

AGENDA

SPECIAL MEETING OF COUNCIL

Monday, November 25, 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



www.dnv.org

THIS PAGE LEFT BLANK INTENTIONALLY

SPECIAL MEETING OF COUNCIL

7:00 p.m.
Monday, November 25, 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 8398 – Rezoning 600 West Queens Road
- Bylaw 8340 – Rezoning Cannabis
- Bylaw 8360 – Rezoning Coach Houses

1. ADOPTION OF THE AGENDA

1.1. November 25, 2019 Special Meeting Agenda

Recommendation:

THAT the agenda for the November 25, 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. RECOGNITIONS

4. DELEGATIONS

5. ADOPTION OF MINUTES

5.1. November 4, 2019 Regular Council Meeting

p. 11-18

Recommendation:

THAT the minutes of the November 4, 2019 Regular Council meeting are adopted.

6. RELEASE OF CLOSED MEETING DECISIONS

7. COUNCIL WORKSHOP REPORT

8. REPORTS FROM COUNCIL OR STAFF

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

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

Recommendation:

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

8.1. 2020 Utility Rate Bylaws p. 21-25
File No. File No. 05.1700/2019

Report: Acting Section Manager – Financial Planning, November 12, 2019
Appendix A: Combined Rates

8.1.1. Bylaw 8387: Waterworks Regulation Bylaw 8387 p. 27-42
(Amendment 65) User Charges and Service Fees for 2020 and
Right of Entry Clarification
File No. 05.1700

Report: Manager – Utilities, November 8, 2019
Appendix A: Water Utility, 2020-2024 Draft Financial Plan
Attachment 1: Bylaw 8387

Recommendation:

THAT “Waterworks Regulation Bylaw 2279, 1958, Amendment Bylaw 8387, 2020 (Amendment 65)” is given FIRST, SECOND and THIRD Readings.

8.1.2. Bylaw 8388: Sewer Bylaw 8388 (Amendment 31) p. 43-57
User Charges and Service Fees for 2020 and Right of Entry
Clarification
File No. 05.1700

Report: Manager – Utilities, November 8, 2019
Appendix A: Sewer and Drainage, 2020-2024 Draft Financial Plan
Attachment 1: Bylaw 8388

Recommendation:

THAT “Sewer Bylaw 6656, 1994, Amendment Bylaw 8388, 2019 (Amendment 31)” is given FIRST, SECOND and THIRD Readings.

8.1.3. Bylaw 8389: Solid Waste Collection and Recycling Service Fees - 2020, Bylaw 8389 p. 59-65
File No. 05.1700

Report: Section Manager – Fleet & Solid Waste, November 5, 2019
Attachment 1: Bylaw 8389

Recommendation:

THAT “Solid Waste Removal Bylaw 7631, 2007, Amendment Bylaw 8389, 2019 (Amendment 17)” is given FIRST, SECOND and THIRD Readings.

8.2. Annual Review of Fees and Charges – 2020 p. 67-116
File No. 05.1930

Report: Acting Manager – Financial Services, November 13, 2019
Attachment 1: Bylaw 8401

Recommendation:

THAT “Fees and Charges Bylaw 6481, 1992 Amendment Bylaw 8401 (Amendment 63)” is given FIRST, SECOND and THIRD Readings.

8.3. Bylaws 8409, 8410 and 8411: Prohibiting Smoking in District Parks and Trails p. 117-135
File No. 09.4020.20/007.000

Report: Municipal Clerk, November 8, 2019
Attachment 1: Bylaw 8409
Attachment 2: Bylaw 8411
Attachment 3: Bylaw 8410
Attachment 4: Staff Report Dated October 7, 2019

Recommendation:

THAT “Smoking Regulation Bylaw 7792, 2010 Amendment Bylaw 8409, 2019 (Amendment 2)” is ADOPTED;

AND THAT “Park Regulation Bylaw No. 8310, 2018 Amendment Bylaw 8411, 2019 (Amendment 1)” is ADOPTED;

AND THAT “Bylaw Notice Enforcement Bylaw 7458, 2004 Amendment Bylaw 8410, 2019 (Amendment 49)” is ADOPTED.

8.4. Consent to Metro Vancouver Regional Parks Service Amendment Bylaw No. 1290 p. 137-152
File No. 01.0470.30/000.000

Report: Municipal Clerk, November 6, 2019
Attachment 1: Metro Vancouver Letter dated November 1, 2019

Recommendation:

THAT the Council of the District of North Vancouver consents to the approval of the adoption of Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019 on behalf of the electors.

8.5. 2019-2023 Financial Plan Amendment #2

p.153-165

File No. 05.1780/Financial Plan 2019

Report: Manager – Business Planning and Decision Support, November 14, 2019
Attachment 1: Bylaw 8413

Recommendation:

THAT "2019 - 2023 Consolidated Financial Plan Approval Bylaw 8373, 2018 Amendment Bylaw 8413, 2019 (Amendment 2)" is given FIRST, SECOND, and THIRD Readings.

8.6. Targeted Official Community Plan (OCP) Review: Status Update and Council Input

p.167-198

File No. 13.6480.35/001.000

Report: Senior Community Planner, November 7, 2019
Attachment 1: Targeted OCP Review – Preliminary Outline
Attachment 2: Mustel Phone Survey – Top-Line Findings
Attachment 3: Early Engagement – Intercept Survey Summary
Attachment 4: November 25, 2019 Presentation to Council

Recommendation:

THAT the November 7, 2019 report of the Senior Community Planner entitled Targeted Official Community Plan (OCP) Review: Status Update and Council Input is received for information;

AND THAT the preliminary white paper outline as attached to the November 7, 2019 report of the Senior Community Planner entitled Targeted Official Community Plan (OCP) Review: Status Update and Council Input is endorsed.

9. REPORTS

9.1. Mayor

9.2. Chief Administrative Officer

9.3. Councillors

9.4. Metro Vancouver Committee Appointees

9.4.1. Industrial Lands Strategy Task Force – Councillor Back

9.4.2. Housing Committee – Councillor Bond

9.4.3. Indigenous Relations Committee – Councillor Hanson

- 9.4.4. Board – Councillor Muri**
- 9.4.5. Regional Parks Committee – Councillor Muri**
- 9.4.6. Liquid Waste Committee – Mayor Little**
- 9.4.7. Mayors Committee – Mayor Little**
- 9.4.8. Mayors Council - TransLink – Mayor Little**
- 9.4.9. Performance & Audit Committee – Mayor Little**
- 9.4.10. Zero Waste Committee – Mayor Little**

10. ADJOURNMENT

Recommendation:

THAT the November 25, 2019 Special Meeting of Council for the District of North Vancouver is adjourned.

THIS PAGE LEFT BLANK INTENTIONALLY

MINUTES

THIS PAGE LEFT BLANK INTENTIONALLY

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

Minutes of the Regular Meeting of the Council for the District of North Vancouver held at 7:06 p.m. on Monday, November 4, 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
Mr. G. Joyce, General Manager – Engineering, Parks & Facilities
Ms. H. Turner, Director of Recreation & Culture
Mr. J. Gordon, Manager – Administrative Services
Ms. J. Paton, Manager – Development Planning & Engineering
Ms. A. Reiher, Confidential Council Clerk
Mr. K. Zhang, Planner

1. ADOPTION OF THE AGENDA

1.1. November 4, 2019 Regular Meeting Agenda

MOVED by Councillor MURI

SECONDED by Councillor CURREN

THAT the agenda for the November 4, 2019 Regular Meeting of Council for the District of North Vancouver is adopted as circulated.

CARRIED

2. PUBLIC INPUT

2.1 Ms. Greta Gibson, 100 Block 19th Street:

- Spoke in support of item 8.5; and,
- Spoke about climate change action and requested that Intergovernmental Panel on Climate Change (IPCC) targets are met.

2.2 Ms. Grace Dupasquier, 800 Block Old Lillooet Road:

- Spoke in support of item 8.5; and,
- Commented about evidence-based decisions, the IPCC report, and suggested that action is needed.

2.3 Ms. Emily Bridge, 1900 Block Purcell Way:

- Spoke in support of item 8.5; and,
- Commented about climate action and expressed support for community environmental plans.

2.4 Ms. Judith Brook, 2400 Block Lauralynn Drive:

- Spoke in support of item 8.5 and encouraged Council to support the motion.

2.5 Ms. Sandy Goldie, 2500 Block Masefield Road:

- Spoke in support of item 8.5;
- Thanked Council for their initiatives on climate action and invited Council to participate in a Drawdown class.

2.6 Ms. Marian Hakze, 1100 Block Cortell Street:

- Spoke in support of item 8.5;
- Commented about climate change and efforts to reduce emissions; and,
- Stated that action is necessary to protect the environment and that decisions by local government are important.

2.7 Ms. Akua Schatz, 1000 Block Chamberlain Drive:

- Spoke about item 8.5 as the Vice President, Government Relations and Marketing Engagement, Canada Green Building Council;
- Commented about municipalities that have declared climate emergencies across Canada and suggested that policies may be implemented by municipalities to create an impact; and,
- Encouraged Council to consider industry standards that may help the District reach their goals as well as set private sector building standards.

2.8 Mr. Scott Kennedy, 3200 Block Fleming Street:

- Spoke about item 8.5 as a representative of Cornerstone Architecture and as a member of the Board of Directors, Passive House Canada;
- Suggested that Passive House Canada is a fundamental building standard to meet greenhouse gas emission targets and commented about courses that are available to the public; and,
- Commented about Passive House buildings that are being constructed by other municipalities and that municipalities should lead by example.

2.9 Ms. Kim Hughes, 3600 Block Robinson Road:

- Commented about item 8.5 and IPCC objectives and suggested these objectives are not being met in Lynn Canyon Park;
- Commented about public consultation processes and suggested that residents and TransLink are not being consulted; and,
- Expressed concern about transit plans and residents with disabilities.

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

- Commented about item 8.5 and expressed confusion about the ability to achieve the goals outlined in the report; and,
- Suggested that residents are punished economically when trying to implement climate strategies in their homes.

2.11 Mr. Glenn Johnston, 3800 Block Orlohma Place:

- Commented about the gymnastic community on the North Shore and its various programs and stated that the sport is at risk of being reduced; and,

- Requested the assistance of Council to look for potential solutions for Flicka Gymnastics being displaced from its current location.

2.12 Mr. Terry Mitruk, 700 Block East 16th Drive:

- Spoke as the BC School Sports Commissioner, Gymnastics and as Chair, Gymnastics League, North Shore School Athletics;
- Commented about the overall benefits of gymnastics and the prospective career opportunities for the students that participate in the sport; and,
- Commented about championships, local business opportunities and activities of Flicka Gymnastics.

2.13 Ms. Taylor Ricci, 3200 Block 4th Street East:

- Spoke as a former member of Flicka Gymnastics and her subsequent athletic career resulting from her training; and,
- Stated that many benefits and opportunities can be gained from being a part of the club.

2.14 Ms. Barbara Frisken, 2800 Block Crestlyn Place:

- Commented about North Shore Streamkeepers Society and their work;
- Spoke about how water travels to streams and the need to reduce the impact on waterways; and,
- Discussed the benefits of permeable surfaces, green infrastructure and the need to protect watersheds.

2.15 Ms. Linn Teetzel, 1400 Block Fintry Place:

- Spoke in support of Flicka Gymnastics.

3. RECOGNITIONS

Nil

4. DELEGATIONS

4.1. Nancy Hollstedt, Flicka Gymnastics Club

Re: Communities Active Through Gymnastics

Ms. Nancy Hollstedt, Flicka Gymnastics Club, commented about the athletic services provided Flicka Gymnastics and the need to create a purpose-built centre. She highlighted the history of the organization and reputation of the club across Canada and the various programs and participation rates in the community. She discussed the services provided by the many volunteers and the need for financial support from various levels of government.

MOVED by Councillor MURI

SECONDED by Councillor BACK

THAT the Flicka Gymnastics Club delegation is received.

CARRIED

5. ADOPTION OF MINUTES

Nil

6. RELEASE OF CLOSED MEETING DECISIONS

Nil

7. COUNCIL WORKSHOP REPORT

Nil

8. REPORTS FROM COUNCIL OR STAFF

8.1. Prohibiting Smoking in District Parks and Trails

File No. 09.4020.20/007.000

MOVED by Councillor MURI

SECONDED by Councillor CURREN

THAT "Smoking Regulation Bylaw 7792, 2010 Amendment Bylaw 8409, 2019 (Amendment 2)" is given FIRST, SECOND and THIRD Readings;

AND THAT "Bylaw Notice Enforcement Bylaw 7458, 2004, Amendment Bylaw 8410, 2019 (Amendment 49)" is given FIRST, SECOND and THIRD Readings;

AND THAT "Park Regulation Bylaw No. 8310, 2018 Amendment Bylaw 8411, 2019 (Amendment Bylaw 1)" is given FIRST, SECOND and THIRD Readings.

CARRIED

8.2. Bylaw 8396: Rezoning for 909 Clements Avenue

File No. 08.3060.20/062.18

MOVED by Councillor BOND

SECONDED by Councillor HANSON

THAT "District of North Vancouver Rezoning Bylaw 1387 (Bylaw 8396)" is given SECOND and THIRD Readings.

CARRIED

Opposed: Councillor MURI

8.3. Bylaws 8397 and 8398: OCP Amendment and Rezoning for 600 West Queens Road

File No. 08.3060.20/045.19

Councillor MURI left the meeting at 8:23 p.m. and returned at 8:24 p.m.

MOVED by Councillor HANSON
SECONDED by Councillor CURREN

THAT "District of North Vancouver Official Community Plan Bylaw 7900, 2011, Amendment Bylaw 8397, 2019 (Amendment 38)" is given SECOND and THIRD Readings;

AND THAT "District of North Vancouver Rezoning Bylaw 1388 (Bylaw 8398)" is given SECOND and THIRD Readings.

CARRIED

Councillor FORBES declared a potential conflict of interest as she has an interest in the matter and left the meeting at 8:46 p.m.

8.4. Bylaws 8402 and 8403: Pigeon Prohibition
File No. 09.3900.20/000.000

Public Input:

Mr. Vincent Santacroce, 600 Block Rosalyn Boulevard:

- Spoke in opposition of the item;
- Suggested that pigeons are a small matter in municipal business; and,
- Encouraged Council to look further into the matter and the community perception.

MOVED by Councillor MURI
SECONDED by Councillor HANSON
THAT "Pigeon Prohibition Bylaw 8402, 2019" is ADOPTED;

AND THAT "Bylaw Notice Enforcement Bylaw 7458, 2004 Amendment Bylaw 8403, 2019 (Amendment 46)" is ADOPTED.

CARRIED

Opposed: Councillors BACK and BOND
Absent for Vote: Councillor FORBES

Councillor FORBES returned to the meeting at 8:49 p.m.

8.5. Updating Corporate (Municipal) Policies to Align with IPCC Climate Science
File No.

Public Input:

Ms. Claudia Cornwal, 1000 Block Canyon Boulevard:

- Spoke in support of the item;
- Applauded Council for attempts to align themselves with the IPCC report; and,
- Stated that municipalities can bring about change and suggested that carbon negative concrete be used in the construction of future municipal buildings.

**MOVED by Councillor CURREN
SECONDED by Councillor MURI**

THAT staff be directed to update the Green Building Policy: Municipal Buildings to require high performance buildings such as passive or passive equivalent, prioritize modular construction, eliminate all non-renewable energy sources including fossil gas, make other recommendations and updates to achieve net zero emission buildings;

AND THAT to account for and report all embodied energy and carbon (i.e. lifecycle assessment or LCA) for all new construction projects on DNV lands, including demolition impacts and achieve net zero emissions or better;

AND THAT the Energy Policy 0970 be updated to reflect current climate goals and to specifically eliminate "natural gas" as an acceptable energy source;

AND THAT the language be updated in all DNV policies and reports from "natural gas" to "fossil gas";

AND THAT staff report back with costs to retrofit all DNV buildings by 2025 to achieve highest energy performance and net zero carbon emissions;

AND THAT staff provide LCA and financial impacts to transition municipal equipment powered by fossil fuels such as lawn mowers, leaf blowers, garbage trucks, etc. to electric or biogas.

AND THAT staff report back to Council on the potential impacts, consequences and achievability of all of the recommendations contained in Councillor Curren's October 28, 2019 report.

CARRIED

9. REPORTS

9.1. Mayor

Mayor Little reported on his attendance at the District of North Vancouver Firefighters Charitable Society pumpkin toss on Saturday, November 2, 2019.

9.2. Chief Administrative Officer

Mr. Stuart reported that the following Information Reports will be distributed to Council and will also be made available to the public on the District web page. The reports are:

- Update on INSTPP;
- Solid Waste Program;
- Commercial Dog Walking;
- TransLink Trip Dairy; and,
- Annual Transportation Update.

9.3. Councillors

9.3.1. Councillor Back reported on his attendance at:

- The Annual Fundraising Gala for the North Shore Restorative Justice Society on Saturday, November 2, 2019; and,
- The 2019 British Columbia Economic Development Association Ministers Dinner on Sunday, November 3, 2019.

9.4. Metro Vancouver Committee Appointees

9.4.1. Industrial Lands Strategy Task Force – Councillor Back

Nil

9.4.2. Housing Committee – Councillor Bond

Nil

9.4.3. Indigenous Relations Committee – Councillor Hanson

Nil

9.4.4. Board – Councillor Muri

Councillor Muri reported on her attendance at the Metro Vancouver Board meeting on Friday, November 1, 2019.

9.4.5. Regional Parks Committee – Councillor Muri

Nil

9.4.6. Liquid Waste Committee – Mayor Little

Nil

9.4.7. Mayors Committee – Mayor Little

Nil

9.4.8. Mayors Council - TransLink – Mayor Little

Nil

9.4.9. Performance & Audit Committee – Mayor Little

Nil

9.4.10. Zero Waste Committee – Mayor Little

Mayor Little reported on his attendance at the Metro Vancouver Zero Waste Conference from October 30 – 31, 2019.

10. ADJOURNMENT

MOVED by Councillor MURI

SECONDED by Councillor FORBES

THAT the November 4, 2019 Regular Meeting of Council for the District of North Vancouver is adjourned.

CARRIED
(9:30 p.m.)

Mayor

Municipal Clerk

REPORTS

THIS PAGE LEFT BLANK INTENTIONALLY

AGENDA INFORMATION	
<input type="checkbox"/> Council Workshop	Date: _____
<input type="checkbox"/> Finance & Audit	Date: _____
<input type="checkbox"/> Advisory Oversight	Date: _____
<input type="checkbox"/> Other:	Date: <u>November 25, 2019</u>

 Dept. Manager	 GM/ Director	 CAO
---	--	--

The District of North Vancouver

REPORT TO COUNCIL

November 12, 2019

File: Financial Plan Process/2020

AUTHOR: Shirley Young, Acting Section Manger - Financial Planning

SUBJECT: 2020 Utility Rates

REASON FOR REPORT:

This report is for information purposes. The proposed 2020 utility rates for Water, Sewer and Drainage, and Recycling and Solid Waste represent a combined increase of 4.6% for single-family homes and 4.8% for multi-family homes (compared to target increases of 4.5% provided last year).

The proposed rate increases are consistent with Council's objectives of maintaining existing utility assets in a state of good repair, including climate adaptation measures, flowing through Metro Vancouver (MV) charges and stabilizing utility rates through use of reserves. On a combined basis, contributions to reserves are sufficient to support utility asset management plans over the next 10 years though there is uncertainty with MV charges beyond the 5-year plan.

In addition to the proposed rate increases, the continuing strategy of minor rate shifts to better align consumption with cost of service continues, as secondary suites benefit from a 0% increase in the sewer rate and half the proposed increase in the water rate while rest homes experience rate adjustments to align rates to the cost of service. Rest homes have been informed that flow metering is an option versus the higher flat rate charge.

On October 29, the Finance and Audit Committee recommended that the proposed 2020 utility rates be brought back to a Council workshop on November 18.

SUMMARY

Rate increases

On October 29, staff provided the Finance and Audit Committee an update on utility rates, highlighting the proposed rate increases for 2020 and budget drivers. In addition to MV charges, climate adaptation measures are also included in the five-year plan to upgrade the District's storm water system. The impacts from MV charges, changes to the storm water plan, and inflation adjustments to the District's operations, result in the proposed rate increases in Appendix A.

Metro Vancouver

The District has been anticipating MV rate increases and adopted a financial resiliency strategy in 2013, which is now mitigating MV's impacts on our ratepayers. While increases to the sewer levy (GVS&DD charges) will result in improved levels of service through the tertiary treatment of wastewater, increases to MV's water rate provide little benefit to the North Shore and primarily support regional growth. Staff are working closely with MV staff on their long-range infrastructure plans and are in discussions on equity and fairness issues with regard to their current rate structure, including advocating for a new water DCC rate to ensure development pays for its share of water infrastructure in the region.

Table 1: Metro Vancouver Projected Charges

	2019	2020	2021	2022	2023	2024
Water rate	5.8%	6.0%	6.1%	8.8%	9.9%	10.1%
Sewer levy (GVS&DD)	3.4%	14.9%	12.2%	18.2%	13.1%	14.1%
Garbage tipping fee	4.9%	4.6%	6.2%	5.8%	5.5%	5.2%
Organics tipping fee	0.0%	5.3%	<i>not available</i>			

Timing/ Approval Process

Utility rates and user fees must be adopted prior to year-end to take effect January 1st, 2020. Bylaws are currently scheduled for adoption at the Regular Council meeting on December 2, 2019.

CONCLUSION

The proposed combined utility rate increase is consistent with the District's aim to manage its cost of service diligently while recognizing the need to provide a level of funding that is sufficient to meet its asset management plans.

Given uncertainty regarding MV future rates, rate smoothing, through the District's financial resiliency strategy, should continue to augment the contribution to reserves for future rate stabilization.

Respectfully,



Shirley Young
Acting Section Manager - Financial Planning

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	_____		

THIS PAGE LEFT BLANK INTENTIONALLY

APPENDIX A COMBINED RATES

		2019	2020		
		Total Rates	Total Rates	Change \$	Change %
Flat Rates					
Single Family*	(W,S,G,O,R)	\$ 1,677.65	\$ 1,754.35	\$ 76.70	4.6%
Row House/Duplex	(W,S)	\$ 1,155.75	\$ 1,212.25	\$ 56.50	4.9%
Secondary Suite/Coach House	(W,S)	\$ 624.25	\$ 633.50	\$ 9.25	1.5%
Multi-family	(W,S,R)	\$ 1,179.15	\$ 1,236.10	\$ 56.95	4.8%
Rest Home (per bed)	(W,S)	\$ 563.00	\$ 694.50	\$ 131.50	23.4%
Retail/Office Commercial Base	(W,S)	\$ 1,372.50	\$ 1,439.50	\$ 67.00	4.9%
Retail/Office with Living Quarters	(W,S)	\$ 1,044.50	\$ 1,095.50	\$ 51.00	4.9%
Church	(W,S)	\$ 1,372.50	\$ 1,439.50	\$ 67.00	4.9%

Metered Rates

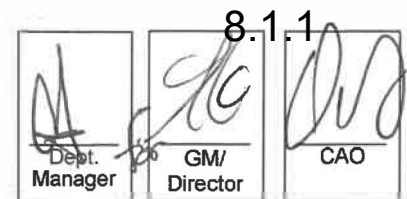
Water monthly base rate (incl 1,000 cu ft)	\$ 64.08	\$ 67.30	\$ 3.22	5.0%
Water volume charge (per 100 cu ft)	\$ 3.97	\$ 4.17	\$ 0.20	5.0%
Sewer monthly base rate (incl 1,000 cu ft)	\$ 67.39	\$ 70.60	\$ 3.21	4.8%
Sewer volume charge (per 100 cu ft)	\$ 6.92	\$ 7.25	\$ 0.33	4.8%

* Single family garbage rate is based on 240 liter garbage cart

W = Water
S = Sewer
G = Garbage
O = Organics
R = Recycling

THIS PAGE LEFT BLANK INTENTIONALLY

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



The District of North Vancouver

REPORT TO COUNCIL

November 8, 2019

AUTHOR: Shaun Carroll, P. Eng., Manager Utilities

SUBJECT: **WATERWORKS REGULATION BYLAW 8387 (AMENDMENT 65)**
User Charges and Service Fees for 2020 and Right of Entry Clarification

RECOMMENDATION:

THAT "Waterworks Regulation Bylaw 2279, 1958, Amendment Bylaw 8387, 2020 (Amendment 65) is given FIRST, SECOND, and THIRD Reading.

REASON FOR REPORT:

The water user rates charged by the District are specified in Waterworks Regulation Bylaw 2279 and are the primary funding source for the water utility. This report provides information and recommendations regarding proposed rate amendments effective January 1, 2020.

This report also provides information on revising the 'Right to Enter' for performing public works.

SUMMARY:

The proposed rate increases are consistent with the comprehensive utility rate study conducted in 2012 and Council's objectives of maintaining financial sustainability in the management of water utility infrastructure.

The proposed water rate charge for a single family residence in 2020 is \$738.75, an increase of \$35.25 or 5% over 2019. The increase is primarily attributed to Metro Vancouver bulk water rate increase, inflationary drivers and maintaining funding for programing at required levels.

Revisions are proposed to clarify the authority to enter upon private property to perform required public works.

BACKGROUND:

The Water Utility provides potable water for the District of North Vancouver. User charges are the main source of funds for the water utility. Revenue from user charges must be

sufficient to cover Metro flow-through bulk water charges, annual operating costs, funds for capital works, inflation and maintain water reserve funds at an acceptable level.

The water system consists of 364 km of water mains, 21,401 water services, 7 water pump stations, 11 reservoirs and 37 pressure reducing valve stations. The total replacement value of the water system is \$395M. The overall physical condition of the water systems exceeds our Asset Management target.

During the course of day to day operations staff are required from time to time to enter upon private property to gain access to the water system. The right to enter private property to access public assets is enshrined in the Community Charter. In non-emergency situations staff notify property owners and collaborate with them to ensure disruptions are minimized. Revisions are proposed to clarify the District authority under the Charter.

EXISTING POLICY:

The Water Utility operates as a self-sufficient financial entity with no debt financing. The FCS Group study *'Water, Sewer & Drainage, and Solid Waste & Recycling Utility Rate Study'* indicated that industry best practices required reserve balances to be set at a minimum of \$4.9M - \$13.8M, much higher than traditionally held at that time (2012). As a result, a multi-year reserve contribution started in 2013. The reserves are required to address working capital, rate stabilization, capital contingency, and system reinvestment funding requirements.

ANALYSIS:

The water utility costs are broken into six main categories and described below in 'Cost of Service'.

Revenues for the water utility are collected primarily as metered and flat rate water charges and water service connection fees.

Estimated revenues and expenditures over the next five years are provided in Appendix A, "Water Utility, 2020 – 2024 Draft Financial Plan".

Cost of Service

The four major areas of expenditure that impact the outcome of the water rate setting process for 2020 are:

1. Metro bulk water purchase,
2. Direct capital costs,
3. Direct operating and maintenance costs, and
4. Contribution to the general operating overhead.

**SUBJECT: WATERWORKS REGULATION BYLAW 8387 (AMENDMENT 65)
User Charges and Service Fees for 2020**

page 3

The combined annual estimated water utility expenditures impact is an increase of \$3.1M or 11% year over year for a total annual budget of \$31.5M.

Metro Vancouver Bulk Water Purchase Costs

Metro Vancouver water purchase costs increase is estimated at \$522K in 2020 for a total budget of \$15.7M and represents 50% of the total water utility expenditures. This increase is fully attributed to Metro's bulk water purchase rate.

District Operations and Maintenance Costs

Operations expenditures increase by \$95K for a total budget of \$4.6M and comprise 15% of overall water utility expenditures. The increase in expenditures is attributed to inflationary drivers such as fuel, material and labour costs.

Activities and programs under District Operations and Maintenance include:

- Water leak detection
- Water main and service break repairs
- Water reservoir, pump station and PRV operation
- Water facility inspection and maintenance
- Water quality testing
- Water system flushing program
- Water meter installation, maintenance and reading programs
- Water conservation program
- Water service Connections
- Water system Operator Safety & Training
- 24/7 Emergency Response

District Capital Programs Costs

Contributions to the water capital fund increase by \$2.5M to \$8.4M and comprise 27% of overall expenditures. A revision of the Districts development cost charges (DCC) resulted in reduced DCC funding of the water utility from 18.4% to 12%. Capital works in the Water Utility are funded partially (12%) by the Districts development cost charges (DCC). The impacts of reduced forecasted DCC funding available to the Water Utility resulting from reduced development activity are taken into account. The District's Water Asset Management Plan support water utility assets with a total replacement value of \$395M. This request supports the Asset Management Plan obligations. Works planned include replacement or upgrades for assets in the following programs:

- Watermain Replacement (approximately 5 km / year)
- Pressure Reducing Valve (PRV) Station Replacement
- SCADA System Upgrades

In 2020 water asset upgrades or replacements are planned which are outside the AM plan but align and recognise the benefit of leveraging opportunities created by development and other planned construction activities, namely the Ross Road bridge improvements.

Administration - General Operating Overhead

The waterworks utility contributes annually to the District's general operating overhead which is required to support and operate the utility. In 2020 the cost for this service is \$1.9M which comprise 6% of overall expenditures.

Service Connection Work Costs

Service connection works are operated self-supporting fee for service business. Service fees are reviewed annually to ensure value for service and financial independence. The value of work estimated for 2020 is \$793K and represents 2% of annual revenue value.

Water Reserve Contribution

There is no water reserve fund contribution in 2020 but rather a draw of \$1.3M to stabilize the rate. The projected reserve fund balance by 2020 year end is \$9M which is slightly less than the median of our reserve fund target.

Water Balance

A water balance is a management tool used to evaluate system inputs and outputs. It enables tracking of performance indicators and proactive management of the water system.

System inputs includes all District purchases from Metro Vancouver. Metro owns 19 input and 4 output flow meters to calculate the net water volume delivered to the District. Metro sets bulk water rates annually to cover the costs of operating, maintaining and capital plans for the regional system. In 2020 we estimate purchasing 19,747,396 m³ of water which is a year over year increase of 1.7% and is primarily attributed to population growth. Metro's average bulk water purchase rate in 2020 increases 6% from \$0.7395/m³ to \$0.7836/m³.

System outputs include approximately 70% of the total delivered to customers via 21,401 service connections with the balance, 30%, allocated to District operations.

The District's customers can be grouped into two broad rate groups, metered rate and flat rate. Metered rate customers are those with unique demands that cannot be accurately predicted. They are billed on metered consumption according to the District's bylaw metered charges. All industrial, commercial and institutional customers fall into this category. The metered rate group represents about 25% of our total water consumption. Flat rate customers with relatively stable, consistent or predictable demands may be metered or unmetered and are billed a flat rate according to the bylaw. The vast majority of residential customers are charged a flat rate. The residential rate class group represent about 45% of our total water consumption.

The balance of our consumption, 30%, is attributed to authorised use and background system loss. This category includes District programs or events such as firefighting, parks irrigation, water main flushing, hydrant flushing, water main breaks, water leaks, water quality testing and non-District use such as development and construction activities.

Rate Shifts

In addition to the proposed rate increase of 5% driven by the changes detailed above, some rate class shifts are recommended based on Council endorsed FCS Group study to better align consumption with cost of service. Minor ongoing rate shifts outlined below continue through 2020.

Secondary Suites or Coach Home

The rate class applied to coach homes, which was added in 2017, is the same as the existing secondary suite rate class. The 2020 secondary suite/coach home rate is \$375.50, an increase of 2.5% or ½ the rate increase of other classes. This rate continues to support the FCS study recommendation that aims to bring equity to this rate on a gradual basis over a 10 year period (first year 2013). The District estimates that there will be about 4,731 secondary suite units and 10 coach homes by the end of 2020.

Rest Home Charge Realignment

The 2020 per bed rate is \$172.25, an increase of 16% and still significantly less than the estimated cost of service. Due to a substantial increase in rates recommended by the FCS study, this rate class is being increased gradually over a 10 year period (first year 2013). The District has 2 rest homes with a combined 284 beds.

Timing/Approval Process:

Applying the proposed rate and fee increases for the full year in 2020 requires Council approval of the bylaw amendments prior to January 1, 2020.

Concurrence:

This report has been jointly prepared and reviewed by Utilities (Engineering, Parks and Facilities) and Financial Planning (Finance) and supported by the Finance and Audit Standing Committee.

Financial Impacts:

Cost of service impacts for 2020 result in a 5% across-the-board rate increase. The proposed charge for a single-family residence in 2020 is \$738.75, an increase of \$35.25 over 2019 which is slightly higher than the 4.5% predicted in 2019.

A draft financial plan for the 2020 Water Utility and a five year financial forecast is provided in attached Appendix A.

Water Purchases from Metro Vancouver

Water purchase costs are the single most significant expense for the water utility budget. In 2017 Metro solidified their capital program which enabled them to once again provide municipalities with 5-year water rate projections. Metro has committed to preserving the 5

year projections. The water rate increases for these years are reported at an annual average of 8.2% based on information from Metro Vancouver.

District Programs

The District's Water Asset Management Plan supports a distribution system consisting of 364 km of water mains and other significant assets with a total replacement value of \$395M. The 2020 – 2024 contributions to capital responds to obligations identified in the Water Asset Management Plan. In addition opportunities to upgrade or replace water assets in conjunction with development activities will be leveraged.

