

AGENDA

COUNCIL WORKSHOP

Monday, February 6, 2023

5:00 p.m.

Committee Room, Municipal Hall

355 West Queens Road

North Vancouver, BC

Watch at <https://dnv.org.zoom.us/j/67910218298>

Council Members:

Mayor Mike Little

Councillor Jordan Back

Councillor Betty Forbes

Councillor Jim Hanson

Councillor Herman Mah

Councillor Lisa Muri

Councillor Catherine Pope



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AGENDA

We respectfully acknowledge the original peoples of these lands and waters, specifically the səlilwətał (Tsleil-Waututh), Skwxwú7mesh Úxwumixw (Squamish), and xʷməθkʷəy̓əm (Musqueam), on whose unceded ancestral lands the District of North Vancouver is located. We value the opportunity to learn, share, and serve our community on these unceded lands.

1. ADOPTION OF THE AGENDA

1.1. February 6, 2023 Council Workshop Agenda

Recommendation:

THAT the agenda for the February 6, 2023 Council Workshop is adopted as circulated, including the addition of any items listed in the agenda addendum.

2. ADOPTION OF MINUTES

2.1. January 16, 2023 Council Workshop

p.7-10

Recommendation:

THAT the minutes of the January 16, 2023 Council Workshop meeting are adopted.

3. REPORTS FROM COUNCIL OR STAFF

3.1. Council Workshop on Cycling in the District and E 29th Street

p.13-22

File No. 16.8620.20/054.000

Report: Section Manager, Transportation, January 23, 2023

Recommendation:

THAT the Committee of the Whole recommend to Council:

1. THAT staff deliver 'parking pocket' solutions on both the north and south sides of E 29th St that retain the existing cycling and sidewalk facilities while addressing accessibility needs of adjacent residents;
2. THAT flexible delineator posts be removed and replaced with non-continuous precast concrete barrier assemblies in strategic locations; and,

3. THAT staff are to allocate a capital budget for these works within the 2023 financial planning process.

4. PUBLIC INPUT

(maximum of ten minutes total)

5. ADJOURNMENT

Recommendation:

THAT the February 6, 2023 Council Workshop is adjourned.

MINUTES

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**DISTRICT OF NORTH VANCOUVER
COUNCIL WORKSHOP**

Minutes of the Council Workshop for the District of North Vancouver held at 7:02 p.m. on Monday, January 16, 2023 in the Council Chamber of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

Present: Mayor M. Little
Councillor J. Back
Councillor J. Hanson
Councillor H. Mah
Councillor L. Muri
Councillor C. Pope

Absent: Councillor B. Forbes

Staff: Mr. D. Stuart, Chief Administrative Officer
Mr. G. Joyce, General Manager – Engineering, Parks and Facilities
Mr. D. Milburn, General Manager – Planning, Properties and Permits
Ms. S. Walker, General Manager – Corporate Services
Mr. A. Wardell, General Manager – Finance and Technology
Ms. C. Jackson, Director – Climate Action, Natural Systems and Biodiversity
Mr. R. Danyluk, Deputy General Manager – Finance and Deputy Chief Financial Officer
Ms. N. Chevallier, Deputy General Manager – Engineering Operations and Facilities
Mr. P. Cohen, Deputy General Manager – Engineering Services
Ms. G. Lanz, Deputy Municipal Clerk
Ms. M. Lazo, Policy Analyst
Ms. K. Stuckert, Policy Analyst
Ms. K. Hebron, Confidential Council Clerk
Ms. E. Allen, Committee Clerk

1. ADOPTION OF THE AGENDA

1.1. January 16, 2023 Council Workshop Agenda

MOVED by Councillor MURI

SECONDED by Councillor MAH

THAT the agenda for the January 16, 2023 Council Workshop is adopted as circulated.

CARRIED

2. ADOPTION OF MINUTES

Nil

3. REPORTS FROM COUNCIL OR STAFF

3.1. 2022-2026 Priorities

File No.

Mr. David Stuart, Chief Administrative Officer, provided an introduction to the Council Workshop, noting that the purpose of the Workshop is to have an in-depth discussion relating to Council Priorities.

