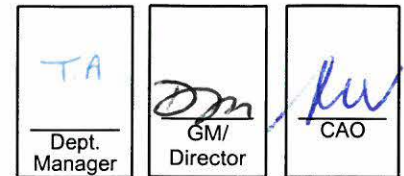


AGENDA INFORMATION	
<input checked="" type="checkbox"/> Regular Meeting	Date: June 5, 2023
<input type="checkbox"/> Other:	Date: _____



The District of North Vancouver REPORT TO COUNCIL

May 23, 2023
File: 13.6440.20/006.000

AUTHOR: Jessica Lee, Community Planner

SUBJECT: Proposed Changes to Secondary Suite Regulations

RECOMMENDATION:

THAT "District of North Vancouver Rezoning Bylaw 1412 (Bylaw 8525)" is given FIRST Reading;

AND THAT "Bylaw Notice Enforcement Bylaw 7458, 2004, Amendment Bylaw 8531, 2021 (Amendment 64)" is given FIRST Reading;

AND THAT Bylaw 8525 is referred to a Public Hearing;

AND THAT Council policy "Secondary Suites and Family Residential Units (FRU's)" is rescinded.

REASON FOR REPORT:

The purpose of this report is to propose amendments to the Zoning Bylaw regarding the size of secondary suites in single family homes. The report also proposes rescinding the Secondary Suites and Family Residential Units (FRU's) Policy, which is outdated.

SUMMARY:

Secondary suites are an essential form of rental housing in the District of North Vancouver. In 2019, the BC Building Code was updated to eliminate maximum secondary suite size requirements and to permit secondary suites in more ground-oriented housing types. Public engagement was undertaken in spring 2022 on opportunities to increase housing diversity in single family neighbourhoods. The engagement results showed strong support for permitting larger secondary suites and introducing minimum size requirements. This report proposes the following:

- Increase the maximum secondary suite size to the lesser of 130 m² (1,399 ft²) or 49% of the net floor area of a single family home;
- Introduce a minimum secondary suite size of 25 m² (269 ft²);
- Introduce requirements for the placement and design of a secondary suite's exterior entrance;
- Amend the definition of "secondary suite" to clarify that it is an accessory use and cannot be stratified;

- Amend the Zoning Bylaw and Bylaw Notice Enforcement Bylaw to update enforcement fines related to new secondary suites which are non-compliant with regulations; and
- Rescind the existing Secondary Suites and Family Residential Units (FRU's) Policy as it no longer reflects the District's bylaw enforcement procedures.

BACKGROUND:

Secondary suites are permitted in all single family residential zones and three comprehensive development zones (CD14, CD34, and CD88) where single family homes are permitted. Single family homes with secondary suites are also permitted in two multi-family residential zones (RM1 and RM2). These zones are located throughout the District, with the highest concentration in the Grousewoods neighbourhood.

In 2019, the BC Building Code was revised to provide local governments with greater opportunities for the creation of affordable housing options. The revisions included:

- Eliminating the prescribed maximum size for secondary suites which was the lesser of 90 m² (969 ft²) or 40% of the building's total residential floor area (i.e., gross floor area); and
- Permitting the construction of secondary suites in more types of ground-oriented housing, such as duplexes and townhouses (previously only permitted in single family).

These recent changes to the BC Building Code enable the District to amend its secondary suite regulations, which currently reflect the previous provincial regulations. The BC Building Code continues to prohibit secondary suites from being stratified or otherwise subdivided from other dwelling units on a property.

At the [Regular Meeting of Council on May 9, 2022](#)¹, Council directed staff to proceed with public engagement opportunities to increase housing diversity in single family neighbourhoods with a focus on three housing topics: secondary suites, infill housing, and short-term rental regulations. Key findings regarding secondary suite size included:

- Support for creating suites that are larger than 90 m² (969 ft²), which is the current maximum floor area restriction;
- General agreement that 130 m² (1,399 ft²) would be an appropriate maximum floor area;
- Interest in permitting suites that occupy up to 49% of the single family home;
- General agreement that there should be a minimum floor area for suites; and
- Support for a minimum floor area of between 30 m² (323 ft²) and 50 m² (538 ft²).

A comprehensive analysis of what was heard about secondary suites, including potential regulatory changes and barriers to building suites, is provided in **Attachment 1**. The engagement results were presented to Council at the [Council Workshop on February 13, 2023](#)². Council indicated support for staff to proceed with proposed Zoning Bylaw amendments to increase the maximum secondary suite size and introduce a minimum secondary suite size.

¹ <http://app.dnv.org/OpenDocument/Default.aspx?docNum=5652151>

² <http://app.dnv.org/OpenDocument/Default.aspx?docNum=5916357>

On April 3, 2023, the Province of BC released its housing action plan “Homes for People”. Certain actions in the plan aim to make it easier and more affordable for people to rent out secondary suites, such as:

- Legally allow secondary suites in every community across the province; and
- A three-year pilot program that offers forgivable loans for homeowners to build and rent secondary suites at below market rates.

The District has permitted secondary suites in all single family zones since 1997. More details on the pilot incentives program are expected from the Province later in 2023. Additional information will be provided to Council when it becomes available.

EXISTING POLICY AND DIRECTIONS:Official Community Plan (2011)

Goal 2: Encourage and enable a diverse mix of housing types and tenure and affordability to accommodate the lifestyles and needs of people at all stages of life.

Policy 7.2.1: Explore increasing the maximum permitted size of secondary suites.

Policy 7.2.2: Consider permitting secondary suites or lock-off units within townhouses, row houses and apartments.

OCP Action Plan (2021)

Priority Action 5: Increase housing diversity to support a range of incomes, household types, and accessibility needs within and close to Town and Village Centres.

Supporting Action 12: Consider opportunities to increase housing diversity beyond the Town and Village Centres.

Rental, Social and Affordable Housing Task Force Final Report (2021)

Goal 2, Recommendation 18: Explore incentives to encourage the registration of secondary suites to gain more accurate data on the number of people renting secondary suites, which represent the largest stock of rentals.

Secondary Suites and Family Residential Units (FRU's) Policy (1987, last amended 2001)

The policy was approved by Council in 1987 and amended in 1995 and 2001 in response to the introduction of secondary suites in the District's single family neighbourhoods. It outlines the bylaw enforcement procedures with regard to illegal secondary suites in single family homes, including submission of complaints and scope of inspections by District staff.

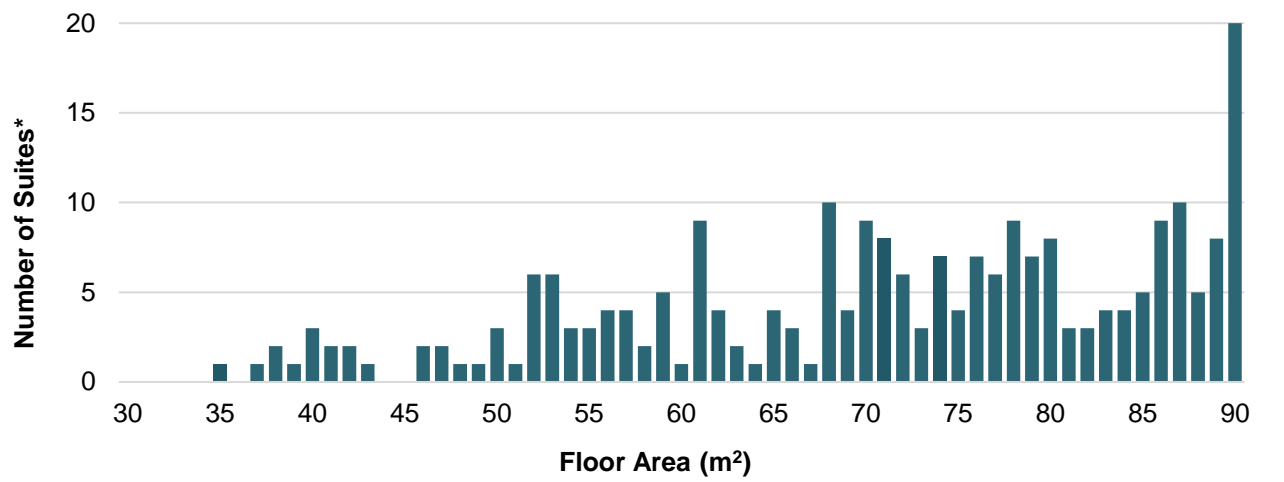
ANALYSIS:

Secondary suites are a critical component of the District's rental housing stock. At the end of 2022, there were approximately 6,570 secondary suites in the District. This indicates that about 33% of all single family homes have a secondary suite. Nearly 360 new secondary suites are required by 2030 in order to meet the estimated demand as indicated in the [Housing Continuum](https://www.dnv.org/community-environment/multi-family-development-statistics)³. Between 2011 and 2022, there was an average of approximately 205 new secondary suites constructed per year.

