



**AGENDA FOR THE REGULAR MEETING OF COUNCIL,  
IN THE CAO MEETING ROOM, CITY HALL,  
141 WEST 14<sup>TH</sup> STREET, NORTH VANCOUVER, BC, ON  
MONDAY, JUNE 22, 2020 AT 5:30 PM**

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“Live” Broadcast via City Website [www.cnv.org/LiveStreaming](http://www.cnv.org/LiveStreaming)  
Complete Agenda Package available at [www.cnv.org/CouncilMeetings](http://www.cnv.org/CouncilMeetings)

**CALL TO ORDER**

**APPROVAL OF AGENDA**

1. Regular Council Meeting Agenda, June 22, 2020

**ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, June 15, 2020

**PUBLIC HEARING – 250 East 15<sup>th</sup> Street**

**BYLAWS – THIRD READING**

3. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8769”  
(Nacel Properties Ltd., 250 East 15<sup>th</sup> Street, CD-726)
4. “Housing Agreement Bylaw, 2020, No. 8770”  
(Nacel Properties Ltd., 250 East 15<sup>th</sup> Street, CD-726, Rental Housing  
Commitments)

**CONSENT AGENDA**

Items \*5 and \*6 are listed in the Consent Agenda and may be considered separately or in one motion.

**REPORTS**

- \*5. 2019 Statement of Financial Information (“SOFI”)
- \*6. Statutory Report Required Under Bill 27
7. 2019 Annual Municipal Report
8. 2020 Project Plan – Funding Appropriations #2045 - #2047
9. Funding Appropriation for Shipping Container Parklet Project

## **PRESENTATION**

Fire Department 2019 Annual Report – Fire Chief

*Information Report, June 9, 2020 – “Fire Department 2019 Annual Report”*

## **REPORT**

10. Rezoning and OCP Amendment Application – 350 East 2<sup>nd</sup> Street  
(Hamersley House)

*Items 11 and 12 refer.*

## **BYLAWS – FIRST AND SECOND READINGS**

11. “Official Community Plan Bylaw, 2014, No. 8400, Amendment Bylaw, 2020, No. 8782” (Thomas Grimwood / Grimwood Architecture, 350 East 2<sup>nd</sup> Street, Land Use Designation Change)
12. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8783” (Thomas Grimwood / Grimwood Architecture, 350 East 2<sup>nd</sup> Street, CD-427 Text Amendment)

## **REPORTS**

13. Sewer Utility Funding Reallocation for Sanitary Sewer Replacement  
– 500 Block Chesterfield Avenue
14. 2009 Mahon Avenue – Remedial Action Order (Demolition and Site Clean-Up)
15. Proposed Consultation on Low Carbon Building Bylaw Amendments
16. Lonsdale Energy Corp. – City Loan Reimbursement Schedule

## **NOTICE OF MOTION**

17. Cross Jurisdictional Action on Homelessness – Mayor Buchanan

## **COVID-19 UPDATE**

## **COUNCIL INQUIRIES**

## **NEW ITEMS OF BUSINESS**

## **NOTICES OF MOTION**



**CITY CLERK'S RECOMMENDATION**

THAT Council recess to the Committee of the Whole, Closed session, pursuant to the *Community Charter*, Sections 90(1)(e) [land matter] and 90(1)(g) [legal matter].

**REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION)**

**ADJOURN**

## **CALL TO ORDER**

## **APPROVAL OF AGENDA**

1. Regular Council Meeting Agenda, June 22, 2020

## **ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, June 15, 2020

## **PUBLIC HEARING – 250 East 15<sup>th</sup> Street – 5:30 PM**

“Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8769” (Nacel Properties Ltd., 250 East 15<sup>th</sup> Street, CD-726) and “Housing Agreement Bylaw, 2020, No. 8770” (Nacel Properties Ltd., 250 East 15<sup>th</sup> Street, CD-726, Rental Housing Commitments) would rezone the subject property to permit the development of two 12-storey and one 6-storey residential rental buildings with 281 rental units, including 28 mid-market units. The proposal includes 2 levels of underground parking, with 266 parking spaces and 474 secure bicycle spaces, and access from the lane to the west. The proposal also includes a City-owned park on the northeast portion of the site.

*Bylaw Nos. 8769 and 8770 to be considered under Items 3 and 4.*

### **AGENDA**

Staff presentation  
Applicant presentation  
Representations from the public  
Questions from Council  
Motion to conclude the Public Hearing

## **BYLAWS – THIRD READING**

3. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8769” (Nacel Properties Ltd., 250 East 15<sup>th</sup> Street, CD-726)

### **RECOMMENDATION:**

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8769” (Nacel Properties Ltd., 250 East 15<sup>th</sup> Street, CD-726) be given third reading.

4. “Housing Agreement Bylaw, 2020, No. 8770” (Nacel Properties Ltd., 250 East 15<sup>th</sup> Street, CD-726, Rental Housing Commitments)

### **RECOMMENDATION:**

THAT “Housing Agreement Bylaw, 2020, No. 8770” (Nacel Properties Ltd., 250 East 15<sup>th</sup> Street, CD-726, Rental Housing Commitments) be given third reading.

## **CONSENT AGENDA**

Items \*5 and \*6 are listed in the Consent Agenda and may be considered separately or in one motion.

### **RECOMMENDATION:**

THAT the recommendations listed within the “Consent Agenda” be approved.

## **START OF CONSENT AGENDA**

### **REPORTS**

- \*5. 2019 Statement of Financial Information (“SOFI”) – File: 05-1880-20-0008/2019

Report: Director, Finance, June 11, 2020

### **RECOMMENDATION:**

PURSUANT to the report of the Director, Finance, dated June 11, 2020, entitled, “2019 Statement of Financial Information (“SOFI”)”:

THAT the Statement of Financial Information be approved and forwarded to the Ministry of Municipal Affairs and Housing.

- \*6. Statutory Report Required Under Bill 27 – File: 05-1610-01-0001/2020

Report: Director, Finance, June 9, 2020

### **RECOMMENDATION:**

PURSUANT to the report of the Director, Finance, dated June 9, 2020, entitled “Statutory Report Required Under Bill 27”:

THAT the report be received and filed.

## **END OF CONSENT AGENDA**

### **REPORTS**

7. 2019 Annual Municipal Report – File: 01-0640-20-0001/2019

Report: Manager, Internal Control and Performance, June 10, 2020

### **RECOMMENDATION:**

PURSUANT to the report of the Manager, Internal Control and Performance, dated June 10, 2020, entitled “2019 Annual Municipal Report”:

THAT Council approve the 2019 Annual Municipal Report.

**REPORTS – Continued**

8. 2020 Project Plan – Funding Appropriations #2045 - #2047  
– File: 05-1705-30-0019/2020

Report: Director, Finance, June 10, 2020

**RECOMMENDATION:**

PURSUANT to the report of the Director, Finance, dated June 10, 2020, entitled “2020 Project Plan – Funding Appropriations #2045 - #2047”:

THAT (Funding Appropriation #2045) an amount of \$65,000 be appropriated from the Annual Budget – Transfer to General Reserve Fund for the purpose of funding the 2020 Project Plan;

THAT (Funding Appropriation #2046) an amount of \$220,000 be appropriated from the Civic Amenity Reserve Fund for the purpose of funding the 2020 Project Plan;

THAT (Funding Appropriation #2047) an amount of \$20,000 be appropriated from the General Reserve Fund for the purpose of funding the 2020 Project Plan;

AND THAT should any of the amounts remain unexpended as at December 31, 2023, the unexpended balances shall be returned to the credit of the respective fund.

9. Funding Appropriation for Shipping Container Parklet Project  
– File 13-6750-01-0001/2020

Report: Deputy Director, Community and Partner Engagement, June 17, 2020

**RECOMMENDATION:**

PURSUANT to the report of the Deputy Director, Community and Partner Engagement, dated June 17, 2020, entitled “Funding Appropriation for Shipping Container Parklet Project”:

THAT (Funding Appropriation #2048) an amount of \$20,000 be appropriated from the Tax Sale Land Reserve Fund for the purpose of funding the Shipping Container Parklet Project;

AND THAT should any of the amount remain unexpended as at December 31, 2023, the unexpended balance shall be returned to the credit of the Tax Sale Land Reserve Fund.

**PRESENTATION**

Fire Department 2019 Annual Report – Fire Chief

*Information Report, June 9, 2020 – “Fire Department 2019 Annual Report”*

## **REPORT**

10. Rezoning and OCP Amendment Application: 350 East 2<sup>nd</sup> Street (Hamersley House) – File: 08-3400-20-0002/1

Report: Planner 1, June 10, 2020

### **RECOMMENDATION:**

PURSUANT to the report of the Planner 1, dated June 10, 2020, entitled “Rezoning and OCP Amendment Application: 350 East 2<sup>nd</sup> Street (Hamersley House)”:

THAT “Official Community Plan Bylaw, 2014, No. 8400, Amendment Bylaw, 2020, No. 8782” (Thomas Grimwood / Grimwood Architecture, 350 East 2<sup>nd</sup> Street, Land Use Designation Change) be considered and referred to a Public Hearing;

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8783” (Thomas Grimwood / Grimwood Architecture, 350 East 2<sup>nd</sup> Street, CD-427 Text Amendment) be considered and referred to a Public Hearing;

THAT the Right of Way and Encroachment Agreement listed in the report section “Inter-Departmental Implications” be secured, through agreements at the applicant’s expense, as conditions of the rezoning;

THAT the review contained in the report concerning statutory requirements for “Official Community Plan Bylaw, 2014, No. 8400, Amendment Bylaw, 2020, No. 8782” be considered;

AND THAT notification be circulated in accordance with the *Local Government Act*.

*Items 11 and 12 refer.*

## **BYLAWS – FIRST AND SECOND READINGS**

11. “Official Community Plan Bylaw, 2014, No. 8400, Amendment Bylaw, 2020, No. 8782” (Thomas Grimwood / Grimwood Architecture, 350 East 2<sup>nd</sup> Street, Land Use Designation Change)

### **RECOMMENDATION:**

THAT “Official Community Plan Bylaw, 2014, No. 8400, Amendment Bylaw, 2020, No. 8782” (Thomas Grimwood / Grimwood Architecture, 350 East 2<sup>nd</sup> Street, Land Use Designation Change) be given first and second readings.

**BYLAWS – FIRST AND SECOND READINGS – Continued**

12. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8783”  
(Thomas Grimwood / Grimwood Architecture, 350 East 2<sup>nd</sup> Street, CD-427  
Text Amendment)

**RECOMMENDATION:**

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8783”  
(Thomas Grimwood / Grimwood Architecture, 350 East 2<sup>nd</sup> Street, CD-427  
Text Amendment) be given first and second readings.