Mr. Stuart presented an overview of the strategic framework, which stems from the Official Community Plan (OCP) 2010-2030, which impacts the OCP Action Plan 2021-2030, Council Strategic Directions, 10-year rolling Financial Plan, Corporate Plan 2022-2026, Annual Departmental Workplan and Annual Financial Plan. Mr. Stuart commented on changes that have been made since the December 12, 2022 workshop due to Council discussion. Mr. Stuart noted where we are in the Strategic Planning Process timeline, stating they are receiving Council input and the next step will be to Survey Council and review and respond to the results accordingly.

Mr. Stuart highlighted the following goals in order:

- enhance transportation and mobility;
- address the community's housing needs;
- achieve a balanced and fair economy;
- lead in climate emergency action and environmental management;
- foster community wellbeing, culture, and safety; and,
- foster a resilient organization.

Mr. Stuart advised that he would like Council to identify alternative goals or goals that are not accurately described in the presentation. He also commented on the desire for Council to agree on the mission, main goals, and agree on primary priorities. Mr. Stuart stated a survey will go out to Council in the upcoming weeks for their feedback.

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

- Discussed supply chain issues which make it difficult to complete some projects;
- Suggested adjusting the order of priorities;
- Commented on the amount of available jobs on the North Shore and discussed the jobs to housing ratio;
- Noted the priorities align with the Official Community Plan (OCP) and priorities set by the previous Council;
- Discussed reunification, noting it was a popular topic during the election;
- Proposed they would like to see a fiscally prudent approach;
- Indicated they would like to see how the District can move forward with housing initiatives;
- Suggested a Seniors Strategy as residents aged 65+ are the fastest growing demographic in our community;
- Noted childcare should continue to be a priority;
- Suggested the District focus on aging park facilities;
- Requested an update on the Reconciliation Task Force;
- Opined there is a lack of vibrancy in newly built town centres;
- Suggested receiving input from residents moving into newly built town centres to see what they would like in their neighbourhood;
- Discussed the importance of artificial fields in the community;

- Discussed the need for more dog parks;
- Opined cycling should be listed under community well-being;
- Discussed Table Matters and sustainable food systems;
- Discussed challenges Community Associations are having working with District staff;
- Noted the District bans commercial agriculture;
- Commented on rent prices on the North Shore;
- Suggested the District's communications needs improvement;
- Opined the District's communications to communities are not clear or consistent;
- Suggested the Maplewood Plan be reviewed;
- Suggested a review on commercial retail zoning;
- Opined daycares should not be in light industrial or retail spaces;
- Suggested the development approval process be reviewed;
- Requested a workshop on stormwater management;
- Requested a resident survey regarding quality of life be conducted;
- Requested a District employee survey on their thoughts and perspectives;
- Opined mixed-use development must include commercial;
- Suggested a survey go out to the public in order to determine the reasons why there was a low voter turnout in the 2022 municipal election;
- Opined the housing crisis should be Council's first and most important priority;
- Suggested streamlining processes involved with building affordable housing units;
- Indicated they would like to see more money coming from the Federal Government to municipalities;
- Opined transportation should be listed higher as a priority;
- Suggested the District focus on community engagement strategies;
- Suggested exploring voter turnout should be a priority for the entirety of Council's term; and,
- Opined money should be directed to areas and communities outside of town centres that need to be updated.

In response to a question from Council, staff advised that there has been much higher cooperation with the City of North Vancouver.

In response to a question from Council, staff advised that the Truth and Reconciliation Task Force is still in effect and is continuing its work.

In response to a question from Council, staff advised that a quality of life survey will be done this year.

In response to a question from Council, staff advised that there will be a workshop in Spring regarding road safety and transportation.

In response to a question from Council, staff advised that the senior management team will be looking to hire a new Chief Administrative Officer within this term.

In response to a question from Council, staff advised that there are timelines for Provincial Grants and Finance works diligently to be prepared for those key applications.

In response to a question from Council, staff advised that BC Housing is going through significant changes and the District is working carefully and closely with them.

In response to a question from Council, staff advised that Steffanie Warriner, Director, Parks, will come and present to Council.