Liability/Risk:

The capital watermain replacement program reduces the risk of damage to District property and liability for private property damage, environmental damage and service interruption resulting from water main break consequences.

Preventative maintenance programs reduce the risk of water system failure and the Districts risk and liability exposure of failure consequences to District infrastructure, property and private property.

Operation and maintenance programs that safeguard water quality reduce risk to public health and ensure an unrestricted water system operating permit from the Medical Health Officer.

Social Policy Implications:

The adequate supply of potable water is a fundamental service that a community requires in order to ensure a high standard of public health.

Environmental Impact:

Planned maintenance and capital upgrading minimizes the risk of unplanned releases of chlorinated water to the environment.

Public Input:

Council provides an opportunity for public input through the bylaw adoption and budget process.

Conclusion:

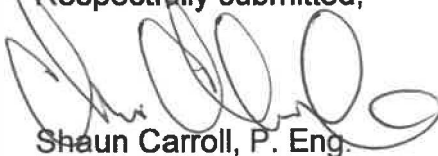
Approval of the revised water user rates ensures adjustments for risk minimization and the continued self-financing character of the Water Utility. Council's continued support of the FCS Group study promotes equity for charges based on water use and better aligns water user classes with industry standards. The draft 2020 budget recommends that an increase to the rate structure is required to fund inflationary costs for operations and maintenance, water purchase costs from the Metro Vancouver, and to maintain contributions to capital works.

**SUBJECT: WATERWORKS REGULATION BYLAW 8387 (AMENDMENT 65)
User Charges and Service Fees for 2020**

page 7

Sustained funding is required in order to continue adequate levels of infrastructure replacement and improvement programs necessary to maintain a high standard of public health while minimizing the risk of damage to property and the environment.

Respectfully submitted,



Shaun Carroll, P. Eng.
Manager, Utilities

REVIEWED WITH:					
<input type="checkbox"/> 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	_____		

THIS PAGE LEFT BLANK INTENTIONALLY

SUBJECT: WATERWORKS REGULATION BYLAW 8387 (AMENDMENT 65)
User Charges and Service Fees for 2020

page 8

Appendix A

Water Utility, 2020 – 2024 Draft Financial Plan

(000's)	Final Budget 2017	Final Budget 2018	Final Budget 2019	Draft Budget 2020	Plan			
					2021	2022	2023	2024
Revenues								
Flat Rate	18,176	19,140	19,861	21,595	23,038	25,583	26,917	28,251
Metered Rate	6,231	6,642	7,397	7,533	7,923	8,014	8,549	9,129
Connection Charges	864	881	901	793	811	830	849	868
Other Revenues	158	189	227	254	230	254	295	310
Contribution from Water Reserve	-	-	-	1,313	-	-	-	-
Total Revenues	25,429	26,852	28,386	31,488	32,002	34,681	36,610	38,558
Expenditures								
Water Purchases (Metro Vancouver)	13,206	13,491	15,190	15,712	16,952	18,723	20,924	23,423
District Operations								
Administration	490	524	493	502	513	523	533	544
Operations & Maintenance	3,702	3,759	4,011	4,097	4,185	4,275	4,367	4,462
Connections	864	881	775	793	811	830	849	868
Contribution to General Operating Fund	1,825	1,862	1,899	1,937	1,976	2,015	2,056	2,097
	6,881	7,026	7,178	7,329	7,485	7,643	7,805	7,971
Contribution to Capital Fund	5,301	5,122	5,961	8,447	6,411	6,378	7,195	7,164
Contribution to Water Reserve	41	1,213	57	-	1,154	1,937	686	-
Total Expenditures	25,429	26,852	28,386	31,488	32,002	34,681	36,610	38,558
SINGLE FAMILY RESIDENTIAL FLAT RATE	\$ 656	\$ 679	\$ 704	\$ 739	\$ 776	\$ 814	\$ 855	\$ 898

THIS PAGE LEFT BLANK INTENTIONALLY

The Corporation of the District of North Vancouver**Bylaw 8387**

A bylaw to amend Waterworks Regulation Bylaw 2279, 1958

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

Citation

1. This bylaw may be cited as "Waterworks Regulation Bylaw 2279, 1958, Amendment Bylaw 8387, 2019 (Amendment 65)".

Amendments

2. Waterworks Regulation Bylaw 2279, 1958 is amended as follows:

- a) Sections 33 and 34 are deleted and replaced with the following:

Right of Entry

33. The Municipal Engineer and employees designated by the Municipal Engineer may enter on any property, at all reasonable times, for the following purposes:

- (a) to ascertain whether the provisions of this bylaw are being complied with; and
 - (b) to access, inspect, repair, maintain or conduct work on the municipal water supply system, including but not limited to pipes, connections, fixtures, taps, valves, meters and any other related apparatus.

Charges for Water Supply

34. A person to whom water is supplied by the District must pay the applicable charges for such water in accordance with Schedule B.

- b) Sections 45 through 47 are deleted and replaced with the following:

Obstruction

45. A person must not interfere with, delay, obstruct or impede the entry of District employees or other authorized officials or contractors of the District onto or into any land, building, structure or premises at any reasonable time in order to administer and enforce this bylaw.

Offences and Penalties

46. 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

47. 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

48. 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
12(a)	Leaking pipe	\$200
12(b)	Inaccurate water meter	\$200
12(c)	Fault or use of water system that causes waste of water	\$200
21(b)	Remove water meter	\$200
22A	Fail to provide passage to water meter	\$200
23	Interfere with hydrant or other works	\$500
24	Use fire hydrant	\$500
25	Connect to main	\$500
29	Fail to maintain service pipes or fixtures	\$100
31	Waste water	\$100
32	Sell water	\$100
41	Install works contrary to bylaw	\$200
45	Obstruct bylaw enforcement officer	\$500

Repeal

49. Bylaws 1575, 1826, 1894, 1936, 2058 and 2215 are hereby repealed.
- c) Schedule B Water User Charges is deleted in its entirety and replaced with a new Schedule B Water User Charges as attached to this Bylaw as Schedule A.
- d) The effective date of this bylaw is January 1st, 2020.

READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

Schedule A to Bylaw 8387

Schedule B to Bylaw 2279

WATER USER CHARGES

A. FLAT RATE CHARGES FOR UNMETERED WATER SUPPLY

User	Annual Charge
Single Family Residence	\$ 738.75
Row House/ Duplex	\$ 629.25
Secondary Suite/ Coach House	\$ 375.50
Multi-family	\$ 629.25
Rest Home per bedroom	\$ 172.25
Retail, office or service commercial premises	\$ 738.75
• with living quarters, an additional	\$ 512.50
Church	\$ 738.75
<p>The annual charge for premises supplied with water for less than one year shall be paid on a pro-rated basis to the date of shut-off subject to Section 8 or from the date of connection to the last date in December. The date of connection shall be determined as follows:</p> <ul style="list-style-type: none">• for premises where a new sanitary sewer inspection chamber has been installed, the date of connection is the date of the final plumbing inspection;• for all other premises, the date of connection is the date of the final plumbing inspection for the first dwelling unit; for phased developments, the date of connection for each phase is the date of the final plumbing inspection for the first dwelling unit in that phase.	
<p>All flat rate annual charges are due and payable at the same time and in the same manner as the general rates and taxes. If Secondary Suite charges are billed separately, they are due and payable within 30 days of invoice date.</p>	
<p>Any property owner who is about to remove a Secondary Suite shall give written notice of same to the Chief Bylaw Officer; the annual charge therefore shall be paid on a pro-rated basis to the date of electrical inspection by District Inspector confirming the removal of the suite.</p>	
<p>Any property owner who installs a Secondary Suite will be charged the annual charge on a pro-rated basis from the date of the final plumbing inspection to the last date in December.</p>	
<p>Any property owner with an additional unauthorized dwelling unit contained within a building of residential occupancy will be charged the annual charge for the calendar year upon confirmation of the additional unit.</p>	
<p>All charges are for the calendar year.</p>	

B. METERED CHARGES

	Monthly Charges
<i>Non-Commercial / Industrial Charges</i>	
First 1,000 cu.ft. used or part thereof	\$ 67.30
All in excess of 1,000 cu.ft. used-per 100 cu.ft.	\$ 4.17
<i>Commercial / Industrial</i>	
First 1,000 cu.ft. used or part thereof	\$ 67.30
All in excess of 1,000 cu.ft. used-per 100 cu.ft.	\$ 4.17
<i>Special Purposes</i>	
Per Connection	\$ 970
	Quarterly Charges
<i>Non-Commercial / Industrial</i>	
First 3,000 cu.ft. used or part thereof	\$ 201.90
All in excess of 3,000 cu.ft. used-per 100 cu.ft.	\$ 4.17
<i>Commercial / Industrial</i>	
First 3,000 cu.ft. used or part thereof	\$ 201.90
All in excess of 3,000 cu.ft. used-per 100 cu.ft.	\$ 4.17
A 2% discount will be allowed on Meter Accounts if paid within 20 days of the date of the invoice.	
Special purpose water use charge inclusive of all works for duration of use.	

C. WATER CONNECTION FEES (excluding restoration fees)

Note: Restoration fees are charged separately (refer to Engineering Construction section of the Fees and Charges Bylaw).

Connection Size	Connection Fee
<i>3/4" diameter</i>	
In existing developed area	\$ 3,303
In new subdivision during development stage and prior to paving being installed	\$ 1,856

over 3/4" - 1 1/2" diameter	
In existing developed area	\$ 3,585
In new subdivision during development stage and prior to paving being installed	\$ 3,692
Over 1 1/2" Diameter	Actual Cost
Capping Fee	\$ 824
Abandon Service Fee	\$ 2,703
Woodlands/Sunshine Water Connection Fee (A one-time charge for connection, in addition to the standard water connection fee)	\$ 10,037
Where there is an existing serviceable 1/2" connection, the owner may convert to a standard (3/4") connection by payment of the full fee prescribed for a standard (3/4") connection in an existing developed area	
Where a service is to be abandoned with no intention of reuse the permanent Abandonment Fee applies. Where the service is intended to be reused the temporary Capping Fee applies	
Charges are applied based on the year of construction	

NON DEVELOPMENT PERMIT WATER FLOW TEST FEE

Single family residences	\$ 1,850
All other occupancies	Actual Cost

D. WATER SHUT ON / OFF

Single family residences (outside of District working hours)	\$ 100
--	--------

E. WATER VALVE LOCATE

Single family residences (outside of District working hours)	\$ 100
--	--------

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



The District of North Vancouver

REPORT TO COUNCIL

November 8, 2019

AUTHOR: Shaun Carroll, P. Eng., Manager Utilities

SUBJECT: **SEWER BYLAW 8388 (AMENDMENT 31)**
User Charges and Service Fees for 2020 and Right of Entry Clarification

RECOMMENDATION:

THAT "Sewer Bylaw 6656, 1994, Amendment Bylaw 8388, 2019 (Amendment 31)" is given FIRST, SECOND, and THIRD Reading.

REASON FOR REPORT:

The sewer and drainage user charges are specified in Sewer Bylaw 6656 and are the primary funding source for the Districts sewer utility. This report provides information and recommendations regarding proposed amendments effective January 1, 2020.

This report also provides information the revision of the 'Right to Enter' for performing works.

SUMMARY:

The proposed rate increases are consistent with the comprehensive utility study conducted in 2012 and Council's objectives of maintaining self-sufficient financial sustainability in the management of sewer utility infrastructure.

The proposed charge for a single family residence in 2020 is \$700.75, an increase of \$31.75 or 4.75% over 2019. The increase is attributed to flow through Metro costs, inflationary drivers and improved capital plan to include climate adaptation while maintaining the combined funding for capital and reserves at required levels.

Revisions are proposed to clarify the authority to enter upon private property to perform required public works.

BACKGROUND:

The Sewer and Drainage Utility provides sanitary sewage collection and storm drainage collection for the District of North Vancouver. User charges are the main source of funds for the Utility. The revenue from the user charges must be sufficient to cover Metro Vancouver flow-through sewer charges, annual operating costs, funds for proposed capital works, inflation and maintain reserve funds at an acceptable level.

The sewer utility operates and manages two separate sewer systems, Sanitary and Drainage, with a combined replacement value \$570 million. The Sanitary system includes 386 km of sanitary sewers, 33 lift stations and 21,670 sewer services that provides critical sanitary collection for the District and its residents. The current replacement value of the system is \$253 million. The Drainage system includes 386 kilometres of storm mains, more than 300 culverts, 7 natural hazard mitigation structures, and other natural or artificial water courses that provide critical drainage and storm water control to protect District and private property from flood damage. The overall physical condition of the sewer and drainage systems exceeds our Asset Management target.

During the course of day to day operations staff are required from time to time to enter upon private property to gain access to the sewer systems. The right to enter private property to access public assets is enshrined in the Community Charter. In non-emergency situations notification and is provided and staff notify property owners and collaborate with them to ensure disruptions are minimised.

EXISTING POLICY:

The Sewer Utility operates as a self-sufficient financial entity with no debt financing. The FCS Group study *'Water, Sewer & Drainage, and Solid Waste & Recycling Utility Rate Study'* indicated that industry best practices required reserve balances to be set at a minimum of \$5.1M - \$18M (2012 \$). As a result, a multi-year reserve contribution started in 2013 and continues in 2020. The reserves are required to address working capital, rate stabilization, capital contingency, and system reinvestment funding requirements.

ANALYSIS:

The sewer utility expenses are broken into five main categories and described below in 'Cost of Service'.

Estimated revenues and expenditures over the next five years are provided in Appendix A, "Sewer and Drainage Utility, 2020 – 2024 Draft Financial Plan".

Revenues for the sewer utility are collected primarily through flat rate sewer charges, metered rate sewer charges and sewer service connection fees.

Cost of Service

The five most significant utility expenditure that impact the outcome of the rate setting process are;

- Liquid waste charges (Metro),
- Direct capital costs,
- Contribution to the reserve fund,
- Direct operating costs, and
- Contribution to the General Operating Fund.

The combined annual estimated sewer utility expenditures impact is an increase of \$2.6M or 10.4% for a total annual budget of \$28.1M.

Metro Vancouver Liquid Waste Charges:

Metro Vancouver facilities and operations charges are levied to the North Shore municipalities for conveyance and treatment of sewage. The charges are comprised of operating, administration and capital debt charges. In 2020 Metro Vancouver charges are estimated to increase by 12.4% or \$1.3M for a total of \$11.9M and comprise 42% of the total Sewer and Drainage Utility expenditures.

District Sewer Capital Programs Costs

The 2020 contribution to the Sewer capital fund increases by \$4.1M for a total budget of \$10.9M and is 39% of overall expenditures. Capital works in the Sewer Utility are funded partially by the Districts development cost charges (DCC). The impacts of reduced forecasted DCC funding available to the Sewer Utility resulting from reduced development activity are taken into account. This year's funding request supports the Asset Management Plans obligations. Increases are primarily attributed to leveraging sewer utility opportunities with other works programs in the District and building climate adaptation resiliency. Works performed include planned asset remediation, replacement and upgrading for the following programs:

- Sanitary and Storm Sewer Condition Assessment
- Sanitary Sewer Main and Lateral Remediation
- New Sewage Lift Station
- Existing Sewage Lift Station Upgrading
- Reduction of Inflow and Infiltration Program (RIIP)
- Storm Sewer Remediation and Upgrading
- Culvert Inspection and Remediation Program
- Watercourses Hazard Mitigation
- Integrated Stormwater Management

Sewer Reserve Contribution

There is no sewer reserve contribution in 2020 but rather a draw of \$689K to stabilize the rate. The projected reserve fund balance by 2020 year end is \$24.9M which exceeds the best practice revenue target due to uncertainty with future Metro charges.

Sewer Operations & Maintenance Costs

Operations expenses increase by \$51K for a total budget of \$2.5M and comprise 9% of overall expenses. The predicted increase in expenditures is attributed primarily to inflationary drivers such as labour costs, fuel and materials. Operations services and programs delivered include:

- Sewer System Emergency Response 24/7
- Sanitary sewer main and service cleaning and maintenance
- Sanitary sewer lift station inspections, maintenance and repairs
- Storm sewer main and service cleaning and maintenance

- Sewer System CCTV Inspection
- Drainage inlet/culvert cleaning and maintenance

Administration - General Operating Overhead

The sewer utility contributes annually to the Districts general operating fund. This fund finances shared business services required to operate such as finance, information technology, engineering and human resources. This cost increases by \$17K to \$860K and represents 3% of the overall sewer utility expenditures.

Service Connection Costs

Service connection work is operated as an independent fee for service business. Service fees are reviewed annually to ensure value for service and financial independence. The value of work estimated for 2020 is \$1.9M and represents 7% of annual revenue value.

Rate Shifts

In addition to the proposed rate increase of 4.75% driven by the changes detailed above, some rate shifts are recommended based on Council agreement to better align consumption with cost of service. Minor ongoing rate shifts outlined below continue through 2020.

Secondary Suites & Coach Homes

In 2017 coach homes are added to the existing secondary suite rate class. The 2020 Secondary Suite and Coach Home rate is \$258 and is unchanged from 2019. This rate continues the FCS study recommendation aimed at bringing equity to this rate on a gradual basis over a 10 year period (first year 2013). The District is projected to have about 4,746 secondary suite units and 10 coach homes by the end of 2020.

Rest Home Charge Realignment

The 2020 per bed rate is \$522.25, an increase of 26% but still significantly less than the estimated cost of service. Due to the substantial increase in rates recommended by the FCS study (430%), this rate class is being increased gradually over a 10 year period (first year 2013). DNV has 2 rest homes with a combined total of 284 beds.

Timing/Approval Process:

To apply the proposed rate increase for the full year in 2020, it is necessary for Council to approve the bylaw amendments prior to January 1, 2020.

Concurrence:

This report has been jointly prepared and reviewed by Utilities (Engineering, Parks and Facilities) and Financial Planning (Finance). Proposed rates were reviewed and supported by the Finance and Audit Standing Committee.

Financial Impacts:

Cost of service impacts for 2020 result in a 4.75% across the board rate increase. The proposed charge for a single-family residence in 2020 is \$700.75, an increase of \$31.75 over 2019.

Metro Vancouver Liquid Waste Charges

The construction of a new sewage treatment plant for the North Shore has resulted in current and projected sewage levy increase. The Metro sewage levy is the most significant expense of the sewer Utility. The Provincially approved 2010 Integrated Liquid Waste and Resource Management Plan (ILWRMP) mandates that the new treatment plant be constructed by 2020. Metro Vancouver provided a five year rate projections enabling certainty regarding rates to North Shore Sewerage Area residents for 2020-2024. The sewage rate increases for these years are reported at an annual average of 14.5% based on information from Metro Vancouver.

Liability/Risk:

If the user charges are not amended the Utility may will be forced to run an operating deficit and/or suffer service level reductions and/or deplete the accumulated sewer reserve. If the capital programs for sewer main remediation, sewage lift station construction and renewal, upgrading and installation of drainage and special watercourse works are not continued, the District will be exposed to an increasing risk of failure and resulting damage to District property and an increasing liability for private property damage, environmental damage, and service interruption.

Social Policy Implications:

Sewage and drainage collection and disposal are fundamental services which a community requires in order to ensure a high standard of public health and safety.

Environmental Impact:

The Utility protects its infrastructure and minimizes the chance of sewage spills into the environment through planned maintenance, capital upgrades and 24/7 emergency response.

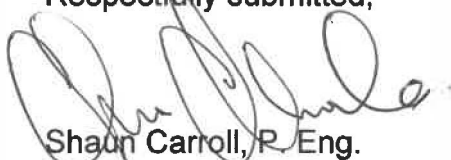
Public Input:

Council provides an opportunity for public input through the bylaw adoption and budget process.

Conclusion:

Council approval of the revised sewer and drainage user charges and continued contributions to sewer reserves ensure that sufficient funding is available for the utility to continue to be financially self-sufficient. Council's continued support of the FCS Group study will promote equity for charges based on use, better align user sectors with industry standards, and provide rate stability in the future. Adequate funding is required to provide the programs necessary to maintain a high standard of public health and minimize risk of damage to property and the environment.

Respectfully submitted,



Shaun Carroll, P. Eng.
Manager Utilities

REVIEWED WITH:

- ☐ Community Planning _____
- ☐ Development Planning _____
- ☐ Development Engineering _____
- ☐ Utilities _____
- ☐ Engineering Operations _____
- ☐ Parks _____
- ☐ Environment _____
- ☐ Facilities _____
- ☐ Human Resources _____

- ☐ **Clerk's Office** _____
- ☐ Communications _____
- ☐ **Finance** _____
- ☐ Fire Services _____
- ☐ ITS _____
- ☐ Solicitor _____
- ☐ GIS _____
- ☐ Real Estate _____
- ☐ Bylaw Services _____

External Agencies:

- ☐ Library Board _____
- ☐ NS Health _____
- ☐ RCMP _____
- ☐ NVRC _____
- ☐ Museum & Arch. _____
- ☐ Other: _____

Appendix A

Sewer and Drainage, 2020-2024 Draft Financial Plan

(000's)	Final Budget 2017	Final Budget 2018	Final Budget 2019	Draft Budget 2020	PLAN			
					2021	2022	2023	2024
Revenues								
Flat Rate	16,256	17,159	17,882	19,494	20,766	23,047	24,200	25,350
Metered Rate	4,715	4,990	5,214	5,347	5,601	5,867	6,145	6,437
Connection Charges	1,726	1,761	1,801	1,915	1,957	2,001	2,045	2,090
Other Revenues	260	323	525	619	608	620	626	590
Contribution from Sewer & Drainage Reserve	-	-	-	689	-	-	1,920	826
Total Revenues	22,957	24,233	25,422	28,064	28,932	31,535	34,936	35,293
Expenditures								
Liquid Waste Charges (Metro Vancouver)	9,280	10,000	10,592	11,901	13,323	15,699	17,722	20,183
District Operations								
Administration	464	474	483	493	503	513	523	534
Operations & Maintenance								
Sewer Maintenance	1,271	1,299	1,289	1,316	1,344	1,372	1,401	1,431
Drainage Maintenance	647	660	643	657	670	684	698	712
Connections	1,726	1,761	1,873	1,915	1,957	2,001	2,045	2,090
Contribution to General Operating Fund	811	867	843	860	878	895	913	931
	4,919	5,061	5,131	5,241	5,352	5,465	5,580	5,698
Contribution to Sewer & Drainage Capital Fund	6,050	6,042	6,852	10,922	9,805	10,187	11,634	9,412
Contribution to Sewer & Drainage Reserve	2,708	3,130	2,847	-	452	184	-	-
Total Expenditures	22,957	24,233	25,422	28,064	28,932	31,535	34,936	35,293
SINGLE FAMILY RESIDENTIAL FLAT RATE	\$ 619	\$ 643	\$ 669	\$ 701	\$ 734	\$ 769	\$ 805	\$ 844

THIS PAGE LEFT BLANK INTENTIONALLY

The Corporation of the District of North Vancouver**Bylaw 8388**

A bylaw to amend Sewer Bylaw 6656, 1994

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

Citation

1. This bylaw may be cited as "Sewer Bylaw 6656, 1994, Amendment Bylaw 8388, 2019 (Amendment 31)".

Amendments

2. Sewer Bylaw 6656, 1994 is amended as follows:
 - a) Attachment 3, Schedule of Installation Charges, is deleted in its entirety and replaced with a new Attachment 3, Schedule of Installation Charges, as shown in Attachment A to this Bylaw; and,
 - b) Attachment 4, *Sanitary Sewer and Drainage Charges and Fees*, is deleted in its entirety and replaced with a new Attachment 4, *Sanitary Sewer and Drainage Charges and Fees*, as shown in Attachment B to this Bylaw.
 - c) Section 20 is amended by deleting "together with interest at the rate for overdue accounts as set by Council" and replacing with "and such costs will constitute a debt due and owing in accordance with section 17 of the *Community Charter*."
 - d) Section 22 is deleted and replaced with the following:

Right of Entry

22. The *Director* and *District employees* designated by the *Director* may enter on any property, at all reasonable times, for the following purposes:
 - (a) to ascertain whether the provisions of this bylaw and the terms and conditions of any permit or order issued by the *Director* pursuant to this bylaw are being complied with; and
 - (b) to access, inspect, repair, maintain or conduct work on the *sanitary drainage system* or the *storm drainage system*, including but not limited to pipes, connections, fixtures, maintenance holes, and any other related apparatus.

- e) Section 23 is deleted and replaced with the following and the existing sections 24 and 25 renumbered as sections 27 and 28:

Obstruction

23. A person must not interfere with, delay, obstruct or impede the entry of District employees or other authorized officials or contractors of the District onto or into any land, building, structure or premises at any reasonable time in order to administer and enforce this bylaw.

Offences and Penalties

24. 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

25. 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

26. 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
5	Work on <i>sewer system</i> or <i>connection</i>	\$500
6	Unpermitted discharge into <i>sanitary sewer system</i>	\$1,000
7	Unpermitted discharge into <i>storm sewer system</i>	\$1,000
7.1	Discharge groundwater into <i>storm sewer system</i>	\$500
8	Fail to discharge sewage into <i>sanitary sewer system</i>	\$1,000
9	Fail to discharge water into <i>storm sewer system</i>	\$500
11(d)(i)	Fail to keep oil and grit interceptors clean	\$200
11(d)(ii)	Fail to keep records of oil and grit interceptor cleaning	\$100
12(a)	Fail to install inspection chamber	\$100
16	Fail to have sewer connection capped	\$200
23	Obstruct bylaw enforcement officer	\$300

Effective Date

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

READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

ATTACHMENT A TO BYLAW 8388

ATTACHMENT 3 TO BYLAW 6656

SCHEDULE OF INSTALLATION CHARGES		
1. Service Capping Fees:		
• Storm		\$ 1,265
• Sanitary		\$ 1,265
2. Service Abandonment Fees:		
• Sanitary		\$ 2,600
3. Service Remediation		\$ 3,610
<p>4. Base Sewer Connection Charges for connections between 0 and 3.0 m deep consists of a service connection installation to main charge plus a service connection length charge.</p> <p>Charges for connections greater than 3.0 metres in depth, if deemed acceptable, or 300mm in diameter shall be estimated and charged on a site specific basis.</p> <p>Note that these charges do not include restoration fees. Restoration fees are charged separately (refer to Engineering Construction section of the Fees and Charges Bylaw).</p>		
Service Connection Installation to Main Charge	0 - 2.0m DEEP	OVER 2.0m - 3.0m DEEP
1st Connection	\$ 1,531	\$ 1,968
2nd Connection	\$ 797	\$ 797
3rd Connection	\$ 797	\$ 797
Service Connection Length Charges	0 - 2.0m DEEP	OVER 2.0m - 3.0m DEEP
1st Connection	\$ 277 / meter	\$ 428 / meter
2nd Connection	\$ 138 / meter	\$ 168 / meter
3rd Connection	\$ 138 / meter	\$ 168 / meter
5. Utility crossing charge is applied for each crossing or crossings required when laying the connection underneath other pipes or ducts.		\$ 649 each
6. Installation charges for storm or sanitary sewer connections:		
a) The "first connection" shall be the longest connection installed in a trench. A remediated service connection is not defined as a new connection for the purpose of establishing the first connection.		

b) "Second" connection, "third" connection, and "additional" connection rates shall only apply when these connections are installed in the same trench (standard width) as the "first" connection.	
c) Connection charges shall be based on the greater of the depths measured between the ground surface at the property line or the ground surface at the main and the design depth of the connection at those two locations.	
d) The location of the connection at the sewer main shall be at a point along the main no further than the midpoint of the lot adjacent to the lot being connected. This location shall be determined by the intersection of the sewer main and a line drawn perpendicular to the adjacent lot line at its midpoint.	
e) The cost to replace any existing legal pin disturbed due to its proximity to the new connection shall be borne by the applicant.	
f) The cost for any rock work requiring blasting, drilling or splitting shall be in addition to the charges calculated in this schedule.	
g) BC Hydro charges for any work related to the connection installation shall be in addition to the charges calculated in this schedule.	
h) The cost to connect to a concrete encased sewer pipe shall be in addition to the charges calculated in this schedule.	
i) The cost of DNV staff required to complete an engineering design for a sewer connection shall be in addition to the charges calculated in this schedule.	
j) Cost to install, raise, alter or repair a manhole shall be estimated and charged on a site specific basis.	
k) Cost to remove or alter trees shall be in addition to the charges calculated in this bylaw.	
l) Charges will be applied based on the year of construction.	
Example 1. Two connection in the same trench both less than 2m deep, 3 m long and both crossing a natural gas utility.	
1st Connection less than 2m deep, 3m long = $\$ 1,531 + (3 \times \$ 277) + \$ 649 =$ 2nd Connection, less than 2m deep, 3m long = $\$ 797 + (3 \times \$ 138) + \$ 649 =$ TOTAL (excluding restoration fees)	 \$ 3,011 \$ 1,860 \$ 4,871
Example 2. Two connections in separate trenches, one 2.5 m and the other 3.2 m deep, one 9 m long, one 10.5 m long, both crossing Fortis natural gas utility and TELUS fibre utility and one mature coniferous tree removal required.	
1st Connection greater than 2m deep, 9m long = $\$ 1,968 + (9 \times \$ 428) + \$ (2 \times 649) =$ 2nd Connection greater than 2m deep, 10.5m long = $\$ 1,968 + (10.5 \times \$ 428) + \$ (2 \times 649) =$ Tree Removal Estimate TOTAL (excluding restoration fees)	 \$ 7,118 \$ 7,760 \$ 8,500 \$ 23,378

ATTACHMENT B TO BYLAW 8388

ATTACHMENT 4 TO BYLAW 6656

SANITARY SEWER AND DRAINAGE CHARGES AND FEES

A. UNMETERED WATER SUPPLY

<u>FLAT RATE ANNUAL CHARGES FOR UNMETERED WATER SUPPLY</u>	
USER	ANNUAL CHARGE
Single Family Residence	\$ 700.75
Row House/ Duplex	\$ 583.00
Secondary Suite/ Coach House	\$ 258.00
Multi-family	\$ 583.00
Rest Home per bedroom	\$ 522.25
Retail, office or service commercial premise	\$ 700.75
• With living quarters, an additional	\$583.00
Church	\$ 700.75

Annual Charge

The flat rate annual charge is due and payable at the same time and in the same manner as property taxes. All charges are for the calendar year.

Charges Pro-Rated

For premises serviced for less than one year, the annual charge will be paid on a pro-rated basis to the date of capping subject to Section 16 or from the date of connection to the last date in December.

Date of connection

Where a new sanitary sewer inspection chamber has been installed, the date of connection is the date on which District forces pull the inspection chamber plug. For all other premises, the date of connection is the date of the final plumbing inspection for the first dwelling unit. For phased developments, the date of connection for each phase is the date of the final plumbing inspection for the first dwelling unit in that phase.

Secondary Suite

Any property with a Secondary Suite or Coach House (as defined in the District's Zoning Bylaw 3210) will be charged the annual charge on a pro-rated basis from the date of the final plumbing inspection to the last date in December.

Any property owner with an additional unauthorized dwelling unit contained within a building of residential occupancy will be charged the annual charge for the calendar year upon confirmation of the additional unit.

A property owner who removes a Secondary Suite must give written notice to the Chief Bylaw Officer. The annual charge for the Secondary Suite will be pro-rated to the date of electrical inspection by the District Inspector confirming the removal of the suite.

B. METERED PROPERTIES

The sewer charge for properties that are metered or where sewage discharge is metered or otherwise measured under a GVS&DD Waste Discharge Permit is based on the quantity of water delivered to the property or the quantity of sewage discharged from the property and is due and payable on the 20th day of the month in which the account is rendered:

Monthly Sewer and Drainage Charges for Metered Properties	
First 1,000 cu.ft used or part thereof	\$ 70.60
All in excess of 1,000 cu.ft used – per 100 cu.ft	\$ 7.25

Quarterly Sewer and Drainage Charges for Metered Properties	
First 3,000 cu.ft used or part thereof	\$ 211.80
All in excess of 3,000 cu.ft used – per 100 cu.ft	\$ 7.25

C. REDUCTION IN CHARGE

Where owner/occupier of property with metered water supply can establish annually to the satisfaction of the Director or the Directors designate that less than 80% of water delivered by the water utility to the property is discharged into the sanitary sewer system, sewer charge reduced in proportion to amount of water not discharged into sewer system:

Quantity of Water Discharged to Sanitary Sewer	Reduction in Sewer Charge
65% to 80%	25%
35% to 65%	50%
35% or more	75%

D. INDUSTRIAL BOD/TSS CHARGES

Annual charge for discharge to sanitary sewer from property regulated under a GVS&DD Waste Discharge Permit:

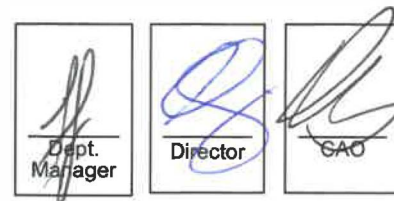
GVS&DD WASTE DISCHARGE PERMITEE SEWER CHARGES	
MONTHLY METERED PROPERTIES	
First 1,000 cu.ft used or part thereof	\$ 70.60
All in excess of 1,000 cu.ft used – per 100 cu.ft	\$ 4.18
QUARTERLY METERED PROPERTIES	
First 3,000 cu.ft used or part thereof	\$ 211.80
All in excess of 3,000 cu.ft. used – per 100 cu.ft.	\$ 4.18

E. CHARGE FOR CONTAMINATED GROUNDWATER DISCHARGE TO SEWER

In addition to GVS&DD discharge permit, DNV charge \$ 0.525 per cu m

THIS PAGE LEFT BLANK INTENTIONALLY

COUNCIL AGENDA/INFORMATION				
<input type="checkbox"/> In Camera	Date:		Item #	
<input type="checkbox"/> Regular	Date:	November 25, 2019	Item #	
<input type="checkbox"/> Agenda Addendum	Date:		Item#	
<input type="checkbox"/> Info Package	DM#		Date:	Mailbox:



The District of North Vancouver REPORT TO COUNCIL

November 5, 2019

File: 05.1700

SUBJECT: SOLID WASTE COLLECTION AND RECYCLING SERVICE FEES - 2020, BYLAW 8389

RECOMMENDATION:

THAT "Solid Waste Removal Bylaw "Solid Waste Removal Bylaw 7631, 2007, Amendment Bylaw 8389, 2019 (Amendment 17)" is read a FIRST, SECOND and THIRD time.