**REPORTS**

13. Sewer Utility Funding Reallocation for Sanitary Sewer Replacement  
– 500 Block Chesterfield Avenue – File: 11-5430-01-0001/2020

Report: Section Manager, Engineering Design, June 10, 2020

**RECOMMENDATION:**

PURSUANT to the report of the Section Manager, Engineering Design, dated  
June 10, 2020, entitled “Sewer Utility Funding Reallocation for Sanitary Sewer  
Replacement – 500 Block Chesterfield Avenue”:

THAT \$110,000 of capital funds be transferred from Project 54073 to fund the  
replacement of the sanitary sewer in the 500 Block of Chesterfield Avenue.

14. 2009 Mahon Avenue – Remedial Action Order (Demolition and Site Clean-Up)  
– File: 09-3900-01-0001/2020

Report: Manager, Bylaw Services, June 10, 2020

**RECOMMENDATION:**

PURSUANT to the report of the Manager, Bylaw Services, dated June 10, 2020,  
entitled “2009 Mahon Avenue – Remedial Action Order (Demolition and Site  
Clean-Up)” and whereas Division 12 of Part 3 of the *Community Charter*  
authorizes Council to impose a remedial action requirement on the owner of a  
building or other structure, including a requirement to remove or demolish the  
building or structure where it is a nuisance or is so dilapidated or unclean as to be  
offensive to the community:

THAT Council, after considering the above-referenced report and viewing the  
attached photographs of property having a civic address of 2009 Mahon Avenue,  
North Vancouver, legally described as: Lot 27, Block 4, District Lot 548,  
Plan 3846; PID: 004-812-603 (the “Property”):

*Continued...*

**REPORTS – Continued**

14. 2009 Mahon Avenue – Remedial Action Order (Demolition and Site Clean-Up)  
– File: 09-3900-01-0001/2020 – Continued
- i. DECLARES, pursuant to the authority provided in Section 74 of the *Community Charter*, that the fire-damaged structure of the main house on the Property (the “Main Building”) and the surrounding construction debris and refuse identified in the photographs at Attachment #1 to the report (the “Debris”) are a nuisance and are so dilapidated and unclean as to be offensive to the community; and
  - ii. IMPOSES, pursuant to the authority provided in Section 72 of the *Community Charter*, the following remedial action requirements (the “Remedial Action Order”) to be completed by the registered owner in fee simple of the Property (the “Owner”) at his sole cost within 45 days, commencing on the date that notice of this Remedial Action Order is sent to the Owner:
    - Completion of demolition of the Main Building and the foundation of the Main Building;
    - Removal of all components of the Main Building, its foundation and the Debris from the Property and disposal of such material at an appropriate disposal facility; and
    - Following the demolition and removal of the Main Building and its foundation and the Debris, filling in and covering the excavated area and levelling the area to a natural state.

THAT staff be directed to provide notice pursuant to the requirements of Section 77 of the *Community Charter*, of the Remedial Action Order to the Owner and to each holder of a registered charge in relation to the Property whose name is included on the assessment roll;

THAT Council set the time limit for a notice to request Council reconsideration of the Remedial Action Order at 14 days, commencing on the date that notice of the Remedial Action Order is sent to the Owner;

AND THAT Council, in the event that the Owner has not fully complied with the Remedial Action Order within 45 days of the date that notice of the Remedial Action Order is sent to the Owner, authorize staff and contractors of the City to take all appropriate actions in accordance with Section 17 of the *Community Charter*, including carrying out any and all of the requirements set out in the Remedial Action Order, with all costs incurred by the City to be at the expense of the Owner and recoverable from the Owner in accordance with Sections 17, 80, 258 or 259 of the *Community Charter*.

**REPORTS – Continued**

15. Proposed Consultation on Low Carbon Building Bylaw Amendments  
– File: 11-5280-14-0001/2020

Report: Manager, Environmental Sustainability, and Chief Building Official,  
June 17, 2020

**RECOMMENDATION:**

PURSUANT to the report of the Manager, Environmental Sustainability, and Chief Building Official, dated June 17, 2020, entitled “Proposed Consultation on Low Carbon Building Bylaw Amendments”:

THAT staff be directed to consult with stakeholders with respect to proposed low carbon amendments to “Construction Regulation Bylaw, 2003, No. 7390”.

16. Lonsdale Energy Corp. – City Loan Reimbursement Schedule  
– File 11-5500-06-0001/1

Report: Director, Lonsdale Energy Corp., June 15, 2020

**RECOMMENDATION:**

PURSUANT to the report of the Director, Lonsdale Energy Corp., dated June 15, 2020, entitled “City Loan Reimbursement Schedule”:

THAT Council support Lonsdale Energy Corp.’s proposed repayment schedule and confirm that a 12-month notice will be provided to Lonsdale Energy Corp. if the City wishes to request loan reimbursements prior to the planned schedule.

**NOTICE OF MOTION**

17. Cross Jurisdictional Action on Homelessness – File: 10-5040-04-0001/2020

Submitted by Mayor Buchanan

**RECOMMENDATION:**

WHEREAS the right to safe, suitable, adequate and affordable housing is a fundamental human right that we all share and housing is essential to the vitality, health and well-being of individuals, families and communities;

WHEREAS housing is a key responsibility of the federal and provincial governments with support from local government;

*Continued...*



**NOTICE OF MOTION – Continued**

17. Cross Jurisdictional Action on Homelessness – File: 10-5040-04-0001/2020  
– Continued

WHEREAS Metro Vancouver released Addressing Homelessness in Metro Vancouver (2017);

WHEREAS the provincial government released TogetherBC: British Columbia's Poverty Reduction Strategy (2019);

WHEREAS homelessness is a symptom of many underlying causes that demand inter-sectoral collaboration and a system-based approach;

WHEREAS the North Shore municipalities have contributed by support and/or initiatives, such as the Emergency Shelter, Youth Safe House, Seniors Safe House, transitional and supportive housing, as well as financial support for outreach workers and employment initiatives;

WHEREAS the North Shore is rich in community-based organizations that provide support to people experiencing homelessness or at risk of homelessness;

WHEREAS the number of people experiencing homelessness or are at risk is not decreasing;

WHEREAS COVID-19 has illuminated the need for an additional emergency shelter to support people across the North Shore who are experiencing homelessness that is temporary;

THEREFORE BE IT RESOLVED THAT staff be directed to create a North Shore cross-jurisdictional Steering Committee and Working Group (government, staff and relevant community agencies) to develop short, medium and long-term actions that are focused on clear, comprehensive and coordinated strategies to prevent homelessness, to serve the people who are currently homeless and to create pathways out of homelessness;

THAT these actions will specifically include working to deliver permanent supportive housing with wrap-around services creating one point of entry for people across the North Shore who are experiencing or at risk for homelessness;

AND THAT a copy of this resolution be forwarded to local MLA's and MP's.

*Background Information, June 17, 2020*

**COVID-19 UPDATE**

**COUNCIL INQUIRIES**

**NEW ITEMS OF BUSINESS**

**NOTICES OF MOTION**

**CITY CLERK'S RECOMMENDATION**

THAT Council recess to the Committee of the Whole, Closed session, pursuant to the *Community Charter*, Sections 90(1)(e) [land matter] and 90(1)(g) [legal matter].

**REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION)**

**ADJOURN**



## THE CORPORATION OF THE CITY OF NORTH VANCOUVER

### PUBLIC HEARING GUIDELINES FOR ELECTRONIC MEETINGS

Public Hearings are included as part of a Regular Council agenda and governed by the provisions of the *Local Government Act*.

A Public Hearing is held to allow the public an opportunity to make representations to Council – in person at the Public Hearing or by written submission – on a proposed amendment to the City's Official Community Plan and/or Zoning Bylaw. All persons who believe their interest in property is affected by a proposed bylaw(s) are afforded a reasonable opportunity to be heard, voice concerns or present written submissions regarding matters contained within the bylaw(s).

All written submissions and representations made at the Public Hearing form part of the official public record. Minutes of the Public Hearing and a video recording of the proceedings will be posted on the City's website at [cnv.org](http://cnv.org).

All written submissions must include the person's name and address. If this information is not provided, it cannot be included as part of the public record. Electronic submissions are preferred, and hand-delivered or mailed submissions will also be accepted. The deadline to submit email submissions is 12:00 noon on the day of the Public Hearing. Due to COVID-19, safety quarantine restrictions have been put in place and the deadline for submissions by mail or delivery to City Hall is 4:00 pm on the Friday prior to the Monday Public Hearing (a minimum of one clear day prior to the Public Hearing).

If persons wish to speak at the Public Hearing, pre-registration is required. The pre-registration form is available on the City's website or speakers can pre-register by contacting the City Clerk's Office. All pre-registrations must be submitted no later than 12:00 noon on the day of the Public Hearing, to allow City staff to contact all participants and provide them with call-in/online access instructions.

Comments from the public must specifically be related to the proposed bylaw(s). Speakers are asked to avoid repetitive comments and not to divert to other matters.

Speakers will be asked to confirm their name and address for the record and will be provided one, 5-minute opportunity to present their comments. There will be no opportunity to speak a second time. After all persons who have pre-registered have spoken, the Chair (Mayor) will ask if anyone else from the public has new information to provide. Those persons are asked to phone 604-990-4230 and a Clerk's staff member will provide instructions on how to call into the meeting to add comments.

Everyone shall be given a reasonable opportunity to be heard and no one should feel discouraged or prevented from making their views known. The City asks for everyone's patience during the electronic Public Hearing.

*Continued...*



## **THE CORPORATION OF THE CITY OF NORTH VANCOUVER**

### **PUBLIC HEARING GUIDELINES FOR ELECTRONIC MEETINGS (continued)**

Procedural rules for the conduct of the Public Hearing are set at the call of the Chair and Council's main function is to listen to the views of the public regarding the change of land use in the proposed bylaw(s). It is not the function of Council to debate the merits of an application with speakers. Questions from members of the public and Council must be addressed through the Chair.

Once the Public Hearing concludes, no further information or submissions can be considered by Council.

Following adjournment of the Public Hearing, the Regular meeting reconvenes and the Zoning and/or Official Community Plan bylaw amendment(s) are discussed and debated by members of Council, followed by consideration of third reading of the bylaw(s).



**MINUTES OF THE REGULAR MEETING OF COUNCIL, HELD IN THE CAO MEETING ROOM, CITY HALL, 141 WEST 14<sup>TH</sup> STREET, NORTH VANCOUVER, BC, ON **MONDAY, JUNE 15, 2020****

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**PRESENT**

**COUNCIL MEMBERS**

Mayor L. Buchanan  
Councillor H. Back\*  
Councillor D. Bell\*  
(joined at 5:58 pm)  
Councillor A. Girard\*  
Councillor T. Hu\*  
Councillor J. McIlroy\*  
Councillor T. Valente\*

*\*Participated electronically*

**STAFF MEMBERS**

L. McCarthy, CAO\*  
K. Graham, City Clerk  
C. Baird, Deputy City Clerk  
J. Peters, Assistant City Clerk\*  
H. Granger, City Solicitor\*  
B. Themens, Director, Finance\*  
M. Epp, Director, Planning and Development\*  
M. Friesen, Interim Manager, Development Planning\*  
R. Skene, Director, Community and Partner Engagement\*  
K. Magnusson, Deputy Director, Engineering, Parks and Environment\*

The meeting was called to order at 5:30 pm.

