vancouver

Bylaw 8402

A bylaw to prohibit pigeons

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

Citation

1. This bylaw may be cited as "Pigeon Prohibition Bylaw 8402, 2019".

Prohibition

2. Pursuant to section 8(3)(k) of the *Community Charter*, no person shall own, possess, harbour, or hold or keep in captivity a pigeon or pigeons anywhere in the District.

Exemption

3. Section 2 does not apply to:
 - a. transportation of a pigeon or pigeons through the District;
 - b. administration of veterinarian services to a pigeon; or
 - c. temporary possession of a pigeon by a rescue facility for the purpose of animal rescue,provided that in every case the pigeon or pigeons are securely held or kept in captivity at all times.

Obstruction

4. A person must not interfere with, delay, obstruct or impede a Bylaw Enforcement Officer or designate or other person lawfully authorized to enforce this bylaw in the performance of duties under this bylaw.

Offences and Penalties

5. Every person who violates any of the provisions of this bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this bylaw, is deemed to be guilty of an offence against this bylaw and of a separate offence each day the violation is caused or allowed to continue and is liable upon conviction to a fine of up to \$10,000.

Enforcement by Ticket

6. Pursuant to section 264 of the *Community Charter*, this bylaw is designated as a bylaw that may be enforced by means of a ticket in the form prescribed and Bylaw Enforcement Officers are designated to enforce this bylaw.

Ticketing

7. The words or expressions listed below in the “Designated Expression” column are authorized to be used on a ticket issued pursuant to section 264 of the *Community Charter* to designate an offence against the respective section of this bylaw appearing opposite in the “Section” column. The amounts appearing in the “Fine” column below are the fines set pursuant to section 264 of the *Community Charter* for contravention of the respective section of this bylaw appearing opposite in the “Section” column.

Section number	Designated Expression (Short-Form Description)	Fine
2	Own pigeon	\$200
4	Obstruct Bylaw Enforcement Officer	\$200

Repeal

8. Bylaw 4078, Keeping of Pigeons Bylaw is hereby repealed.

Effective Date

9. The effective date of this bylaw is May 1, 2020.

READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

The Corporation of the District of North Vancouver

Bylaw 8403

A bylaw to amend Bylaw Notice Enforcement Bylaw 7458, 2004

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

Citation

1. This bylaw may be cited as "Bylaw Notice Enforcement Bylaw 7458, 2004, Amendment Bylaw 8403, 2019 (Amendment 46)".

Amendments

2. Schedule A to Bylaw Notice Enforcement Bylaw 7458, 2004 is amended by inserting the following in alphabetical order:

Bylaw Section	Description	A1 Penalty Amount (\$)	A2 Discounted Penalty: Within 14 days (\$)	A3 Late Payment: After 28 days (\$)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
Pigeon Prohibition Bylaw 8402, 2019						
2	Own pigeon	200	150	300	NO	N/A
4	Obstruct Bylaw Enforcement Officer	200	150	300	NO	N/A

3. The effective date of this bylaw is May 1, 2020

READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

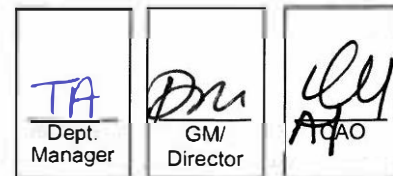
Municipal Clerk

Certified a true copy

Municipal Clerk

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



The District of North Vancouver REPORT TO COUNCIL

October 15, 2019

File: 13.6700.00/000.000

AUTHOR: Adam Wright, Community Planner

SUBJECT: Proposed Maximum House Size in the Single-Family Residential One Acre Zone (RS1)

RECOMMENDATION:

THAT "District of North Vancouver Rezoning Bylaw 1389 (Bylaw 8400)" is given FIRST Reading;

AND THAT "District of North Vancouver Rezoning Bylaw 1389 (Bylaw 8400)" is referred to a Public Hearing.

REASON FOR REPORT:

Council has directed staff to prepare a bylaw for Council's consideration that creates a maximum principal building (house) size within the Single-Family Residential One Acre Zone (RS1). This report has been prepared in response to that direction.

SUMMARY:

The RS1 zone is the only single family zone in the District that does not currently have a maximum house size in the Zoning Bylaw. Bylaw 1389 (Bylaw 8400) proposes to amend the Zoning Bylaw to include a maximum house size of 540m² (5,813 sq. ft.) for the RS1 zone (**Attachment 1**, with redline version in **Attachment 2**).

BACKGROUND:

Council has expressed concerns regarding house size in previous workshops on standards and regulations in single family zones. On October 7, 2019 Council passed the following resolutions:

THAT staff be directed to prepare a bylaw to amend the District's Zoning Bylaw 1965 No. 3210 to include a maximum house size in the RS1 Zone of 5,813 square feet;

AND THAT staff submit to Council, any building permit application received after October 14, 2019 for any development on any lot that is zoned RS1 that staff consider is in conflict with the bylaw under preparation, for consideration of a resolution that the

SUBJECT: Proposed Maximum House Size in the Single-Family Residential One Acre Zone (RS1)

15 October 2019

Page 2

building permit be withheld for 30 days under Section 463 of the *Local Government Act*.

Council's additional directions related to single family standards and regulations will be brought forward separately by staff. (**Attachment 3**).

EXISTING POLICY:

Official Community Plan (OCP)

The OCP contains policies to respect residential neighbourhood character and limit growth in these areas. A maximum house size in the RS1 zone would support this objective.

Zoning Bylaw

The District's five general (RS1 to RS5) and 14 neighbourhood single family zones were created over many years through robust community engagement. These zones respond to the unique character of each area by establishing maximum size, density, setbacks, siting, and height limits for houses.

Council Directions 2019-2022

Council has committed to integrating environmental considerations into all of the District's decisions and practices. A maximum house size in the RS1 zone is aligned with Council's interest in balancing environmental and housing needs by preserving green space within the community.

ANALYSIS:

House size in the general single family zones (RS1 to RS5) is calculated based on a maximum permitted floor space ratio that varies with lot size. Each of these zones, except for the RS1 zone, also establishes a maximum principal building (house) size. The table below identifies the current Maximum Principal Building Size regulation from the District's Zoning Bylaw for the RS2 to RS5 zones.

Maximum Principal Building Size	
a) RS2	a) RS2 540m ² (5,813 sq. ft.)
b) RS3	b) RS3 405m ² (4,359 sq. ft.)
c) RS4	c) RS4 280m ² (3,013 sq. ft.)
d) RS5	d) RS5 190m ² (2,045 sq. ft.)

Table 502.2
(Bylaws 7152 & 7618)

Each of the 14 unique neighbourhood single family zones also has a maximum house size. It ranges from 278.7m² (3,000 sq. ft.) in the Single-Family Residential Norgate (RSN) zone to 551.8m² (5,940 sq. ft.) for the Residential Single-Family Queensdale (RSQ) Zone.

SUBJECT: Proposed Maximum House Size in the Single-Family Residential One Acre Zone (RS1)

15 October 2019

Page 3

The RS1 zone is the only single family residential zone that does not currently have a maximum house size. The Zoning Bylaw permits various elements to be excluded from overall floor area in all single family residential buildings.

Proposed Maximum House Size for the RS1 Zone

Bylaw 1389 (Bylaw 8400) proposes to amend the Zoning Bylaw to include a maximum house size of 540m² (5,813 sq. ft.) for the RS1 zone. This size aligns with the maximum house size currently in the RS2 zone.

Other provisions in the Zoning Bylaw that regulate overall building size in the RS1 zone, such as building height, tapered top floor regulations, setbacks, and site coverage, are not proposed to be amended. No change to these permitted exemptions are proposed at this time

Potential Impacts on Properties in the RS1 Zone

Of the 167 privately owned properties in the RS1 zone (e.g. not owned by the District), 51 lots are larger than 1,450m² (15,608 sq. ft.). Lots of this size currently could be permitted homes larger than 540m² (5,813 sq. ft.) according to existing density regulations. Lots below 1,450m² (15,608 sq. ft.) are already limited to smaller house sizes (e.g. smaller than 540m² (5,813 sq. ft.) under other existing regulations.

The proposed maximum house size in the RS1 zone would essentially impact only those properties larger than 1,450m² (15,608 sq. ft.). Some of these properties, however, may not be eligible to obtain a building permit because they lack adequate access for firefighting purposes or engineering services.

The average size of existing houses in the RS1 zone is estimated at 294m² (3,160 sq. ft.). The largest houses in the RS1 zone are estimated to be within the range of 900m² (9,688 sq. ft.) to 950m² (10,226 sq. ft.). Only seven houses are estimated to exceed the proposed maximum house size of 540m² (5,813 sq. ft.). These houses may become legally non-conforming and may be maintained or altered in accordance with section 529 of the *Local Government Act*.

Approximately 90-95% of existing houses in the RS1 zone are estimated to be within the proposed maximum house size of 540m² (5,813 sq. ft.).

INPUT FROM PROPERTY OWNERS

Owners of properties currently zoned RS1 were invited to provide comments on the proposed changes. Letters were sent to the 230 owners of the 167 RS1 zoned properties (not including lots owned by the District). See **Attachment 4**. Input from RS1 property owners was received between September 12, 2019 and October 3, 2019. Thirteen responses were received.

The 13 respondents were largely opposed to the proposed maximum house size noting concerns about a potential reduction in property value and restrictions on property rights.

SUBJECT: Proposed Maximum House Size in the Single-Family Residential One Acre Zone (RS1)

15 October 2019

Page 4

Some owners indicated that the proposed maximum house size was too small and that subdivision could be challenging or costly. Please see attached letters (**Attachment 5**).

TIMING/APPROVAL PROCESS

If the proposed bylaw amendment to the Zoning Bylaw receives First Reading, a Public Hearing would be scheduled. This would provide another opportunity for public input. If the proposed bylaw amendment is adopted, construction, alteration or additions in the RS1 zone would have to comply with the proposed maximum house size of 540m² (5,813 sq. ft.).

CONCURRENCE:

The recommendation in this report has been reviewed with the Development Planning, Building, and Legal departments.

The District of North Vancouver Rezoning Bylaw 1389 (Bylaw 8400) affects land within 800m of a controlled access intersection and therefore approval by the Provincial Ministry of Transportation and Infrastructure will be required to approve the bylaw.

CONCLUSION:

Bylaw 1389 (Bylaw 8400) would establish a maximum house size of 540m² (5,813 sq. ft.) in the RS1 zone. The proposed maximum house size regulation for the RS1 zone would respond to concerns regarding house size and would bring the RS1 zone into alignment with existing regulations in the District's other single family zones.

OPTIONS:

1. THAT "District of North Vancouver Rezoning Bylaw 1389 (Bylaw 8400)" is given FIRST Reading and referred to Public Hearing (Staff recommendation);

OR

2. THAT Council provide staff with alternative direction on establishing a maximum principal building size for properties within the Single-Family Residential One Acre Zone (RS1);

OR

3. THAT Council take no further action on a new maximum principal building size for properties within the Single-Family Residential One Acre Zone (RS1).

Respectfully submitted,


Adam Wright
Community Planner

SUBJECT: Proposed Maximum House Size in the Single-Family Residential One Acre Zone (RS1)

15 October 2019

Page 5

Attachment 1: District of North Vancouver Rezoning Bylaw 1389 (Bylaw 8400)

Attachment 2: Redline Version of District of North Vancouver Rezoning Bylaw 1389 (Bylaw 8400)

Attachment 3: October 7, 2019, Report to Council – Maximum Permitted House Size RS1

Attachment 4: Letter to Property Owners dated September 12, 2019

Attachment 5: Responses (redacted)

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	_____		

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The Corporation of the District of North Vancouver

Bylaw 8400

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

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

Citation

1. This bylaw may be cited as "District of North Vancouver Rezoning Bylaw 1389 (Bylaw 8400)".

Amendments

2. District of North Vancouver Zoning Bylaw 3210, 1965 is amended by:
 - a) inserting into Table 502.2: Maximum Principal Building Size:
"a) RS1 540m² (5,813 sq.ft.)"
and renumbering the remaining items in the table accordingly.

READ a first time

PUBLIC HEARING held

READ a second time

READ a third time

Certified a true copy of "Bylaw 8400" as at Third Reading

Municipal Clerk

APPROVED by the Ministry of Transportation and Infrastructure on

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

Redline Version of Bylaw Amendment to District of North Vancouver Zoning Bylaw 3210, 1965

PART 5 RESIDENTIAL ZONE REGULATIONS

Table 502.2

Element	Regulation
Maximum Building Depth	A centre line through the dwelling shall be established using the datum determination points at the front and rear of the house. The exterior walls on either side of this centre line may not exceed a total of 19.8m (65 ft).
Upper Storey Floor Area	Not to exceed either 75% of the total floor area of the largest storey below, excluding attached parking structures, or 92.9m ² (1000 sq ft) whichever is greater, except that this regulation will not apply to single-family dwellings for which a building permit was issued prior to June 19, 2000.
Floor Space Ratio	
a) for lots < or = to 464m ² (5000ft ²)	0.45
b) for lots > 464m ² (5000ft ²)	0.35 + 32.5m ² (350 sq.ft.)
c) in the case of rooms having ceilings greater than 3.66m (12ft) above the level of the floor below	that area above 3.66m (12 ft.) shall be counted as if it were an additional floor level for the purpose of determining the total floor area of a building to be included in the calculation of floor space ratio
Maximum Principal Building Size	
a) RS1	540m ² (5,813 sq.ft.)
b) a) RS2	540m ² (5,813 sq.ft.)
c) b) RS3	405m ² (4,359 sq.ft.)
d) c) RS4	280m ² (3,013 sq.ft.)
e) d) RS5	190m ² (2,045 sq.ft.)

(Bylaws 7152, ~~7618~~ & 8400)

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AGENDA INFORMATION	
<input type="checkbox"/> Regular Meeting	Date: _____
<input checked="" type="checkbox"/> Agenda Addendum	Date: <u>OCT 7, 2019</u>



The District of North Vancouver REPORT TO COUNCIL

October 3, 2019
File: 09.3900.01

AUTHOR: Brett Dwyer, Assistant General Manager Regulatory Review and Compliance

SUBJECT: Maximum Permitted House Size for RS1 zone and Withholding Motion

RECOMMENDATION:

It is recommended that:

1. Council direct staff to prepare a bylaw to amend the District's Zoning Bylaw 1965 No. 3210 to include a maximum house size in the RS1 zone of 5,813 square feet.
2. Staff submit to Council, any building permit application received after October 14, 2019 for any development on any lot that is zoned RS1 that staff consider is in conflict with the bylaw under preparation, for consideration of a resolution that the building permit be withheld for 30 days under Section 463 of the *Local Government Act*.

REASON FOR REPORT:

Staff are seeking Council's direction to prepare a bylaw to amend the District's Zoning Bylaw 1965 No. 3210 to include a maximum house size in the RS1 zone of 5,813 square feet.

SUMMARY:

The RS1 zone is the only single family residential zone in the District that does not currently have a maximum house size specified in the Zoning Bylaw. Council has expressed concern regarding house sizes and has expressed support in establishing a maximum house size in the RS1 zone.

Staff are seeking a resolution to move forward with the preparation of a zoning bylaw amendment to establish a maximum house size in the RS1 zone, together with a corresponding withholding motion.

If Council supports the preparation of a zoning bylaw amendment, staff will forward any complete building permit applications which may be contrary to the zoning bylaw amendment received after October 14, 2019 to Council to consider whether to withhold the application, in accordance with the *Local Government Act*.

BACKGROUND:

The District's Zoning Bylaw contains varied regulations establishing how zoned property can be developed. With regard to single-family residentially zoned land, the Zoning Bylaw contains 5 different general residential zones (RS1 to RS5) and 14 unique neighbourhood zones. Each of the zones contain regulations relating to matters such as setbacks, building heights, building coverage, building depth, floor space ratio and accessory buildings.

While there is some variation based on the specific zone and lot size thresholds, generally the permitted house size is established via a calculation of the lot area multiplied by 0.35 plus 350 square feet up to a maximum specified for the zone.

i.e. Maximum permitted floorspace = (lot area x 0.35) + 350sqft.

All single family residential zones also contain an absolute maximum principal building (house) size except for the RS1 zone. Below is the Maximum Principal Building Size regulation from the District's Zoning Bylaw for the RS2 to RS5 zones.

Maximum Principal Building Size	
a) RS2	540m ² (5,813 sq.ft.)
b) RS3	405m ² (4,359 sq.ft.)
c) RS4	280m ² (3,013 sq.ft.)
d) RS5	190m ² (2,045 sq.ft.)

Table 502.2
(Bylaws 7152 & 7618)

Each of the 14 varied neighbourhood zones also have a maximum principal building size ranging from 3000 square feet in the Single-Family Residential Norgate (RSN) zone to 5,940 square feet for the Residential Single-Family Queensdale (RSQ) Zone.

As mentioned, the RS1 zone is the only single family residential zone that does not currently have a maximum principal building (house) size. Staff are seeking a resolution to move forward with the preparation of a zoning bylaw amendment to establish a maximum house size of 5,813 square feet in the RS1 zone, which is equal to the maximum single family house size contained in the RS2 zone.

Withholding Process:

If Council passes a resolution directing staff to prepare a bylaw, Section 463 of the *Local Government Act* allows Council to direct that a building permit application that may be in

conflict with the bylaw under preparation be withheld if that application was submitted more than 7 calendar days from the date of the resolution to prepare the bylaw. The Act provides for an initial withholding period of 30 days, which Council may extend by a further 60 days.

If a bylaw is not adopted within the 60 day period, the owners of the land may be entitled to compensation for damages as a result of the withholding of a building permit.

Options:

The following options are available for Council's consideration:

Option A (staff recommendation):

1. That Council direct staff to prepare a bylaw to amend the District's Zoning Bylaw 1965 No. 3210 to include a maximum house size in the RS1 zone of 5,813 square feet.
2. Staff submit to Council, any building permit application received after October 14, 2019 for any development on any lot that is zoned RS1 that staff consider is in conflict with the bylaw under preparation, for consideration of a resolution that the building permit be withheld for 30 days under Section 463 of the *Local Government Act*.

Option B:

1. That Council specify a different maximum house size for the RS1 zone than Option A and direct staff to prepare a bylaw to amend the District's Zoning Bylaw 1965 No. 3210 accordingly.
2. Staff submit to Council, any building permit application received after October 14, 2019 for any development on any lot that is zoned RS1 that staff consider is in conflict with the bylaw under preparation, for consideration of a resolution that the building permit be withheld for 30 days under Section 463 of the *Local Government Act*.

Option C:

3. That Council receive this report as information and take no further action at this time.

Respectfully submitted,



Brett Dwyer
Assistant General Manager Regulatory Review and Compliance

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

September 12, 2019

RE: Proposed maximum house size for properties in the RS1 zone

You are receiving this letter because you own property within the Single-Family Residential One Acre Zone (RS1).

The RS1 zone is the only residential zone in the District that does not currently have a maximum house size established in the Zoning Bylaw. District of North Vancouver Council has expressed concern about house sizes and is seeking input from property owners on a proposed maximum house size for properties in the RS1 zone.

<p>Proposed Change: Establish a maximum house size of 540m² (5,813 sq.ft.) in the RS1 zone</p>

This proposed maximum house size for RS1 is equal to the largest maximum house size currently permitted in any of the District's standard single-family residential zones.

How is maximum house size determined?

Maximum house size is currently limited by existing regulations in the Zoning Bylaw (e.g. maximum floor area based on property size).

House size is determined by adding the area of all floors in a house, but not including certain areas that are exempt such as parking garages and small sheds.

How would this proposed change affect my property?

This proposed maximum house size would apply to all properties in the RS1 zone. Properties under 1,450m² (15,608 sq.ft.) in size would not be affected by this change as maximum house size is already limited under existing regulations.

Please note that any existing houses that are larger than the proposed maximum house size of 540m² (5,813 sq.ft.) may become 'legally non-conforming' and may be maintained, extended, or altered as long the maximum house size is not exceeded, and the proposed work complies with District regulations.

Next Steps

If you would like to provide your comments, or would like further information, please contact Adam Wright via email at wrighta@dnv.org or via telephone at **604-990-3657**. The District would appreciate your input on the proposed change by **Thursday, October 3, 2019**.

Comments received from property owners will be taken to inform a recommendation to Council in the fall. If Council decides to proceed with the proposed change to the Zoning Bylaw, a Public Hearing would also be required and would provide another opportunity for public input.

Proposed maximum house size for properties in the RS1 zone
September 12, 2019

Page 2

More information on Residential Zoning is available on the District of North Vancouver website:
DNV.org/zoning.

Thank you for your consideration of this matter. We look forward to hearing from you.

District of North Vancouver

Community Planning Department

Staff Contact: Adam Wight, Community Planner

wrighta@dnv.org

604-990-3657

Response 1 of 13

Adam Wright

From: [REDACTED]
Sent: September 13, 2019 2:09 PM
To: Adam Wright
Subject: Proposed Maximum House Size

Hi Adam

My input:

1. No, I don't want regulation on maximum house size.
2. Yes, height should be regulated so that new houses do not block existing lines of site (views).
3. This is SO unimportant compared to the issue of traffic on the north shore. PLEASE DEAL WITH THAT:
 1. Complete moratorium on all construction until we have more roads. Stupid to add density when you can't support the existing density.
 2. Build a 3rd crossing!!!!
 3. Put in skytrain & gondola.
 4. Get on with it. Nothing has been done since before 1970!

[REDACTED]

Adam Wright

From: [REDACTED]
Sent: September 13, 2019 4:43 PM
To: Adam Wright
Subject: Proposed maximum house size for RS1 zoned properties

Adam:

I am in receipt of a letter dated September 11, 2019 regarding a proposed maximum house size for properties in RS1 zones. This email is a response follow up to the letter requesting input from RS1 property owners specific to Council's concern regarding this issue.

Before commenting, it would be of immense benefit to understand what the concern actually is. It would appear that Council has a concern, but nowhere in the letter does it state what those concerns are. What is it that Council is trying to achieve by imposing such a restriction for properties that can accommodate larger homes?

RS1 zoned properties tend to be above average sized properties. That is, they are larger than most residential properties. Owners of larger properties should be able to develop a residence that is sized appropriate to the land area and their needs/desires. Imposing a restriction, for what I can only determine as being Imposed for unfounded reasons only, that limits a building size, is too prescriptive and limiting for properties of this size. The proposed change of a maximum sized house at 5,813 sq. ft. is definitely too restrictive.

Imposing maximum house sizes based on square footage for RS1 zoned properties will likely have the effect of encouraging RS1 zoned properties to be subdivided. The rationale being that such properties would have property space that would be sterilized and not available for any part of a building structure. To realize value, owners would likely subdivide, possibly changing its status to RS2/3. What then would be the point of and RS1 designation?

Larger properties in North Vancouver District are few and far between. Having the option to build a larger home on a larger piece of land, rather than cramming a large home on a smaller piece of land is more aesthetically pleasing and provides a living diversity that Council appears interested in limiting.

One does need to ask the question of Council as to why is a larger home an issue? Most of the remaining RS1 zoned properties are together and don't pose an obstruction issue to neighbouring homes due to their size.

As an owner of an RS1 property where we are currently building a new home that exceeds the proposed limit, I would be astounded at such a limit for RS1 properties and would likely move out of North Vancouver District as a result. I'm sure Council's intent is to not force individuals out of their community, especially for a concern that is undefined. The process of building in the District of North Vancouver is already fraught with way too many restrictions, processes and delayed responses from the District, and has been a source of extreme frustration (not to mention increased costs) in the building of our new home.

Please leave the RS1 zone sizing as is and do not impose yet more restrictions for the sake of restrictions.

Regards,

[REDACTED]
[REDACTED]
[REDACTED]



Adam Wright

From: [REDACTED]
Sent: September 16, 2019 7:39 PM
To: Adam Wright
Subject: RE: Proposed maximum house size for RS1 zoned properties

Hi Adam:

Thank you for the links, they were informative

It would appear that Councillor Muri is adamant that large homes should not be allowed. Note that the definition of 'large' is somewhat subjective. Her concern appeared to be singularly focused on 3635 Sunnycrest Drive, specifically referencing this new build and its garage as having a high wall (from the neighbouring house's point of view), and the retaining wall down the side of the house as being too high. I looked at this house from the street and believe I understand her concern, but frankly, don't see her identified issues as issues at all. They may be issues to the owners of the heritage house next door, but this is not grounds or reasons to change the RS1 building size limits. My rationale is as follows:

It would appear that the side property garage at 3635 Sunnycrest Drive conforms to current District Bylaws and building code. The fact that this garage is located at an elevation higher than that of the neighbouring property creates the issue of a large wall on the north part of the property. This could have been mitigated through the normal planning screening and 'good neighbour' policy that the District employs today. And, perhaps a different design may have resulted from negotiations with neighbours. Either way, this is an issue between a particular situation (high property elevation) and proximity of neighbouring house. As a side note, I doubt very much that the neighbouring heritage house would be allowed today with its massive high wall facing the subject property to the north, regardless if it was designed by Arthur Erickson. The size of that north facing wall is huge and quite obtrusive...much larger than the garage wall at 3635 Sunnycrest Drive.

Regarding the mentioned retaining wall...if lock blocks are an issue for the neighbouring homeowner, perhaps a solution for architectural shotcrete or hanging foliage could mitigate the sight of such a required structural element. Councillor Muri's issue regarding this shoring method is not related to the size of house, rather the District's own retaining wall policies. Neighbour consultation should allow for a mitigated solution.

Other than those issues identified by Councillor Muri, I did not hear any further points in that video nor in the presentation, that would be reasonable grounds for imposing yet more limitations on building size for RS1 lots, other than personal preference.

Therefore, I would strongly recommend that the District of North Vancouver NOT impose more building restrictions on property owners who would like to enjoy space, privacy and comfort of their own property.

Thanks,

[REDACTED]
[REDACTED]

From: Adam Wright [mailto:WrightA@dnv.org]
Sent: Monday, September 16, 2019 11:53 AM

To: [REDACTED]

Subject: RE: Proposed maximum house size for RS1 zoned properties

Good morning [REDACTED],

Thank you for your input.

I wanted to respond to your enquiry and provide you with some more information for your reference.

Council has expressed concerns related to larger homes primarily in light of other District efforts (e.g. mitigating impacts to neighbouring residents, providing housing, and preserving the environment). You can view a video of Council's discussion at the July 8, 2019 Council Workshop, available [here](#). The discussion on maximum principal building (house) size begins at 56:49 in the video. The staff report and presentation to Council is also available [here](#) for your reference.

Comments received from property owners will be used to inform a recommendation to Council in the fall.

Regards,

Adam

Adam Wright, MSc.
Community Planner

DISTRICT OF
**NORTH
VANCOUVER**

355 West Queens Road
North Vancouver, BC V7N 4N5
wrighta@dnv.org
Direct: 604-990-3657

From: [REDACTED]

Sent: September 13, 2019 4:43 PM

To: Adam Wright <WrightA@dnv.org>

Subject: Proposed maximum house size for RS1 zoned properties

Adam:

I am in receipt of a letter dated September 11, 2019 regarding a proposed maximum house size for properties in RS1 zones. This email is a response follow up to the letter requesting input from RS1 property owners specific to Council's concern regarding this issue.

Before commenting, it would be of immense benefit to understand what the concern actually is. It would appear that Council has a concern, but nowhere in the letter does it state what those concerns are. What is it that Council is trying to achieve by imposing such a restriction for properties that can accommodate larger homes?

RS1 zoned properties tend to be above average sized properties. That is, they are larger than most residential properties. Owners of larger properties should be able to develop a residence that is sized appropriate to the land area and their needs/desires. Imposing a restriction, for what I can only determine as being imposed for unfounded reasons

only, that limits a building size, is too prescriptive and limiting for properties of this size. The proposed change of a maximum sized house at 5,813 sq. ft. is definitely too restrictive.

Imposing maximum house sizes based on square footage for RS1 zoned properties will likely have the effect of encouraging RS1 zoned properties to be subdivided. The rationale being that such properties would have property space that would be sterilized and not available for any part of a building structure. To realize value, owners would likely subdivide, possibly changing its status to RS2/3. What then would be the point of an RS1 designation?

Larger properties in North Vancouver District are few and far between. Having the option to build a larger home on a larger piece of land, rather than cramming a large home on a smaller piece of land is more aesthetically pleasing and provides a living diversity that Council appears interested in limiting.

One does need to ask the question of Council as to why is a larger home an issue? Most of the remaining RS1 zoned properties are together and don't pose an obstruction issue to neighbouring homes due to their size.

As an owner of an RS1 property where we are currently building a new home that exceeds the proposed limit, I would be astounded at such a limit for RS1 properties and would likely move out of North Vancouver District as a result. I'm sure Council's intent is to not force individuals out of their community, especially for a concern that is undefined. The process of building in the District of North Vancouver is already fraught with way too many restrictions, processes and delayed responses from the District, and has been a source of extreme frustration (not to mention increased costs) in the building of our new home.

Please leave the RS1 zone sizing as is and do not impose yet more restrictions for the sake of restrictions.

Regards,

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Adam Wright

From: [REDACTED]
Sent: September 17, 2019 8:55 AM
To: Adam Wright
Subject: Re: proposed max house size in the RS1 Zone

I own 2 - 1 acre lots ([REDACTED] and the [REDACTED] to this) so I guess I get 2 votes on this issue.

This proposal is totally unacceptable. The market value of a 1 acre lot is almost totally about the size of the house that one can build on it.

I have been paying property taxes for [REDACTED] years based on the market value of being able to build a house approximately 13,000 sq ft and it seems totally unreasonable to cut this in half after all of these years. You refer to this change equalling the largest maximum house size of any of the standard single-family residential zones. However we pay property taxes based on the size of the lot. Are you suggesting the property taxes would be reduced significantly to half the current rate? If it is changed would I receive a 50% refund for all of the taxes I have paid in the last [REDACTED] years?

I use less services [REDACTED] within the District of North Van but pay far more than my neighbours with smaller lots. This whole proposal seems like it is designed to punish those that made good investment decisions who are already being taxed unfairly.

Please explain how this benefits me.

Sincerely

[REDACTED]
[REDACTED]
[REDACTED]

Adam Wright

From: [REDACTED]
Sent: September 17, 2019 9:00 AM
To: Adam Wright
Subject: Fwd: proposed max house size in the RS1 Zone

I am the co-owner of the [REDACTED]

This proposal is totally unacceptable. The market value of a 1 acre lot is almost totally about the size of the house that one can build on it.

I have been paying property taxes for [REDACTED] years based on the market value of being able to build a house approximately 13,000 sq ft and it seems totally unreasonable to cut this in half after all of these years. You refer to this change equalling the largest maximum house size of any of the standard single-family residential zones. However we pay property taxes based on the size of the lot.

Are you suggesting the property taxes would be reduced significantly to half the current rate? If it is changed would I receive a 50% refund for all of the taxes I have paid in the last [REDACTED] years?

I use less services [REDACTED] within the District of North Van but pay far more than my neighbours with smaller lots. This whole proposal seems like it is designed to punish those that made good investment decisions who are already being taxed unfairly.

Please explain how this benefits me.

Sincerely

[REDACTED]
[REDACTED]

5 of 13

Adam Wright

From: [REDACTED]
Sent: September 18, 2019 9:48 AM
To: Adam Wright
Subject: Proposed Maximum House Size For Properties in the RS1 Zone
Attachments: Proposed Max House Size For RS1 Zone.xls

Hi Mr. Wright,

See attached for a possible RS1 max building size based on extending the Building Size vs Zone curve.
Just a thought. I'm OK with this.

