OFFICE OF THE DEPUTY CHIEF ADMINISTRATIVE OFFICER
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Advisory Committee Submission Guidelines

Purpose

These guidelines are for Project Leads and external applicants to outline the process for bringing agenda items to an Advisory Committee for feedback.

Overview of Advisory Committees

Advisory Committees allow Council-appointed community members to provide feedback and recommendations on City projects and development applications. Based on the Advisory Committee's mandate, Staff bring projects, policies, initiatives and/or development applications forward. If an item will proceed to Council, the Advisory Committee is encouraged to vote on a recommendation which serves as a formal statement of feedback. See attachment 1 for information on recommendations.

Roles & Responsibilities

- **Staff Liaison:** Department representative who serves as a subject-matter expert, works with the Project Lead to assign agenda items a meeting date, and reviews the proposed submission material before it is circulated to the Advisory Committee.
- **Committee Clerk (Legislative Services):** Compiles and distribute the submission material to members, communicates meeting details to members and guest presenters, and share the endorsed recommendations with applicants following the meeting.
- **Applicant or Guest Presenter(s):** External individual or organization seeking feedback or presenting information to the Advisory Committee. Must submit required materials to the Project Lead and attend the meeting to present them and answer questions.
- **Project Lead:** City staff person representing an application or project who works with the Staff Liaison and applicant to schedule a mutually convenient meeting date. If applicable, the Project Lead liaises with the applicant to ensure all submission material is complete and submitted on time.

Submitting Your Materials

Materials submitted should be in alignment with the Advisory Committee's Terms of Reference, use plain language and check all the boxes on the subsequent submission guidelines.

The Project Lead must coordinate with the applicant to provide all the required materials (listed below) and send them digitally to the Staff Liaison, Committee Manager and Committee Clerk.

See attachment 2 for contact information.

Timeline:

The Project Lead must send the draft materials to the Staff Liaison at least **two weeks** before the meeting for review. Final materials must be submitted no later than **one week** before the meeting, by **12:00 pm**. This is to provide Advisory Committee members an opportunity to review the content and prepare thoughtful feedback for the meeting.

Material Required from Project Lead:

- ❑ Names of staff attending the meeting
- ❑ Optional: staff introduction slides (1 – 5 slides)
- ❑ A memo from staff (1-4 pages) outlining:
    - The project context
    - Requested feedback
    - Whether a resolution is required

Material Required from Project Lead or Applicant, if Applicable:

- ❑ Presentation slides
- ❑ Supporting documents (e.g. background information, images, drawings)
- ❑ Any Advisory Committee-specific requirements:
    - Advisory Design Panel – See attachment 3
    - Advisory Planning Commission – See attachment 4
    - Board of Variance – See attachment 5
    - Heritage Advisory Committee – See attachment 6
- ❑ Individual name(s), title, organization and email addresses of external presenters attending the meeting, if applicable

Presentations

The applicant (if applicable) and Project Lead must be at the meeting to present the content to the members. Virtual attendance may be possible in some circumstances, at the discretion of staff. The Project Lead will invite the applicants in an provide a brief verbal introduction to the project which may be supplemented by a short slide deck. In the case of internal presentations, staff will present the entire time.

The maximum presentation time is **10 minutes** unless agreed otherwise with the Staff Liaison and the chair. It should include:

- An introduction of all presenters
- A succinct narrative of the proposal and key topics
- Clearly indicate specific feedback you are seeking
- Indicate how the project aligns with City policies or Council's Strategic Plan
- Advisory Committee–specific requirements listed in the submission attachments above

city of north vancouver

Advisory Committee Recommendations

A recommendation (or a motion) is a specific proposal to take action or give direction. A recommendation is generally put before a committee for discussion and then decision. Once the vote is called on the recommendation, it becomes a resolution of the Committee.