³ <https://www.dnv.org/community-environment/multi-family-development-statistics>

The current restriction on the size of a secondary suite in the District is a maximum of 90 m² (969 ft²) or 40% of the single family home, whichever is less. There is no minimum size requirement nor regulations for the design of secondary suites. Available building permit data on secondary suite size between 2013 and 2022 is shown in **Figure 1**. The data indicates that while the average secondary suite size was 71 m² (764 ft²), 128 of the 240 were larger than 71m². The smallest secondary suite was 35 m² (374 ft²).

Figure 1: Building Permit Data on Secondary Suite Floor Area (2013 to 2022)



* Based on a sample of 240 existing secondary suites approved between 2013 and 2022

A comparison of approaches to secondary suite size among 10 other municipalities in the Metro Vancouver region is provided in **Attachment 2**. Most of these 10 municipalities have amended their zoning regulations in response to the BC Building Code revisions to increase secondary suite size in their communities.

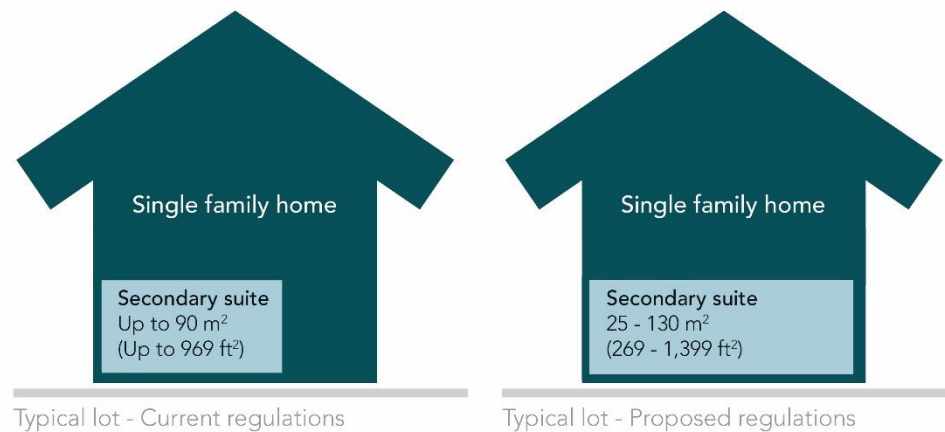
Proposed Zoning Bylaw Amendments

Bylaw 8525 (**Attachment 3**) proposes several Zoning Bylaw amendments related to secondary suite size and single family neighbourhood character. The proposed changes, described below, would apply to all zones that permit secondary suites.

Maximum size

Consistent with the engagement results, Council Workshop discussion, and BC Building Code regulations, staff recommend increasing the maximum secondary suite size to **the lesser of 130 m² (1,399 ft²) or 49% of the single family home (Figure 2)**. The maximum size of a secondary suite would be calculated based on net floor area of the single family home.

Figure 2: Illustrative Example of Proposed Secondary Suite Size Regulations



The proposed changes are intended to provide property owners with greater flexibility in creating larger secondary suites within existing and new single family homes. 130 m² (1,399 ft²) could accommodate a three-bedroom unit.

Minimum size

To support the liveability of smaller secondary suites, staff recommend a minimum secondary suite size of **25 m² (269 ft²)**. This minimum size would continue to provide opportunities for smaller secondary suites in the District while maintaining a minimum liveable standard. The proposed minimum size could accommodate a small studio unit that provides flexible and affordable rental options to individuals with various housing needs and incomes.

Neighbourhood Character

Bylaw 8525 proposes to reinforce the secondary suite as incidental and subordinate to the single family home through the location and appearance of exterior entrances. The proposed regulation would require the secondary suite entrance to be located on a different building façade or street frontage than the entrance to the single family home. For example, if the main entrance to single family home is facing the street, the secondary suite entrance must be located along the side yard or rear yard. By visually separating exterior entrances, the resulting building design would better reflect the single family neighbourhood character and avoid creating the appearance of duplexes should both the suite and the house be fully above grade.

Definitions

Secondary suites are intended to be accessory to the main building and remain for residential rental use only. They cannot be stratified or otherwise subdivided from the other dwelling units located on a property as per the BC Building Code. Staff proposes amendments to the definition of “secondary suite” to clarify that it is an accessory use and cannot be stratified should the Building Code regulations change. Minor amendments are also proposed in specified zones that permit secondary suites to ensure consistency in the Zoning Bylaw.

Proposed Bylaw Notice Enforcement Bylaw Amendments

Bylaw 8531 (**Attachment 4**) is required to enable ticketing for Zoning Bylaw violations of the above proposed secondary suite regulations. Examples of bylaw violations would include:

- A secondary suite is larger than the maximum floor area (130 m² or 1,399 ft²);
- A secondary suite is smaller than the minimum floor area (25 m² or 269 ft²); and
- Both entrances to the secondary suite and main house are facing the same street.

Similar amendments are proposed to Section 1207 (Ticketing) of the Zoning Bylaw, as included in Bylaw 8525.

Proposed Rescinding of Secondary Suites and Family Residential Units (FRU's) Policy

The Secondary Suites and Family Residential Units (FRU's) Policy (**Attachment 5**) has not been updated since 2001. A number of procedures are outdated (e.g., requires complaints to be in writing and only from residents within 50 m of the subject property) and do not reflect the District's current approach to complaints and enforcement.

The [Complaint and Enforcement Policy](#)⁴ was approved by Council in 2018 to provide a fair and transparent framework for bylaw enforcement processes. It includes the most up-to-date procedures and standards related to conduct, receiving complaints through various methods, privacy of information, processing and prioritizing complaints, and methods of enforcement. All complaints and enforcement issues, including those regarding secondary suites, are applicable under this policy.

Staff recommend that Council rescind the Secondary Suites and Family Residential Units (FRU's) Policy to ensure consistent procedures for bylaw enforcement across the District through the Complaint and Enforcement Policy.

Timing/Approval Process:

If Bylaw 8525 receives First Reading and is referred to a Public Hearing, a Public Hearing will be scheduled and advertised in the North Shore News. If adopted by Council, the secondary suite regulations contained Bylaw 8525 would apply to new secondary suites constructed through the Building Permit process.

Concurrence:

The proposed recommendations in this report have been reviewed by Building, Legal, Development Planning, and Bylaw Services staff. Bylaw 8525 affects land lying within 800 m of a controlled access intersection, and approval by the Provincial Ministry of Transportation and Infrastructure will be required after Third Reading of the bylaw and prior to bylaw adoption.

CONCLUSION:

As a result of changes to the secondary suite regulations in the BC Building Code, the District has the opportunity to update secondary suite regulations in its Zoning Bylaw. The proposed amendments in this report would support larger and more liveable secondary suites while respecting the single family neighbourhood character.

⁴ <https://app.dnv.org/OpenDocument/Default.aspx?docNum=3635679>

OPTIONS:

1. Give Bylaws 8525 and 8531 First Reading, refer Bylaw 8525 to a Public Hearing, and rescind Council policy “Secondary Suites and Family Residential Units (FRU’s)”; (staff recommendation)
2. Give no Readings to the bylaws, abandon the bylaws, and take no action on the policy; or
3. Refer the matter back to staff.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jessica Lee', with a stylized flourish at the end.