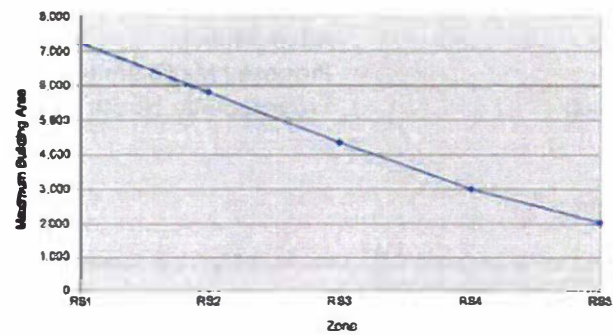
Thanks - [REDACTED]

Zone	To a maximum of (sq ft)
RS1	7,288 Proposed based on extending current max area vs zone curve
RS2	5,813
RS3	4,359
RS4	3,013
RS5	2,045

Current Maximum Areas

Zone	Lot area	Total size of buildings allowed on your lot	To a maximum of (sq ft)	Complete zoning requirements Residential, Single-Family
RS1	< 5000 sq ft	Lot area x .45	No maximum	Download requirements
	> 5000 sq ft	Lot area x .35 + 350 sq ft	No maximum	Download requirements
RS2	< 5000 sq ft	Lot area x .45	5,813	Download requirements
	> 5000 sq ft	Lot area x .35 + 350 sq ft	5,813	Download requirements
RS3	< 5000 sq ft	Lot area x .45	4,359	Download requirements
	> 5000 sq ft	Lot area x .35 + 350 sq ft	4,359	Download requirements
RS4	< 5000 sq ft	Lot area x .45	3,013	Download requirements
	> 5000 sq ft	Lot area x .35 + 350 sq ft	3,013	Download requirements
RS5	< 5000 sq ft	Lot area x .45	2,045	Download requirements
	> 5000 sq ft	Lot area x .35 + 350 sq ft	2,045	Download requirements

Maximum Building Size vs Zone



Adam Wright

From: [REDACTED]
Sent: September 18, 2019 6:44 PM
To: Adam Wright
Subject: Fwd: RS1 Zone property size

>
> Adam,
>
> Does the proposed limit of 5,813 SF on acre lots include walk out basements?
>
> [REDACTED]
>
>

7 of 13

Adam Wright

From: [REDACTED]
Sent: October 03, 2019 12:28 PM
To: Adam Wright
Subject: Re: Proposed maximum house size in RS1 zone

Adam:

A few more comments.

I was wondering if you know how many homes in RS1 zones will meet the max size recommended. In my area I know of 7 homes that are in RS1 zones and I believe all of them are larger than the suggested max size. The result of this would be that 100% of the homes in my small area are non-conforming. Is this true for all homes in other RS1 zones?

It appears to me that the number chosen is an arbitrary number chosen based on another zone with little consideration given on what is currently built on RS1 zones. I cannot speak for other areas but in my neighbourhood I do not believe placing such a small restrictive max home size is reasonable and fair. All the homes in my area have kept their gardens relatively native and lush, all believe in maintaining a yard that fits into the environment, filled with trees.

Also, one last thing, why will an RS1 zone be restricted to having a home that fills only approximately 10% of the land space when other zones can build a home that fills at least 50% plus of the land space. This does not seem equitable to me.

Sincerely,

[REDACTED]

On Tue, Oct 1, 2019 at 9:28 AM Adam Wright <WrightA@dnv.org> wrote:

Good morning [REDACTED],

Yes, this topic has been discussed by previous Council and that has been noted in current Council workshops/discussions.

Thank you for your input.

Adam

Adam Wright, MSc.

Community Planner

**DISTRICT OF
NORTH
VANCOUVER**

355 West Queens Road

North Vancouver, BC V7N 4N5

wrighta@dnv.org

Direct: 604-990-3657

From: [REDACTED]
Sent: September 26, 2019 6:07 PM
To: Adam Wright <WrightA@dnv.org>
Subject: Re: Proposed maximum house size in RS1 zone

Adam:

May I please add that the 13.5 % stated in my email previously assumes the home is a one storey home. If the proposed maximum house size is a 2 storey home than it would cover considerably less of the total lot. The objective to protect our trees, reduce construction related impacts becomes even more ridiculous.

I am wondering if a maximum house square footage for RS1 lots has been discussed by previous councils, can this be determined? If this topic has been discussed by previous councils then this should be noted and included in the current discussion.

Sincerely,

[REDACTED]

On Thu, Sep 26, 2019 at 4:37 PM Adam Wright <WrightA@dnv.org> wrote:

Good afternoon [REDACTED],

Thank you for again for your input on the proposal, all comments received will be taken to inform a recommendation to Council.

I'd be happy to speak over the phone if you have further input or questions.

Regards,

Adam

Adam Wright, MSc

Community Planner

DISTRICT OF
**NORTH
VANCOUVER**

[355 West Queens Road](#)

[North Vancouver, BC V7N 4N5](#)

wrighta@dnv.org

Direct: 604-990-3657

From: [REDACTED]

Sent: September 26, 2019 3:47 PM

To: Adam Wright <WrightA@dnv.org>

Subject: Re: Proposed maximum house size in RS1 zone

Hi Adam:

Thanks for your reply. I still think that the proposed maximum allowable house size in a RS1 acre zone is extremely small. If my numbers are correct, a 1 acre lot is about 43,056 square feet. You are proposing a maximum home size of 5,813 square feet. The proposed home would cover approximately 13.5% of the lot. Indeed restricting the size of a home to such a small number on such a large size lot will protect some trees but it really is such a simplistic view to take and create an unnecessarily negative building environment. Again I will state, that aesthetically I think such a small home on such a large lot looks grotesque, proportionately it doesn't make sense to me. If a maximum home size must be selected please make it one that is a little more realistic and considerate of the environment it surrounds.

I believe there must be other ways to protect our environment and trees, to mitigate construction related impacts and to encourage a positive building environment. For example, limit the amount of driveway, concrete, impermeable surfaces, ensure a percent of space is covered with trees, plants, green space, limit lawn space, provide incentives to plant more trees and improve our land rather than come up with more restrictions.

Restricting home size is only one way to solve the problem and in this case limiting it to such a small number is I don't believe a good solution. Please be more creative.

I am no expert in land rezoning but honestly don't feel that the solution suggested is the right solution, it doesn't really get to the heart of the matter and is just too simplistic. RS1 acre lots are unique and require a unique solution.

[REDACTED]

On Thu, Sep 26, 2019 at 11:29 AM Adam Wright <WrightA@dnv.org> wrote:

Good morning [REDACTED],

Thank you for your email and comments.

I wanted to provide some information for your reference.

Rationale for a proposed maximum house size for the RS1 zone:

Council has expressed concerns related to house size primarily in light of other District efforts such as mitigating construction-related impacts to neighbouring residents and to the environment (e.g. reducing tree loss associated with new construction), as well as encouraging more housing in the community. You can view a video of Council's discussion at the July 8, 2019 Council Workshop, available [here](#). The discussion on maximum principal building (house) size begins at 56:49 in the video. The staff report and presentation to Council is also available [here](#) for your reference.

Rationale for a proposed maximum house size of 5,813 sq. ft.

The maximum house size of 5,813 sq. ft. is being proposed as it is the largest maximum house size that is currently permitted in the other standard single family residential zones (i.e. the maximum house size permitted in the RS2 zone is 5,813 sq. ft.).

Subdivision (and development) in the RS1 Zone

RS1 property owners are welcome to apply for any development (including subdivision). Each application and site is review by staff against relevant policies and bylaws. There can be engineering and safety concerns with development in specific areas of higher elevation and near heavily forested areas (e.g. in wildfire hazard areas) that can make a successful development application in these areas uncertain.

Please let me know if you have further questions or would like to provide further comments.

Thank you again for your input, comments received from property owners will be used to inform a recommendation to Council in the fall.

Regards,

Adam

Adam Wright, MSc.

Community Planner

DISTRICT OF
**NORTH
VANCOUVER**

[355 West Queens Road](#)

[North Vancouver, BC V7N 4N5](#)

wrighta@dnv.org

Direct: 604-990-3657

From: [REDACTED]
Sent: September 26, 2019 9:23 AM
To: Adam Wright <WrightA@dnv.org>
Subject: Proposed maximum house size in RS1 zone

Dear Mr. Wright:

I recently received a letter regarding changes to the maximum house size in the RS1 zone. I am not sure why this is being proposed or how the District came up with the maximum house size of 5,813 sq. ft.

Our home, as well as most homes in our area that are on RS1 lots are I believe greater than the proposed maximum house size and do not look out of place on such a large lot. I am worried that the house size being proposed is far too small and would aesthetically look unpleasing, it would just not look right. It would be the opposite of what a large home on a small lot looks like. I do not have a problem with setting a maximum house size just believe that the size being proposed is much too small.

If the District wishes to propose a house size of 5,813 sq. ft. then I believe it should allow RS1 zones to subdivide. RS1 zones, I currently believe, cannot be subdivided. The maximum house size being proposed would then be much more in proportion to the smaller lot size.

One problem that I do believe some RS1 zones have is that they often seem to have far too much area paved and not left as "green" or vegetated area.

Sincerely,

[REDACTED]

[REDACTED]

[REDACTED]

8+9 of 13

Adam Wright

From: [REDACTED]
Sent: September 30, 2019 8:17 AM
To: Adam Wright
Cc: [REDACTED]
Subject: re: Proposed maximum house size for properties in the RS1 Zone
Attachments: Letter Sept 30 2019-final.pdf

Hi Adam,

Please find attached our and our neighbor's letter in response to your September 11, 2019 letter regarding the proposed RS1 zoning changes.

Please acknowledge receipt.

Regards,

[REDACTED]

September 30, 2019

District of North Vancouver
Community Planning Department
355 West Queens Road
North Vancouver, B.C.
V7N 4N5

cc. Mayor Mike Little
mayor@dnv.org

re: Proposed maximum house size for properties in the RS1 zone

Dear Sir or Madam:

We write in response to the District's letter of September 11, 2019 regarding the proposed maximum house size for properties in the RS1 zone.

The undersigned live at [REDACTED] and [REDACTED], respectively. We strenuously object to the proposed change to the zoning bylaws.

The proposed change would:

- significantly decrease the value of our properties;
- unnecessarily restrict use of these properties;
- serve no public purpose with respect to these properties.

[REDACTED] Properties

Our properties are accessed via a [REDACTED] Park (see Exhibit 1). The properties are unique in various relevant ways:

- they are the only [REDACTED] properties on [REDACTED];
- there are no neighbors within sight in any direction;
- the properties are both approximately 1 acre in size;
- the houses are largely hidden from view and face Lynn Creek;
- the houses are located on a dead end road with little car traffic;
- neither property is the result of a consolidation.

The location and character of the properties makes concerns about non-conformity with neighbors a non-issue. Large homes could be built on these properties with zero impact on either neighbours or neighbourhood characteristics.

The proposed amendment would reduce the maximum house size which could be built on our properties by approximately 65%, thereby significantly reducing the value of the properties, while serving no public purpose.

The District's September 11, 2019 letter did not provide any explanation as to why this change is needed. We note that the existing floor space ratio rules already establish a maximum houses size for any given property.

We have made significant investments in our homes based on the current bylaws. Zoning changes should not be made which will negatively impact their value unless a clear and critical public need is being addressed. The District has not met this test.

We urge the district to:

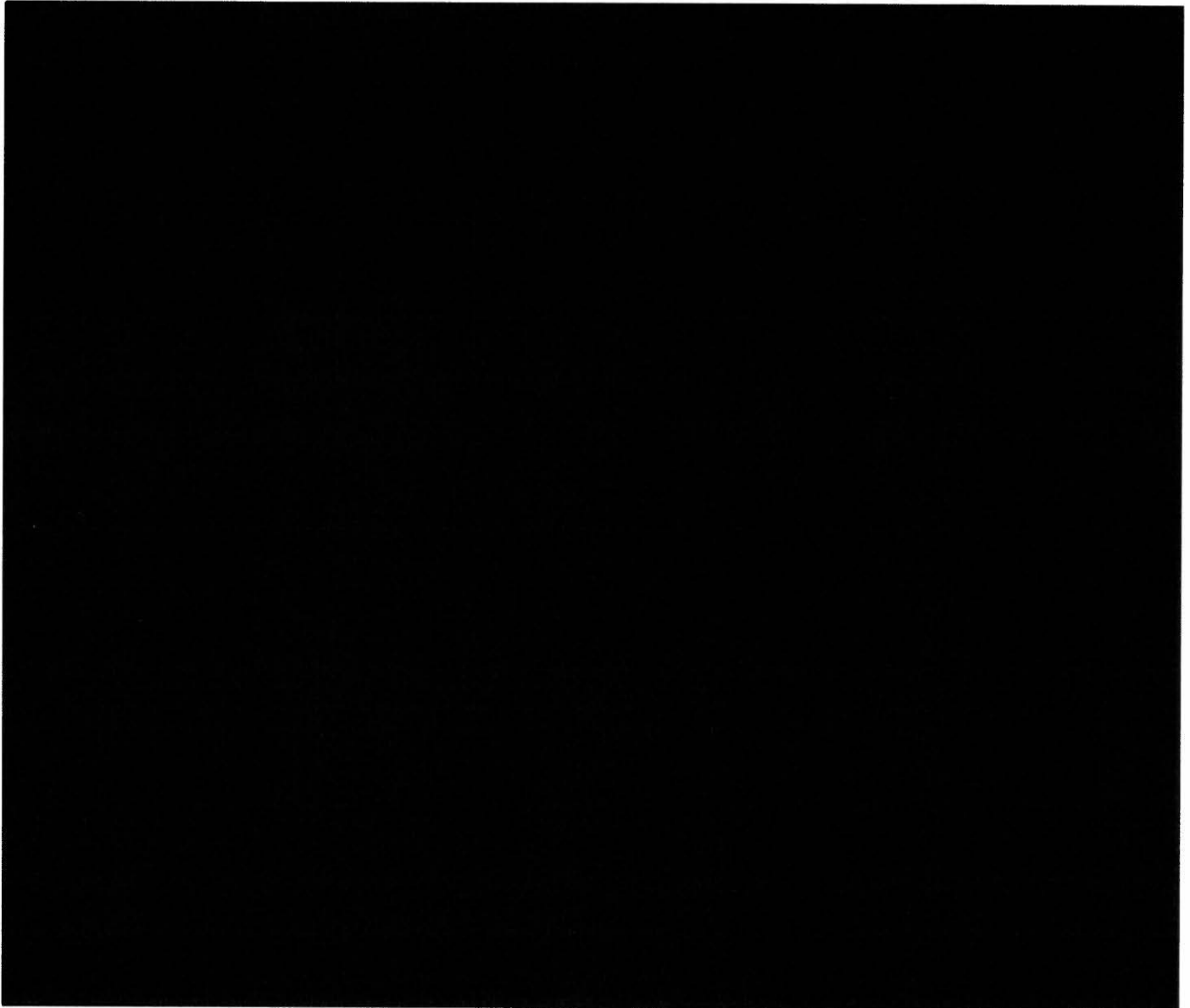
- leave the zoning as-is, or
- amend the zoning in the proposed manner only for future consolidations of properties, so as not to affect current homeowners, or
- exempt the [REDACTED] properties from the changes, due to their unique location and characteristics.

Proceeding as proposed with the zoning change would cause significant financial harm to a small number of homeowners and serve no public purpose.

Regards

[REDACTED]

[REDACTED]



Adam Wright

From: [REDACTED]
Sent: September 30, 2019 10:07 AM
To: Adam Wright
Subject: OCP - RS1 size restriction

Hi Adam,

Following your letter dated Sept. 11, 2019, as property owner, we would like to put on record that we disagree with council's proposal to put a house size restriction on the RS1 zone as described. For our property, a 5,813 sf house on about 600,000 sf land or a site coverage of about 0.10 percent does not make sense. It is not inline with council's theoretical discussion of a 30,000 sf house on 43,560 sf (1 acre) land.

Hence, by adding this restriction, council's action will definitely have a direct and negative impact on our property.

Kindly keep us posted. Thank you.

Regards,

[REDACTED]
[REDACTED]

Adam Wright

From: [REDACTED]
Sent: September 30, 2019 12:13 PM
To: Adam Wright
Cc: [REDACTED]
Subject: Proposed Maximum house size for properties in the RS1 zone

Re: [REDACTED]

Mr. Wright,

I am writing in regard to the proposed change regarding maximum house size in RS1 zone. We own property above with RS1 zoning: the property is approximately 15 acres and we are currently allowed to build 1 (one) house for the property. Given the size of this parcel of land, the proposed house size allowed would be extremely disproportionate. I do appreciate the concerns of the District of North Vancouver Council: perhaps the proposed maximum house size for properties in the RS 1 zone should be limited based on the size of the acreage itself. A maximum house size of 540 meters squared would be fine for acreages of 2 acres or less, but larger acreages should be allowed to have larger houses.

If you have any questions, please let me know,

Regards, [REDACTED]

Adam Wright

From: [REDACTED]
Sent: October 02, 2019 7:53 AM
To: Adam Wright
Subject: Comments

Hi Adam,

In response to the proposed maximum house size for properties in the RS1 zone
I am opposed to the changes.

The maximum house size is far too small for the size of our properties . The district will not permit any
subdividing of current properties regardless of size .

I am in disagreement with this as well.

Regards

[REDACTED]
[REDACTED]

Adam Wright

From: [REDACTED]
Sent: October 03, 2019 4:02 PM
To: Adam Wright
Subject: RE: District of North Vancouver Proposed maximum house size for properties in the RS1 zone_11Sep19

Thank you Adam,

I will review this information and other information on the DNV website and come back to you with further thoughts.

Also I will call you if needed to discuss thx.

If possible please keep me informed of any future meetings or public forums where this issue will be discussed. Also in case any further relevant information is published.

Thank you,

[REDACTED]
[REDACTED]

From: Adam Wright <WrightA@dnv.org>
Sent: Thursday, October 3, 2019 9:29 AM
To: [REDACTED]
Subject: RE: District of North Vancouver Proposed maximum house size for properties in the RS1 zone_11Sep19

Good morning [REDACTED],

Thank you for your email and comments.

I wanted to provide further information and resources for your reference.

Council has expressed concerns related to house size primarily in light of other District efforts such as mitigating construction-related impacts to neighbouring residents and the environment (e.g. reducing tree loss associated with new construction). You can view a video of Council's discussion at the July 8, 2019 Council Workshop, available [here](#). The discussion on maximum principal building (house) size begins at 56:49 in the video. The staff report and presentation to Council is also available [here](#) for your reference.

Any offsetting benefits for RS1 property owners will be up to Council to determine as the proposal is considered.

The RS1 maximum house size that is currently being proposed is the same as that of RS2, but the final decision will be up to Council to determine. The RS1 or RS2 designation do have different minimum lot sizes, this is not currently being reviewed (so is likely remain the same).

Thank you again for your input, comments received from property owners will be used to inform a recommendation to Council in the fall.

I'm happy to speak over the phone if you have further comments.

Regards,

Adam

Adam Wright, MSc.
Community Planner

**DISTRICT OF
NORTH
VANCOUVER**

355 West Queens Road
North Vancouver, BC V7N 4N5
wrighta@dnv.org
Direct: 604-990-3657

From: [REDACTED]
Sent: October 02, 2019 2:03 PM
To: Adam Wright <WrightA@dnv.org>
Subject: FW: District of North Vancouver Proposed maximum house size for properties in the RS1 zone_11Sep19

Dear Mr. Wright

I own two RS1 zoned properties in the DNV and recently received the attached letter dated Sept 11/19.

My first reaction is concern that this change desired by the Council would have a negative affect on me both in terms of the ongoing use and enjoyment of my properties, as well as from a current and future capital value perspective (at a time when RS1 values in the DNV are already down significantly over the past 1-2 years).

However, before expressing a strong opinion on this matter I would like to research and think about it further. To start with can you provide information on?

1. Why the Council is thinking to pursue this change? What are their motivations and concerns? What are the issues?
2. If this change were to be enacted would there be any offsetting benefits for RS1 owners such as myself?
3. With this change would there be any practical difference between an RS1 and an RS2 lot? (if not would this initiative in reality be one to make all RS1 lots into RS2 lots (possibly with a new designation for all)?

Although I have not yet thought too deeply about this topic as mentioned, my general feeling so far has been that DNV makes the sub-division/ redevelopment of large RS1 lots in the DNV relatively difficult and expensive to pursue, and that one of the few offsetting benefits for the owner of a large RS1 lot is the ability to build a large to very large house. I had always assumed the DNV must like that concept, given what I think are challenges obtaining approvals for sub-division and/or conversion to multi-family for RS 1 lots.

I think the DNV requires increased residential and commercial density in order for it to remain a vibrant and diverse community with a range of jobs and housing options (at all rent and purchase price points). Therefore I hope that the

Council will think of this matter and all such matters affecting the OCP within this context. Simply being 'anti-development/ anti- construction' will create unintended negative consequences in the fullness of time.

[REDACTED]
[REDACTED]

From: [REDACTED]

Sent: Friday, September 27, 2019 6:16 PM

To: [REDACTED]

Subject: District of North Vancouver_Proposed maximum house size for properties in the RS1 zone_11Sep19

FYI.

Best Regards

[REDACTED]

AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: <u>October 28, 2019</u>
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 Dept. Manager	 GM/ Director	 CAO
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The District of North Vancouver REPORT TO COUNCIL

October 11, 2019
File: 13.6480.30/003.000.000

AUTHOR: Nicole Foth, Community Planner

SUBJECT: Introduction of Revised Bylaw Amendments for an Updated Coach House Program

RECOMMENDATION

THAT "District of North Vancouver Rezoning Bylaw 1382 (Bylaw 8360)" is given FIRST Reading;

AND THAT "Bylaw Notice Enforcement Bylaw 7458, 2004 Amendment Bylaw 8361, 2019 (Amendment 41)" is given FIRST, SECOND and THIRD Reading;

AND THAT Bylaw 8360 is referred to a Public Hearing.

REASON FOR REPORT

At the October 7th, 2019, Regular Meeting of Council, Council referred proposed changes to the District's Coach House Program back to staff. This report introduces amendments to the Zoning Bylaw and the Bylaw Notice Enforcement Bylaw that reflect Council's support for a simplified, building permit-only process for one-storey coach houses on lots with open lanes and corner lots.

SUMMARY

The updated Coach House Program proposes the following key elements:

1. A simplified, building permit-only approval process for coach houses with less potential impact on neighbours (e.g. one-storey), and
2. The continued use of the Development Variance Permit (DVP) process for other coach house forms (e.g. two-storey).

BACKGROUND

At the October 7th, 2019, Regular Meeting of Council, Council referred the revised Coach House Program back to staff. Council members indicated support for one-storey coach houses on open lanes or on corner lots to proceed via a simplified, building permit-only process. For two-storey coach houses, the majority of Council members stated a desire to continue to follow

SUBJECT: Introduction of Revised Zoning Bylaw Amendment for an Updated Coach House Program

October 11, 2019

Page 2

the Development Variance Permit process, rather than implementing a form and character Development Permit Area, as previously recommended by staff.

Other ideas raised at the October 7th Council Meeting included expanding the coach house program further, and exploring sensitive neighbourhood infill and housing choice options. This report responds to the key coach house directions provided by Council. Other ideas and options will be considered through discussions on single-family regulations, the Official Community Plan Targeted Review, and on-going monitoring of the Coach House Program.

The District's Coach House Program began in November 2014. To date, 17 coach houses have been approved by Council. Further background on the current coach house program, existing policy, and summary of public engagement is available in the staff report dated September 27, 2019 and entitled "Introduction of Bylaw Amendments for a Revised Coach House Program" (**Attachment 1**).

ANALYSIS

The updated Coach House Program proposes the following key elements:

1. A simplified, building permit-only approval process for one-storey coach houses on lots at least 15m (49.2 ft.) wide, and that meet one of the following criteria:
 - Open lane access, or
 - Corner lots on local streets; and
2. The continued use of the Development Variance Permit (DVP) process so that Council may consider on a case-by-case basis two-storey coach houses, and coach houses on:
 - Lots greater than 929m² (10,000 sq. ft.) with no lane access;
 - Double-fronting lots at least 15m wide; or
 - Corner lots on collector or arterial streets.

Corner lots have now been included in the proposed Zoning Bylaw amendments. Potential challenges with coach houses on corner lots may include proximity to neighbours at the rear (instead of being separated by a lane), and vehicle access. To address this, proposed regulations include a minimum rear setback of 3.1m (10 ft.) for corner lots, and only permitting coach houses on corner lots on local streets through the building permit process. Busier streets, such as collectors or arterials, may require on-site turn-around for vehicle access to coach houses, and are proposed to be considered by Council through the DVP process.

Council indicated their desire to maintain the DVP process for two-storey coach houses instead of a Development Permit for two-storey coach houses; this means the amendments initially proposed to the Official Community Plan, the Fees and Charges Bylaw, and the Non-Statutory Public Consultation For Development Applications Policy to no longer be required, and those draft bylaw amendments are therefore not included in this report.

To implement the simplified coach house process, amendments to the Zoning Bylaw include the introduction of definitions, conditions of use, regulations for the location and size of coach houses, and floor space and height incentives for energy efficient construction.

SUBJECT: Introduction of Revised Zoning Bylaw Amendment for an Updated Coach House Program

October 11, 2019

Page 3

Proposed Bylaw Amendments

To implement the updated Coach House Program, amendments to the Zoning Bylaw and the Bylaw Notice Enforcement Bylaw are required.

Zoning Bylaw 3210, Rezoning Bylaw 1382 (Attachment 2 and red-line version in Attachment 3)

The following Zoning Bylaw changes are proposed to reflect Council's feedback:

1. Added corner lots on local streets as lots eligible for coach houses via the building permit process;
2. Added regulations for corner lots including lot depth and rear setbacks to minimize impacts on neighbours and promote liveability;
3. Removed regulations for two-storey coach houses (height and second storey floor area), as they would be eligible for case-by-case consideration through the Development Variance Permit (DVP) process.

If the proposed Zoning Bylaw amendments are adopted by Council, an applicant would be able to apply directly for a building permit to build a one-storey coach house that complies with the regulations on a lot at least 15m wide with either open lane access or a corner lot on local streets. Land owners may apply for variances to allow other proposals including two-storey coach houses, and coach houses on lots without lane access. This provides Council will the ability to consider each application on a case-by-case basis through the DVP process.

Bylaw Notice Enforcement Bylaw 7458 (Attachment 4)

The Bylaw Notice Enforcement Bylaw amendment is required to complement the Zoning Bylaw amendments. It allows for fines for unauthorized coach house uses, and the proposed fines mirror the existing secondary suite violation fine rates as both are accessory dwelling units. The proposed amendments also include housekeeping amendments to re-number sections.

Timing/Approval Process

If the proposed amendments to the Zoning Bylaw receive First Reading and are referred to a Public Hearing, a Public Hearing will be scheduled. Should the amendments be approved by Council, the *Coach House How-To Guide* would be updated to reflect program changes.

Concurrence

The proposed changes have been reviewed by Building, Bylaws, Development Planning, Legal, and Transportation. The District of North Vancouver Rezoning Bylaw 8360 affects land lying within 800m of a controlled access intersection and therefore approval by the Provincial Ministry of Transportation and Infrastructure will be required after third reading of the bylaw and prior to bylaw adoption.

Financial Impacts

Application fees from Development Variance Permits, and tax revenues as a result of coach house development, will help offset the administrative costs associated with application review.

SUBJECT: Introduction of Revised Zoning Bylaw Amendment for an Updated Coach House Program

October 11, 2019

Page 4

Social Policy Implications

Coach houses provide opportunities for greater housing diversity, enable residents to age-in-place on their property or in their neighbourhood, or provide housing for family members. Coach houses have the potential to enable young families or young adults to live in single-family neighbourhoods in a detached dwelling that might otherwise be unaffordable. Coach houses provide a housing option that is different than apartments, townhouses, and larger single-family homes.

Environmental Impact

Coach houses can enable the efficient use of existing developed land and infrastructure in existing neighbourhoods throughout the District. Coach house development must adhere to environmental Development Permit Area regulations.

Conclusion

The District has had a gradual entry program for coach houses and has approved an average of four per year since the program began in 2014. The updated program would simplify the application and approvals process to allow one-storey coach houses on lots with open lanes or corner lots on local streets to proceed with a building permit only. Two-storey coach houses, and coach houses on other lots, would continue to require Council's approval through the Development Variance Permit process.

Options

1. That Council give first reading to Bylaw 8360, and three readings to Bylaw 8361 (staff recommendation).

Or

2. That Council take no further action on Bylaw 8360 and Bylaw 8361.

Respectfully submitted,



Nicole Foth, MCIP, RPP
Community Planner

Attachment 1: Staff report dated September 27, 2019 and entitled "Introduction of Bylaw Amendments for a Revised Coach House Program"

Attachment 2: District of North Vancouver Rezoning Bylaw 1382 (Bylaw 8360)

Attachment 3: Red-line version of Zoning Bylaw amendments (Rezoning Bylaw 1382)

Attachment 4: District of North Vancouver Bylaw Notice Enforcement Bylaw 7458, 2004 Amendment Bylaw 8361

SUBJECT: Introduction of Revised Zoning Bylaw Amendment for an Updated Coach House Program

October 11, 2019


Page 5

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AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: October 7, 2019
<input type="checkbox"/> Other:	Date:


 Dept.
Manager


 GM/
Director


 CAO

The District of North Vancouver REPORT TO COUNCIL

September 27, 2019
File: 13.6480.30/003.000.000

AUTHOR: Nicole Foth, Community Planner

SUBJECT: Introduction of Bylaw Amendments for a Revised Coach House Program

RECOMMENDATION

THAT "District of North Vancouver Official Community Plan Bylaw 7900, 2011, Amendment Bylaw 8359, 2019 (Amendment 37)" is given FIRST Reading;

AND THAT "District of North Vancouver Rezoning Bylaw 1382 (Bylaw 8360)" is given FIRST Reading;

AND THAT "Fees & Charges Bylaw 6481, 1992 Amendment Bylaw 8362, 2019 (Amendment 61)" is given FIRST, SECOND and THIRD Reading;

AND THAT "Bylaw Notice Enforcement Bylaw 7458, 2004 Amendment Bylaw 8361, 2019 (Amendment 41)" is given FIRST, SECOND and THIRD Reading;

AND THAT in accordance with Section 477 of the *Local Government Act*, Council has considered Bylaw 8359 in conjunction with its Financial Plan and applicable Waste Management Plans;

AND THAT, in relation to Bylaw 8397, additional consultation pursuant to Section 475 and Section 476 of the *Local Government Act*, is not required beyond that already undertaken;

AND THAT the revised Non-Statutory Public Consultation Policy for Development Applications as attached to the September 27, 2019 report of the Community Planner entitled Introduction of Bylaw Amendments for a Revised Coach House Program is approved subject to bylaw adoption;

AND THAT Bylaw 8359 and Bylaw 8360 are referred to a Public Hearing.

REASON FOR REPORT

At the July 9th, 2018, Regular Meeting of Council, Council directed staff to proceed with public engagement on a revised approach to coach houses in the District. Council further

directed that, following public engagement, staff bring bylaw amendments regarding coach houses to Council for introduction and First Reading.

This report introduces a revised Coach House Program and amending bylaws for Council's consideration. The revised program proposes a simplified coach house applications and approvals process. Implementation of the program would require amendments to 4 bylaws:

- Official Community Plan Bylaw 7900 (Amending Bylaw 8359);
- Zoning Bylaw 3210 (Amending Bylaw 8360);
- Fees and Charges Bylaw 6481 (Amending Bylaw 8362); and
- Bylaw Notice Enforcement Bylaw 7458 (Amending Bylaw 8361).

SUMMARY

The revised Coach House Program proposes the following key elements:

1. A simplified approval process for lots with open lane access and a minimum width of 15m (49.2 ft.) that entails:
 - A building permit only for one-storey coach houses; and
 - A Development Permit (DP), with authority delegated to staff, for two-storey coach houses;
 - The continued use of the Development Variance Permit (DVP) process so that Council may consider other lots for coach houses on a case-by-case basis.
2. The introduction of a new Accessory Coach House Form and Character Development Permit Area in the Official Community Plan (OCP) to promote neighbourly design of two-storey coach houses; and
3. The introduction of Zoning Bylaw definitions, conditions of use, and related regulations for the location and size of coach houses, as well as to allow for reasonable incentives for energy efficient construction.

BACKGROUND

To date, Council has approved 17 coach houses through the Development Variance Permit process. This is an average of approximately four per year since Council endorsed the gradual entry coach house program in November 2014. Coach houses are market rental units that form a part of the District's Housing Continuum (**Attachment 1**). Coach houses may suit diverse demographics and potentially meet the housing demands of various ages, incomes, and housing preferences. This may include seniors looking to downsize, inter-generational and extended families, or young couples looking for ground-oriented homes.

At the July 9th, 2018, Regular Meeting of Council, Council directed staff to engage the public on the proposed approach to simplifying the coach house application and approvals process, and then to bring bylaw amendments for Council's consideration.

EXISTING POLICY

Official Community Plan

The District's Official Community Plan contains the following objectives:

- increase housing choices across the full continuum of housing needs;
- provide more options to suit different residents' ages, needs and incomes; and
- provide more alternatives to home ownership (i.e. rental).

The OCP also identifies the opportunity for a greater diversity of housing choices in existing residential neighbourhoods through sensitive residential infill such as coach houses. The *Detached Residential* OCP land use designation includes provision for secondary rental units such as coach houses or secondary suites.

Coach House Program

The District currently regulates coach house development through the issuance of Development Variance Permits (DVP) that vary the location of a secondary suite. The *Coach House How-To Guide*, available on DNV.org, contains development guidelines and outlines the application and approval process. Final approval of a DVP rests with Council.