The main role of the Advisory Committee is to provide **advice** to Council on matters outlined in the scope or mandate (in the Terms of Reference or the Bylaw) of the Committee. Recommendations are only needed when a collective decision is needed or if the resolution is being sent to Council.

Occasionally, an Advisory Committee resolution may be presented to Council by staff. In those cases, it is Council's discretion how they handle the information before them.

Process for Proposing a New Recommendation

In order for a resolution to be passed during a committee meeting, a recommendation must first be placed on the agenda. **Unplanned recommendations will not be considered.** Any recommendations must first be placed on the agenda using the following process:

1. Committee members must send an email to the Committee Clerk and Staff Liaison with a recommendation for consideration. Recommendations need to be submitted at least 3 weeks prior to the scheduled Committee meeting. Recommendations must:
    a. adhere to the Terms of Reference; and
    b. fall within the mandate and scope of the committee.

2. The Committee Clerk and Staff Liaison will review the proposed recommendation and the Committee Clerk will connect with the Committee member regarding the

next steps. For example, the recommendation may be accepted as-is, changes may be recommended or the recommendation may be out of scope.

Sample Recommendations

1. Approval of Agenda

   THAT the <*Advisory Committee*> approve the <*meeting date*> agenda.

2. Approval of Minutes

   THAT the <*Advisory Committee*> approve the minutes from the <*meeting date*> meeting.

3. Election of Chair / Vice-Chair

   THAT the <*Advisory Committee Name*> elect _____ as the Chair / Vice-Chair of the Committee for the year.

4. Recommendation to Support

   THAT the <*Advisory Committee*> support the <*Plan/Project/Strategy/Development Application*>.

5. Recommendation to Support, with suggestions for improvement

   THAT the <*Advisory Committee*> support the <*Plan/Project/Strategy/Development Application*> in principle and the following items be taken into further consideration:
   a) <*suggested feedback*>;
   b) <*suggested feedback*>; and
   c) <*suggested feedback*>.

   Please note that Advisory Committee members do not have the authority to direct external presenters, applicants or staff; instead, suggestions or recommendations can be provided.

6. Recommendation to Receive the Presentation

   THAT the <*Advisory Committee*> receive the <*Name of Presentation*> for information.

Creating a Recommendation

If the Advisory Committee wants to create a recommendation, consider the following:

- The recommendation should be clear and concise
- The recommendation should be action-able
- The recommendation needs to be written in present tense
- The Committee needs to have the authority to make that recommendation *(i.e. Is it within the mandate and scope of the Committee?)*
- The recommendation should consider timing/timeframe
- The recommendation must not be political in nature
- The recommendations should be aligned with the Committee's mandate/scope and Council's Strategic Plan.

Please note that recommendations not related to an agenda item must follow the process outlined on page 1.

Steps of a Recommendation

There are seven steps to presenting a recommendation for approval:

1. A Committee member seeks the Chair's attention.
2. The Committee member states the recommendation, as the mover.
3. The Chair seeks a seconder for the recommendation presented.
4. The Chair states the recommendation for the Committee.
5. The Committee debates the motion.
6. The Chair puts the motion to a vote by calling the question (i.e. "All those in favour?") and the Committee members indicate if they are in favour by putting up their hand or verbally saying "yes" or "in favour".
7. The Chair announces the result of the vote (i.e. "The recommendation was carried (or defeated).")

If a recommendation does not pass, it is defeated. If there is a tie vote, the recommendation is also defeated, so there will be no action taken. At that point, the meeting would proceed to the next agenda item, unless another motion is made on the same item.

Once the question has been called on a recommendation and the vote has occurred, the Committee cannot re-consider the same recommendation without proceeding with a formal reconsideration process.

For additional information or assistance, please contact your Committee Clerk or a member of the Legislative Services Team by email at clerks@cnv.org.

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Advisory Committee Contact Information

Please submit the content for your Advisory Committee agenda item to the appropriate Staff Liaison, Committee Manager and Committee Clerk as listed below. Thank you.