Jessica Lee
Community Planner

Attachment 1: Excerpt of Secondary Suite Findings from What We Heard Report

Attachment 2: Municipal Comparison of Secondary Suite Size Regulations

Attachment 3: District of North Vancouver Rezoning Bylaw 1412 (Bylaw 8525)

Attachment 4: District of North Vancouver Bylaw Notice Enforcement Bylaw 7458, 2004, Amendment Bylaw 8531, 2021 (Amendment 64)

Attachment 5: Council Policy “Secondary Suites & Family Residential Units (FRU’s)”

REVIEWED WITH:					
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<input checked="" type="checkbox"/> Development Planning	YZ	<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	RP	<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	CW		
<input checked="" type="checkbox"/> Review and Compliance	BD	<input checked="" type="checkbox"/> Planning	JP		
<input type="checkbox"/> Climate and Biodiversity	_____				

3.0 SECONDARY SUITES

The following sections summarize the input received on secondary suites during the engagement period. For other housing topics, see Section 4 (Infill Housing) and Section 5 (Short-Term Rentals).



3.1 KEY FINDINGS

What we heard about maximum size

- Support for creating suites that are larger than 90 m² (969 ft²), which is the current maximum.
 - 88% of online survey responses.
- General agreement that 130 m² (1400 ft²) would be an appropriate maximum floor area.
 - 69% of online survey responses and 73% (11 of 15) open house responses.
- Interest in permitting suites that occupy up to 49% of the single family home.
 - 62% of online survey responses and 65% (11 of 17) open house responses.

What we heard about minimum size

- General agreement that there should be a minimum floor area for suites.
 - 77% of online survey responses.
- Preference for minimum floor area of between 30 m² (323 ft²) and 50 m² (538 ft²).
 - The majority of online survey responses indicated 30 m² (323 ft²) to 50 m² (538 ft²) would be appropriate.
 - 63% (11 of 16) open house responses preferred 30 m² (323 ft²).

What we heard about suites that are above ground level

- Support for a small increase in the maximum building height for new single family homes to allow for suites that are partially above ground level.
 - 79% of online survey responses and 94% (15 of 16) open house responses.

What we heard about barriers to building a suite

- The most commonly identified barriers to building or considering a new suite were:
 - The cost of permits and construction; and
 - The length of time to get a permit approved.



For details on the engagement results, see Sections 3.3 and 3.4.

3.2 POP-UP EVENTS

The pop-up events provided informal opportunities for the public to learn about the project from staff, ask questions, and learn about other engagement activities. They also provided opportunities for conversational feedback. In addition to the pop-up events, staff received emails with feedback about secondary suites from the community during the engagement period.

Across the 157 interactions at the pop-up events and feedback received by email, staff heard strong support for building more suites in the District. Discussions emphasized the importance of suites to the District's rental housing stock and the benefits they provide to the community. This included arm's length independent living for seniors and people with disabilities, opportunities for multi-generational households, and ground-oriented rental options for those who cannot purchase a single family home. Some individuals identified current barriers to renting out their suites (such as additional utility fees and finding good tenants) and expressed concern regarding the impact of more suites on on-street parking availability.

3.3 OPEN HOUSE EVENTS

The in-person open house on June 8, 2022 (3 – 8 pm) solicited feedback through dialogue and interactive exercises on the information boards. Attendees had the opportunity to respond to specific questions by "voting" for their preferences and to share additional comments and ideas. Five questions were asked regarding potential and proposed changes to secondary suite regulations and current barriers to building suites in the District. The responses are shown in Figures 3.1 to 3.5.

A virtual open house on June 14, 2022 (12 – 1:30 pm) was also hosted to capture feedback through a facilitated discussion. However, due to low attendance, the virtual open house was cancelled at 12:15 pm.

! For more information on secondary suites and proposed regulatory changes, please see the information boards from the in-person open house event (Appendix).



In-person open house at Lynn Valley Community Room on June 8, 2022



Pop-up event at Karen Magnussen Community Recreation Centre on June 5, 2022



In-Person Open House Results for Secondary Suites

Figure 3.1: What are your preferences for maximum floor area of a suite?

(each dot represents a response)

- **Total Responses:** 15
- **73%** (11 responses) preferred 130 m² (1400 ft²)

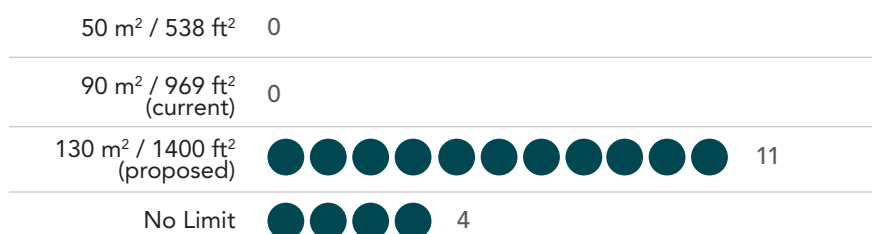


Figure 3.2: What percentage of a single family home should a suite occupy?

(each dot represents a response)

- **Total Responses:** 17
- **65%** (11 responses) thought that suites should occupy up to 49% of single family homes

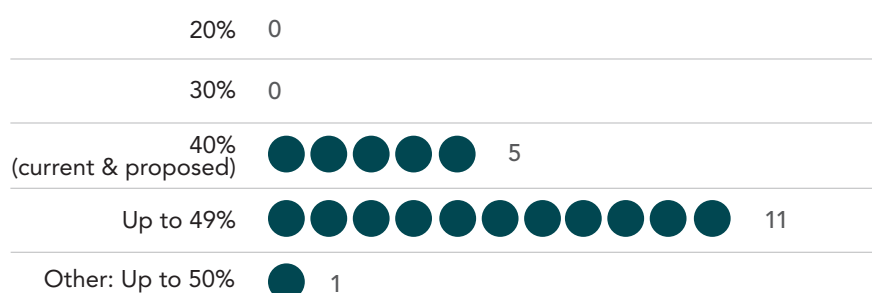


Figure 3.3: What are your preferences for minimum floor area?

(each dot represents a response)

- **Total Responses:** 16
- **63%** (10 responses) preferred 30 m² (323 ft²)

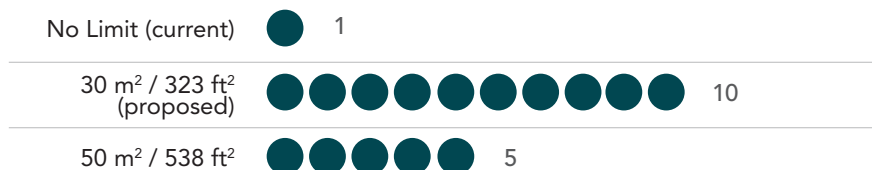


Figure 3.4: Would you support a small increase in the maximum height for new single family homes to accommodate suites that are partially above ground level?

(each dot represents a response)

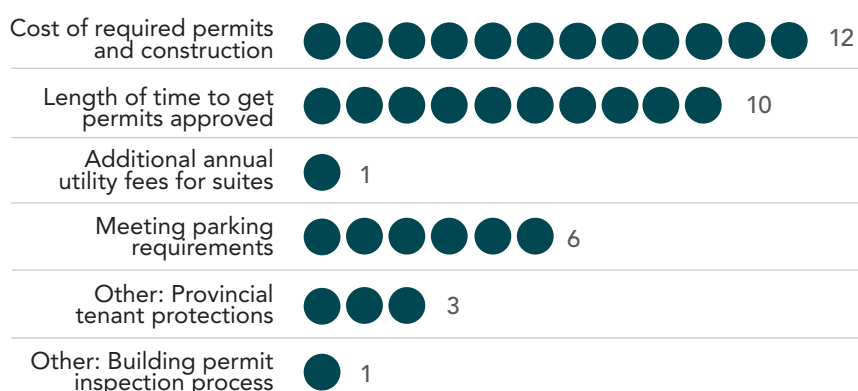
- **Total Responses:** 16
- **94%** (15 responses) supported



Figure 3.5: What are the barriers to building or considering a new secondary suite?