The DVP approach was selected as it would provide Council with the opportunity to review all applications for coach houses, a new housing option in the municipality. This approach has facilitated the intended oversight and gradual entry of coach houses in the District, although at a lower rate than the rate of 5 to 25 applications per year that was initially anticipated.

PUBLIC INPUT

In fall 2018, staff held engagement events for the public, and local builders and designers, to seek input on the proposed simplified approach to the coach house program. Approximately 135 people attended three pop-up events that were held across the District (Seymour, Lynn Valley, and Edgemont) in October 2018. There were 142 online survey respondents. See **Attachment 2** for a complete summary of the public engagement process.

Overall, the majority of survey respondents indicated:

- Support for the simplified application process (i.e. the ability to apply directly for a building permit for a one-storey coach house on a lot with open lane access and a width of 15m);
- Support for a Coach House Development Permit to allow for second storey design review;
- Support for adjacent neighbour notification and input; and
- Support for enabling coach house development through:
 - additional floor space for energy efficient construction;
 - additional floor space on lots where coach houses are built;
 - allowing full basements that could be used for living space; and
 - reducing parking requirements from 3 to 2 spaces where the lot is close to the Frequent Transit Network (FTN).

Many respondents also indicated that:

- Coach houses should also be allowed on lots without open lane access through the simplified approach (i.e. apply directly for building permit);
- Neighbour input on a coach house application should be limited; and
- Other forms of housing should be considered in single-family neighbourhoods such as a house with both a suite and a coach house, duplexes, triplexes, and fourplexes.

At the builders' and designers' stakeholder meeting, participants supported a broader coach house program that would expand lot eligibility, and reduce requirements.

ANALYSIS

Current Program

The current, gradual entry coach house program is generally structured as follows:

- All coach house applications require a Development Variance Permit;
- A coach house is eligible on a single family lot that:
 - has a minimum width of 15m (50 ft.) and either has an open lane or is a corner lot; or
 - is greater than 929m² (10,000 sq. ft.) in size (does not require an open lane).

Proposed Approach

The aim of the revised Coach House Program is to increase the uptake of coach houses while continuing to effectively integrate new coach house development with the surrounding neighbourhood. The revised program also seeks to expand the diversity of housing options and the number of rental units in the District, as envisioned in the OCP.

Based on a review of coach house applications submitted since 2014, the following observations can be made:

- One-storey coach houses, and lots with open lane access, generally tended to be more supportable from neighbours' perspectives; and
- Council expressed support for two-storey coach houses, but also expressed some concern about privacy and overlook.

To respond to these concerns, and to reflect public feedback, the revised Coach House Program proposes to:

- Allow one-storey coach houses on lots with an open lane and a minimum width of 15 m (49.2 ft.) to be considered through building permit only;
- Require two-storey coach houses on lots with an open lane and a minimum width of 15 m (49.2 ft.) to go through a new Development Permit (staff-delegated) process that incorporates:
 - a guideline-based design review on second storey aspects such as massing location and window orientation; and
 - notification to abutting neighbours;
- Continue to use the *Coach House How-To Guide's* lot eligibility criteria, through Council's consideration of a DVP, for coach houses on lots without lane access that are:
 - greater than 929m² (10,000 sq. ft.);
 - corner lots with a minimum width of 15m; and to include
 - double-fronting lots with a minimum width of 15m;
- Introduce Zoning Bylaw definitions, conditions of use and related regulations to ensure coach houses are appropriately located and sized, and to allow for modest incentives to energy efficient construction.

Proposed Bylaw Amendments

To implement the revised Coach House Program, amendments to four bylaws would be required, along with a change to the Non-Statutory Public Consultation For Development Applications Policy.

Official Community Plan Bylaw 7900 Amendment (Attachment 3 and red-line version in Attachment 4)

The *Local Government Act*, subsection 488.1(e), permits an Official Community Plan to designate Development Permit Areas (DPAs) for a number of stated purposes, including the “establishment of objectives for the form and character of intensive residential development”. This provides statutory authority to establish a Development Permit Area for coach houses, and the ability to define them as a form of intensive residential development. This section of the Act was created to assist local governments to manage sensitive infill opportunities.

The proposed OCP Bylaw amendment contains a new Accessory Coach House Form and Character Development Permit Area (“Coach House DPA”) in Schedule B of the OCP. The Coach House DPA guidelines would apply to two-storey coach houses to review aspects such as window orientation and massing in order to minimize overlook and impact on neighbouring lots. It is proposed that the Coach House DP be a staff-delegated permit to allow for a more streamlined application process. The application of the Coach House DP is an administrative process to ensure neighbour notification for two-storey coach houses, and the application of Council’s approved guidelines.

Zoning Bylaw 3210, Rezoning Bylaw 1382 (Attachment 5 and red-line version in Attachment 6)

The proposed Zoning Bylaw amendments introduce a new definition of coach house as an accessory use to single-family residential uses. A number of conditions of use are proposed in the Zoning Bylaw that include:

- Coach house must be located within the Urban Containment Boundary and within single-family residential zones;
- Only one coach house permitted per lot;
- Coach house not permitted where there is a secondary suite on the same property; and
- Owner of the single-family lot must reside in either the coach house or the principal dwelling unit.

The proposed Zoning Bylaw amendments also establish the size, shape, and siting regulations for new coach house development. The regulations are generally based on the District’s existing *Coach House How-To Guide*, and reflect input from public engagement. Some key regulations include:

- Located on a lot with open lane access;
- Lot width of at least 15m (49.2 ft.);
- Maximum size of 90m² (968 sq. ft.);
- 6.1m (20 ft.) separation between coach house and principal house;
- Coach house must be sited to the rear of the principal house;
- Second storey area limited to 50-60% of the first floor (depending on roof slope); and
- Modest accommodations for energy efficiency.

The proposed zoning regulations include incentivizing coach house applications that meet Step 4 or Step 5 of the Energy Step Code. To account for thicker walls and thicker roof

construction associated with energy efficient buildings, the incentives for Step 4 and Step 5 are:

- Minor floor space exemptions of 2.8m² to 8.4m² (30 to 90 sq. ft.); and
- Minor height increases of 0.15m to 0.3m (0.5 to 1 ft.).

Several aspects of the revised Coach House Program were surveyed as part of the public engagement, and supported broadly by respondents. However, the following aspects are not being recommended at this time:

- Additional 0.05 floor space ratio up to 37m² (400 sq. ft.) for a lot that builds a coach house: Council is currently having discussions about single-family residential standards and regulations, and additional floor space may be considered as part of those discussions;
- Basements in coach houses: the District is currently studying the location and impacts of groundwater and infiltration. The results of this study may inform the potential for basements in coach houses;
- Parking reductions (i.e. from three to two spaces) for lots with coach houses near the Frequent Transit Network. Staff have heard concerns around the potential impact of parking that could occur on neighbourhood streets, and parking reductions are not supported at this time. This may be considered in the future, such as when FTN service expands, and as part of a site specific proposal through a DVP.

The proposed Zoning Bylaw amendments also include corresponding ticketing regulations and housekeeping amendments to re-number sections.

In summary, if the proposed Zoning Bylaw amendments are adopted by Council, an applicant would be able to apply directly for a building permit to build a one-storey coach house that complies with the regulations on a minimum 15m lot. Applications for two-storey coach houses would require an Accessory Coach House Form and Character Development Permit (in addition to a building permit). Requests for variances to allow coach houses on lots without lane access may still be submitted, providing Council will the ability to consider each application on a case-by-case basis through the DVP process.

Fees and Charges Bylaw 6481 (Attachment 7)

The Fees and Charges Bylaw establishes fees for development applications. The proposed amendment adds fees for an Accessory Coach House Form and Character Development Permit. The recommended fee of \$670.00 and a \$36.00 profiling fee is equivalent to the Development Variance Permit fees (for 3 variances or fewer) that are levied for coach houses in the existing coach house program. All coach house applications would be charged the same fees whether applying through the Development Permit or the Development Variance Permit process.

Bylaw Notice Enforcement Bylaw 7458 (Attachment 8)

The Bylaw Notice Enforcement Bylaw contains fines for unauthorized land uses. The amendment adds coach house fines, which mirror the existing secondary suite violation fine rates as both are accessory dwelling units. The proposed amendments also include housekeeping amendments to re-number sections.

Draft Revised Non-Statutory Public Consultation For Development Applications Policy
(Attachment 9)

Should Council approve the bylaw amendments, a change to the Non-Statutory Public Consultation For Development Applications Policy would be required to include notification for coach house applications for an Accessory Coach House Form and Character Development Permit. The draft revised policy is included as an attachment for Council's review at this time.

The draft policy proposes to include notification to abutting neighbours when an Accessory Coach House Form and Character DP application is received. Neighbours would be able to provide comment to staff on the application. Approval of the DP would rest solely on the fulfilment of the DP design guidelines and zoning regulations.

Timing/Approval Process

If the proposed bylaw amendments to the Zoning Bylaw and OCP receive First Reading, a Public Hearing would be scheduled. Should the amendments be approved by Council, the *Coach House How-To Guide* would be updated to reflect any program changes.

Concurrence

The recommendations of this report have been reviewed by Building, Bylaws, Development Planning, Legal, and Transportation. The District of North Vancouver Rezoning Bylaw 8360 affects land lying within 800m of a controlled access intersection and therefore approval by the Provincial Ministry of Transportation and Infrastructure will be required after third reading of the bylaw and prior to bylaw adoption.

Financial Impacts

Application fees from a new Accessory Coach House Form and Character Development Permit, and tax revenues as a result of coach house development, will help offset costs associated with the administration of application review.

Social Policy Implications

Coach houses provide opportunities for greater housing diversity, enable residents to age-in-place on their property or in their neighbourhood, or provide housing for family members. Coach houses have the potential to enable young families or young adults to live in single-family neighbourhoods in a detached dwelling that might otherwise be unaffordable. Coach houses provide a unique housing option that is different than apartments, townhouses, and larger single-family homes.

Environmental Impact

Coach houses can enable the efficient use of existing developed land and infrastructure in existing neighbourhoods throughout the District. Coach house development must adhere to environmental Development Permit Area regulations.

Conclusion

The proposed revised Coach House Program aims to increase the diversity of housing choices in the District to fit the needs of a diverse population, including a mix of ages and incomes. The District has had a gradual entry program for coach houses and has approved

an average of four per year since the program began in 2014. The revised program outlined in this report aims to simplify the application and approvals process with the focus on lots with open lanes. It also seeks to ensure that coach houses, which provide at-grade, detached housing, fit within the character of established single-family neighbourhoods.

Options

1. That Council give first reading to bylaws 8359 and 8360, and three readings to bylaws 8362 and 8361 (staff recommendation).

Or

2. That Council take no further action on coach house bylaws.

Respectfully submitted,



Nicole Foth, MCIP, RPP
Community Planner

Attachment 1: District's Housing Continuum

Attachment 2: Coach House Public Engagement Summary

Attachment 3: District of North Vancouver Official Community Plan Bylaw 7900, 2011, Amendment Bylaw 8359

Attachment 4: Red-line version of OCP Amendment Bylaw 8359

Attachment 5: District of North Vancouver Rezoning Bylaw 1382 (Bylaw 8360)

Attachment 6: Red-line version of Zoning Bylaw amendments (Rezoning Bylaw 1382)

Attachment 7: District of North Vancouver Fees & Charges Bylaw 6481, 1992 Amendment Bylaw 8362

Attachment 8: District of North Vancouver Bylaw Notice Enforcement Bylaw 7458, 2004 Amendment Bylaw 8361

Attachment 9: Proposed amendments to District of North Vancouver Non-Statutory Public Consultation For Development Applications Policy

The Corporation of the District of North Vancouver**Bylaw 8360**

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

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

Citation

1. This bylaw may be cited as "District of North Vancouver Rezoning Bylaw 1382 (Bylaw 8360)".

Amendments

2. District of North Vancouver Zoning Bylaw 3210, 1965 is amended as follows:
 - a) In Part 2 Interpretation,
 - i. Adding the following definitions in alphabetical order among the existing definitions:

"coach house" means an accessory dwelling unit that is detached from a single-family residential building on a lot in a zone that permits a single-family residential building;
 - ii. Within the definition for "secondary suite" replacing "accessory dwelling unit" with "accessory dwelling unit that is attached to a single-family residential building".
 - iii. Within the definition for "veranda" replacing "single family residential building" with "single family residential building or coach house".
 - b) In Part 4 General Regulations, Section 410(1)(e) replacing the two occurrences of "accessory buildings containing secondary suites" with "coach houses".
 - c) In Part 5 Residential Zone Regulations:
 - i. Re-numbering Section 501.1(b)(ii) "home occupations" to Section 501.1(b)(i).
 - ii. Section 501.1(b)(iii), after subsection b) adding "c) a secondary suite is not permitted if there is a coach house on a single-family residential lot;", and renumbering the subsequent subsections.
 - iii. Section 501.1(b)(iv), after the semicolon removing "and,"

- iv. Section 501.1(b)(v), removing the period and replacing it with “; and,”
- v. Section 501.1(b) after subsection (v), adding the following:
 - (vi) coach houses subject to the following conditions:
 - a) coach houses are not permitted outside the Urban Containment Boundary as per the District of North Vancouver’s Official Community Plan, as may be amended from time to time;
 - b) coach houses are not permitted in any zone other than single-family residential zones;
 - c) coach houses are subject to the size, shape and siting regulations in Section 502.5;
 - d) only one coach house is permitted on a single-family residential lot;
 - e) a coach house is not permitted if there is a secondary suite on a single-family residential lot;
 - f) the owner of a single-family residential lot must be a resident of either the coach house or the principal residential dwelling unit; and
 - g) a single-family residential building containing more than one boarder or lodger may not have a coach house on that lot.

- d) In Part 5 Residential Zone Regulations, adding the following after 502.4:

502.5 Coach house regulations: regulations in Table 502.5 apply to any lot upon which a coach house is located. The combination regulations in relation to multiple accessory buildings do not apply to coach houses. In the event of a conflict between any regulation in Table 502.5 and any other regulation in this Bylaw, the regulation in Table 502.5 shall apply:

Element	Regulation
Coach House Lot width	15m (49.2 ft.) minimum
Coach House Lot depth for corner lots without open lane access	36.5m (120 ft.) minimum
Coach House Lot Vehicle Access	
a) where abutting an open lane	Vehicle access must be from a street classified as a lane where the lane is open to vehicle travel.
b) on a corner lot without open lane access	Vehicle access must be from a street classified as a local street.

Coach House Siting	Must be sited to the rear of a principal dwelling.
Coach House Setbacks <ul style="list-style-type: none"> a) rear <ul style="list-style-type: none"> - when parcel abuts an open lane - when parcel does not abut an open lane b) side c) flanking street d) separation between principal building and coach house, including attached structures more than 0.91m (3 ft.) above grade e) Ocean Natural Boundary Line 	1.2m (4 ft.) minimum 3.1m (10 ft.) minimum 1.2m (4 ft.) minimum 3.1m (10 ft.) minimum 6.1m (20 ft.) minimum 7.62m (25 ft.) minimum
Required Rear Yard Coverage	No maximum
Coach House Floor Space Ratio Exemptions <ul style="list-style-type: none"> a) Energy efficient construction <ul style="list-style-type: none"> - Step 4 of the Energy Step Code - Step 5 of the Energy Step Code b) Veranda c) Miscellaneous 	The following exemptions apply (exemptions for principal dwellings do not apply to coach houses): 2.8m ² (30 sq.ft.) maximum 8.4m ² (90 sq.ft.) maximum 4.6m ² (50 sq.ft.) maximum Floor area under sloped ceilings, not exceeding a floor to ceiling height of 1.2m (4 ft.).
Coach House Size	90m ² (968 sq.ft.) maximum excluding exemptions
Coach House Height	Measured from top of slab

<p>a) Roof slope of less than 3 in 12</p> <p>b) Roof slope of 3 in 12 or greater</p> <p>c) Energy Step Code</p> <ul style="list-style-type: none"> - Step 4 of the Energy Step Code - Step 5 of the Energy Step Code 	<p>3.7m (12 ft.) maximum</p> <p>4.5m (15 ft.) maximum</p> <p>Additional 0.15m (0.5 ft.) in height</p> <p>Additional 0.3m (1 ft.) in height</p> <p>Energy Step Code height bonus is not cumulative.</p>
Coach House Living Room Size	Except in the case of a coach house that is a studio, a coach house must have at least one living room, that is not a bedroom, that is at least 16.7m ² (180 sq.ft.), with either the room length or width at least 2.1m (7 ft.). This living room may contain a combined kitchen, living, and dining area.
Coach House Bedroom Size	If the coach house has at least one bedroom (not a studio unit), at least one bedroom must have a minimum area of 8.4m ² (90 sq.ft.), with either the room length or width at least 2.1m (7 ft.).
Pedestrian Access	<p>A minimum 0.9m (3 ft.) wide pedestrian walkway must be provided to the coach house entrance from either:</p> <ul style="list-style-type: none"> a) the side lot line on a flanking street of a corner lot, or b) the front lot line of a lot that is not a corner lot.
Coach House Private Outdoor Patio, Deck or Veranda Space	At least one patio, deck or veranda must have a minimum area of 4.5m ² (48 sq.ft.) with one dimension at least 1.8m (6 ft.).
Coach House Basement	Not permitted
Coach House Rooftop Deck	Not permitted

Parking	
a) Enclosed stall	Not more than 1 parking stall may be fully-enclosed within a coach house structure.
b) Location on corner lot	Where there is an adjacent flanking street, parking stalls must be located adjacent to the interior side lot line.

Table 502.5

e) In Part 10 Off-Street Parking Space and Loading Space Regulations, Section 1001 Required Off-Street Parking Spaces,

i. Removing the following row:

2. Single family residential building with suite	3 per building (Bylaw 6922)
--	-----------------------------

and replacing with the following row:

2. Single family residential lot with a secondary suite or a coach house	1 space in addition to the Base Rate.
--	---------------------------------------

f) Part 12 Enforcement, Section 1207 Ticketing,

i. Removing the following after "More than One Secondary Suite":

Secondary Suite Exceed Floor Area	501.1(a)(iii)(c)	\$200.00
Secondary Suite Not Owner Occupied	501.1(a)(iii)(c)	\$200.00
Un-permitted Secondary Suite	501.1(a)(iii)(d)	\$200.00
Un-permitted Boarder/Lodger	501.1(a)(iii)(d)	\$200.00

and replacing with the following:

Un-permitted Secondary Suite with Coach House	501.1(b)(iii)(c)	\$200.00
Secondary Suite Not Owner Occupied	501.1(a)(iii)(d)	\$200.00
Un-permitted Boarder/Lodger	501.1(a)(iii)(e)	\$200.00
Un-permitted Secondary Suite	502.3	\$200.00
Secondary Suite Exceed Floor Area	502.4	\$200.00

ii. Adding the following after "Secondary Suite Exceed Floor Area":

Coach House outside Urban Containment Boundary	501.1(b)(vi)a)	\$200.00
Coach House in Un-permitted Zone	501.1(b)(vi)b)	\$200.00
More than one Coach House	501.1(b)(vi)d)	\$200.00
Un-permitted Coach House with Secondary Suite	501.1(b)(vi)e)	\$200.00
Owner Not Residing in Coach House or Principal Residential Dwelling Unit	501.1(b)(vi)f)	\$200.00
Un-permitted Boarder/Lodger	501.1(b)(vi)g)	\$200.00
Un-permitted Coach House	502.5	\$200.00

READ a first time

PUBLIC HEARING held

READ a second time

READ a third time

Certified a true copy of "Bylaw 8360" as at Third Reading

Municipal Clerk

APPROVED by the Ministry of Transportation and Infrastructure on

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

REZONING BYLAW 1382 (BYLAW 8360)

RED-LINE VERSION

PART 2 INTERPRETATION

“coach house” means an accessory dwelling unit that is detached from a single-family residential building on a lot in a zone that permits a single-family residential building;

“secondary suite” means an accessory dwelling unit that is attached to a single-family residential building on a lot in a zone that permits a single-family residential building;

“veranda” for a single family residential building or coach house means a one storey high roofed portico, gallery or porch adjoining an exterior wall or walls of a building and open at all other sides with the exception of necessary structural support columns and a guard or rail not exceeding a height of 1.1m (3.5 ft.) and with a floor not higher than the lowest above-grade building floor on the side of the building to which it is attached;

PART 4 GENERAL REGULATIONS

410 Floor Space Ratio Exemptions

The following are excluded from floor space ratio calculations:

(1) For single family residential buildings, exclude:

(e) except in the RSK and RSE zones, accessory buildings, other than parking structures and coach houses accessory buildings containing secondary suites, not exceeding 25m² (269 sq.ft.). In the RSE zone, accessory buildings, other than parking structures and coach houses accessory buildings containing secondary suites, not exceeding 19.5m² (210 sq.ft.); and

(Bylaws 7006, 7042, 7190, 8036)

PART 5 RESIDENTIAL ZONE REGULATIONS

501 Uses in Single-Family Residential Zones (RS)

All uses of land, buildings and structures in RS Zones are prohibited except

501.1 (a) Principal Use:

(i) One single-family residential building

501.1 (b) Accessory Uses:

~~(ii)~~(i) home occupations;

- (ii) accommodation of not more than two boarders or lodgers in a single-family residential building;
- (iii) secondary suites subject to the following regulations:
 - a) secondary suites are permitted only in single-family residential zones;
 - b) only one secondary suite is permitted on a single-family residential lot;
 - c) a secondary suite is not permitted if there is a coach house on a single-family residential lot;
 - ~~e~~)d) the owner of a single-family residential building containing a secondary suite shall be a resident of either the secondary suite or the principal residential dwelling unit; and
 - ~~d~~)e) a single-family residential building containing more than one boarder or lodger may not have a secondary suite;
- (iv) bed and breakfast business subject to the regulations contained in Section 405A; ~~and~~;
- (v) buildings and structures accessory to Subsection 501.1(a); ~~and~~;
- (vi) coach houses subject to the following conditions:
 - a) coach houses are not permitted outside the Urban Containment Boundary as per the District of North Vancouver's Official Community Plan, as may be amended from time to time;
 - b) coach houses are not permitted in any zone other than single-family residential zones;
 - c) coach houses are subject to the size, shape and siting regulations in Section 502.5;
 - d) only one coach house is permitted on a single-family residential lot;
 - e) a coach house is not permitted if there is a secondary suite on a single-family residential lot;
 - f) the owner of a single-family residential lot must be a resident of either the coach house or the principal residential dwelling unit; and
 - g) a single-family residential building containing more than one boarder or lodger may not have a coach house on that lot.

502 Size, Shape and Siting of Residential Buildings and Accessory Buildings and Structures in Single-Family Residential Zones (RS)

502.1 Notwithstanding the height provisions in subsection 502.2.a, single-family residential buildings located within a neighbourhood listed and delineated in Schedule "A" attached hereto, shall only be added onto, altered or replaced if the addition, alteration or replacement building does not exceed the maximum building height or maximum eave height of the single-family residential building lawfully existing immediately prior to the date of application for any permit authorizing that addition, alteration or demolition and reconstruction.

502.3 Location of Secondary Suites: secondary suites must be located within the single-family residential building.

502.4 Size of secondary suite: a secondary suite shall not exceed in total area the lesser of 90m² (968 sq.ft.) or 40% of the residential floor space of the principal single-family residential building.

502.5 Coach house regulations: regulations in Table 502.5 apply to any lot upon which a coach house is located. The combination regulations in relation to multiple accessory buildings do not apply to coach houses. In the event of a conflict between any regulation in Table 502.5 and any other regulation in this Bylaw, the regulation in Table 502.5 shall apply:

Element	Regulation
Coach House Lot width	15m (49.2 ft.) minimum
Coach House Lot depth for corner lots without open lane access	36.5m (120 ft.) minimum
Coach House Lot Vehicle Access	
a) where abutting an open lane	Vehicle access must be from a street classified as a lane where the lane is open to vehicle travel.
b) on a corner lot without open lane access	Vehicle access must be from a street classified as a local street.
Coach House Siting	Must be sited to the rear of a principal dwelling.
Coach House Setbacks	
a) rear	
- when parcel abuts an open lane	1.2m (4 ft.) minimum
- when parcel does not abut an open lane	3.1m (10 ft.) minimum

<ul style="list-style-type: none"> b) side c) flanking street d) separation between principal building and coach house, including attached structures more than 0.91m (3 ft.) above grade e) Ocean Natural Boundary Line 	<ul style="list-style-type: none"> 1.2m (4 ft.) minimum 3.1m (10 ft.) minimum 6.1m (20 ft.) minimum 7.62m (25 ft.) minimum
Required Rear Yard Coverage	No maximum
Coach House Floor Space Ratio Exemptions	The following exemptions apply (exemptions for principal dwellings do not apply to coach houses):
<ul style="list-style-type: none"> a) Energy efficient construction <ul style="list-style-type: none"> - Step 4 of the Energy Step Code - Step 5 of the Energy Step Code b) Veranda c) Miscellaneous 	<ul style="list-style-type: none"> 2.8m² (30 sq.ft.) maximum 8.4m² (90 sq.ft.) maximum 4.6m² (50 sq.ft.) maximum Floor area under sloped ceilings, not exceeding a floor to ceiling height of 1.2m (4 ft.).
Coach House Size	90m ² (968 sq.ft.) maximum excluding exemptions
Coach House Height	Measured from top of slab
<ul style="list-style-type: none"> a) Roof slope of less than 3 in 12 b) Roof slope of 3 in 12 or greater c) Energy Step Code <ul style="list-style-type: none"> - Step 4 of the Energy Step Code 	<ul style="list-style-type: none"> 3.7m (12 ft.) maximum 4.5m (15 ft.) maximum Additional 0.15m (0.5 ft.) in height

- Step 5 of the Energy Step Code	Additional 0.3m (1 ft.) in height Energy Step Code height bonus is not cumulative.
Coach House Living Room Size	Except in the case of a coach house that is a studio, a coach house must have at least one living room, that is not a bedroom, that is at least 16.7m ² (180 sq.ft.), with either the room length or width at least 2.1m (7 ft.). This living room may contain a combined kitchen, living, and dining area.
Coach House Bedroom Size	If the coach house has at least one bedroom (not a studio unit), at least one bedroom must have a minimum area of 8.4m ² (90 sq.ft.), with either the room length or width at least 2.1m (7 ft.).
Pedestrian Access	A minimum 0.9m (3 ft.) wide pedestrian walkway must be provided to the coach house entrance from either: a) the side lot line on a flanking street of a corner lot, or b) the front lot line of a lot that is not a corner lot.
Coach House Private Outdoor Patio, Deck or Veranda Space	At least one patio, deck or veranda must have a minimum area of 4.5m ² (48 sq.ft.) with one dimension at least 1.8m (6 ft.).
Coach House Basement	Not permitted
Coach House Rooftop Deck	Not permitted
Parking a) Enclosed stall b) Location on corner lot	Not more than 1 parking stall may be fully-enclosed within a coach house structure. Where there is an adjacent flanking street, parking stalls must be located adjacent to the interior side lot line.

Table 502.5

PART 10 OFF-STREET PARKING SPACE AND LOADING SPACE REGULATIONS**1001 Required Off-Street Parking Spaces**

The base rate noted for each use category in the table below shall apply to all uses in that category unless they are specifically identified with a different parking rate.

USE	PARKING REQUIREMENTS
Residential (5)	
1. Base Rate	2 per dwelling unit
2. Single family residential building with suite 2. Single family residential lot with a secondary suite or a coach house	3 per building (Bylaw 6922) 1 space in addition to the Base Rate.

PART 12 ENFORCEMENT**1207 Ticketing**

Designated Expressions	Section	Fine
Un-permitted Secondary Suite with Coach House	501.1(b)(iii)c)	\$200.00
Secondary Suite Not Owner Occupied	501.1(a)(iii)(e) 501.1(a)(iii)(d)	\$200.00
Un-permitted Boarder/Lodger	501.1(a)(iii)(d) 501.1(a)(iii)(e)	\$200.00
Un-permitted Secondary Suite	501.1(a)(iii)(d) 502.3	\$200.00
Secondary Suite Exceed Floor Area	501.1(a)(iii)(e) 502.4	\$200.00
Coach House outside Urban Containment Boundary	501.1(b)(vi)a)	\$200.00
Coach House in Un-permitted Zone	501.1(b)(vi)b)	\$200.00
More than one Coach House	501.1(b)(vi)d)	\$200.00
Un-permitted Coach House with Secondary Suite	501.1(b)(vi)e)	\$200.00
Owner Not Residing in Coach House or Principal Residential Dwelling Unit	501.1(b)(vi)f)	\$200.00
Un-permitted Boarder/Lodger	501.1(b)(vi)g)	\$200.00
Un-permitted Coach House	502.5	\$200.00

The Corporation of the District of North Vancouver

Bylaw 8361

A bylaw to amend Bylaw Notice Enforcement Bylaw 7458, 2004

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

Citation

1. This bylaw may be cited as "Bylaw Notice Enforcement Bylaw 7458, 2004, Amendment Bylaw 8361, 2018 (Amendment 41)".

Amendments

2. Bylaw Notice Enforcement Bylaw 7458, 2014 is amended as follows:

a) Under the heading "Zoning Bylaw 3210, 1965",

- i. Between the rows "501.1(b)(iii)b) More than One Secondary Suite" and "501.1(b)(iii)c) Secondary Suite Not Owner Occupied" adding the following:

501.1(b)(iii)c)	Un-permitted Secondary Suite with Coach House	200	150	300	NO	N/A
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- ii. Renumbering the row "501.1(b)(iii)c) Secondary Suite Not Owner Occupied" to "501.1(b)(iii)d)";
- iii. Renumbering the row "501.1(b)(iii)d) Un-permitted Boarder/Lodger" to "501.1(b)(iii)e)";
- iv. Adding the following after the row "502.4 Secondary Suite Exceed Floor Area":

501.1(b)(vi)a)	Coach House outside Urban Containment Boundary	200	150	300	NO	N/A
501.1(b)(vi)b)	Coach House in Un-permitted Zone	200	150	300	NO	N/A
501.1(b)(vi)d)	More than one Coach House	200	150	300	NO	N/A
501.1(b)(vi)e)	Un-permitted Coach House with Secondary Suite	200	150	300	NO	N/A
501.1(b)(vi)f)	Owner Not Residing in Coach House or Principal Residential Dwelling Unit	200	150	300	NO	N/A
501.1(b)(vi)g)	Un-permitted Boarder/Lodger	200	150	300	NO	N/A

502.5	Un-permitted Coach House	200	150	300	NO	N/A
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READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

AGENDA INFORMATION	
<input checked="" type="checkbox"/> <i>Special</i> Regular Meeting	Date: <u>October 28, 2019</u>
<input type="checkbox"/> Other:	Date: _____

Dept. Manager	GM/ Director	<i>[Signature]</i> CAO
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The District of North Vancouver REPORT TO COUNCIL

October 10, 2019
File: 01.0115.30/002.000

AUTHOR: Jim Gordon, Municipal Clerk

SUBJECT: Council Procedure Bylaw Amendment

RECOMMENDATION:

THAT "Council Procedure Bylaw 2004, Amendment Bylaw 8395, 2019 (Amendment 6)" is ADOPTED;

AND THAT the Length of Council Meetings policy is rescinded;

AND FINALLY THAT the Availability of Agenda Reports to the Public policy is also rescinded.

REASON FOR REPORT:

The reason for this report is to facilitate adoption of Bylaw 8395 and give effect to proposed amendments to the Council Procedure Bylaw.

BACKGROUND:

On September 30, 2019 Council gave First, Second and Third Readings to Bylaw 8395 in order to amend the Council Procedure Bylaw in keeping with direction provided at workshops held on May 13 and June 24, 2019. Bylaw 8395 is now ready for adoption.

EXISTING POLICY:

The previous staff report noted that two corporate policies would need to be rescinded upon adoption of Bylaw 8395. These policies are:

1. Length of Council Meetings
This policy deals with council meetings continuing beyond 10:30 pm and 11:00 pm which is now addressed in section 27 of the bylaw. This policy is attached for reference.
2. Availability of Agenda Reports to the Public
This policy deals with where and when meeting agendas are made available to the public. This is now dealt with in section 15 of the bylaw. This policy is also attached for reference.

A third policy, Council Reports: Deadlines and Format, will also need to be amended to reflect amendments to the Council Procedure Bylaw. This, however, is an administrative policy and is amended at the discretion of the Chief Administrative Officer. The required amendments will be approved immediately following adoption of Bylaw 8395.

TIMING/APPROVAL PROCESS:

In addition to the standard bylaw adoption process, notice of an amendment to a Council Procedure Bylaw must be published twice in a local newspaper between Third Reading and Adoption. This has occurred on October 9 and 16, 2019.