REASON FOR REPORT:

To establish the solid waste collection and recycling services fees for 2020.

SUMMARY:

The current 2019 Solid Waste Collection and Recycling Fees and the proposed 2020 Solid Waste Collection and Recycling Fees are shown in the following tables:

Single Family - 240L Garbage				
	2019 Rate	2020 Rate	\$ Change	% Change
Garbage	\$131.00	\$134.15	\$3.15	2.4%
Organics	\$141.75	\$147.65	\$5.90	4.2%
Total Garbage & Organics	\$272.75	\$281.80	\$9.05	3.3%
Recycling	\$32.40	\$33.05	\$0.65	2.0%
Combined Rate - 240L Garbage	\$305.15	\$314.85	\$9.70	3.2%

Single Family - 140L Garbage				
	2019 Rate	2020 Rate	\$ Change	% Change
Garbage	\$90.30	\$92.50	\$2.20	2.4%
Organics	\$141.75	\$147.65	\$5.90	4.2%
Total Garbage & Organics	\$232.05	\$240.15	\$8.10	3.5%
Recycling	\$32.40	\$33.05	\$0.65	2.0%
Combined Rate - 140L Garbage	\$264.45	\$273.20	\$8.75	3.3%

Multi-Family				
	2019 Rate	2020 Rate	\$ Change	% Change
Recycling	\$23.40	\$23.85	\$0.45	1.9%

Single Family - Additional Options	
Garbage - Two 140L Garbage rather than one 240L Garbage*	\$83.35 extra
*Available only to houses with secondary suites	
Organics - For third & additional organics carts	\$44.15/cart

BACKGROUND:

The Solid Waste Collection and Recycling Services Fees provide funding for solid waste and recycling services to single family homes, recycling services to multi-family homes as well as on-street collection services and landfill maintenance within the District of North Vancouver.

EXISTING POLICY:

The waste collection rates and regulations are established through Solid Waste Removal Bylaw 7631.

ANALYSIS:

Single Family overall rate increase

The 2020 combined rate for single family garbage (240L), organics and recycling collection next year is proposed to be \$314.85, a 3.2% increase from the 2019 combined rate of \$305.15 per property. The differential rates based on the carts selected by the resident are shown in the tables above.

Single family organics and garbage rates

The 2020 garbage and organics rate for single family properties is proposed to increase by 3.3% from 2019. Increase in the garbage and organics rate is primarily due to the combination of change in tonnage projection as residents are diverting more green waste with a fully carted system, and Metro Vancouver rising tipping fees. Inflation and solid waste initiatives are also contribute to this increase.

Recycling Rate

The recycling rate for single family and multi-family properties is proposed to increase by 2.0% and 1.9%, respectively, from 2019. These increases are due to inflation on costs.

Recycling service to single and multi-family homes will transition to Recycle BC in July 2020. The recycling rate for 2020 is not being pro-rated from this date as recycling services such as the North Shore Recycling Centre at the North Shore Transfer Station will continue to be provided to residents, along with outreach and educational programs and staff time to ensure a smooth transition to Recycle BC.

Multi-Family / Commercial Rates for garbage, organics and cardboard pick-up

A 4.5% increase is proposed for commercial container rates, garbage disposal tipping fees and the monthly flat fee for organics for multi-family residential properties, schools, churches and commercial properties. This increase is due to inflation on costs as well as rising tipping fees at the transfer station.

Solid Waste and Recycling revenues exceeding costs will be directed to reserves to rebuild the reserve balance after the draw made in 2016 for cart standardization.

Timing/Approval Process:

Council's approval of the utility charges and adoption of the amending bylaw is needed as part of the 2020 budget.

Concurrence:

This report has been reviewed by the Financial Planning Department.

Financial Impacts:

The total estimated revenue required to fund solid waste services, including recycling, for 2020 is \$9.1M (\$6M Residential Solid Waste Collection, \$1.5M Commercial Solid Waste Collection and \$1.6M Recycling). The Solid Waste and Recycling reserve is projected to be \$4.4M by the end of 2020. This exceeds the reserve target recommended by the FCS study based on industry best practises of \$1.7M to \$3.3M due to future uncertainties around organics collection and processing, and the requirement to provide a fund for the replacement of carts once they reach the end of their projected asset life at 15 years in 2032.

Social Policy Implications:

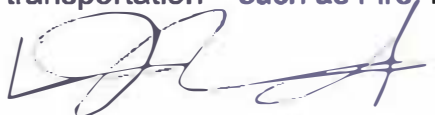
The provision of solid waste collection is a fundamental service which a community requires in order to ensure a high standard of public health.

Business Plan:

The proposed 2020 Solid Waste Removal Bylaw is consistent with the objectives of the District of North Vancouver Business Plan and is evident in the following Business Plan statements:

"Basic services provided by the District include police and fire protection, solid waste collection, water, sanitary and storm sewers, parks and local roads."

"We understand and strive to meet the high standard of essential service expected by our residents and businesses. The essential services include public safety, health and transportation – such as Fire, Police, Water, Sanitary Services, Drainage and Roads."



Michael Henry Toland
Section Manager – Fleet & Solid Waste

<u>VIEWED WITH:</u>	<u>REVIEWED WITH:</u>	<u>REVIEWED WITH:</u>	<u>REVIEWED WITH:</u>
<input type="checkbox"/> Sustainable Community Development	<input type="checkbox"/> Clerk's Office	External Agencies:	Advisory Committees:
<input type="checkbox"/> Development Services	<input type="checkbox"/> Corporate Services	<input type="checkbox"/> Library Board	<input type="checkbox"/> _____
<input type="checkbox"/> Utilities	<input type="checkbox"/> Communications	<input type="checkbox"/> NS Health	<input type="checkbox"/> _____
<input type="checkbox"/> Engineering Operations	<input checked="" type="checkbox"/> Finance <i>h</i>	<input type="checkbox"/> RCMP	<input type="checkbox"/> _____
<input type="checkbox"/> Parks & Environment	<input type="checkbox"/> Fire Services	<input type="checkbox"/> Recreation Commission	
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Human resources	<input type="checkbox"/> Other: _____	
	<input type="checkbox"/> ITS		
	<input type="checkbox"/> Solicitor		
	<input type="checkbox"/> GIS		

The Corporation of the District of North Vancouver

Bylaw 8389

A bylaw to amend Solid Waste Removal Bylaw 7631, 2007

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

Citation

1. This bylaw may be cited as "Solid Waste Removal Bylaw 7631, 2007, Amendment Bylaw 8389, 2019 (Amendment 17)".

Amendments

2. Solid Waste Removal Bylaw 7631, 2007 is amended as follows:
 - a) Schedule A, *Fees for Solid Waste Collection*, is deleted in its entirety and replaced with a new Schedule A, *Fees for Solid Waste Collection*, as attached to this Bylaw as Schedule A.

Effective Date

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

READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

Schedule A to Bylaw 8389

Schedule A to Bylaw 7631

1. Solid Waste Collection Fees (Yearly)

Description	Single & Multi-Family Property with Curbside Collection	Multi-Family Property without Curbside Collection
Garbage and organics collection (240L Garbage and up to two 240L Organics)	\$281.80	N/A
Garbage and organics collection (140L or 120L Garbage and up to two 240L Organics)	\$240.15	N/A
Garbage and organics collection (Two 140L or two 120L Garbage and up to two 240L Organics-available only to houses with secondary suites)	\$365.15	N/A
Additional organics – For third and additional carts, per cart	\$44.15	N/A
Exchange fee for exchange, replacement, return or acquisition of additional Solid Waste Container (per transaction)	\$50.00	N/A
Container Replacement Fee (lost/stolen/damaged) – these fees refunded if container recovered and replacement container returned to District. This fee is also payable where containers are lost during construction/development where the container will not be replaced due to change of use.	\$145 – 240L \$135 – 140L/120L	N/A
Recyclable material collection	\$33.05	\$23.85

All flat rate annual charges are due and payable at the same time and in the same manner as taxes.

Exchanges after March 31st 2020:

- Cart additions which result in a collection fee increase, will be pro-rated from the first quarter following the change and the pro-rated collection fee increase is payable upon request of the change.
- Cart exchanges which result in a collection fee increase will not be pro-rated in the year of the exchange; the increased annual collection fee will apply beginning January 1st of the following year.
- Cart exchanges or returns resulting in a collection fee decrease, will be pro-rated from the quarter in which the change occurs and will be offset against the exchange fee. Any balance owing is payable upon request of the change. Credit balances will be applied to the property tax account.

2. Bulk Container Fees

Description	Container Size				
	1 Yard	2 Yard	3 Yard	4 Yard	6 Yard
Container Rental:					
Cardboard Container Monthly Rental Fee	N/A	\$50.50	\$50.50	\$50.50	\$50.50
Cardboard Container Monthly Rental Fee with Jitney	N/A	\$61.75	\$61.75	\$61.75	\$61.75
Solid Waste Container Monthly Rental Fee	\$16.50	\$17.50	\$18.50	\$19.50	\$21.75
Solid Waste Container Tipping Fees: (Charge per Tip)					
(a) Residential					
(i) with 1 - 3 containers	\$23.00	\$28.00	\$33.75	\$40.75	\$50.50
(ii) with 4 - 7 containers	N/A	\$26.25	\$32.25	\$38.75	\$47.75
(iii) with 8 - 11 containers	N/A	\$25.00	\$30.50	\$36.75	\$45.75
(iv) with 12+ containers	N/A	\$22.25	\$23.50	\$33.00	\$40.00
(b) Schools, Churches, Institutional	N/A	\$30.75	\$37.25	\$44.75	\$58.00
(c) Commercial, Industrial (1 tip/ week)	N/A	\$33.00	\$41.50	\$49.50	\$57.50
1 tip/ 2 weeks	N/A	\$37.50	\$46.25	\$56.50	\$59.50
1 tip/ 4 weeks	N/A	\$40.50	\$49.00	\$57.50	\$61.75
On request	N/A	\$43.75	\$51.50	\$59.50	\$63.75
Organic Waste Cart Tipping Fees: (Fee per 240 L cart per month)					
First Cart – tipped weekly		\$76.25			
Second, Third and Fourth Cart – tipped weekly		\$38.50			
Five and more Carts – tipped weekly		\$16.75			
Charges per Tip in addition to Container Tipping Fees:					
(a) Casters	\$4.25				
(b) Locks	\$1.50				
(c) Jitney (Includes Casters)	\$23.75				
Other Fees:					
Service Requests	\$50/hour				

THIS PAGE LEFT BLANK INTENTIONALLY

AGENDA INFORMATION	
<input type="checkbox"/> Regular Meeting	Date: <u>November 25, 2019</u>
<input type="checkbox"/> Other:	Date: _____

Dept. Manager	GM/ Director	CAO
------------------	-----------------	-----

The District of North Vancouver REPORT TO COUNCIL

November 13, 2019
File: 05.1930

AUTHOR: Elio Iorio, A/Manager Financial Services

SUBJECT: Annual Review of Fees and Charges - 2020

RECOMMENDATION:

THAT Fees and Charges Bylaw 6481, 1992, Fees and Charges Bylaw Amendment 8401, (Amendment 63)" is given FIRST, SECOND, and THIRD readings.

REASON FOR REPORT:

This report summarizes the annual review and establishment of fees and charges in accordance with financial plan objectives.

SUMMARY:

The proposed fee structure for 2020 includes a 2% cost of service adjustment (based on projected Core consumer price index) unless justifiable exceptions apply (schedule of exceptions attached). To maintain price stability, the Core CPI measure is utilized to better indicate the behaviour of price increases. This measure normalizes price trends by excluding expenditures subject to sensitive temporary fluctuations such as food and energy costs. Review of fees for equity and cost recovery takes place each year in adherence to best practices.

REVENUE IMPACT:

Revenues are estimated to improve by \$360,000 due to the 2% inflation increase. It is important to note that fees and charges for Golf, Library, Properties, Recreation and Utilities are not covered by this review. These fees are determined through alternative approval processes in accordance with their governance structure or the adopted funding model.

EXCEPTIONS / CHANGES TO FEES:

Uniformity of fees is paramount in the yearly review process. Fees charged for private services requiring District resources are evaluated for their application and support of recovery of cost. Comparability of fees to similar charges in other neighbouring municipalities ensures fees are not only competitive but reflect user ability to pay.

Corporate & Finance

No increase in fees is proposed in the financial services section as current rates are consistent with other lower mainland municipalities and provide appropriate cost recovery.

Development & Permitting Fees

Simplification of inspection fees, undertaken to recover inspection costs outside of normal business hours, and the fee for a permit holder to extend the timeframe of a building and related permit, have been adjusted to ensure appropriate cost recovery. For consistency with other trade permits, a fee of \$130.20 per occurrence has been added to Mechanical Permits for situations where multiple inspections are required to ensure compliance.

Fees relating to engineering construction of asphalt paving, sidewalk, curb and gutter installation have been increased by 22% to fully recover labour and material costs in providing this service. Moreover, to ensure proper cost recovery, new fees for asphalt paving and cutting, as well as integrated extruded curb sidewalk, have been added to this bylaw. Previously these restoration fees were included within the utilities service connection fees (Sewer Bylaw 6656) and not accounted for accordingly when matched to the provision of service.

Charges in the review of sign permitting have been enhanced to include profiling and fees for sign variance reviews to recoup staff time in reviewing applications.

Proposed new fees have been added for applications for minor changes to a liquor licence to ensure staff time in reviewing and requirements of public notification are completed with costs directly paid by the applicant.

Ecology Centre

The Ecology Centre fees were reviewed to ensure consistency with service objectives and sustainability of operations. Fees have not been reassessed beyond incorporating inflation in sometime. As programming at the centre has developed into more considerable educational content, the cost for providing this greater content is not reflected within the current fees. The elevated proposed fees are now competitive when compared to similar programs operated throughout the Lower Mainland.

Protective Services

Fire Services is proposing a service adjustment in the review of a Pre-fire plan received from proposed developments. Moving forward the review process will be to provide comments and revisions to be considered by the developer who is now responsible for the creation of the plan. A fee of \$180 per hour for the first two hours and \$90 for additional hours would apply to ensure proper cost recovery.

No fee increases are proposed for RCMP informational reporting services as the fees remain competitive and harmonized with the City of North Vancouver. This continues to provide consistency in fees on the North Shore.

Licensing and Film

Select filming location and service fees have been updated to achieve competitiveness with other jurisdictions and ensure fees remain constant for multiyear filming productions. Fees for protective service officers have been increased to ensure cost of base salary is recovered, as well as slight increases to fees with regards to filming on District lands. A new fee is introduced for the provision of a utility works person to attend the filming site for provision of access to the use of a fire hydrant if required. The District continues to be an attractive environment and prime destination for film, television and commercial productions.

Transportation

To encourage permit compliance when making changes to a municipal boulevard, a reduction of \$34 to the current Highway Construction and Planting Permit is being proposed.

Borehole application fees have traditionally been charged through other means and are now codified within the Fees and Charges Bylaw. Temporary no parking signage fees are being reduced to their initial base charge as recovery of administration costs remains sufficient at established levels.

Deleted Fees

Fees for tour bus parking in Lynn Canyon Park have been removed to align with new restrictions of no parking within the west parking lot. Review of new and existing taxi permit applications through the RCMP offices have also been removed from the Bylaw, as new provincial transportation network service licence regulations are in effect, providing management directly through the Province.

BACKGROUND:

In accordance with the authority granted by the Community Charter, the District charges fees for service or regulatory requirements. These fees have typically been set on either a cost recovery and/or a user's ability to pay basis and are considered in the context of what comparable fees are charged by other municipalities in the region.

EXISTING POLICY:

The Community Charter enables Council, by bylaw, to impose a fee payable in respect of:

- (a) All or part of a service of the municipality,
- (b) The use of municipal property, or
- (c) The exercise of authority to regulate, prohibit or impose requirements.

Staff are proposing to review current user fee guidelines and provide recommendations to Council in 2020. This review will consider an analysis of alternative revenue sources for local governments.

Timing/Approval Process:

Fees require approval before year-end, to take effect on January 1st, 2020. Timing of approval is critical so that notices can be delivered and systems can be updated. The final report is scheduled for adoption at the Regular Council meeting on December 2, 2019.

Respectfully submitted,



Elio Iorio
A/Manager Financial Services

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	_____		

Schedule of Exceptions to 2% Increase

Schedule & Fee Description	2019 Bylaw Fee	2020 Proposed Fee	Y:Y Fee Change	% Change
Schedule A - Corporate & Finance				
Financial Services				
Tax demand notice	20.00	20.00	0.00	0.0%
Certificate of tax status and related information - obtained through the web tax certificate system	40.00	40.00	0.00	0.0%
Certificate of tax status and related information - prepared manually	45.00	45.00	0.00	0.0%
Tax refund to non-property owner	30.00	30.00	0.00	0.0%
Tax levy data file (electronic), per folio	0.02	0.02	0.00	0.0%
Researching historical property related information (per hour)	45.00	45.00	0.00	0.0%
Returned cheques or payments	30.00	30.00	0.00	0.0%
Schedule B - Development & Permitting Fees				
Building Permits				
Inspection outside normal working hours	\$215.90/after 4 hours \$77.00/hr	Actual cost		
Permit Extension Fee	10% of original fee or \$77.00, whichever is greater	10% of original fee or half of the minimum permit fee, whichever is greater		
Mechanical Permits				
For each inspection exceeding two in number where a re-inspection is required	-	130.20	130.20	100%
Inspection outside normal working hours	-	Actual cost		
Permit Extension Fee	-	10% of original fee or half of the minimum permit fee, whichever is greater		
Electrical Permits				
Inspection outside normal working hours	-	Actual cost		
Permit Extension Fee	-	10% of original fee or half of the minimum permit fee, whichever is greater		

Schedule of Exceptions to 2% Increase – continued

Schedule & Fee Description	2019 Bylaw Fee	2020 Proposed Fee	Y:Y Fee Change	% Change
Gas Permits				
Inspection outside normal working hours	-	Actual cost		
Permit Extension Fee	-	10% of original fee or half of the minimum permit fee, whichever is greater		
Engineering Construction				
Asphalt Paving (measured in square meters - m2)				
Per m2	-	150.00	150.00	100.0%
Asphalt Saw Cutting (measured in linear metres)				
Per m	-	18.00	18.00	100.0%
Sidewalk Panels (measured in linear metres, 1.5 metres wide):				
Regular Sidewalk -				
First 3 metres or portion	1,295.00	1,585.00	290.00	22.4%
Each subsequent metre	287.00	352.00	65.00	22.6%
Mono Pour Sidewalk (Integrated Extruded curb)				
First 3 metres or portion	-	1,834.00	1,834.00	100.0%
Each subsequent metre	-	388.00	388.00	100.0%
Curb and Gutter (measured in linear metres):				
First three metres or portion	1,498.00	1,834.00	336.00	22.4%
Each subsequent metre	317.00	388.00	71.00	22.4%
Extruded Driveway Curb (each, up to 6 metres wide)	884.00	1,082.00	198.00	22.4%
Each subsequent metre of extruded driveway curb over 6 metres	84.00	103.00	19.00	22.6%
R-9 Driveway Crossing (each, up to 6 metres wide)	4,682.00	5,731.00	1,049.00	22.4%

Schedule of Exceptions to 2% Increase – continued

Schedule & Fee Description	2019 Bylaw Fee	2020 Proposed Fee	Y:Y Fee Change	% Change
Extruded Curb (measured in linear metres, redevelopments above \$200,000 will require replacement of existing concrete curbing with a new extruded driveway crossing and new extruded curbing along all Street fronts. On corner lots, this will include both frontages):				
First 3 metres or portion	459.00	562.00	103.00	22.4%
Each subsequent metre of extruded curb	61.00	74.00	13.00	21.3%
Schedule B - Development & Environmental Fees				
Sign Permits				
Application for new sign(s) or to amend an issued sign permit in accordance with the Sign Bylaw 7532 and that can be reviewed and issued by staff without a Minor Development Permit				
Profiling Fee - Major	-	285.00	285.00	100.0%
Development Variance Permit for a sign where the sign(s) are not in accordance with the Sign Bylaw 7532.	-	1,345.00	1,345.00	100.0%
Profiling Fee - Major	-	285.00	285.00	100.0%
Liquor Related Applications				
Permanent Liquor Licences				
Applications for a minor permanent change to an existing licence (i.e. Operating hours)	-	1,040.00	1,040.00	100.0%
Public Notification Fee	-	1,820.00	1,820.00	100.0%

Schedule of Exceptions to 2% Increase – continued

Schedule & Fee Description	2019 Bylaw Fee	2020 Proposed Fee	Y:Y Fee Change	% Change
Schedule C – Parks and Recreation				
Ecology Centre				
Eco-Quest, Forest Quest Activity (Individual)	2.50	2.95	0.45	18.0%
Individual Programs	9.00	10.75	1.75	19.4%
Children's Mini-Camps	69.50	79.95	10.45	15.0%
Birthday Parties 10 students (price per group)	141.00	169.50	28.50	20.2%
Groups				
Students age 3 to 12 (12 students or less)	74.50	89.50	15.00	20.1%
Students age 3 to 12 (13 to 30 students)	133.50	159.50	26.00	19.5%
Students age 13 to adult (12 students or less)	86.50	105.00	18.5	21.4%
Students age 13 to adult (13 to 30 students)	164.00	195.00	31.00	18.9%
Schedule D - Protective Services				
Fire Services Fees Pursuant to Fire Services Bylaw				
Charge to developer for DNV to review a Pre-Fire Plan	868.00	180.00	-688.00	-79.3%
Additional Hourly Fee	-	90.00	90.00	100.0%
North Vancouver RCMP Services				
Criminal Record Check	58.70	58.70	0.00	0.0%
Police Certificate (Including prints if required)	57.50	57.50	0.00	0.0%
Fingerprints Taken (up to 2 sets – additional sets @ \$10 each)	58.70	58.70	0.00	0.0%
Local Police Records Checks	57.50	57.50	0.00	0.0%
Name Change Applications	57.50	57.50	0.00	0.0%
MV 6020 – Motor Vehicle Accident Report	57.50	57.50	0.00	0.0%
Preliminary Collision/Traffic Analyst Report	90.00	90.00	0.00	0.0%
Full Collision/Traffic Analyst Report	600.00	600.00	0.00	0.0%
Field Drawing Reproduction	40.00	40.00	0.00	0.0%
Measurements	207.00	207.00	0.00	0.0%
Crash Data Retrieval Report	180.00	180.00	0.00	0.0%
Mechanical Inspection Report	57.50	57.50	0.00	0.0%
Police Reports	57.50	57.50	0.00	0.0%
Passport Letters	57.50	57.50	0.00	0.0%
Insurance Claim Letter	57.50	57.50	0.00	0.0%
Court Ordered File Disclosure (in addition to copying charge)	57.50	57.50	0.00	0.0%

Schedule of Exceptions to 2% Increase – continued

Schedule & Fee Description	2019 Bylaw Fee	2020 Proposed Fee	Y:Y Fee Change	% Change
Photographs (each – 4 x 6)	4.00	4.00	0.00	0.0%
Video Reproduction				
First hour	70.00	70.00	0.00	0.0%
Per hour after first hour	26.00	26.00	0.00	0.0%
Cost of CD/DVD	16.00	16.00	0.00	0.0%
Audio Reproduction				
First hour	70.00	70.00	0.00	0.0%
Per hour after first hour	26.00	26.00	0.00	0.0%
Cost of CD/DVD	5.10	5.10	0.00	0.0%
Forensic Video Analysis – Cost per hour	200.00	200.00	0.00	0.0%
File Research – Cost per hour	50.00	50.00	0.00	0.0%
Visa Application	57.50	57.50	0.00	0.0%
Security Licencing	90.00	90.00	0.00	0.0%
Photocopying charge per page	0.75	0.75	0.00	0.0%
Shipping Charge	5.00	5.00	0.00	0.0%
CD of Photographs	40.00	40.00	0.00	0.0%
Schedule E - Licensing and Film				
Filming				
Commercial Media Usage - Still Photography, Reality TV, Corporate, Gaming, Lifestyle segments	310.00	325.00	15.00	4.8%
RCMP Services – Constable	120.00	130.00	10.00	8.3%
RCMP Services – Sergeant	150.00	160.00	10.00	6.7%
Fire Services – Fire Officer	170.00	175.00	5.00	2.9%
Fire Services – Firefighter	140.00	145.00	5.00	3.6%
Fire Hydrant Usage	80.00	82.00	2.0	2.5%
Parking – District streets	62.00	65.00	3.00	4.8%
Parking lot only – Park or District property	280.00	300.00	20.00	7.1%
District land/property fee – Old Delbrook, District Hall, Operations Centre, Libraries, Recreation Centres, Murdo Frazer Cabin, Museum and Archives, Fire Halls, Gallant Wharf, Northlands Golf Course	\$1,500-\$5,000	\$1,600-\$5,000	100.00	6.7%
District land/property fee – Prep/Wrap – Old Delbrook, District Hall, Operations Centre, Libraries, Recreation Centres, Murdo Frazer Cabin, Museum and Archives, Fire Halls, Gallant Wharf, Northlands Golf Course	\$750-\$2,500	\$800-\$2,500	50.00	6.7%
Inside Service - cost recovery of labour cost of DNV employee (cost recovery + 20% benefits and admin costs)	-	\$90 - \$300	\$90-\$300	100.0%

Schedule of Exceptions to 2% Increase – continued

Schedule & Fee Description	2019 Bylaw Fee	2020 Proposed Fee	Y:Y Fee Change	% Change
Schedule F - Transportation				
Permit				
Highway Construction and Planting Permit	134.00	100.00	34.00	-25.4%
Borehole Application	-	400.00	400.00	100.0%
Signage				
Temporary no parking signage (minimum 2 signs):				
2 signs	102.00	100.00	-2.00	-2.0%
3 signs	153.00	150.00	-3.00	-2.0%
4 – 5 signs	204.00	200.00	-4.00	-2.0%
6 – 7 signs	255.00	250.00	-5.00	-2.0%
8 – 9 signs	306.00	300.00	-6.00	-2.0%
10 – 11 signs	357.00	350.00	-7.00	-2.0%
12 signs	408.00	400.00	-8.00	-2.0%
Each additional 4 signs	51.00	50.00	-1.00	-2.0%

Schedule of Deleted Fees

Schedule & Fee Description
Schedule C – Parks and Recreation
Lynn Canyon Park
Buses 24 seats and under
Buses 25 seats and over
Annual Bus Pass - (24 seats and under)
Annual Bus Pass - (25 seats and over)
Schedule D – Protective Services
North Vancouver RCMP Services
Taxi Permit Application/Annual Review
Taxi-Biennial (2yr) Permit
Taxi Permit (lost/replacement fee)

THIS PAGE LEFT BLANK INTENTIONALLY

The Corporation of the District of North Vancouver

Bylaw 8401

A bylaw to amend Fees and Charges Bylaw 6481, 1992

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

Citation

1. This bylaw may be cited as "Fees & Charges Bylaw 6481, 1992 Amendment Bylaw 8401 (Amendment 63)".

Amendments

2. Fees and Charges Bylaw 6481, 1992 is amended as follows:
 - a) Section 2, Payment of Fees, is amended by adding "Traffic Signal Operation" in the "Description" column following "Removal and Detention of Chattels and Obstructions" in "Schedule F TRANSPORTATION FEES".
 - b) By deleting Schedules A through F in their entirety and replacing them with new Schedules A through F as attached to this Bylaw as Attachment 1.

Effective Date

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

READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

ATTACHMENT 1 to Bylaw 8401

Schedule A

CORPORATE AND FINANCE FEES

Copies		
Council minutes, reports, related correspondence and general photocopying	\$0.30	per page

Human Resources		
Request from solicitors for employment information	\$120.30	

Fees for Maps and Digital Data Products		
Standard paper map (small to medium size), standard paper building or related plan	\$11.40	per page

Properties Department – Services		
Registerable Documents (Land Title Office)	\$375.00	
Registration of Registerable Documents including any required title searches		recovery of actual Land Title Office costs
Registerable Release Documents (including secondary suite covenants)	\$175.00	review, preparation and recovery of related Land Title Office costs
Unregistered Documents	\$375.00	
Administration Recovery Fee (A fee to recover extraordinary staff time spent on processing instruments on behalf of private owners)	\$580.00	
Administration for Highway Abandonments (sale of laneways)	\$2,405.00	flat fee
Documentation/Advertising fee for leases and lease renewals		recovery of actual Land Title Office costs

Building Department – Record Searches		
Property Records provided to solicitors, lending institutions and other individuals or organizations:		
Single-Family Residential Buildings	\$126.60	
All other buildings	\$252.10	
Property Record searches for "All other buildings" exceeding three hours shall be charged an additional fee of \$73.00/hour for each additional hour.		

Change of Address and New Address		
Change of Address and New Address	\$555.70	

Financial Services		
Tax demand notice	\$20.00	per folio
Certificate of tax status and related information – obtained through the web tax certificate system	\$40.00	per folio
Certificate of tax status and related information – prepared manually	\$45.00	per folio
Tax refund to non-property owner	\$30.00	per folio
Tax levy data file (electronic)	\$0.02	per property
Researching historical property related information	\$45.00	per hour (\$45 minimum)
Returned cheques or payments	\$30.00	per item
Interest on overdue (non-tax) accounts receivable	2%	per month

Schedule B

DEVELOPMENT AND PERMITTING FEES

Building Permits		
Building Permit Fee		
First \$1,000 value of the work	\$78.50	
Each \$1,000 or part thereof by which the value of work exceeds the sum of \$1,000 up to a maximum of \$15,000, add	\$16.00	
Each \$1,000 or part thereof by which the value of the work exceeds the sum of \$15,000 up to a maximum of \$50,000, add	\$13.80	
Each \$1,000 or part thereof by which the value of the work exceeds the sum of \$50,000, add	\$12.50	
Recheck fee (minimum 1 hour)	\$78.50	per hour
The Building Permit Fee is increased where construction commenced before the Building Inspector issued a permit by:		
For work valued up to \$15,000	\$321.70	
For work valued up to \$50,000	\$648.00	
For work valued up to \$100,000	\$1,295.80	
For work valued up to \$500,000	\$2,589.80	
For work valued up to \$1,000,000	\$6,474.10	
For work valued greater than \$1,000,000	\$12,947.20	
Permit Transfer Fee		
Single Family Residential Building	\$78.50	
Other building type	\$157.40	
Preliminary Plan Review	\$156.90	
Review of Alternate Solutions		
Up to two alternate solutions items included in one submission (this includes a single review of a single revision required from the primary review)	\$484.00	
For each alternate solutions equivalency item review exceeding the first two items included in the single submission	\$157.40	
Each additional revision submission of any single item	\$78.50	
Plan Review and Summary Letter (reviewed for Board of Variance application)	\$266.60	
Provisional Occupancy Permit		
Residential occupancy, per dwelling unit, to a maximum of \$5,000.00	\$106.10	per 30 days or part thereof
Other occupancies, per building or part thereof	\$520.20	per 30 days or part thereof
Temporary Building Fee	\$520.20	
Land Title Search Fee	\$29.90	
Removal of Bylaw Contravention Notice on Property Title	\$520.20	
Digital standard building plan or related plan	\$8.70	per page

For each inspection exceeding two in number where a re-inspection is required	\$130.20	
Inspection outside normal working hours	actual cost	
Permit Extension Fee	10% of original fee or half of the minimum permit fee, whichever is greater	

Properties Involving Controlled Substances

Inspection Fees:

Each time the District enters on a Parcel to inspect in the exercise of the District's authority to regulate, prohibit or impose requirements under the Properties Involving Controlled Substances Bylaw 7494 or another enactment, the Owner must pay the District an administration and inspection fee of:	\$560.50	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.
For a subsequent inspection undertaken if the Owner or occupier has failed to undertake action ordered by the Fire Chief, the District or a person authorized under the Properties Involving Controlled Substances Bylaw 7494 to order the action, the Owner must pay an additional fee of:	\$2,801.70	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.
Before confirmation is provided by the Chief Building Inspector that a satisfactory inspection of the building by the District's Building Department has been completed the Owner must pay to the District:		
For the first inspection:	\$560.50	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.