(each dot represents a response)

- **Total Responses:** 33
- The 2 most common barriers identified are related to permits and construction



Participants at the in-person open house were also asked to provide comments. The comments were captured on sticky notes and were then compiled, reviewed, and categorized by theme. Themes that received two or more comments are noted below.

- Interest in having suites restricted to only a percentage of the main single family home (e.g., no maximum floor area) to allow for a greater diversity of sizes (2 comments).
- Concern about the safety of suites that are fully below ground level, such as mould, mildew, and emergency exits (2 comments).
- Support for a small increase in the maximum building height dependent on the amount of height increase being considered (2 comments).
- Concern about renting out a suite, generally (3 comments).
- Concern about the use of suites for short-term rental accommodation (2 comments).

3.4 ONLINE ENGAGEMENT TOOL

Of the 497 total survey submissions completed through the District's online engagement tool from May 30, 2022 to June 19, 2022, 420 submissions provided input on secondary suites. The secondary suite section of the survey included a series of Likert scale questions (e.g., strongly agree, somewhat agree, or do not agree answers) and multiple choice questions. The questions focused on obtaining input on potential regulatory changes for suites and insight into current barriers to building or owning suites.

Many questions were followed by open-ended questions for respondents to give more detailed responses. A coding exercise was undertaken to identify common themes for written responses. Depending on the content, some responses contained several themes. The top five themes for these questions are included.

- ! More detailed information on survey responses can be found in Figures 3.6 to 3.28. Please note that any percentages shown are rounded to the nearest whole number.

Survey Results for Secondary Suites

Figure 3.6: Do you agree that secondary suites should be allowed to be larger than 90 m² (969 ft²)?

- **Total Responses:** 409
- **88%** somewhat or strongly agreed

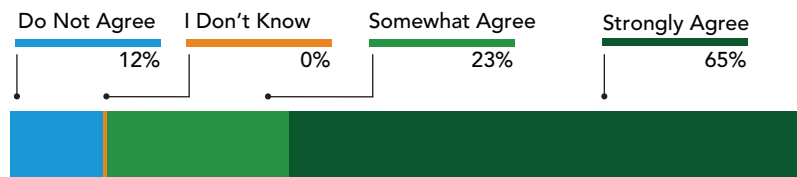


Figure 3.7: Do you agree that 130 m² (1400 ft²) is an appropriate maximum floor area for secondary suites in the District?

- **Total Responses:** 408
- **69%** somewhat or strongly agreed

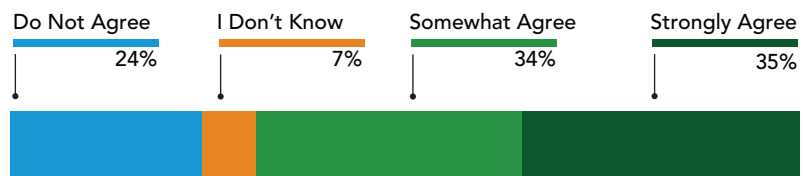
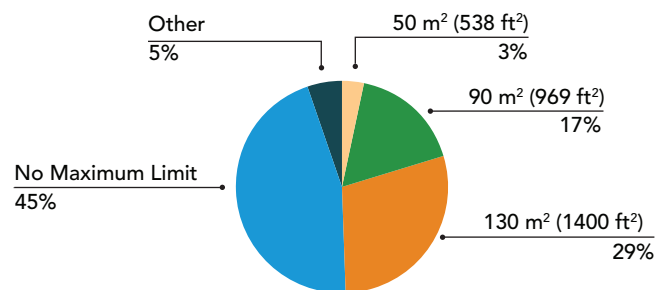


Figure 3.8: What maximum floor area for secondary suites do you think would be most appropriate?

(results for respondents who did not agree or somewhat agreed with Figure 3.7)

- **Total Responses:** 234
- **More than 74%** thought that the maximum floor area should be 130 m² (1400 ft²) or larger (i.e., no maximum limit)



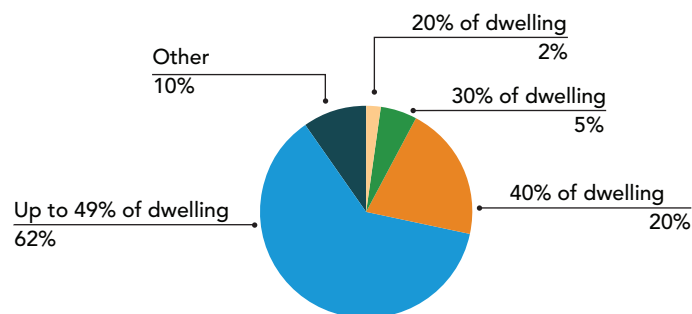
The most common 'other' suggestions were:

Note: suggestions were grouped into common themes

- Between 90 m² (939 ft²) and 130 m² (1400 ft²) (7 responses)
- More than 130 m² (1400 ft²) (5 responses)

Figure 3.9: What maximum percentage of the single family home (i.e. principal dwelling) do you think would be most appropriate for a secondary suite to occupy?

- **Total Responses:** 405
- **62%** thought that suites should occupy up to 49% of the single family home



The most common 'other' suggestions were:

Note: suggestions were grouped into common themes

- No maximum percentage limit (27 responses)
- Up to 50% of the single family home (10 responses)

Figure 3.10: Tell us about the reasons behind your responses.

(written reasons for answers to Figures 3.6 to 3.9)

- **Total Responses:** 172
- The 5 most commonly cited reasons are shown on the right

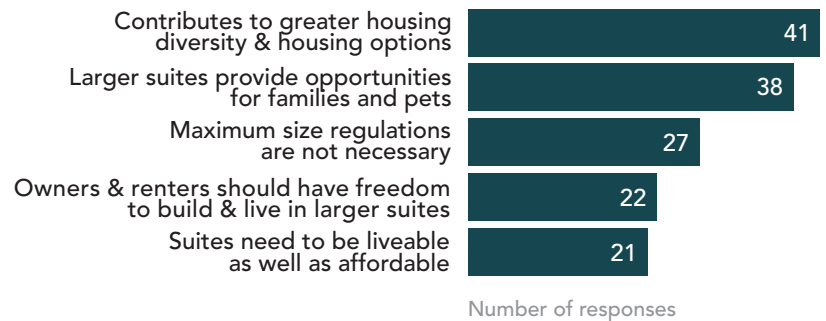


Figure 3.11: Do you agree that there should be a minimum size for secondary suites?

- **Total Responses:** 406
- **77%** somewhat or strongly agreed

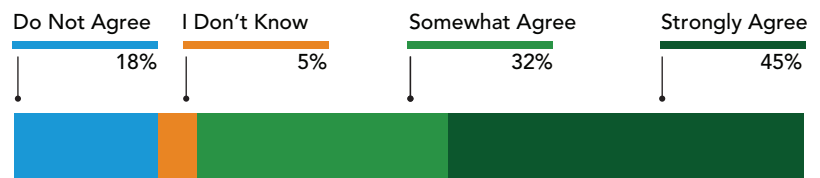


Figure 3.12: Do you agree that 30 m² (323 ft²) is an appropriate minimum size for secondary suites?