4. PUBLIC INPUT:

4.1 Mr. Ben Holt:

- Advocated for climate change;
- Opined climate change should be the first priority;
- Noted every Council member has advocated for the environment;
- Stated a climate emergency was declared in 2019;
- Opined Council should focus on voting commitment;
- Opined the timeline to act decisively on climate change falls to this Council as it will be too late by the next term; and,
- Opined Council should not focus on the 29th street bike line as there are more pressing issues that require attention.

4.2 Ms. Katherine Fagerlund:

- Advocated for climate change;
- Opined climate change should be the first priority;
- Opined Council should engage in discussions with partners in relation to the Second Narrows Bridge;
- Noted the wording in housing priorities focuses on new housing options as opposed to the protection of existing units; and,
- Suggested Council improve community engagement.

5. ADJOURNMENT

MOVED by Councillor HANSON

SECONDED by Mayor LITTLE

THAT the January 16, 2023 Council Workshop is adjourned.

CARRIED
(9:12 p.m.)

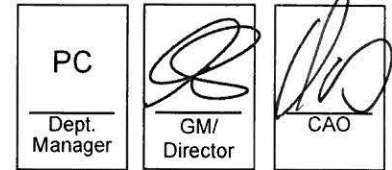
Mayor

Municipal Clerk

REPORTS

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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: _____



The District of North Vancouver REPORT TO COMMITTEE

January 23, 2023

File: 16.8620.20/054.000

AUTHOR: Steve Carney, PEng, PTOE - Section Manager Transportation

SUBJECT: Council Workshop on Cycling in the District and E 29th St

RECOMMENDATION:

THAT the Committee of the Whole recommend to Council:

1. THAT staff deliver 'parking pocket' solutions on both the north and south sides of E 29th St that retain the existing cycling and sidewalk facilities while addressing accessibility needs of adjacent residents (**RECOMMENDED**);
2. THAT flexible delineator posts be removed and replaced with non-continuous precast concrete barrier assemblies in strategic locations (**RECOMMENDED**); and
3. THAT staff are to allocate a capital budget for these works within the 2023 financial planning process (**RECOMMENDED**).

REASON FOR REPORT:

Bike lanes were installed in 2019 along both sides of E 29th St as part of the broader 'E 29th St safety and mobility project'. In the lead-up to and since implementation of the bike lanes, the District has received both positive and negative feedback generally categorised, respectively, from the broader cycling community and adjacent property owners.

On January 9, 2023, a Council motion was brought forward at a Regular Council meeting for consideration to remove the existing bike lane on the southern side of E 29th St (between William Ave and Fromme Rd), in order to provide greater vehicle and delivery accessibility for adjacent residents. Council decided to not consider the motion at that time, and instead chose to defer to a Council workshop for further discussion with District staff. This report provides a summary of the information to be shared at this upcoming workshop.

SUMMARY:

This report to the Committee provides a summary of the information to be shared at the upcoming workshop, currently scheduled for February 6, 2023, and includes: the background

on the E 29th St safety and mobility project; its alignment with existing policy; and District staff options and recommendation to achieve greater resident accessibility (while also retaining the existing cycling facilities that support broader multi-modal transportation goals). Modifications to improve corridor operations are also recommended based on lessons learned from other recently completed active transportation projects within the District.

Given that the capital plan does not include any provision for modifications to the E 29th bike lanes, Council direction is required to: (a) provide clear direction to District staff of what they consider as the best solution to implement for these existing cycling facilities, and (b) provide direction that staff are to allocate a capital budget for these works as part of the 2023 financial planning process (currently underway).

BACKGROUND:

The following provides an overview of the E 29th St safety and mobility project background:

- 2017: Council provided direction to staff to look at possible safety and mobility improvements along E 29th St given past safety concerns and future community needs (such as the implementation of the Lynn Valley Town Centre). Staff undertook technical work, concurrent with community consultation, to develop a recommended solution. One key theme that emerged related to trade-offs in how the road space should be allocated between on-street parking and dedicated cycling space.
- In addition, E 29th St between Lonsdale Ave and Lynn Valley Rd was identified as a candidate for repaving in 2019 as part of ongoing asset management requirements, and therefore a potential opportunity was created to rethink road space allocation to coordinate early implementation of cycling improvements on E 29th St as it is identified as a long-term corridor in the overall bike network master plan.
- May 6, 2019: Staff presented to Council their recommended solution, that included a specific treatment between William Ave and Fromme Rd that balanced the conflicting community feedback and the need to quickly realize better safety and cycling infrastructure – with a one-way bike lane proposed on the north side, and on-street parking provided on the south side. This particular solution along these blocks of E 29th St was recommended as an interim measure that could be re-evaluated in the future once cycling volumes increased upon buildout of the broader active transportation network. Council did not support this recommendation and instructed District staff to develop a further enhanced concept between William Ave and Fromme Rd that had separated bike facilities on both sides of E 29th St.
- May 27, 2019: Staff presented a revised, enhanced concept that generally included separated cycling facilities on both sides of E 29th St between William Ave and Fromme Rd through the elimination of all on-street parking along these blocks. This enhanced concept was approved by Council.
- Since May 2019: Council and staff have received correspondence that both support the installed bike lanes (generally from the broader cycling community) and oppose

what has been implemented due to loss of on-street parking and accessibility (generally from adjacent property owners). Adjacent residents have submitted an inventory that they compiled acknowledging that all properties between Tempe Glen Dr and Fromme Rd have access to off-street parking via driveways fronting E 29th St or rear lane access – however, have continued to express concerns about loss of on-street parking, with more focused feedback about accessibility (i.e. need for short-term on-street parking for pick-up/drop-off, home deliveries, access for people with mobility needs, etc.).

- January 9, 2023: A council motion entitled 'E 29th St Delineators' was brought forward at this Regular Council meeting that recommended removal of the bike lane on the southern side of E 29th St (between William Ave and Fromme Rd) in order to reinstate on-street parking. This motion was referred to a Council workshop that is currently planned for February 6, 2023.
- For further background, previous Council reports relevant to this project include:
 - E 29th St Corridor Plan and Construction Project (April 25, 2019) considered by Council May 6, 2019
 - E 29th St Corridor Safety and Mobility Improvements (May 17, 2019) considered by Council May 27, 2019
 - E 29th St Corridor Safety and Mobility Improvements (July 11, 2019) Information Report to Council included in the July 22, 2019 Agenda Package
 - E 29th St Safety and Mobility Improvements – Supplemental Information (Jan 14, 2022)

EXISTING POLICY:

DNV Transportation Plan; DNV Official Community Plan (OCP); OCP Action Plan, INSTPP; North Vancouver Bicycle Master Plan; North Shore Area Transit Plan; Community Energy & Emissions Plan; DNV Development Servicing Bylaw, DNV Snow Removal Policy.

ANALYSIS:

Classification and volumes: E 29th St from Lonsdale Ave to Lynn Valley Rd provides a critical east-west corridor within the District. The corridor carries upwards of 9,500 vehicles per day, is a transit route, and is classified as a major arterial road. A portion of this corridor is also a designated bike route and cycling volumes are upwards of 50 bikes per day (based on spring 2020 data collection).

Road safety: Between 2006 and 2017, there were 150 motor vehicle crashes recorded by ICBC in this corridor. Since installation of the bike lanes in 2019, corridor collisions have reduced from 23/year (2018) to 15/year (2021). Over the same period, vehicle speeds have also dropped by approximately 7km/h in both directions (eastbound: 55 km/hr to 48 km/h; westbound 58 km/hr to 51 km/h).

Options: In response to continued public input generally related to accessibility for residents (particularly for those with mobility impairments), and loading/unloading needs for home-based businesses and deliveries, staff identified several possible future corridor

modifications: a) parking pockets; b) laneway extension; 3) side streets loading zones, and 4) buffer space treatment.

A) Parking Pockets

Parking pockets are designed to accommodate some on-street parking while maintaining continuous cycling and pedestrian facilities. One of the key benefits in positioning cyclists between the sidewalk and the parking lane (opposed to between parking lane and the travel lane) is that both the probability and potential severity of a 'dooring' incident is decreased. 'Dooring' is an incident where a person opens the door of a parked car into the path of an approaching cyclist causing the cyclist to crash. Cyclists are less likely to be 'doored' on the passenger side, and if a 'dooring' does occur cyclists will fall towards the sidewalk and not the travel lane. **Figure 1** illustrates a parking pocket concept in cross-section for a typical roadway (south side only shown). A built parking pocket example is also shown in **Photo 1**, constructed as part of recent active transportation improvements on Lynn Valley Rd.