For an inspection with an architect or professional engineer to certify that the subject Building may be occupied under applicable enactments, if the Owner has not first engaged his or her own architect for that purpose:	\$2,801.70	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.
For a Special Safety Inspection:	\$560.50	
For each inspection prior to issuance of a Re-occupancy Permit:	\$336.20	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.
To obtain a Re-occupancy Permit:	\$280.20	If the Owner inspects and reports a contravention under Section 13 of Bylaw 7494 this fee will be waived in respect of that incident.
If the Owner inspects and reports a contravention under Section 13 of the Properties Involving Controlled Substances Bylaw 7494:		
The fee for a Special Safety Inspection in respect of that incident is as follows:	\$280.20	

Board of Variance

Application Fee

\$443.80

Chimney and Fuel Burning Appliances

A chimney with one flue, including factory-built chimney

\$78.50

Each additional flue or chimney in a building

\$22.70

A fireplace and flue, including factory-built fireplace

\$78.50

Solid fuel burning appliances

\$78.50

Mechanical Permits

For the installation of fixtures, each roof drain, hot water tank, sump and interceptor being classed as a fixture, as follows:

One fixture	\$78.50	
Each additional fixture up to ten	\$28.50	
Each additional fixture over ten	\$25.10	
Re-piping of an existing building:		
40% of the equivalent fixture installation fee		
For the installation or replacement of water service	\$78.50	
For the installation of perimeter drains:		
For single family residential buildings	\$78.50	
For other than single family residential buildings, up to 150 metres	\$78.50	
Each additional 75 metres or part thereof	\$41.10	
For the alteration of plumbing where no fixtures are involved, for each 10 metres of house drain installed or portion thereof	\$78.50	
In every case where, due to non-compliance with the provisions of this bylaw or to unsatisfactory workmanship, more than two inspections are necessary, for each inspection after the second inspection	\$130.20	
Special inspections to establish the fitness of the plumbing	\$93.60	per hour
For the installation of plumbing fixtures by other than the original permit holder	\$78.50	
For the installation of domestic water for fire lines in other than single family dwellings:		
For the first 30 metres or portion thereof	\$78.50	
For each additional 30 metres	\$41.10	
For each fire hydrant, alarm valve, dry valve and flow switch	\$39.90	
For each hose outlet/connection and/or fire department connection	\$39.90	
For the connection of the municipal water supply to a hydraulic equipment	\$78.50	
For the installation of pressure vacuum breakers, approved double check valve assemblies and reduced pressure backflow preventers	\$78.50	
For the installation of a sanitary or storm sewer:		
Up to 30 metres	\$78.50	
Each additional 30 metres or part thereof	\$41.10	
For the installation of Sprinkler System:		
Fee for the first head	\$78.50	
For each additional head	\$4.40	
For the installation of a forced air heating duct distribution system:		
Per 1,000 btu	\$3.60	
Minimum	\$78.50	
Maximum	\$258.00	
For the installation of a hydronic heating pipe distribution system:		
Per 1,000 btu	\$3.60	
Minimum	\$78.50	
Maximum	\$258.00	

For each inspection exceeding two in number where a re-inspection is required	\$130.20	
Inspection outside normal working hours	actual cost	
Permit Extension Fee	10% of original fee or half of the minimum permit fee, whichever is greater	

Electrical Permits

The fees payable for the issuance of an electrical permit are based on the total value of the proposed electrical installation including all material and labour as follows:

Value of installation up to a maximum of \$500	\$78.50	
Value of installation exceeds \$500 up to a maximum of \$750	\$111.20	
Value of installation exceeds \$750	\$142.30	
Each \$100 or part thereof by which the value of installation exceeds the sum of \$1,000 up to a maximum of \$2,000, add	\$12.00	
Each \$100 or part thereof by which the value of installation exceeds the sum of \$2,000 up to a maximum of \$3,500, add	\$9.30	
Each \$100 or part thereof by which the value of installation exceeds the sum of \$3,500 up to a maximum of \$7,000, add	\$7.10	
Each \$100 or part thereof by which the value of installation exceeds the sum of \$7,000 up to a maximum of \$10,000, add	\$5.50	
Each \$100 or part thereof by which the value of installation exceeds the sum of \$10,000 up to a maximum of \$50,000, add	\$4.25	
Each \$100 or part thereof by which the value of installation exceeds the sum of \$50,000 up to a maximum of \$100,000, add	\$3.25	
Each \$100 or part thereof by which the value of installation exceeds the sum of \$100,000 up to a maximum of \$250,000, add	\$2.50	
Each \$100 or part thereof by which the value of installation exceeds the sum of \$250,000 up to a maximum of \$500,000, add	\$1.90	
Each \$100 or part thereof by which the value of installation exceeds the sum of \$500,000 up to a maximum of \$750,000, add	\$1.50	
Each \$100 or part thereof by which the value of installation exceeds the sum of \$750,000 up to a maximum of \$1,000,000, add	\$1.15	

Each \$100 or part thereof by which the value of installation exceeds the sum of \$1,000,000, add	\$0.90	
If applicant makes an erroneous declaration of the permit value to obtain a lesser permit fee, the permit shall be revoked and a new permit issued using the corrected value. The new permit shall be calculated according to the corrected permit value and a 50% administrative fee shall be added to the calculated fee.		
Electrical Sign Connection	\$78.50	
Temporary Permits:		
Temporary Power Pole - for a maximum period of 120 days (an extension is the same rate)	\$78.50	
Temporary to Permanent Connection	\$78.50	
Circus, Carnivals, Trade, Conventions, Exhibit, or similar shows	\$139.20	
Annual permits where the connected load in calculated horsepower is:		
1,000 HP or less	\$282.90	
Each additional 100 HP or part thereof	\$25.80	
Maximum fee	\$2,744.80	
Movie Locations - Temporary Permits:		
One location (valid for 90 days from the first day of filming)	\$78.50	
Two locations (valid for 90 days from the first day of filming)	\$156.30	
Three locations (valid for 90 days from the first day of filming)	\$232.90	
Four locations (valid for 180 days from the first day of filming)	\$310.20	
Movie Locations - Annual permit - unlimited locations:	\$800.00	
For each inspection exceeding two in number where a re-inspection is required	\$130.20	
Inspection outside normal working hours	actual cost	
Permit Extension Fee (not applicable to Temporary or Annual permits)	10% of original fee or half of the minimum permit fee, whichever is greater	

Gas Permits

Domestic Type Installations:

For the first appliance	\$78.50	
For each additional appliance	\$33.00	
Commercial and Industrial Installations for each appliance installed on the one permit:		
Equipment with input of 30 kW or less	\$78.50	
Equipment with input greater than 30 kW	\$87.90	
For each re-inspection on any commercial or industrial installation due to faulty workmanship or materials	\$98.00	

For piping (no appliance):		
For first 30 metres or part thereof	\$78.50	
Each additional 30 metres or part thereof	\$34.20	
For each inspection exceeding two in number where a re-inspection is required	\$130.20	
Inspection outside normal working hours	actual cost	
Permit Extension Fee	10% of original fee or half of the minimum permit fee, whichever is greater	

Blasting Permits

The fees payable for the issuance of a blasting permit for blasting on any one parcel are as follows:

For a period not longer than ten days from the date issued	\$78.50	
For a period longer than ten days but no longer than thirty days from the date issued	\$130.20	
For a period longer than thirty days but no longer than sixty days from the date issued	\$194.00	

Installation, Replacement, Renewal, Alteration or Repair of Oil Burning Appliances or Tanks

Oil Burning Appliances:

20 kW or less	\$78.50	
Greater than 20 kW to 60 kW	\$83.20	
Over 60 kW	\$86.70	
Oil Storage Tank	\$78.50	
Compressed Gas Appliance and Storage Tank:		
First appliance	\$78.50	
Each additional appliance	\$36.60	
Underground Storage Tank for the storage of gasoline	\$78.50	

Engineering Construction

Asphalt Paving (measured in square metres - m ²)	\$150.00	Per m ²
Asphalt Saw Cutting (measured in linear metres)	\$18.00	Per m
Sidewalk Panels (measured in linear metres, 1.5 metres wide):		
Regular Sidewalk		
First 3 metres or portion	\$1,585.00	
Each subsequent metre	\$352.00	
Mono Pour Sidewalk (Integrated Extruded curb)		
First 3 metres or portion	\$1,834.00	
Each subsequent metre	\$388.00	

Curb and Gutter (measured in linear metres):		
First three metres or portion	\$1,834.00	
Each subsequent metre	\$388.00	
Extruded Driveway Curb (each, up to 6 metres wide)	\$1,082.00	
Each subsequent metre of extruded driveway curb over 6 metres	\$103.00	
R-9 Driveway Crossing (each, up to 6 metres wide)	\$5,731.00	
Extruded Curb (measured in linear metres, redevelopments above \$200,000 will require replacing existing concrete curbing with a new extruded driveway crossing and new extruded curbing along all Street fronts. On corner lots, this will include both frontages):		
First 3 metres or portion	\$562.00	
Each subsequent metre of extruded curb	\$74.00	
Replacement of Survey Monument:		
Standard Integrated	\$2,308.00	per monument
Secondary Benchmark	\$3,845.00	per monument
Federal Benchmark	\$6,044.00	per monument
High Precision	\$8,240.00	per monument
GeoBC Registration	\$55.00	per monument
GeoBC Survey	\$500-1,000	per survey

Development Applications		
Corporate Search Fee – per company	\$28.00	
Preliminary Planning Application		
Required as a first step in most development applications	\$855.00	
Early Input Meeting where required	\$2,190.00	
Utility Modelling		
Where the District deems it necessary, hydraulic modelling fees will be charged at the Preliminary or subsequent stages of a development application for the District to assess the capacity of the District's water, sanitary and drainage infrastructure as follows:		
Water (includes a hydrant flow test)	\$4,245.00	
Sanitary	\$3,180.00	
Drainage	\$3,180.00	

Rezoning (including text or map amendments but not including Complex Site Rezoning), Heritage Revitalization Agreements, and creation of new Temporary Use Permit Area		
Base Fee	\$4,110.00	
Public Hearing Fee (refundable if the application is withdrawn prior to municipal notification of the Public Hearing)	\$3,010.00	
Profiling Fee – Major	\$285.00	
Total	\$7,405.00	
Proforma evaluation for applications within designated Centres where Community Amenity Contribution policy stipulates	\$15,500.00	
Multi-Family – base fee plus (only to be charged if application does not include Development Permit)	\$43.00	per residential unit

Complex Site Rezoning		
Where the Site is 6,000 square metres of area or greater and one or more of the following apply: <ul style="list-style-type: none"> • The proposal includes or results in multiple parcels and or mixed-use development; • The proposal is for a CD zone or a split zone; • There is a density bonus bylaw; • The site includes a phased development agreement; • There are new roads, park or other dedications; • The proposal includes a housing agreement (other than strata rental protection). Where an application is withdrawn prior to municipal notification of the public hearing, refund of the Public Hearing Fee will be applicable. (Note for clarification: All applicable Development Permit fees, including multi-family per residential unit fee, will be charged with Development Permit application)	A minimum fee of \$150,000 for the first 10,000m ² of site area plus \$350 per additional 100m ² of site area or portion thereof, to a maximum fee of \$750,000	

Official Community Plan Amendment		
Base Fee	\$4,110.00	
Public Hearing Fee (refundable if the application is withdrawn prior to municipal notification of the Public Hearing)	\$3,010.00	
Profiling Fee – Major	\$285.00	
Total	\$7,405.00	
For change in land use or increased residential density - base fee plus this fee calculated based on the amount of the proposed increase from existing OCP designation to proposed overall FSR	\$66.00	per 100m ² of floor area or portion thereof
Additional Public Hearing Fees		
Additional Public Hearing (where required for a Rezoning, or Official Community Plan Amendment application)	\$3,010.00	
Additional Public Hearing Signs (where required to ensure good visibility)	\$570.00	
Development Permit – Minor		
Additions of less than 1,000 sq.ft. (93 m ²) in DP area: Telecommunications facilities involving changes to existing facilities; and Heritage Alteration Permit or Heritage Revitalization Agreement where no change to use or density	\$1,530.00	
Profiling Fee - Minor	\$79.00	
Total	\$1,609.00	
Minor Development Permit Exemption Letter	\$340.00	

Development Permit – Major (some applications may require more than one Development Permit application and fee)		
Form and Character:		
Form and character for multi-family, commercial or industrial developments;	\$4,170.00	
DP for new telecommunications facilities involving new tower		
Profiling Fee – Major	\$285.00	
Total	\$4,455.00	
Multi family – base fee plus	\$43.00	per residential unit
Environmental or Hazardous Conditions:		
Single Family: (For single family (RS) zoned properties involving more than one Development Permit, where new development is occurring, the fee for all the Development Permits shall be the fee of the highest value Development Permit plus \$120 for each additional Development Permit type)		
Protection of the Natural Environment DPA	\$120.00	per parcel for renovations on the existing parcel
	\$590.00	per new single family dwelling or per new single family parcel in a proposed subdivision
Streamside Protection DPA – Single Family	\$120.00	per parcel for renovations on the existing parcel
	\$590.00	per new single family dwelling or per new single family parcel in a proposed subdivision
In stream restoration or habitat enhancements:	\$0.00	
Wildfire Hazards DPA:	\$290.00	per new single family dwelling or per new single family parcel in a proposed subdivision

Creek Hazards DPA:	\$120.00	per parcel for renovations on the existing parcel
	\$590.00	per new single family dwelling or per new single family parcel in a proposed subdivision
Slope Hazards DPA:	\$120.00	per parcel for renovations on the existing parcel
	\$590.00	per new single family dwelling or per new single family parcel in a proposed subdivision
Profiling Fee - DPA, Single Family	\$60.00	
Other than single family:		
Environmental, or Hazardous Conditions	\$675.00	per 10,000 sq.ft. (929 m ²) or portion thereof, of affected site area with a minimum fee of \$675
Profiling Fee – Major	\$285.00	
Environment Development Permit Exemption Letter	\$50.00	
Development Variance Permit		
Single Family:		
For three variances or less	\$685.00	
Profiling Fee - Single Family, no DPA	\$37.00	
Total	\$722.00	
For four variances or more	\$1,000.00	
Profiling Fee - Single Family, no DPA	\$37.00	
Total	\$1,037.00	
Other than Single Family:	\$1,345.00	
Profiling Fee – Major	\$285.00	
Total	\$1,630.00	

Temporary Use Permit	\$1,530.00	
Profiling Fee – Major	\$285.00	
Total	\$1,815.00	
Subdivision		
Subdivisions creating new lots or applications for phased strata plan	\$1,560.00	base fee (includes parent parcels)
Fee per new lot created	\$520.00	per additional lot
Profiling Fee – Major	\$285.00	
Strata-titling of currently occupied buildings	\$3,350.00	
Consolidation or lot-line adjustment	\$1,150.00	
Subdivision creating an air space parcel	\$4,680.00	Plus \$1,560 for each additional parcel
Profiling Fee – Major	\$285.00	
Subdivision Conditions Letter extension	\$560.00	
Signing Fee (payable with submission of subdivision plans for final approval)	\$1,150.00	
Resubmissions		
This fee may be levied for additional reviews of building, landscape, engineering, survey or tree plans.		
Per resubmission	\$560.00	
Development Site Access		
This fee is levied when District crews attend a development site to perform works (e.g. capping/stalling water/sewer/other works) but are forced to reschedule works due to inadequate side access and preparation (e.g. obstructions/missing survey pins) per s. 13.0 of the Development Servicing Bylaw 8145:		
1st attendance	\$1,060.00	
2nd attendance	\$1,590.00	
3rd attendance	\$2,120.00	
Amendments		
Amendments to submitted applications, where the amendment will require staff review and/or a public notification process, including:		
Applications to amend Subdivisions or Development Variance Permits; and Applications to amend existing restrictive covenants or other legal documents	\$690.00	
Sign Permits		
Application for new sign(s) or to amend an issued sign permit in accordance with the Sign Bylaw 7532 and that can be reviewed and issued by staff without a Minor Development Permit	\$140.00	for the first sign
Each additional sign	\$85.00	

Minor Development Permit for a sign where the sign(s) are not in accordance with an approved Development Permit or an accepted sign package, but are otherwise compliant with the Sign Bylaw 7532	\$595.00	per site
Profiling Fee – Major	\$285.00	
Development Variance Permit for a sign where the sign(s) are not in accordance with the Sign Bylaw 7532.	\$1,345.00	
Profiling Fee - Major	\$285.00	
Liquor Related Applications		
Temporary change to a liquor licence	\$120.00	
Permanent Liquor Licences:		
Applications for a new liquor licence or a significant amendment to an existing licence	\$2,080.00	
Applications for a minor permanent change to an existing licence (i.e. Operating hours)	\$1,040.00	
Public Notification Fee	\$1,820.00	
Permanent Cannabis Licences:		
Application for a new cannabis license or an amendment to an existing licence	\$2,080.00	
Public Notification Fee	\$1,820.00	
Special Event Permit	\$77.00	
Legal Documents		
Site Specific Legal Documentation:		
Fees for legal documents will be based on the costs associated with their preparation. When possible, standardized documents will be used.		actual cost
Standard Development Servicing Agreement	\$755.00	
Renewal of Standard Development Servicing Agreement	\$755.00	
Special Services		
Extraordinary Work:		actual cost
Custom Research: Requests for detailed research of one or more properties where municipal research is appropriate.	\$160.00	per hour
Confirmation Letters: Requests for letters confirming the land use designation in the Official Community Plan or the Zoning of a particular site are requested but where no additional research is required.	\$160.00	
Refund of Fees		
The refundable portion of a fee prescribed in the Development Applications section of Schedule B will be returned to the applicant in the following circumstances:		
a) if an application is withdrawn by the applicant or rejected by Council before either a public hearing or public meeting date is established or public notification is given, but not if the public hearing is waived; or		
b) if an application is approved by Council without the convening of a public hearing or public meeting or undertaking public notification.		
Development Conducted without a Permit		
If any development for which a permit is required by the District of North Vancouver is commenced without a permit, the applicant for the proposed development must pay double the fee prescribed in this bylaw.		

Administration Fees For Development Servicing		
An administration fee required in connection with all administrative costs incurred by the District in connection with the "Works" as defined in the Development Servicing Bylaw.	5.1%	up to and including \$100,000
	4.1%	on amount in excess of \$100,000
Design revision fee required in connection with incomplete design drawing submissions for review costs incurred by the District - Minimum charge 1 hour	\$97.00	per hour
Administration fee required in connection with all administrative costs incurred by the District in connection with a crane swing agreement.	\$1,060.00	
Administration fee required in connection with all administrative costs incurred by the District in connection with an underpinning agreement.	\$1,060.00	

Permits Pursuant to the Environmental Protection and Preservation Bylaw		
Aquatic Area Permit	\$355.00	
Pesticide Permit	\$51.00	
Soil Permit:		
Single Family Residential	\$210.00	
Industrial, Commercial, Multi-family	\$420.00	
Site Profile - for a Site Profile as specified on Schedule 1 of the Waste Management Act – Contaminated Sites Regulation	\$128.00	
Re-Inspection Fee:		
For each inspection exceeding two in number, made on the same site	\$126.30	
Works Conducted Without a Permit:		
If any works for which a permit is required by the Environmental Protection and Preservation Bylaw 6515 are commenced without a permit issued by the General Manager of Planning, Permits and Properties Division, the permit applicant for the proposed works shall pay double the fee prescribed as set out in the Fee section of this Bylaw.		
Preliminary Site Review:		
Environmental Requirements - A preliminary plan review and/or site inspection including required liaison with other jurisdictions. The service includes an analysis of a proposed development, building, or structure for compliance with the Environmental Protection and Preservation Bylaw 6515 and/or other requirements as related to stream or waterfront setbacks.	\$148.60	

Tree Permits Pursuant to the Tree Protection Bylaw		
For tree(s) meeting the criteria outlined in Section 14(a) in the Tree Protection Bylaw:		
To prune protected tree(s) or large-diameter tree(s)	\$80.70	

For each protected tree or large-diameter tree to be removed up to and including four trees	\$80.70	
For the removal of five or more protected trees or large-diameter trees	\$381.00	
For development involving the removal of ten or more protected trees or large-diameter trees on a parcel greater than 1 hectare	\$1,974.00	
Inspection and Re-inspection Fees:		
The following fees shall apply for inspections undertaken to determine whether or not to release a security deposit held under the Tree Protection Bylaw:		
For each inspection exceeding two in number, made on the same site	\$126.30	
Where it has been determined that work or development permitted pursuant to the Tree Protection Bylaw 7671 has not been satisfactorily completed, the following fees shall apply with respect to inspections:		
Inspection relating to tree protection barrier, retained tree or replacement tree	\$126.30	
Inspection to determine compliance with tree permit or bylaw	\$126.30	
The environmental compensation fee payable pursuant to section 15(b) of the Tree Protection Bylaw 7671	\$583.60	
Installation of Street Tree(s)	\$764.10	

Permits Pursuant to the Drinking Water Conservation Bylaw		
--	--	--

Fee for water sprinkling permit for new lawn	\$52.00	
--	---------	--

Schedule C

PARKS AND RECREATION FEES

Cates Park Boat Launch		
Annual Pass – non-resident	\$269.10	
Annual Pass – resident	\$175.81	
Daily Launch	\$20.90	

Gallant Wharf – Prepaid Moorage Rates/Foot		
Winter		
Monthly	\$8.76	
3 Months	\$23.81	
6 Months	\$43.24	
Summer		
Monthly	\$11.19	
3 Months	\$32.05	
6 Months	\$56.81	

Gallant Wharf Ticket Machine Rates		
Rate (Up to 16 ft.)		
2 hour	\$3.90	
6 hour	\$12.14	
12 hour	\$24.76	
Rate (Over 16 ft. up to 20 ft.)		
2 hour	\$4.86	
6 hour	\$14.10	
12 hour	\$28.67	
Rate (Over 20 ft. up to 24 ft.)		
2 hour	\$5.33	
6 hour	\$16.05	
12 hour	\$32.05	
Rate (Over 24 ft. up to 28 ft.)		
2 hour	\$5.81	
6 hour	\$17.95	
12 hour	\$35.48	
Rate (Over 28 ft. up to 32 ft.)		
2 hour	\$6.81	
6 hour	\$19.43	
12 hour	\$39.33	
Rate (Over 32 ft. up to 36 ft.)		
2 hour	\$7.29	
6 hour	\$21.38	
12 hour	\$42.71	

Picnic Events		
Covered Shelter 100+ people – 4 hours	\$126.78	
Covered Shelter 60 people – 4 hours	\$100.54	
Covered Shelter 40 people or less – 4 hours	\$73.34	

Ecology Centre		
Eco-Quest, Forest Quest Activity (Individual)	\$2.95	
Individual Programs	\$10.75	
Children's Mini-Camps	\$79.95	
Birthday Parties 10 students (price per group)	\$169.50	
Groups:		
Students age 3 to 12 (12 students or less)	\$89.50	
Students age 3 to 12 (13 to 30 students)	\$159.50	
Students age 13 to adult (12 students or less)	\$105.00	
Students age 13 to adult (13 to 30 students)	\$195.00	

Maplewood Farm		
Adult	\$8.25	
Child/Senior	\$4.85	
Peak Period (Adult)	\$9.70	
Peak Period (Child)	\$6.30	
Special Events (Adult)	\$9.70	
Special Events (Child)	\$6.30	
Annual Family Membership	\$141.85	
Behind the Scenes General	\$27.20	
Behind the Scenes Member	\$14.10	
Pony Ride	\$107.80	per hour
Prepayment Plan:		
Group size 0-8	\$140.35	
Group size 9-15	\$279.80	
Group size 16-25	\$420.15	
Group size 26-50	\$839.80	
Group size 51-75	\$1,120.05	
Group size 76-100	\$1,399.85	
Birthday Party Packages:		
Basic Room Rental	\$57.80	per hour
Themed Party Packages:		
Bronze Package	\$144.25	
Silver Package	\$230.70	
Gold Package	\$322.50	
Platinum Package	\$466.75	

Schedule D

PROTECTIVE SERVICES FEES

Fire Services Fees Pursuant to Fire Services Bylaw		
Information requests	\$180.00	2 hour request, After 2 hours additional hourly fees apply
Fire Safety Plan and Pre-Incident Fire Plan:		
Review Fire Safety Plans (includes initial review and one revision based on Fire Department feedback)	\$180.00	2 hour review, After 2 hours additional hourly fees apply
Charge to developer for DNV to review a Pre-Fire Plan	\$180.00	2 hour review, After 2 hours additional hourly fees apply
Review Pre-Fire Plans (2 hour maximum)	\$180.00	2 hour review, After 2 hours additional hourly fees apply
Additional Hourly Fee	\$90.00	
Permit Fees:		
The fees hereinafter specified must be paid to the District by all applicants for any Permit required by the Fire Bylaw 7481, or under the Fire Code adopted by the Fire Bylaw 7481, or by the regulations passed pursuant to the provisions of the Fire Services Act, as amended from time to time, and for inspection of any work or thing for which the said Permit is required:		
For any installation of gasoline tanks, oil tanks, diesel tanks and dispensing pumps:		
2,300 L (500 I.G.)	\$16.70	
2,301-4,600 L (501-1,000 I.G.)	\$22.30	
4,601-23,000 L (1,001-5,000 I.G.)	\$34.80	
23,001-46,000 L (5,001-10,000 I.G.)	\$45.90	
46,001-115,000 L (10,001-25,000 I.G.)	\$68.30	
115,001-230,000 L (25,001-50,000 I.G.)	\$114.30	
230,001-460,000 L (50,001-100,000 I.G.)	\$171.50	
460,001-920,000 L (100,001-200,000 I.G.)	\$228.60	
920,001-2,300,000 L (200,001-500,000 I.G.)	\$285.80	
Each dispensing pump	\$11.20	
Inspections and installation of domestic and commercial oil burners:		
Each domestic installation	\$5.60	
Each commercial installation	\$11.20	

North Vancouver RCMP Services		
Criminal Record Check	\$58.70	
Criminal Record Check – Volunteers – Local Residents	\$0.00	
Police Certificate (Including prints if required)	\$57.50	
Fingerprints Taken (up to 2 sets – additional sets @ \$10 each)	\$58.70	
Local Police Records Checks	\$57.50	
Name Change Applications	\$57.50	
MV 6020 – Motor Vehicle Accident Report	\$57.50	
Preliminary Collision/Traffic Analyst Report	\$90.00	
Full Collision/Traffic Analyst Report	\$600.00	
Field Drawing Reproduction	\$40.00	in addition to cost
Measurements	\$207.00	
Crash Data Retrieval Report	\$180.00	
Mechanical Inspection Report	\$57.50	in addition to cost
Police Reports	\$57.50	
Passport Letters	\$57.50	
Insurance Claim Letter	\$57.50	
Court Ordered File Disclosure (in addition to copying charge)	\$57.50	
Photographs (each – 4 x 6)	\$4.00	
Video Reproduction:		
First hour	\$70.00	
Per hour after first hour	\$26.00	
Cost of CD/DVD	\$16.00	
Audio Reproduction:		
First hour	\$70.00	
Per hour after first hour	\$26.00	
Cost of CD/DVD	\$5.10	
Forensic Video Analysis – Cost per hour	\$200.00	per hour
File Research – Cost per hour	\$50.00	per hour
Visa Application	\$57.50	
Security Licencing	\$90.00	
Photocopying charge per page	\$0.75	per page
Shipping Charge	\$5.00	in addition to cost
CD of Photographs	\$40.00	

Schedule E

LICENSING AND FILM FEES

Filming		
Signature Park Fee (Full Day) – Cates Park, Lynn Canyon Park, Panorama Park	\$1,580.00	per day
Signature Park Fee (Half Day) – Cates Park, Lynn Canyon Park, Panorama Park	\$1,020.00	per half day, maximum 12 hrs
Signature Park Fee – Prep/Wrap – Cates Park, Lynn Canyon Park, Panorama Park	\$816.00	per day
Large Park Fee (Full Day) – Inter River Park, Bridgman Park, Princess Park, Murdo Frazer Park	\$1,020.00	per day
Large Park Fee (Half Day) – Inter River Park, Bridgman Park, Princess Park, Murdo Frazer Park	\$714.00	per half day, maximum 12 hrs
Large Park Fee – Prep/Wrap – Inter River Park, Bridgman Park, Princess Park, Murdo Frazer Park	\$510.00	per day
Neighbourhood Park Fee (Full Day)	\$460.00	per day
Neighbourhood Park Fee (Half Day)	\$357.00	per half day, maximum 12 hrs
Neighbourhood Park Fee – Prep/Wrap	\$230.00	per day
Commercial Media Usage Per Film Day - Still Photography, Reality TV, Corporate, Gaming, Lifestyle segments	\$325.00	per day
Film Liaison Fee	\$70.00	per hour
RCMP Services – Constable	\$130.00	per hour
RCMP Services – Sergeant	\$160.00	per hour
Fire Services – Fire Officer	\$175.00	per hour
Fire Services – Firefighter	\$145.00	per hour
Fire Services – Vehicle	\$168.00	per hour
Fire Hydrant Usage	\$82.00	per day
Location Permit Fee	\$255.00	per location
Street filming user fee	\$175.00	
Parking – District streets	\$65.00	per 100 ft. per day
Parking lot only – Park or District property	\$300.00	per lot
Signage – new and replacement	\$16.00	per sign
Signage – Modify existing	\$6.00	per sign
Signage – Labour	\$57.00	per hour
District land/property fee – Old Delbrook, District Hall, Operations Centre, Libraries, Recreation Centres, Murdo Frazer Cabin, Museum and Archives, Fire Halls, Gallant Wharf, Northlands Golf Course	\$1,600-\$5,000	per day

District land/property fee – Prep/Wrap – Old Delbrook, District Hall, Operations Centre, Libraries, Recreation Centres, Murdo Frazer Cabin, Museum and Archives, Fire Halls, Gallant Wharf, Northlands Golf Course	\$800- 2,500	per day
Inside Service - cost recovery of labour cost of DNV employee	\$90-300	cost recovery + 20% benefits and admin costs

Animal Control and Welfare Licences		
Spayed or neutered dog	\$32.00	annual fee
Not spayed or neutered dog	\$75.00	annual fee
Not spayed or neutered dog 3 to 6 months of age	\$32.00	annual fee
Spayed or neutered aggressive dog	\$91.00	annual fee
Fee increase – On or after February 1, in the current year, the annual fees contained in this table are increased by	\$10.00	
Fee reduction - On or after September 1, in the current year, the annual fees contained in this table shall be reduced by 50 percent where an owner provides satisfactory proof to the Collector that:		
the owner only established residency in the District of North Vancouver within 30 days of the application date; or,		
the dog, for which the licence is sought, was acquired by the owner within 30 days of the application date.		
Replacement licence	\$5.60	

Impound and Maintenance		
First Impoundment:		
Licensed Dog	\$108.60	
Unlicensed Dog	\$179.20	
Second Impoundment within 365 days:		
Licensed Dog	\$308.10	
Unlicensed Dog	\$308.10	
Subsequent Impoundment within 365 days:		
Licensed Dog	\$571.60	
Unlicensed Dog	\$571.60	
Maintenance	\$29.10	per day
Additional Impound Fees for Aggressive Dogs (licensed or unlicensed) (These fees are in addition to the impound and maintenance fees set out above):		
First Impoundment	\$234.20	
Subsequent Impoundment	\$840.50	
Surrender Fees:		
Spayed or Neutered Dog (requires proof of spayed/ or neuter):		
With Medical Records	\$95.30	
Without Medical Records	\$119.90	
Not Spayed or Neutered Dog:		
With Medical Records	\$246.50	

Without Medical Records	\$246.50	
Spayed or Neutered Cat:		
With Medical Records	\$61.60	
Without Medical Records	\$91.50	
Not Spayed or Neutered Cat:		
With Medical Records	\$173.70	
Without Medical Records	\$199.50	
Additional Fee for a Non-Resident of the District	\$353.00	

Adoption		
Canines six months of age or older	\$235.20	
Canines up to six months of age	\$358.60	
Felines six months of age or older	\$151.40	
Felines up to six months of age	\$207.30	

Annual Park Use Permit		
Commercial Dog Walking Business - Located in the District of North Vancouver		
Number of Commercial Dog Walkers:		
1	\$627.60	
2	\$753.10	
3	\$884.20	
4	\$1,008.60	
Commercial Dog Walking Business - Not Located in the District of North Vancouver		
Number of Commercial Dog Walkers:		
1	\$930.10	
2	\$1,055.60	
3	\$1,192.40	
4	\$1,323.50	
Annual Commercial Dog Walker Permit Fees:		
Annual Permit Fee	\$67.20	
Replacement Permit Fee (for name change)	\$34.20	

Horsekeeping Permit		
Impounding, transportation and maintenance	recovery of full cost	
Horse Permit Application Fee	\$134.40	

Domestic Hens		
Impound Fee	\$26.00	
Permit application fee	\$52.00	
Annual permit fee	\$52.00	