- **Total Responses:** 407
- **58%** somewhat or strongly agreed
- **33%** did not agree

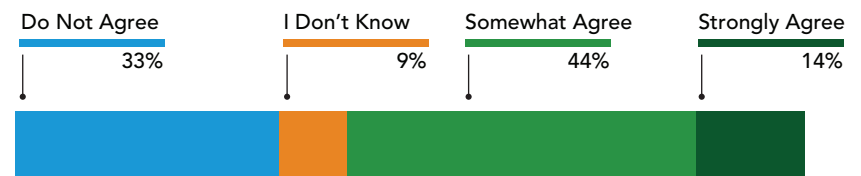
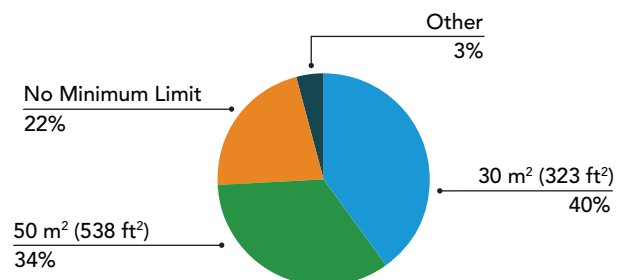


Figure 3.13: What minimum size for secondary suites do you think would be most appropriate?

(results for respondents who did not agree or somewhat agree with Figure 3.12)

- **Total Responses:** 302
- **More than 74%** thought suites should have a minimum floor area between 30 m² (323 ft²) and 50 m² (538 ft²)



The most common 'other' suggestions were:

Note: suggestions were grouped into common themes

- 30 m² (323 ft²) to 50 m² (538 ft²) (7 responses)
- 23 m² (250 ft²) to 30 m² (323 ft²) (5 responses)

Figure 3.14: Tell us about the reasons behind your responses.

(written reasons for answers to Figures 3.11 to 3.13)

- **Total Responses:** 98
- The 5 most commonly cited reasons are shown on the right

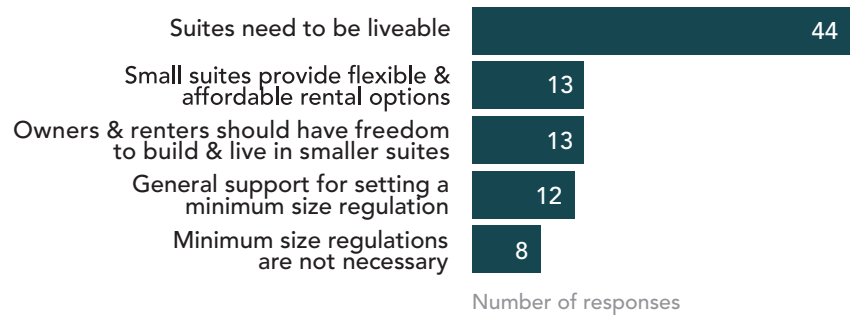


Figure 3.15: Do you agree that all new secondary suites should be partially above ground level?

- **Total Responses:** 406
- **64%** somewhat or strongly agreed
- **30%** did not agree

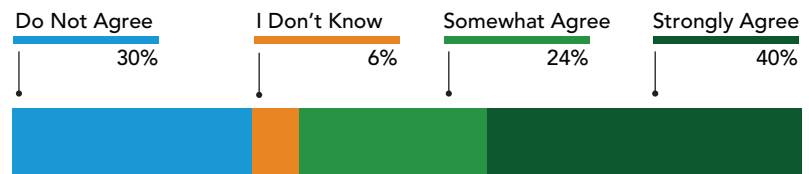


Figure 3.16: Tell us about the reasons behind your response.

(written reasons for answer to Figure 3.15)

- **Total Responses:** 175
- The 5 most commonly cited reasons are shown on the right

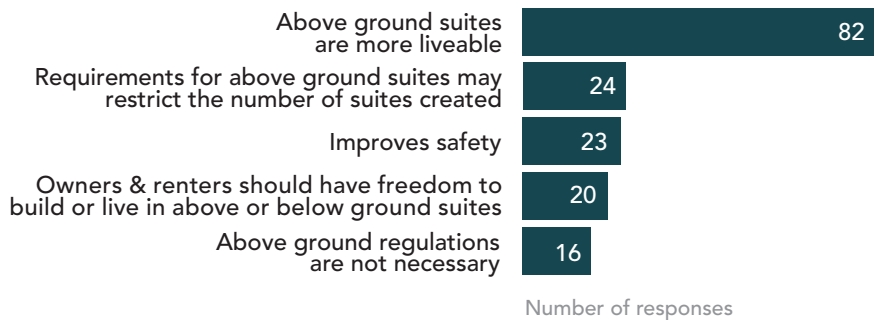


Figure 3.17: Would you support a small increase in the maximum building height for new single family homes to accommodate secondary suites that are partially above ground level?

- **Total Responses:** 405
- **79%** somewhat or strongly supported

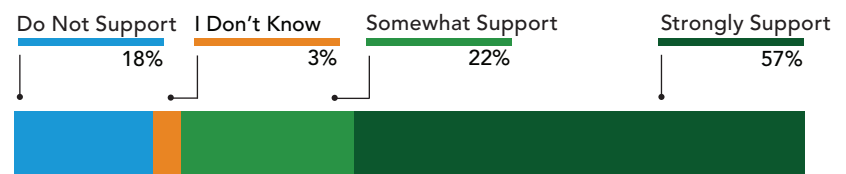


Figure 3.18: Tell us about the reasons behind your response.

(written reasons for answer to Figure 3.17)

- **Total Responses:** 115
- The 5 most commonly cited reasons are shown on the right

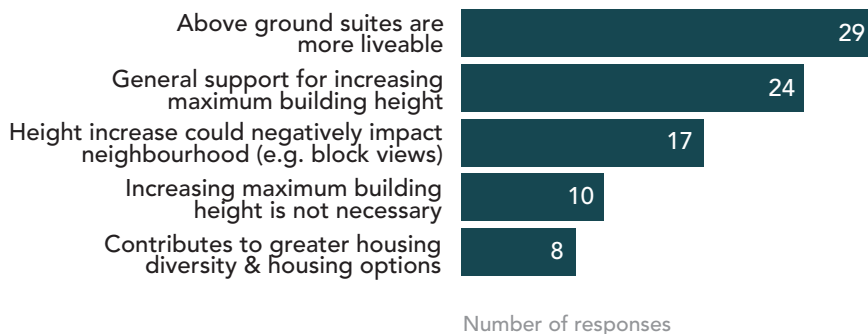
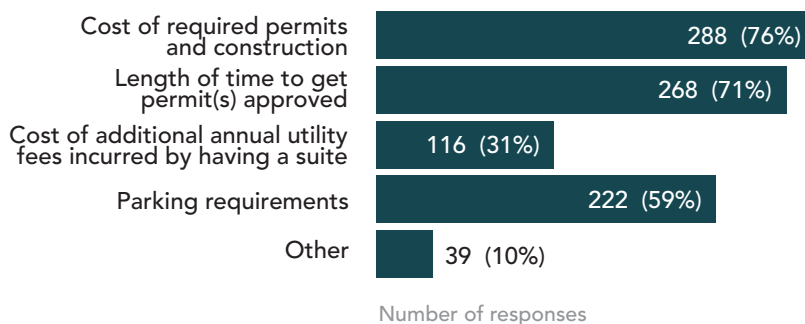


Figure 3.19: In your opinion, what are the barriers to building a secondary suite?

(multiple choice question allowing for multiple selection)

- **Total Responses:** 376
- **75%** identified the cost of permits and construction
- **70%** identified the length of time to get permits approved



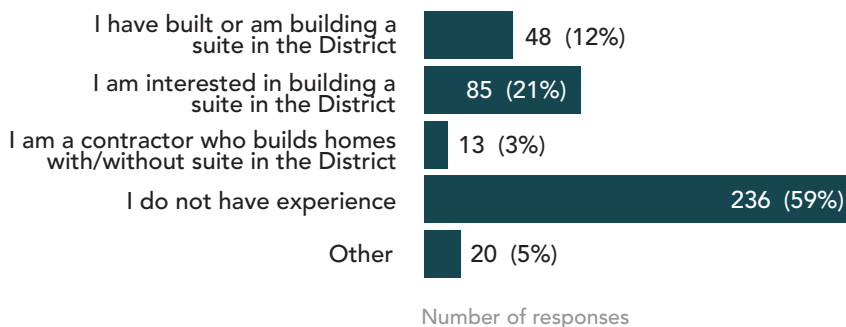
The most common 'other' suggestions were:

Note: suggestions were grouped into common themes

- Restrictive building regulations (13 responses)
- Challenges with tenants (9 responses)
- Pushback from neighbours (7 responses)

Figure 3.20: What best describes your level of experience with building secondary suites in the District?