**APPROVAL OF AGENDA**

Moved by Councillor Back, seconded by Councillor Girard

1. Regular Council Meeting Agenda, June 15, 2020

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

Moved by Councillor McIlroy, seconded by Councillor Girard

2. Regular Council Meeting Minutes, June 1, 2020

**CARRIED UNANIMOUSLY**

**PROCLAMATION**

Mayor Buchanan declared the following proclamation:

World Elder Abuse Prevention Day – June 15, 2020

**PUBLIC HEARING – 2540-2590 Lonsdale Avenue**

Moved by Councillor Valente, seconded by Councillor Girard

THAT the meeting recess to the Public Hearing regarding “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8775” (Cascadia Green Development, 2540-2590 Lonsdale Avenue, CD-724) and “Housing Agreement Bylaw, 2020, No. 8776” (Cascadia Green Development, 2540-2590 Lonsdale Avenue, CD-724, Rental Housing Commitments).

**CARRIED UNANIMOUSLY**

The meeting recessed to the Public Hearing at 5:35 pm and reconvened at 7:08 pm.

**BYLAWS – THIRD READING**

3. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8775” (Cascadia Green Development, 2540-2590 Lonsdale Avenue, CD-724)

Moved by Councillor Bell, seconded by Councillor Girard

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8775” (Cascadia Green Development, 2540-2590 Lonsdale Avenue, CD-724) be given third reading.

**CARRIED UNANIMOUSLY**

Moved by Councillor Bell, seconded by Councillor Girard

THAT the vote to give third reading to “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8775” (Cascadia Green Development, 2540-2590 Lonsdale Avenue, CD-724) be rescinded.

**CARRIED UNANIMOUSLY**

Moved by Councillor Bell, seconded by Councillor Girard

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8775” (Cascadia Green Development, 2540-2590 Lonsdale Avenue, CD-724) be given third reading.

**CARRIED UNANIMOUSLY**

4. “Housing Agreement Bylaw, 2020, No. 8776” (Cascadia Green Development, 2540-2590 Lonsdale Avenue, CD-724, Rental Housing Commitments)

Moved by Councillor Bell, seconded by Councillor Girard

THAT “Housing Agreement Bylaw, 2020, No. 8776” (Cascadia Green Development, 2540-2590 Lonsdale Avenue, CD-724, Rental Housing Commitments) be given third reading.

**CARRIED UNANIMOUSLY**

Moved by Councillor Bell, seconded by Councillor Girard

THAT the vote to give third reading to “Housing Agreement Bylaw, 2020, No. 8776” (Cascadia Green Development, 2540-2590 Lonsdale Avenue, CD-724, Rental Housing Commitments) be rescinded.

**CARRIED UNANIMOUSLY**

Moved by Councillor Bell, seconded by Councillor Girard

THAT “Housing Agreement Bylaw, 2020, No. 8776” (Cascadia Green Development, 2540-2590 Lonsdale Avenue, CD-724, Rental Housing Commitments) be given third reading.

**CARRIED UNANIMOUSLY**

Mayor Buchanan declared a recess at 7:35 pm and the meeting reconvened at 7:36 pm.

## **CONSENT AGENDA**

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT the recommendation listed within the “Consent Agenda” be approved.

**CARRIED UNANIMOUSLY**

## **START OF CONSENT AGENDA**

### **BYLAW – ADOPTION**

- \*5. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2019, No. 8743” (Satendra Mann / ArchiType Design, 228 East 22<sup>nd</sup> Street)

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2019, No. 8743” (Satendra Mann / ArchiType Design, 228 East 22<sup>nd</sup> Street) be adopted, signed by the Mayor and City Clerk and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY)**

## **END OF CONSENT AGENDA**

### **REPORTS**

6. Development Variance Permit Application – 1115 East Keith Road (Dustin Christiansen and Laurie Bayrack) – File: 08-3400-20-0009/1

Report: Development Planner, June 9, 2020

Moved by Councillor Girard, seconded by Councillor McIlroy

PURSUANT to the report of the Development Planner, dated June 9, 2020, entitled “Development Variance Permit Application – 1115 East Keith Road, Dustin Christiansen”:

THAT Development Variance Permit No. PLN2019-00008 (Dustin Christiansen and Laurie Bayrack) be considered for issuance under Section 498 of the *Local Government Act*,

THAT notification be circulated in accordance with the *Local Government Act*,

AND THAT the Public Meeting be waived.

**CARRIED UNANIMOUSLY**

## **REPORTS – Continued**

7. Rezoning Application: 905 Ridgeway Avenue (Satendra Mann / M1F1 Modern Home Developments Ltd.) – File 08-3360-20-0469/1

Report: Development Planner, June 9, 2020

Moved by Councillor Girard, seconded by Councillor McIlroy

PURSUANT to the report of the Development Planner, dated June 9, 2020, entitled “Rezoning Application: 905 Ridgeway Avenue (Satendra Mann / M1F1 Modern Home Developments Ltd.)”:

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8748” (Satendra Mann / M1F1 Modern Home Developments Ltd., 905 Ridgeway Avenue, CD-723) be considered and referred to a Public Hearing;

THAT the community benefits listed in the report in the section “Policy Context” be secured through agreements at the applicant’s expense;

AND THAT notification be circulated in accordance with the *Local Government Act*.

**CARRIED UNANIMOUSLY**

## **BYLAW – FIRST AND SECOND READINGS**

8. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8748” (Satendra Mann / M1F1 Modern Home Developments Ltd., 905 Ridgeway Avenue, CD-723)

Moved by Councillor Girard, seconded by Councillor Hu

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8748” (Satendra Mann / M1F1 Modern Home Developments Ltd., 905 Ridgeway Avenue, CD-723) be given first and second readings.

**CARRIED UNANIMOUSLY**

## **REPORT**

9. Suspension of Enforcement of Zoning Bylaw for Social Distancing and On-Site Outdoor Dining During COVID-19 – File: 13-6410-01-0001/2020

Report: Director, Planning and Development, June 5, 2020

Moved by Councillor Bell, seconded by Councillor Girard

PURSUANT to the report of the Director, Planning and Development, dated June 5, 2020, entitled “Suspension of Enforcement of Zoning Bylaw for Social Distancing and On-Site Outdoor Dining During COVID-19”:

*Continued...*



## **REPORT – Continued**

9. Suspension of Enforcement of Zoning Bylaw for Social Distancing and On-Site Outdoor Dining During COVID-19 – File: 13-6410-01-0001/2020 – Continued

THAT enforcement of minimum onsite vehicle parking space requirements and lot coverage maximums specified in the City of North Vancouver “Zoning Bylaw, 1995, No. 6700” be temporarily suspended to the extent necessary to permit temporary expanded outdoor dining and patios and/or space for socially distanced queuing, until the Provincial Health Officer rescinds orders limiting the indoor capacity of restaurants or until Council adopts a resolution to cancel such suspension of enforcement.

**CARRIED UNANIMOUSLY**

## **COVID-19 UPDATE**

Mayor Buchanan advised that the business advisory group will meet in the summer and fall to discuss future resiliency plans.

## **COUNCIL INQUIRIES**

10. Lineup for Property Tax Payments – File: 01-0220-01-0001/2020

Inquiry by Councillor Bell

Councillor Bell inquired if people who come to City Hall to pay property taxes could wait inside the building and some seating could be provided.

The Chief Administrative Officer responded that staff are reviewing improvement options, taking into consideration the minimal access restrictions to City Hall.

11. Bollards along Lonsdale Avenue – File: 01-0220-01-0001/2020

Inquiry by Councillor Bell

Councillor Bell inquired if staff could consider marking the bollards along Lonsdale Avenue to identify parking locations.

The Chief Administrative Officer responded that staff will look into viable options.

## **NEW ITEMS OF BUSINESS**

Nil.

## **NOTICES OF MOTION**

Mayor Buchanan declared her intention to bring forward a Notice of Motion at the next Regular meeting of Council regarding planned support for homelessness.

## **CITY CLERK'S RECOMMENDATION**

Moved by Councillor Girard, seconded by Councillor Back

THAT Council recess to the Committee of the Whole, Closed session, pursuant to the *Community Charter*, Sections 90(1)(a) [personal information], 90(1)(c) [labour relations], 90(1)(e) [land matter] and 90(1)(g) [legal matter].

**CARRIED UNANIMOUSLY**

The meeting recessed to the Committee of the Whole, Closed session, at 8:04 pm and reconvened at 10:27 pm.

## **REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION)**

12. Metro Vancouver Housing Corporation Potential Housing Project Update  
– File: 10-5040-03-0001/2020

Report: Director, Planning and Development, June 4, 2020

Moved by Councillor McIlroy, seconded by Councillor Girard

PURSUANT to the report of the Director, Planning and Development, dated June 4, 2020, entitled “Metro Vancouver Housing Corporation Potential Housing Project Update”:

THAT the following clause of the resolution approved by Council on March 30, 2020, regarding the City’s response to Metro Vancouver Housing Corporation’s expression of interest for affordable rental housing, be released from the Closed session:

“THAT staff respond positively to Metro Vancouver Housing Corporation’s expression of interest and present 123 East 23<sup>rd</sup> Street as a potential site for an affordable rental housing development;”

AND THAT the wording of the remainder of the recommendation and the report of the Director, Planning and Development, dated June 4, 2020, entitled “Metro Vancouver Housing Corporation Potential Housing Project Update”, remain in the Closed session.

**CARRIED UNANIMOUSLY**

13. North Shore Neighbourhood House: Site Feasibility Update – File: 13-6520-20-0063/1

Report: Planner 1, June 1, 2020

Moved by Councillor McIlroy, seconded by Councillor Girard

PURSUANT to the report of the Planner 1, dated June 1, 2020, entitled “North Shore Neighbourhood House: Site Feasibility Update”:

THAT staff be directed to initiate an Official Community Plan Amendment, Zoning Bylaw Amendment and park boundary adjustment for the redevelopment of the North Shore Neighbourhood House site;

*Continued...*

## **REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION) – Continued**

13. North Shore Neighbourhood House: Site Feasibility Update – File: 13-6520-20-0063/1 – Continued

THAT staff be directed to enter into a lease for portions of the North Shore Neighbourhood House site to Hollyburn Family Services and The Health and Home Care Society of BC, subject to the completion of rezoning and confirmation that partners have secured funding;

THAT staff be directed to continue working with Catalyst Community Developments Society and North Shore Neighbourhood House on a new combined North Shore Neighbourhood House with a non-market housing component;

THAT staff be directed to bring back financial options to bring forward phase 2;

AND THAT the report of the Planner 1, dated June 1, 2020, entitled “North Shore Neighbourhood House: Site Feasibility Update”, remain in the Closed session.