Fees For Business Licences			
Schedule of Licence Fees A			
Every person carrying on, maintaining, owning or operating within the municipality any business, trade, occupation, calling, undertaking or thing classified and set forth below shall pay to the municipality the amount of the licence fee set opposite to the business, trade, occupation, calling, undertaking or thing carried on, maintained, owned or operated by such person. The definitions in the Business Licence Bylaw 4567 apply to this bylaw.			
Unless otherwise indicated the licence fee is for a twelve-month period - January 1st to December 31st.			
Group 1 Miscellaneous			
Aquaculture	Environmental Technologist		
Advertising Agent	Funeral Parlour		
Agent or Canvasser	Golf Driving Range/Golf Course		
Auctioneer	Health Spa		
Banquet Hall	Ice Rink		
Bill Poster and Sign Company	Junk Yard		
Book Agent	Publishing		
Broker	Roller Rink		
Crematorium	Ski/Chairlift/Tram		
Dance Hall	Stevedoring		
Employment Agency	Tennis/Racquet Clubs		
Licence Fee:			
One or two persons engaged in the business	\$311.50		
Three to five persons engaged in the business	\$457.90		
Six to ten persons engaged in the business	\$619.00		
Eleven to twenty persons engaged in the business	\$765.50		
Each additional ten persons engaged in the business	\$239.80		
Group 2 Financing and Various			
Banks	Mail Order		
Financing Agent	Money Lenders		
Guarantee or Bonding Company	Pawn Brokers		
Investment Company			
Licence Fee:			
One to twenty-five persons engaged in the business	\$1,521.30		
Twenty-six to fifty persons engaged in the business	\$2,153.60		
Fifty-one to one hundred persons engaged in the business	\$2,754.50		
Each additional ten persons engaged in the business	\$311.50		
Group 3 Professional Services			
Accountant	Physician		
Architect	Physiotherapist		
Barrister	Podiatrist		
Chiropractor	Psychiatrist		
Dental Technician	Psychologist		

Dentist/Dental Surgeon	Radiologist
Engineer	Registered Massage Therapist
Lawyer	Solicitor
Medical Practitioner or Specialist	Surgeon
Notary Public	Surveyor
Optometrist	Veterinary Services
Orthodontist	Professional Services - unclassified
Licence Fee:	
One or two persons engaged in the business	\$311.50
Three to five persons engaged in the business	\$868.50
Six to ten persons engaged in the business	\$1,695.90
Eleven to twenty persons engaged in the business	\$3,087.70
Each additional ten persons engaged in the business	\$1,476.70
Group 4 Social Escort Services	
Licence Fee	\$4,854.80
Group 5 Licenced Beverage Establishments	
Liquor Primary Establishment:	
For the first ten seats	\$854.00
For each additional ten seats or any portion thereof	\$99.30
Food Primary Establishment:	
For the first ten seats	\$425.20
For each additional ten seats or any portion thereof	\$30.40
Group 6 Cannabis Retail Store	
Licence Fee	\$5,000.00

Schedule of Licence Fees B	
Group 1 Areas	
Rental Properties:	
1 to 90 square metres	\$38.70
Each additional 90 square metres or portion thereof	\$38.70
Storage Areas:	
1 to 1,860 square metres of ground space	\$456.70
1,861 to 4,650 square metres of ground space	\$1,072.00
4,651 to 7,440 square metres of ground space	\$1,624.40
7,441 to 10,230 square metres of ground space	\$2,168.30
10,231 to 13,020 square metres of ground space	\$2,714.70
13,021 to 15,810 square metres of ground space	\$3,282.70
15,811 to 18,600 square metres of ground space	\$4,854.80
Each additional 2,790 square metres of ground space or portion thereof	\$376.70
Warehousing:	
1 to 930 square metres of floor space	\$674.70
931 to 2,790 square metres of floor space	\$1,405.20

2,791 to 4,650 square metres of floor space	\$2,153.60	
4,651 to 6,510 square metres of floor space	\$2,880.40	
6,511 to 8,370 square metres of floor space	\$3,610.90	
8,371 to 10,230 square metres of floor space	\$4,360.60	
10,231 to 12,090 square metres of floor space	\$4,845.10	
Each additional 1,860 square metres of floor space or portion thereof	\$602.00	
Group 2 Units		
Licence Fee:		
Apartment	\$27.80	each space
Automobile Parking Lot	\$6.10	each space
Bed and Breakfast	\$82.40	each room
Billiard/Pool Hall	\$60.50	each table
Boarding House	\$14.60	each room
Bowling Alley	\$60.50	each alley
Coin Operated Coat Hanger Stands	\$31.50	each stand
Coin Operated Laundromat/Dry-Clean	\$18.10	each machine
Curling Rink	\$60.50	each sheet
Dormitory	\$14.60	each room
Hotel/Rooming House	\$14.60	each room
Mobile Canteen	\$239.80	each unit
Motel	\$27.80	each unit
Marina:		
Up to 50 leased spaces	\$153.90	
51 to 100 leased spaces	\$238.70	
101 to 200 leased spaces	\$402.10	
201 to 300 leased spaces	\$544.10	
301 to 400 leased spaces	\$711.00	
401 to 500 leased spaces	\$857.60	
501 to 600 leased spaces	\$1,001.80	
601 to 700 leased spaces	\$1,167.60	
701 to 800 leased spaces	\$1,311.80	
801 to 900 leased spaces	\$1,475.30	
901 or more leased spaces	\$1,618.20	
Post Box Rental Agency	\$1.20	each post box
Theatre	\$1.20	each seat
Theatre - Drive-in	\$1.20	each stall
Vending Machine Fee:		
Group 1 - no coin to operate	\$71.50	for each machine
Group 2 - \$0.06 to \$0.25 to operate	\$38.70	for each machine
Group 3 - \$0.26 to \$0.99 to operate	\$77.60	for each machine

Group 4 - \$1.00 or more to operate	\$110.30	for each machine
Group 5 - music systems	\$110.30	for each machine
Group 6 - amusement machines	\$253.40	for each machine
Group 3 Itinerants		
Licence Fee:		
Carnival	\$138.20	for each day
Circus	\$138.20	for each day
Concert Hall	\$71.50	for each day
Dog or Cat Show	\$26.70	for each day
Exhibition	\$71.50	for each day
Horse or Pony Show	\$41.30	for each day
Musical Attraction	\$71.50	for each day
Promoter of Entertainment	\$138.20	for each day
Promoter of Sporting Event	\$277.30	for each day
Theatrical Show (when held in other than a duly licenced theatre)	\$15.80	for each day
Other form of itinerant show, entertainment, amusement or exhibition	\$71.50	for each day
Solicitation for Charity	\$6.10	for each day
Film Production (Non-Resident Business)	\$29.30	annually
Schedule of Licence Fees C		
Group 1 Contractors		
Acoustical	Intercommunications	
Air Conditioning	Lawn Irrigation	
Alarm Systems	Land Clearing	
Arborite (Counter Tops)	Landscape/Gardening	
Blacktopping	Land Surveyors	
Blasting	Locksmith	
Brickwork/Masonry	Logging	
Building	Machine Shop	
Bulldozing	Marble	
Cabinets and Vanities	Millwork	
Caulking	Overhead Doors	
Ceramic Tile	Painting	
Cement Finishing	Paving	
Concrete	Plastering/Stucco	
Crane Service	Power Sweeping	
Cutting and Coring	Plumbing	
Demolition	Refrigeration	
Disposal Service	Road Marking	
Ditching	Roofing	
Door Sales/Installation	Sandblasting	

Draft Sealing	Sanitary
Drainage	Sash and Door
Drilling	Siding
Drywall	Sign Painter
Electrical	Sprinkler
Electronics	Structural/Reinforcing Steel
Elevator/Skip Hoist	Tree Service
Excavating/Backfill	Upholstery
Fencing	Ventilation
Finish Carpentry	Waterproofing
Flooring	Weatherproofing
Framing	Welding
General Contractor	Window Sales/Installation
Glazing	Wrecking
Hauling	Wrought Iron
Insulation	
Licence Fee:	
One or two persons engaged in the business	\$152.60
Three to five persons engaged in the business	\$310.00
Six to ten persons engaged in the business	\$457.90
Eleven to twenty persons engaged in the business	\$765.50
Each additional ten persons engaged in the business	\$310.00
Group 2 Services	
Accounting Services	Insurance Agency
Appraisal Services	Interior Decorator
Auditing Services	Junk Pick-Up Services
Audio/Video Production	Manufacturer's Agent
Auto Accessories Sales/Installations	Marine Service
Auto Marine Towing	Marine Service Station
Automobile Body Repair Shop	Marketing
Automobile Reconditioning/Polishing	Mobile Hairdressing
Automobile Service (Mobile)	Office Equipment Services
Automobile Services Garage	Pedlars/Hawkers/Hucksters
Automobile Service Station	Pest Control
Bookkeeper/Stenographer	Pet Services
Business Office	Photographer
Collection Agent	Property Management
Commercial Art	Real Estate Sales
Commercial/Industrial Sales	Recording Studio
	Representatives
Computer Services	Research Laboratory
Consulting Service	Restoration Services
Courier Service	Security Services
Disco Music Service	Swim School

Distributors	Tanning Studios
Dog-walking Business	Telephone Equipment Sales/Service
Drafting and Design Services	Tire Sales and Service
Driving School	Transfer/Express Company
Electro-plating/polishing	Vacuum Cleaner Sales/Services/Installation
Equipment rental	Vehicle Repair
Fuel Dealer	Vehicle Undercoating
Gold/Silversmiths	Vehicle/Boat Rental
Gym/Steam Baths	Weight Control Services
Importers/Exporters	Wheel Alignment
Instrument Sales/Service	Word Processing
Licence Fee:	
One or two persons engaged in the business	\$181.80
Three to five persons engaged in the business	\$328.30
Six to ten persons engaged in the business	\$490.60
Eleven to twenty persons engaged in the business	\$803.00
Each additional ten persons engaged in the business	\$328.30
Group 3 General	
Appliance Repair	Music School
Boat Builders/Repairs	Nursing Home
Boat/Bus Charter	Oil Storage Depot
Boiler Sales/Service	Outboard Motors Sales/Service
Booming Ground	Piano Tuning/Repairs
Business College or Trades School	Plating
Carpet Cleaners	Pressure Cleaning
Carpet Sales/Installation	Private Hospital
Caterer	Printer
Child Care Facilities	Processor
Chimney Sweep	Pumps Sales/Service/Installation
Dancing Academy	Public Stenographer
Dental Mechanic	Recycling
Dressmaker	Riding Academy
Equipment Sales/Service/Installation	Salvage
Film Production	Shipyard
Fire Extinguishers Sales/Service	Spray Services
Fireplace Sales/Installation	Storage Facility
Furniture Stripping/Finishing	Taxi Services
Gas, Oil, Installations	Teacher
General Household Repairs	Tool Makers
Grain Storage	Telephone Answering Service
Heavy Duty Equipment, Sales/Service	Tour/Guide Services

Hobby Beer and Wine Making Establishment	T.V./Radio Repairs/Service
Home Crafts	Towel/Uniform Service
Janitorial Service	Underwater Services
Machinery Sales/Service Installation	Vacuum Cleaner Service
Masseur	Venetian Blinds Sales/Service
Mechanical Repairs	Watch Repair
Milk and Delivery Sales	Wholesaler
Manufacturer	Wood Stove Sales/Installation
Licence Fee:	
One or two persons engaged in the business	\$152.60
Three to five persons engaged in the business	\$310.00
Six to ten persons engaged in the business	\$457.90
Eleven to twenty persons engaged in the business	\$765.50
Each additional ten persons engaged in the business	\$310.00
Notwithstanding the number of persons engaged in a child care business, the fee payable shall not exceed \$152.60.	
Registered Society	
Adult Care Facilities (includes facility in a Single Family Residential Unit)	
Child Care Facilities (includes facility in a Single Family Residential Unit)	
Day Care	
Hospitals	
Schools	
Places of Religious Worship	
Business Office	
The fee for operators in this section is \$0.	

Schedule of Licence Fees D		
Group 1 Shops and Stores		
Aesthetician	Restaurant	
Automobile Dealer	Retail Food Services	
Barber	Retail Trader	
Cleaner and Dryer	Recreation Vehicle Sales/Service	
Hair Salon	Second-Hand Dealer	
Laundry	Shoe Repair	
Mobile Home Sales/Service	Tailor	
Marine Sales and Chandlery	Travel Agent	
Nail Salon	Truck/Trailer Sales/Service	
Photographic Studio	Video Rentals/Sales	
Licence Fee:		
First 70 square metres of sales, service, display and storage space or any portion thereof contained within the building	\$181.80	

Each additional 90 square metres of sales, service, display and storage space or any portion thereof contained within the building, up to 900 square metres	\$111.40	
Each additional 90 square metres of sales, service, display and storage space or any portion thereof contained within the building, in excess of 900 square metres	\$46.10	
Each 90 square metres or portion thereof of outside ground storage area adjacent to the building	\$16.80	

Schedule of Licence Fees E

Group 1 Unclassified

Every person carrying on within the Municipality any business, trade, employment, occupation, or calling not hereinbefore enumerated, shall pay to the Municipality a fee as follows:

One or two persons engaged in the business	\$152.60	
Three to five persons engaged in the business	\$310.00	
Six to ten persons engaged in the business	\$457.90	
Eleven to twenty persons engaged in the business	\$765.50	
Each additional ten persons engaged in the business	\$310.00	

Schedule of Licence Fees F

There is no Schedule of Licence Fees F

Schedule of Licence Fees G

The fee payable by any person for an Inter-Municipal Business Licence is the fee applicable to the specific category of business plus an administration fee of \$60.00

The categories of businesses which are eligible for an Inter-Municipal Business Licence are:

Acoustical	Janitorial Service
Air Conditioning	Land Clearing
Alarm Systems	Landscape/Gardening
Alterations and Repairs	Land Surveyors
Appliance Repair	Lathing
Arborite (Counter Tops)	Locksmith
Architects	Logging
Awnings	Marble
Blacktopping	Mechanical/Mechanical Equipment Installation
Blasting	Metal Worker
Brickwork/Masonry	Millwork
Building	Moving (Building)
Building Movers	Oil Worker
Bulldozing	Ornamental Ironwork
Cabinets	Painting/Decorating
Cable Installation	Paving

Carpenter	Pest Control
Carpet Cleaner	Pile Driving
Caulking	Pipe Bending and Fabricating
Cement Finishing	Pipeline
Chimney Service	Plastering/Stucco
Cladding	Plastic
Concrete	Plumbing
Concrete Pumping	Power Sweeping/Vacuum
Construction Manager	Pressure Washing
Crane Operator	Pump Maintenance/Installation
Cutting and Coring	Rails
Decking	Refrigeration
Demolition	Reinforcing Steel
Disposal Service	Restoration
Ditching	Road Builders
Diving	Roofing
Doors - Overhead, etc.	Sandblasting
Draft Sealing	Sanitary
Drainage	Saunas
Drilling	Scaffolding
Drywall/Plasterer	Security and Alarms
Electrical	Sewers
Electronics	Sheet Metal
Elevator/Skip Hoist	Shingler
Engineers	Shoring
Excavating/Backfill	Siding
Fabricating (Metal)	Signs - all
Fencing	Skylights
Fibreglassing	Sprinkler
Finish Carpentry	Steamfitters
Fireplaces (non-masonry)	Steel Erection
Fireproofing	Store Fixtures and Decorations
Flagging Services/Traffic Control	Swimming Pools
Flooring	Tanks
Framing	Terrazzo
Furnace Repair	Tile
Gas	Toilet Partitions/Shelving
General Household Repair/Handyman Service	Tree Service
Glazing	Upholstering
Gutters	Ventilation
Hauling	Waterproofing
Heating/Sheet Metal	Weatherproofing
Inspection Services	Welding
Insulation	Wood Preserving

Intercommunications	Wood Stove Installer
Iron Worker	Wrecking
Irrigation	Wrought Iron

Other Fees applicable to all Business Licences

Where any licence or licences is or are transferred, a fee equal to 20% of the total fee for such a licence or licences shall be charged except that the minimum fee for a transfer is \$51.00.

Business Licence Maximum Fee	\$4,854.80	
Re-Inspection Fee	\$89.70	

Schedule F

TRANSPORTATION FEES

Permit		
Activities on Road Allowance due to adjacent Development and construction work relating to public or private utilities	\$123.00	plus \$0.25/m ² /day
Storage of Waste Disposal Bins or Containers on Road Allowance	\$53.00	plus \$15/week
Special Highway Use Permit fee:		
(i) First occurrence	\$1,500.00	per each 12 hours
(ii) Second occurrence	\$3,000.00	per each 12 hours
(iii) Third and any subsequent occurrences	\$5,000.00	per each 12 hours
Any other Construction/Activity on Road Allowance	\$68.00	per occurrence
Special Events and Community Signs	\$46.00	per occurrence
Highway Use Permit (block watch party)	\$0.00	
Highway Construction and Planting Permit	\$100.00	
Borehole Application	\$400.00	
Newspaper Box Permit	\$49.00	
Resident Parking Only Decal	\$29.52	

Signage		
Way-finding signage (design, manufacture and installation)	\$341.00	
Temporary no parking signage (minimum 2 signs):		
2 signs	\$100.00	
3 signs	\$150.00	
4 – 5 signs	\$200.00	
6 – 7 signs	\$250.00	
8 – 9 signs	\$300.00	
10 – 11 signs	\$350.00	
12 signs	\$400.00	
Each additional 4 signs	\$50.00	

Removal and Detention of Chattels and Obstructions		
The following fees, costs and expenses shall be paid by the owner of any chattel or obstruction removed, detained or impounded under this Bylaw:		
Removal of construction materials, furnishings, newspaper boxes, portable toilets, shopping carts, and other small items:		
Per person per hour	\$87.00	per hour
Per hour if excavating or lifting equipment required	\$149.00	
To Detain Per Day	\$11.00	per m ³

Removal of Industrial Waste Container, Construction Trailer, Portable Building and other large items:		
To Remove	\$1,255.00	
To Detain Per Day	\$87.00	

Traffic Signal Operation		
Staff for traffic operations after regular hours (M-F 8am to 4pm) when required for completion of works related to development and construction works related to private or public utilities	\$156.00	per hour (minimum 1.5 hours charge)

AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: <u>November 25, 2019</u>
<input type="checkbox"/> Other:	Date: _____

8.3

Dept. Manager	GM/ Director	CAO
------------------	-----------------	-----

The District of North Vancouver REPORT TO COUNCIL

November 8, 2019
File: 09.4020.20/007.000

AUTHOR: James Gordon, Municipal Clerk

SUBJECT: **Bylaws 8409, 8410 and 8411: Prohibiting Smoking in District Parks and Trails**

RECOMMENDATION:

THAT "Smoking Regulation Bylaw 7792, 2010 Amendment Bylaw 8409, 2019 (Amendment 2)" is ADOPTED;

AND THAT "Park Regulation Bylaw No. 8310, 2018 Amendment Bylaw 8411, 2019 (Amendment 1)" is ADOPTED;

AND THAT "Bylaw Notice Enforcement Bylaw 7458, 2004 Amendment Bylaw 8410, 2019 (Amendment 49)" is ADOPTED.

BACKGROUND:

Bylaws 8409, 8410 and 8411 received First, Second and Third Readings on November 4, 2019. In accordance with BC Reg 42/2004 *Public Health Bylaws Regulation to the Community Charter*, Bylaw 8409 was deposited with the Minister of Health on November 7, 2019.

The bylaws are now ready to be considered for Adoption by Council.

OPTIONS:

1. Adopt the bylaws;
2. Abandon the bylaws; or,
3. Rescind Third Reading and debate possible amendments to the bylaws.

Respectfully submitted,


James Gordon
Municipal Clerk

SUBJECT: Bylaws 8409, 8410 and 8411: Prohibiting Smoking in District Parks and Trails

November 8, 2019

Page 2

Attachments:

- Bylaw 8409
- Bylaw 8411
- Bylaw 8410
- Staff report dated October 7, 2019

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	_____		
<input type="checkbox"/> Review and Compliance	_____	<input type="checkbox"/> Planning	_____		

The Corporation of the District of North Vancouver

Bylaw 8409

A bylaw to amend Smoking Regulation Bylaw 7792, 2010

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

Citation

1. This bylaw may be cited as “Smoking Regulation Bylaw 7792, 2010 Amendment Bylaw 8409, 2019 (Amendment 2)”.

Amendments

2. Smoking Regulation Bylaw 7792, 2010 is amended by:

- (a) adding the following definitions to section 2 in alphabetical order:

“Fire Chief” means the person appointed as the Chief of the District Fire Department or an authorized designate;

“Highway” means the area of every public right of way lying between two property lines title to which area is vested in the District and which is designated or intended for or used by the general public for the passage of vehicles or persons and means the area of every public right of way lying within any District Park title to which area is vested in the District and which is designated or intended for or used by the general public for the passage of vehicles;

“Trail” means any footpath or other pathway in a Park and includes footpaths and other pathways on Unopened Road Allowances whether inside or outside a Park;

“Unopened Road Allowance” means any dedicated highway that has not been opened and improved by the District or that has been closed by the District;

- (b) deleting the definition of Park in section 2 and substituting the following:

“Park” means any real property owned, occupied or controlled by the District and used by the public for pleasure, recreation or other community purposes, including but not limited to dedicated parks, beaches, District-controlled water lots, forested recreation areas, conservation areas, Maplewood Farm, Lynn

Canyon Ecology Centre, Murdo Frazer Pitch and Putt, and the Northlands Golf Course, but does not include any municipal land leased to a third party;

- (c) deleting the definition of “Swimming Beach” in section 2;
- (d) moving “or” at the end of subsection 3(e) to the end of subsection 3(f);
- (e) inserting the following as subsection (g):
 - (g) in any area which is the subject of a fire ban pronounced by the Fire Chief.
- (f) inserting the following as section 3A immediately following section 3:

3A. A person must not discard, throw, place or dispose of any lighted or extinguished cigarette, cigar, match, smoking or vaporizing equipment or other burning substance except into a garbage container or other container designed for such disposal.
- (g) deleting “Swimming Beach” from subsection 4(a) and substituting “beach”;
- (h) deleting “part of a Park or other” from subsection 4(b);
- (i) moving “or” from the end of subsection 4(c) to the end of subsection 4(d);
- (j) adding the following as subsection 4(e):
 - (e) any Park, Trail or Unopened Road Allowance;
- (k) deleting the table in section 14 and substituting the following:

Section	Designated Expression	Fine
3	Smoking where prohibited	\$100
3	Smoking where prohibited – subsequent offence	\$200
3A	Throw extinguished cigarette	\$100
3A	Throw lit cigarette	\$300
4	Smoking where prohibited in a park	\$100
4	Smoking where prohibited in a park – subsequent offence	\$200
5	Responsible person allow smoking where prohibited	\$200
6	Responsible person fail to display sign	\$200
8	Person remove or deface sign	\$100
10	Obstruction	\$200

READ a first time November 4th, 2019

READ a second time November 4th, 2019

READ a third time November 4th, 2019

Certified a true copy of "Bylaw 8409" as at Third Reading

Municipal Clerk

DEPOSITED with the Minister of Health on November 7th, 2019

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

THIS PAGE LEFT BLANK INTENTIONALLY

The Corporation of the District of North Vancouver

Bylaw 8411

A bylaw to amend Park Regulation Bylaw No. 8310, 2018

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

Citation

1. This bylaw may be cited as "Park Regulation Bylaw No. 8310, 2018 Amendment Bylaw 8411, 2019 (Amendment 1)".

Amendments

2. Park Regulation Bylaw No. 8310, 2018 is amended by:
 - a) deleting subsections (d) and (e) from section 2.4 and re-numbering the remaining subsections of section 2.4 accordingly;
 - b) deleting subsections (d) and (e) of section 2.4 from the table in section 6.9 and re-numbering the remaining subsections of section 2.4 accordingly.

READ a first time November 4th, 2019

READ a second time November 4th, 2019

READ a third time November 4th, 2019

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

THIS PAGE LEFT BLANK INTENTIONALLY

The Corporation of the District of North Vancouver

Bylaw 8410

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 8410, 2019 (Amendment 49)".

Amendments

2. Schedule A to Bylaw Notice Enforcement Bylaw 7458, 2004 is amended by:
 - a) deleting the violations for the Smoking Regulation Bylaw 7792 and substituting the following:

Smoking Regulation Bylaw						
Bylaw Section	Description The following fines apply to the contraventions below:	A1 Penalty Amount (\$)	A2 Discounted Penalty: Within 14 days (\$)	A3 Late Payment: After 28 days (\$)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
3	Smoking where prohibited	100	75	150	NO	N/A
3	Smoking where prohibited – subsequent offence	200	150	300	NO	N/A
3A	Throw extinguished cigarette	100	75	150	NO	N/A
3A	Throw lit cigarette	300	225	450	NO	N/A
4	Smoking where prohibited in a park	100	75	150	NO	N/A
4	Smoking where prohibited in a park – subsequent offence	200	150	300	NO	N/A
5	Responsible person allow smoking where prohibited	200	150	300	NO	N/A
6	Responsible person fail to display sign	200	150	300	NO	N/A
8	Person remove or deface sign	100	75	150	NO	N/A
10	Obstruction	100	75	150	NO	N/A

- b) deleting the violations for subsections (e) and (f) of section 2.4 of the Park Regulation Bylaw 8310, 2018 and re-numbering the remaining subsections of section 2.4 accordingly.

READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

Municipal Clerk

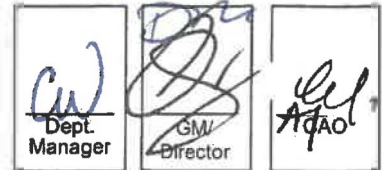
Certified a true copy

Municipal Clerk

AGENDA INFORMATION

- ☐ Regular Meeting
☐ Other:

Date: November 4, 2019
Date: _____



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

October 7, 2019

File: 09.4020.20/007.000

AUTHOR: Susan Rogers, Parks Manager
Carol Walker, Chief Bylaw Officer

SUBJECT: Prohibiting Smoking in District Parks and Trails

RECOMMENDATION:

THAT "Park Regulation Bylaw No. 8310, 2018 Amendment Bylaw 8411, 2019 (Amendment Bylaw 1)", "Smoking Regulation Bylaw 7792, 2010 Amendment Bylaw 8409, 2019 (Amendment 2)" and "Bylaw Notice Enforcement Bylaw 7458, 2004, Amendment Bylaw 8410, 2019 (Amendment 49)" is given FIRST, SECOND and THIRD reading.

REASON FOR REPORT:

On June 17, 2019 at the regular Council meeting, Council passed the following resolution: "THAT staff bring back amending bylaws to Bylaw 7792 (Smoking Regulation) to ban smoking in all DNV parks & trails."

SUMMARY:

Council provided direction to staff to expand the areas of the District parks where smoking is prohibited and include trails. Existing regulations in the Smoking Regulation Bylaw prohibited smoking in prescribed areas within District parks such as near playgrounds, picnic areas, beaches, playing fields and at public events where people congregate. The proposed amendments seeks to include and clarify that smoking will be prohibited in all parks, trails outside of parks, including those that link residential neighbourhoods and forested recreational areas.

BACKGROUND:

Currently, the Smoking Regulation Bylaw bans smoking in the following areas of a park:

Smoking in Parks and other Municipal Property

4. A person must not smoke in or within 6 metres:

(a) children's play equipment or a playground, playing field (if other persons are present), Swimming Beach, food concession, picnic area or skateboard park in a Park;

- (b) any part of a Park or other municipal property that is being used for any public event or activity that the District has authorized by the issuance of a permit;
- (c) the grounds of any municipal Building used for public recreation; or
- (d) Lynn Valley Village or Maplewood Farm.

The Fire Bylaw and powers of the Fire Chief can declare a fire ban during high hazard periods in the summer. This amendment prohibits smoking in parks and trails throughout the year.

Under the Parks Regulation Bylaw, smoking during a fire ban and discarding smoking materials are prohibited. As this will now be in the Smoking Regulation Bylaw, the amending bylaw removes this duplication.

Communication Plan:

Staff are developing an implementation plan, which includes a communication and enforcement strategy and updated signage to educate the public of the new regulations.

Enforcement:

Peer pressure can be effective method to curb smokers from lighting up in prohibited areas. Additional signage and other means of communication will help support enforcement efforts where the resources can be challenged by the large number and size of District parks and trails and isolated locations. Resources will be prioritized by problem areas. The fines have been increased (ex: from \$25 to \$100) for smoking where prohibited.

Environmental Impact:

The bylaw will reduce litter associated with discarded cigarette butts, in combination with a fire reduction risk connected to discarded cigarettes.

Concurrence:

Under the *Public Health Bylaws Regulation* s. 2(2)(a), a council may not adopt a bylaw under 8(3) (i) of the *Community Charter* until a copy is deposited with the minister. This will occur before the bylaw is returned for adoption.

Conclusion:


Council directed staff to amend the Smoking Regulation Bylaw to ban smoking on trails and parks.

Options:

1. THAT "Park Regulation Bylaw No. 8310, 2018 Amendment Bylaw 8411, 2019 (Amendment Bylaw 1)", "Smoking Regulation Bylaw 7792, 2010 Amendment Bylaw 8409, 2019 (Amendment 2)" and "Bylaw Notice Enforcement Bylaw 7458, 2004, Amendment Bylaw 8410, 2019 (Amendment 49)" is given FIRST, SCND and THIRD reading.
2. Direct Staff to take other action.


Susan Rogers
Parks Manager


Carol Walker,
Chief Bylaw Officer

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

The Corporation of the District of North Vancouver

Bylaw 8411

A bylaw to amend Park Regulation Bylaw No. 8310, 2018

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

Citation

1. This bylaw may be cited as "Park Regulation Bylaw No. 8310, 2018 Amendment Bylaw 8411, 2019 (Amendment 1)".

Amendments

2. Park Regulation Bylaw No. 8310, 2018 is amended by:
 - a) deleting subsections (d) and (e) from section 2.4 and re-numbering the remaining subsections of section 2.4 accordingly;
 - b) deleting subsections (d) and (e) of section 2.4 from the table in section 6.9 and re-numbering the remaining subsections of section 2.4 accordingly.

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 8409

A bylaw to amend Smoking Regulation Bylaw 7792, 2010

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

Citation

1. This bylaw may be cited as "Smoking Regulation Bylaw 7792, 2010 Amendment Bylaw 8409, 2019 (Amendment 2)".

Amendments

2. Smoking Regulation Bylaw 7792, 2010 is amended by:

- (a) adding the following definitions to section 2 in alphabetical order:

"Fire Chief" means the person appointed as the Chief of the District Fire Department or an authorized designate;

"Highway" means the area of every public right of way lying between two property lines title to which area is vested in the District and which is designated or intended for or used by the general public for the passage of vehicles or persons and means the area of every public right of way lying within any District Park title to which area is vested in the District and which is designated or intended for or used by the general public for the passage of vehicles;

"Trail" means any footpath or other pathway in a Park and includes footpaths and other pathways on Unopened Road Allowances whether inside or outside a Park;

"Unopened Road Allowance" means any dedicated highway that has not been opened and improved by the District or that has been closed by the District;

- (b) deleting the definition of Park in section 2 and substituting the following:

"Park" means any real property owned, occupied or controlled by the District and used by the public for pleasure, recreation or other community purposes, including but not limited to dedicated parks, beaches, District-controlled water lots, forested recreation areas, conservation areas, Maplewood Farm, Lynn

Canyon Ecology Centre, Murdo Frazer Pitch and Putt, and the Northlands Golf Course, but does not include any municipal land leased to a third party;

- (c) deleting the definition of "Swimming Beach" in section 2;
- (d) moving "or" at the end of subsection 3(e) to the end of subsection 3(f);
- (e) inserting the following as subsection (g):
 - (g) in any area which is the subject of a fire ban pronounced by the Fire Chief.
- (f) inserting the following as section 3A immediately following section 3:
 - 3A. A person must not discard, throw, place or dispose of any lighted or extinguished cigarette, cigar, match, smoking or vaporizing equipment or other burning substance except into a garbage container or other container designed for such disposal.
- (g) deleting "Swimming Beach" from subsection 4(a) and substituting "beach";
- (h) deleting "part of a Park or other" from subsection 4(b);
- (i) moving "or" from the end of subsection 4(c) to the end of subsection 4(d);
- (j) adding the following as subsection 4(e):
 - (e) any Park, Trail or Unopened Road Allowance;
- (k) deleting the table in section 14 and substituting the following:

Section	Designated Expression	Fine
3	Smoking where prohibited	\$100
3	Smoking where prohibited – subsequent offence	\$200
3A	Throw extinguished cigarette	\$100
3A	Throw lit cigarette	\$300
4	Smoking where prohibited in a park	\$100
4	Smoking where prohibited in a park – subsequent offence	\$200
5	Responsible person allow smoking where prohibited	\$200
6	Responsible person fail to display sign	\$200
8	Person remove or deface sign	\$100
10	Obstruction	\$200

READ a first time

READ a second time

READ a third time

Certified a true copy of "Bylaw 8409" as at Third Reading

Municipal Clerk

DEPOSITED with the Minister of Health on

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

The Corporation of the District of North Vancouver

Bylaw 8410

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 8410, 2019 (Amendment 49)".