CONCLUSION:

Bylaw 8395 is ready for adoption. Adopting the bylaw will give effect to the desired changes Council requested at workshops earlier this year.

OPTIONS:

With respect to "Council Procedure Bylaw 2004, Amendment Bylaw 8395, 2019 (Amendment 6)", Council has the following options:

1. Adopt the bylaw (staff recommendation);
2. Rescind Third Reading and debate possible amendments to the bylaw; or,
3. Abandon the bylaw and leave the Council Procedure Bylaw "as is".

Respectfully submitted,


Jim Gordon
Municipal Clerk

- Attachments:
1. Council Procedure Bylaw 2004, Amendment Bylaw 8395, 2019 (Amendment 6)
 2. Length of Council Meetings Policy
 3. Availability of Agenda Reports to the Public Policy
 4. August 20, 2019 Report to Council

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	_____		

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The Corporation of the District of North Vancouver

Bylaw 8395

A bylaw to amend Council Procedure Bylaw 2004

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

Citation

1. This bylaw may be cited as "Council Procedure Bylaw 2004, Amendment Bylaw 8395, 2019 (Amendment 6)".

Amendments

2. Council Procedure Bylaw 2004 is amended as follows:

- a) The preamble:

"A bylaw establishing rules of procedure for the Council and its committees pursuant to the Community Charter SBC 2003 c.26"

is deleted and replaced with the new preamble:

"A bylaw to establish the general procedures to be followed by council and council committees in conducting their business";

- b) Section 1 *Title* is amended by deleting "Council Procedure Bylaw 2004" and replacing it with "Council Procedure Bylaw 7414, 2004";
- c) Section 2 *Definitions* is amended by:
 - (i) deleting "British Columbia, V7N 4N5" from the definition of Municipal Hall; and,
 - (ii) adding in proper alphabetical order the new definition:

""DNV Website" means the website available at www.dnv.org which is owned and controlled by the Corporation of the District of North Vancouver and is used for providing access to services and information, and for communicating with and seeking feedback from residents, businesses and the public,";
- d) Section 3 *Application of rules of procedure* is amended by:

- (i) inserting into subsection (b) the words “, *Local Government Act* or any other Provincial legislation” between the words “Charter” and “and” and inserting the letter “s” to the end of the word “statute” to make it plural; and,
- (ii) adding the new subsection (c) as follows:
 - “(c) A motion to suspend a procedural rule must not create a conflict with legislation and such motion is out of order when proposed or is void if adopted and the purported suspended rule remains in effect.”;
- e) Section 4 *Inaugural meeting* is amended by deleting from subsection (b) the number “4”;
- f) Section 5 *Time and location of meetings* is amended by:
 - (i) deleting from subsection (a)(iii) the words “section 26” and replacing them with the words “this bylaw”;
 - (ii) deleting from subsection (a)(iv)(i) the words “at a” preceding the word “time”; and,
 - (iii) deleting from subsection (a)(iv)(ii) the words “section 126 of” and deleting the words “at the” preceding the word “time”;
- g) Section 6 *Notice of Council meetings* is amended by deleting it in its entirety and replacing it with a new section 6 *Notice of Council meetings* as follows:

“6. Notice of Council meetings

- (a) In accordance with the *Community Charter*, Council must make available to the public a schedule of the date, time and place of regular council meetings and give notice of the availability of the schedule at least once a year.
- (b) The schedule of the date, time and place of regular council meetings will be approved by Council prior to January 1 of the year to which the schedule applies.
- (c) The schedule referred to above will be made available to the public by posting it at the Public Notice Posting Place and on the DNV Website on or before January 1 of the year to which the schedule applies. Notice of the availability of the schedule will be given in accordance with the *Community Charter* prior to January 1 of the year to which the schedule applies.

- (d) Where a revision to the schedule of the date, time and place of regular council meetings is necessary, the Municipal Clerk will, as soon as possible, post an updated schedule at the Public Notice Posting Place and on the DNV Website.”;
- h) Section 7 *Notice of special meetings* is amended by:
 - (i) deleting from subsection (a) the words “section 127(4) of” and replacing the word “hour” with the word “time”; and,
 - (ii) deleting from subsection (a)(i) the words “in the Council Chamber at Municipal Hall” and replacing them with the words “at the regular council meeting place”;
- i) Section 8 *Electronic meetings* is amended by deleting it in its entirety and replacing it with a new section 8 *Member participation at meetings by electronic means* as follows:

“8 Member participation at meetings by electronic means

 - (a) Provided that the conditions set forth in the *Community Charter* regulating electronic meetings are met, as well as subsections (b), (c) and (d) also being met, a member of Council or a member of a Council committee who is unable to attend at a Council meeting or Council committee meeting may participate in the meeting by electronic means, and are deemed to be present at the meeting and counted towards being in attendance.
 - (b) A quorum must not participate by electronic means.
 - (c) The presiding member must not participate by electronic means.
 - (d) In instances where both the Mayor or Acting Mayor, or the Chair of a Council committee as the case may be, will participate in a meeting of the Council or committee by electronic means, the Council or committee will elect from among the members physically present, a member to preside for that meeting.
 - (e) A special meeting of Council where notice is waived due to urgent circumstances is exempt from 8(b), (c) and (d).”;
- j) Section 9 *Designation of a member to act in place of Mayor* is amended by deleting from subsections (b), (c) and (d) the number “9” and deleting from the same subsections the word “section” and replacing it with the word “subsection”;
- k) Section 11 *Attendance of public at meetings* is amended by deleting subsection 11(d) it in its entirety, replacing it with a new subsection 11(d) as follows, renumbering 11(d) as 11(c) and renumbering the existing 11(c) as 11(d):

- “(c) If the person presiding at a meeting considers that another person at the meeting is acting improperly, the person presiding may order that the person is expelled from the meeting.”;
- l) Section 12 *Minutes of Council and committee meetings to be maintained and available to public* is amended by:
- (i) deleting the section heading “Minutes of Council and committee meetings to be maintained and available to public” and replacing it with the new section heading “Minutes of Council and committee meetings”;
 - (ii) inserting a new subsection (b) as follows and correspondingly re-lettering the remaining subsections and correcting the internal subsection references:

“(b) Minutes of meetings are not verbatim but will record:

 - those members who are present;
 - those members who are absent;
 - all motions and resolutions whether adopted or defeated;
 - action items decided upon;
 - where necessary a reasonable summary of what was discussed; and,
 - where necessary information to provide context as needed.

Minutes will not provide any personal attribution with respect to specific comments.”;
 - (iii) deleting from subsection (c) (formerly subsection (b)) the number “12” and inserting “and Council committees” between the words “Council” and “must”; and,
 - (iv) deleting from subsection (d) (formerly subsection (c)) the number “12” and inserting the word “Council” in front of the two uses of the word “committee”;
- m) Section 13 *Calling meeting to order* is amended by:
- (i) deleting from subsection (a) the words “in accordance with section 9”; and,
 - (ii) deleting from subsection (b) the words “under section 9”;
- n) Section 15 *Agenda* is amended by:
- (i) deleting the section heading “Agenda” and replacing it with the new section heading “Regular Council meeting agenda”;
 - (ii) deleting from subsection (a) the words “an agenda” and inserting in their place the words “a regular Council meeting agenda”;

- (iii) deleting subsection (b) in its entirety and replacing it with a new subsection (b) as follows:
 - “(b) On the Monday seven days prior to a regular Council meeting the Clerk will deliver a copy of the agenda to each member of Council in the manner and location specified by that council member.”;
- (iv) inserting a new subsection (c) as follows and re-lettering the existing subsection (c) as subsection (d):
 - “(c) On the Tuesday six days prior to a regular Council meeting the Clerk will:
 - (i) post a copy of the agenda at the Public Notice Posting Place;
 - (ii) leave copies of the agenda at the reception counter in the foyer of the Municipal Hall;
 - (iii) post a copy of the agenda to the DNV Website; and,
 - (iv) provide copies of the agenda to the North Vancouver public libraries.

Failure to comply with subsections (i) to (iv) does not invalidate the proceedings of the associated regular Council meeting.”; and,
- (v) deleting subsection (d) (formerly (c)) in its entirety and replacing it with the new subsection (d) as follows:
 - “(d) Council must not consider any matters not listed on the agenda unless a new matter for consideration is proposed during Approval of the Agenda at the commencement of the meeting.”;
- o) Section 17 *Order of proceedings and business* is amended by deleting from subsection (a) items (iii) Proclamations and (xii) Other Business and renumbering accordingly;
- p) Section 19 *Any other business* is deleted in its entirety;
- q) Section 21 *Delegations* is amended by:
 - (i) deleting subsection (a) in its entirety and replacing it with a new section 21(a) as follows:
 - “(a) One delegation will be permitted at any regular meeting of council. Under extraordinary circumstances, the Mayor, at his/her discretion, may permit more than one delegation at a regular meeting of council.”; and,

- (ii) adding a new subsection (d) as follows and re-lettering the existing subsections (d) to (f) accordingly:
 - “(d) Delegation requests will not be accepted if they are requesting financial assistance of any kind or are in relation to any potential or current development application with the District.”;
- r) Section 22 *Public Input* is amended by:
 - (i) deleting subsection (c) in its entirety and replacing it with a new section 22(c) as follows:
 - “(c) Speakers shall sign up in advance through the Municipal Clerk by providing their name, approximate residential location, and the subject they wish to speak on.
 - (i) The speakers list shall be on a first come, first served basis starting at 6:30 pm the evening of the regular council meeting in question.
 - (ii) Individuals must sign up in person as speaking slots will not be reserved nor can someone sign up on behalf of another.
 - (iii) Priority will be given to speakers speaking on Reports from Council or Staff over those speaking on items not on the agenda.
 - (iv) Where those signed up on the speakers list have spoken and the allotted thirty minutes has not been filled, the Mayor may ask for speakers from the gallery, under the same rules as this section, to fill any remaining time in the designated thirty minute period.”; and,
 - (ii) deleting subsection (d) in its entirety and replacing it with a new section 22(d) as follows:
 - “(d) Speakers wishing to speak on Reports from Council or Staff may sign up to speak during the thirty minute public input period or during the meeting at the time when the report is on the floor. Speakers speaking at the time when a report is on the floor will be limited to one in support of the matter and one opposed to the matter.
 - (i) Speakers wishing to speak on a items not on the agenda will only be permitted during the thirty minute public input period if time permits.”;

s) Section 23 *Conduct and debate* is amended by:

- (i) deleting from subsection (d)(i) the words “with the time required for staff to respond to questions from council members included in the speaking time,”; and,
- (ii) deleting from subsection (i) the two references to the number 23 and deleting the words “of this bylaw” and replacing those with the word “above” so that the subsection reads “...is contrary to subsections (e) to (h) above.”;

t) Section 24 *Motions generally* is amended by:

- (i) deleting subsection (c)(ii) in its entirety and replacing it with a new section 24(c)(ii) as follows:
 - “(ii) to give a bylaw first, second or third reading, or all three readings at once.”;
- (ii) deleting from subsection (c)(vii) the first reference to the word “Council” and replacing it with the word “municipality” so that the subsection reads “...officers of the municipality,...”;
- (iii) deleting from subsection (f) the words “to withdraw” and “or for report” and deleting the words “the several” and replacing those with the word “these”; and,
- (iv) inserting into subsection (g) the word “must” between the words “she” and “informs” and deleting the letter “s” from the words “informs” and “refuses”;

u) Section 25 *Amendments generally* is amended by:

- (i) inserting a new subsection (b) as follows and re-lettering the remaining subsections accordingly:
 - “(b) A motion may be subject to only one amendment at any given time.”;
- (ii) deleting subsection (f) (formerly subsection (e)) in its entirety and replacing it with a new section 25(f) as follows:
 - “(f) An amendment may be subject to only one amendment at any given time.”; and,
- (iii) inserting a new subsection (g) as follows:
 - “(g) An amendment to an amendment must be decided upon before the primary amendment is put to a vote.”;

- v) Section 26 *Reconsideration by a council member* is amended by:
 - (i) deleting from subsection (a) the number “26” and replacing the word “majority” with the words “prevailing side”;
 - (ii) deleting from subsection (b) the number “26”;
 - (iii) deleting from subsection (d)(ii) the words “subsection (1) of”; and,
 - (iv) deleting from subsection (e) the number “26” and adding following the number “16” the words “(Reports from council members) of this bylaw”;
- w) Section 27 *Adjournment* is amended by inserting in subsection (a)(i) the word “vote” between the words “affirmative” and “of”;
- x) Section 31 *Reading and adopting bylaws* is amended by:
 - (i) deleting subsection (d) in its entirety and replacing it with a new section 31(d) as follows:
 - “(d) A proposed bylaw may be debated and amended at any time during first, second or third reading unless prohibited by, or in accordance with, the *Community Charter* or the *Local Government Act*. Bylaws may not be debated or amended at adoption.”;
 - (ii) deleting from subsection (g) the words “section 477(6)” and replacing them with the words “sections 477(6) and 480”; and,
 - (iii) deleting subsection (h) in its entirety and re-lettering subsection (i) as the new subsection (h);
- y) Part 9 *Public Hearings* is amended by inserting a new section 46 *Procedural guidelines* as follows and renumbering the remaining sections of Bylaw 7414 (Parts 9 and 10) accordingly:

“46 Procedural guidelines

Without limiting the discretion of a public hearing Chair to establish rules of procedure for the conduct of a hearing, the following procedural guidelines are established to guide Council:

- (a) Order of business – The order of business for a public hearing may be as follows: Chair introduces procedural rules, Clerk introduces the bylaw, presentation from staff, presentation from applicant, public input, questions from Council, motion with respect to closing the hearing and referral of the bylaw.

- (b) District staff and the applicant for the OCP/Zoning Bylaw amendment (or their agent) are each permitted a maximum of fifteen minutes for their presentations.
- (c) Questions from speakers – If a speaker asks a question during their allotted time, they will be permitted to finish speaking before staff or the applicant answers the question.
- (d) Questions from Councillors – Councillors will provide any questions they may have to staff in writing. Periodically, at the Chair's discretion, the Chair may pause the list of speakers to allow for staff to respond to questions submitted by Councillors.
- (e) Public hearings will adjourn at 10:30 pm without the hearing being closed but may continue:
 - (i) after 10:30 pm only by an affirmative vote of the members present; and,
 - (ii) after 11:00 pm only by a unanimous vote of the members present."; and,
- z) Authorizing the correction of any miscellaneous typographical errors, the necessary re-numbering or re-lettering of sections or subsections to maintain the intended ordering of sections and subsections, and the updating or correcting of any internal or external references as maybe necessary to maintain the accuracy of the intended reference.

READ a first time September 30th, 2019

READ a second time September 30th, 2019

READ a third time September 30th, 2019

NOTICE GIVEN in accordance with Section 124 of the *Community Charter* on the 9th of October and the 16th day of October, 2019.

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk



The Corporation of the District of North Vancouver

CORPORATE POLICY MANUAL

Section:	Administration	1
Sub-Section:	Council - Meetings	0570
Title:	LENGTH OF COUNCIL MEETINGS	6

POLICY

All District Council meetings end at 10:30 p.m. unless Council, by simple majority, extends this time.

Any extension beyond 11:00 p.m. requires a unanimous vote of Council.

REASON FOR POLICY

To ensure that Council meetings end at a reasonable time and allow Council the flexibility to extend the meetings if desired.

AUTHORITY TO ACT

Retained by Council.

Approval Date:	February 25, 1991	Approved by:	Policy & Planning Committee, I/C
1. Amendment Date:	February 10, 1992	Approved by:	Regular Council
2. Amendment Date:	January 25, 1993	Approved by:	Regular Council
3. Amendment Date:	December 11, 1995	Approved by:	Regular Council

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The Corporation of the District of North Vancouver

CORPORATE POLICY MANUAL

Section:	Administration	1
Sub-Section:	Council - Meetings	0570
Title:	AVAILABILITY OF AGENDA REPORTS TO THE PUBLIC	1

POLICY

A complete Agenda package for Council meetings (inclusive of Agenda reports) will be available for perusal by the public at the District Hall and Libraries in a timely manner.

REASON FOR POLICY

To ensure that Agenda material is made available to the public in a convenient and timely manner.

AUTHORITY TO ACT

Delegated to Staff

PROCEDURE

1. Complete agenda packages for Council meetings (excluding meetings held pursuant to section 90 of the *Community Charter*) are available for public perusal in the District Library after 6:00 p.m. and at the Municipal Hall reception counter at 4:00 p.m. on each Wednesday preceding a meeting of Council.
2. In most instances, a copy of the agenda material is available after 4:00 p.m. Wednesday from the Clerk's Office upon payment of the fee required under the current Fees and Charges Bylaw. The agenda and reports are also available on the District's website prior to the Council meeting.
3. A copy of the agenda, for those Council meetings which are open to the public, will be available at no cost (excluding supporting background material).

Approval Date:	December 2, 1985	Approved by:	Policy & Planning Committee
1. Amendment Date:	December 11, 1995	Approved by:	Regular Council
2. Amendment Date:		Approved by:	
3. Amendment Date:		Approved by:	

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AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: <u>September 30, 2019</u>
<input type="checkbox"/> Other:	Date: _____

	
Dept. Manager	GMA Director

The District of North Vancouver REPORT TO COUNCIL

August 20, 2019
File: 01.0115.30/002.000

AUTHOR: Jim Gordon, Municipal Clerk

SUBJECT: Council Procedure Bylaw Amendment

RECOMMENDATION:

THAT "Council Procedure Bylaw 2004, Amendment Bylaw 8395, 2019 (Amendment 6)" is given FIRST, SECOND and THIRD Readings.

REASON FOR REPORT:

The reason for this report is to present Council with an opportunity to amend the Council Procedure Bylaw in keeping with the direction provided at workshops held May 13 and June 24, 2019.

BACKGROUND:

Council had expressed a desire to review the Council Procedure Bylaw within the first six months of the term of the new Council. Council held workshops on May 13 and June 24, 2019 and provided direction to staff. Accordingly, "Council Procedure Bylaw 2004, Amendment Bylaw 8395, 2019 (Amendment 6)" was prepared and is attached for Council's consideration.

Amendments to the Council Procedure Bylaw are summarized in the attached table.

EXISTING POLICY:

Due to proposed changes to the Council Procedure Bylaw or the inclusion of information that was otherwise stated in policy, three policies will need to be addressed:

1. Length of Council Meetings

This is a corporate policy and will need to be rescinded by Council upon adoption of Bylaw 8395. This policy deals with council meetings continuing beyond 10:30 pm and 11:00 pm which is now addressed in section 27 of the bylaw. This policy is attached for reference.

2. Availability of Agenda Reports to the Public

This is also a corporate policy and will need to be rescinded by Council upon adoption of Bylaw 8395. As the name suggests, this policy deals with where and when meeting agendas are made available to the public. This is now dealt with in section 15 of the bylaw. This policy is attached for reference.

3. Council Reports: Deadlines and Format

This is an administrative policy that will be amended with the consent of the Chief Administrative Officer upon adoption of Bylaw 8395. Changes to the policy will reflect the change in the deadline for the submission of reports by staff members to the CAO's Office for approval as well as the new deadline for providing agendas to members of council and the public.

A number of other documents, such as the speaker's list for regular meetings, the Delegation Request Form, and the Mayor's introductory speaking notes for public hearings, will need to be amended, to varying degrees, by staff to reflect changes in the Council Procedure Bylaw. These will be done immediately following adoption of the bylaw.

TIMING/APPROVAL PROCESS:

Notice of the proposed amendments to the Council Procedure Bylaw must be published twice in the local newspaper between Third Reading and Adoption.

CONCLUSION:

"Council Procedure Bylaw 2004, Amendment Bylaw 8395, 2019 (Amendment 6)" delivers the amendments to the Council Procedure Bylaw directed by Council at the two workshops held earlier this year and is presented for Council's consideration.

OPTIONS:

With respect to "Council Procedure Bylaw 2004, Amendment Bylaw 8395, 2019 (Amendment 6)", Council has the following options:

1. Give First, Second and Third Readings to the bylaw (staff recommendation);
2. Return the bylaw to staff with direction to either include additional amendments or to remove certain proposed amendments; or,
3. Abandon the bylaw and leave the Council Procedure Bylaw as is.

Respectfully submitted,


for Jim Gordon
Municipal Clerk

- Attachments:
1. Table of Changes to Council Procedure Bylaw 2004
 2. Bylaw 8395
 3. Length of Council Meetings Policy
 4. Availability of Agenda Reports to the Public
 5. Council Reports: Deadlines and Formats Policy

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	

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Table of Changes to Council Procedure Bylaw 2004

Section	Current Wording	Proposed Wording
Preamble		
	A bylaw establishing rules of procedure for the Council and its committees pursuant to the Community Charter SBC 2003 c.26	deleting and replacing with a new preamble: A bylaw to establish the general procedures to be followed by council and council committees in conducting their business
1. Title		
	Council Procedure Bylaw 2004	deleting and replacing: Council Procedure Bylaw 7414, 2004
2. Definitions		
	"Municipal Hall" means the District of North Vancouver Municipal Hall located at 355 West Queens Road, North Vancouver, British Columbia, V7N 4N5;	deleting "British Columbia, V7N 4N5" from the definition of Municipal Hall: "Municipal Hall" means the District of North Vancouver Municipal Hall located at 355 West Queens Road, North Vancouver,
		adding the new definition: "DNV Website" means the website available at www.dnv.org which is owned and controlled by the Corporation of the District of North Vancouver and is used for providing access to services and information, and for communicating with and seeking feedback from residents, businesses and the public,
3. Application of rules of procedure		
(b)	Following the <i>Community Charter</i> and Council Procedure Bylaw, the current edition of Robert's Rules of Order shall be the parliamentary authority insofar as it may apply without conflicting with the aforementioned statute and bylaw.	inserting into subsection (b) the words ", <i>Local Government Act</i> or any other Provincial legislation" between the words "Charter" and "and" and inserting the letter "s" to the end of the word "statute" to make it plural: Following the <i>Community Charter</i> , <i>Local Government Act</i> or any other Provincial legislation and Council Procedure Bylaw, the current edition of Robert's Rules of Order shall be the parliamentary authority insofar as it may apply without conflicting with the aforementioned statutes and bylaw.
(c)		adding the new subsection (c): A motion to suspend a procedural rule must not create a conflict with legislation and such motion is out of order when proposed or is void if adopted and the purported suspended rule remains in effect.

4. Inaugural meeting		
(b)	If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection 4(a) the first Council meeting must be called by the Clerk and held as soon as reasonably possible after a quorum has taken office.	deleting from subsection (b) the number "4": If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (a) the first Council meeting must be called by the Clerk and held as soon as reasonably possible after a quorum has taken office.
5. Time and location of meetings		
(a)(iii)	be adjourned at 10:30 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 26;	deleting from subsection (a)(iii) the words "section 26" and replacing them with the words "this bylaw": be adjourned at 10:30 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with this bylaw;
(a)(iv)(i)	a resolution passed at a meeting of the Council that a meeting will be held at a place and at a time specified in the resolution; or,	deleting from subsection (a)(iv)(i) the words "at a" preceding the word "time": a resolution passed at a meeting of the Council that a meeting will be held at a place and time specified in the resolution; or
(a)(iv)(ii)	a notice made pursuant to section 126 of the <i>Community Charter</i> that a meeting is to be held at the place and at the time specified in the notice.	deleting from subsection (a)(iv)(ii) the words "section 126 of" and deleting the words "at the" preceding the word "time": a notice made pursuant to the <i>Community Charter</i> that a meeting is to be held at the place and time specified in the notice.
6. Notice of Council meetings		
	<p>6. Notice of Council meetings</p> <p>(a) In accordance with section 127 of the <i>Community Charter</i>, Council must prepare annually on or before January 1, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place.</p> <p>(b) In accordance with section 127 of the <i>Community Charter</i>, Council must give notice annually on or before December 1 of the time and duration that the schedule of regular Council meetings will be available beginning on January 1.</p> <p>(c) Where revisions are necessary to the annual schedule of regular Council meetings, the Clerk must, as soon as possible, post a notice at the Public Notice Posting Place, which indicates any revisions to the</p>	<p>deleting it in its entirety and replacing it with a new section 6 <i>Notice of Council meetings</i>:</p> <p>6. Notice of Council meetings</p> <p>(a) In accordance with the <i>Community Charter</i>, Council must make available to the public a schedule of the date, time and place of regular council meetings and give notice of the availability of the schedule at least once a year.</p> <p>(b) The schedule of the date, time and place of regular council meetings will be approved by Council prior to January 1 of the year to which the schedule applies.</p> <p>(c) The schedule referred to above will be made available to the public by posting it at the Public Notice Posting Place and on the DNV Website on or before January 1 of the year to which the schedule applies. Notice of the availability of the schedule will be given in accordance with the <i>Community Charter</i> prior to January 1 of the year to which the schedule applies.</p>

	date, time and place or cancellation of a regular Council meeting.	(d) Where a revision to the schedule of the date, time and place of regular council meetings is necessary, the Municipal Clerk will, as soon as possible, post an updated schedule at the Public Notice Posting Place and on the DNV Website.
7. Notice of special meetings		
(a)	Except where notice of a special meeting is waived by unanimous vote of all council members under section 127(4) of the <i>Community Charter</i> , a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by	deleting from subsection (a) the words "section 127(4) of" and replacing the word "hour" with the word "time"; Except where notice of a special meeting is waived by unanimous vote of all council members under the <i>Community Charter</i> , a notice of the date, time, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by
(a)(i)	posting a copy of the notice in the Council Chamber at Municipal Hall;	deleting from subsection (a)(i) the words "in the Council Chamber at Municipal Hall" and replacing them with the words "at the regular council meeting place"; posting a copy of the notice at the regular council meeting place;
8. Electronic meetings		
	8. Electronic Meetings Subject to the <i>Community Charter</i> (a) a special meeting may be conducted by means of electronic or other communication facilities; (b) a member of Council or a council committee who is unable to attend a council meeting or a council committee meeting, as applicable, may participate in the meeting by means of electronic or other communication facilities.	deleting it in its entirety and replacing it with a new section 8 <i>Member participation at meetings by electronic means</i> : 8 Member participation at meetings by electronic means (a) Provided that the conditions set forth in the <i>Community Charter</i> regulating electronic meetings are met, as well as subsections (b), (c) and (d) also being met, a member of Council or a member of a Council committee who is unable to attend a Council meeting or Council committee meeting may participate in the meeting by electronic means, and are deemed to be present at the meeting and counted towards being in attendance. (b) A quorum must not participate by electronic means. (c) The presiding member must not participate by electronic means. (d) In instances where both the Mayor or Acting Mayor, or the Chair of a Council committee as the case may be, will participate in a meeting of the Council or committee by electronic means, the Council or committee will elect from among the members physically present, a member to preside for that meeting.

		(e) A special meeting of Council where notice is waived due to urgent circumstances is exempt from 8(b), (c) and (d).
9. Designation of member to act in place of Mayor		
(b)	Each Councillor designated under section 9(a) must fulfill the responsibilities of the Mayor in his or her absence.	deleting from subsections (b), (c) and (d) the number "9" and deleting from the same subsections the word "section" and replacing it with the word "subsection": Each Councillor designated under subsection (a) must fulfill the responsibilities of the Mayor in his or her absence.
(c)	If both the Mayor and the member designated under section 9(a) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.	deleting from subsections (b), (c) and (d) the number "9" and deleting from the same subsections the word "section" and replacing it with the word "subsection": If both the Mayor and the member designated under subsection (a) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
(d)	The member designated under section 9(a) or chosen under section 9(c) has the same powers and duties as the Mayor in relation to the applicable matter.	deleting from subsections (b), (c) and (d) the number "9" and deleting from the same subsections the word "section" and replacing it with the word "subsection": The member designated under subsection (a) or chosen under subsection (c) has the same powers and duties as the Mayor in relation to the applicable matter.
11. Attendance of public at meetings		
(d)	Despite section 11(a), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 may expel or exclude from a Council meeting a person in accordance with section 23(j).	deleting subsection 11(d) in its entirety, replacing it with a new subsection 11(d) as follows, renumbering 11(d) as 11(c) and renumbering the existing 11(c) as 11(d): If the person presiding at a meeting considers that another person at the meeting is acting improperly, the person presiding may order that the person is expelled from the meeting.
12. Minutes of Council and committee meetings to be maintained and available to public		
	Minutes of Council and committee meetings to be maintained and available to public	deleting the section heading and replacing it with the new section heading: Minutes of Council and committee meetings
(b)		inserting a new subsection (b) as follows and correspondingly re-lettering the remaining subsections and correcting the internal subsection references: Minutes of meetings are not verbatim but will record: <ul style="list-style-type: none">• those members who are present;• those members who are absent;

		<ul style="list-style-type: none"> all motions and resolutions whether adopted or defeated; action items decided upon; where necessary a reasonable summary of what was discussed; and, where necessary information to provide context as needed. <p>Minutes will not provide any personal attribution with respect to specific comments.</p>
(c)	Subject to subsection 12(c) and in accordance with the <i>Community Charter</i> , minutes of the proceedings of Council must be open for public inspection at Municipal Hall during its regular office hours.	<p>deleting from subsection (c) (formerly subsection (b)) the number "12" and inserting "and Council committees" between the words "Council" and "must";</p> <p>Subject to subsection (d) and in accordance with the <i>Community Charter</i>, minutes of the proceedings of Council and Council committees must be open for public inspection at Municipal Hall during its regular office hours.</p>
(d)	Subsection 12(b) does not apply to minutes of a Council or Committee meeting or that part of a Council or Committee meeting from which persons were excluded under section 90 of the <i>Community Charter</i> .	<p>deleting from subsection (d) (formerly subsection (c)) the number "12" and inserting the word "Council" in front of the two uses of the word "committee";</p> <p>Subsection (c) does not apply to minutes of a Council or Council Committee meeting or that part of a Council or Council Committee meeting from which persons were excluded under section 90 of the <i>Community Charter</i>.</p>
13. Calling meeting to order		
(a)	As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 9 must take the Chair and call such meeting to order.	<p>deleting from subsection (a) the words "in accordance with section 9";</p> <p>As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor must take the Chair and call such meeting to order.</p>
(b)	If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 does not attend within 30 minutes of the scheduled time for a Council meeting:	<p>deleting from subsection (b) the words "under section 9";</p> <p>If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor does not attend within 30 minutes of the scheduled time for a Council meeting:</p>
15. Agenda		
	Agenda	<p>deleting the section heading and replacing it with the new section heading:</p> <p>Regular Council meeting agenda</p>

(a)	The Clerk and the Chief Administrative Officer, in consultation with the Mayor, shall prepare an Agenda setting out all the items for consideration at that meeting.	deleting from subsection (a) the words "an agenda" and inserting in their place the words "a regular Council meeting agenda": The Clerk and the Chief Administrative Officer, in consultation with the Mayor, shall prepare a regular Council meeting agenda setting out all the items for consideration at that meeting.
(b)	At least three clear days before the day of the meeting, the Clerk shall give public notice of the time, place and date of the meeting by: (i) delivering a copy of the agenda to each member at the place to which the member has directed notices to be sent; (ii) posting a copy of the agenda on the Public Notice Posting Place at Municipal Hall ; (iii) delivering copies of the agenda to the public libraries in the municipality; and (iv) leaving copies of the agenda at the reception counter at Municipal Hall for the purpose of making them available for the public.	deleting subsection (b) in its entirety and replacing it with a new subsection (b): On the Monday seven days prior to a regular Council meeting the Clerk will deliver a copy of the agenda to each member of Council in the manner and location specified by that council member.
(c)		inserting a new subsection (c) as follows and re-lettering the existing subsection (c) as subsection (d): On the Tuesday six days prior to a regular Council meeting the Clerk will: (i) post a copy of the agenda at the Public Notice Posting Place; (ii) leave copies of the agenda at the reception counter in the foyer of the Municipal Hall; (iii) post a copy of the agenda to the DNV Website; and, (iv) provide copies of the agenda to the North Vancouver public libraries. Failure to comply with subsections (i) to (iv) does not invalidate the proceedings of the associated regular Council meeting.
(d)	Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as an item pursuant to section 19, Any Other Business.	deleting subsection (d) (formerly (c)) in its entirety and replacing it with the new subsection (d): Council must not consider any matters not listed on the agenda unless a new matter for consideration is proposed during Approval of the Agenda at the commencement of the meeting.
17. Order of proceedings and business		
(a)	The usual order of business at a regular Council meeting is as follows: (i) Approval of the Agenda;	deleting from subsection (a) items (iii) Proclamations and (xii) Other Business and renumbering accordingly: (i) Approval of the Agenda;