Advisory Committee	Staff Liaison and Committee Manager	Committee Clerk
Advisory Design Panel	Linden Mulleder, Staff Liaison lmulleder@cnv.org 604.990.4217 Mike Friesen, Committee Manager mfriesen@cnv.org 604.990.4206	committees@cnv.org
Advisory Planning Commission	Daniella Fergusson, Staff Liaison dfergusson@cnv.org 604.982.8320 Lee-Ann Garnett, Committee Manager lgarnett@cnv.org 604.990.7135	committees@cnv.org
Board of Variance	Kyle Pickett, Staff Liaison kpickett@cnv.org 604.982.3989 Mike Friesen, Committee Manager mfriesen@cnv.org 604.990.4206	committees@cnv.org
Community Safety Advisory Committee	Victoria Forman, Administrative Assistant vforman@cnv.org 604.904.5212 Greg Schalk, General Manager, Public Safety and Fire Chief gschalk@cnv.org 604.904.5201	committees@cnv.org
Heritage Advisory Committee	Daniella Fergusson, Staff Liaison dfergusson@cnv.org 604.982.8320 Lee-Ann Garnett, Committee Manager lgarnett@cnv.org 604.990.7135	committees@cnv.org

Integrated Transportation Committee	Sarah Tremblay, Staff Liaison stremblay@cnv.org 604.983.7318 Jennifer Draper, Committee Manager jdraper@cnv.org 604.983.7343 Brandon Green, Committee Manager bgreen@cnv.org 604.982.3914	committees@cnv.org
Social Planning Advisory Committee	Lisa Wambaa lwambaa@cnv.org 604.982.3946 Lee-Ann Garnett, Committee Manager lgarnett@cnv.org 604.990.7135	committees@cnv.org

Advisory Design Panel
Submission Guidelines and Checklist

The Advisory Design Panel (ADP) is a Council appointed advisory group which provides design input on development proposals. The ADP is composed of nine appointed members and consists of: three architects, two landscape architects, a construction representative, a business representative, an RCMP representative, a public art representative, a community representative and a non-voting Councillor.

The Panel Reviews Development Proposals Based on These Considerations

1) the relationship of the building or buildings to one another, to the site and to other properties in the immediate vicinity;
2) the impact upon the subject property and upon both natural and manmade elements (rock outcrops, steep slopes, ravines, watercourses, soil and trees, existing buildings and structures, etc.);
3) the mass or bulk and scale of the building(s);
4) architectural or design consistency;
5) the role and quality of the landscape architecture;
6) the impact in design terms, upon adjacent properties;
7) type and quality of exterior finishing and colours to be employed;
8) crime prevention through environmental design.

Proposals are Referred by Planning & Development

Development proposals are referred to the ADP through the City's Planning Department as part of the Planning and Development review process. For advice on the timing of your proposal, consult with the planner processing your application.

Applicants Must Present the Proposal

For all projects, a Registered Architect and Landscape Architect must present the relevant portions of the presentation. The meeting will not proceed without the Registered Architect and Landscape Architect being present. Virtual attendance may be possible in some circumstances, at the discretion of staff.

Presentations Should Include:

- Introduction of Delegation members (i.e. developer, registered architect and registered landscape architect);
- A narrative of the proposal that includes:
    - Location and surrounding context of the proposal
    - Overview of proposed development and architectural plans
    - Any requested Zoning variances
    - Overview of neighbourhood impacts and mitigations
    - Exterior colour schemes and finishes
    - Landscape Plan
    - Sustainability Strategy

Submission Packages Should Include:

It is in your best interest to make sure that your submission to the ADP is complete and legible. Submissions which do not include the required information listed below will not be accepted, and may delay your application being presented to the ADP. Additional information can be included by the applicant, if necessary.