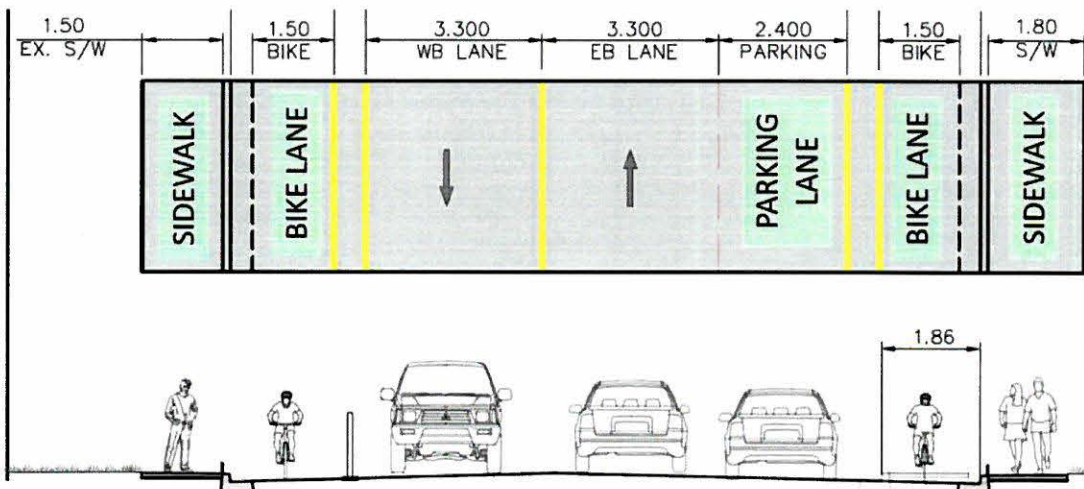


Figure 1. Cross-section of parking pocket concept



Photo 1. Lynn Valley Rd parking pocket

To assess the potential for retaining more on-street parking along E 29th St, a parking pocket concept has been developed between St Christophers Rd and Fromme Rd. In this configuration, a section of curb, gutter, existing bike lane and sidewalk on E 29th St would be relocated away from the travel lanes towards the property line enabling 'parking pockets' to be created between the vehicle travel lane and bike lane. Impacts to properties may include reduction in the length of driveways, and potential tree and hedge removal. **Figure 2** shows the parking pocket design for E 29th St, where parking pockets are provided on both the north and south sides of E 29th St between St Christophers Rd and Fromme Rd.