	<ul style="list-style-type: none"> (ii) Public Input; (iii) Proclamations; (iv) Recognitions; (v) Delegations; (vi) Adoption of Minutes; (vii) Release of Closed Meeting Decisions; (viii) Committee of the Whole Report; (ix) Consent Agenda; (x) Reports from Council or Staff; (xi) Committee Reports; (xii) Other Business; and, (xiii) Adjournment. 	<ul style="list-style-type: none"> (ii) Public Input; (iii) Recognitions; (iv) Delegations; (v) Adoption of Minutes; (vi) Release of Closed Meeting Decisions; (vii) Committee of the Whole Report; (viii) Consent Agenda; (ix) Reports from Council or Staff; (x) Committee Reports; and, (xi) Adjournment.
19. Any other business		
	A member wishing to add an item to the agenda may raise the matter under Any Other Business by making the appropriate motion and, if requested to do so, briefly explaining the matter; and if the motion to add the item to the agenda is adopted and the member's motion respecting the matter is seconded, the item is immediately debated.	deleted in its entirety
21. Delegations		
(a)	A maximum of two delegations will be permitted at any regular meeting of Council.	<p>deleting subsection (a) in its entirety and replacing it with a new section 21(a):</p> <p>One delegation will be permitted at any regular meeting of council. Under extraordinary circumstances, the Mayor, at his/her discretion, may permit more than one delegation at a regular meeting of council.</p>
(d)		<p>adding a new subsection (d) as follows and re-lettering the existing subsections (d) to (f):</p> <p>Delegation requests will not be accepted if they are requesting financial assistance of any kind or are in relation to any potential or current development application with the District.</p>
22. Public Input		
(c)	Speakers shall sign up in advance through the Municipal Clerk by providing their name, approximate residential location, and the subject they wish to speak on. The speakers list shall be on a first come, first served basis. Individuals must sign up in person. Speaking slots will not be reserved nor can someone sign up on behalf of another. Where the speakers list has not filled the allotted thirty	<p>deleting subsection (c) in its entirety and replacing it with a new section 22(c):</p> <p>Speakers shall sign up in advance through the Municipal Clerk by providing their name, approximate residential location, and the subject they wish to speak on.</p> <ul style="list-style-type: none"> (i) The speakers list shall be on a first come, first served basis starting at 6:30 pm the

	minutes and those signed up have already spoken, the Mayor may ask for speakers from the gallery on a first come, first served basis to fill any remaining time under the same rules of this section.	<p>evening of the regular council meeting in question.</p> <p>(ii) Individuals must sign up in person as speaking slots will not be reserved nor can someone sign up on behalf of another.</p> <p>(iii) Priority will be given to speakers speaking on Reports from Council or Staff over those speaking on items not on the agenda.</p> <p>(iv) Where those signed up on the speakers list have spoken and the allotted thirty minutes has not been filled, the Mayor may ask for speakers from the gallery, under the same rules as this section, to fill any remaining time in the designated thirty minute period.</p>
(d)	Speakers wishing to speak on an agenda item may sign up to speak during the thirty minute public input period or during the meeting at the time when the agenda item is on the floor. Speakers speaking at the time when the agenda item is on the floor shall be limited to one in support of the item and one opposed. Speakers wishing to speak on an item not on the agenda shall do so only during the thirty minute public input period.	<p>deleting subsection (d) in its entirety and replacing it with a new section 22(d):</p> <p>Speakers wishing to speak on Reports from Council or Staff may sign up to speak during the thirty minute public input period or during the meeting at the time when the report is on the floor. Speakers speaking at the time when a report is on the floor will be limited to one in support of the matter and one opposed to the matter.</p> <p>(i) Speakers wishing to speak on a items not on the agenda will only be permitted during the thirty minute public input period if time permits.</p>
23. Conduct and debate		
(d)(i)	<p>(d) A member wishing to speak for the purpose of</p> <p>(i) speaking directly and concisely on the matter under debate, may do so after being recognized by the presiding member:</p> <ol style="list-style-type: none"> 1) the first time on the matter for up to 4 minutes; 2) for up to 2 minutes the second time; and 3) for up to an additional two minutes to speak to any amendment, <p>with the time required for staff to respond to questions from Council members included in the speaking time, however, the presiding member may extend the speaking time where deemed necessary, or council may do so by motion;</p>	<p>deleting from subsection (d)(i) the words "with the time required for staff to respond to questions from council members included in the speaking time,":</p> <p>(d) A member wishing to speak for the purpose of</p> <p>(i) speaking directly and concisely on the matter under debate, may do so after being recognized by the presiding member:</p> <ol style="list-style-type: none"> 1) the first time on the matter for up to 4 minutes; 2) for up to 2 minutes the second time; and 3) for up to an additional two minutes to speak to any amendment, <p>however, the presiding member may extend the speaking time where deemed necessary, or council may do so by motion;</p>
(i)	Improper Conduct includes conduct of any member or other person attending a meeting which, in the opinion of the presiding member	deleting from subsection (i) the two references to the number 23 and deleting the words "of this bylaw" and replacing those with the word "above" so that the

	or by resolution of Council, is contrary to subsections 23(e) to 23(h) of this Bylaw.	subsection reads "...is contrary to subsections (e) to (h) above." Improper Conduct includes conduct of any member or other person attending a meeting which, in the opinion of the presiding member or by resolution of Council, is contrary to subsections (e) to (h) above.
24. Motions generally		
(c)(ii)	to give a bylaw second reading, third reading, or all three readings at once, or to amend the bylaw at adoption;	deleting subsection (c)(ii) in its entirety and replacing it with a new section 24(c)(ii): to give a bylaw first, second or third reading, or all three readings at once;
(c)(vii)	to deal with routine proceedings including the appointment and conduct of the officers of the Council, and the correctness of the records of the Council	deleting from subsection (c)(vii) the first reference to the word "Council" and replacing it with the word "municipality" so that the subsection reads "...of officers of the municipality,..."; to deal with routine proceedings including the appointment and conduct of the officers of the municipality; and the correctness of the records of the Council
(f)	When a matter is under debate, no motion is in order unless to withdraw, to amend, to refer to a committee or for report, or to postpone further debate to a certain day, and the several motions have precedence in the order named.	deleting from subsection (f) the words "to withdraw" and "or for report" and deleting the words "the several" and replacing those with the word "these": When a matter is under debate, no motion is in order unless to amend, to refer to a committee, or to postpone further debate to a certain day, and these motions have precedence in the order named.
(g)	Whenever the presiding member is of the opinion that a motion offered to the Council is contrary to the rules of the Council, or relates to matters outside the competence of the Council, he or she informs the Council immediately, giving reasons, and refuses to accept the motion.	inserting into subsection (g) the word "must" between the words "she" and "informs" and deleting the letter "s" from the words "informs" and "refuses": Whenever the presiding member is of the opinion that a motion offered to the Council is contrary to the rules of the Council, or relates to matters outside the competence of the Council, he or she must inform the Council immediately, giving reasons, and refuse to accept the motion.
25. Amendments generally		
(b)		inserting a new subsection (b) as follows and re-lettering the remaining subsections accordingly: (b) A motion may be subject to only one amendment at any given time.
(f)	An amendment may be amended once only.	deleting subsection (f) (formerly subsection (e)) in its entirety and replacing it with a new section 25(f): (f) An amendment may be subject to only one amendment at any given time.
(g)		inserting a new subsection (g):

		(g) An amendment to an amendment must be decided upon before the primary amendment is put to a vote.
26. Reconsideration by a council member		
(a)	Subject to subsection 26(d), a member who voted with the majority either for or against a motion may, at any time within one month of the vote, introduce a motion to reconsider the resolution, motion or proceeding, including the defeat of a motion.	<p>deleting from subsection (a) the number "26" and replacing the word "majority" with the words "prevailing side":</p> <p>Subject to subsection (d), a member who voted with the prevailing side either for or against a motion may, at any time within one month of the vote, introduce a motion to reconsider the resolution, motion or proceeding, including the defeat of a motion.</p>
(b)	Council must not discuss the main matter referred to in subsection 26(a) unless a motion to reconsider that matter is adopted by an affirmative vote of Council.	<p>deleting from subsection (b) the number "26":</p> <p>Council must not discuss the main matter referred to in subsection (a) unless a motion to reconsider that matter is adopted by an affirmative vote of Council.</p>
(d)(ii)	been reconsidered under subsection (1) of section 131 of the <i>Community Charter</i> ;	<p>deleting from subsection (d)(ii) the words "subsection (1) of":</p> <p>been reconsidered under section 131 of the <i>Community Charter</i>;</p>
(e)	A motion under subsection 26(a) must be introduced in compliance with section 16.	<p>deleting from subsection (e) the number "26" and adding following the number "16" the words "(Reports from council members) of this bylaw":</p> <p>A motion under subsection (a) must be introduced in compliance with section 16 (Reports from council members) of this bylaw.</p>
27. Adjournment		
(a)(i)	(i) after 10:30 p.m. only by an affirmative of the members present; and,	<p>inserting in subsection (a)(i) the word "vote" between the words "affirmative" and "of":</p> <p>(i) after 10:30 p.m. only by an affirmative vote of the members present; and,</p>
31. Reading and adopting bylaws		
(d)	A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the <i>Community Charter</i> .	<p>deleting subsection (d) in its entirety and replacing it with a new section 31(d):</p> <p>A proposed bylaw may be debated and amended at any time during first, second or third reading unless prohibited by, or in accordance with, the <i>Community Charter</i> or the <i>Local Government Act</i>. Bylaws may not be debated or amended at adoption.</p>
(g)	Despite section 135(3) of the <i>Community Charter</i> , and in accordance with section 477(6) of the <i>Local Government Act</i> , Council may adopt a proposed official community	deleting from subsection (g) the words "section 477(6)" and replacing them with the words "sections 477(6) and 480":

	plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.	Despite section 135(3) of the <i>Community Charter</i> , and in accordance with sections 477(6) and 480 of the <i>Local Government Act</i> , Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.
(h)	A proposed bylaw may be amended while being considered for adoption except that a zoning bylaw may be amended only to the extent permitted by section 470(1)(b) of the <i>Local Government Act</i> .	deleting subsection (h) in its entirety and re-lettering subsection (i) as the new subsection (h)
Part 9 Public Hearings		
s. 46		<p>inserting a new section 46 <i>Procedural guidelines</i> as follows and renumbering the remaining sections of Bylaw 7414 (Parts 9 and 10)</p> <p>46 Procedural guidelines</p> <p>Without limiting the discretion of a public hearing Chair to establish rules of procedure for the conduct of a hearing, the following procedural guidelines are established to guide Council:</p> <ul style="list-style-type: none"> (a) Order of business – The order of business for a public hearing may be as follows: Chair introduces procedural rules, Clerk introduces the bylaw, presentation from staff, presentation from applicant, public input, questions from Council, motion with respect to closing the hearing and referral of the bylaw. (b) District staff and the applicant for the OCP/Zoning Bylaw amendment (or their agent) are each permitted a maximum of fifteen minutes for their presentations. (c) Questions from speakers – If a speaker asks a question during their allotted time, they will be permitted to finish speaking before staff or the applicant answers the question. (d) Questions from Councillors – Councillors will provide any questions they may have to staff in writing. Periodically, at the Chair's discretion, the Chair may pause the list of speakers to allow for staff to respond to questions submitted by Councillors. (e) Public hearings will adjourn at 10:30 pm without the hearing being closed but may continue: <ul style="list-style-type: none"> (i) after 10:30 pm only by an affirmative vote of the members present; and,

		(ii) after 11:00 pm only by a unanimous vote of the members present.

The Corporation of the District of North Vancouver

Bylaw 8395

A bylaw to amend Council Procedure Bylaw 2004

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

Citation

1. This bylaw may be cited as "Council Procedure Bylaw 2004, Amendment Bylaw 8395, 2019 (Amendment 6)".

Amendments

2. Council Procedure Bylaw 2004 is amended as follows:

- a) The preamble:

"A bylaw establishing rules of procedure for the Council and its committees pursuant to the Community Charter SBC 2003 c.26"

is deleted and replaced with the new preamble:

"A bylaw to establish the general procedures to be followed by council and council committees in conducting their business";

- b) Section 1 *Title* is amended by deleting "Council Procedure Bylaw 2004" and replacing it with "Council Procedure Bylaw 7414, 2004";
- c) Section 2 *Definitions* is amended by:

- (i) deleting "British Columbia, V7N 4N5" from the definition of Municipal Hall; and,
- (ii) adding in proper alphabetical order the new definition:

""DNV Website" means the website available at www.dnv.org which is owned and controlled by the Corporation of the District of North Vancouver and is used for providing access to services and information, and for communicating with and seeking feedback from residents, businesses and the public,";

- d) Section 3 *Application of rules of procedure* is amended by:

- (i) inserting into subsection (b) the words “, *Local Government Act* or any other Provincial legislation” between the words “Charter” and “and” and inserting the letter “s” to the end of the word “statute” to make it plural; and,
- (ii) adding the new subsection (c) as follows:
 - “(c) A motion to suspend a procedural rule must not create a conflict with legislation and such motion is out of order when proposed or is void if adopted and the purported suspended rule remains in effect.”;
- e) Section 4 *Inaugural meeting* is amended by deleting from subsection (b) the number “4”;
- f) Section 5 *Time and location of meetings* is amended by:
 - (i) deleting from subsection (a)(iii) the words “section 26” and replacing them with the words “this bylaw”;
 - (ii) deleting from subsection (a)(iv)(i) the words “at a” preceding the word “time”;
 - and,
 - (iii) deleting from subsection (a)(iv)(ii) the words “section 126 of” and deleting the words “at the” preceding the word “time”;
- g) Section 6 *Notice of Council meetings* is amended by deleting it in its entirety and replacing it with a new section 6 *Notice of Council meetings* as follows:

“6. Notice of Council meetings

- (a) In accordance with the *Community Charter*, Council must make available to the public a schedule of the date, time and place of regular council meetings and give notice of the availability of the schedule at least once a year.
- (b) The schedule of the date, time and place of regular council meetings will be approved by Council prior to January 1 of the year to which the schedule applies.
- (c) The schedule referred to above will be made available to the public by posting it at the Public Notice Posting Place and on the DNV Website on or before January 1 of the year to which the schedule applies. Notice of the availability of the schedule will be given in accordance with the *Community Charter* prior to January 1 of the year to which the schedule applies.

- (d) Where a revision to the schedule of the date, time and place of regular council meetings is necessary, the Municipal Clerk will, as soon as possible, post an updated schedule at the Public Notice Posting Place and on the DNV Website.”;
- h) Section 7 *Notice of special meetings* is amended by:
 - (i) deleting from subsection (a) the words “section 127(4) of” and replacing the word “hour” with the word “time”; and,
 - (ii) deleting from subsection (a)(i) the words “in the Council Chamber at Municipal Hall” and replacing them with the words “at the regular council meeting place”;
- i) Section 8 *Electronic meetings* is amended by deleting it in its entirety and replacing it with a new section 8 *Member participation at meetings by electronic means* as follows:

“8 Member participation at meetings by electronic means

 - (a) Provided that the conditions set forth in the *Community Charter* regulating electronic meetings are met, as well as subsections (b), (c) and (d) also being met, a member of Council or a member of a Council committee who is unable to attend at a Council meeting or Council committee meeting may participate in the meeting by electronic means, and are deemed to be present at the meeting and counted towards being in attendance.
 - (b) A quorum must not participate by electronic means.
 - (c) The presiding member must not participate by electronic means.
 - (d) In instances where both the Mayor or Acting Mayor, or the Chair of a Council committee as the case may be, will participate in a meeting of the Council or committee by electronic means, the Council or committee will elect from among the members physically present, a member to preside for that meeting.
 - (e) A special meeting of Council where notice is waived due to urgent circumstances is exempt from 8(b), (c) and (d).”;
- j) Section 9 *Designation of a member to act in place of Mayor* is amended by deleting from subsections (b), (c) and (d) the number “9” and deleting from the same subsections the word “section” and replacing it with the word “subsection”;
- k) Section 11 *Attendance of public at meetings* is amended by deleting subsection 11(d) it in its entirety, replacing it with a new subsection 11(d) as follows, renumbering 11(d) as 11(c) and renumbering the existing 11(c) as 11(d):

"(c) If the person presiding at a meeting considers that another person at the meeting is acting improperly, the person presiding may order that the person is expelled from the meeting.";

l) Section 12 *Minutes of Council and committee meetings to be maintained and available to public* is amended by:

- (i) deleting the section heading "Minutes of Council and committee meetings to be maintained and available to public" and replacing it with the new section heading "Minutes of Council and committee meetings";
- (ii) inserting a new subsection (b) as follows and correspondingly re-lettering the remaining subsections and correcting the internal subsection references:

"(b) Minutes of meetings are not verbatim but will record:

- those members who are present;
- those members who are absent;
- all motions and resolutions whether adopted or defeated;
- action items decided upon;
- where necessary a reasonable summary of what was discussed; and,
- where necessary information to provide context as needed.

Minutes will not provide any personal attribution with respect to specific comments.";

- (iii) deleting from subsection (c) (formerly subsection (b)) the number "12" and inserting "and Council committees" between the words "Council" and "must"; and,
- (iv) deleting from subsection (d) (formerly subsection (c)) the number "12" and inserting the word "Council" in front of the two uses of the word "committee";

m) Section 13 *Calling meeting to order* is amended by:

- (i) deleting from subsection (a) the words "in accordance with section 9"; and,
- (ii) deleting from subsection (b) the words "under section 9";

n) Section 15 *Agenda* is amended by:

- (i) deleting the section heading "Agenda" and replacing it with the new section heading "Regular Council meeting agenda";
- (ii) deleting from subsection (a) the words "an agenda" and inserting in their place the words "a regular Council meeting agenda";

- (iii) deleting subsection (b) in its entirety and replacing it with a new subsection (b) as follows:

- “(b) On the Monday seven days prior to a regular Council meeting the Clerk will deliver a copy of the agenda to each member of Council in the manner and location specified by that council member.”;

- (iv) inserting a new subsection (c) as follows and re-lettering the existing subsection (c) as subsection (d):

- “(c) On the Tuesday six days prior to a regular Council meeting the Clerk will:

- (i) post a copy of the agenda at the Public Notice Posting Place;
 - (ii) leave copies of the agenda at the reception counter in the foyer of the Municipal Hall;
 - (iii) post a copy of the agenda to the DNV Website; and,
 - (iv) provide copies of the agenda to the North Vancouver public libraries.

- Failure to comply with subsections (i) to (iv) does not invalidate the proceedings of the associated regular Council meeting.”; and,

- (v) deleting subsection (d) (formerly (c)) in its entirety and replacing it with the new subsection (d) as follows:

- “(d) Council must not consider any matters not listed on the agenda unless a new matter for consideration is proposed during Approval of the Agenda at the commencement of the meeting.”;

- o) Section 17 *Order of proceedings and business* is amended by deleting from subsection (a) items (iii) Proclamations and (xii) Other Business and renumbering accordingly;

- p) Section 19 *Any other business* is deleted in its entirety;

- q) Section 21 *Delegations* is amended by:

- (i) deleting subsection (a) in its entirety and replacing it with a new section 21(a) as follows:

- “(a) One delegation will be permitted at any regular meeting of council. Under extraordinary circumstances, the Mayor, at his/her discretion, may permit more than one delegation at a regular meeting of council.”; and,

- (ii) adding a new subsection (d) as follows and re-lettering the existing subsections (d) to (f) accordingly:

- “(d) Delegation requests will not be accepted if they are requesting financial assistance of any kind or are in relation to any potential or current development application with the District.”;

- r) Section 22 *Public Input* is amended by:

- (i) deleting subsection (c) in its entirety and replacing it with a new section 22(c) as follows:

- “(c) Speakers shall sign up in advance through the Municipal Clerk by providing their name, approximate residential location, and the subject they wish to speak on.

- (i) The speakers list shall be on a first come, first served basis starting at 6:30 pm the evening of the regular council meeting in question.

- (ii) Individuals must sign up in person as speaking slots will not be reserved nor can someone sign up on behalf of another.

- (iii) Priority will be given to speakers speaking on Reports from Council or Staff over those speaking on items not on the agenda.

- (iv) Where those signed up on the speakers list have spoken and the allotted thirty minutes has not been filled, the Mayor may ask for speakers from the gallery, under the same rules as this section, to fill any remaining time in the designated thirty minute period.”; and,

- (ii) deleting subsection (d) in its entirety and replacing it with a new section 22(d) as follows:

- “(d) Speakers wishing to speak on Reports from Council or Staff may sign up to speak during the thirty minute public input period or during the meeting at the time when the report is on the floor. Speakers speaking at the time when a report is on the floor will be limited to one in support of the matter and one opposed to the matter.

- (i) Speakers wishing to speak on a items not on the agenda will only be permitted during the thirty minute public input period if time permits.”;

s) Section 23 *Conduct and debate* is amended by:

- (i) deleting from subsection (d)(i) the words "with the time required for staff to respond to questions from council members included in the speaking time,"; and,
- (ii) deleting from subsection (i) the two references to the number 23 and deleting the words "of this bylaw" and replacing those with the word "above" so that the subsection reads "...is contrary to subsections (e) to (h) above.";

t) Section 24 *Motions generally* is amended by:

- (i) deleting subsection (c)(ii) in its entirety and replacing it with a new section 24(c)(ii) as follows:
 - "(ii) to give a bylaw first, second or third reading, or all three readings at once;"
- (ii) deleting from subsection (c)(vii) the first reference to the word "Council" and replacing it with the word "municipality" so that the subsection reads "...officers of the municipality,...";
- (iii) deleting from subsection (f) the words "to withdraw" and "or for report" and deleting the words "the several" and replacing those with the word "these"; and,
- (iv) inserting into subsection (g) the word "must" between the words "she" and "informs" and deleting the letter "s" from the words "informs" and refuses";

u) Section 25 *Amendments generally* is amended by:

- (i) inserting a new subsection (b) as follows and re-lettering the remaining subsections accordingly:
 - "(b) A motion may be subject to only one amendment at any given time.";
- (ii) deleting subsection (f) (formerly subsection (e)) in its entirety and replacing it with a new section 25(f) as follows:
 - "(f) An amendment may be subject to only one amendment at any given time."; and,
- (iii) inserting a new subsection (g) as follows:
 - "(g) An amendment to an amendment must be decided upon before the primary amendment is put to a vote.";

- v) Section 26 *Reconsideration by a council member* is amended by:
 - (i) deleting from subsection (a) the number "26" and replacing the word "majority" with the words "prevailing side";
 - (ii) deleting from subsection (b) the number "26";
 - (iii) deleting from subsection (d)(ii) the words "subsection (1) of"; and,
 - (iv) deleting from subsection (e) the number "26" and adding following the number "16" the words "(Reports from council members) of this bylaw";
- w) Section 27 *Adjournment* is amended by inserting in subsection (a)(i) the word "vote" between the words "affirmative" and "of";
- x) Section 31 *Reading and adopting bylaws* is amended by:
 - (i) deleting subsection (d) in its entirety and replacing it with a new section 31(d) as follows:
 - "(d) A proposed bylaw may be debated and amended at any time during first, second or third reading unless prohibited by, or in accordance with, the *Community Charter* or the *Local Government Act*. Bylaws may not be debated or amended at adoption.";
 - (ii) deleting from subsection (g) the words "section 477(6)" and replacing them with the words "sections 477(6) and 480"; and,
 - (iii) deleting subsection (h) in its entirety and re-lettering subsection (i) as the new subsection (h);
- y) Part 9 *Public Hearings* is amended by inserting a new section 46 *Procedural guidelines* as follows and renumbering the remaining sections of Bylaw 7414 (Parts 9 and 10) accordingly:

"46 Procedural guidelines

Without limiting the discretion of a public hearing Chair to establish rules of procedure for the conduct of a hearing, the following procedural guidelines are established to guide Council:

- (a) Order of business – The order of business for a public hearing may be as follows: Chair introduces procedural rules, Clerk introduces the bylaw, presentation from staff, presentation from applicant, public input, questions from Council, motion with respect to closing the hearing and referral of the bylaw.

- (b) District staff and the applicant for the OCP/Zoning Bylaw amendment (or their agent) are each permitted a maximum of fifteen minutes for their presentations.
 - (c) Questions from speakers – If a speaker asks a question during their allotted time, they will be permitted to finish speaking before staff or the applicant answers the question.
 - (d) Questions from Councillors – Councillors will provide any questions they may have to staff in writing. Periodically, at the Chair's discretion, the Chair may pause the list of speakers to allow for staff to respond to questions submitted by Councillors.
 - (e) Public hearings will adjourn at 10:30 pm without the hearing being closed but may continue:
 - (i) after 10:30 pm only by an affirmative vote of the members present; and,
 - (ii) after 11:00 pm only by a unanimous vote of the members present."; and,
- z) Authorizing the correction of any miscellaneous typographical errors, the necessary re-numbering or re-lettering of sections or subsections to maintain the intended ordering of sections and subsections, and the updating or correcting of any internal or external references as maybe necessary to maintain the accuracy of the intended reference.

READ a first time

READ a second time

READ a third time

NOTICE GIVEN in accordance with Section 124 of the *Community Charter* on the ____ of ____ and the ____ day of _____, 2019.

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk



The Corporation of the District of North Vancouver

CORPORATE POLICY MANUAL

Section:	Administration	1
Sub-Section:	Council - Meetings	0570
Title:	LENGTH OF COUNCIL MEETINGS	6

POLICY

All District Council meetings end at 10:30 p.m. unless Council, by simple majority, extends this time.

Any extension beyond 11:00 p.m. requires a unanimous vote of Council.

REASON FOR POLICY

To ensure that Council meetings end at a reasonable time and allow Council the flexibility to extend the meetings if desired.

AUTHORITY TO ACT

Retained by Council.

Approval Date:	February 25, 1991	Approved by:	Policy & Planning Committee, I/C
1. Amendment Date:	February 10, 1992	Approved by:	Regular Council
2. Amendment Date:	January 25, 1993	Approved by:	Regular Council
3. Amendment Date:	December 11, 1995	Approved by:	Regular Council

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The Corporation of the District of North Vancouver

CORPORATE POLICY MANUAL

Section:	Administration	1
Sub-Section:	Council - Meetings	0570
Title:	AVAILABILITY OF AGENDA REPORTS TO THE PUBLIC	1

POLICY

A complete Agenda package for Council meetings (inclusive of Agenda reports) will be available for perusal by the public at the District Hall and Libraries in a timely manner.

REASON FOR POLICY

To ensure that Agenda material is made available to the public in a convenient and timely manner.

AUTHORITY TO ACT

Delegated to Staff

PROCEDURE

1. Complete agenda packages for Council meetings (excluding meetings held pursuant to section 90 of the *Community Charter*) are available for public perusal in the District Library after 6:00 p.m. and at the Municipal Hall reception counter at 4:00 p.m. on each Wednesday preceding a meeting of Council.
2. In most instances, a copy of the agenda material is available after 4:00 p.m. Wednesday from the Clerk's Office upon payment of the fee required under the current Fees and Charges Bylaw. The agenda and reports are also available on the District's website prior to the Council meeting.
3. A copy of the agenda, for those Council meetings which are open to the public, will be available at no cost (excluding supporting background material).

Approval Date:	December 2, 1985	Approved by:	Policy & Planning Committee
1. Amendment Date:	December 11, 1995	Approved by:	Regular Council
2. Amendment Date:		Approved by:	
3. Amendment Date:		Approved by:	

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The Corporation of the District of North Vancouver

ADMINISTRATIVE AND OPERATIONAL POLICY

Title	Council Reports: Deadlines and Format
Section	Corporate Administration

POLICY

It is staff policy that Council reports:

- **must be received by the Clerk's office in a timely manner so as to ensure predictable delivery to Council and the public;**
- **must be fully explanatory, concise and written to a high professional standard; and,**
- **must be reviewed and approved by the appropriate managers.**

PROCEDURE

The following procedure is used to implement this policy:

1. Council Reports must be received by the Chief Administrative Officer by no later than noon on the Friday, ten days preceding the Council Meeting. Council reports received after that time will be postponed to the next available agenda.
2. Council Reports requiring consultation with the Finance Department must be received by the General Manager of Finance and Technology no later than noon on the Wednesday, twelve days preceding the Council Meeting. It is the responsibility of the report author to ensure that financial approval is acquired.
3. Council reports received by the Chief Administrative Officer after the Friday noon deadline will only be placed on the agenda with the Chief Administrative Officer's approval. It is the responsibility of the General Manager to seek the approval of the Chief Administrative Officer.
4. Late items may be placed on an agenda addendum at the sole discretion of the Chief Administrative Officer. Agenda addenda shall be kept to a minimum and only used in exceptional circumstances.
5. Upon receipt of a Council report, the General Manager will ensure:

- a) appropriate and early consultation is undertaken with, and subsequent approval and signature obtained from, any relevant department (such as the Finance Division regarding financial impacts or the Clerk's Office regarding bylaws), advisory committee or external agency;
 - b) that all referenced attachments, schedules or appendices are attached to the Council report; and,
 - c) that any Council report forwarded on to the Chief Administrative Officer is complete and accurate.
6. Upon receipt of a Council report provided to the Chief Administrative Officer, the Executive Assistant to the Chief Administrative Officer will ensure that Council reports are signed by the author, approved by the Department Head and General Manager, and, where appropriate, signed by the General Manager of Finance and Technology. If the Chief Administrative Officer is not available, the Executive Assistant will forward the report to the Acting Chief Administrative Officer for approval.
 7. The Chief Administrative Officer shall review and approve each Council report and forward it to the Clerk's office by no later than noon on the Monday, seven days preceding the Council Meeting for inclusion in the next agenda. The Chief Administrative Officer may, at his or her sole discretion, direct the Clerk to place a particular Council report on a specific future agenda.
 8. Where the need to amend a report is identified after all approvals have been secured, the approving General Manager shall determine if the amendment is material and whether any consultation previously undertaken must be done again (subject to section 3).
 9. Upon receipt of a Council report the Clerk's office shall do a final check to ensure that Council reports are signed by the author and approved by the Department Head, General Manager and Chief Administrative Officer.
 10. The Clerk's Office is responsible for the compilation and distribution of the agenda to Mayor and Council, staff, and the public.
 11. Agendas for Monday meeting dates will be distributed to Council by 4:30 p.m. on the Wednesday preceding the meeting date.
 12. Agendas will be posted on the District's web page and at the front counter of District Hall on Thursday morning after 8:30 a.m. preceding a Monday meeting.
 13. Attachment 1 of this Policy *Guidelines for the Preparation of Council Reports* provides an overview of the expected standards and report format for Council reports.

Attachment 1: Guidelines for the Preparation of Council Reports
Attachment 2: Report to Council Template (January 2015)
Attachment 3: Closed Meeting Report to Council Template (January 2015)

Policy approved on: October 17, 2017, Chief Administrative Officer
Policy amended on:

Attachment 1

GUIDELINES FOR THE PREPARATION OF COUNCIL REPORTS

November 1997
Updated January 2015

INTRODUCTION

No single product of staff is more central to good decision-making than Council reports.

Council reports help our "Board of Directors" - the Council of the District of North Vancouver - define projects, understand complex problems, consider alternative solutions and determine courses of action. Council reports forward recommendations involving millions of dollars in public assets and ensure that our administrative processes are managed in a fair and open manner. In addition, Council reports are used by the public to understand and participate in the decision-making process of the community. Radio, television and newspaper reporters use Council reports to research and explain issues to their respective audiences.

Well-written Council reports therefore serve many important purposes. Without clear, complete and accurate reports, the opportunity for informed public participation in the decision-making process would be diminished, and Council's ability to make good public decisions would be made more difficult.

The present Council report format was developed in 1995 as a means of providing an efficient and effective reporting process to Council. This guide outlines the procedure and format required for reports to Council. These guidelines are intended to help writers produce quality reports which are both effective and responsive. Their use should:

- improve readability and consistency;
- help highlight relevant policy concerns;
- provide full information required for decision-making; and,
- ensure that Council is offered a full range of options for consideration.

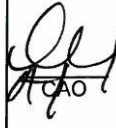
DUE DATES FOR COUNCIL REPORTS

Council reports requiring consultation with the Finance Department must be received by the General Manager of Finance and Technology no later than noon on the Wednesday twelve days preceding the Council meeting.

Council reports intended for the Council agenda must be received by the Chief Administrative Officer by no later than noon on the Friday ten days preceding the Council meeting.