Amendments

2. Schedule A to Bylaw Notice Enforcement Bylaw 7458, 2004 is amended by:
 - a) deleting the violations for the Smoking Regulation Bylaw 7792 and substituting the following:

Smoking Regulation Bylaw						
Bylaw Section	Description The following fines apply to the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty: Within 14 days	A3 Late Payment: After 28 days	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
		(\$)	(\$)	(\$)		
3	Smoking where prohibited	100	75	150	NO	N/A
3	Smoking where prohibited – subsequent offence	200	150	300	NO	N/A
3A	Throw extinguished cigarette	100	75	150	NO	N/A
3A	Throw lit cigarette	300	225	450	NO	N/A
4	Smoking where prohibited in a park	100	75	150	NO	N/A
4	Smoking where prohibited in a park – subsequent offence	200	150	300	NO	N/A
5	Responsible person allow smoking where prohibited	200	150	300	NO	N/A
6	Responsible person fail to display sign	200	150	300	NO	N/A
8	Person remove or deface sign	100	75	150	NO	N/A
10	Obstruction	100	75	150	NO	N/A

- b) deleting the violations for subsections (e) and (f) of section 2.4 of the Park Regulation Bylaw 8310, 2018 and re-numbering the remaining subsections of section 2.4 accordingly.

READ a first time

READ a second time

READ a third time

ADOPTED

Mayor


Municipal Clerk

Certified a true copy

Municipal Clerk

THIS PAGE LEFT BLANK INTENTIONALLY

AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: <u>November 25 2019</u>
<input type="checkbox"/> Other:	Date: _____

Dept. Manager	GM/ Director	 CAO
------------------	-----------------	--

The District of North Vancouver REPORT TO COUNCIL

November 6, 2019
File: 01.0470.30/000.000

AUTHOR: James Gordon, Municipal Clerk

SUBJECT: Consent to Metro Vancouver Regional Parks Service Amendment Bylaw No. 1290

RECOMMENDATION:

THAT the Council of the District of North Vancouver consents to the approval of the adoption of Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019 on behalf of the electors.

REASON FOR REPORT:

Metro Vancouver Regional District (MVRD) is seeking support from member municipalities, on behalf of their electorate, to adopt *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019*.

The bylaw will amend the service area to add an extraterritorial area to the regional park function to include the portion of Aldergrove Park located in the City of Abbotsford. The City of Abbotsford withdrew from the MVRD regional parks function in 2018.

OPTIONS:

1. Approve the proposed resolution to provide consent for adoption of Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019; or,
2. Consider a resolution to oppose adoption of Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019.

Respectfully submitted,


 James Gordon
 Municipal Clerk

Attachment: Metro Vancouver letter dated November 1, 2019

**SUBJECT: Consent to Metro Vancouver Regional Parks Service Amendment Bylaw
No. 1290**

November 6, 2019

Page 2

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	_____		



Board and Information Services
Tel. 604 432-6250 Fax 604 451-6686

File: CR-12-01
Ref: RD 2019 Nov 1

NOV 04 2019

James Gordon, Manager, Administrative Services
District of North Vancouver
355 West Queens Road
North Vancouver, BC V7N 4N5
VIA EMAIL: gordonja@dnv.org

Dear Mr. Gordon:

Re: Consent to Metro Vancouver Regional Parks Service Amendment Bylaw No. 1290

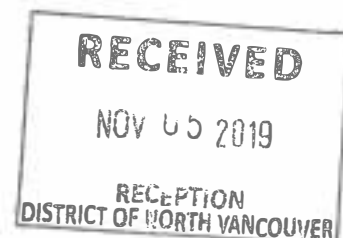
At its November 1, 2019 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) gave three readings to *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019*; directed staff to seek consent of at least 2/3 of the participants to amend the service area to add an extraterritorial area to the regional park function, and following that, forward the Bylaw to the Inspector of Municipalities for approval.

Section 346 of the *Local Government Act* applies to municipal participating area approval and therefore a council may give participating area approval by consenting on behalf of the electors to the adoption of the Bylaw.

I respectfully ask that this matter be included on Council agenda. A sample resolution is set out below for your convenience:

"The Council of _____ consents to the approval of the adoption of *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019* on behalf of the electors; and directs staff to notify the Metro Vancouver Regional District Board of its consent."

Please provide a response in the form of a Council resolution to my attention by Friday, December 6, 2019.



33388006

If you have any questions with respect to the proposed bylaw amendment, please contact me by email at Chris.Plagnol@metrovancover.org or by phone at 604-432-6338.

Sincerely,



Chris Plagnol
Corporate Officer

CP/KH/mp

cc: Ravi Chhina, General Manager, Parks and Housing
Mike Redpath, Director, Regional Parks, Parks and Housing

Encl: Report dated October 22, 2019, titled "Regional Parks Service Amendment Bylaw No. 1290"
(Doc# 33135580)

To: MVRD Board of Directors

From: Carol Mason, Chief Administrative Officer
Chris Plagnol, Corporate Officer

Date: October 22, 2019 Meeting Date: November 1, 2019

Subject: **Regional Parks Service Amendment Bylaw No. 1290**

RECOMMENDATION

That the MVRD Board:

- a) give first, second and third reading to *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019*; and
 - b) direct staff to seek consent of at least 2/3 of the participants to amend the service area to add an extraterritorial area to the regional park function, and following that, forward the *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019* to the Inspector of Municipalities for approval.
-

PURPOSE

To consider first, second and third reading of the *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019* that will initiate the inclusion of an extraterritorial area for a portion of Aldergrove Park located in the City of Abbotsford, and to direct staff to seek consent of at least 2/3 of the participants in the regional parks function in relation to the amendment.

BACKGROUND

The Province of British Columbia is expected to enact a Regulation to specifically authorize Metro Vancouver Regional District to establish and operate the regional parks service outside its boundaries for the portion of Aldergrove Park located in the City of Abbotsford. In anticipation of that Regulation and to facilitate the process in a timely fashion, it is advisable to amend the Regional Parks Service Bylaw to include this extraterritorial area in the defined boundaries of the parks service area.

This report brings forward the proposed bylaw amendment for the Board's consideration.

ABBOTSFORD PARTICIPATION IN REGIONAL PARKS

The City of Abbotsford was a long-standing participant in the MVRD Regional Parks function, but after a parks service review, discussions were initiated between Metro Vancouver and the City of Abbotsford that examined the boundaries of the service area and explored consideration of the potential withdrawal of the City of Abbotsford from the MVRD regional parks function. In 2018 the City withdrew from the parks service.

Parkland Transfer to Abbotsford

As part of the agreement for the City of Abbotsford to withdraw from the MVRD regional parks service, in May 2018, Metro Vancouver transferred all interests in parkland within the boundaries of the City of Abbotsford to the City of Abbotsford, including the Aldergrove Regional Park. However, since that regional park straddles the border of the Township of Langley and the City of Abbotsford, it was agreed that a single local government to own and operate it. Given the majority of visitors to the Aldergrove Regional Park originate from Metro Vancouver, Metro Vancouver agreed that it was the appropriate jurisdiction to continue to own and operate this park.

Extraterritorial Area – Aldergrove Regional Park East

This ownership model posed a problem because the portion of Aldergrove Regional Park located in Abbotsford was outside the boundaries of the Metro Vancouver Regional District. Section 333(4) of the *Local Government Act* requires that a service provided outside of regional district boundaries must be identified as a separate participating area for the service “as if it were located in the regional district”. Given the unique history and circumstances associated with Aldergrove Regional Park, Metro Vancouver requested a remedy from the Province to authorize an exemption to the statutory requirement.

The Province proposed a Regulation to the *Local Government Act* that would provide the requested exemption, as described below.

MVRD ALDERGROVE REGIONAL PARK REGULATION

Staff have been advised that the Province is preparing a new Regulation that will make an exception to section 333(4) of the *Local Government Act*, and authorize Metro Vancouver Regional District to establish and operate the portion of Aldergrove Regional Park in Abbotsford as an “extraterritorial area”. This extraterritorial area must be included in the defined boundaries of the parks service area, as set out in the Regional Parks Service Bylaw.

Land Transfer to Metro Vancouver

In anticipation of the provincial Regulation, the MVRD Board, at its meeting held May 24, 2019, approved the *Abbotsford Disposition of Eastern Portion of Aldergrove Park Land Agreement* between the Metro Vancouver Regional District and the City of Abbotsford for the sale and transfer of the eastern portion of the Aldergrove Regional Park lands within the municipal boundary of Abbotsford back to Metro Vancouver Regional District.

Once the conditions in this agreement are satisfied - a Regulation is in place allowing Metro Vancouver to own and operate the eastern portion of Aldergrove Regional Park without requiring the City of Abbotsford to be a member of the MVRD for regional park purposes - Metro Vancouver will be returned ownership and will continue operation of both the western and eastern portions of the Aldergrove Regional Park, with the eastern portion being an ‘extraterritorial area’.

MVRD REGIONAL PARKS AMENDING BYLAW

The adoption of a bylaw to amend the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005* (proposed in this report) is required to bring effect to the aforementioned Regulation. The required amendment to the Regional Parks Service Bylaw is to include the extraterritorial area in the defined boundaries of the parks service area.

In addition, two minor housekeeping amendments are proposed: two section references to the *Local Government Act* that appear in the Amending Bylaw were outdated, and have been updated to reflect the current numbering in the Act.

The Amending Bylaw is before the Board for first, second and third reading. Once third reading is given, the Amending Bylaw will be circulated to all service area participants to obtain their consent to the adoption of the Bylaw. Two-thirds consent of participants is required before the Amending Bylaw can be considered for adoption by the Board. Once consent is obtained, the Amending Bylaw will be forwarded to the Inspector of Municipalities for approval. If approved by the Inspector, the Amending Bylaw will be presented to the Board for consideration of final adoption.

ALTERNATIVES

1. That the MVRD Board:
 - a) give first, second and third reading to *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019*; and
 - b) direct staff to seek consent of at least 2/3 of the participants to amend the service area to add an extraterritorial area to the regional park function, and following that, forward the *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019* to the Inspector of Municipalities for approval.
2. That the MVRD Board receive for information the report dated October 22, 2019, titled "Regional Parks Service Amendment Bylaw No. 1290", and provide alternate direction.

FINANCIAL IMPLICATIONS

If the Board approves alternative one, there will be no additional financial impacts as staff previously anticipated approval of the provincial regulation when preparing the 2020 budget. Under an existing agreement between the MVRD and the City of Abbotsford that has been in place while awaiting Provincial regulatory approval, Metro Vancouver Regional Parks has operated and maintained both the Langley (West) and Abbotsford (East) portions of Aldergrove Regional Park. The operating costs for Aldergrove Park East are included in the 5-year financial plan.

SUMMARY / CONCLUSION

The Province of British Columbia is expected to enact a Regulation to authorize Metro Vancouver Regional District to operate the regional parks service outside its boundaries for the portion of Aldergrove Park located in the City of Abbotsford, without the City being a participant in the parks service. To bring effect to that Regulation, the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005* must be amended to include this extraterritorial area in the defined boundaries of the parks service area. This report brings forward the associated Amending Bylaw for consideration by the Board. Staff recommend Alternative One.

Attachments

1. Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019

33135580

**METRO VANCOUVER REGIONAL DISTRICT
BYLAW NO. 1290, 2019
A Bylaw to Amend Greater Vancouver Regional District
Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005**

WHEREAS:

- A. By Division V of Letters Patent issued January 13, 1972, as amended by further Supplementary Letters Patent, Metro Vancouver Regional District (formerly Greater Vancouver Regional District) was granted the function of operating regional parks (the "**Regional Parks Service**"), and the participating areas for the Regional Parks Service were deemed to include not only Metro Vancouver Regional District member municipalities, but also member municipalities of the former Vancouver-Fraser Park District;
- B. On July 25, 2005, the Board of Directors of the Metro Vancouver Regional District adopted "Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005", a bylaw to convert the Regional Parks Service and to amend the participating areas;
- C. On April 27, 2018, the Board of Directors of the Metro Vancouver Regional District adopted "Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1260, 2018", a bylaw to amend the participating areas to remove the City of Abbotsford as a municipal participating area for the Regional Parks Service;
- D. The Board of Directors of the Metro Vancouver Regional District has obtained approval from the Province of British Columbia to establish and operate the regional parks service in an extraterritorial area comprising that portion of Aldergrove Regional Park located within the boundaries of the City of Abbotsford;
- E. The Board of Directors of the Metro Vancouver Regional District wishes to amend "Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005";

NOW THEREFORE the Board of the Metro Vancouver Regional District enacts as follows:

- 1. The "Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005" (the "**Bylaw**") is hereby amended as follows:
 - a) In the preamble of the Bylaw, add new paragraphs G and H respectively, at the end of this section, as follows:
 - "G. On April 27, 2018, the Board of Directors of the Metro Vancouver Regional District adopted "Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1260, 2018", a bylaw to amend the participating areas to remove the City of Abbotsford as a municipal participating area for the Regional Parks Service;

- H. Consent from at least two-thirds of the Service participants to add an extraterritorial area comprising that portion of Aldergrove Regional Park located within the boundaries of the City of Abbotsford was received;"
- b) In section 4 of the Bylaw, titled "Service Area", delete and replace the section in its entirety with the following:
- "4. The service area for the Service consists of:*
- (a) all that land within the boundaries of the Participating Areas; and*
- (b) all that land in the eastern portion of Aldergrove Regional Park, identified as Extraterritorial Area, as shown on the map in Schedule A, hereto affixed and forming part of the Bylaw."*
- c) In section 5 of the Bylaw, titled "Cost Recovery", sub section (b), delete the words "Division 4.3" and replace them with the words "Part 11, Division 3".
- d) In section 6 of the Bylaw, titled "Cost Apportionment," delete the words "section 804(2)(a)" and replace them with "section 380(2)(a)".
2. This bylaw may be cited as "Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019".

Read a first time this _____ day of _____, _____.

Read a second time this _____ day of _____, _____.

Read a third time this _____ day of _____, _____.

Approved by the <Inspector of Municipalities this _____ day of _____, _____.

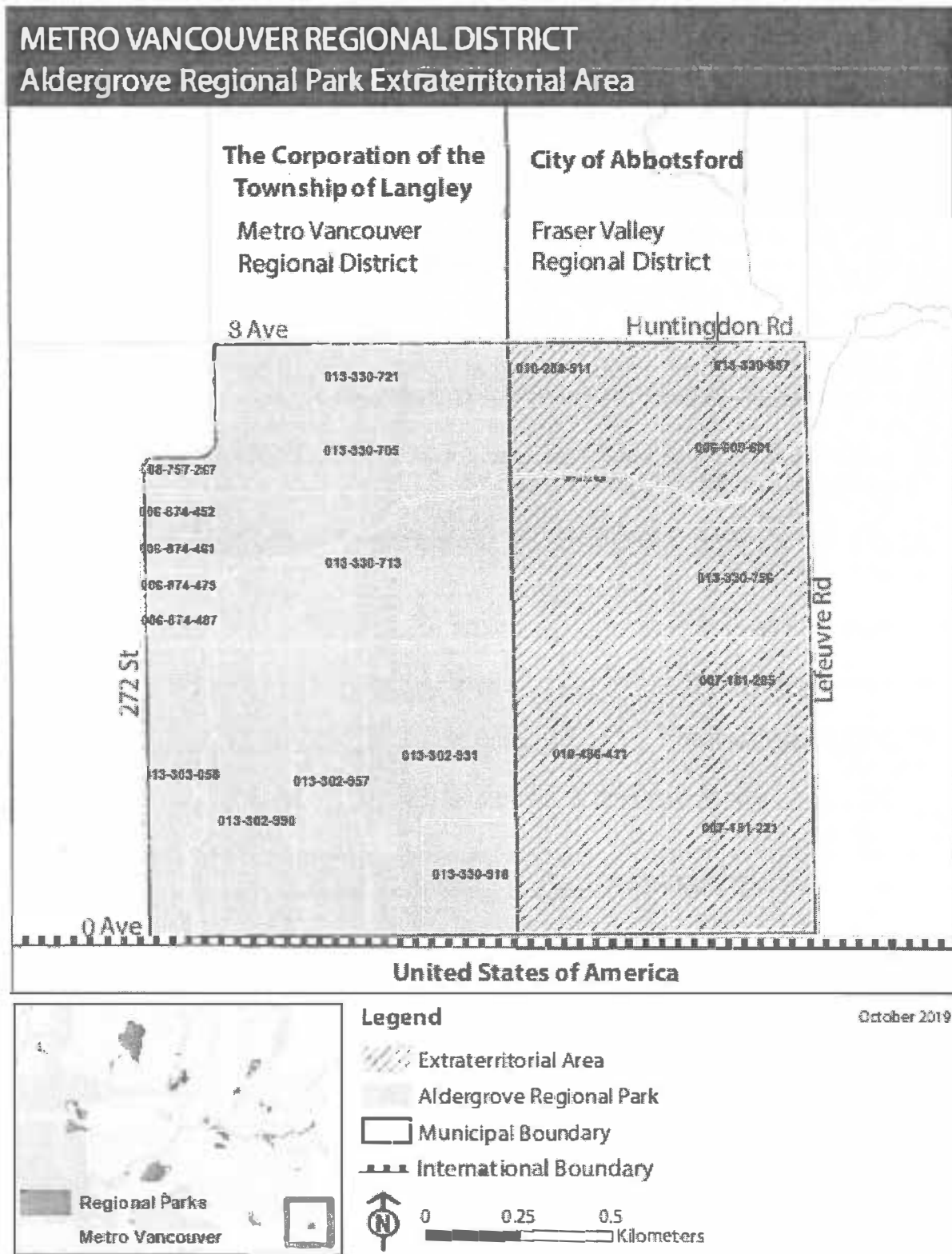
Passed and finally adopted this _____ day of _____, _____.

Sav Dhaliwal, Chair

Chris Plagnol, Corporate Officer

Schedule A

Aldergrove Regional Park Extraterritorial Area to be Added to Regional Parks Service



To: MVRD Board of Directors

From: Carol Mason, Chief Administrative Officer
Chris Plagnol, Corporate Officer

Date: October 22, 2019 Meeting Date: November 1, 2019

Subject: **Regional Parks Service Amendment Bylaw No. 1290**

RECOMMENDATION

That the MVRD Board:

- a) give first, second and third reading to *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019*; and
- b) direct staff to seek consent of at least 2/3 of the participants to amend the service area to add an extraterritorial area to the regional park function, and following that, forward the *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019* to the Inspector of Municipalities for approval.

PURPOSE

To consider first, second and third reading of the *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019* that will initiate the inclusion of an extraterritorial area for a portion of Aldergrove Park located in the City of Abbotsford, and to direct staff to seek consent of at least 2/3 of the participants in the regional parks function in relation to the amendment.

BACKGROUND

The Province of British Columbia is expected to enact a Regulation to specifically authorize Metro Vancouver Regional District to establish and operate the regional parks service outside its boundaries for the portion of Aldergrove Park located in the City of Abbotsford. In anticipation of that Regulation and to facilitate the process in a timely fashion, it is advisable to amend the Regional Parks Service Bylaw to include this extraterritorial area in the defined boundaries of the parks service area.

This report brings forward the proposed bylaw amendment for the Board's consideration.

ABBOTSFORD PARTICIPATION IN REGIONAL PARKS

The City of Abbotsford was a long-standing participant in the MVRD Regional Parks function, but after a parks service review, discussions were initiated between Metro Vancouver and the City of Abbotsford that examined the boundaries of the service area and explored consideration of the potential withdrawal of the City of Abbotsford from the MVRD regional parks function. In 2018 the City withdrew from the parks service.

Parkland Transfer to Abbotsford

As part of the agreement for the City of Abbotsford to withdraw from the MVRD regional parks service, in May 2018, Metro Vancouver transferred all interests in parkland within the boundaries of the City of Abbotsford to the City of Abbotsford, including the Aldergrove Regional Park. However, since that regional park straddles the border of the Township of Langley and the City of Abbotsford, it was agreed that a single local government to own and operate it. Given the majority of visitors to the Aldergrove Regional Park originate from Metro Vancouver, Metro Vancouver agreed that it was the appropriate jurisdiction to continue to own and operate this park.

Extraterritorial Area – Aldergrove Regional Park East

This ownership model posed a problem because the portion of Aldergrove Regional Park located in Abbotsford was outside the boundaries of the Metro Vancouver Regional District. Section 333(4) of the *Local Government Act* requires that a service provided outside of regional district boundaries must be identified as a separate participating area for the service “as if it were located in the regional district”. Given the unique history and circumstances associated with Aldergrove Regional Park, Metro Vancouver requested a remedy from the Province to authorize an exemption to the statutory requirement.

The Province proposed a Regulation to the *Local Government Act* that would provide the requested exemption, as described below.

MVRD ALDERGROVE REGIONAL PARK REGULATION

Staff have been advised that the Province is preparing a new Regulation that will make an exception to section 333(4) of the *Local Government Act*, and authorize Metro Vancouver Regional District to establish and operate the portion of Aldergrove Regional Park in Abbotsford as an “extraterritorial area”. This extraterritorial area must be included in the defined boundaries of the parks service area, as set out in the Regional Parks Service Bylaw.

Land Transfer to Metro Vancouver

In anticipation of the provincial Regulation, the MVRD Board, at its meeting held May 24, 2019, approved the *Abbotsford Disposition of Eastern Portion of Aldergrove Park Land Agreement* between the Metro Vancouver Regional District and the City of Abbotsford for the sale and transfer of the eastern portion of the Aldergrove Regional Park lands within the municipal boundary of Abbotsford back to Metro Vancouver Regional District.

Once the conditions in this agreement are satisfied - a Regulation is in place allowing Metro Vancouver to own and operate the eastern portion of Aldergrove Regional Park without requiring the City of Abbotsford to be a member of the MVRD for regional park purposes - Metro Vancouver will be returned ownership and will continue operation of both the western and eastern portions of the Aldergrove Regional Park, with the eastern portion being an ‘extraterritorial area’.

MVRD REGIONAL PARKS AMENDING BYLAW

The adoption of a bylaw to amend the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005* (proposed in this report) is required to bring effect to the aforementioned Regulation. The required amendment to the Regional Parks Service Bylaw is to include the extraterritorial area in the defined boundaries of the parks service area.

In addition, two minor housekeeping amendments are proposed: two section references to the *Local Government Act* that appear in the Amending Bylaw were outdated, and have been updated to reflect the current numbering in the Act.

The Amending Bylaw is before the Board for first, second and third reading. Once third reading is given, the Amending Bylaw will be circulated to all service area participants to obtain their consent to the adoption of the Bylaw. Two-thirds consent of participants is required before the Amending Bylaw can be considered for adoption by the Board. Once consent is obtained, the Amending Bylaw will be forwarded to the Inspector of Municipalities for approval. If approved by the Inspector, the Amending Bylaw will be presented to the Board for consideration of final adoption.

ALTERNATIVES

1. That the MVRD Board:
 - a) give first, second and third reading to *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019*; and
 - b) direct staff to seek consent of at least 2/3 of the participants to amend the service area to add an extraterritorial area to the regional park function, and following that, forward the *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019* to the Inspector of Municipalities for approval.
2. That the MVRD Board receive for information the report dated October 22, 2019, titled "Regional Parks Service Amendment Bylaw No. 1290", and provide alternate direction.

FINANCIAL IMPLICATIONS

If the Board approves alternative one, there will be no additional financial impacts as staff previously anticipated approval of the provincial regulation when preparing the 2020 budget. Under an existing agreement between the MVRD and the City of Abbotsford that has been in place while awaiting Provincial regulatory approval, Metro Vancouver Regional Parks has operated and maintained both the Langley (West) and Abbotsford (East) portions of Aldergrove Regional Park. The operating costs for Aldergrove Park East are included in the 5-year financial plan.

SUMMARY / CONCLUSION

The Province of British Columbia is expected to enact a Regulation to authorize Metro Vancouver Regional District to operate the regional parks service outside its boundaries for the portion of Aldergrove Park located in the City of Abbotsford, without the City being a participant in the parks service. To bring effect to that Regulation, the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005* must be amended to include this extraterritorial area in the defined boundaries of the parks service area. This report brings forward the associated Amending Bylaw for consideration by the Board. Staff recommend Alternative One.

Attachments

1. Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019

33135580

**METRO VANCOUVER REGIONAL DISTRICT
BYLAW NO. 1290, 2019
A Bylaw to Amend Greater Vancouver Regional District
Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005**

WHEREAS:

- A. By Division V of Letters Patent issued January 13, 1972, as amended by further Supplementary Letters Patent, Metro Vancouver Regional District (formerly Greater Vancouver Regional District) was granted the function of operating regional parks (the “**Regional Parks Service**”), and the participating areas for the Regional Parks Service were deemed to include not only Metro Vancouver Regional District member municipalities, but also member municipalities of the former Vancouver-Fraser Park District;
- B. On July 25, 2005, the Board of Directors of the Metro Vancouver Regional District adopted “Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005”, a bylaw to convert the Regional Parks Service and to amend the participating areas;
- C. On April 27, 2018, the Board of Directors of the Metro Vancouver Regional District adopted “Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1260, 2018”, a bylaw to amend the participating areas to remove the City of Abbotsford as a municipal participating area for the Regional Parks Service;
- D. The Board of Directors of the Metro Vancouver Regional District has obtained approval from the Province of British Columbia to establish and operate the regional parks service in an extraterritorial area comprising that portion of Aldergrove Regional Park located within the boundaries of the City of Abbotsford;
- E. The Board of Directors of the Metro Vancouver Regional District wishes to amend “Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005”;

NOW THEREFORE the Board of the Metro Vancouver Regional District enacts as follows:

- 1. The “Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005” (the “**Bylaw**”) is hereby amended as follows:
 - a) In the preamble of the Bylaw, add new paragraphs G and H respectively, at the end of this section, as follows:
 - “G. On April 27, 2018, the Board of Directors of the Metro Vancouver Regional District adopted “Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1260, 2018”, a bylaw to amend the participating areas to remove the City of Abbotsford as a municipal participating area for the Regional Parks Service;

- H. Consent from at least two-thirds of the Service participants to add an extraterritorial area comprising that portion of Aldergrove Regional Park located within the boundaries of the City of Abbotsford was received;"
- b) In section 4 of the Bylaw, titled "Service Area", delete and replace the section in its entirety with the following:
- "4. The service area for the Service consists of:*
- (a) all that land within the boundaries of the Participating Areas; and*
- (b) all that land in the eastern portion of Aldergrove Regional Park, identified as Extraterritorial Area, as shown on the map in Schedule A, hereto affixed and forming part of the Bylaw."*
- c) In section 5 of the Bylaw, titled "Cost Recovery", sub section (b), delete the words "Division 4.3" and replace them with the words "Part 11, Division 3".
- d) In section 6 of the Bylaw, titled "Cost Apportionment," delete the words "section 804(2)(a)" and replace them with "section 380(2)(a)".
2. This bylaw may be cited as "Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019".

Read a first time this _____ day of _____,

Read a second time this _____ day of _____,

Read a third time this _____ day of _____,

Approved by the <Inspector of Municipalities this _____ day of _____,

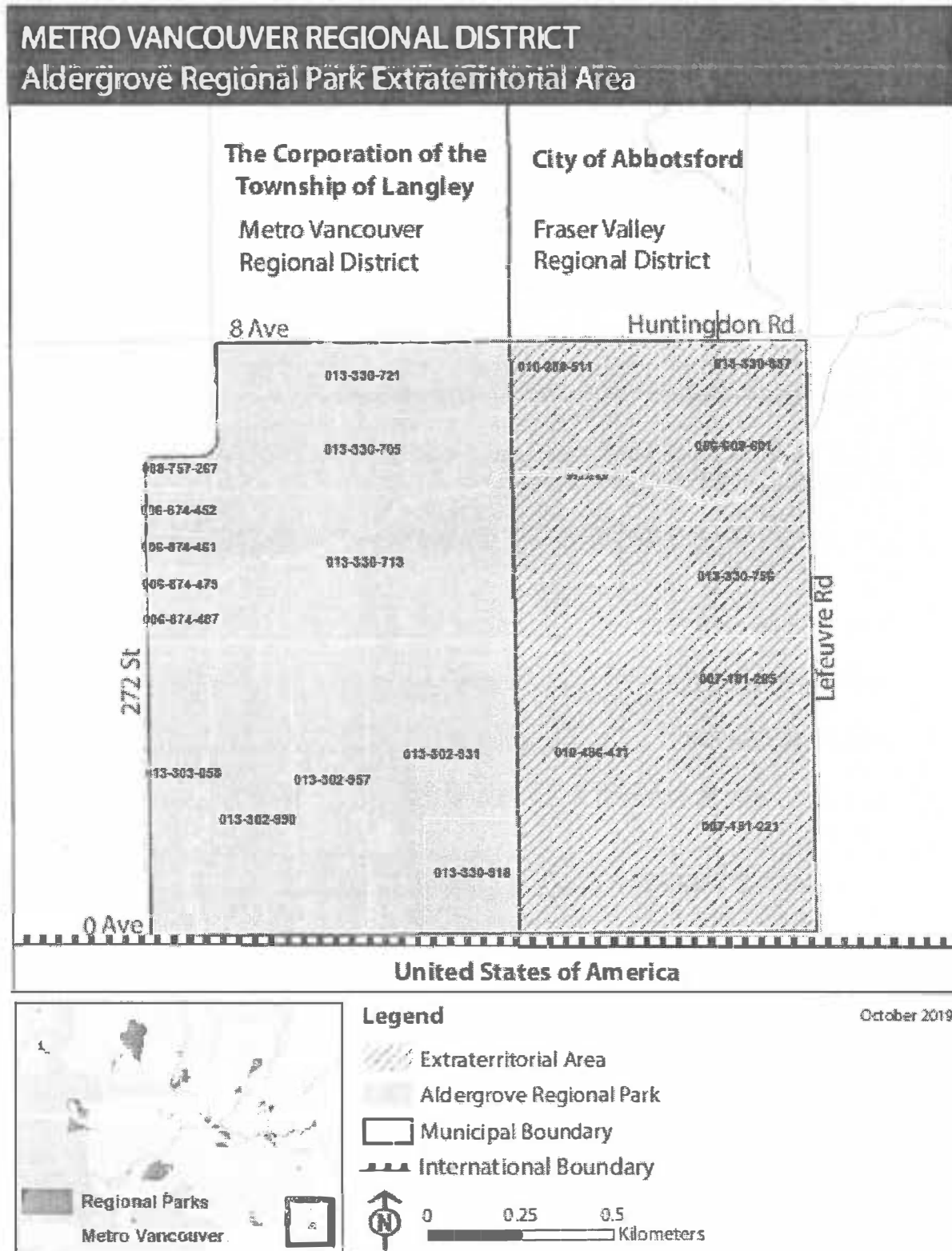
Passed and finally adopted this _____ day of _____,

Sav Dhaliwal, Chair

Chris Plagnol, Corporate Officer

Schedule A

Aldergrove Regional Park Extraterritorial Area to be Added to Regional Parks Service



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

Dept. Manager	GM/ Director	CAB
------------------	-----------------	-----

The District of North Vancouver REPORT TO COUNCIL

November 14, 2019

File: 05.1780/Financial Plan 2019

AUTHOR: Rick Danyluk, Manager Business Planning and Decision Support**SUBJECT:** 2019-2023 Financial Plan Amendment #2**RECOMMENDATION:**

THAT "2019 – 2022 Consolidated Financial Plan Approval Bylaw 8373, 2018 Amendment Bylaw 8413, 2019 (Amendment 2)" is given FIRST, SECOND, and THIRD Readings.

REASON FOR REPORT:

Since the adoption of the Financial Plan on October 1, 2018 and subsequently the Financial Plan Amendment #1 on May 13, 2019, a number of changes have occurred that must be formally adopted through a subsequent Financial Plan Amendment. The changes in this report were reviewed by the Finance and Audit Committee on October 29 where they directed staff to bring the financial plan amendment bylaw forward to Council on November 25. To meet the requirements of the Community Charter, these changes are recommended for adoption by Council.

SUMMARY:

Since the adoption of Financial Plan Amendment #1, Council has supported changes through resolution and direction to amend the Financial Plan. Capital expenditure changes total \$1.7 million and operating cost changes total \$2.1 million. Developer contributions are also restated based on Council direction and the latest information on approved development projects. A number of housekeeping items are included in this amendment and relate to timing, reallocations, and use of reserves for authorized adjustments.

BACKGROUND:

On October 1, 2018, Council adopted the 2019-2023 Consolidated Financial Plan Approval Bylaw 8413. The 2019-2023 Financial Plan includes the Operating and Capital Plans and the related tax increase for 2019. Subsequently, Council adopted the Financial Plan Amendment #1 in the spring of 2019. Changes occurring since then also require adoption through a Financial Plan Amendment.

EXISTING POLICY:

Section 165 of the Community Charter states that a municipality must have a financial plan adopted annually, by bylaw, before the annual property tax bylaw is adopted, and that the financial plan may be amended by bylaw at any time.

ANALYSIS:

This amendment includes adjustments to projects and related revenue. Consistent with prior years, housekeeping items (i.e. reallocations of costs and funding, privately funded capital, and use of reserves for authorized adjustments) are summarized and included in the financial plan amendment.

Changes – Capital Plan

Since May 13, 2019, Council supported changes to capital expenditures through resolution and direction to amend the Financial Plan. The key changes are summarized in Table A with details noted below:

Table A (\$ 000's)

2019 Capital Expenditures	Total Project Cost	Funding Already Approved	2019 Fall Amendment
<i><u>With Council Resolution</u></i>			
1 B-Line	1,700	8,000	(6,300)
2 Capital Renewal	415	-	415
3 Cates Park Facilities	245	-	245
4 Efficiency	100	-	100
5 Equipment	375	-	375
6 Externally Funded	167	-	167
7 Property Acquisition	1,480	-	1,480
8 Risk Management - Wildfire Urban interface	360	-	360
9 Road Improvements - E29th St.	1,454	-	1,454
10 Safety	1,225	660	565
<i><u>Resolution through Financial Plan</u></i>			
11 Inter River Retaining Wall - Phase 2 Design	150	-	150
12 Road Improvements - Ross Road	3,850	1,020	2,830
13 Housekeeping	(190)		(190)
			\$ 1,651

1. B-Line

An adjustment is required to reduce the original estimate of \$8M based upon a 2019 conceptual design. Since then, the estimate of work under the District's jurisdiction has been revised to \$1.7M, funded by TransLink.