**CARRIED UNANIMOUSLY**

14. Land Matter / Legal Matter – File: 14-7130-01-0001/2020

Report: Director, Community and Partner Engagement, June 9, 2020

Moved by Councillor McIlroy, seconded by Councillor Girard

PURSUANT to the report of the Director, Community and Partner Engagement, dated June 9, 2020, regarding a land / legal matter:

THAT the action taken by the Committee of the Whole, Closed Session, be ratified;

AND THAT the wording of the recommendation and the report of the Director, Community and Partner Engagement, dated June 9, 2020, remain in the Closed session.

**CARRIED UNANIMOUSLY**

15. Partnerships and COVID Related Issues – File: 05-1700-02-0001/2020

Report: Chief Administrative Officer, June 8, 2020

Moved by Councillor McIlroy, seconded by Councillor Girard

PURSUANT to the report of the Chief Administrative Officer, dated June 8, 2020, entitled “Partnerships and COVID Related Issues”:

THAT Council thank the North Vancouver Museum and Archives, the North Vancouver City Library and the RCMP for their suggested savings and reduce the respective budgets for North Vancouver Museum and Archives by \$27,500, the North Vancouver City Library by \$188,445 and the RCMP by \$139,598;

*Continued...*

## **REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION) – Continued**

### 15. Partnerships and COVID Related Issues – File: 05-1700-02-0001/2020 – Continued

THAT staff be directed to work with the North Vancouver Recreation and Culture Commission to mitigate financial impacts related to City recreational facilities through a financial approval process;

THAT staff write to the boards and executive directors of these respective agencies to ensure that service level changes, where there are budgetary impacts to the City of North Vancouver, are approved by City staff prior to implementation;

THAT the Mayor, on behalf of Council, write to Premier Horgan and Minister Farnworth regarding a review of the *Police Act* and restructuring and to request that local governments have a voice at the table;

AND THAT the report of the Chief Administrative Officer, dated June 8, 2020, entitled “Partnerships and COVID Related Issues”, remain in the Closed session.

**CARRIED UNANIMOUSLY**

## **ADJOURN**

Moved by Councillor Back, seconded by Councillor Valente

THAT the meeting adjourn.

**CARRIED UNANIMOUSLY**




The meeting adjourned at 10:28 pm.

*“Certified Correct by the City Clerk”*

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CITY CLERK



 Division Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**PLANNING & DEVELOPMENT DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Mike Friesen, Planner 2

Subject: REZONING APPLICATION: 250 EAST 15<sup>th</sup> STREET (NACEL  
PROPERTIES LTD, CD-726)

Date: May 13, 2020 File No: 08-3360-20-0472/1

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Planner 2, dated May 13, 2020, entitled  
"Rezoning Application: 250 East 15<sup>th</sup> Street (Nacel Properties Ltd, CD-726)":

THAT "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2019, No. 8769"  
(Nacel Properties Ltd, 250 East 15<sup>th</sup> Street, CD-726) be considered and be  
referred to a Public Hearing;

THAT "Housing Agreement Bylaw, 2020, No. 8770" (Nacel Properties Ltd, 250  
East 15<sup>th</sup> Street, CD-726, Rental Housing Commitments) be considered and  
referred to a Public Hearing;

THAT notification be circulated in accordance with the *Local Government Act*;

THAT the community benefits listed in the report section "Density Bonus and  
Community Benefits" be secured through agreements at the applicant's expense  
and to the satisfaction of the Director of Planning and Development;

AND THAT the Mayor and City Clerk be authorized to sign all necessary  
documentation to give effect to the motion.

## ATTACHMENTS

1. Context Map (Doc# [1912389](#))
2. Consolidated Drawing Package (February) (Doc# [1912385](#))
3. Preliminary Park Design (Doc# [1885281](#))
4. Off-Site Servicing Requirements (Doc# [1885276](#))
5. Developer Information Session Summary (Doc# [1912390](#))
6. Zoning Amendment Bylaw No. 8769 (Doc# [1912422](#))
7. Housing Agreement Bylaw No. 8770 (Doc# [1912425](#))

## PROJECT DESCRIPTION

The project, located at 250 East 15<sup>th</sup> Street, consists of three rental residential buildings – two 12-storey buildings adjacent to East 15<sup>th</sup> Street and one 6-storey building adjacent to East 16<sup>th</sup> Street – and the provision of a public park on the site's north-eastern quadrant. The project proposes 281 secured rental residential units, including 28 mid-market units (as well as two guest suites for the use of tenants' friends and family), and includes two-storeys of underground parking, bicycle parking, and storage that provides 266 vehicle parking spaces and 474 bicycle parking spaces. The subject site currently hosts two rental residential buildings composed of 101 units that were built in 1964. The requested changes to the Zoning Bylaw to permit this development are identified in Table 1 below, and Attachment 6 – Zoning Amendment Bylaw No. 8769 is the amending bylaw with the proposed changes.

**Table 1. Requested Changes to the Zoning By-law**

Consideration	Official Community Plan	Current Zoning	Proposed Designation/Regulation
Zone/Designation	Residential Level 5 (north) and Level 6 (south)	RM-1	CD-726
Density	R5 = 2.6 FSR R6 = 3.3 FSR Site = 2.95 FSR	Maximum density of 1.6 FSR	Maximum density of 2.95 FSR
Height	R5 = 6 storeys R6 = 37 metres	Maximum height of 13.0 metres and 3 storeys	R5 = Maximum building height of 16 metres and 6 storeys R6 = Maximum building height of 33.5 metres and 12 storeys
Siting (Setbacks)	N/A	Front, Rear or Exterior Lot Line Setback: 6 metres (20 feet) Interior Lot Line Setback: 4.5 metres (15 feet)	Front, Rear or Exterior Lot Line Setback: between 3-4.5 metres (10-15 feet) Interior Lot Line Setback: between 3-9 metres (10-30 feet)
Unit Separation	N/A	Minimum of between 3 and 12 metres (10 and 40 feet) of separation between living areas and 24 metres (80 feet) above the 4 <sup>th</sup> storey	Minimum of 7.6 metres (25 feet) between building faces, increasing to 22.5 metres (75 feet) above the 6 <sup>th</sup> storey.
Minimum unit size	N/A	37.16 square metres (400 square feet)	32 square metres (345 square feet)



Building Width and Length	N/A	Shall not exceed a horizontal width above 30.48 metres (100 feet) above the 3 <sup>rd</sup> storey.	Requirement waived.
Driveway Slope	N/A	No greater than 10% in first 6 metres (20 feet) and 12.5% thereafter	Requirement waived.
Exterior finishes	N/A	No requirement.	All exterior finishes design, and landscaping shall be approved by the Advisory Design Panel.

## POLICY FRAMEWORK

The subject site contains two designations – one designation each for the south and north portions of the site –within the Official Community Plan: Residential Level 5 (R5) to the north and Residential Level 6 (R6) to the south. These designations permit a range of multi-family housing types, with a focus on mid-rise in the R5 designation and high-rise in the R6 designation. These two designations focus on providing quality housing with a mix of unit sizes that support attractive and active streets in the City's central core.

<b>Metro 2040</b>	
<i>Goal 1</i> Create a Compact Urban Area	Intensifying this site with new development that is consistent with and scaled to the planned vision for the surrounding neighbourhood will support the highest and best use of the land promoting a compact urban area.
<i>Goal 2</i> Support a Sustainable Economy	Redevelopment that includes a range of rental units to address a variety of household sizes on this site promotes housing forms that can support a diversity of income levels and ensure people live close to where they work.
<i>Goal 4</i> Develop Complete Communities	The proposed development provides housing for a range of household types as well as a new park to support an active lifestyle and social opportunities in the City's core.
<i>Goal 5</i> Support Sustainable Transportation Choices	Intensification of this site will support future transit investments along Lonsdale Avenue and will develop a separated AAA Bike Facility along St Andrews Avenue. The site is proximate to community and commercial amenities and is well situated to provide the occupants with a variety of transportation choices across the North Shore and the greater region.

<b>Official Community Plan</b>	
<p><b><u>Lonsdale Regional City Centre</u></b></p> <p><i>Policy 1.1.2</i> Align growth with the development community amenities and infrastructure</p> <p><i>Policy 1.1.4</i> Support the role of the Lonsdale Regional City Centre as the urban core of the City, in part, by locating high trip-generating uses such as high density residential and commercial uses there</p> <p><i>Policy 1.3.1</i> Ensure that new development is compatible with the established urban form of the City, reflecting the primacy of the Lonsdale Regional City Centre and the transition through mid- and low-rise buildings to lower-density residential neighbourhoods</p> <p><i>Policy 1.4.5</i> Focus amenity and infrastructure investments in the Lonsdale Regional City Centre and Frequent Transit Development Areas</p>	<p>Intensification of the site supports the Central Lonsdale Area and future transit infrastructure and community amenity investments.</p> <p>Development is located to support local economy and make use of existing infrastructure and amenities.</p> <p>Density and height are consistent with the OCP guidelines and are greatest adjacent to an institutional use (Lions Gate Hospital), and is reduced as it crosses the site.</p> <p>The public park will provide an amenity for what is currently an area underserved for parks. The cycling infrastructure will provide an important link in the City's north-south cycling network.</p>
<p><b><u>Building and Urban Design</u></b></p> <p><i>Policy 1.3.5</i> Encourage design excellence in developments through carefully considered, high quality architecture and landscaping, with varied designs which are interesting, sensitive and reflective of their surroundings</p> <p><i>Policy 1.3.6</i> Encourage architecture that responds to the unique context of the City in a sensitive, sustainable, and aesthetically compatible manner</p> <p><i>Policy 1.3.9</i> Explore ways to activate laneways in the City including opportunities for varied uses, pedestrian and cycling activity as</p>	<p>The East 15<sup>th</sup> Street frontage presents an amenity space to activate the street and rights-of-way through the site provide pedestrian linkages to and from the park. Each building presents a varied but consistent architectural style.</p> <p>The proposed architecture and building materials of the new dwelling have been chosen with sustainability, maintenance, and aesthetics as key determinants. The buildings have been designed to present entrances and glazing at a human scale to provide an attractive urban realm.</p> <p>The development activates the laneway through the inclusion of townhouse units and vegetation through the lane as well as design features integrate pedestrians.</p>