As a rule, late reports are not accepted. Rare exceptions will be made only for circumstances genuinely beyond the control of the authoring department (e.g. an urgent request from Council). Difficulty in obtaining concurrence is not an acceptable excuse

AGENDA INFORMATION	
<input checked="" type="checkbox"/> Special Meeting	Date: <u>October 28, 2019</u>
<input type="checkbox"/> Other:	Date: _____

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

October 16, 2019
File: 09.3900.20/000.000

AUTHOR: James Gordon, Municipal Clerk

SUBJECT: Bylaw 8379: 2020-2023 Taxation Exemptions by Council

RECOMMENDATION:

THAT "2020-2023 Taxation Exemptions by Council Bylaw 8379, 2019" is ADOPTED.

BACKGROUND:

Bylaw 8379 received First, Second and Third Readings on September 30, 2019. Notice was given in accordance with Section 227 of the *Community Charter* on the 9th and 16th day of October, 2019.

A prerequisite to the inclusion of a tax exemption for the Capilano Tennis Club was the execution of a Conditions of Exemptions Agreement. This has now been executed by the two parties.

The bylaw is now ready to be considered for adoption by Council. Note that tax exemption bylaws must be adopted on or before October 31 in the year preceding that in which they take effect.

OPTIONS:

1. Adopt the bylaw;
2. Abandon the bylaw at Third Reading; or,
3. Rescind Third Reading and debate possible amendments to the bylaw.

Respectfully submitted,


James Gordon
Municipal Clerk

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	_____		

The Corporation of the District of North Vancouver

Bylaw 8379

A bylaw to exempt certain lands and improvements from municipal taxation.

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

Citation

1. This bylaw may be cited as “2020-2023 Taxation Exemptions by Council Bylaw 8379, 2019”.

Exemptions under section 224 of the *Community Charter*

2. For the years 2020 - 2023, the following lands and improvements are exempt from taxation levied pursuant to section 224 of the *Community Charter*:
 - a. land or improvements that:
 - i. are owned or held by a charitable, philanthropic or other not for profit corporation; and,
 - ii. the council considers are used for a purpose that is directly related to the purposes of the corporation:
 1. North Shore Crisis Services Society – That portion of Lot 2, District Lot 2087, Group 1, New Westminster District Plan LMP24090, see Reference Plan LMP24091, as shown in Schedule A, (registered in the name of the Provincial Rental Housing Corporation and leased to the North Shore Crisis Services Society - Roll # 052-7240-9000-2);
 2. St. John Society (British Columbia and Yukon) – office/resource centre for first aid services. Strata Lot 7, District Lot 204, Group 1, New Westminster District Strata Plan LMS2284, PID: 023-336-234, (106-223 Mountain Highway, registered in the name of St. John Society (British Columbia and Yukon) - Roll # 999-6228-4007-X);
 3. St. John Society (British Columbia and Yukon) – office/resource centre for first aid services. Strata Lot 8, District Lot 204, Group 1, New Westminster District Strata Plan LMS2284, PID: 023-336-242, (108-223 Mountain Highway, registered in the name of St. John Society (British Columbia and Yukon) - Roll # 999-6228-4008-8);

4. North Shore Disability Resource Centre Foundation (North Shore Disability Resource Centre Association) – office/resource centre. Strata Lot 27, District Lot 2023, Strata Plan VR1541, PID: 018-799-141, (3158 Mountain Highway, registered in the name of the North Shore Disability Resource Centre Foundation - Roll # 050-5154-1027-6);
5. North Shore Disability Resource Centre Foundation (North Shore Disability Resource Centre Association) – office/resource centre. Strata Lot 28, District Lot 2023, Strata Plan VR1541, PID: 018-799-159, (3140 Mountain Highway, registered in the name of the North Shore Disability Resource Centre Foundation - Roll # 050-5154-1028-4);
6. North Shore Disability Resource Centre Association (North Shore Disability Resource Centre Foundation) – accessible housing. Strata Lot 4, District Lot 2023, Group 1 New Westminster District Strata Plan EPS3711, PID: 030-005-094, (104-3205 Mountain Highway, registered in the name of the North Shore Disability Resource Centre Association - Roll # 051-4037-1104-5);
7. North Shore Disability Resource Centre Association (North Shore Disability Resource Centre Foundation) – accessible housing. Strata Lot 22, District Lot 2023, Group 1 New Westminster District Strata Plan EPS3711, PID: 030-005-272, (204-3205 Mountain Highway, registered in the name of the North Shore Disability Resource Centre Association - Roll # 051-4037-1122-3);
8. North Shore Disability Resource Centre Association (North Shore Disability Resource Centre Foundation) – accessible housing. Strata Lot 41, District Lot 2023, Group 1 New Westminster District Strata Plan EPS3711, PID: 030-005-469, (304-3205 Mountain Highway, registered in the name of the North Shore Disability Resource Centre Association - Roll # 051-4037-1141-X);
9. North Shore Disability Resource Centre Association (North Shore Disability Resource Centre Foundation) – accessible housing. Strata Lot 60, District Lot 2023, Group 1 New Westminster District Strata Plan EPS3711, PID: 030-005-655, (404-3205 Mountain Highway, registered in the name of the North Shore Disability Resource Centre Association - Roll # 051-4037-1160-6);
10. Canadian Mental Health Association, North and West Vancouver Branch – Lot 23, Block 5, District Lot 615, Plan 9070, PID: 009-766-901, (1573 Arborlynn Drive – registered in the name of Canadian Mental Health Association, North and West Vancouver Branch - Roll # 070-0953-9100-2);

11. Canadian Mental Health Association, North and West Vancouver Branch – Lot 19, South ½ of Block 5, District Lot 2023, Plan 3078, PID: 013-186-931, (1198 Harold Road, registered in the name of Canadian Mental Health Association, North and West Vancouver Branch - Roll # 051-0721-8500-7);
12. Change the World Foundation, DBA Harvest Project – That portion of Lot A, Block 4, District Lot 266, Plan 16082, PID: 007-581-327, (1071 Roosevelt Crescent, registered in the name of Northgate Investment Corporation and leased to Change the World Foundation dba Harvest Project - Roll # 010-1608-2000-6);
13. Wild Bird Trust of British Columbia (WBT), Conservation Area, Nature House, Vancouver Fraser Port Authority Wildlife Conservation Area, Maplewood South – That portion of the land licenced by the Port for occupation by the WBT for the exclusive use and occupation of access to the Nature House land and building used for conservation and educational purposes. Lot 5, Block D, District Lot 469, Plan 8885, Consolidated Lots 4-12, South of Hwy Plan 2383, Block 4, District Lot 469, Plan 1532, PID: 009-902-686, (2649 Dollarton Highway - Roll # 100-0139-7551-X);
14. 18th Street Community Care Society – group home. Lot 17, District Lot 2003, Plan 14360, PID: 004-231-023, (1063 Hendecourt Road, registered in the name of the MTR Asset Management Society - Roll # 051-1436-0160-1);
15. 18th Street Community Care Society – group home. Lot 11, Block 1, District Lot 2025, Plan 13004, PID: 008-749-001, (821 East 29th Street, registered in the name of the MTR Asset Management Society - Roll # 050-0742-6330-7);
16. North Star Montessori Elementary Society – That portion of Lot D, District Lot 613, Plan LMP5354, PID: 017-838-720, (Second floor of Building B – 1325 East Keith Road, registered in the name of North Shore Winter Club and leased to the North Star Montessori Elementary Society - Roll # 090-7535-4010-X).

b. Land or improvements that:

- i. are owned or held by a municipality, regional district or other local authority; and,
- ii. the council considers are used for a purpose of the local authority:

1. The Corporation of the District of West Vancouver – parkland. Lot A (except part in Plan 6637), Blocks 23 and 24, District Lots 601 and 607, Plan 4740, PID: 011-348-089, (parkland registered in the name of The Corporation of the District of West Vancouver - Roll # 020-0343-0400-2);
 2. The Corporation of the District of West Vancouver – parkland. All that part of Block A (Reference Plan 360) Lying East of Lot B (Reference Plan 1372), District Lot 764, Group 1, New Westminster District, PID: 015-966-356, (parkland registered in the name of The Corporation of the District of West Vancouver - Roll # 010-0469-5900-9);
 3. The Corporation of the District of West Vancouver – parkland. Lot B (Reference Plan 1372), Block A (Reference Plan 360), District Lot 764, Group 1, New Westminster District, PID: 015-966-283. (parkland registered in the name of The Corporation of the District of West Vancouver - Roll # 010-0469-6100-3);
 4. Greater Vancouver Water District – parkland. Block G, District Lot 602, Plan 10857, PID: 009-283-285, (parkland registered in the name of the Greater Vancouver Water District - Roll # 021-0346-0100-7);
 5. The Corporation of the City of North Vancouver – parkland. Exemption only for portion of land identified on attached map Schedule B. District Lot 1620, Group 1 New Westminster District, PID: 025-906-224, (parkland registered in the name of The Corporation of the City of North Vancouver - Roll # 090-0675-3800-2);
 6. The Corporation of the District of North Vancouver – animal shelter. That portion of Lot B, District Lot 607, Group 1, New Westminster District Plan BCP35440, PID: 027-440-478 (2580 Capilano Road, registered in the name of 1000813 BC Ltd and leased to The Corporation of the District of North Vancouver - Roll # 020-3354-4000-2);
 7. Parkgate Community Health Centre – community health facility. That portion of Lot H, except part subdivided by Plan LMP6686, District Lot 622, Plan VAP23160, PID: 017-048-401, (3675 Banff Court, registered in the name of the Corporation of the District of North Vancouver and leased to Vancouver Coastal Health Authority - Roll # 110-2316-0010-0).
- c. land or improvements that the council considers would otherwise qualify for exemption under section 220 [general statutory exemptions] were it not for a secondary use:

Nil

- d. the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if:
- i. the land or improvements are owned by a public authority or local authority; and,
 - ii. the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization:
- 1. Deep Cove Cultural Society – cultural uses. Lot N of Lot A, Block 7, District Lot 626, Plan 23042, PID: 016-612-001, (4360 Gallant Avenue, registered in the name of The Corporation of The District of North Vancouver and leased to the Deep Cove Cultural Society - Roll # 130-2304-2005-2);
 - 2. North Vancouver Community Players – cultural uses. Lots 1 and 2, Block 11, District Lot 553, Plan 2406, PID: 013-798-278, (815 East 11th Street, Hendry Hall, registered in the name of The Corporation of The District of North Vancouver and leased to North Vancouver Community Players - Roll # 080-0176-1300-0);
 - 3. RNB Dance and Theatre Arts Society – cultural uses. That portion of Lot T, Block 6, District Lot 2023, Plan 21620, PID: 010-225-854, (3355 Mountain Highway, registered in the name of The Corporation of The District of North Vancouver and leased to RNB Dance and Theatre Arts Society - Roll # 050-2162-0020-2);
 - 4. RNB Dance and Theatre Arts Society – cultural uses. Lot 1, District Lots 2022 and 2023, Group 1 New Westminster District Plan BCP16197, PID: 026-227-401, (Units 151 & 155, 1233 Lynn Valley Road, registered in the name of The Corporation of The District of North Vancouver and leased to RNB Dance and Theatre Arts Society - Roll # 050-3161-9775-0);
 - 5. Parkgate Community Services Society – youth centre. Lot B, except portions in Plans 16298, LMP22002 and LMP37723 and EPP56254; Block X, District Lots 469, 580 and 611, Plan 15231, PID: 016-396-189, (949 Lytton Street, registered in the name of The Corporation of The District of North Vancouver and leased to Parkgate Community Services Society - Roll # 100-1523-1009-6);
 - 6. North Shore Neighbourhood House – out-of-school child care. That portion of the east 200 ft. of Lot T, Block 6, District Lot 2023, Plan 21620, PID: 010-225-854, (having an area of 5,800 sq. ft.), (3361 Mountain

Highway, registered in the name of The Corporation of The District of North Vancouver and leased to North Shore Neighbourhood House - Roll # 051-2162-0030-X);

7. Seymour Heights Parent Participation Preschool Association dba Seymour Heights Play-Based Programs – preschool. Lot B, except portions in Plans 16298, LMP22002, LMP37723, and EPP56254; Block X, District Lots 469, 580 and 611, Plan 15231, PID: 016-396-189, (800 Lytton Street, registered in the name of The Corporation of The District of North Vancouver and leased to Seymour Heights Parent Participation Preschool Association - Roll # 100-1523-1007-X);
8. Lynn Valley Parent Participation Preschool – preschool. That portion of Lot 1, District Lot 2023, Group 1, New Westminster Plan BCP7704 PID: 025-765-019, (3220 Mountain Highway, registered in the name of The Corporation of The District of North Vancouver and leased to Lynn Valley Parent Participation Preschool Society - Roll # 052-3077-0402-5;
9. Lynn Valley Services Society – community centre. Lot 1, Block 13, District Lot 2025, Group 1, New Westminster District Plan LMP47707, PID: 024-903-388, (940 Lynn Valley Road, registered in the name of The Corporation of The District of North Vancouver and leased to Lynn Valley Services Society - Roll # 050-7477-0700-6);
10. Delbrook Partnership for Quality Childcare Association – child care facility. Part leased in Plan BCP05772 of Block 19, except Part in Explanatory Plan 16399, West 1/2 of District Lot 617, Plan 19489, PID: 006-999-832, (3111 Stanley Avenue, registered in the name of The Corporation of The District of North Vancouver and leased to Delbrook Partnership for Quality Child Care Association - Roll # 030-3057-7200-7);
11. Deep Cove Rowing Club – rowing club. Lot 12 AM, Lot B, Block 7, District Lot 626, Plan 1411, PID: 014-659-263, (2156 Banbury Road, registered in the name of The Corporation of The District of North Vancouver and leased to Deep Cove Rowing Club - Roll # 132-0453-7420-1);
12. Hollyburn Family Services Society – emergency shelter. That portion of Lot A, Block 7, District Lot 193, Plan 12218, Except Part Road on Plan BCP35378, (registered in the name of The Corporation of The District of North Vancouver and leased to Hollyburn Family Services Society - Roll # 100-0101-2600-7);
13. Hollyburn Family Services Society – transitional housing. Lot C of Lot 3, Blocks A and B, District Lot 621 Plan 4655, PID: 004-079-035, (3212

Mount Seymour Parkway, registered in the name of The Corporation of The District of North Vancouver and leased to Hollyburn Family Services Society - Roll #110-0395-3200-3);

14. Hollyburn Family Services Society – transitional housing. Lot A of Lot 3, Blocks A and B, District Lot 621 Plan 4655, PID: 011-442-913, (3218 Mount Seymour Parkway, registered in the name of The Corporation of The District of North Vancouver and leased to Hollyburn Family Services Society - Roll # 110-0395-3000-0);
 15. Hollyburn Family Services Society – emergency shelter. Lot F, Block G, District Lot 613, Plan 20442 (Registered in the name of The Corporation of The District of North Vancouver and leased to Hollyburn Family Services Society - Roll # 090-2044-2020-2);
 16. Family Services of the North Shore – family resource centre. Lot 1, Blocks 2 and 3, District Lot 791, Plan 16486, PID: 007-471-483 (399 Seymour River Place, registered in the name of The Corporation of The District of North Vancouver and leased to Family Services of the North Shore - Roll # 100-1648-6004-5);
 17. Capilano Tennis Club – tennis club. That portion of Lots A, 15 and 16, Block 10, District Lots 601 and 607, Group 1 New Westminster District Plan 4740, PID: 011-348-542 (2500 Capilano Road, registered in the name of The Corporation of The District of North Vancouver and leased to Capilano Tennis Club - Roll # 011-0341-7010-3); **Subject to Conditions of Exemption Agreement;**
 18. Forest View Early Learning Society – child care facility. Lot 1, Block 10, District Lot 2023, Plan VAP21262, New Westminster District Group 1, PID: 007-760-531 (3592 Mountain Highway, registered in the name of The Corporation of the District of North Vancouver and leased to Forest View Early Learning Society - Roll # 052-2126-2005-3).
- e. the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if:
- i. the land or improvements are owned by a person who is providing a municipal service under a partnering agreement;
 - ii. an exemption under section 225 [partnering and other special tax exemption authority] would be available for the land or improvements in relation to the partnering agreement if they were used in relation to the service;

- iii. the partnering agreement expressly contemplates that the council may provide an exemption under this provision; and,
- iv. the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization:

Nil

- f. in relation to property that is exempt under section 220 (1) (h) [buildings for public worship]:
 - i. an area of land surrounding the exempt building;
 - ii. a hall that the council considers is necessary to the exempt building and the land on which the hall stands; and,
 - iii. an area of land surrounding a hall that is exempt under subparagraph (ii):

Included in Bylaw 8380.

- g. land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that the council considers is necessary to land or improvements so used or occupied:
 - 1. Aga Khan Foundation Canada – public worship. That portion of Lot 1, Block 2, District Lot 600, Plan 16179, as shown in Schedule C, PID: 007-530-323 (1150 Gladwin Drive, registered in the name of Aga Khan Foundation Canada and leased to The Ismaili Council for British Columbia - Roll # 011-1617-9000-3) and Lot 2, Block 2, District Lot 600, Plan 16967, PID: 007-335-954 - Roll # 011-1696-7010-4.
- h. in relation to property that is exempt under section 220 (1) (i) [seniors' homes] or (j) [hospitals], any area of land surrounding the exempt building:

Nil

- h.1. in relation to land or improvements, or both, exempt under section 220 (1) (l) [independent schools], any area of land surrounding the exempt land or improvements:

Nil

- i. land or improvements owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes:

Nil

- j. land or improvements owned or held by a person or organization and operated as a private hospital licensed under the *Hospital Act* or as a licensed community care facility, or registered assisted living residence under the *Community Care and Assisted Living Act*:

1. North Shore Disability Resource Centre Association (North Shore Disability Resource Centre Foundation) – group home. Lot 384 of Lot A, District Lot 591, Plan 21605, PID: 009-881-492, (5793 Nancy Greene Way, registered in the name of North Shore Disability Resource Centre Association - Roll # 022-2160-5070-7);
2. North Shore Disability Resource Centre Association (North Shore Disability Resource Centre Foundation) – group home. Lot 11, District Lot 624, Plan 20976, PID: 005-123-721, (4060 Shone Road, registered in the name of North Shore Disability Resource Centre Association - Roll # 110-2097-6100-8);
3. North Shore Disability Resource Centre Association (North Shore Disability Resource Centre Foundation) – group home. Lot 13, Blocks 9A and 10A, District Lot 596, Plan 9666, PID: 009-600-531, (4338 Quinton Place, registered in the name of North Shore Disability Resource Centre Association - Roll # 021-0265-4800-3);
4. North Shore Disability Resource Centre Association (North Shore Disability Resource Centre Foundation) – group home. Amended Lot 12 (see 387078L), Block 14, District Lot 553, Plan 1815, PID: 014-266-423, (951 Hendry Avenue, registered in the name of North Shore Disability Resource Centre Association - Roll # 080-0177-1000-6);
5. North Shore Disability Resource Centre Association (North Shore Disability Resource Centre Foundation) – group home. Lot 3, Block 69, District Lot 598, Plan 18101, PID: 007-231-407, (750 West 23rd Street, registered in the name of North Shore Disability Resource Centre Association - Roll # 011-1810-1020-8);

6. North Shore Disability Resource Centre Association (North Shore Disability Resource Centre Foundation) – group home. Lot 55, District Lot 2025, Plan 17012, PID: 007-333-544, (2000 Rufus Drive, registered in the name of North Shore Disability Resource Centre Association - Roll # 050-1701-2540-8);
7. North Shore Disability Resource Centre Association (North Shore Disability Resource Centre Foundation) – group home. Lot 33, Blocks 11 and 12, District Lot 2087, Plan 22680, PID: 015-724-611, (1608 Kerrstead Place, registered in the name of North Shore Disability Resource Centre Association - Roll # 052-2268-0040-7);
8. North Shore Disability Resource Centre Association (North Shore Disability Resource Centre Foundation) – group home. Lot 2, Block 5, District Lot 2088, Plan 20234, PID: 006-762-786, (1630 Kilmer Road, registered in the name of North Shore Disability Resource Centre Association - Roll # 052-2023-4010-4);
9. North Shore Disability Resource Centre Association (North Shore Disability Resource Centre Foundation) – group home. Lot 38, Block 70, District Lots 598 to 601, Plan 7661, PID: 010-396-951, (3908 Loraine Avenue, registered in the name of North Shore Disability Resource Centre Association - Roll # 020-0289-3900-X);
10. Community Living Society – group home. Lot 3, Block 38, District Lots 598 to 601, Plan 6659, PID: 010-826-777, (2985 Newmarket Drive, registered in the name of Community Living Society - Roll # 030-0283-1000-4);
11. Community Living Society – group home. Lot A (Reference Plan 7729) of Lot 3, Blocks 3 and 4, District Lot 595, Plan 6626, PID: 010-099-972, (4537 Capilano Road, registered in the name of Community Living Society - Roll # 021-0252-4400-0);
12. Community Living Society – group home. Lot 22, Block 4, District Lots 600 and 601, Plan 7829, PID: 005-216-818, (3091 Paisley Road, registered in the name of Community Living Society - Roll # 020-0301-1800-X);
13. Community Living Society – group home. Lot 19, Block 18, District Lot 2023, Plan 13229, PID: 008-698-015, (3660 Maginnis Avenue, registered in the name of Community Living Society - Roll # 052-0732-7515-8);
14. Community Living Society – group home. Lot 1, East 1/2 of Block 1, North 1/2 of District Lot 2003, Plan 3503 PID: 004-756-568, (1075 Frederick Road, registered in the name of Community Living Society - Roll # 051-0678-3210-5);

15. Community Living Society – group home. Lot 12, Block 13 and 14, District Lot 2087, Plan 1988, PID: 010-815-015, (1680 Ross Road, registered in the name of Community Living Society - Roll # 060-0825-8600-4);
16. Community Living Society – group home. Lot F, Block 0, District Lot 2026, Plan 9629, PID: 009-622-977, (3636 Norwood Avenue, registered in the name of Community Living Society - Roll # 040-0762-8400-X);
17. Greater Vancouver Community Services Society – group home. Lot 1, Block B, District Lot 622, Plan 9895, PID: 009-430-172, (3403 Mount Seymour Parkway, registered in the name of Greater Vancouver Community Services Society - Roll # 110-0408-9600-5);
18. Greater Vancouver Community Services Society – group home. Lot K, Block 15, District Lot 2088, Plan 15389, PID: 007-693-401, (1693 Coleman Street, registered in the name of Greater Vancouver Home Support Society - Roll # 053-1538-9010-X);
19. North Shore Connexions Society – group home. Lot C, Blocks 27 and 28, District Lot 598, Plan 10643, PID: 009-328-769 (2490 Edgemont Boulevard, registered in the name of North Shore Connexions Society - Roll # 030-0272-1100-2);
20. North Shore Connexions Society – group home. Lot A, Block 5, District Lot 596, Group 1 New Westminster Plan EPP44352, PID: 029-480-469, (4410 Capilano Road, registered in the name of North Shore Connexions Society - Roll # 021-3443-5200-5);
21. North Shore Connexions Society – group home. Lot 4, Block W, District Lot 2008, Plan 16546, PID: 007-439-806, (1240 Barlynn Crescent, registered in the name of North Shore Connexions Society - Roll # 050-1654-6030-X);
22. North Shore Connexions Society – group home. Lot 22, District Lot 2087, Plan 17649, PID: 007-264-445, (1904 Peters Road, registered in the name of North Shore Connexions Society - Roll # 052-1764-9216-X);
23. Turning Point Recovery Society – Residential addiction home. That portion of Amended Lot 2 (Reference Plan 2935), Block C, District Lots 598 to 601, Plan 6659, PID: 011-072-725, (2670 Lloyd Avenue, registered in the name of The Corporation of The District of North Vancouver and leased to Turning Point Housing Society - Roll # 011-0294-2700-2);
24. Turning Point Recovery Society – residential addiction home. That portion of Lot A, District 469, Group 1 New Westminster District, Plan EPP56254, PID: 029-721-423, (2431 Burr Place, registered in the name of The Corporation of The District of North Vancouver and leased to Turning Point Recovery Society - Roll #100-3562-5400-3).

- k. land or improvements for which a grant has been made, after March 31, 1974, under the *Housing Construction (Elderly Citizens) Act* before its repeal:
1. Kiwanis North Shore Housing Society – seniors' home. Lot A, Block W, District Lot 2022, Plan 14661, PID: 007-756-925, (2555 Whiteley Court, registered in the name of Kiwanis North Shore Housing Society - Roll # 050-1466-1000-8);
 2. Lowland Senior Citizens' Housing Society – seniors' care facility. Lot C, Block 35, District Lot 2022, Plan 17292, PID: 007-290-136 (1335 East 27th Street, registered in the name of Lowland Senior Citizens' Housing Society - Roll # 070-1729-2020-5).

Effective Date

3. The effective date of this bylaw is January 1, 2020 to December 31, 2023.

READ a first time September 30th, 2019

READ a second time September 30th, 2019

READ a third time September 30th, 2019

NOTICE given in accordance with Section 227 of the *Community Charter* on the 9th day of October and the 16th day of October, 2019.

ADOPTED

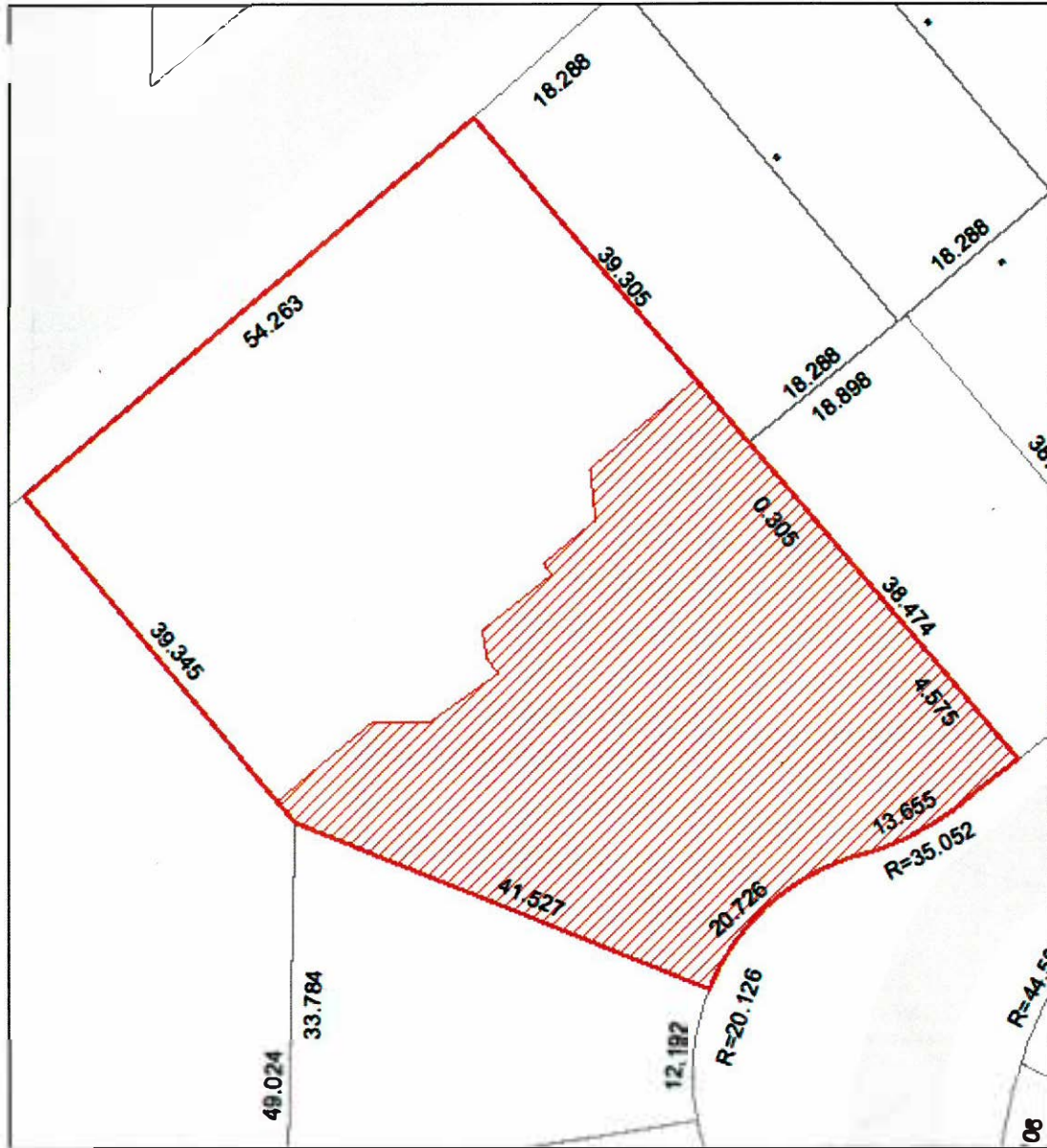
Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

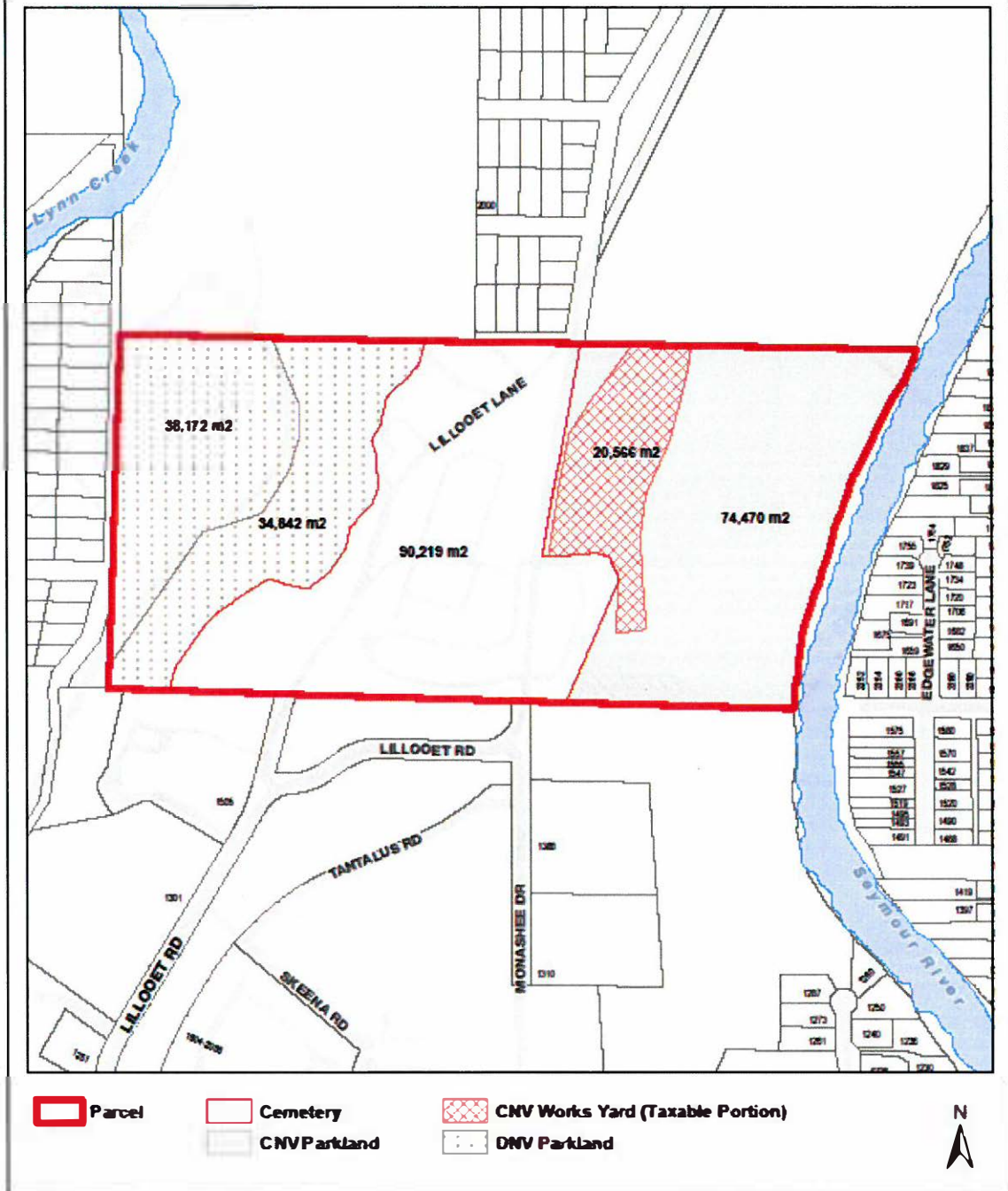
Schedule A to Bylaw 8379



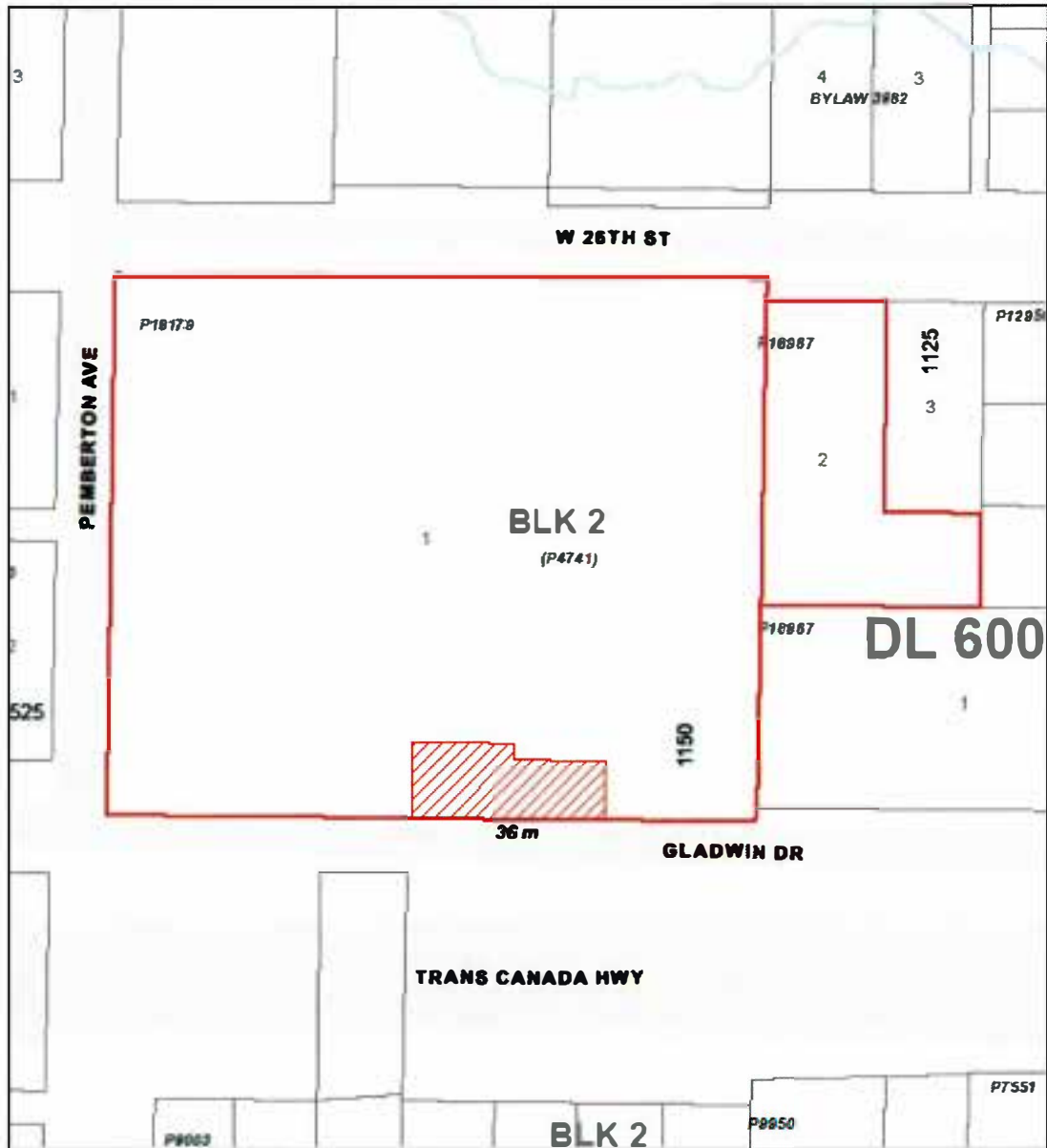
-  Exemption Area
-  Parcel



Schedule B to Bylaw 8379



Schedule C to Bylaw 8379




-  Taxable Area
-  Parcel

Ismaili Council for British Columbia
1150 GLADWIN DR



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AGENDA INFORMATION	
<input checked="" type="checkbox"/> Special Meeting	Date: October 28, 2019
<input type="checkbox"/> Other:	Date: _____

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

October 16, 2019
File: 09.3900.20/000.000

AUTHOR: James Gordon, Municipal Clerk

SUBJECT: Bylaw 8380: 2020-2023 Taxation Exemptions for Places of Public Worship

RECOMMENDATION:

THAT "2020 - 2023 Taxation Exemptions for Places of Public Worship Bylaw 8380, 2019" is ADOPTED.