- **Total Responses:** 402
- **59%** indicated that they had no experience
- **36%** indicated that they had experience or were interested in building a secondary suite



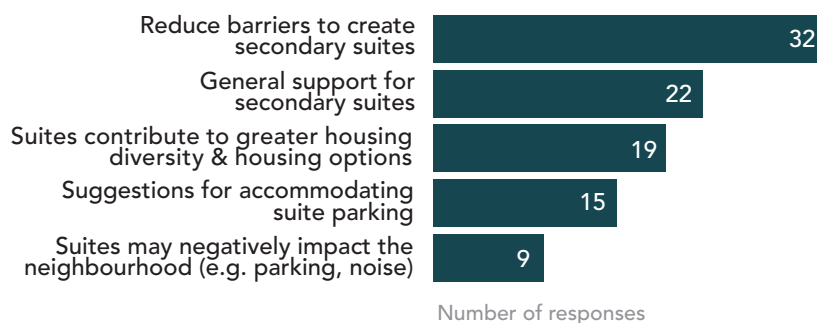
The most common 'other' suggestions were:

Note: suggestions were grouped into common themes

- My profession is related to building housing (e.g., architect, contractor, mortgage lender) (15 responses)
- I have experience building a secondary suite in another municipality (5 responses)

Figure 3.21: Do you have any final thoughts on secondary suites that you would like to share?

- **Total Responses:** 144
- The 5 most commonly cited responses are shown on the right



Respondent Characteristics

Figure 3.22: Age range of survey respondents

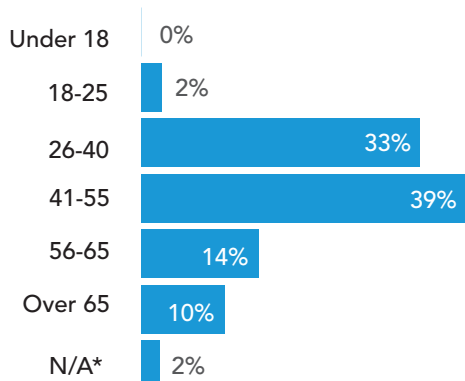


Figure 3.23: Gender of survey respondents

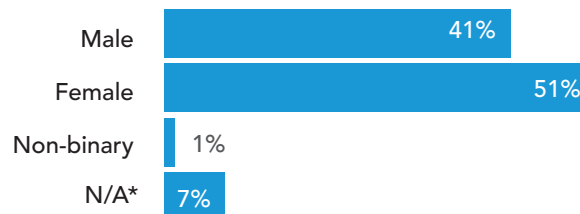


Figure 3.24: Ethnicity of survey respondents

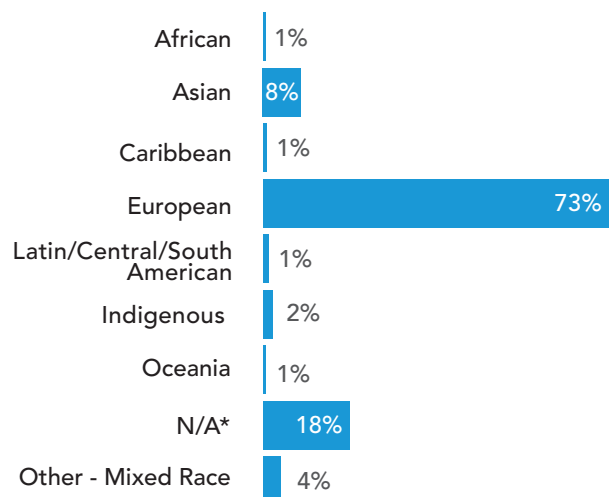
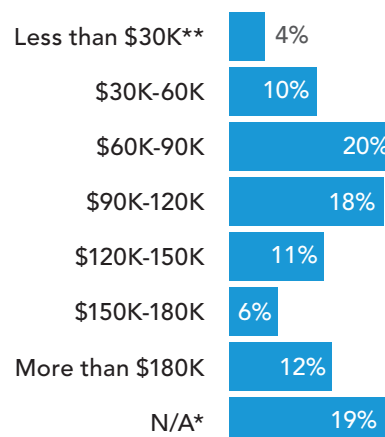


Figure 3.25: Pre-tax household income of survey respondents



*N/A represents responses for 'Prefer not to answer'

**Income is shown in the 1000s as indicated by 'K'

Figure 3.26: Living situation of respondents

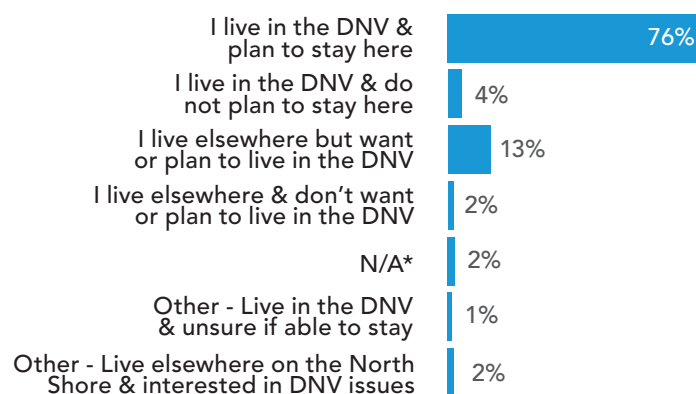


Figure 3.27: Housing situation of survey respondents

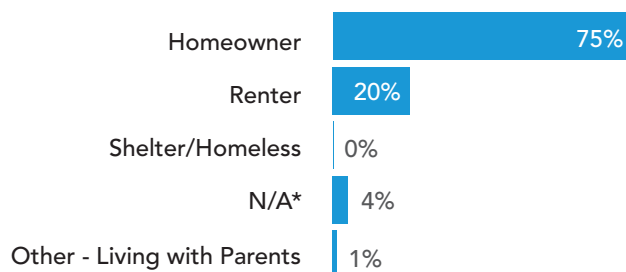
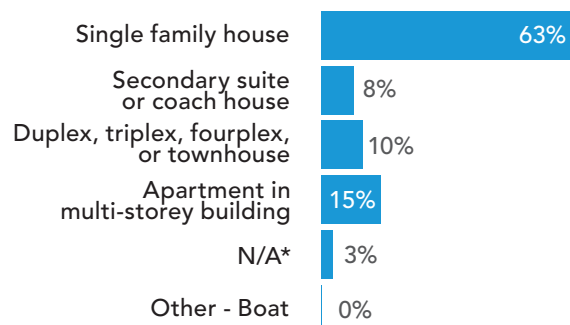


Figure 3.28: Housing type of survey respondents



*N/A represents responses for 'Prefer not to answer'