<p>well as storm water management and urban agriculture.</p> <p><i>Policy 1.3.10</i>              Encourage active, healthy lifestyles and the opportunity for more social connections through planning and active design principles that encourage physical activity and contribute to enhanced walkability and active streets, sidewalks and public spaces</p> <p><i>Policy 1.4.3</i>              Consider recreational, cultural and other community spaces as aspects of informal community living rooms, and essential 'social infrastructure', particularly in high-density neighbourhoods like Central/Lower Lonsdale</p> <p><i>Policy 1.4.4</i>              Incorporate active-design principles in new development that encourage physical movement and social interaction thereby contributing to a healthier community</p> <p><i>Policy 2.1.1</i>              Invest in cycling and pedestrian networks and facilities to make these more attractive, safer, and convenient transportation choices for all ages and abilities with an aim to increase these ways of travelling over single-occupant vehicle use</p> <p><i>Policy 5.3.3</i>              Provide appropriate spaces for and encourage the installation of public art in parks, greenways and open spaces</p>	<p>The project will provide multiple upgrades to the City's active transportation network, and provide a public park to support outdoor activity.</p> <p>The project includes multiple elements from the City's active design guidelines such as including garden plots for residents, prominent stairwells, and a significant social space for the future residents.</p> <p>The proposed development includes a separated bike facility along St. Andrews Avenue, signal and intersection improvements at East 15<sup>th</sup> and St Andrews and intersection improvements at East 16<sup>th</sup> and St Andrews to facilitate active transportation in the neighbourhood. The development also includes more than minimum required bicycle parking and a cycling repair/maintenance area.</p> <p>The proposed development will include a public art component.</p>
<p><b><u>Housing</u></b></p> <p><i>Policy 1.5.1</i>              Provide opportunities for a range of housing densities, diversified in type, size and location</p>	<p>Provides a range of unit types and sizes to accommodate various family sizes and lifestyles. The unit mix includes townhomes – with direct access to the public realm – and apartments ranging in size from studio to 3 bedroom. 281 units will be developed, 28 of which will be a part of the City's mid-market rental</p>

<p><i>Policy 1.5.4</i> Prioritize the development and revitalization of affordable rental housing and use density bonusing and density transfers to incentivize the retention, renewal and/or replacement of rental units as a public benefit</p> <p><i>Policy 1.5.6</i> Ensure a sufficient number of new apartment building provide accessible units and that these accessible units are represented across various unit sizes</p>	<p>programme. Additionally, there will be two guest suites for use by the tenants.</p> <p>The City will secure 25% of the proposed units – or 76 units – will be secured as Level 2 accessible, with the remaining 75% being secured as Level 1 accessible.</p>
<p><b><u>Park and Greenspace</u></b></p> <p><i>Policy 3.4.2</i> Consider the potential for food production on public and private land including rooftops, community gardens, micro gardens, composting, urban farming, orchards, beehives and edible landscaping on residential boulevards, park land and rights-of-way</p> <p><i>Policy 4.2.6</i> Increase the ratio of productive, permeable green space to hard impermeable surface areas as redevelopment occurs</p> <p><i>Policy 5.1.2</i> Ensure access to a range of outdoor recreational pursuits and facilities for community members of all ages and abilities</p> <p><i>Policy 5.1.7</i> Acquire new parkland in areas identified as park deficient and in future growth areas</p> <p><i>Policy 5.1.9</i> Acquire parkland through dedication associated with development projects in the City, including consideration of trade-offs between varying building heights and acquiring desired park spaces</p>	<p>The proposed development includes a community garden and outdoor amenity spaces accessible to future residents. Depending on community feedback, the inclusion of community gardens may be considered for the public park as well.</p> <p>The park provides a significant ratio of greenspace for the site as a whole. Non-park area is largely impermeable at ground level, though portions of the buildings' roofs are landscaped.</p> <p>The development includes several opportunities for outdoor pursuits including social (shared rooftop amenity spaces) and recreational (proposed park).</p> <p>The acquisition of the proposed park area will provide greenspace to the eastern side of Central Lonsdale. This area is part of the City's core – a medium to high density residential area – and is currently underserved in terms of accessible park area.</p> <p>The proposed site design conforms to the City's official community plan – in terms of height and density – while permitting the acquisition of area for a neighbourhood park.</p>



<b>Housing Action Plan</b>	
<p><i>Action #3 Mid-Market Rental Units</i>  To enable affordability for low and moderate income renters.</p>	<p>The proposed development includes 28 mid-market rental units. The distribution of unit sizes for these units will be: 3 studio units; 14 1-bedroom units; 5 2-bedroom units; 6 3-bedroom units.</p>
<p><i>Action #4 Family Friendly Housing</i>  To increase the number of three or more bedroom units appropriate for larger and/or extended families within new multi-unit residential developments.</p>	<p>Twenty percent (57 total) of the proposed development's units contain 3-bedrooms. This is double the City policy's recommended minimum.</p>
<b>Sustainable Development Guidelines</b>	
<p><i>Natural Systems</i>  The ability of natural systems, both global and local, to support life. Parks and green spaces help regulate the climate, clean and filter water and air, and provide recreational and aesthetic benefits. Maintaining healthy natural systems will reduce strain on municipal infrastructure, support local wildlife and enhance quality of life for community members.</p>	<p>The park secures a significant green node in perpetuity.</p> <p>Stormwater is addressed on site to reduce impact of major storm events.</p> <p>Preservation of several prominent mature trees.</p> <p>The inclusion of trees and plants that support bird and insect populations.</p>
<p><i>Physical Structures/Infrastructure</i>  The ability to effectively deliver basic services, shelter and physical amenities required to sustain the health and well-being of the community. This includes water supply, sanitary sewer, storm water drainage, solid waste management, roads, telecommunications, and energy efficiency and conservation including district energy. As well, this category includes attractive streetscapes, durable buildings, provision of a range of housing types and adequate community amenities.</p>	<p>The project will achieve Step 3 of the BC Building Code Step Code, one step greater than the requirements at the time of application.</p> <p>The project provides a significant number of rental units for the City, including 28 below market units, for a variety of household sizes, from studio units to 3-bedrooms.</p> <p>The project will connect to the Lonsdale Energy Corporation district energy system.</p> <p>The project will upgrade required infrastructure (water, sewer, stormwater systems) as well as improve active transportation infrastructure in and around the site.</p> <p>Additional secured and covered bicycle parking has been integrated into the landscape design in order to support active transportation of residents.</p>

<p><i>Human Potential</i></p> <p>The ability of our local community to support our residents in their pursuit of individual livelihood objectives including access to education, healthy food transportation and affordable housing. Meeting these basic needs is essential for the maintenance and growth of human capacity.</p>	<p>The project includes a range of units to serve a broad spectrum of lifestyles, incomes, and abilities.</p> <p>Significant area has been dedicated to recreational pursuits to support residents in living a healthy lifestyle.</p> <p>The project includes numerous active transportation elements including infrastructure improvements and cycling maintenance facilities.</p>
<p><i>Social Connections</i></p> <p>The ability of our community to foster communication, interaction and networks to respond effectively to community issues. These may include supporting community members with low incomes, lone-parent families, and matters specific to children, youth, seniors and people with disabilities.</p>	<p>The project proposes social space as a central element to the project. By centralising and highlighting the areas for social interaction, the project intends to foster greater community interaction between residents. Additionally the proposed park can be a hub for the broader community.</p>
<p><i>Cultural Diversity</i></p> <p>The ability of our community to support and celebrate a diversity of cultural backgrounds. This includes recognition of the traditions of the Squamish Nation and the many cultures of residents who make the City their home. With both tangible and intangible elements, cultural capacity has economic implications and is strongly connected to social traditions. Manifestations of cultural practices can range from spiritual practices to heritage buildings</p>	<p>The project will include a public art piece, to be located in a prominent location. The North Vancouver Public Art Advisory Committee will support the project in determining the final location and what an appropriate piece may be.</p>

## PLANNING ANALYSIS

### Site Context

The surrounding land uses are identified in Table 2 below.



**Table 2. Surrounding Uses**

Direction	Address	Description	Zoning
North – Across East 16 <sup>th</sup> Street	260 East 16 <sup>th</sup> St	50-unit, 3 storey, rental residential building	Medium Density Apartment Residential 1 (RM -1)
East – across St Andrews Ave	1504-1552 St Andrews Ave	2-2.5 storey duplex	Two-Unit Residential 1 (RT-1)
South – Across East 15 <sup>th</sup>	230-240 E 13 <sup>th</sup> St, 231 E 15 <sup>th</sup> St	Multi-storey health services complex	Public Use and Assembly 1 (P-1)
West – Across Lane	235 East 16 <sup>th</sup> St	19 unit, three storey rental residential building	CD-425
West – Across Lane	236 East 15 <sup>th</sup> St	9 unit, 2 storey, rental residential building	Medium Density Apartment Residential 1 (RM -1)

The subject site is located on the eastern edge of the City's high-density residential core. It is north of the Lions Gate Hospital's Evergreen House, east and south of existing apartment buildings, and west of existing duplexes (the duplexes are a part of the duplex special study area and may be re-designated). The site currently contains two residential apartment buildings that contain a combined 101 units.

The site is proximate to numerous urban amenities, including two major bus routes (Lonsdale and 15<sup>th</sup> Street), health services, civic amenities (City Hall, City Library, Harry Jerome Community Recreation Centre), bike routes (St. Andrews, 13<sup>th</sup> Street), and commercial services. Please see Attachment 1 for several maps illustrating the context.

### Use

Residential Level 6 has the purpose of providing well-designed high-density development in the Lonsdale Regional City Centre, while Residential Level 5 should provide quality multi-family housing with a mix of unit sizes, and a focus on creating attractive and active streets. R6 permits a maximum density of 3.3 FSR and a maximum height of 37 metres while R5 permits a maximum density of 2.6 FSR and 6 storeys; the combined site density is therefore 2.95 FSR with a height of 37 metres on the southern portion of the site and 6 storeys on the northern portion.

The policy framework applicable to the subject site supports the proposed high-density residential apartment use. The site is located in the City's high-density core and is in close proximity to frequent transit infrastructure (Lonsdale Avenue and East 15<sup>th</sup> Street) as well as Central Lonsdale's commercial and social amenities. The proposed development will secure 28 mid-market rental units at reduced rates (10% below CMHC average rates) while increasing the number of rental units from 101 to 281 (an increase of 181 units).

The proposed 24,600 square foot park is consistent with the permitted land uses and will provide an area that is currently underserved in park space with a green hub to support physical and social activity.



### Intensity

The proposed intensification on the site is appropriate for the neighbourhood given the applicable OCP and City policy framework for the subject site and the surrounding land use designations. The increase in intensity is supportable due to the subject site's proximity to the Lonsdale Core, the project's response to the City's policy, and the public benefits achieved by the City through the acquisition of a new park. The Residential Level 5 and 6 designations permits the development of mid-rise and high-rise multi-family apartment buildings.

With the proposed development the site will accommodate a total of 281 units split between three buildings, as well as two guest suites. The south portion of the site, designated R6 with a maximum density of 3.3 FSR, hosts two 12 storey buildings, while the north portion of the site, designated R5 with a maximum density of 2.6 FSR, hosts a six storey building and the proposed public park. The project achieves the site's maximum blended density 2.95 FSR through the provision of market rental housing – including 10% of units secured for ten years at 10% below CMHC market rents – secured through a housing agreement (see Attachment 7 – Housing Agreement Bylaw No. 8770). The application was received prior to the enactment of policy to secure 10% of the units in perpetuity.