2. Capital Renewal
A capital renewal contingency has been established from the Infrastructure Reserve to allow projects to be undertaken if strategically bundling them by location promotes more efficient delivery of District work minimizing impact to residents.
3. Cates Park Facilities
Design of this project requires funding of \$245K in the current year. The total project cost is \$8.2M. In January 2019, Council approved a provincial grant application for \$5.9M. If awarded, the remaining \$2.3M will be funded through the Infrastructure Reserve. The project is expected to proceed at a later date, if grant funding is not awarded.
4. Efficiency
Fibre optics hardware to support increased capacity within the fibre network, avoiding future operating costs. Funding is through the Infrastructure Reserve.
5. Equipment
A Jet Rodder, used for various sewer services, was identified for replacement in 2019. However, due to changes in foreign exchange and new equipment standards, an additional \$375K is required. \$75K will be funded through the Equipment Reserve and the remaining \$300K will be funded through the Sewer Stabilization Reserve
6. Externally Funded
A new backstop at Brooksbank Park costing \$132K is required to meet the demand for fields to accommodate additional baseball usage. The District will contribute \$10K through the Infrastructure Reserve and the North Vancouver Community Sports and Recreation Culture (Sports Council) will fund the remaining balance through the Sports Field Enhancement Grant. NSEM secured UBCM funding of \$75k (DNV portion is \$36k) to install 8 network seismic sensors throughout North shore to record the level of ground shaking. This also includes the assessment of 8 municipal facilities by a seismic engineer to determine maximum level of ground shaking that each building could withstand.
7. Property Acquisition
Utilizing the Land Opportunity Fund, the District acquired a single family property on Orwell Street for future road connection in order to improve circulation and mobility. The funding source may change if there is a change in the property's intended use.
8. Risk Management - Wildfire Urban Interface
Council agreed to support fuel treatment in the remaining high-risk wildfire urban interface area at Carmaria Ct. and Braemar/Dempsey. \$100K is funded through a UBCM 2019 Community Resiliency Investment Program with the remaining balance reallocated from the District's General Risk Management Provision.

9. Road Improvements – E29th St.

Council approved street safety and mobility improvements for the full length of E29th St. from Lonsdale Avenue to Lynn Valley Road. The total project cost is \$1.45M with \$1.13M funded through a combination of the Infrastructure Reserve, DCC Reserves, and New Capital Fund and the balance of \$320K was redirected to this eligible active transportation project from a one-time payment received from a Federal Government program, the Community Works Fund.

10. Safety

Safety improvements relate primarily to the acquisition of a new Fire and Rescue Truck, identified for replacement in 2018. However due to changes in foreign exchange, new equipment standards, and recent steel tariffs, additional funding of \$540K is required. The acquisition of the Fire and Rescue Truck totalling \$1.2M will be entirely funded through the Equipment Reserve. Other minor safety equipment of \$25k is also included.

11. Inter River Retaining Wall – Phase 2 Design

With Phase I complete in 2017 at a cost of \$1.4M, Phase 2 (design & construction), estimated at \$1.15M, will expand the fill slope site by increasing the wall height an additional 3 metres and extending it approximately 25 metres north. Funding for the design costs are primarily through the Water Stabilization Reserve with the balance of \$18K through Water DCC's.

12. Road Improvements – Ross Road

During the year, funding for improvements to the 1300 block of Ross Road was advanced to the current year due to project logistics and optimal timing of work.

13. Housekeeping

Items include reclassifications, recognition of external revenues, and adjustments to reserves for items such as draws from equipment replacement reserves.

Changes – Operating Plan

Since May 13, 2019, Council supported changes to the Operating Plan through resolution and direction to amend the Financial Plan. The changes are summarized in Table B with details noted below:

Table B (\$ 000's)

2019 Operating Expenditures	Total Cost	Funding Already Approved	2019 Fall Amendment
<i><u>With Council Resolution</u></i>			
1 Planning	395	150	245
2 Risk Management - Hollyburn Family Services	316		316
3 Trails	100	50	50
4 Efficiency	60	-	60
<i><u>Resolution through Financial Plan</u></i>			
5 Housekeeping			1,442
			\$ 2,113

1. Planning

In May 2019, Council approved an upper funding limit of \$395K for a targeted OCP review focussed on four key strategic areas: housing, transportation, climate change, and the economy and employment lands. As such, an additional \$245K, sourced from General Surplus, is required to deliver White Papers on these areas in Summer 2020.

2. Risk Management – Hollyburn Family Services

Hollyburn Family Services received a contribution to cover expenses arising from a partnership agreement.

3. Trails

Since 2015, the North Shore Mountain Biking Association (NSMBA) has received a total of \$100k to maintain approximately 50km of trails on Fromme Mountain. A base commitment of \$50K annually has been supplemented by an additional \$50K in one-time funding over these years. On May 27, 2019, Council once again supported an additional \$50K in General Surplus funding on a one-time basis to their existing base funding.

4. Efficiency

A new technology item creating operating efficiencies relates to the acquisition of street level imagery with GIS accuracy is funded through General Surplus.

5. Housekeeping

Includes reclassifications, recognition of external revenues, and adjustments to reserves. Key items include \$400K to cover contract employee benefits, \$342K in external funding (\$240K for marine fire training and \$102K for the major road network), \$190K for resources supporting development activity, \$235K to address assessment appeals, \$138K additional contribution to the Infrastructure Reserve resulting from commercial property activity, and \$100K for hazard tree removal.

Changes –Contributions to Reserves

Table C (\$ 000's)

Contributions to Reserves 2019	Total	Already Approved	2019 Fall Amendment
<i>Resolution through Financial Plan</i>			
1 Developer Contributions	20,661	47,769	(27,108)
2 Employee Benefits	-	400	(400)
3 Risk Management - Assessment Appeal Reserve	3,642	3,399	243
4 Housekeeping			165
			\$ (27,100)

1. **Developer Contributions**
Projections for developer contributions have been moved to outer years to reflect timing of receipts, projects now on hold pending completion of the targeted OCP Review and the latest information on approved projects.
2. **Employee Benefits**
Actual costs related to employee benefits are trending higher than plan (2.6%). As such, the \$400K planned contribution to the Human Resources Reserve will not proceed.
3. **Risk Management - Assessment Appeal Reserve**
In order to proactively manage tax loss risk, it is recommended that a portion of penalty revenues and related interest associated with appeals of property assessments, be transferred to the Assessment Appeal Reserve. Consequently, funds required to proactively address these assessment appeals will in turn be drawn from this Reserve.
4. **Housekeeping** includes reclassifications, recognition of external revenues, and adjustments to reserves for items such as draws from equipment replacement reserves.

Timing/Approval Process:

The Financial Plan must be amended for spending authority to be in place prior to year-end.

Financial Impacts:

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

Table D (\$ 000's)

2019 Bylaw Summary	Spring Amendment	Fall Amendment	Change
Capital Expenditures (Table A)	71,165	72,816	1,651
Operating Expenditures (Table B)	166,491	168,604	2,113
Contributions to Reserves (Table C)	97,479	70,379	(27,100)
Debt Costs	2,762	2,762	-
	\$ 337,897	\$ 314,561	\$ (23,336)

See attached for Financial Plan Amendment Bylaw 8413.

Respectfully submitted,



Rick Danyluk
Manager of Business Planning and Decision Support

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

The Corporation of the District of North Vancouver

Bylaw 8413

A bylaw to amend 2019 – 2023 Financial Plan Approval Bylaw 8373, 2018

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

Citation

1. This bylaw may be cited as “2019 – 2023 Financial Plan Approval Bylaw 8373, 2018, Amendment Bylaw 8413, 2019 (Amendment 2)”.

Amendments

2. 2019 – 2023 Financial Plan Approval Bylaw 8373, 2018 is amended as follows:
 - a) *Schedule A District of North Vancouver 2019-2023 Financial Plan (\$000's)* is deleted in its entirety and replaced with a new *Schedule A District of North Vancouver 2019-2023 Financial Plan (\$000's)* as shown in Schedule 1 to this bylaw; and,
 - b) *Schedule B District of North Vancouver 2019 Revenue Disclosure Statement* is deleted in its entirety and replaced with a new *Schedule B District of North Vancouver 2019 Revenue Disclosure Statement* as shown in Schedule 2 to this bylaw.
 - c) *Schedule C District of North Vancouver 2019 Capital Plan Reserve Fund Appropriations* is deleted in its entirety and replaced with a new *Schedule C District of North Vancouver 2019 Capital Plan Reserve Fund Appropriations* as shown in Schedule 3 to this bylaw.

READ a first time

READ a second time

READ a third time

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

Schedule 1 to Bylaw 8413

Schedule A to Bylaw 8373 District of North Vancouver 2019-2023 Financial Plan (\$000's)

	2018	2019	2020	2021	2022	2023
Revenue						
Taxation	\$ 106,978	\$ 112,144	\$ 112,918	\$ 116,850	\$ 120,900	\$ 124,295
Sales, Fees, and Other User Charges	99,412	97,692	102,059	119,707	105,630	108,944
Developer Contributions	15,438	18,867	24,832	4,212	12,467	1,414
Grants and Other Contributions	4,138	5,958	7,223	2,296	2,311	2,158
Investment Income	4,846	4,928	5,334	5,335	5,701	5,780
Penalties & Interest on Taxes	720	975	732	732	732	732
	231,532	240,564	253,098	249,132	247,741	243,323
Proceeds from Debt						
Appropriations from:						
Operating Reserves & Surplus	8,266	10,413	2,403	1,993	1,514	1,291
Capital Committed Funds	321	50	-	-	-	-
Reserve Funds	85,953	63,534	98,667	63,707	40,552	57,631
	94,540	73,997	101,070	65,700	42,066	58,922
Source of Funds	\$ 326,072	\$ 314,561	\$ 354,168	\$ 314,832	\$ 289,807	\$ 302,245
Operating Expenditures						
Community Services	\$ 37,522	\$ 39,573	\$ 40,562	\$ 41,779	\$ 41,587	\$ 42,411
Planning and Development	12,465	12,791	12,043	12,190	12,361	12,604
Protective Services	42,389	43,378	43,944	44,590	45,486	46,503
Transportation and Engineering	9,130	9,448	9,251	9,462	9,342	9,524
Utilities	43,587	46,485	50,559	56,171	61,461	64,271
Governance and Admin	16,476	16,929	13,144	12,475	12,215	11,673
	161,569	168,604	169,503	176,667	182,452	186,986
Capital Expenditures	89,252	72,816	107,418	64,007	42,085	58,136
Debt Service	4,041	2,762	2,762	2,762	2,762	2,762
Contributions to:						
Operating Reserves & Surplus	3,714	3,754	512	512	512	512
Reserve Funds	67,496	66,625	73,973	70,884	61,996	53,849
	71,210	70,379	74,485	71,396	62,508	54,361
Use of Funds	\$ 326,072	\$ 314,561	\$ 354,168	\$ 314,832	\$ 289,807	\$ 302,245

Schedule 2 to Bylaw 8413

Schedule B to Bylaw 8373 District of North Vancouver 2019 Revenue Disclosure Statement

Revenue from each Funding Source

The proportion of total revenue to be raised from each funding source in 2019 is shown in the table to the right. Property tax is an indirect tax on wealth and accounts for the greatest proportion of municipal revenues. The system of property taxation is relatively easy to administer and understand. It provides a stable and consistent source of revenue for services that provide general community benefits that can be often difficult to fund on a user-pay basis.

Funding Source	% Revenues	
	2018	2019
Taxation		
Property Value Taxes	46.2%	46.6%
Parcel Taxes	0.0%	0.0%
Sales, Fees and User Charges	42.9%	40.6%
Other Sources	10.9%	12.8%
Proceeds From Borrowing	0.0%	0.0%
TOTAL	100.0%	100.0%

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

Other sources of revenue include developer contributions, government grants and other external contributions. These sources of revenue are difficult to predict and can fluctuate significantly from year to year. In 2019, government grants and developer contributions in the form of community amenity contributions are expected to increase.

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

Property Tax Burden

The property tax burden for each property class is shown in the table on the right. The tax distribution detailed for 2019 is consistent with the current tax strategy approved by Council in 2009 that aligns the District tax rates with the average for Metro Vancouver, or the capped rate (if applicable) and relevant Ports Property Tax Act impacts. This strategy considers some shifting of the tax burden between classes if the tax base for a property class is not sufficient to be corrected by investment alone. It is expected that the competitiveness of the municipality as a place to do business will benefit from this policy. Council's tax strategy is based on the principles of equity, fairness, and responsiveness to community goals. Proportionate relationships between property classes can be affected by Council's economic policies, provincially legislated tax incentive programs and new permissive and statutory exemptions.

Property Class	% Property Tax
	2019
Residential	69.0%
Utilities	0.2%
Major Industry	12.6%
Light Industry	1.0%
Business	17.0%
Recreation	0.2%
TOTAL	100.0%

Permissive Tax Exemptions

Permissive tax exemptions represent approximately \$434,600 in foregone tax revenues. Council grants permissive tax exemptions based on Section 224 of the Community Charter on "use of property" not based upon the charitable status of the organization as a whole. Organizations that contribute to the well-being of citizens within the municipality by improving their quality of life and effectively enhancing community services are eligible.

Schedule 3 to Bylaw 8413
Schedule C to Bylaw 8373
Appropriations from Capital Reserves

	RENEWAL CAPITAL			NEW CAPITAL			LANDS AND HOUSING		Total
	Infrastructure	Equipment	Utilities	New Capital Reserve	Local Impr. & Public Art	Development (DCC, CAC)	Housing	Land Opportunity(1)	
2019 Opening Balance	27,457,566	9,499,179	31,694,752	599,992	4,310,507	28,271,795	2,611,750	1,193,022	105,638,563
Child and Seniors Care									
Child Care									
Preschool and School Age - Seylynn Provision						900,000			900,000
Civic Facilities and Equipment									
Operations Facilities & Equipment									
DNV Municipal Hall Renewal	190,000			(22,500)					167,500
Facilities AMP Provision Renewal	598,750								598,750
Fleet Services		1,585,000	300,000	50,000					1,935,000
Operations Centre Renewal	180,000								180,000
Community Facilities, Arts, and Culture									
Community Facilities									
Lynn Creek Community Centre and Childcare	450,000					10,000,000			10,450,000
Lynnour Jaycee House Renewal	15,000								15,000
Museum Facilities and Equipment Renewal	39,500								39,500
New Delbrook Community Centre Build				25,000					25,000
Recreation Equipment Renewal		193,000							193,000
Recreation Facilities Renewal	1,249,000			22,500					1,271,500
Recreation Technology Renewal		158,000							158,000
Library Archives and Exhibits									0
Library Collections Renewal	577,000								577,000
Library Facilities & Equipment Renewal	105,000								105,000
Library Technology Renewal	40,834								40,834
Lions Gate Community Centre - Express Library						62,300			62,300
Public Art and Heritage									0
Public Art Provision for Town Centres						500,000			500,000
Public Art					50,000				50,000
Lands and Real Estate									
Other Lands									
Commercial Building Provision Renewal	30,000								30,000
Lynn Valley Village Renewal	168,000								168,000
Land Acquisition - Orwell Street								1,480,000	1,480,000
Overhead									
Overhead									
Capital Contingency (project bundling, minimize local impacts)	415,000								415,000
Capital Plan Implementation	964,660								964,660
Parks and Open Spaces									
Community Parks									
Bridgeman Park Upgrades	100,000					150,000			250,000
Lynn Creek Seylynn Park Upgrades						150,000			150,000
Murdo Frazer Park Upgrades	500,000								500,000
Urban Parkland Renewal	1,195,400								1,195,400

Schedule 3 to Bylaw 8413, cont.

	RENEWAL CAPITAL			NEW CAPITAL			LANDS AND HOUSING		Total
	Infrastructure	Equipment	Utilities	New Capital Reserve	Local Impr. & Public Art	Development (DCC, CAC)	Housing	Land Opportunity(1)	
District Level Parks									0
Cates Park Upgrade	230,000			50,000					280,000
Deep Cove Canoe and Kayak Centre Renewal	27,712								27,712
Inter River Park Bike Skills Park	250,000		132,180	175,000		17,820			575,000
Lions Gate Belle Isle Park						15,000			15,000
Lynn Canyon Park Renewal	334,000								334,000
Lynn Canyon Park Upgrades	84,500			488,280		77,220			650,000
Maplewood Farm Renewal	28,000								28,000
Public Golf Renewal		513,784							513,784
Natural Parkland and Alpine Trails									0
Natural Parkland Renewal	206,000								206,000
Trails Renewal	534,000								534,000
Neighbourhood Parks									0
Kirkstone Park Upgrades						100,000			100,000
Sports Fields									0
Brooksbank Backstop	10,000								10,000
Delbrook Park Upgrades	300,000								300,000
Inter River Artificial Turf Field	18,125			47,875		9,000			75,000
Sports Fields Renewal	147,250								147,250
Public Safety									
Fire & Rescue									
Fire Facilities & Equipment Renewal	77,375	775,000							852,375
Fire Facility EV Charging Stations		40,000							40,000
Fire Investigation Vehicle		75,000							75,000
Maplewood Fire and Rescue Centre	6,800,000								6,800,000
Social and Supportive Housing									
Social Housing									
Project Provision							2,200,000		2,200,000
Seniors Rental Housing - Kiwanis							392,000		392,000
Technology									
Applications									
Application Enhancements				165,000					165,000
Application Renewal	420,000								420,000
Business Process Renewal	300,000								300,000
Digital Transformation				200,000					200,000
Licensing Provision	100,000								100,000

Schedule 3 to Bylaw 8413, cont.

	RENEWAL CAPITAL			NEW CAPITAL			LANDS AND HOUSING		Total
	Infrastructure	Equipment	Utilities	New Capital Reserve	Local Impr. & Public Art	Development (DCC, CAC)	Housing	Land Opportunity(1)	
Fibre Optic Network									0
Fibre Optics	100,000			40,000					140,000
Hardware									0
Corporate Hardware Renewal	783,000								783,000
Mobile Workforce Expansion				40,000					40,000
Transportation									
Active Transportation									
Active Transportation Multimodal				84,500					84,500
Delbrook Rainbow Crosswalk	10,000								10,000
E29th St Road Improvements	683,000			294,808		156,000			1,133,808
Minor Projects Outside Centres (walking, cycling, transit)				1,640,500					1,640,500
On-Street Parking Demand Study				84,000					84,000
Orwell Street Neighbourhood Bikeway				25,000					25,000
Sidewalk Renewal	450,000			(25,000)					425,000
Roads and Bridges									0
1300 Ross Road Bridge and Infrastructure	661,513		1,457,470	807,273		353,744			3,280,000
Intersection/Lynn Valley and Mountain Highway Upgrades				15,000					15,000
Road Network - Other Renewal	999,700								999,700
Road Network - Paving Renewal	3,223,000								3,223,000
Street Lighting Renewal	222,300			(20,000)					202,300
Traffic Operations Renewal	534,600								534,600
Transportation Equipment				45,000					45,000
Transportation Road Network Data Infrastructure				191,000					191,000
Transit									0
North Shore B-Line (Marine to Main-DNV portion)				200,000					200,000
Utilities									
Recycling & Solid Waste									
Fleet Services Renewal			75,000						75,000
Storm Water Utility									0
Culvert and Debris Basin Upgrade	52,225		(184,301)			(99,043)			(231,119)
Special Watercourses Renewal	25,775		3,571,088			618,056			4,214,919
Storm Sewer Renewal			539,294			72,706			612,000
Utility Mains									0
Lift Station Renewal			398,655			53,745			452,400
Pump Stations & Reservoirs Renewal			107,859			14,541			122,400
Sewer Main Renewal						171,594			171,594
Sewer Mains Renewal			1,126,526			(19,720)			1,106,806
Water Main Renewal			4,677,526			685,814			5,363,340
Water Equipment & PRV Renewal			276,149			21,051			297,200
Sewer Main Town Centre Upgrades			1,000			99,000			100,000
LESS: Appropriations from Reserves	24,430,219	3,339,784	12,478,446	4,623,236	50,000	14,108,828	2,592,000	1,480,000	63,102,513
ADD: Contributions to Reserves	22,211,378	2,292,451	16,620,488	4,597,179	90,750	20,077,885	583,418	151,391	66,624,940
2019 Projected Closing Balance	25,238,725	8,451,846	35,836,794	573,935	4,351,257	34,240,852	603,168	(135,587)	109,160,990

Note 1: the Land Opportunity Fund ending balance is projected to exceed \$4m once funding not required for the 2018 Lower Lynn Connectivity Project is returned.

THIS PAGE LEFT BLANK INTENTIONALLY

AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: <u>Nov 25, 2019</u>
<input type="checkbox"/> Other:	Date: _____



The District of North Vancouver REPORT TO COUNCIL

November 7, 2019
File: 13.6480.35/001.000

AUTHOR: Natasha Letchford, Senior Community Planner

SUBJECT: Targeted Official Community Plan (OCP) Review: Status Update and Council Input

RECOMMENDATION:

THAT the report titled "Official Community Plan (OCP) Targeted Review: Opportunity for Council input" dated November 7, 2019 be received for information;

AND THAT Council endorse the preliminary white paper outline (**Attachment 1**).

REASON FOR REPORT:

The purpose of this report is to provide an update to Council and to provide Council with an opportunity to offer further input on the Targeted OCP Review. Additionally, the results of the demographically representative telephone survey and the early engagement intercept surveys are provided for Council's information. Finally, this is an opportunity to introduce Urban Systems, the general consultant contracted to bolster the existing staff resources dedicated to this important project.

SUMMARY:

On May 27, 2019, Council endorsed a targeted review of the OCP of four topic areas: transportation; housing; climate emergency; and, economy and employment lands. This targeted review will result in an action plan: a list of concrete actions in support of the 2011 OCP vision and goals within the context of today's emerging issues, challenges, and current trends as they relate to the four key topic areas. Staff have been working to gather necessary background material and data; review best practices and previous work; conduct early engagement; and secure a general consultant to assist with the balance of the project.

With direction from Brian Bydwell, Advisor to the Targeted OCP Review (former General Manager of Planning Properties and Permits); Council; and, input from early engagement, staff have developed a preliminary guiding document for the four white papers (**Attachment 1**). Urban Systems has been retained as the primary consultant for this targeted review. Urban Systems has partnered with Hemson Consulting Ltd. to provide additional experience in the Economy and Employment Lands sphere. Urban Systems are building on the work

November 7, 2019

Page 2

BACKGROUND:

Timing/Approval Process:

COMMUNICATIONS

COUNCIL

PLANNING

CREATE COMMUNICATIONS COLLATERAL
MONTH 1-3

CONDUCT SURVEY
MONTH 3
WE ARE HERE

CONSULT PUBLIC ON PROPOSED ACTIONS AND POLICY CHANGES
MONTH 8-12

PRODUCE DIGITAL REPORT INTENDED FOR PUBLIC AUDIENCE
MONTH 13

PUBLICIZE AND PROMOTE
MONTH 15-19

DETERMINE SURVEY QUESTIONS
MONTH 1

DRAFT WHITE PAPERS ON 4 FOCUS AREAS
MONTH 1-6

FINALIZE ACTION PLAN AND 4 WHITE PAPERS
MONTH 12-14

INPUT

EXISTING POLICY:

District of North Vancouver Official Community Plan, 2011 plus associated implementation plans, public realm guidelines and the Rental and Affordable Housing Strategy.

ANALYSIS:

Action Plan and White Papers

The goal of the OCP Targeted Review is to develop an integrated action plan that provides a concise and doable set of actions that can be delivered within this Council's mandate. To support the action plan, four white papers will be developed. A decision matrix will be developed to help prioritize the proposed actions

The following is a brief excerpt from each of the four preliminary white paper outlines, which can be found as **Attachment 1**.

Housing

The District of North Vancouver is a desirable place to live, work, and play; however, it remains out of reach for many low to moderate-income earners who hope to call it home. Many of those who do live in North Vancouver struggle to make ends meet due to the high cost of housing. The cost of housing has further impacts on the economy and transportation in North Vancouver. Due to the high cost of housing in North Vancouver, many workers are commuting from outside the North Shore and contributing to increased congestion; further, businesses are increasingly finding it difficult to retain employees as they cannot find housing in North Vancouver. The cost of owning or renting a home in the District remains well above affordable (no more than 30% of before tax income) for a median-income earner in Metro Vancouver and has resulted in the decline of residents between the ages of 25-40. The District aims to attract and retain residents from diverse socioeconomic and demographic backgrounds by addressing the housing needs of all of its current and future residents.

Transportation

Drawing heavily on the recently completed work of the Integrated North Shore Transportation Planning Project (INSTPP), how might the DNV address the ongoing issues of congestion in North Vancouver? Further, how can DNV respond to emerging transportation trends (e.g., automated vehicles (AVs), mobility as a service (MaaS)) support local and regional objectives for reducing private automobile use, congestion, and greenhouse gas emissions (GHGs), and integrate future trends in the design of current development and infrastructure projects? Importantly, what land use decisions can support improved transportation?

Climate Emergency

The District of North Vancouver has joined hundreds of other municipalities across the world in declaring a climate emergency and accelerating climate action. The District has drafted a roadmap (Community Energy and Emissions Plan) that includes recommendations for how

to reduce emissions to net zero by 2050. The District has determined that over 80% of carbon pollution is from the transportation and building sectors. How can specific actions from the CEEP be implemented in this Council term (2018-2022) to drastically reduce energy consumption and emissions following council's climate emergency motion and international best practices as outlined by the International Panel on Climate Change (IPCC)? For example, how could specific programs or policies accelerate community adoption of low carbon forms of heating and transportation?

Economy and Employment Lands

Jobs and services are key to creating compact, complete communities in our centres. Industrial lands and a working waterfront are key elements of the North Vancouver economy. The number of residents who work within the District of North Vancouver is not growing as quickly as the number of jobs on the North Shore (INSTPP report).

This has made the District more reliant on workers commuting to the North Shore from elsewhere in the region to fill jobs, putting pressure on transportation systems. Further, the lack of affordable housing on the North Shore has made it difficult for employers to attract and retain employees. What actions can the District take to create a vibrant and viable environment for businesses to thrive? How can the District support a local economy to provide a diversity of services and employment opportunities for residents and attract a diverse and sustainable local labour force?

Two key concerns have emerged regarding economy and employment lands: assessments and taxation, specifically the BC Assessment practice of valuing commercial and industrial properties on their highest and best use vs. existing use and displacement of individual business, particularly small businesses, as a result of development. What actions can DNV take to support a vibrant economy, which in turn supports existing neighbourhoods and vibrant town centres while minimizing displacement of existing businesses and retaining industrial lands?

It is also important to apply a social equity lens to the proposed action plan to ensure community well-being and to explicitly consider possible unintended consequences of the proposed actions. Urban Systems, in partnership with Urban Matters, a company focused on work in areas that fall within the Social Determinant of Community Health, will be reviewing all proposed actions with social equity in mind.



Early Engagement – Intercept Surveys (August 20 and 22, 2019)

This qualitative research was conducted by Community Planning staff over two days of self-selected interviews with random participants. These brief interviews were held in various North Vancouver locations to hear attitudes, opinions, and stories about community life in North Vancouver, specifically that relate to the four key topic areas: housing; transportation; climate emergency; economy and employment lands.



Figure 1: Map of number of Targeted OCP Review intercept surveys by location

**plus, a class of 15-20 children (aged 9-10) were spoken with at this location*

Locations varied from elementary school playgrounds, to mechanic shops, to trailheads, to big stores like Canadian Tire, and smaller stores like North Shore Sports Swap and Lunch Bucket Deli. Staff joined residents for a part of their dog walk and rode the SeaBus with commuters. The goal was to speak to a snapshot of the community and hopefully reach people who wouldn't typically come to an Open House or email the DNV.

Over two days, staff spoke to about 100 people. Approximately 60% were District residents while the others either were here for work, school, or recreation. Approximately 85% appeared to be native English speakers (of those who were not, the other languages spoken included Farsi, Hindi, Punjabi, Mandarin, Cantonese, and several other European languages. All the conversations were all held in English.) Mostly, people were happy to chat with Community Planning staff and people were generous with their time and their stories as related to the four topic areas. Included in the summary of the early engagement - intercept surveys (**Attachment 3**) are brief quotes from some of the conversations. Details were changed to protect the confidentiality of the individuals.

Overall, transportation was most frequently cited as the most important issue, with housing being the second most frequently mentioned. People expressed their love for the North Shore, but the high cost of living makes it challenging for residents and businesses to stay. People often mentioned how interconnected all four topic areas are and the futility of trying to address any one area in isolation

Telephone Survey (October 8 to 29, 2019)

The telephone survey results provide a snapshot of the attitudes and opinions of a representative sample of DNV residents. To ensure the data collected from this survey is demographically representative, weighting was applied to match the total sample to Statistics Canada census data with respect to age and gender. This research was conducted to high professional industry standards using statistically relevant research methodology.

The telephone survey was conducted October 8-28, by research firm, Mustel Group.

Most important issues and summary of findings:

- When asked, unprompted, about the most important issues that District of North Vancouver residents are concerned about, the most common concerns (top three) are:
 - Transportation (80%), particularly congestion (54%);
 - Housing (40%), particularly lack of affordable housing (27%);
 - Densification concerns (33%), particularly too much development (20%).

Other, less commonly noted issues include environmental concerns such as climate change (18%), municipal government such as planning issues and amalgamation (16%), social concerns such as health and education (16%), and economic concerns such as the cost of living (9%).

- Asked to rank in order of importance to them personally four specific issues, transportation, housing, climate change and the economy and employment, the “top-rated” issue is as follows:
 - Climate change (34%)
 - Transportation (29%)
 - Housing (21%)
 - Economy and employment (16%)
- Residents aged 45 or older are more likely to rank transportation first or second, while those aged under 45 are more likely to rank housing and climate change as first or second.

An executive summary of the results is provided as **Attachment 2**.

Public Engagement and Communications:

Public involvement in the Targeted OCP Review falls within the CONSULT area of the District's Public Engagement Spectrum.

The promise we are making is that the District will keep the public informed, listen to and acknowledge their concerns and aspirations in developing solutions and that the District will report back to the public on how their input has influenced the final decisions.

PUBLIC ENGAGEMENT SPECTRUM

Adapted and used with permission from the International Association for Public Participation (IAP2 Federation)

Inform	Listen & Learn	Consult	Involve	Collaborate	Empower
"We will keep you informed. We will provide information that is timely, accurate, balanced, objective, and easily understood. We will respond to questions for clarification and direct you to sources of additional information."	"We will listen to you and learn about your plans, views, and issues; and work to understand your concerns, expectations, and ideas."	"We will keep you informed, and listen to and acknowledge your concerns and aspirations in developing final solutions, and we will report back to you on how your input influenced the decision."	"We will work with you to ensure your concerns and aspirations are directly reflected in the alternatives developed, and we will report back on how your input influenced the decision."	"We will look to you for advice and innovation in formulating solutions, and we will incorporate your recommendations into the decisions to the maximum extent possible."	"We will implement what you decide."

Public engagement and communications for this project will:

- Provide input for the development on the White Papers
- Provide input for the development of the Action Plan
- Ensure residents are aware of the opportunities to provide input, and are kept informed about the Council-approved action plan and policy changes that result

Next phases of engagement will include more opportunities for public input, such as focus groups, an online survey, and open houses. In addition, staff will be seeking input on all topic areas, including economy and employment lands, by reaching out to specific stakeholders such as business owners.

Conclusion:

Urban Systems, with the guidance of Brian Bydwell, Advisor, and staff will be taking the information they have received from Council and early engagement as they continue their work on developing the white papers and ultimately the action plan. There will be further opportunities for both Council and public input.

The white papers will provide a fact-based understanding of how the four topic areas relate to each other and to the implementation of the OCP and will provide a summary of emerging trends, current issues and conditions, best practices, and possible actions in the four topic areas.

SUBJECT: Targeted Official Community Plan (OCP) Review: Status Update and Council Input

November 7, 2019

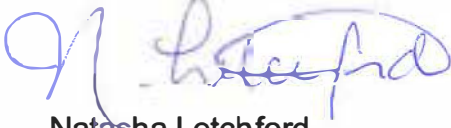
Page 8

Recommendation:

THAT the report titled "Official Community Plan (OCP) Targeted Review: Opportunity for Council input" dated November 7, 2019 be received for information;

AND THAT Council endorse the preliminary white paper outline (**Attachment 1**).