Municipal Comparison of Secondary Suite Regulations 2023

Municipality	Regulations			
	Principal dwelling type	Maximum size	Minimum size	Character/Design
District of North Vancouver (Proposed)	<ul style="list-style-type: none"> Single family 	<ul style="list-style-type: none"> 130 m² (1,400 ft²) or 49% of net floor area, whichever is less 	<ul style="list-style-type: none"> 25 m² (269 ft²) 	<ul style="list-style-type: none"> Suite entrance to be subordinate to and located on a different building façade or street frontage than entrance of main house
City of North Vancouver	<ul style="list-style-type: none"> Single family Duplex 	<ul style="list-style-type: none"> 90 m² (969 ft²) or 40% of total gross floor area, whichever is less 	<ul style="list-style-type: none"> 37.16 m² (400 ft²) 	<ul style="list-style-type: none"> None specified
District of West Vancouver	<ul style="list-style-type: none"> Single family Duplex 	<ul style="list-style-type: none"> Suites located in an abutting separate building: 46.5 m² (500 ft²) Other suites: none specified 	<ul style="list-style-type: none"> 20 m² (215 ft²) 	<ul style="list-style-type: none"> Suite entrance must be a separate exterior entrance from the main house
City of New Westminster	<ul style="list-style-type: none"> Single family 	<ul style="list-style-type: none"> 89.93 m² (968 ft²) or 40% of the total floor area, whichever is less For 3+ bedroom suites: 120 m² (1,292 ft²) or 40% of the total floor area, whichever is less 	<ul style="list-style-type: none"> 32.52 m² (350 ft²) 	<ul style="list-style-type: none"> Suite entrance to be set back by 1.52 m (5 ft) from main façade if both facing the same street Exterior entrance to have lighting and weather protection
City of Coquitlam	<ul style="list-style-type: none"> Single family 	<ul style="list-style-type: none"> 40% of total floor area 	<ul style="list-style-type: none"> None specified 	<ul style="list-style-type: none"> Suite must be located on or below the first storey and below some portion of the main house
City of Vancouver	<ul style="list-style-type: none"> Single family Duplex 	<ul style="list-style-type: none"> 49% of main part of house 	<ul style="list-style-type: none"> 37 m² (400 ft²) 	<ul style="list-style-type: none"> None specified
City of Burnaby	<ul style="list-style-type: none"> Single family 	<ul style="list-style-type: none"> 40% of gross floor area 	<ul style="list-style-type: none"> 30 m² (323 ft²) 	<ul style="list-style-type: none"> None specified
City of Richmond	<ul style="list-style-type: none"> Single family Duplex Triplex Townhouses 	<ul style="list-style-type: none"> 120 m² (1,292 ft²) or 40% of the total floor area, whichever is less 	<ul style="list-style-type: none"> For single family: 33 m² (355 ft²) For other types: 25 m² (269 ft²) 	<ul style="list-style-type: none"> Suite entrance to face a different street frontage than entrance of main house Suite must be integrated and not appear as a separate unit
City of Surrey	<ul style="list-style-type: none"> Single family 	<ul style="list-style-type: none"> 90 m² (969 ft²) or 40% of habitable floor area, whichever is less 	<ul style="list-style-type: none"> None specified 	<ul style="list-style-type: none"> None specified
City of Port Moody	<ul style="list-style-type: none"> Single family Duplex 	<ul style="list-style-type: none"> None specified 	<ul style="list-style-type: none"> None specified 	<ul style="list-style-type: none"> None specified
City of Maple Ridge	<ul style="list-style-type: none"> Single family 	<ul style="list-style-type: none"> 40% of total gross floor area 	<ul style="list-style-type: none"> None specified 	<ul style="list-style-type: none"> None specified

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The Corporation of the District of North Vancouver

Bylaw 8525

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

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

1. Citation

This bylaw may be cited as "District of North Vancouver Rezoning Bylaw 1412 (Bylaw 8525)".

2. Amendments

2.1 District of North Vancouver Zoning Bylaw 3210, 1965 is amended as follows:

a) In Part 2 Interpretation:

- i. Deleting the definition "secondary suite" and replacing it with the following:

"secondary suite" means a non-stratified, accessory dwelling unit contained within a single-family residential building which contains only one principal dwelling unit;

b) In Part 4B Comprehensive Development Zone Regulations:

- i. Deleting Section 4B88-3(c) and replacing it with the following:

"i. secondary suites subject to the following regulations:

- i. secondary suites are permitted only in single-family zones;
- ii. only one secondary suite dwelling unit is permitted on a single-family lot;
- iii. the owner of a single-family residential building containing a secondary suite dwelling unit shall be a resident of either the secondary suite dwelling unit or the principal residential dwelling unit;
- iv. a single-family residential building containing more than one boarder or lodger may not have a secondary suite;

- v. the secondary suite dwelling unit must be an accessory use that is subordinate in area, extent and purpose;
 - vi. the principal dwelling unit and the secondary suite dwelling unit must constitute a single real estate entity; and
 - vii. the exterior entrance of the secondary suite must be incidental and subordinate to and must not be located on the same building face or elevation, nor face the same road or street, as the entrance of the principal residential dwelling unit;"
- ii. Deleting Section 4B88-4(b) and replacing it with the following:
 - "(b) Size of Secondary Suites:
 - i. subject to Subsection 4B88-4(b)(iii), a secondary suite must not exceed in gross floor area the lesser of 130m² (1,399 sq.ft.) or 49% of the net floor area of the single-family residential building within which the secondary suite is located, and for the purpose of this Section 4B88-4(b):
 - a) the calculation of the gross floor area of a secondary suite includes all otherwise exempt floor area, including, without limitation, all gross floor area in the said single-family residential building located below the natural or finished grade otherwise exempted by Section 4B88-5; and
 - b) the calculation of the net floor area of the single-family residential building within which the secondary suite is located equals the gross floor area of the said building less all floor area exemptions permitted under Section 4B88-5;
 - ii. a secondary suite must have a minimum gross floor area of 25m² (269 sq.ft.); and
 - iii. despite Subsection 4B88-4(b)(i), if the maximum permitted gross floor area of a secondary suite calculated under Subsection 4B88-4(b)(i) is less than 90m² (969 sq.ft.) then the maximum permitted gross floor area of the secondary suite shall be 90m² (969 sq.ft.)."
- iii. Deleting Section 4B172(4)(c) and replacing it with the following:
 - "(c) secondary suites subject to the following regulations:

- i. secondary suites are permitted only in single-family zones;
 - ii. only one secondary suite dwelling unit is permitted on a single-family lot;
 - iii. the owner of a single-family residential building containing a secondary suite dwelling unit shall be a resident of either the secondary suite dwelling unit or the principal residential dwelling unit;
 - iv. a single-family residential building containing more than one boarder or lodger may not have a secondary suite;
 - v. the secondary suite dwelling unit must be an accessory use that is subordinate in area, extent and purpose;
 - vi. the principal dwelling unit and the secondary suite dwelling unit must constitute a single real estate entity; and
 - vii. the exterior entrance of the secondary suite must be incidental and subordinate to and must not be located on the same building face or elevation, nor face the same road or street, as the entrance of the principal residential dwelling unit;"
- iv. Deleting Section 4B173(4) and replacing it with the following:
- "(4) Size of Secondary Suites:
- i. subject to Subsection 4B173(4)(iii), a secondary suite must not exceed in gross floor area the lesser of 130m² (1,399 sq.ft.) or 49% of the net floor area of the single-family residential building within which the secondary suite is located, and for the purpose of this Section 4B173(4):
 - a) the calculation of the gross floor area of a secondary suite includes all otherwise exempt floor area, including, without limitation, all gross floor area in the said single-family residential building located below the natural or finished grade otherwise exempted by Section 4B173(1)(d); and
 - b) the calculation of the net floor area of the single-family residential building within which the secondary suite is located equals the gross floor area of the said building less all floor area exemptions permitted under Section 4B173(1)(d);

- ii. a secondary suite must have a minimum gross floor area of 25m² (269 sq.ft.); and
- iii. despite Subsection 4B173(4)(i), if the maximum permitted gross floor area of a secondary suite calculated under Subsection 4B173(4)(i) is less than 90m² (969 sq.ft.) then the maximum permitted gross floor area of the secondary suite shall be 90m² (969 sq.ft.).”

c) In Part 5 Residential Zone Regulations,

- i. Deleting section 501.1(b)(iii) and replacing it with the following:

“iii. secondary suites subject to the following regulations:

- a) secondary suites are permitted only in single-family residential zones;
- b) only one secondary suite dwelling unit is permitted on a single-family residential lot;
- c) a secondary suite is not permitted if there is a coach house on a single-family residential lot;
- d) the owner of a single-family residential building containing a secondary suite dwelling unit shall be a resident of either the secondary suite dwelling unit or the principal residential dwelling unit; and
- e) a single-family residential building containing more than one boarder or lodger may not have a secondary suite;
- f) the secondary suite dwelling unit must be an accessory use that is subordinate in area, extent and purpose;
- g) the principal dwelling unit and the secondary suite dwelling unit must constitute a single real estate entity; and
- h) the exterior entrance of the secondary suite must be incidental and subordinate to and must not be located on the same building face or elevation, nor face the same road or street, as the entrance of the principal residential dwelling unit;”