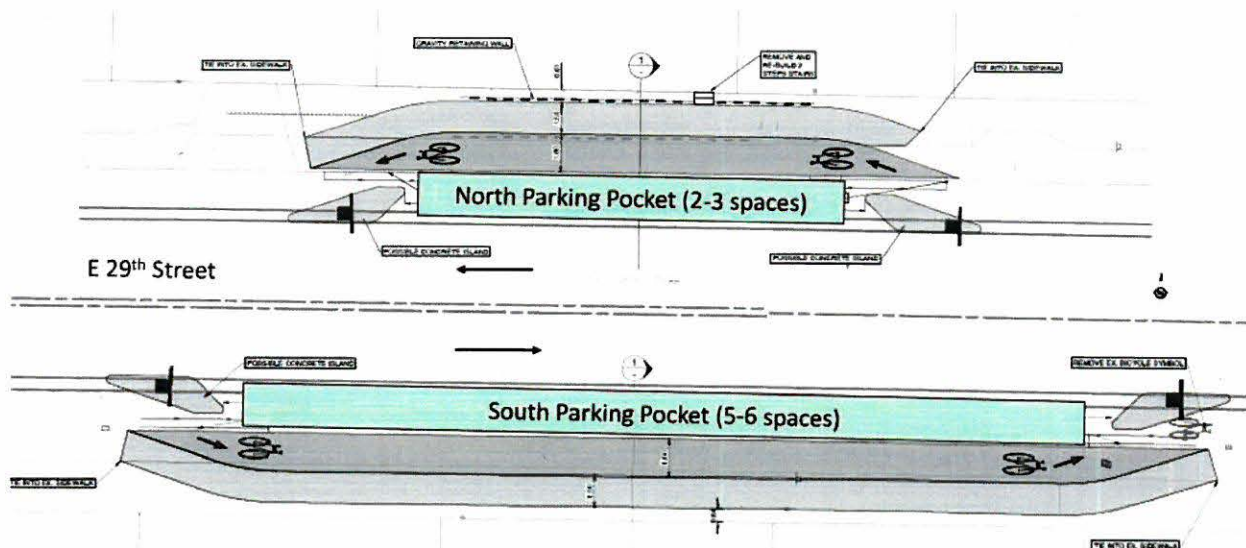


Figure 2. Parking pocket concept for E 29th St (between St Christophers Rd and Fromme Rd)

Staff recommend this solution for the Committee's consideration given it preserves safe and continuous cycling facilities, that supports broader multi-modal transportation goals, while also balancing the need to provide localized space for vehicle access and loading for

adjacent residents. It is anticipated that if a parking pocket solution is pursued, a portion of the parking spaces would be time limited to support short-term needs such as deliveries and providing access for visitors to nearby properties with mobility needs, while also permitting overnight parking. It should be noted that the concept shown in Figure 2, and specifically where they are located, is mindful of existing site constraints in creating the most cost-effective and feasible solutions – with existing constraints including utility poles, catch basins, driveways, and road right-of-way. Any locations considered away from these two identified parking pockets will likely have an increased unit cost as they may encounter, and need to relocate/mitigate, some of these existing constraints.

B) Laneway Extension

Staff developed high level concepts to extend the laneway north of E 29th St as shown in **Figure 3** below, to create access to the rear of some properties. Due to cost, impacts to trees, and existing snow removal policy, this option is not recommended.

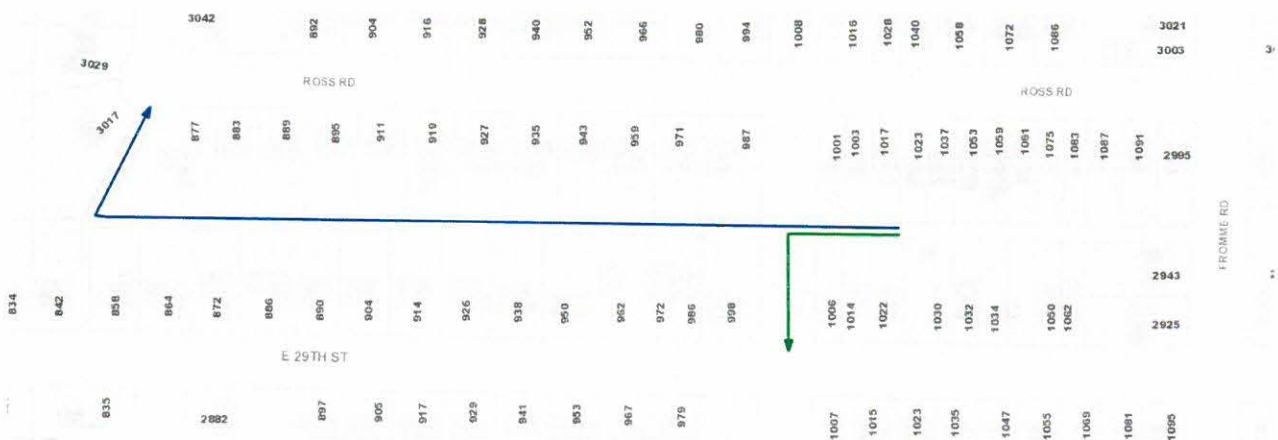


Figure 3: Laneway extension option

C) Side-Street Loading Zones

Side-street loading zones were considered on select side streets, near where they intersect E 29th St. Creating side-street loading zones may require extension of sidewalks, impacting the boulevard and property frontages, and would decrease on-street parking space. This kind of facility may serve corner properties on E 29th St well but would not be as convenient for mid-block properties – therefore, this option is also not recommended for further consideration.

D) Buffer Space Treatment

Buffer space between vehicle travel lanes and bike lanes offer increased separation between vehicles and cyclists and offer an opportunity for varying levels of physical protection. A challenge faced along many corridors is the inability to provide continuous protection for

cyclists due to the presence of driveways, while also being mindful of solid waste and recycling collection.