- ❑ Presentation Slide Deck
  - succinct summary of the development and key topics
  - narrative of the proposal
  - 10 minutes max
- ❑ Cover Page & Table of Contents
- ❑ Written Design Rationale
- ❑ Summary Statistics (including a list of all rezoning variance requests)
- ❑ Adaptable Design Statistics
- ❑ Context Map / Block Plan
- ❑ Site Plan
- ❑ Shadow Impact Study
- ❑ Public Art opportunities
- ❑ Floor Plans and Unit Plans
- ❑ Elevations
- ❑ Sections
- ❑ Exterior Finishes
- ❑ Reflected window elevations of neighbouring properties
- ❑ Colour Streetscape Elevation(s)
- ❑ Colour Context Elevations showing neighbouring properties
- ❑ Coloured Landscape Plan
  - Rendered Illustrative Landscape Plan
  - Materials Plan
  - Grading
  - Planting Plan
  - Location and size of existing trees to be retained or removed)
  - Section and Details
- ❑ Exterior Lighting Plan
- ❑ Digital Massing Model – in the form of a 3D fly-through video
- ❑ Digital colour material sample board with legend matching colour elevation plans
- ❑ Sustainability Statement
- ❑ Affordability Statement
- ❑ CPTED Statement
- ❑ View Impact (where applicable)
- ❑ Heritage Assessment (where applicable)

The ADP reserves the right not to consider an incomplete submission and/or failure to meet submission deadlines.

Advisory Planning Commission
Submission Guidelines and Checklist

The Advisory Planning Commi ion (APC) is a Council appointed advisory group which provides design input on development proposals. The APC is composed of up to nine appointed members and two non-voting Councillors. The role of the APC is to provide a community perspective on general planning and land use issues in support of Council's strategic priority to foster a Prosperous, Vibrant City for People. While the APC does not have decision-making authority, it does provide recommendations and input to Council's and staff's decisions.

Advice on Community Planning

The APC provides advice on the following:

1) the Official Community Plan, including proposed amendments;
2) Federal, Provincial, regional or neighbouring municipality development plans which may affect the City's Official Community Plan;
3) zoning bylaws and amendments which are referred to the Advisory Planning Commission by the Director of Planning and Development under the authority of Development Procedures Bylaw, 2001, No. 7343;
4) matters respecting proposed bylaws and permits under Part 14, Divisions 4-14 and section 546 of the Local Government Act that are referred to it by Council or the Director of Planning and Development;
5) any other Community Planning matter referred by Council.

Topics of Consideration

In considering its recommendation, the APC gives thought to the following:

- the location, surrounding context and impacts of the proposal on neighbours
- the general good of the community
- the proposal's consistency with the Metro Vancouver Regional Growth Strategy
- the proposal's environmental impacts (sustainable development principles)
- the overall liveability of the proposal for intended residents/users, including reference to
- room and unit sizes
- the impact of development on any natural or historic features on the site or nearby sites
- public/private benefits
- other matters considered relevant by the APC members

Proposals are Referred by Planning & Development

Development proposals are referred to the APC through the City's Planning Department as part of the Planning and Development review process. Since APC concerns may affect the basic program of a development concept, it is suggested that submissions be made at the earliest possible stage. For advice on the timing of your proposal, consult with the planner processing your application.

Presentations Should Include:

- Introduction of Delegation members (i.e. developer, registered architect and registered landscape architect);
- A narrative of the proposal that includes:
- Location and surrounding context of the proposal
- Overview of proposed development, including summary of residential units by type and summary of proposed community benefits
- How the proposed development aligns with the Regional Growth Strategy, the Official Community Plan, and City Strategies, such as the Community Wellbeing Strategy and Climate and Environment Strategy
- Summary of proposed Official Community Plan and/or Zoning Bylaw amendments, including variances
- Overview of neighbourhood impacts and mitigations
- Landscape Plan
- Sustainability Strategy

Submission Packages

It is in your best interest to make sure that your submission to the APC is complete and legible. Submissions which do not include the required information listed below will not be accepted, and may delay your application being presented to the APC. Additional information can be included by the applicant, if necessary.