The breakdown of the unit types is as follows:

- Studio – 34 (12%) total, 3 mid-market and 2 guest suites
- 1-Bedroom – 148 (52%) total, 14 mid-market
- 2-Bedroom – 44 (16%) total, 5 mid-market
- 3-Bedroom – 57 (20%) total, 6 mid-market

The proposed project includes 266 parking spaces, including the appropriate ratio of visitor and accessible stalls, which surpasses the 169 spaces that would be required under current Zoning Bylaw requirements. The project also exceeds the minimum required bicycle parking stipulated by the Zoning Bylaw, providing 474 spaces rather than the 422 required by bylaw; to further support cycling in the development the proposal includes a cycling repair/maintenance workshop as a part of its amenity space. The project also provides for public realm improvements such as a separated cycling facility, a pedestrian and cyclist-controlled signal, and curb realignment to support active transportation in and around the site.

Regarding the environmental standards, the proposed development will achieve Step 3 of the BC Building Code Step Code. Outlets capable of supporting Level 2 electric vehicle charging capacity will be provided for all required parking spaces, with the exception of visitor stalls. Storm water will be addressed through on-site mitigation, including retention tanks to support stormwater management during more significant storm events. Covered bicycle parking has also been integrated into the landscape design in order to promote active transportation modes.

### Form

The urban form proposed is consistent with the planned character of the surrounding neighbourhood as illustrated by the City's Official Community Plan. The form of the development will conform generally to the attached drawings (Attachment 2: Consolidated Drawing Package, February). The design proposes three buildings on the



site, two 12-storey buildings located adjacent to East 15<sup>th</sup> Street, and one 6-storey building on the western portion of the site's East 16<sup>th</sup> Street frontage.

The three buildings frame a proposed public park that has been placed in the north-east quadrant of the site. To secure access to the proposed public park, several rights-of-way – both running through the middle of the site, one north-south oriented and the other east-west – will be secured to ensure public access through the site. The three buildings are designed with a common architectural character, but the details of each building – such as the materials, windows, and balcony design – differentiate the buildings so as to not have them appear repetitive.

The principle design element of the project, aside from the provision of the public park, is the span between the two 12-storey buildings along 15<sup>th</sup> Street. The proposed span will host the majority of the shared amenity spaces for the complex, including a games room, a reception area, a large lounge, washrooms, and a bookable event space that could be used for hosting a party or a cooking class for the building. The spaces will be available to the tenants of all three buildings and the applicant has stated the importance of forming a community for tenants that will provide renters with a greater social experience than a traditional rental building. Significant glazing of these amenity spaces will support the activation and attractiveness of the streetscape on East 15<sup>th</sup> Street and will provide passive surveillance of the bus stop located directly in front of the proposed project. Other street frontages are activated through the inclusion of at-grade entrances to units, or where the grade does not support entrances, balconies and landscaping are utilized to ensure an attractive and activated interface between the public and private realms. A rooftop amenity space – only accessible to residents – is included on the 6-storey building and the connecting span that includes: community garden plots, planters for additional vegetation, a lounge area and outdoor dining/cooking area, as well as a greenhouse structure with a washroom. The easternmost 12-storey building includes a rooftop component only accessible to the tenants of the top units.

#### Density Bonus and Community Benefits

Analysis of the project regarding the City's Density Bonus and Community Benefits Policy indicates that the proposed project, were it not providing secured market rental housing, would include community benefits valued at approximately \$16M as outlined in Table 3 below. The community benefit contribution in question is calculated from the existing permitted density to the proposed maximum bonus density.

**Table 3. Estimated Value of Community Benefits through Density Bonusing**

Density Value Calculation	Value
Density Bonus to Max Density OCP Density (28,515.59 square feet @ \$25 / sq. ft.)	\$712,889
Density Bonus to Max Bonus OCP Density (81,473 square feet @ \$190 / sq. ft.)	\$15,479,892
<b>Total Value of Community Benefits</b>	<b>\$16,192,781</b>

In lieu of providing a cash contribution the proposed project will provide rental housing – 281 units secured in perpetuity through a housing agreement including 28 mid-market rental units – as is stipulated through the City's Official Community Plan and 2018



Density Bonus and Community Benefits Policy. Bonusing for rental housing is intended to assist the City in achieving its housing goals set out in the Official Community Plan and Housing Action Plan.

In addition to the items above, staff seek Council's direction to secure the following items as a condition of the development:

- Purchase of the public park lands, on which the applicant will construct a City approved park;
- Public art incorporated into the project with a value of \$175,000;
- Public access rights-of-way through the project to provide pedestrian connection;
- Improved offsite works, including expanded cycling and pedestrian facilities and a new intersection signal (see Attachment 4 – Off-Site Servicing Requirements).

#### Park Acquisition

The proposed development includes the provision of a public park to support the achievement of goals and objectives outlined in the City's Official Community Plan – *Policy 5.1.7*, acquire new parkland in areas identified as park deficient and in future growth areas – as well as the City's Parks Master Plan – *Goal 2*, Ensure that parks are well distributed throughout the community, particularly in higher density areas. In this case, the acquisition of a park is made possible by the size of the site, which can accommodate the site density in a fashion consistent with the OCP while reserving approximately 30% of the site (24,600 sq.ft.) as a public space.

The City can direct Development Cost Charges collected through redevelopment throughout the City towards the acquisition of parks, but is more limited in how those funds can be used for the improvement (construction, new structures, programming, and maintenance) of the park. By purchasing land, as opposed to receiving land and funding improvements, the City has an opportunity to acquire an improved park. Staff therefore recommend that the City purchase the park from the applicant at a fair value, and that the applicant improve the park in tandem with their residential development. Under the proposed agreement, the City will purchase the park at a value of \$53.78/sq.ft. for a total purchase cost of \$1,322,988. The design of the park is subject to public consultation and the applicant will be required to construct the final design at their cost; staff estimate the value of the park improvements of the preliminary design to be approximately \$1.3 million.

Several major benefits emerge through having the park constructed by the applicant as a part of their larger development, including:

- Timing: a complete park will be delivered in tandem with the larger development with no lag between the completion of the rental housing and the delivery of an amenity for the community.
- Efficiencies: construction efficiencies can be achieved regarding various aspects of the project including earth moving, the installation of infrastructure (electricity, stormwater management), the purchase of surface materials and plant materials, earth moving, and labour costs. These efficiencies provide greater value to residents of the City of North Vancouver than could be delivered if the City were



responsible for the delivery of the park after the completion of the apartment building.

- Reduced impact on adjacent residents: by limiting the project to one construction period, the impact of construction (noise, parking disruption, untidiness) is reduced.

A preliminary design has been included as a part of this report (see: Attachment 3 – Preliminary Park Design), that includes play area, lawn/open space, seating areas, circulation, and the provision of new trees. The design of the park is not finalized, and the agreement will require a public design exercise to allow the neighbourhood to provide valuable feedback and help to identify desired park elements and programming. The Parks Department will review revised plans to ensure that the design incorporates public feedback and that the park achieves required City standards prior to the issuance of a full building permit for the residential portion of the project.

## **COMMUNITY CONSULTATION**

### Developer Information Session

A Developer Information Session (DIS) was held May 9th, 2019. Twenty-seven members of the public signed in to the session and six comment forms were received. The applicant has provided a summary of the event (Attachment 5 – Developer Information Session Summary).

The attendees were primarily those who live in the building. The DIS was held early in the process, prior to the applicant being able to contact many of the tenants through their formal tenant relocation process. The tenant relocation strategy is discussed further in the “Tenant Relocation Strategy” section below.

Items identified as concerns by the community feedback include the affordability of future units, the height of the proposed buildings, the removal of existing trees, impact of construction, and the effect of dog waste on the proposed park.

### Tenant Relocation Strategy

As an existing rental building, the applicant is required to provide support to existing tenants as stipulated by the City’s Residential Tenant Displacement Policy.

The policy provides several key elements to support existing tenants in transition to new housing should the project be approved, including:

- Provide early notification to tenants to inform them of the rezoning process;
- Find up to three comparable rental units (i.e. same number of bedrooms, in the City of North Vancouver, at not more than 10% above the City’s average rent for a unit of that size);
- Compensate all tenants with three months rent to assist in securing alternate accommodations;
- Compensate tenants for moving expenses;
- Provide all tenants with 4 months notice only after the issuance of a demolition permit;
- Provide first right of refusal to existing tenants to live in the new building.

The applicant has agreed to all of the requirements of the City's Residential Tenant Displacement Policy and has undergone a concerted effort to engage existing residents in order to understand their housing needs. The applicant has been able to engage with the majority of residents, though some tenants have not responded to efforts to engage in relocation discussions.

## **ADVISORY BODY INPUT**

The application was directed to the Advisory Design Panel on May 15<sup>th</sup>, 2019. The Panel recommended the approval of the project subject to addressing the following issues to the satisfaction of the Development Planner assigned to the file:

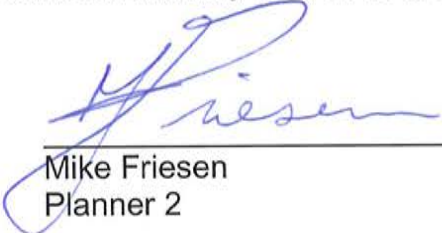
- Encouraged to include additional solar shading on the upper elevations of the south and west facades to mitigate solar heat gain;
- Ensure the park amenity is successfully planned along side the development while also considering the connections from the street, programming of the park, rain protection and effective lighting of the paths;
- Consider achieving Step 4 of the Step Code;
- Include clear and definitive unit identification for first responders;
- Further review of the P1 bike corridors for improved CPTED protection; and
- Consider additional outlets for e-bikes.

In response to the Advisory Design Panel's suggestions the applicant reviewed the aspects identified and amended various aspects of the proposal, these include: improving solar shading; unit identification for units accessible from the street; security for the parkade; and increasing outlets for e-bikes.

## **CONCLUSION**

The proposed application represents an appropriate development for the land use designation and a design that is responsive to the planned vision for the community. Intensification – particularly of market and mid-market rental residential projects – adjacent to the Lonsdale Core will support transportation infrastructure improvements and enhanced amenities in the area. The acquisition of a public park will secure an amenity for future generations of residents at a reasonable cost to the City. The requested zoning change and development proposal are consistent with the Region's and the City's planning policies. Overall, the application looks to implement a development that provides a significant neighbourhood amenity as well as increased density in an appropriate design & location.