An alternative device recently deployed as part of the 'Lynn Valley Road Active Transportation Project' consists of pre-cast concrete barrier assemblies placed at strategic locations along the corridor within the buffer space between vehicle travel lanes and bike lanes. This treatment maintains a high level of awareness and protection for cyclists, while enabling more efficient solid waste and recycling collection. Barrier assemblies are simply placed on top of the asphalt surface and so are quick to install and adjust as needed. **Figure 4** is a schematic of a precast concrete barrier assembly placed within the buffer space separating vehicle travel lanes from bike lanes. These barrier assemblies are also shown in **Photo 2**, as installed Lynn Valley Rd.

Staff recommend that should direction be given to implement additional improvements to the E 29th corridor bike lanes (such as new parking pockets), that this would also be an opportune time to coordinate a replacement of the existing delineators with these precast concrete barrier assemblies, based on the lessons learned from recently completed active transportation improvements.

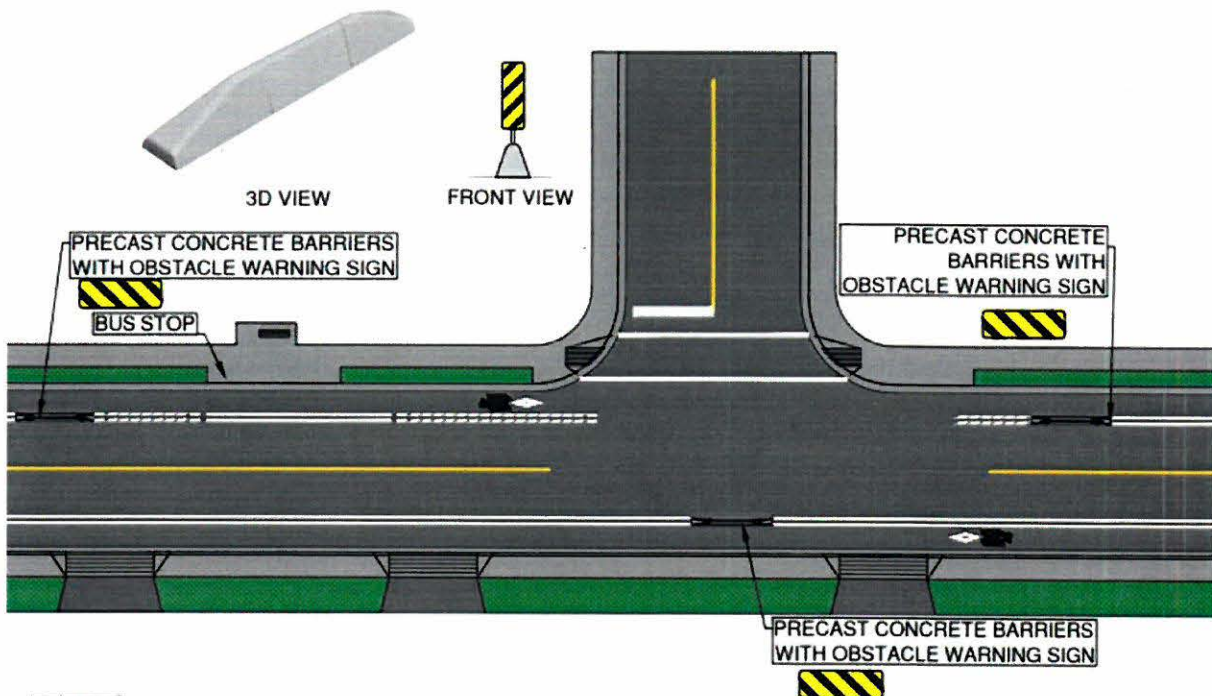


Figure 4. Pre-cast concrete barrier assembly placed within the buffer space



Photo 2. Barrier Assemblies on Lynn Valley Rd

Additional considerations: staff have also explored whether a bi-directional, multi-use path concept is possible on one side of E 29th Street between William Ave and Fromme Rd. In general, two-way cycling facilities are not recommended where there are numerous driveways with limited sight lines due to safety reasons. Furthermore, and specific to the existing curb-to-curb cross-section of this section of E 29th Street, there is insufficient space available to convert one of the existing uni-directional bike lanes to a bi-directional facility and still have enough space leftover for two travel lanes and a parking lane. Therefore, staff do not recommend this concept for further consideration.