- ❑ Presentation Slide Deck
- ❑ Cover Page & Table of Contents
- ❑ Written Design Rationale
- ❑ Summary Statistics (including a list of all rezoning variance requests)
- ❑ Adaptable Design Statistics
- ❑ Context Map / Block Plan
- ❑ Site Plan
- ❑ Shadow Impact Study
- ❑ Public Art opportunities
- ❑ Elevations
- ❑ Sections
- ❑ Colour Streetscape Elevation(s)
- ❑ Colour Context Elevations showing neighbouring properties
- ❑ Coloured Landscape Plan
  - Rendered Illustrative Landscape Plan
  - Materials Plan
  - Grading
  - Planting Plan
  - Location and size of existing trees to be retained or removed)
  - Section and Details
- ❑ Exterior Lighting Plan
- ❑ Digital Massing Model – in the form of a 3D fly-through video
- ❑ Digital colour material sample board with legend matching colour elevation plans
- ❑ Sustainability Statement
- ❑ Affordability Statement
- ❑ View Impact (where applicable)
- ❑ Heritage Assessment (where applicable)

PLANNING & DEVELOPMENT DEPARTMENT
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BOARD OF VARIANCE APPLICATION FORM

Prior to applying for a BOV application, a complete Building Permit application must be submitted to the Building Division. Once Planning staff have completed the Zoning review of the Building Permit application, the BOV applicant will be advised of the required Zoning Bylaw variances. *BOV applications will not be accepted until Planning staff have completed review of your Building Permit application.*

The completed Board of Variance Application Form, along with all required drawings, can be submitted to planning@cnv.org.

I. APPLICANT

Name _____

Company _____

Address and Postal Code _____

Email Address _____ Day Phone _____

II. PROJECT ARCHITECT *if different from applicant*

Name _____

Company _____

Address and Postal Code _____

Email Address _____ Day Phone _____

III. SITE DESCRIPTION

Civic Address(es) _____

Legal Description(s)

Lot(s) _____ Blocks(s) _____

Resub(s) _____ DL(s) _____

Plans(s) _____

PID(s) _____

Office Use: BOV #

The City is collecting your personal information in accordance with Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. The City collects your information for the purposes of administering City programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Coordinator at 141 West 14th Street, North Vancouver, BC V7M 1H9 or FOIPrivacy@cnv.org or 604-985-7761.

IV. FEE SUMMARY

Board of Variance Application **$441 Fee** ($420.00 + $21.00 GST)	

V. SUBMISSION REQUIREMENTS

APPLICATION FORM	
LETTER TO THE BOARD	
Letter from the applicant outlining the basis for the appeal and the specified hardship	
BUILDING PERMIT DRAWINGS & BC LAND SURVEY (PDF submitted by email)	
SITE SKETCH SHOWING PROPOSED VARIANCE	
Sketch of the site (on letter size paper) clearly showing the proposed variance, including measurements and other relevant information, to scale.	
OPTIONAL: SUPPORTING INFORMATION	
E.g. photos or drawings of adjacent buildings or other structures	

I hereby agree to the terms contained in this Application Form and declare that the information submitted in support of this application is, to the best of my/our knowledge, true and correct in all respects.

Signature of Applicant	Date
Name of Applicant (Please print)	Company Name

Heritage Advisory Committee Submission Guidelines and Checklist

The Heritage Advisory Committee (HAC) is a Council-appointed group of community members, including one recommended by the AIBC and a non-voting Council Liaison. The HAC advises on the City's Heritage Program – covering the heritage register, planning applications, land use, conservation incentives, and protective regulations – and promotes awareness through Heritage Week, awards, and the plaque program.