- ii. Deleting Section 502.4 and replacing it with the following:

“502.4 Size of Secondary Suites:

- i. subject to Subsection 502.4(iii), a secondary suite must not exceed in gross floor area the lesser of 130m² (1,399 sq.ft.) or 49% of the net floor area of the single-family residential building within which the secondary suite is located, and for the purpose of this Section 502.4:
 - a) the calculation of the gross floor area of a secondary suite includes all otherwise exempt floor area, including, without limitation, all gross floor area in the said single-family residential building located below the natural or finished grade otherwise exempted by Section 410; and
 - b) the calculation of the net floor area of the single-family residential building within which the secondary suite is located equals the gross floor area of the said building less all floor area exemptions permitted under Section 410;
 - ii. a secondary suite must have a minimum gross floor area of 25m² (269 sq.ft.); and
 - iii. despite Subsection 502.4(i), if the maximum permitted gross floor area of a secondary suite calculated under Subsection 502.4(i) is less than 90m² (969 sq.ft.) then the maximum permitted gross floor area of the secondary suite shall be 90m² (969 sq.ft.).”
- iii. Deleting Section 551.2(a)(ii)2) and replacing it with the following:
- “2) secondary suites subject to the following regulations:
- a) only one secondary suite dwelling unit is permitted on a single-family residential lot;
 - b) the owner of a single-family residential building containing a secondary suite dwelling unit shall be a resident of either the secondary suite dwelling unit or the principal residential dwelling unit;
 - c) a single-family residential building containing more than one boarder or lodger may not have a secondary suite;
 - d) the secondary suite dwelling unit must be an accessory use that is subordinate in area, extent and purpose;
 - e) the principal dwelling unit and the secondary suite dwelling unit must constitute a single real estate entity; and

- f) the exterior entrance of the secondary suite must be incidental and subordinate to and must not be located on the same building face or elevation, nor face the same road or street, as the entrance of the principal residential dwelling unit;"

iv. Deleting Section 552.4 and replacing it with the following:

"552.4 Size of Secondary Suites:

- i. subject to Subsection 552.4(iii), a secondary suite must not exceed in gross floor area the lesser of 130m² (1,399 sq.ft.) or 49% of the net floor area of the single-family residential building within which the secondary suite is located, and for the purpose of this Section 552.4:
 - a) the calculation of the gross floor area of a secondary suite includes all otherwise exempt floor area, including, without limitation, all gross floor area in the said single-family residential building located below the natural or finished grade otherwise exempted by Section 410; and
 - b) the calculation of the net floor area of the single-family residential building within which the secondary suite is located equals the gross floor area of the said building less all floor area exemptions permitted under Section 410;
- ii. a secondary suite must have a minimum gross floor area of 25m² (269 sq.ft.); and
- iii. despite Subsection 552.4(i), if the maximum permitted gross floor area of a secondary suite calculated under Subsection 552.4(i) is less than 90m² (969 sq.ft.) then the maximum permitted gross floor area of the secondary suite shall be 90m² (969 sq.ft.)."

e) In Part 12 Enforcement, Section 1207 Ticketing,

- i. Deleting the following two rows below "Un-permitted Boarder/Lodger":

Un-permitted Secondary Suite	502.3	\$200.00
Secondary Suite Exceed Floor Area	502.4	\$200.00

and replacing with the following three rows:

Un-permitted Exterior Entrance	501.1(b)(iii)(h)	\$200.00
--------------------------------	------------------	----------

Un-permitted Secondary Suite	502.3	\$200.00
Secondary Suite Size Not Compliant	502.4	\$200.00

READ a first time

PUBLIC HEARING held

READ a second time

READ a third time

Certified a true copy of "Rezoning Bylaw 1412 (Bylaw 8525)" as at Third Reading

Municipal Clerk

APPROVED by the Ministry of Transportation and Infrastructure on

ADOPTED

Mayor

Municipal Clerk

Certified a true copy

Municipal Clerk

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The Corporation of the District of North Vancouver

Bylaw 8531

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 8531, 2021 (Amendment 64)".

Amendments

2. Bylaw Notice Enforcement Bylaw 7458, 2004 is amended as follows:

- a) In Schedule A under Zoning Bylaw 3210, 1965:

- i. Adding the following after "501.1(b)(iii)e) Un-permitted Boarder/Lodger":

501.1(b) (iii)h)	Un-permitted Exterior Entrance	200	150	300	NO	N/A
---------------------	--------------------------------	-----	-----	-----	----	-----

- ii. Deleting "502.4 Secondary Suite Exceed Floor Area" and replacing it with the following:

502.4	Secondary Suite Size Not Compliant	200	150	300	NO	N/A
-------	------------------------------------	-----	-----	-----	----	-----

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

CORPORATE POLICY MANUAL

Section:	Legislative and Regulatory Affairs	9
Sub-Section:	Property Use Investigations	4555
Title:	Secondary Suites and Family Residential Units (FRU's)	1

POLICY**Secondary Suites - Valid Complaints**

With respect to the matter of a dwelling in a single-family zone being occupied by more than one family, all valid complaints shall be investigated. In order to be valid, a complaint must meet the following criteria:

1. be in writing;
2. be signed by a property owner or resident of the District of North Vancouver who owns or occupies a house within 50 meters, or in the same cul de sac, of the address noted;
3. state the address of the alleged violation;
4. indicate why it is believed there is an illegal suite at the address noted, and
5. inspectors will limit enforcement of secondary suite bylaw requirements to correction of the violation named in the complaint.

Secondary Suite - Inspections

In light of limited resources, increasing demands on existing staff, the potential financial hardship on homeowners and recognition of secondary suites as providing affordable housing to the community the following governs inspections of buildings or structures by staff:

If a staff inspector investigates a complaint or otherwise attends a premises for the purpose of

- a) an investigation of a zoning matter,
- b) any other investigation or inspection in respect of which attending at the premises is not pursuant to:
 - i. an inspection request under the District's building regulation bylaw in relation to a valid and subsisting building permit, or
 - ii. an investigation of work without permits conducted after November 1997

then

- c) the staff inspector must not inspect the premises, or investigate, in respect of compliance with the Building Bylaw, British Columbia Building Regulations, British Columbia Gas Code, British Columbia Electrical Code or British Columbia Plumbing Code, and

- d) if during attendance at the premises the staff inspector by any means obtains knowledge of a contravention of an enactment referred to in paragraph (c), the District is to take no enforcement or other action, and, without limitation, is to inspect no further, except the staff inspector must in writing bring contravention to the attention of the owner and occupier of the premises.

Secondary Suite-Applicability of Regulations

With respect to the matter of a dwelling in a single-family zone being occupied, or to be occupied, by more than one family, the following shall apply:

1. District of North Vancouver Zoning Bylaw and British Columbia Building Code regulations with respect to secondary suites will not be enforced against existing (September 2000) "registered phase out suites".
2. All suites constructed after November 1997 to meet applicable Zoning Bylaw, Building Bylaw and Building Code requirements.

Family Residential Units - Applicability of Regulations

1. FRU's will be considered existing non-conforming with respect to regulations adopted November 1997 as long as the owners continue to operate as authorized FRU's under the original requirements including restrictions on who can occupy the suite and payment of the annual utility fee as prescribed by bylaw.

REASON FOR POLICY

AUTHORITY TO ACT

Delegated to Staff.

Approval Date:	October 5, 1987	Approved by:	Policy & Planning Committee
1. Amendment Date:	December 11, 1995	Approved by:	Regular Council
2. Amendment Date:	February 5, 2001	Approved by:	Regular Council
3. Amendment Date:	March 12, 2001	Approved by:	Regular Council