Timing/Approval Process:

Staff anticipate that the implementation of parking pockets and replacement of the delineator posts with pre-cast barrier assemblies could be completed in summer/fall 2023.

Concurrence:

DNV Streets, DNV Bylaws, DNV Solid Waste, DNV Design and Planning.

Financial Impacts:

It is estimated that construction of the parking pockets, removal of delineator posts, and placement of barrier assemblies would cost approximately \$250,000.

Liability/Risk:

Securing local resident support for recommended solution.

Social Policy Implications:

Expanding (or, in this case, retaining) the District's cycling network aligns with OCP targets on mode share, OCP Action Plan priorities, climate action initiatives, social equity, and transportation policy.

Environmental Impact:

Facilitating a mode shift to sustainable transportation choices such as cycling has a positive environmental impact through reduced greenhouse gas emissions.

Public Input:

Historical context:

Public consultation related to the E29th St safety and mobility project has been ongoing since late-2016. Following the May 27, 2019 Council decision for an enhanced cycling facility to be installed between William Ave and Fromme Rd, and that on-street parking on both sides would be removed, staff prepared updated communications messaging and materials. The following information is provided for context of efforts undertaken between late-May 2019 and prior to implementation of the bike lanes:

- DNV.org/E29th website updates went live June 11, 2019
- Approximately 700 letters were sent to immediately impacted residents on E 29th St, delivered in person and via Canada Post on June 12, 2019
- Following letter distribution to immediately impacted residents, a postcard drop to approximately 2,000 neighbourhood residents (who were involved in initial project consultation) was delivered June 17, 2019
- On-street project information signage installed June 18, 2019
- Ongoing construction updates via social media, website, and on-street signage
- Local businesses have also been contacted and consulted on parking needs

In response to the updated project scope, DNV received complaints from approximately 80 households along the corridor specifically unhappy with the loss of on-street parking due to new cycling infrastructure. They submitted correspondence acknowledging they have access to off-street parking, but still have concerns. The majority of the complaints are related to the William Ave to Fromme Rd segment; however, complaints have been received throughout the corridor including from some side streets.

In contrast, staff have received considerable correspondence via social media and e-mail expressing support for the bike lanes as well as a letter of project support from HUB (cycling advocacy group), and written support of the project from the Boundary Elementary School PAC Chair. The District continues to receive input from both the cycling community and impacted homeowners.

Future changes to E 29th Street corridor (subject to staff receiving direction):

Should District staff be provided with direction to make modifications to the E 29th Street corridor, as presented in this report, they will inform the surrounding residents of these changes prior to their implementation.

Conclusion:

The District continues to receive input from both the cycling community and impacted homeowners on the E 29th St project. While a number of potential options exist to resolve concerns of all interested stakeholders, staff recommend a parking pocket solution between William Ave and Fromme Rd. These parking pockets (one on the northern side, one on the southern side) balances the need to retain safe and comfortable cycling infrastructure as part of our active transportation network, while also providing localized space for accessibility and mobility needs of adjacent residents. In addition, should staff be directed to make changes

on E 29th St, that this would also be an opportune time to coordinate a replacement of the existing delineators with precast concrete barrier assemblies, based on the lessons learned from recently completed active transportation improvements. Collectively this parking pocket and barrier assemblies recommendation from staff is estimated to cost approximately to \$250,000.

Options:

1. THAT staff deliver 'parking pocket' solutions on both the north and south sides of E 29th St that retain the existing cycling and sidewalk facilities while addressing accessibility needs of adjacent residents (**RECOMMENDED**)
2. THAT flexible delineator posts are removed and replaced with non-continuous precast concrete barrier assemblies placed in strategic locations (**RECOMMENDED**)
3. THAT side-street loading zones are further investigated (**NOT RECOMMENDED**)
4. THAT laneway extension is further investigated (**NOT RECOMMENDED**)

Respectfully submitted,

Steve Carney, PEng, PTOE
 Transportation Section Manager

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