Heritage Advice

The HAC provides advice on:

- Development applications involving a property listed on the City of North Vancouver's Heritage Inventory, such as Rezoning, Development Variance Permit, or demolition applications.
- Any proposal that, in the planner's opinion, may alter a property with heritage value that could potentially be eligible for future listing on the Heritage Register.
- Any proposal located in a Heritage Character Area including East 10th Street, Lower Lonsdale, Finlay's Row and Grand Boulevard;
- Any proposal located in the Ottawa Gardens Heritage Conservation Area; and
- Any other heritage matters referred by City Council.

Topics of Consideration

In considering its recommendation, the HAC gives thought to the following:

- The heritage value of a proposal that may include the aesthetic, historic, scientific, cultural or spiritual importance of the past, present or future generations as they contribute to the City's unique sense of place;
- The heritage value of a proposal based on character defining materials, forms, location, spatial configurations, uses and cultural associations or meanings;
- The surrounding heritage context, as appropriate;
- Whether the proposal's intention is to preserve, rehabilitate or restore a building or landscape;
- How well the proposal preserves, rehabilitates or restores a building or landscape with respect to its heritage value;
- Public/private benefits; and,
- Other matters considered relevant by Council or HAC members.

How Proposals are Referred

Development Proposals are referred to HAC through the City's Planning Department as part of the Planning and Development review process. Since HAC concerns may affect the basic approach to a development concept, it is suggested that submissions be made at the earliest possible stage. For advice on the timing of your proposal, consult with the Development Planning team.

Submission Due Date & Meeting Schedule

The HAC meets at City Hall on the second Tuesday evening of each month at City Hall. A digital copy of the submission package must be provided to Planning staff a minimum of **two weeks** prior to the meeting date. The final version of the package must be completed a minimum of **one week** prior to the meeting. The Presentation Slide Deck can be accepted up until the day before the meeting.

Presentation Content

Presentations should include:

- An introduction of delegation members (i.e. property owner, developer, etc.)
- A narrative of the proposal that includes:
    - Location and surrounding context of the proposal
    - Overview of proposed development, including how the proposed development addresses heritage considerations and how any impacted heritage elements will be preserved or replaced
    - Summary of proposed bylaw amendments, including variances
    - Overview of neighbourhood impacts and mitigations
    - Landscape Plan
    - Sustainability Strategy

Submission Packages

It is in your best interest to make sure that your submission to the HAC is complete and legible. Submissions which do not include the required information listed below will not be accepted, and may delay your application being presented to the HAC. Additional information can be included by the applicant, if necessary.

- ❑ Presentation Slide Deck
- ❑ Cover Page & Table of Contents
- ❑ Written Design Rationale
- ❑ Context Map / Block Plan with a brief description of the surrounding neighborhood, noting any nearby heritage properties, and explain how the proposed design fits within this context.
- ❑ Heritage Assessment signed by a heritage professional, outlining the heritage value of the building or landscape. This should address aesthetic, historic, scientific, cultural, social, or spiritual significance, referencing character-defining elements such as materials, form, location, spatial configuration, use, and cultural associations or meanings. The assessment must also include specific comments on the proposed changes or alterations.
- ❑ Summary Statistics (including a list of rezoning and/or variance requests)
- ❑ Site Plan
- ❑ Elevations
- ❑ Floor plans
- ❑ Sections
- ❑ Colour Context Elevations showing neighbouring properties
- ❑ Coloured Landscape Plan
- ❑ Exterior Lighting Plan
- ❑ Digital colour material sample board with legend matching colour elevation plans
- ❑ Strata Approval Letter, required for any application involving a strata property. The letter must confirm that the proposed work has been reviewed and approved by the Strata Council

The HAC reserves the right not to consider an incomplete submission and/or failure to meet submission deadlines.

How to Contact Us?

Committee Clerk	(604) 982-3973
Planning and Development	(604) 983-7357

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