BACKGROUND:

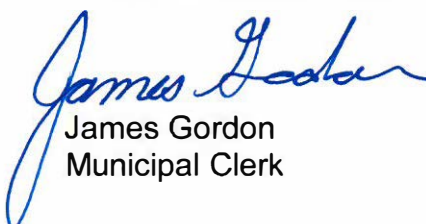
Bylaw 8380 received First, Second and Third Readings on September 30, 2019. Notice is not required to be given for statutory tax exemptions under section 220 of the *Community Charter* nor for permissive tax exemptions under section 224(2)(f) for land associated with those statutory exemptions.

The bylaw is now ready to be considered for adoption by Council. Note that tax exemption bylaws must be adopted on or before October 31 in the year preceding that in which they take effect.

OPTIONS:

1. Adopt the bylaw;
2. Abandon the bylaw at Third Reading; or,
3. Rescind Third Reading and debate possible amendments to the bylaw.

Respectfully submitted,


James Gordon
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:

The Corporation of the District of North Vancouver

Bylaw 8380

A bylaw to exempt from taxation certain places of public worship.

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

Citation

1. This bylaw may be cited as "2020 – 2023 Taxation Exemptions for Places of Public Worship Bylaw 8380, 2019".

Statutory Exemptions under Section 220(1)(h) of the *Community Charter*

2. The following property used pursuant to Section 220(1)(h) of the *Community Charter* (buildings used for public worship and the lands on which those buildings stand) is exempt from taxation imposed under the Annual Tax Rates Bylaw:
 - a) Lot A, Block 13, District Lot 543, Plan 3766, PID: 012-216-526, Roll # 130-0152-8410-7 (Trustees of the Congregation of Deep Cove Gospel Hall, 4544 Cove Cliff Road);
 - b) Lot B, Block 59, District Lot 552, Plan 4680, PID: 011-417-803, Roll # 010-0173-2300-2 (North Vancouver Islaamic Association (Masjid Ar-Rahman), 1390 West 15th Street);
 - c) Lot 2, Block 10, District Lot 594, Plan LMP4072, PID: 017-754-551, Roll # 021-7407-2010-4 (Pentecostal Assemblies of Canada (Avant Life Church), 4840 Capilano Road);
 - d) Lot 2, Block N, District Lots 598 to 601, Plan 11457, PID: 009-062-335, Roll # 020-0294-4600-7 (Parish of St. Catherine's Capilano, 1058 Ridgewood Drive);
 - e) Lot A, District Lot 600, Group 1, Plan EPP41237, PID: 029-338-875 Roll # 020-3412-3700-0 (The Trustees of the Congregation of Highlands United Church, 3255 Edgemont Boulevard);
 - f) Lot 1, Block 2, District Lot 600, Plan 16967, PID: 007-335-946, Roll # 011-1696-7000-7 (Gloria Dei Lutheran Church, 1110 Gladwin Drive);
 - g) Lot 1, Block 11, District Lot 624, Plan 10725, PID: 009-395-857 Roll # 130-0158-7500-8 (The Bridge Community Church of North Vancouver, 1384 Deep Cove Road);

- h) Lot 27 Except Part in Plan 18832 District Lot 624, Plan 18740, PID: 007-094-515, Roll # 110-1874-0265-5 (Roman Catholic Archbishop of Vancouver (St. Pius X Parish), 1150 Mt. Seymour Road);
- i) Lot A of Lot 11, District Lot 622, Plan 21681, PID: 010-530-061, Roll # 110-2168-1000-0 (Trustees of the Congregation of Mount Seymour United Church, 1200 Parkgate Avenue);
- j) Lot 1, Blocks 18 and 19, District Lot 222, Plan 14937, PID: 007-781-580, Roll # 070-1493-7000-8 (Roman Catholic Archbishop of Vancouver (St. Stephen's Church), 1330 East 24th Street);
- k) Lot D, Block 34, District Lot 222, Plan 8374, PID: 010-115-510, Roll # 070-0706-3000-3 (Trustees of the Lynn Valley Congregation of Jehovah's Witnesses, 2626 Mountain Highway);
- l) Lots A and B, Block 35, District Lot 222, Plan 17292, PID: 007-290-110, Roll # 070-1729-2000-0 and Roll # 070-1729-2010-8 (Westlynn Baptist Church, 1341 East 27th Street);
- m) The North ½ of Block 45, District Lot 222, Plan 1000, PID: 015-037-801, Roll # 070-0708-1300-0 (New Life Christian Centre Society, 2800 Mountain Highway);
- n) Lot 1, Block 54, District Lot 222, Plan 20270, PID: 005-085-802, Roll # 051-2027-0000-3 (Lynn Valley Full Gospel Church, 1160 East 29th Street);
- o) Lot 1, Block 7, District Lot 223, Plan 15925, PID: 007-605-331, Roll # 052-1592-5000-5 (The Synod of the Diocese of New Westminster (St. Clement's Anglican Church), 3400 Institute Road);
- p) Lot 6, District Lot 225, Plan 17012, PID: 007-332-874, Roll # 050-1701-2050-3 (The Church of Jesus Christ of Latter Day Saints in Canada, 941 Lynn Valley Road);
- q) Lot 1, Blocks 5 to 13, District Lot 225, Plan 16313, PID: 007-511-221, Roll # 050-1631-3000-0 (The Hillside Baptist Church of North Vancouver, B.C., 870 Lynn Valley Road);
- r) Lot A (EP6080) and Amended Lot 5 (EP6080), Block 20, District Lot 226, Plan 3837, PID: 012-122-785, Roll # 040-0768-8600-X & PID: 012-122-777, Roll # 040-0769-0500-4 (Trustees of the Congregation of the North Lonsdale United Church, 3380 Lonsdale Avenue);
- s) Lot 7 of Lot A, Block 23, District Lot 226, Plan 2783, PID: 013-398-229, Roll # 040-0770-1800-1 (Kings Road Baptist Church, 131 East Kings Road);

- t) Lot 1 of Lot 4, Blocks 25 to 29, District Lot 2026, Plan 14209, PID: 007-894-376, Roll # 040-1420-9000-X (The Parish of St. Martin's North Vancouver, 195 East Windsor Road);
- u) Lot A, Block 8, Westlynn Plan 17299, PID: 007-289-952, Roll # 070-1729-9000-9 (Mount Olivet Lutheran Church of North Vancouver, 1700 Mountain Highway);
- v) Lot J, Block 4, South East ¼ of District Lot 617, Plan 1229, PID: 014-851-318, Roll # 030-0379-0000-5 (BC Conference of Mennonite Brethren Churches (North Shore Pacific Grace MB Church), 515 West Windsor Road);
- w) Air Space Parcel 1, District Lot 2023, Group 1, New Westminster District Air Space Plan EPP66669, PID: 030-005-043, Roll #051-6666-6900-7 (Trustees of the Congregation of Lynn Valley United Church Pursuant to the United Church of Canada Act, 3201 Mountain Hwy).

Permissive Exemptions under Section 224(2)(f)(i) of the *Community Charter*

3. The area of land surrounding the exempt building set apart for public worship, for all those properties outlined in Section 2 of this Bylaw, (excluding the area of land described below) are exempt from taxation imposed under the Annual Tax Rates Bylaw.

- a) Lot 27 REM, District Lot 624, Plan 18740 Except Plan 18832, PID: 007-094-515, Roll # 110-1874-0265-5 the portion marked A on the attached plan Schedule A and described as follows:

commencing at the southwest corner, thence east along the lot line for 14 metres, thence north along a line parallel to the west property line for 40 metres, thence west for 14 metres, along a line parallel to the south lot line south to and along the west lot line returning to the point of commencement, containing 560 m² (St. Pius X Church, 1150 Mt. Seymour Road);

- b) Lot 1, Blocks 18 and 19, District Lot 2022, Plan 14937, PID: 007-781-580, Roll # 070-1493-7000-8 the portion marked B (being the combined B1 and B2) on the attached plan Schedule B and described as follows:

commencing at the southeast corner, thence west along the south lot line for 50 metres, thence north along a line parallel to the east lot line for 37 metres, thence east along a line parallel to the south lot line for 16.5 metres, then north along a line parallel to the east lot line for approximately 20.7 metres to the southwest corner of Lot 2 in Plan 14937, thence following first to the east the lot lines returning to the point of commencement, containing 2545 m² (St. Stephen's Church, 1330 East 24th Street);

- c) Lot 1, Block 54, District Lot 2022, Plan 20270 the portion marked C on the attached plan Schedule C, PID: 005-085-802, Roll # 051-2027-0000-3 (Lynn Valley Full Gospel Church, 1160 East 29th Street);
- d) Lot B, Block 59, District Lot 552, Plan 4680, the portion marked D on the attached plan Schedule D, PID: 011-417-803, Roll # 010-0173-2300-2 (North Vancouver Islaamic Association, 1390 West 15th Street).

Permissive Exemptions under section 224(2)(f)(ii) and (iii) of the *Community Charter*

- 4. In relation to property that is exempt under Section 220(1)(h), the following halls that the council considers are necessary to the exempt building and the land on which the halls stand, and the area of land surrounding the halls, are exempt from taxation imposed under the Annual Tax Rates Bylaw to the extent of 30% of the value of the lands and improvements for the property on the Assessment Roll:

- a) the part of the portion of Lot 1, Blocks 18 and 19, District Lot 2022, Plan 14937, PID: 007-781-580, Roll # 070-1493-7000-8 marked B2 on the attached plan Schedule B that is described as follows:

commencing at a point on the south lot line 30 metres from the southeast corner thence north along a line parallel to the east lot line for 37 metres, thence west along a line parallel to the south lot line for 20 metres, thence south along a line parallel to the east lot line for 37 metres, thence east along the south lot line for 20 metres to the point of commencement, containing an area of 740 m² (1330 East 24th Street, and associated with St. Stephen's Church);

- b) the portion of Lot 27 REM, District Lot 624, Plan 18740 and Lot 27 REM, except Plan 18832 marked A on the attached Schedule A, PID: 007-094-515, Roll # 110-1874-0265-5 (1150 Mount Seymour Road, and associated with St. Pius X Parish).

Verification of use

- 5. The tax exemptions provided in sections 2, 3, and 4 are subject to the owners annually verifying to the Municipal Clerk that the property is used in accordance with section 220 of the Community Charter.

Schedules

- 6. Schedules A through D are attached and form part of this Bylaw.

Effective Date

- 7. The effective date of this bylaw is January 1, 2020 to December 31, 2023.

READ a first time September 30th, 2019

READ a second September 30th, 2019

READ a third time September 30th, 2019

ADOPTED

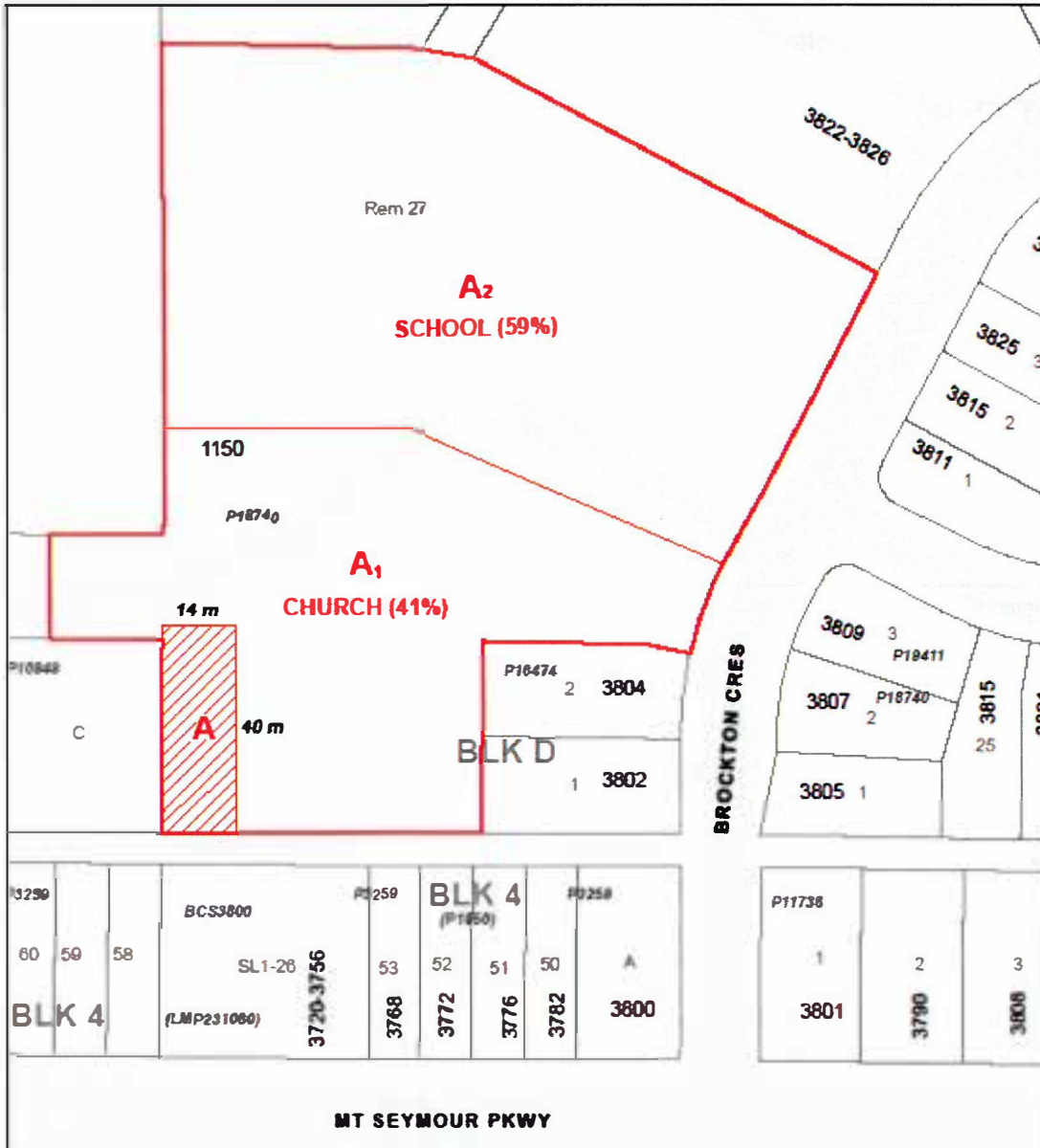
Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

Schedule A to Bylaw 8380



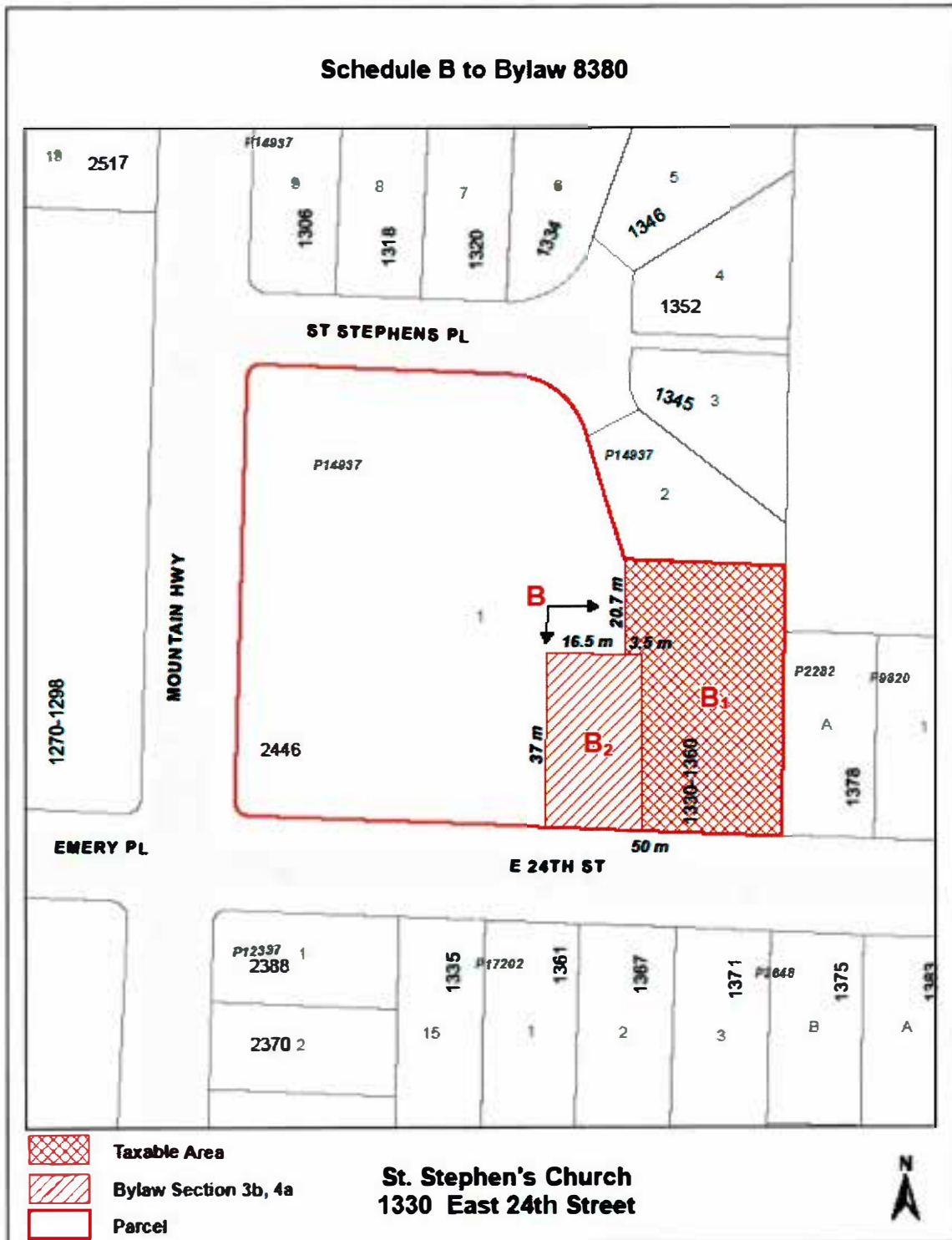
Bylaw Section 3a, 4b

Parcel

St. Pius X Church
1150 Mt. Seymour Road



Schedule B to Bylaw 8380



Schedule C to Bylaw 8380



- Bylaw Section 3c
- Parcel

Lynn Valley Full Gospel Church
1160 East 29th Street



Schedule D to Bylaw 8380

535
527
19
11
5
1440

PHILIP AVE

F
1550

P4680
MOSQUE
B

11.99 m
30.578 m
1390
DAYCARE

32
1378
31
1372
3

W 15TH ST

1407
P8221
1399
1387
1375
1
2
3
4


**MASJID AR-RAHMAN
1390 W 15TH ST**

Bylaw Section 3d
Parcel

N

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AGENDA INFORMATION	
<input checked="" type="checkbox"/> Special Meeting	Date: <u>October 28, 2019</u>
<input type="checkbox"/> Other:	Date: _____

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

October 16, 2019
File: 09.3900.20/000.000

AUTHOR: James Gordon, Municipal Clerk

SUBJECT: **Bylaw 8384: 2020 Taxation Exemption for North Vancouver Museum and Archives Facility**

RECOMMENDATION:

THAT "2020 Taxation Exemption for North Vancouver Museum and Archives Warehouse Facility Bylaw 8384, 2019" is ADOPTED.

BACKGROUND:

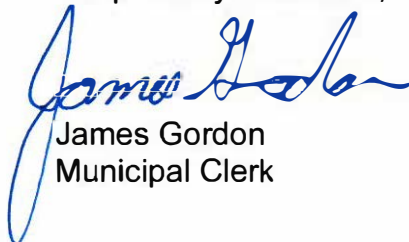
Bylaw 8384 received First, Second and Third Readings on September 30, 2019. Notice was given in accordance with Section 227 of the *Community Charter* on the 9th and 16th day of October, 2019.

The bylaw is now ready to be considered for adoption by Council. Note that tax exemption bylaws must be adopted on or before October 31 in the year preceding that in which they take effect.

OPTIONS:

1. Adopt the bylaw;
2. Abandon the bylaw at Third Reading; or,
3. Rescind Third Reading and debate possible amendments to the bylaw.

Respectfully submitted,



James Gordon
Municipal Clerk

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	_____		

The Corporation of the District of North Vancouver

Bylaw 8384

A bylaw to exempt certain land and improvements from municipal taxation

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

Citation

1. This bylaw may be cited as "2020 Taxation Exemption for North Vancouver Museum and Archives Warehouse Facility Bylaw 8384, 2019".

Exemption under Section 224(2)(b) (i) and (ii) of the *Community Charter*

2. The following land and improvements are exempt from taxation levied pursuant to Section 224(2)(b) (i) and (ii) of the *Community Charter*:
 - a) VIAM Holdings Ltd. That portion of Lot C, Block 30, District Lot 204, Plan 1340 which is leased. PID: 013-942-611 Folio: 090-0110-1350-8 Civic: 1480 and 1482 Columbia Street.

Effective Date

3. The effective date of this bylaw is January 1, 2020 to December 31, 2020.
4. Exemption in effect based on the continuance of services provided as the North Vancouver Museum and Archives Warehouse Facility. Upon termination of the lease with North Vancouver Museum and Archives, the exemption will terminate.

READ a first time September 30th, 2019

READ a second time September 30th, 2019

READ a third time September 30th, 2019

NOTICE given in accordance with Section 227 of the *Community Charter* on the 9th day of October, 2019 and 16th day of October, 2019.

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

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

WK		
Dept. Manager	GM/ Director	<i>AF</i> CAO

The District of North Vancouver REPORT TO COUNCIL

October 2, 2019

File:

AUTHOR: Haida Fortier - Assistant Fire Chief Public Safety
Brian Hutchinson - Fire Chief

SUBJECT: 2020 Community Resiliency Investment Program Grant

RECOMMENDATION:

THAT Council support the 2020 Community Resiliency Investment (CRI) Program Grant Application entitled "District of North Vancouver Fire Rescue Services (DNVFRS) FireSmart Community Risk Reduction and Resiliency Initiatives Program".

REASONS FOR REPORT:

To update Council on the CRI Program Grant Application that has been prepared in collaboration between the DNVFRS and the Environmental Sustainability (Operations) section; based on the Community Wildfire Protection Plan (CWPP) Update. A Council resolution is required to support the 2020 CRI Program Grant Application.

BACKGROUND:

As introduced by the Union of BC Municipalities (UBCM), the 2020 "CRI Program is intended to reduce the risk of wildfire to communities in BC through community funding, supports and priority fuel management on Crown land. The program was launched in 2018 and more than 120 First Nations and local governments have received funding." FireSmart principles, public education, inter-agency emergency planning and exercising, training and fuel treatment are all key proposed activities. The 2020 CRI grant application requires the applicant to have a CWPP that supports the application, as well, for the grant itself to be supported by Council Resolution. Council endorsed a new CWPP Update on October 7, 2019. This grant specifically helps to advance the following initiatives identified in the CWPP Update:

- Establishment of a Wildfire Development Permit Area, that requires new buildings to comply with FireSmart, National Fire Protection Association (NFPA), and District-developed standards for non-flammable building envelope materials;

- Forest Silviculture Prescription development for approximately 72.4ha and fuel treatment on approximately 57ha of land surrounding the community;
- Provision of specialized training to local fire department and DNV staff for Interface Fire Response; and
- Development of a forest health strategy to address issues associated with dwarf mistletoe infected western hemlock.

TIMING/APPROVAL PROCESS

The 2020 CRI Grant Application has also been pre-reviewed by Tony Botica, Wildfire Prevention Officer – Coastal Fire Centre, BC Wildfire Services; as is required as part of the application process. The Application together with a copy of the CWPP Update and the Council Resolution deadline is October 18, 2019.

CONCURRENCE

The following DNV departments and external stakeholders have reviewed and concur with the report: DNV Environmental Sustainability (Operations), Fire & Rescue Services, Finance and North Shore Emergency Management.

FINANCIAL IMPACTS

The 2020 CRI Grant Application provides additional resources for program administration, development, and delivery as represented in the Fire Department Operations Budget for 2020. The Environment Sustainability (Operations) section would continue with Fuel Mitigation projects on lands within the DNV. Related costs of \$122,241.00 will be 100% funded through the CRI Grant Program.

LIABILITY/RISK

The Application supports completion of recommendations outlined in the current CWPP Update, which reduces liability by demonstrating an ongoing work plan and commitment to wildfire risk reduction.

COMMUNICATION AND EDUCATION

Wildfire hazard maps and the Wildfire Protection DPA maps are available on GeoWeb in the Hazards application, along with public access to the CWPP and FireSmart educational information via the DNV website at <http://www.dnv.org/programs-services/community-wildfire-protection-plan>.

SOCIAL POLICY IMPLICATIONS

Understanding, communicating and managing wildfire risk is integrated with community values of recreation, environmental protection, public safety and sustainability.

ENVIRONMENTAL IMPACT

Fuel treatment projects have already demonstrated the ecosystem restoration benefits coupled with wildfire risk reduction. Ongoing fuel treatment with subsequent replanting will increase our community safety from wildfire risk while restoring forests to a healthier condition.

CONCLUSION

The DNV has been very successful to date with wildfire mitigation measures resulting from the collaboration, creativity, leveraging of external funding opportunities and community support. The DNV has a demonstrated capacity to continue to build resilience in our urban interface and in our forests that protect people, infrastructure, environmental and recreational assets from wildfire hazard. We continue to provide a regional leadership role in the assessment, mitigation and preparation of wildland-urban interface wildfire response planning.

Respectfully submitted,



Haida Fortier – Assistant Fire Chief Public Safety

Brian Hutchinson – Fire Chief

Attachments:

1. CRI Application Form (eDoc#4062687)
2. CRI Worksheets 1: 2020 Community Resiliency Investment Program FireSmart Community Funding & Supports (eDoc #4062688)
3. CRI Worksheet 2: Fuel Management Prescription Development (eDoc #4098728)
4. CWPP Update Wildland Urban Interface (WUI) Fire Risk Management Update (eDoc #4129268) ***not included**

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

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2020 Community Resiliency Investment Program

FireSmart Community Funding & Supports

Application Form

Please complete and return the application form and all required attachments by October 18, 2019.

All questions are required to be answered by typing directly in this form. If you have any questions, contact cri-swpi@ubcm.ca or (250) 356-2947.

SECTION 1: Applicant Information	CRI- <i>(administrative use only)</i>
Name of Local Government or First Nation: District of North Vancouver Fire & Rescue Services (DNVFRS)	Complete Mailing Address: 1110 Lynn Valley Road North Vancouver, BC V7J 1Z9
Contact Person: Haida Fortier	Position: Assistant Fire Chief - Public Safety
Phone: 604-990-3668	E-mail: fortierh@dnv.org

* Contact person must be an authorized representative of the applicant.

SECTION 2: For <u>Regional Projects Only</u>
<p>1. Identification of Partnering Communities. For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 3 in the Program & Application Guide for eligibility.</p> <p>N/a</p>
<p>2. Rationale for Regional Projects. Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p> <p>N/a</p>

SECTION 3: Project Summary
<p>3. Name of the Project:</p> <p>DNVFRS FireSmart Community Risk Reduction and Resiliency Initiatives Program</p> <p>DNV Fuel Fuel Management Prescription Development</p>

4. Project Summary. Please provide a summary of your project in 150 words or less.

DNVFRS is committed to reducing the risk and impact of wildfire in our community through enhancing our planning, preparedness, response and recovery capabilities. Working together with staff from throughout our municipality as well as our inter-agency partners, we will continue to mitigate our risks through planning a wildfire exercise, further development of education and outreach programs, supporting additional community groups to become FireSmart communities, and supporting additional wildland fire training.

The new Community Wildfire Protection Plan (CWPP) Update was adopted by Council on October 7, 2019. The CWPP Update Recommendation #12 is to "proceed with detailed assessment, prescription development, and treatment of hazardous units identified and prioritized in this CWPP". Summary rational for each PTU in CWPP Update page 63 Table 15 Proposed Treatment Area Summary Table. Section 4. Wildfire Threat and Risk summarizes the factors that contribute to and were assessed in the determination of wildfire threat around the community. CWPP Update page 63 Table 15 Proposed Treatment Area Summary Table for area descriptions PTU 1 and 3 and Map 11 Proposed and Past Treatments page 69 details locations. These 2 treatment areas total 26.4ha and are identified as High Risk priority interface areas on DNV land close to houses. The CWPP Update align and support this CRI Grant Submission.