Respectfully submitted,



Natasha Letchford
Senior Community Planner

Attachment 1: Targeted OCP Review – Preliminary Outline

Attachment 2: Mustel Phone Survey – Top-Line Findings

Attachment 3: Early Engagement – intercept survey summary

Attachment 4: November 25, 2019 Presentation 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	_____		
<input type="checkbox"/> Review and Compliance	_____	<input type="checkbox"/> Planning	_____		

Targeted OCP Review – Preliminary Outline

The purpose of the white papers is to inform and support the final action plan. The four white papers will provide background; explore emerging trends and best practices; address current issues; and, provide a list of possible actions to achieve the OCP vision. The final action plan will provide a concise and doable list of specific actions that can be delivered within the mandate of this Council. The action plan will draw from all four topic areas and must explicitly state how each action will support multiple topic areas.



Housing

The District of North Vancouver is a desirable place to live, work, and play; however, it remains out of reach for many low to moderate-income earners who hope to call it home. Many of those who do live in North Vancouver struggle to make ends meet due to the high cost of housing. The cost of housing has further impacts on the economy and transportation in North Vancouver. Due to the high cost of housing in North Vancouver, many workers are commuting from outside the North Shore and contributing to increased congestion; further, businesses are increasingly finding it difficult to retain employees as they cannot find housing in North Vancouver. The cost of owning or renting a home in the District remains well above affordable (no more than 30% of before tax income) for a median-income earner in Metro Vancouver and has resulted in the decline of residents between the ages of 25-40. The District aims to attract and retain residents from diverse socioeconomic and demographic backgrounds by addressing the housing needs of all of its current and future residents.

We will be considering these aspects of housing:

- Building the right housing stock to address local needs and context, including diversity of housing and tenure types, social housing, and considerations for specific demographic groups, such as caregivers, persons with disabilities, and seniors
- Opportunities and realities related to the role of local government in influencing housing outcomes
- Leveraging the rapidly evolving landscape of senior government programs and funding
- Evaluating new policy tools and best practices for potential return-on-investment in the District's context
- Pursuing strategic partnerships

We expect to address these key questions:

- What principles or policies can best equip Council to make decisions that ensure community quality of life is maintained or enhanced while improving access to housing?
- What policy and incentive levers available to local government will have the biggest return on investment while delivering the types of housing that are needed to meet OCP goals?
- How can links between the four topic areas strategically align with senior government funding priorities? (E.g. Federal government priorities in investing in energy-efficient housing, Provincial government priorities in housing projects located in complete communities)

- How can the District leverage and increase the grant funding invested in the community, especially when the level of senior government funding has increased significantly in the last few years?
- Given the limitations of policy and bylaws, how can the District best position itself as a partner with funders, non-profits, and developers to enable rapid progress?
- What is the role of District-owned land in meeting housing goals?
- What tools currently being considered will have the most impact on housing diversity and affordability? How have these been implemented elsewhere? How can these practices successfully be adapted and implemented in the context of the District?
- How could post-occupancy surveys be implemented and used to address and understand ongoing housing issues?
- How can tenant displacement be minimized and how can tenants be supported if their unit is under redevelopment?
- How can partnerships with governments, non profit agencies, or others advance delivery of housing?

We will leverage the following experience and sources to guide potential District action items (not a complete list):

- Report of the OCP Implementation Monitoring Committee
- Staff report on OCP Implementation
- Rental, Social and Affordable Housing Task Force
- Successes and challenges related to the District's existing policy measures and tools
- Relationships with senior government funders, for-profit developers, and non-profit developers
- Metro Vancouver resources (e.g. Regional Affordable Housing Strategy, What Works report, Housing Placement Toolkit, etc.)
- Reports and strategies from other Metro Vancouver Jurisdictions (e.g. New Westminster, Richmond, City of North Vancouver), documented impact of policy tools, and best practice case studies from other jurisdictions



Transportation

Drawing heavily on the recently completed work of the Integrated North Shore Transportation Planning Project (INSTPP), how might the DNV address the ongoing issues of congestion in North Vancouver? Further, how can DNV respond to emerging transportation trends (e.g., automated vehicles (AVs), mobility as a service (MaaS)) support local and regional objectives for reducing private automobile use, congestion, and greenhouse gas emissions (GHGs), and integrate future trends in the design of current development and infrastructure projects? What impact can cycling and transit infrastructure have on congestion? Importantly, what land use decisions can support improved transportation?

We will be considering these aspects of Transportation:

- Health and safety
- Mode choice
- Integration with land use
- Supporting effective transportation decision-making
- Mobility and reliability by all modes
- Reducing congestion
- Supporting a healthy economy and climate

We expect to address these key questions:

- How does the District prioritize safety (human life and health) in transportation decision making?
- The 2017 Trip Diary indicates that more trips in the District are being made by driving and fewer by transit than in 2011. What land use and transportation actions will reverse this trend?
- More trips are being made by walking in 2017 than in 2011. How can the District build on recent growth in walking as a mode of transportation?
- What can be done to reduce the housing and transportation cost burden for households?
- Emerging technology and new mobility are transforming transportation – how can the District leverage these changes to meet the goals of the OCP? How can the District mitigate negative consequences?
- Transportation is a major source of GHG emissions. What role does electrification play in meeting emissions targets? What changes are required to support electrification for goods movement?
- Curbside space is valuable public property. How should the District engage in decision-making around the assignment of the curbside to parking, loading, cycling, and other uses? How do these choices impact the economy and livability?
- What transportation actions can reduce the cost of doing business in District?
- What can the District do to advance the recommendations of INSTPP?
- How can the District leverage regional, provincial, and federal funding to meet the goals of the OCP, and work with other regional partners to achieve common goals?

We will leverage the following experience and sources to guide potential District action items (not a complete list):

- Recent work by Urban Systems with TransLink on the Regional Transportation Strategy (2045 and 2050), Regional Road Network Strategy, supporting the developing of a Regional Bicycle Network, Regional Goods Movement Strategy, and other historic and ongoing work with TransLink. We understand the regional transportation context, as well as regional trends to leverage transportation solutions to address economic, environmental, and housing issues. • Our industry-leading experience developing and delivering innovative transportation plans and policies, including our recent work with the Ministry of Transportation and Infrastructure on the BC Active Transportation Design Guide and award-winning Abbotsford Transportation Master Plan.



Climate Emergency

The District of North Vancouver has joined hundreds of other municipalities across the world in declaring a climate emergency and accelerating climate. The District is finalizing a roadmap (Community Energy and Emissions Plan) that includes recommendation for how to reduce emissions to net zero by 2050. The District has determined that over 80% of carbon pollution is from the transportation and building sectors. How can specific actions from the CEEP be implemented in this Council term (2018-2022) to drastically reduce energy consumption and emissions following Council's climate emergency motion and international best practices as defined by the International Panel on Climate Change (IPCC). For example, how could specific programs or policies accelerate community adoption of low carbon forms of heating and transportation?

We will be considering these aspects of the Climate Emergency:

- Climate Mitigation (i.e. reducing greenhouse gas emissions)
- Climate Adaptation (i.e. adapting to the changing climate including sea level rise)

We expect to address these key questions:

- What strategies for achieving net zero GHG emissions below 2007 levels by 2050 have the greatest potential for reduction per dollar invested?
- What successes and challenges has the District seen in climate adaptation since adopting the 2017 Climate Adaptation Plan, and why?
- How can the District make defensible decisions about climate adaptation in the face of uncertain future projections about sea level rise and climate data?
- How and where should the District prioritize expenditure of resources on addressing impacts of climate change, in the face of other urgent community priorities?
- What co-benefits can be achieved?
- What actions can be taken that will be most impactful in helping residents and businesses prepare for climate change?
- How can the District better leverage collaboration with other levels of government and jurisdictions to address climate mitigation and adaptation?
- How can District purchasing power support climate action goals?
- How can the District successfully fund climate action?

We will leverage the following experience and sources to guide potential District action items (not a complete list)

- District of North Vancouver Community Energy and Emissions Plan (CEEP)
- North Shore sea level rise risk assessment and adaptive management strategy
- The Intergovernmental Panel on Climate Change (IPCC)
- Future District of North Vancouver Climate Change and Biodiversity Committee
- Recent work with Canadian cities on overcoming implementation challenges to reducing GHG emissions
- Opportunities for low carbon resilience solutions that support both mitigation and adaptation
- The role of municipal natural assets (or eco-assets) in the District for delivering service while reducing emissions and improving resilience

- A recent review of needs and challenges in integrating climate data throughout municipal decision-making across Canada, commissioned by the Federation of Canadian Municipalities and Environment Climate Change Canada
- Research and insights gained through writing Asset Management and Climate Change: A Sustainable Service Delivery Primer for Asset Management BC
- International best practices on GHG reduction and adaptation, including coastal flood management



Economy & Employment Lands

Jobs and services are key to creating compact, complete communities in our centres. Industrial lands and working waterfront are a key element of the North Vancouver economy. The District's labour force is growing slowly (more are exiting the labour force than joining it), and the population is ageing (growth of 65+ year olds outpaced population growth) in the 2011-2016 period. Meanwhile, the North Shore added more than twice as many jobs than working age residents 2011-2016 (INSTPP report). This has made the District more reliant on workers commuting to the North Shore from elsewhere in the region to fill jobs, putting pressure on transportation systems. Further, the lack of affordable housing on the North Shore has made it difficult for employers to attract and retain employees. What actions can the District take to create a vibrant and viable environment for businesses to thrive? How can we support a local economy to provide a diversity of services and employment opportunities for residents? How can we attract a diverse and sustainable local labour force?

DNV action, policy, and background information on the economy and employment lands is the least developed out of the four topic areas. Additional background work is needed to understand the types of businesses and services that currently exist and what is still needed in the North Shore area. The white paper will explore the changing nature of work and discuss how this impacts what employment lands are needed and where. Specifically, research is needed to determine what types of businesses and services are best suited and would support vibrant town centres and what types of businesses and services are best on industrial lands. A concern identified in the OCP is the long term shortage of industrial land and the loss of industrial uses on industrial lands. A better understanding of which businesses and services, such as medical centres, would be more appropriately directed to town centres rather than industrial and light industrial lands is needed.

Finally, two key concerns have emerged regarding economy and employment lands: assessments and taxation, specifically the BC Assessment practice of valuing commercial and industrial properties on their highest and best use vs existing use and displacement of individual business, particularly small businesses as a result of development. What actions can DNV take to support a vibrant economy, which in turn supports vibrant town centres while minimizing displacement of existing businesses and retaining industrial lands.

We will be considering these aspects of the District Economy & Employment Lands:

- Regional economic growth and change by sector, including tourism
- Capacity to accommodate economic growth opportunities within the District, particularly within town and village centres, including:
 - Extent and location of employment land
 - Nature and size of the District labour force within regional context
 - Quality and capacity of transportation network
 - Range and affordability of housing options
- Shifting nature of work and related building forms

We expect to address these key questions:

- What high potential economic growth sectors can effectively be supported in the District given current land supply – where is this growth most appropriately directed, i.e. where can growth support the network of town centres and where can growth occur so that transportation infrastructure is already in place?
- How does the District compare to other competitive employment land markets in Metro Vancouver with respect to key metrics (e.g. land supply, land values, lease rates, labour force suitability, nature of the existing business mix)?
- To what extent can existing employment and mixed-commercial nodes accommodate new growth through intensification and integration of new building forms? What development incentives or levers should be considered or used to support this type of growth?
- What options can be explored with respect to taxation of commercial and industrial properties, as the current highest and best use-driven taxation approach is negatively impacting local businesses?
- Owned and operated in DNV businesses are important to maintaining and creating the character and culture of North Vancouver. Existing smaller businesses are struggling to meet ever increasing lease rates – how can smaller businesses be accommodated in town and village centres?
- How can the District best foster relationships with regional economic partners, including the Port of Vancouver, railway operators (CN Rail, CP Rail), MOTI, neighbouring municipalities and First Nations to address current and future land needs?
- What employment land management best practices can be adopted by the District to best meet future demand? (e.g. adjusting current OCP land use designations and allowable uses)
- What are current and prospective employer needs with respect to workforce housing and transportation options?

We will leverage the following experience and sources to guide potential District action items (not a complete list):

- Reports done to date by North Vancouver Chamber of Commerce
- Hemson's recent Economy & Employment Lands work with the City of Vancouver and Metro Vancouver and related employment data and sector growth forecasts
- Urban Systems' Land Economics and GIS industrial land strategy experience with MOTI, Port of Vancouver, and major municipalities across Metro Vancouver (e.g. City of Abbotsford Industrial Land Strategy, Maplewood Employment Study, City of Vancouver Small Business Study)
- Joint experience in innovative land use policies and built form in markets throughout Canada

District of North Vancouver Market Research Top-Line Findings

Introduction

The following summarizes findings from market research conducted among District of North Vancouver residents regarding attitudes and opinions of life in their community, specifically focusing on climate change, transportation, housing and the economy. The research consisted of 400 telephone interviews conducted October 8th to 28th, 2019.

Weighting was applied to match the total sample to Statistics Canada census data with respect to age and gender within the region.

Top-line Findings

Most Important Issues for The District

- Asked unprompted, what are the **most important issues**, those you are most concerned about for the future of the District, the most common concerns (top 3) are as follows:
 - **transportation (80%)**, particularly congestion (54%);
 - **housing (40%)**, particularly lack of affordable housing (27%);
 - **densification concerns (33%)**, particularly too much development (20%);

Other, less commonly noted issues include environmental concerns such as climate change (18%), municipal government e.g. planning issues and amalgamation (16%), social concerns such as health and education (16%), and economic concerns such as the cost of living (9%).

- Asked to rank in order of importance to them personally four specific issues, transportation, housing, climate change and the economy and employment, the **“top-rated”** issue is as follows:
 - Climate change (34%)
 - Transportation (29%)
 - Housing (21%)
 - Economy and employment (16%)

When considering the **“top-two”** rated issues – the frequency an issue is ranked either first or second most important, we find the following:

- Transportation (60%)
- Housing (58%)
- Climate change (49%)
- Economy and employment (34%)

Residents aged 45 or older are more likely to rank transportation first or second, while those aged under 45 are more likely to rank housing and climate change as first or second.

Solutions to the Most Important Issues

Having ranked the four key issues of importance, residents were then asked for their suggested solution to the issue they personally ranked as most important.

- **Climate Change – ranked most important by 34% of residents:** among those with an opinion for whom climate change was ranked most important, the most common suggested solutions include “increase public awareness” (10%), focus on “alternative energy sources” (8%), and “more government intervention e.g. carbon tax” (7%). Various other suggestions were each made by 1% or less, and 7% said “don’t know”.
- **Housing – ranked most important by 21% of residents:** among those with an opinion for whom housing was ranked most important, the most common suggested solutions include “more affordable housing” (7%), and “increased densification” (3%). Various other suggestions were each made by 1% or less, and 5% said “don’t know”.
- **Transportation – ranked most important by 29% of residents:** among those with an opinion for whom transportation was ranked most important, the most common suggestions include “more public transit” (12%), build another “north shore crossing” (5%), and “better infrastructure” such as more roads (7%). Various other suggestions were each made by 1% or less, and 2% said “don’t know”.
- **Economy and Employment – ranked most important by 16% of residents:** among those with an opinion for whom the economy and employment were ranked most important, the only suggestion of note is to “support economic development” (5%). Various other suggestions were each made by 1% or less, and 6% said “don’t know”.

Level of Concern about the Four Key Issues

- Residents were asked to rate their level of concern for each of the four key issues previously discussed before answering further questions about each issue. A scale was used from 1 to 10 where 1 is not at all concerned and 10 is extremely concerned about the issue on a daily basis. Following are the average (mean) rating scores for each issue ordered from most to least concerned:
 - **Transportation:** 7.2 out of 10
 - **Climate Change:** 6.3 out of 10
 - **Economy and Employment:** 6.0 out of 10
 - **Housing:** 5.3 out of 10

Transportation

- **Biggest Transportation Concerns:** Asked unprompted, the most common concerns regarding transportation in the District of North Vancouver are congestion within the municipality (35%), congestion on the bridges (31%), and a lack of public transit service (18%).
- **Solutions:** The most popular suggestions recommend increased transit options (36%), improvements to roads to handle the traffic volume (18%), build another north shore crossing (10%), and reducing densification until infrastructure is improved (7%).
- **Prompted:** Residents were then presented with four key issues related to transportation in the community and asked to rate their level of concern with each one, again using a scale from 1 to 10 where 1 is not at all concerned and 10 is extremely concerned.

Following are the average (mean) rating scores for each issue ordered from most to least concerned:

- **Traffic congestion on bridges and the highway:** **8.9 out of 10**
- **Traffic congestion within your municipality:** **8.4 out of 10**
- **Lack of public transit service:** **6.7 out of 10**
- **Lack of safe biking and walking routes:** **5.1 out of 10**

Congestion on the bridges and highway and within the community are the major concerns among residents, followed by a lack of public transit service.

- **Modes of Travel:** During a typical week, residents use a variety of methods for travel including vehicles (87%), walking (68%), transit (38%), and biking (21%); however, their most frequent mode of travel is, by far use of a vehicle (72%), followed some way by public transit (19%), then walking (8%) and biking (1%).
- In order to switch some of their trips to transit, biking or walking, residents most commonly suggest they would need a “more frequent/reliable bus service” (74%).
- About one-third of all residents would switch if each of the following were in place: “live closer to work/school/shopping/daycare” (34%); “better/safer pedestrian routes” (33%); “safer and more bike routes” (30%).

Climate Change

- **Personal Action:** Almost all residents report having taken steps in their daily lives to address climate change (95%).
- Most notably, residents try to reduce waste and recycle (57%); use alternative modes of transportation (45%); make efforts to increase their awareness, for example when making purchase decisions (34%); specifically reduce their use of plastic, e.g. straws and shopping bags (28%); make energy efficient upgrades in their home (26%); and, drive a fuel efficient vehicle (19%).



- Other actions include switching to a plant-based diet (10%), driving an electric or hybrid vehicle (6%), or reducing the number of vehicles in the household (3%).
- **Inaction:** The few that do nothing to address climate change largely feel it would be too inconvenient to make changes, are not sure what to do, or don't feel it would make a difference in the greater scheme of things.
- **Role of Government:** Nine-in-ten District residents think that local government should play a role in addressing climate change, either some role (42%) or a significant role (48%).
- Residents were asked their willingness to take specific personal actions to address climate change. More than half of all residents were willing or had already done at least one or more of the specific actions, as shown in the table below.

Action	Willing to do	Already done	Total
Ensure your home is energy efficient	51%	43%	94%
Use alternative forms of transportation for more of your trips	43%	35%	78%
Buy an electric or hybrid vehicle	69%	9%	78%
Reduce your consumption of meat and increase consumption of plant-based proteins	39%	33%	72%
Live in a smaller home	40%	27%	68%
Install solar panels or other forms of green energy	60%	2%	62%
Reduce the number of vehicles your household has	36%	20%	56%
Live closer to work or schools	25%	29%	54%

Economy and Employment

- Among all residents, 27% currently work in the District (31% among those aged under the age of 65).
- **Local Economy:** Two-thirds of all residents consider the District to have a vibrant economy (68%), though older residents, those aged 65 or older, are more likely than younger residents, those under 45, to think so (75% agree versus 58% of those under 45).
- Those who feel the economy is not currently vibrant put it down to having to find employment outside the District (40%), that the District is not very business-friendly e.g. high rents and issues with permitting (27%), that the District is mostly residential (23%), or lacks commercial or industrial zones (19%).

- **Access to Goods and Services:** Overall, most residents feel able to find the key goods and services they need from north shore companies, including:
 - **Finance (banking, accounting) 95%**
 - **Restaurants and shopping 89%**
 - **Home care trades people 85%**
- Most could not think of any other particular goods or services they are unable to find locally (75%). The few who do, most commonly make mention of Costco (11%), healthcare or medical services (6%), and furniture stores such as IKEA (4%).

Housing

- Asked unprompted, the **biggest concern** among District residents regarding housing is a perceived lack of affordable housing in the community (73%). Just one-in-ten residents believes there is too much new supply (11%), while 5% see a lack of diverse housing options.
- **Prompted:** Residents were presented with six key issues related to housing in the community and asked to rate their level of concern with each one, again using a scale from 1 to 10 where 1 is not at all concerned and 10 is extremely concerned. Following are the average (mean) rating scores for each issue ordered from most to least concerned:
 - **Lack of affordable housing:** **8.1 out of 10**
 - **Lack of accessible housing for those with disabilities:** **6.3 out of 10**
 - **Lack of supportive housing:** **6.2 out of 10**
 - **Lack of social housing:** **6.2 out of 10**
 - **Lack of diverse housing options:** **6.2 out of 10**
 - **Too much new supply:** **6.1 out of 10**
- Greatest concern is clearly with a general lack of affordable housing. Younger residents, those aged under 45 are somewhat more concerned about affordability than older residents.
- **Adequate Housing:** While currently, almost all District residents say they have access to appropriate housing (99%), the majority expresses some concern about having adequate housing now and in the future (64%, including 34% who are “very concerned”). Younger residents, those under 45, are more likely to be concerned than older residents about having adequate housing.
- **Future Needs:** Almost half of all residents believe their housing needs will change in the next five years (46%). Most commonly, these residents expect to downsize to a smaller home (64%), with some who would like to move to a more walkable neighbourhood (28%), or be closer to services, work or school (28%). Almost one-in-five expect to upsize and move to a larger home (18%), particularly younger residents under 45 years of age (33%).
- The large majority are concerned about finding the appropriate housing when their needs do eventually change (82%), including half who are very concerned (51%).



THIS PAGE LEFT BLANK INTENTIONALLY

Memo

September 6, 2019

File: 13.6480.35

SUBJECT: 2019 OCP Targeted Review - Early engagement intercept surveys summary

OVERVIEW:

On Tuesday, August 20th, 2019 and Thursday, August 22nd, 2019, District of North Vancouver Community Planning staff went out to various locations across the District to have conversations with members of the public about what key areas or issues are important in their lives. In total, staff spoke to over 100 people – 92 individuals, four pairs, and a group of approximately 15-20 children.

DEMOGRAPHICS

Approximately 60% of the people that staff spoke to were District residents, with the remainder consisting of those who work, go to school, or recreate in either the District or on the North Shore in general.

Staff spoke to a wide range of people from different age brackets and genders. It should be noted that, in most cases, staff recorded their best guesses at age and gender, as opposed to directly asking people. It was a fairly even split across gender, with just over half of the people staff spoke to presenting as female. Most people that staff spoke to were between 30-49 years of age (**Figure 1**).

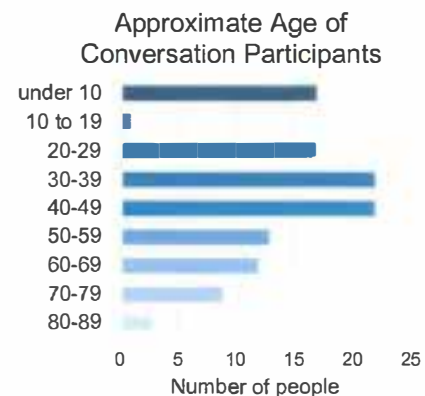


Figure 1 Chart of approximate ages of conversation participants

The majority of people, approximately 85%, appeared to be native English speakers. Of those who were not, the native languages spoken by people included those from the Indo-Iranian languages (Farsi, Hindi, Punjabi), Chinese (Mandarin, Cantonese), and several other European languages.

LOCATIONS

Staff visited locations across the District and some areas in the City of North Vancouver that serve as major commuting connections for people who work and recreate in the District. Locations included parks and trails, community spaces, transit hubs, and local businesses. The following map (**Figure 2**) shows the approximate locations of these interactions and the number of people staff spoke with in these areas.



Figure 2 Map of locations of conversations **plus an additional group of 15-20 children*

THEMES

Overall, transportation was most frequently identified as the most important issue, with housing being the second most frequently mentioned issue. However, people often mentioned how interconnected these issues are – for example, it's expensive to live on the North Shore, so many workers commute from other areas, but traffic congestion makes commuting too challenging, so people find jobs elsewhere, resulting in a shortage of workers. People expressed their love of the North Shore, but the high cost of living makes it challenging for residents and businesses to stay. The following are some of the major themes from each topic area:

KEY THEMES

Housing

- Stable, affordable housing is increasingly difficult to find - housing costs are high and rising, particularly for renters
 - young people struggle to move out of their parents' home; often have to move to other, cheaper municipalities
 - even if people have adequate housing now, they're worried they'll be priced out soon as rents rise
- People work here and want to live here but can't afford to, so they have to commute
- There aren't enough housing options for people looking to downsize

Transportation

- There's a strong need for more efficient, frequent, and reliable public transit, especially outside the key corridors
- People want more road capacity for cars and buses, but have mixed feelings about

- bicycle lanes – cyclists want them but drivers feel they're underused
- Construction is negatively impacting people's ability to get around

Economy & Employment

- As commercial rents continue to increase, small businesses struggle to survive and large franchises move in as they're the only ones that can afford it
- Businesses want to move to areas of cheaper rent but risk losing customers who live in the area
- Businesses are having difficulty attracting and retaining employees because of the cost of housing and traffic congestion

Climate Emergency

- People are concerned about the climate emergency, but there's confusion or unwillingness regarding taking action.

APPENDIX A: Brief excerpts from intercept surveys



I'm struggling to find and keep employees because housing is too expensive and people don't want to commute here because of the traffic.

I live in a 1-bedroom apartment in Vancouver with my husband and daughter because that's all we can afford. I work in Edgemont and take the bus from Vancouver because we don't have a car so we can save up money to move to a bigger place.



I take the bus to work – I live in North Burnaby, I can't afford to live in North Van. If I drove, it would probably take me 20-30 minutes in the morning but it takes me closer to 1.5 hours because I get stuck at Phibbs Exchange when the buses don't line up. Sometimes I'm late for work. It can be hard to get here.

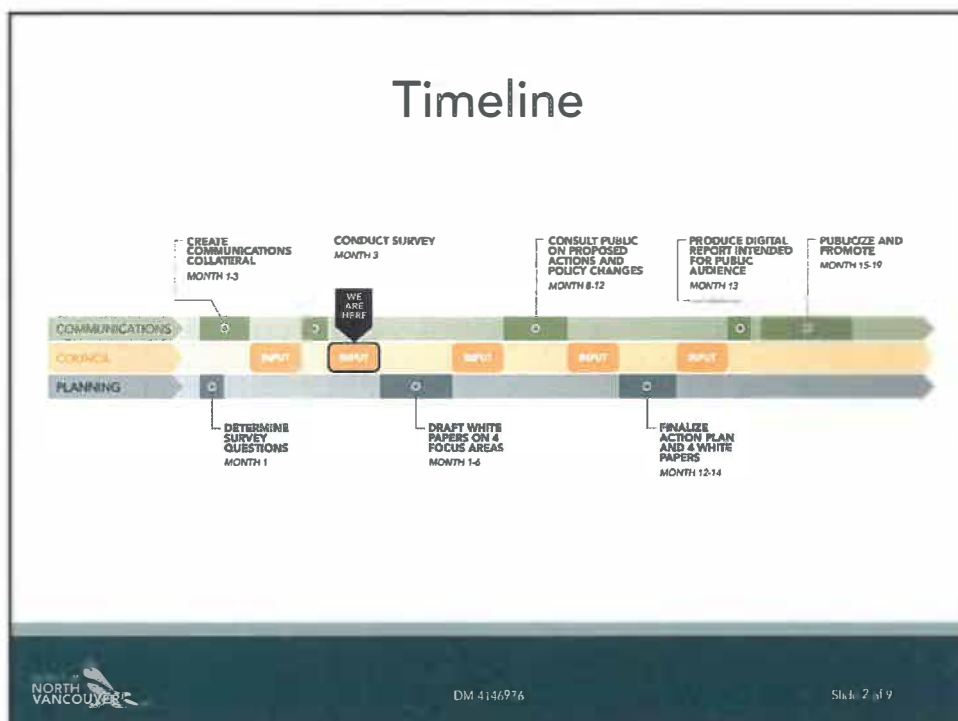


People are concerned about the environment, but aren't willing to change their behavior and drive less. I do because I can.

Climate is the link to everything. Jobs close to housing reduces emissions.

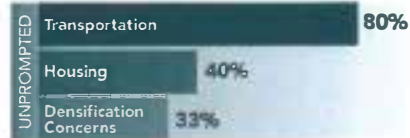


I'm a 23 year old university student. I live with 6 friends in a two bedroom house in Lynn Creek. It's the only way I can afford rent. We'll probably have to move soon as our house will be knocked down for new development. Not sure what I'll do next.



Mustel Phone Survey

Most important issues (top 3):



Top-rated issues (rank 4 options):



Intercept Survey

Key areas most frequently identified by residents as their top concern:

1. Transportation
2. Housing

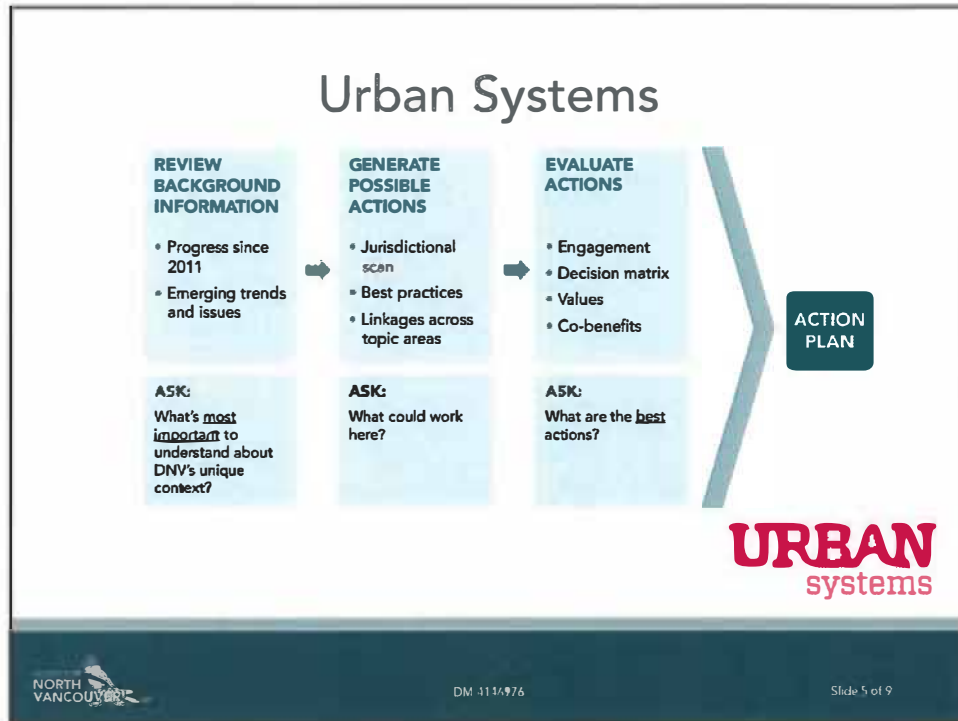
Number of intercept surveys by approximate location



*plus group of 15-20 children

White Papers to Action Plan





Questions for Council

1. What are the most important things you're hearing from residents?
2. What types of actions do you think will work best for the DNV?
3. Does Council endorse the preliminary white paper outlines as presented in the Council Report?

URBAN
systems



DM:4146976

Slide 7 of 9

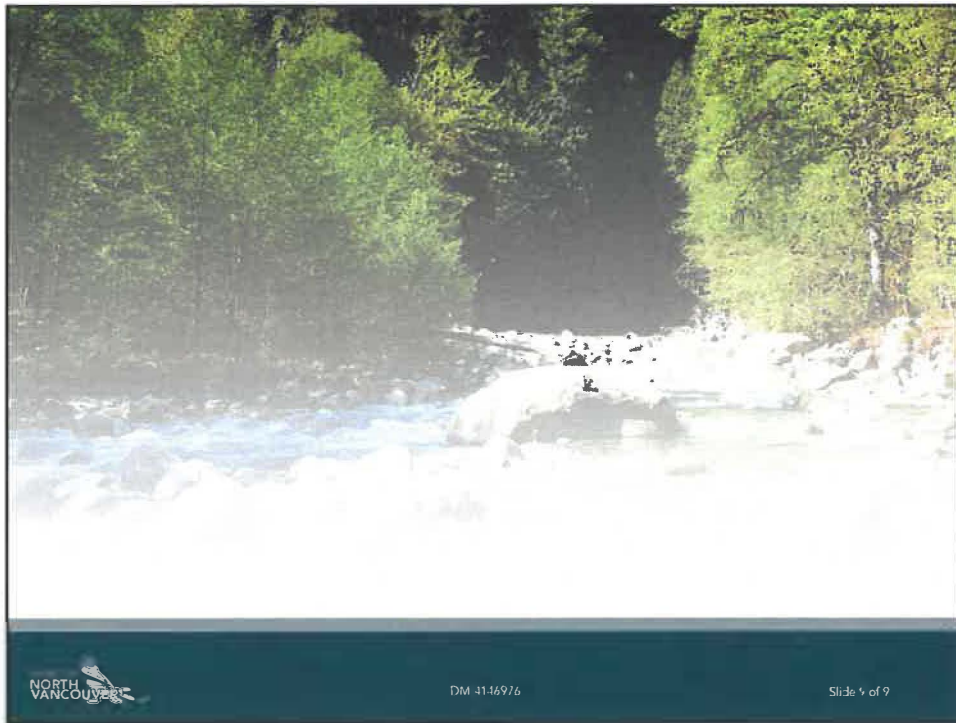
**355 West Queens Road
North Vancouver, BC
V7N 4N5**

604-990-2311



DM:4146976

Slide 8 of 9



THIS PAGE LEFT BLANK INTENTIONALLY