5. Fire Centre (use check boxes). Indicate which Fire Centre the proposed activities are located in (check all that apply)

- ☐ Cariboo Fire Centre
☒ Coastal Fire Centre
☐ Kamloops Fire Centre

- ☐ Northwest Fire Centre
☐ Prince George Fire Centre
☐ Southeast Fire Centre

6. Project Cost & Grant Request:

Total Project Cost: \$170,191.00

Total Grant Request (as identified in Worksheet 1): \$122,241.00

Have you applied for or received funding for this project from other sources? If yes, please provide details below.

n/a

NOTE: Total project cost includes planned social media and training as outlined in Part 1 "Education" and in Part 6 "Cross Training". In kind projects supported by DNVFRS have been described in the application. A total of \$47,950 is included in the project cost but is not part of the grant request.

7. Progress to Date. If you were approved for funding under the 2019 FireSmart Community Funding & Supports program, please describe the activities that have been completed to date and/or what activities your community will be undertaking to increase resiliency.

Most of the Fuel Management Treatments in the Urban Interface were completed in 2019. The Braemar/Dempsey and Carmaria treatment areas under the 2019 funding agreement are programmed to be completed winter 2019/20.

DNVFRS began FireSmart initiatives in 2018 and 2019: Construction Interface Protocols for work in the Wildfire Hazard Development Permit Area (DPA), FireSmart Door Hanger Program, website development, training of two Local FireSmart Representatives (LFRs), Community Workshop, and three (3) pilot project/assessments by LFRs for FireSmart Community Recognition. This grant will help us to move all of these initiatives forward including training

additional fire service members in wildfire fighting, and testing our abilities through a 2020 interagency wildfire exercise.

SECTION 4: Requirements for Funding (refer Section 4 of Program & Application Guide)

- 8. Engagement Prior to Submitting an Application.** In order to qualify for funding, applicants must demonstrate their level of engagement with a BCWS Wildfire Prevention Officer, FNESS Fuel Management Liaison/Specialist, and, if applicable, the FLNRORD district, region, or relevant Land Manager to ensure project alignment with Land Manager priorities.

Please indicate the name(s) and title(s) of the person(s) you engaged with and describe the extent of that engagement.

Tony Botica, Wildfire Prevention Officer - Coastal Fire Centre

BC Wildfire Services

250-951-4262

250-927-3311 Cell

tony.botica@gov.bc.ca

- 9. Acceptable Plan.** In order to qualify for funding, applicants must have a current and acceptable plan that includes assessment and identification of FireSmart and/or fuel management priorities (i.e. CWPP, Community Wildfire Resiliency Plan, Integrated Investment Plan, etc.).

Please outline how your community meets this requirement. Note: applicants that do not have a current and acceptable plan may apply to develop or update a plan.

District of North Vancouver Community Wildfire Protection Plan Update (adopted by Council October 7, 2019 DRAFT attached)

District of North Vancouver Community Wildfire Protection Plan 2007 - Complete (<https://www.dnv.org/programs-services/community-wildfire-protection-plan>)

Attach completed plans, assessments, and/or excerpts from higher-level plans, with the application form.

SECTION 5: Wildfire Risk & Rationale

- 10. A. WUI Wildfire Risk Class.** What is the WUI Risk Class (1 – 5) for the general area of interest of your community or proposed activities, including the WUI polygon name from risk class map? Refer to Appendix 1 of the Program & Application Guide.

WUI Polygon - Map Grid 92G_SW. Refer to 10.B for justification of High and Extreme WUI Wildfire Risk Class based on Threat Plots from CWPP.

DNV has approximately 10,000 homes in the Wildfire Hazard DPA. The majority of these homes are adjacent to forested areas classified at (5) moderate. The DNV has homes within its municipal boundary that are boat access only, or, have restricted egress routes through (5) moderate classified forested areas. There are also Fire Limit Areas with limited access to fire

suppression water (Section 6.1.2). Classification increases to (6) moderate in some forested areas.

B. If local assessments provide additional evidence of higher wildfire risk than the WUI Risk Class, provide specific evidence of wildfire risk (reference to appropriate section of a CWPP or other plan, etc.)

The CWPP Update Appendix E plots locations that field work was undertaken to summarize the Wildland Urban Interface threat. Ratings were applied for Wildfire Behaviour Threat from Low to Extreme, as well, Wildland Urban Interface Threat from Low to Extreme. Based on this assessment, there are multiple areas in the DNV that are classed as High and Extreme.

Excerpt from Appendix E - WUI Threat Plot Locations

WUI Plot#	Geographic Location	Wildfire Behaviour Threat Class	WUI Threat Class
ALBA-1	Upper Delbrook	High	High
CART-1	McCartney Woods	High	Extreme
CART-2	McCartney Woods	High	Extreme
CLIF-1	Cliffwood	High	Extreme
GROUS-2	Grousewoods	High	High
GROUS-3	Grousewoods	High	High
GROUS-4	Grousewoods	High	High
HALL-1	Delbrook	High	Extreme
PARK-1	Parkgate	High	High
SKY-1	Upper Delbrook	High	High
SKY-2	Upper Delbrook	High	Extreme

The local wildfire threat assessment (CWPP 4.3) prioritized locations based on PSTA WTA class, proximity to values at risk, prevailing fire season winds, slope position o value, land ownership, local knowledge, and observations. A total of 41 threat plots were completed (Appendix E). Over 26% of the plots are rated high and/or extreme for wildifre behaviour and wildfire threat.

Section 4. Wildfire Threat and Risk summarizes the factors that contribute to and were assessed in the determination of wildfire threat around the community. These factors include the natural fire regime and ecology, the Provincial Strategic Threat Analysis, and the local wildfire risk analysis completed for the AOI.

Critical infrastructure assessments (CWPP Table 3) are key consequences to be considered. Access and evacuation are also key concerns addressed in the CWPP Update Page 92-95. FireSmart priority areas have been identified in the CWPP Update (Table 17).

As outlined in CWPP Section 5, proactively developing a risk mitigation strategy aims to increase resiliency of our community with a goal towards reducing our risks from extreme to high/medium, and from high to medium. The strategic recommendations in the CWPP align with the CRI Grant request for: FireSmart approach to reduce fire risk in the community through education, assessments, emergency planning, cross training, and demonstration project aligns with recommendations in CWPP Updated (Table 1).

Additional evidence for higher wildfire risk (e.g. CWPP extract, copies of assessments, etc.) is required to be submitted with the application form.

C. For the purpose of FireSmart Community Funding & Supports grants, identify the risk category that you are applying under:

☐ Lower risk of wildfire (may apply for a grant of up to \$25,000)

☒ Higher risk of wildfire (may apply for a grant of up to/exceeding \$150,000)

- 11. Other Rationale.** What other rationale or evidence is there for undertaking the proposed project? This may include local hazards identified in the Emergency Plan; threat levels identified in Hazard Risk & Vulnerability Analysis and/or other risk assessments; demonstrated history of repeated and/or significant interface wildfires and evacuations; or other rationale.

DNV Climate Change Adaption Strategy July 2019 (<https://www.dnv.org/programs-and-services/climate-change-adaptation-strategy>) identified wildfire as one of the primary risks to the community. Required Action 3.2 states "remaining (CWPP) recommendations should be implemented".

Evidence of other rationale (e.g. Local Authority Emergency Plan extract, copies of assessments, etc.) is required to be submitted with the application form.

SECTION 6: Detailed Project Information

- 12. Proposed Activities.** Please refer to Section 6 of the Program & Application Guide for eligibility and complete Worksheet 1: Proposed Activities & Cost-Estimate. Worksheet 1 is required to be completed for all applications.

- 13. Increasing Resiliency.** Please indicate how the proposed project will increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire.

Since 2011 DNVFRS responded to an average of 238 wildland and structure fire incidents. An average of 49 were wildland (brush) fires (DNV CWPP Update - Page 88). The geographic area of the North Shore had wildfires in 2018 and 2019.

DNV has approximately 10,000 homes in the Wildfire Hazard DPA. The majority of these homes are adjacent to forested areas classified at (5) moderate. The DNV has homes within its municipal boundary that are boat access only or, are have restricted egress routes through (5) moderate classified forested areas. Classification increases to (6) moderate in some areas.

DNVFRS will be advancing FireSmart Community recognition programs (currently piloting three local neighbourhood projects for Community FireSmart recognition with LFRs), education and outreach through Community Workshops and FireSmart Wildfire Preparedness Event, expanding and strengthening risk reduction initiatives such as Construction Interface Protocols, providing depth to social media and web information, as well, continuing to work with our First Nations partners and shared service partners on the North Shore to share our experiences, successes, and bring our region forward collaboratively.

- 14. Partnerships & Collaboration.** Please identify any other authorities you will collaborate with on the proposed project (e.g. community or resident organizations, First Nation or Indigenous organizations or other local governments) and outline how you intend to work together.

DNVFRS will be collaborating with our shared service partners on the North Shore including the District of West Vancouver, City of North Vancouver, Tsleil Waututh, Squamish Nation, and Metro Vancouver. Information sharing and innovation is generated on a weekly basis during the

summer season between all partners including North Shore Emergency Management, Communications and Engineering, Parks & Environment.

A Wildfire exercise will be planned for 2020 and include all of our collaborative partners. It is anticipated that the exercise would involve activation of the Emergency Operations Centre (EOC), the Fire Department Operations Centre (DOC), Engineering DOCs, and require the support resources of BC Wildfire/Metro Vancouver, and air support. Planning, resource capacity and timeliness, and communications will all be tested and lesson learned incorporated into response plans.

15. Additional Information. Please share any other information you think may help support your submission.

DNVFRS recognizes the risk that is posed due to wildfire and has been diligently moving forward to plans, prepare, respond to and recover from wildfire. Resiliency has been increasing during the last few years, however, 2020 and Grant support will provide us with a capability that will align with our capacity to leap forward with our FireSmart initiatives and support our community through provision of resources and support to understand how to capitalize on the resources that are available to reduce the risks on private properties.

SECTION 7: Application Check List

Required Submissions	Related Attachments
<input checked="" type="checkbox"/> Application Form	<input checked="" type="checkbox"/> Completed plans, and/or assessments, or excerpts from higher-level plans as required in Q. 9 <input checked="" type="checkbox"/> Other rationale as required in Q. 10 and 11
<input checked="" type="checkbox"/> Completed Worksheet 1: Proposed Activities & Budget	<input type="checkbox"/> FireSmart Assessments for structures proposed for demonstration projects as required in Q. 7
<input checked="" type="checkbox"/> <u>For fuels management activities only:</u> Completed Worksheet 2: Proposed Fuel Management Activities	<input checked="" type="checkbox"/> PDF map outlining the area of interest, proposed treatments units, land status and tenure overlaps <input checked="" type="checkbox"/> Wildfire threat assessment information for the proposed treatment unit(s) <input type="checkbox"/> <u>For fuel management treatment only</u> , a copy of the completed prescription and/or Burn Plan and project boundary spatial layer <input type="checkbox"/> For fuel management treatment on Provincial Crown land only: email from land manager indicating information sharing with First Nations has been completed
<input type="checkbox"/> Council, Board or Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management	
<input type="checkbox"/> <u>For regional projects only:</u> Council, Board or Band Council resolution, from	

each partnering community that clearly states approval for the applicant to apply for, receive and manage the grant funding on their behalf

Submit the completed Application Form and all required attachments as e-mail attachments to cri-swpi@ubcm.ca and note "2020 CRI" in the subject line. Submit your application as either a Word or PDF file(s). If you submit by e-mail, hardcopies and/or additional copies of the application are not required.

SECTION 8: Signature. Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC and the BC FireSmart Committee.

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the approved project is within the applicant's jurisdiction (or appropriate approvals are in place)

Name: Haida Fortier

Title: Assistant Fire Chief - Public Safety

Signature: Haida Fortier



Date: October 15, 2019

An electronic or original signature is required.

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2020 Community Resiliency Investment Program

FireSmart Community Funding & Supports

Worksheet 1: Proposed Activities & Cost-Estimate

This worksheet is required to be completed for all applications.

Please complete and return the worksheet with the full FireSmart Community Funding & Supports application package. If you have any questions, contact cri-swpi@ubcm.ca or (250) 356-2947.

Instructions:

In Section 2 below, indicate the proposed activities, cost-estimate, outcomes and performance measures for each of the eligible activities (as identified in Table 1 of Section 6 of the Program & Application Guide) that you plan to undertake.

Cost Estimate: Provide a cost estimate for each proposed activity. Include information on how cost estimates were developed (i.e. estimated days of work, hourly/daily rates and types of equipment and estimated hours of use). In cases where other contributions are included for proposed activities, please clearly distinguish between the requested grant amount and other contributions, including in-kind contributions. Detailed cost estimates may be requested.

Proposed Outcomes: Provide information on the expected outcome of each proposed activity and list any policies, practices, plans or documents that will be developed or amended as a result of your project. As noted in the Program & Application Guide, higher application review scores will be given to projects that clearly increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire.

Proposed Performance Measures: Indicate how the proposed activities will be evaluated, including the specific performance measures that will be used.

Worksheet 1: Proposed Activities & Cost Estimates

SECTION 1: Applicant Information	CRI- (for administrative use only)
Name of Local Government or First Nation: District of North Vancouver Fire & Rescue Services	Name of Project: DNVFRS FireSmart Community Risk Reduction and Resiliency Initiatives Program

SECTION 2: Proposed Activities

1. Education

Proposed Activities	Cost Estimate/Calculation	Proposed Outcomes	Performance Measures
FireSmart educational activities and tools: Demo Kit and New Fire Danger Community Signage and Social Media Educational Program	16 signs x \$2000 = \$32000	Demo Kit and New community fire safety signage aligning community mitigation messaging across the North Shore with multiple agencies, including a social media/education program	Alignment across North Shore municipalities including First Nations partners, and Metro Vancouver CWPP Item #22 "develop a social media strategy and ensure that its full power is leveraged..."
Education for the reduction of human-caused fires: Social Media	In-house	Identify gaps and provide additional resources	Additional tested media messaging and web content CWPP Item #6, 14, 20, 22, 32, "...develop a social media strategy...FireSmart..."
Wildfire Community Preparedness Day: Community Workshop	2 staff x 1 day x \$500 = \$1000 Presentation Materials = \$2000	Identify gaps and provide additional resources	CWPP Item #6, 14, 20, 23, 28, 32 "...promote FireSmart...Town Hall meetings, workshops, and/or presentations."
FireSmart day, events and workshops, and wildfire	5 Staff x 2 days x \$500 = \$5000	Test Structure Protection Unit (SPU) deployment, education	Community attendance, media coverage and target 3 pilot

season open houses: Pre-Season Wildfire Open House and Door Hanger Program		and outreach in an at risk community, and demo of NS resources	projects within the WUI, for FireSmart Canada Community Recognition CWPP Item #23, 24, 27, 28, 31, 32 "...door-to-door distribution of FireSmart"
FireSmart Canada Community Recognition: 3 Pilot Projects	3 Staff x 4 days x \$500 = \$6000	Support FireSmart Community program	Target 3 pilot projects within the WUI for FireSmart Recognized communities CWPP Item #18, 26 "work towards FireSmart community recognition..."
Other:			

Example performance measures: target attendance and/or number of hours at educational activities, Wildfire Community Preparedness Day and any FireSmart events; estimated completion date of application for FireSmart Canada Community Recognition.

2. Planning

For plans, include the number of hectares that threat assessments will be completed for. Refer to Appendix 4 for map and spatial data requirements for CWPPs. The new community wildfire resiliency planning framework is expected to be implemented by spring 2020 and will be linked directly to Crown land planning activities led by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, and BC Parks.

Proposed Activities	Cost Estimate/Calculation	Proposed Outcomes	Performance Measures
Develop or update an existing plan (i.e. CWPP):			
Develop policies/practices for FireSmart First Nations land or publicly owned land:			
Develop policies/practices for FireSmart First Nations owned buildings and publicly owned buildings:			

Conduct site visits/FireSmart assessments for First Nations owned buildings, publicly owned buildings or publicly, provincially and First Nations owned critical infrastructure: FireSmart Assessments starting with critical infrastructure; Fire Department and Municipal Buildings	6 Staff x 4 days x \$500 =\$12000	DNV FireSmart critical infrastructure starting with Fire Department Buildings then other municipal owned structures	Leading by example by assessing and making FireSmart improvements CWPP Item #10, and 25 "LFRs to complete FireSmart assessments of critical infrastructure...as identified in CWPP Table 3..."
Other:			

Example performance measures: list of policies and plans that are proposed for review and/or amendment; target for number of completed assessments.

3. Development Considerations

Proposed Activities	Cost Estimate/Calculation	Proposed Outcomes	Performance Measures
Amend OCPs, Comprehensive Community Plans and/or bylaws:			
Revise landscaping requirements:			
Establish Development Permit Areas for Wildfire Hazard:			
Include wildfire prevention and suppression considerations in the design of subdivisions:			
Amend referral processes for new developments to ensure multiple departments are included:			

Other:			
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Example performance measures: list of plans or development requirements that are proposed for review and/or amendment; number and location of target areas for development permit areas.

4. Interagency Co-operation

Proposed Activities	Cost Estimate/Calculation	Proposed Outcomes	Performance Measures
Regional FireSmart committees: North Shore FireSmart Community	2 Staff x 6 days x \$500 = \$6000	Regional Planning Group annual meeting to align Community Risk Reduction and Targeted Education with regards to Wildfire and FireSmart initiatives.	Alignment of FireSmart messaging and potential programs across the North Shore CWPP Item #30, 32, 49, 50 "...coordinate and facilitate engagement with all key stakeholders...collaborative solutions..."
Multi-agency fire and/or fuel management tables:			
Other:			

Example performance measures: estimated meeting frequency and attendance at committee meetings or fuel management tables.

5. Emergency Planning

Proposed Activities	Cost Estimate/Calculation	Proposed Outcomes	Performance Measures
Cross-jurisdictional meetings and tabletop exercises, including seasonal wildfire readiness meetings: Multi-site Real-time Inter-agency Wildfire Exercise; testing readiness and response, and communications	2 staff x 2 days x \$500 = \$2000 (pre-planning) 20 Staff x 1 day x \$500 = \$10000	Test interagency readiness and response to a wildfire event. Exercise to include activation of EOC, DOCs, Extended Operations Unit, SPU, BC Wildfire/Metro Vancouver support, and Communications.	Timelines for resource response including on duty resources and mutual aid and support services. CWPP Item #31, 47, 48 "interface training...joint wildland fire and risks inherent with natural areas."
Review structural protection capacity: Structural Protection	4 staff x 2 days x \$500 = \$4000	Test readiness and response in restricted access/egress	Function of a water curtain and a change in the relative

Unit deployment in Woodlands as part of inter-agency wildfire exercise and community outreach event		area, demonstrate SPU to community and engage in FireSmart education	humidity of the area. plan together with FireSmart Community Outreach event CWPP Item #31, 47, 48 "...interface training program".
Other:			

Example performance measures: estimated meeting frequency and attendance at meetings and exercises.

6. Cross Training

Proposed Activities	Cost Estimate/Calculation	Proposed Outcomes	Performance Measures
FireSmart training	5 staff x 2 days x \$500 = \$5000	Increased capacity for community assessments and FireSmart community recognition. All 7 Public Safety staff will be trained LFRs increasing our capacity to perform assessments.	Recognition by FireSmart BC CWPP Item #18, #26, #27, #28 "...maintain Local FireSmart Representatives on staff..."
Local FireSmart Representative: 5	As Above	As above	As above
Home Partners:			
FireSmart 101:			
Community Champions training:			
Cross-train fire department members			
S-100 Basic fire suppression and safety: Train Municipal Employees	2 staff x 4 days x \$500 = \$4000	Increase response capacity by training municipal employees as an Extended Operations Unit (EOU) for fires that require sustained action	27 municipal employees training by 2 Fire Department Instructors to S-100 CWPP Item #49 "...expand training program to maintain..."

			education and training specific to interface and wildland fires."
S-185 Fire entrapment avoidance and safety:			
ICS-100 (volunteer only):			
Cross-train emergency management personnel			
ICS-100: Train Municipal Employees	2 staff x 4 days x \$500 - \$4000	Increase response capacity by training municipal employees as an Extended Operations Unit (EOU) for fires that require sustained action	27 municipal employees training by 2 Fire Department Instructors to ICS-100 CWPP Item #49 "...expand training program to maintain...education and training specific to interface and wildland fires."
Professional development to increase capacity for FireSmart activities:			
Other: NOT INCLUDED IN GRANT/IN-HOUSE TRAINING:			
- WSPP-115 Training	25 Staff x 2 days x \$650 = \$32500	Increase response capabilities of on duty members by 60% in 2020	Number of wildfire trained firefighter to be 87 by end of 2020 CWPP Item #48
- Approved BCWS Training to S-211, S-212, S-213, S-230, S-235, S-241, WFX-FIT	12 staff x 2 days x \$500 - \$12000	Enhanced response inter-operability with Metro Vancouver Watershed Protection Initial Attack and BCWS Initial Attack	12 fire fighters trained to meet qualifications equal to BCWS Type-II Initial Attack CWPP Item #48
- WSPP-WFF 1	6 staff x 1 day x \$575 - \$3450	Train/trainer	CWPP Item #48

Example performance measures: estimated training frequency and attendance; list of professional development opportunities.

7. FireSmart Demonstration Projects

To be eligible for funding, all FireSmart Demonstration projects must have a completed FireSmart assessment at the time of application submission, and include a community education component. In addition, for First Nations or publicly owned buildings, the proposed building must be designated for emergency response, such as an Emergency Operations Centre or Emergency Support Services facility (i.e. reception centre, group lodging).

Proposed Activities	Cost Estimate/Calculation	Proposed Outcomes	Performance Measures
FireSmart Demonstration Projects for First Nations owned buildings or publicly owned buildings: FireSmart Demonstration Project Planning for New Maplewood Fire Rescue Centre (enhance critical infrastructure)	\$20,000 (consultant design work)	Dedicated area on the property to demonstrate FireSmart practices, landscaping by "undertaking vegetation management aligning with FireSmart Guide to Landscaping".	Engage community on municipal property to highlight FireSmart program and enhance critical infrastructure CWPP Item #25 "...used new Fire Centre...demonstrate...building materials...FireSmart landscaping..."
FireSmart Demonstration Projects for publicly, provincially and First Nations owned critical infrastructure:			
Other:			

Example performance measures: the extent to which the recommendations in the FireSmart assessment will be achieved; the degree to which the hazard level will be reduced for the structure; the number of people informed by the required community education component.

8. FireSmart Activities for Residential Areas

To be eligible for funding, all FireSmart activities for residential areas must be located in FireSmart Noncombustible Zone and Priority Zones 1, 2 and 3. Refer to Appendix 2 in the Program & Application Guide for funding requirements for FireSmart rebate programs.

Proposed Activities	Cost Estimate/Calculation	Proposed Outcomes	Performance Measures
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Planning for residential areas:			
Offer local rebate programs:			
Provide off-site debris disposal:			
Other:			

Example performance measures: target for completed number of assessments; number and location of target areas for planning activities; target number and value for approved rebates; estimated frequency of debris disposal activities and the number of residential property or home owners participating.

9. Fuel Management

To be eligible for funding, all fuel management activities must be in alignment with the requirements for funding fuel management activities identified in Appendix 3 and should generally be outside of FireSmart Noncombustible Zone and Priority Zones 1, 2 and 3.

Worksheet 2 is required to be completed but the total cost estimate and total grant request should be included here.

Total fuel management cost estimate: 9241

Total fuel management grant request: 9241

Note: Refer to Appendix 3 of the Program & Application Guide for funding requirements for fuel management activities and Appendix 4 for the requirements for maps and spatial data.

10. Total Project Cost & Total Grant Request

Total project cost estimate: 170191

Total grant request: 122241

Note: Please ensure the total project cost estimate and the total project grant request provided here match the information provided in Question 6 on the Application Form.

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2020 Community Resiliency Investment Program

FireSmart Community Funding & Supports

Worksheet 2: Proposed Fuel Management Activities

This worksheet is only required for applications that include fuel management activities, including fuel management prescriptions, burn plans, fuel management treatments and prescribed burns.

Please complete and return the worksheet with the full FireSmart Community Funding & Supports application package. If you have any questions, contact cri-swpi@ubcm.ca or (250) 356-2947.

Only one Worksheet 2 should be submitted regardless of the number of proposed treatment units.

Instructions:

Prescription(s) or Burn Plan(s) only: complete Sections 1, 2, 3

Fuel management treatment or prescribed burn only: complete Sections 1, 2 and 4

Phased projects: complete Section 1, 2, 3 and 4

Applicants that apply for phased projects (prescription or burn plan development and fuel management treatment for the same treatment unit(s) provided) are required to provide sufficient detail on estimated treatment size and post-treatment outcomes (e.g. reducing crown fire initiation potential by XX). It is expected that the proposed treatment areas would be less than the proposed assessment area (due to areas that will not be appropriate for treatment, such as riparian corridors).

Applicants can also apply for prescriptions and treatment of different treatment units in a single Worksheet 2.

In cases where other contributions are included for proposed activities, please clearly distinguish between the requested grant amount and other contributions, including in-kind contributions. Detailed cost estimates may be requested.

Worksheet 2: Proposed Fuel Management Activities

SECTION 1: Applicant Information	CRI- (for administrative use only)
Name of Local Government or First Nation: District of North Vancouver	Name of Project: Fuel Management Prescription Development

SECTION 2: General Project Information		
<p>1. Type and Location of Fuel Management Activities. All activities must be primarily located within the applicant's administrative boundary. Please check all activities that you are applying for funding for:</p>		
<p>Local Government Land</p> <p><input checked="" type="checkbox"/> Prescription(s) or burn plan(s)</p> <p><input type="checkbox"/> Fuel management treatment</p> <p><input type="checkbox"/> Prescribed burns</p>	<p>First Nations Land</p> <p><input type="checkbox"/> Prescription(s) or burn plan(s)</p> <p><input type="checkbox"/> Fuel management treatment</p> <p><input type="checkbox"/> Prescribed burns</p>	<p>Provincial Crown Land</p> <p><input type="checkbox"/> Prescription(s) or burn plan(s)</p> <p><input type="checkbox"/> Fuel management treatment</p> <p><input type="checkbox"/> Prescribed burns</p>
<p>2. Forest Professional. All activities that fall under the practice of forestry must be developed and, where applicable, signed and sealed by a forest professional that is accredited by the Association of BC Forest Professionals and operating within their scope of practice.</p> <p>Name of forest professional (if known at time of application): Will go to Competitive Tender BC Bids</p> <p>ABCFP Registration Number:</p>		

SECTION 3: Detailed Project Information – Fuel Management Prescriptions or Burn Plans	
<p>Note: Refer to the BC Wildfire Service 2019 Fuel Management Prescription Guidance document and/or provincial requirements for planning a burn before completing this section. Only complete this section if you are applying to develop prescriptions or burns plans or for phased projects. If not, skip to Section 4.</p>	
<p>3. Hectares to be Assessed. Please indicate the number of hectares to be assessed.</p> <p>Local Government Land: 26.4 ha</p> <p>First Nations Land: ha</p> <p>Provincial Crown Land: ha</p>	
<p>4. Description of Proposed Assessment Area. Please provide a description of the area(s) proposed for assessment, including proximity to values and linkage to overall community wildfire risk reduction activities.</p> <p>Please see CWPP Update page 63 Table 15 Proposed Treatment Area Summary Table for area descriptions PTU 1 and 3. Map 11. Proposed and Past Treatments page 69 for locations.</p>	

- 5. Rationale.** Please provide a rationale for the necessity of the proposed assessment (e.g. improved suppression opportunities along main access corridor, linkages to larger fuel breaks).

CWPP Update recommended Objective #12 High Priority: Proceed with detailed assessment, prescription development, and treatment of hazardous units identified and prioritized in this CWPP (Attachment 1). Summary rational for PTU 1 and 3 Table 15. Proposed Treatment Area Summary Table (Attachment 2 & 3) and PTU location detailed on Map 11. Proposed and Past Treatments (Attachment 4). PTU 1 and 3 total 26.4 ha of interface area identified as a High Risk priority located on District land and in close proximity to houses. The District has a track record of supporting, by Council resolution, UBCM funding applications and have successfully completed prescription development and 57ha of operational fuel treatments.

Section 4. Wildfire Threat and Risk pages 30 to 49 summarizes the factors that contribute to and were assessed in the determination of wildfire threat around the community. Factors include the natural fire regime, weather and climate change, the Provincial Strategic Threat Analysis, spotting impact, fire intensity and history.

Section 4.3 Local Wildfire Threat Assessment pages 49 to 57 verifies local fuel type, proximity to the community, fire spread patterns, topography and local threat classification. The result of the analysis shows that the AOI is 2% extreme threat class rating, 7% high, 53% moderate, 13% low and 9% very low/water and detailed on Map 10. Local Fire Behaviour Threat Rating and WUI Threat Rating (Attachment 5).

Additional information (e.g. fire history, weather trends, prevailing winds, etc.) that supports the treatment as a priority to mitigate negative impacts to the identified values at risk is required to be submitted with Worksheet 2.

6. Description & Grant Request

Activities related to prescription or burn plan development, including any required assessments, wildfire modeling and information sharing with First Nations. Please describe: First Nation consultation of draft prescription	\$ 700
Site evaluation, including field reconnaissance, threat plots and data collection, and the evaluation of site access. Please describe: Some site evaluation has been completed for the recent CWPP Update. Polygons will require detailed site-level assessment, stratify treatment areas, and identify values and constraints. Based on previous 2013 prescription development for 9x TU totalling 49.7ha averaged @ \$315 per/ha. These 2x TU total 26.4ha @ approximately \$350 per/ha = \$9,240. Propose equal cost for site evaluation, layout and final reporting.	\$ 2847
Lay out and traversing of proposed areas for treatments. Please describe: See above, approx. \$89 per/ha	\$ 2847
Preparation of all final report requirements, including maps, spatial data and metadata. Please describe: See above, approx. \$89 per/ha	\$ 2847
Grant Request Sub-total:	\$ 9241
Cost per hectare:	\$ 350

SECTION 4: Detailed Project Information – Fuel Management Treatment, including prescribed burns

Note: Refer to the [provincial requirements for planning a burn](#) before completing this section. Only complete this section if you are applying to undertake a fuel management treatment, including prescribed burns, or for phased projects.

7. Hectares. Please indicate the number of hectares to be treated.

Local Government Land: ha

First Nations Land: ha

Provincial Crown Land: ha

8. Description of Proposed Treatment Area(s). Please provide a description of the proposed treatment area(s) including proximity to values and linkage to overall community wildfire risk reduction activities.

9. Rationale. Please provide a rationale for the necessity of the proposed fuel treatment (e.g. improved suppression opportunities along main access corridor, linkages to larger fuel breaks).

Additional information (e.g. fire history, weather trends, prevailing winds, etc.) that supports the treatment as a priority to mitigate negative impacts to the identified values at risk is required to be submitted with Worksheet 2.

10. Objectives. Please provide clearly defined objectives and target conditions for fuel management.

This must include fuel reduction loading targets and measures for expected post-treatment fire behaviour outcomes (e.g. reducing crown fire initiation potential by XX and spread by XX from the adjacent stand by reducing surface fuel loading to XX and increasing height to live crown to XX).

11. Residual Fibre. Please indicate and describe if you expect the removal of residual fibre from the treatment areas to a processing facility. If so, you will be required to provide a cost estimate for this activity in Question 13 below.

12. Information Sharing with First Nations. For Provincial Crown Land only, confirmation from the land manager that information sharing with First Nations has been completed.

An email from the land manager indicating that First Nations information sharing has been completed is required to be submitted with Worksheet 2.

13. Description & Grant Request

Pre-treatment activities: activities required to obtain authorizations, danger tree assessments, notification to First Nations and stakeholders, and public engagement costs. Please describe:

\$

Treatments: pruning, thinning, tree falling, brushing, grazing, debris management and/or prescribed fire. Please describe:	\$
Removal of residual fibre to a processing facility. Please describe and separate this cost from the overall treatment cost:	\$
Post-treatment activities: completion of threat assessments (only for local government and First Nations land) and signage. Please describe:	\$
Preparation of all final report requirements, including maps, spatial data and metadata. Please describe:	\$
Grant Request Sub-total:	\$ 9241
Cost per hectare:	\$ 350
Expected revenue derived from the sale of forest products:	\$ 0

Note: All other financial contributions for eligible portions of the project must be declared in the final report and, depending on the total value, may decrease the value of the grant. This includes any other grant funding and any revenue (e.g. sale of forest products) that is generated from activities that are funded by the FireSmart Community Funding & Supports program.

Total Grant Request for Fuel Management Activities:	\$ 9241
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