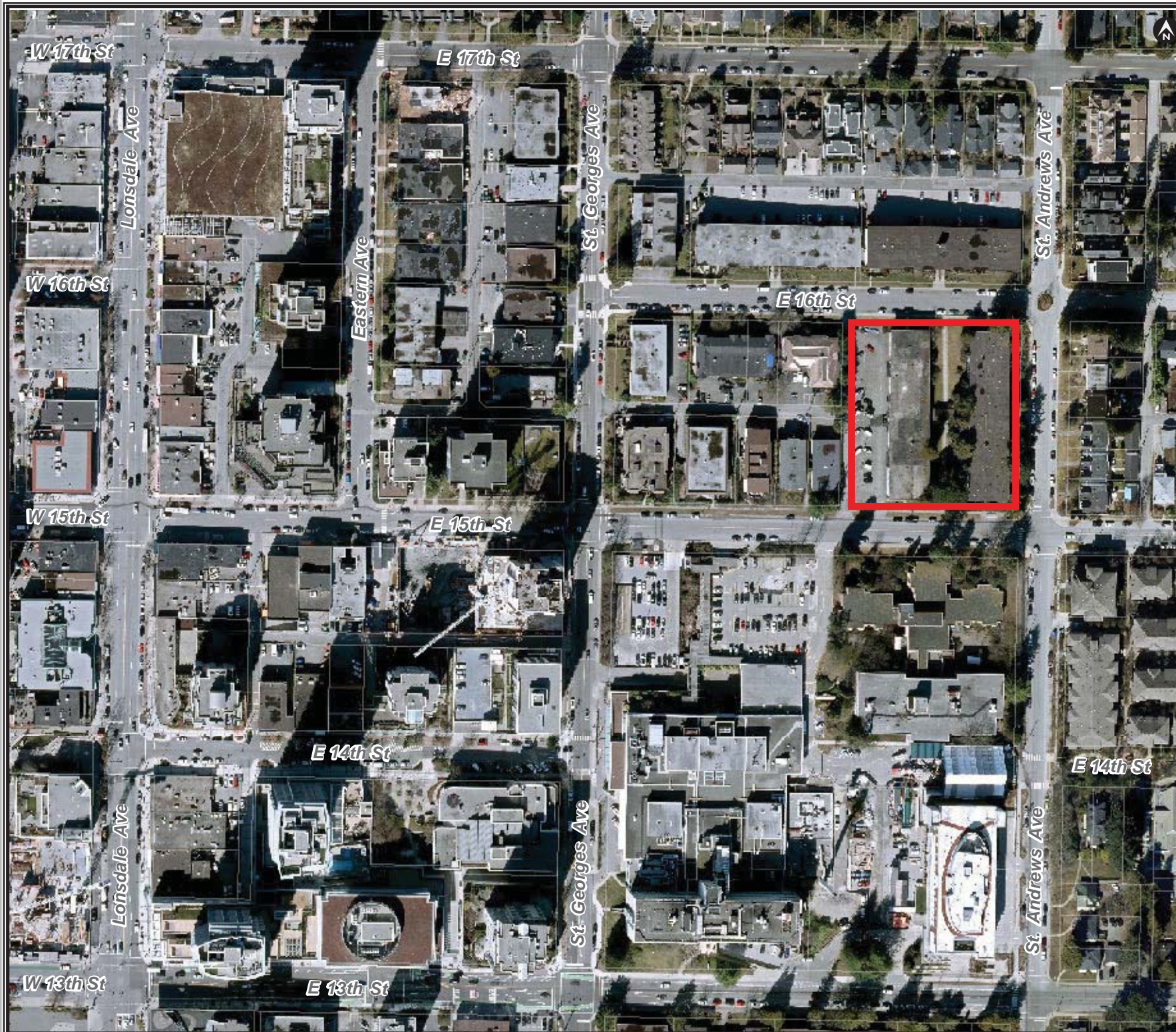
RESPECTFULLY SUBMITTED:



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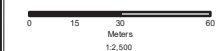
Mike Friesen  
Planner 2





# 250 East 15th Street Context Map 1

 Subject Site



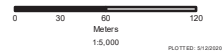
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250 East 15th Street  
Context Map 2

 Subject Site



**DISCLAIMER**  
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RE-SUBMITTED FOR DEVELOPMENT PERMIT

## CENTURY REDEVELOPMENT

**250 EAST 15<sup>TH</sup> STREET**

DATE : SEPTEMBER 13, 2019

CITY OF NORTH VANCOUVER, BRITISH COLUMBIA

## PROJECT DIRECTORY

**OWNER**

**CRESSEY DEVELOPMENT GROUP**  
Suite 220-555 West 8th Avenue  
Vancouver, BC V5Z 1C6  
604.683.1256  
Contact:  
Julian Kendall

## ARCHITECT

**BINGHAM HILL ARCHITECTS**  
Suite 201-1444 Alberni Street  
Vancouver, BC V6G 2Z4  
604.688.8254  
Contact:  
Doug Nelson, Will Blair

## LANDSCAPE

**LANDSCAPE**  
**DURANTE KREUK LTD.**  
Suite 102-1637 West 5th Avenue  
Vancouver, BC V6J 1N5  
604.684.4611  
Contact:  
Jennifer Stamp

## CIVIL

**CIVIL  
WSP**  
Suite 300-65 Richmond Street  
New Westminster, BC V3L 5P5  
604.523.2529  
Contact:  
Brian Rooney

**CODE**

**THORSON MCCAULEY CERTIFIED PROFESSIONALS**  
769 Roslyn Blvd  
North Vancouver, BC V7G 1P4  
604.929.8520  
Contact:  
Barry Thorson

## TRAFFIC

**BUNT & ASSOCIATES ENGINEERING LTD.**  
Suite 1550-1050 W Pender St.  
Vancouver, BC V6E 3S7  
604.685.6427  
Contact:  
James Lao

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A1.07	PLANNING/DESIGN RATIONALE
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A5.04	SECTION B2

**CENTURY REDEVELOPMENT**  
250 EAST 15TH STREET  
CITY OF NORTH VANCOUVER, BRITISH COLUMBIA

[illegible]bingham+hill  
architects

201-1668 Alberni Street  
Vancouver, British Columbia  
Canada, V6G 2Z4

Tel: (604) 688 8234  
Fax: (604) 688 3323

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**TITLE PAGE**

ALL DIMENSIONS SHALL BE VERIFIED ON SITE		
PROJ. #	1204	DRAWING NUMBER
SCALE		
DRAWN		
CHECKED		

PROJECT INFO			
CIVIC ADDRESS		250 East 15th Street	
LEGAL DESCRIPTION		Lot 4-Block 32- District lot 549 Plan 11519	
CURRENT ZONING		RM-1 / RH-1	
PROPOSED REZONING	RENTAL	DA-1	
	PARK	PA	
EXISTING USE		RENTAL RESIDENTIAL (101 UNITS)	
PROPOSED USE	12 STOREY RENTAL RESIDENTIAL (BUILDING A)		
	12 STOREY RENTAL RESIDENTIAL (BUILDING B)		
	6 STOREY RENTAL RESIDENTIAL (BUILDING C)		
SITE INFO			

PROPERTY AREA			
	CURRENT AREA	81,471.91 sq ft	7,569.10 m2
	SITE AREA REDUCTION (VIA PARK)	24,600.62 sq ft	2,285.47 m2
	RESULTANT SITE AREA	56,871.29 sq ft	5,283.63 m2
SITE DIMENSIONS			
	NORTH	271.86 ft	82.86 m
	EAST	299.90 ft	91.41 m
	SOUTH	271.61 ft	82.79 m
	WEST	299.74 ft	91.36 m
AVERAGE GRADE			
	AT NORTH PROPERTY LINE	361.01 ft	110.04 m
	AT LANE MIDPOINT	356.41 ft	108.63 m

BUILDING HEIGHT		STOREYS	ALLOWED HEIGHT		PROPOSED (EXCLUDING ELEVATOR OVERRUN)	
(AVG BUILDING GRADE TO HIGHEST TOP OF BUILT STRUCTURE)			FEET	METERS	FEET	METERS
	BUILDING A	12	121.39 ft	37.0 m	110.26 ft	33.61 m
	BUILDING B	12	121.39 ft	37.0 m	110.26 ft	33.61 m
	BUILDING C	6	62.34 ft	19.0 m	53.51 ft	16.31 m

SETBACKS		ALLOWED/REQUIRED		PROPOSED	
		FEET	METERS	FEET	METERS
	SOUTH (EAST 15TH STREET) LOT LINE	20.0 ft	6.1 m	15.0 ft	4.57 m
	WEST (LANE) LOT LINE	20.0 ft	6.1 m	15.0 ft	4.57 m
	NORTH (EAST 16TH STREET ) LOT LINE	20.0 ft	6.1 m	10.0 ft	3.05 m
	EAST (ST. ANDREWS AVENUE) LOT LINE	20.0 ft	6.1 m	15.0 ft	4.57 m

SITE AREA (AS AGREED WITH CNV)		CURRENT SITE AREA	SITE AREA REDUCTION (VIA PARK)	NET SITE AREA
AREA	NORTH PORTION OF SITE	40,735.96 sq ft	24,600.62 sq ft	16135.34
	SOUTH PORTION OF SITE	40,735.96 sq ft	0	40,736.0
	TOTAL	81,471.92 sq ft		

DENSITY (AS AGREED WITH CNV)		BASE ALLOWABLE	BONUS	ALLOWABLE TOTAL	PROPOSED
FSR	NORTH PORTION OF SITE	1.60	1.00	2.60	1.20
	SOUTH PORTION OF SITE	2.30	1.00	3.30	4.70
	SITE AVERAGE			2.95	2.95

AREA	SOUTH PORTION OF SITE	BUILDING A	100,689.77 sq ft	
		BUILDING B	90,692.40 sq ft	
		TOTAL	191,382.17 sq ft	
	NORTH PORTION OF SITE	BUILDING C	48,952.80 sq ft	
		TOTAL	48,952.80 sq ft	

		ALLOWABLE	PROPOSED
NORTH PORTION OF SITE (BUILDING C)		105,913.50 sq ft 9,839.36 m2	48,952.8 sq ft 4,547.72 m2
SOUTH PORTION OF THE SITE (BUILDING A+B)		134,428.67 sq ft 12,488.42 m2	191,382.2 sq ft 17,779.4 m2
TOTAL		240,342.16 sq ft 22,327.79 m2	240,335.0 sq ft 22,327.119 m2

## PARKING

RESIDENTIAL UNIT SUMMARY (TO ESTABLISH MINIMUM REQUIRED PARKING)

FLOOR LEVEL	UNITS/FLR		
	BUILDING A	BUILDING B	BUILDING C
1	2	5	9
2	8	10	6
3	8	10	10
4	10	11	10
5	10	11	10
6	10	11	10
7	10	11	0
8	10	11	0
9	10	11	0
10	10	11	0
11	10	11	0
12	8	9	0
ROOF	-	0	0
TOTALS	106	122	55

283
-----

DISABILITY PARKING:

AS PER CITY OF NORTH VANCOUVER ZONING BYLAW (TABLE 9-4)  
(0.038 SPACES PER DWELLING UNIT)

TOTAL

BLDG	TOTAL UNITS		ALLOWABLE/ REQ'D	PROPOSED
A	106	0.038 SPACES PER DWELLING	4	4
B	122	0.038 SPACES PER DWELLING	5	5
C	55	0.038 SPACES PER DWELLING UNIT	2	2
TOTAL	283		11	11

VISITOR PARKING:

0.1 SPACE FOR EACH DWELLING UNIT  
(NORTH VANCOUVER ZONING BYLAW DIVISION IV 908.7.a)

BLDG	TOTAL UNITS		ALLOWABLE/ REQ'D	PROPOSED
A	106	0.1 SPACES PER DWELLING UNIT	11	11
B	122	0.1 SPACES PER DWELLING UNIT	12	11
C	55	0.1 SPACES PER DWELLING UNIT	6	6
TOTAL	283		28	28

PARKING TOTAL:

(NORTH VANCOUVER ZONING BYLAW DIVISION IV (FIGURE 9-3))

BLDG	TOTAL UNITS		ALLOWABLE/ REQ'D	PROPOSED (DISABILITY PARKING INCLUDED)	VISITOR	GRAND TOTAL
A	106	0.6 SPACES PER DWELLING UNIT	64	117	11	129
B	122	0.6 SPACES PER DWELLING UNIT	73	79	11	90
C	55	0.6 SPACES PER DWELLING UNIT	33	36	6	42
TOTAL	283		170	232	28	261

RENTAL (0.6 SPACES PER DWELLING UNIT)

NOTE\* VARIANCE REQUIRED FOR 15% ENTRY RAMP

BICYCLE PARKING

RESIDENTIAL (1.5 SPACES PER DWELLING UNIT)

BLDG	TOTAL UNITS		ALLOWABLE/ REQ'D	PROPOSED		
				VERTICAL	LOCKER	TOTAL
A	106	1.5 SPACES PER DWELLING UNIT	159	21	185	206
B	122	1.5 SPACES PER DWELLING UNIT	183	28	155	183
C	55	1.5 SPACES PER DWELLING UNIT	83	0	85	85
TOTAL	283		425	49	425	474
% OF TOTAL				10%	90%	100%

NOTES:

- CONSTRUCTION OF BICYCLE ROOMS TO BE IN ACCORDANCE WITH PART 10A OF THE CITY OF NORTH VANCOUVER "ZONING BY-LAW", 1995
- ONE ELECTRICAL RECEPTACLE PER FOUR BICYCLE SPACES TO BE PROVIDED FOR THE CHARGING OF ELECTRIC BICYCLES.

RESIDENTIAL SHORT TERM

6 SPACES PER 60 UNITS

BLDG	TOTAL UNITS		REQUIRED	PROPOSED
			6 SPACES PER 60 UNITS	
BUILDING A	106	6 SPACES PER 60 UNITS	11	12
BUILDING B	122	6 SPACES PER 60 UNITS	12	12
BUILDING C	55	6 SPACES PER 60 UNITS	6	6
TOTAL	283		28	30

# CENTURY REDEVELOPMENT

250 EAST 15TH STREET  
CITY OF NORTH VANCOUVER, BRITISH COLUMBIA

RE-SUBMITTED FOR DP  
SUBMITTED FOR DP  
PRE-APPLICATION REV.

NO. ISSUED / REVISED DATE

bingham+hill architects

301-1544 Alouette Street  
Vancouver, British Columbia  
Canada V6G 1Z4

Tel: (604) 686-8234  
Fax: (604) 686-1323  
www.binghamhill.ca

ISSUING ENGINEER: JESSE HARRIS, B.Sc.  
SCALE: 1/8"=1'-0"  
PRINTED UNDER THE SUPERVISION OF THE PROJECT

PROJECT INFORMATION

ALL DIMENSIONS SHALL BE VERIFIED ON SITE  
ARCH: J  
SCALE: 1/204  
DRAWING NUMBER: A1.01

AREA SUMMARY- BUILDING A									
FLOOR LEVEL	# OF STOREY	RESIDENTIAL	COMMON	SERVICE	AMENITY INDOOR	LOBBY EXCLUSION	STORAGE EXCLUSION	GROSS AREA (BUILDABLE)	TOTAL F.S.R. AREA
LEVEL 1	1	721.64 sq ft	1,935.01 sq ft	36.11 sq ft	3,301.64 sq ft	1,396.16 sq ft	4,447.04 sq ft	11,839.60 sq ft	2,656.65 sq ft
LEVEL 2	1	6,731.88 sq ft	1,076.28 sq ft	23.82 sq ft	1,447.85 sq ft	.00 sq ft	.00 sq ft	9,281.83 sq ft	7,809.96 sq ft
LEVEL 3	1	6,817.60 sq ft	1,076.28 sq ft	23.82 sq ft	1,442.00 sq ft	.00 sq ft	.00 sq ft	9,122.63 sq ft	7,696.21 sq ft
LEVEL 4	1	8,051.60 sq ft	1,073.20 sq ft	23.82 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	9,148.62 sq ft	9,124.70 sq ft
LEVEL 5	1	8,051.60 sq ft	1,073.20 sq ft	23.82 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	9,148.62 sq ft	9,124.70 sq ft
LEVEL 6	1	8,051.60 sq ft	1,073.20 sq ft	23.82 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	9,148.62 sq ft	9,124.70 sq ft
LEVEL 7	1	8,051.60 sq ft	1,073.20 sq ft	23.82 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	9,148.62 sq ft	9,124.70 sq ft
LEVEL 8	1	8,051.60 sq ft	1,073.20 sq ft	23.82 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	9,148.62 sq ft	9,124.70 sq ft
LEVEL 9	1	8,051.60 sq ft	1,073.20 sq ft	23.82 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	9,148.62 sq ft	9,124.70 sq ft
LEVEL 10	1	8,051.60 sq ft	1,073.20 sq ft	23.82 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	9,148.62 sq ft	9,124.70 sq ft
LEVEL 11	1	8,051.60 sq ft	1,073.20 sq ft	23.82 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	9,148.62 sq ft	9,124.70 sq ft
LEVEL 12	1	7,646.27 sq ft	919.45 sq ft	23.82 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	8,589.54 sq ft	8,565.72 sq ft
ROOF LEVEL	1	526.12 sq ft	437.51 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	963.63 sq ft	963.63 sq ft
TOTAL [sq ft]		<b>86,655.54 sq ft</b>	<b>14,034.13 sq ft</b>	<b>298.13 sq ft</b>	<b>6,151.49 sq ft</b>	<b>1,396.16 sq ft</b>	<b>4,447.04 sq ft</b>	<b>112,884.59 sq ft</b>	<b>100,689.77 sq ft</b>
TOTAL [m2]		<b>8,000.35 m2</b>	<b>1,303.77 m2</b>	<b>27.7 m2</b>	<b>571.47 m2</b>	<b>129.59 m2</b>	<b>413.13 m2</b>	<b>10,496.27 m2</b>	<b>9,354.86 m2</b>
% OF GROSS AREA		79.2%	12.4%	0.3%	5.4%	1.2%	3.9%	100.0%	93.1%
% OF F.S.R. AREA		86.1%	13.9%	0.3%	6.1%	1.4%	4.4%	112.2%	100.0%

AREA SUMMARY- BUILDING B									
FLOOR LEVEL	# OF STOREY	RESIDENTIAL	COMMON	SERVICE	AMENITY INDOOR	LOBBY EXCLUSION	STORAGE EXCLUSION	GROSS AREA (BUILDABLE)	TOTAL F.S.R. AREA
LEVEL 1	1	3,661.15 sq ft	1,108.62 sq ft	684.11 sq ft	.00 sq ft	1,396.76 sq ft	.00 sq ft	6,850.64 sq ft	4,769.77 sq ft
LEVEL 2	1	6,165.14 sq ft	998.10 sq ft	24.81 sq ft	2,760.23 sq ft	.00 sq ft	.00 sq ft	9,948.28 sq ft	7,163.24 sq ft
LEVEL 3	1	6,163.58 sq ft	997.04 sq ft	24.81 sq ft	900.53 sq ft	.00 sq ft	.00 sq ft	8,085.96 sq ft	7,160.62 sq ft
LEVEL 4	1	7,096.25 sq ft	971.18 sq ft	24.81 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	8,092.24 sq ft	8,067.43 sq ft
LEVEL 5	1	7,096.25 sq ft	971.18 sq ft	24.81 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	8,092.24 sq ft	8,067.43 sq ft
LEVEL 6	1	7,096.25 sq ft	971.18 sq ft	24.81 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	8,092.24 sq ft	8,067.43 sq ft
LEVEL 7	1	7,021.47 sq ft	1,022.32 sq ft	24.81 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	8,068.60 sq ft	8,043.79 sq ft
LEVEL 8	1	7,096.25 sq ft	971.18 sq ft	24.81 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	8,092.24 sq ft	8,067.43 sq ft
LEVEL 9	1	7,096.25 sq ft	971.18 sq ft	24.81 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	8,092.24 sq ft	8,067.43 sq ft
LEVEL 10	1	7,096.25 sq ft	971.18 sq ft	24.81 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	8,092.24 sq ft	8,067.43 sq ft
LEVEL 11	1	7,096.25 sq ft	971.18 sq ft	24.81 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	8,092.24 sq ft	8,067.43 sq ft
LEVEL 12	1	5,907.65 sq ft	1,065.29 sq ft	24.81 sq ft	278.35 sq ft	.00 sq ft	.00 sq ft	7,215.00 sq ft	6,912.64 sq ft
ROOF LEVEL	1	.00 sq ft	170.13 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	170.13 sq ft	170.13 sq ft
TOTAL [sq ft]		<b>79,592.64 sq ft</b>	<b>12,099.76 sq ft</b>	<b>957.02 sq ft</b>	<b>3,939.01 sq ft</b>	<b>1,396.76 sq ft</b>	<b>.00 sq ft</b>	<b>96,885.19 sq ft</b>	<b>90,692.40 sq ft</b>
TOTAL [m2]		<b>7,301.26 m2</b>	<b>1,124.07 m2</b>	<b>88.91 m2</b>	<b>365.93 m2</b>	<b>129.76 m2</b>	<b>.m2</b>	<b>9,009.92 m2</b>	<b>8,435.32 m2</b>
% OF GROSS AREA		81.0%	12.5%	1.0%	4.1%	1.4%	0.0%	100.0%	93.5%
% OF F.S.R. AREA		86.7%	13.3%	1.1%	4.3%	1.5%	0.0%	106.9%	100.0%

AREA SUMMARY- BUILDING C									
FLOOR LEVEL	# OF STOREY	RESIDENTIAL	COMMON	SERVICE	AMENITY INDOOR	LOBBY EXCLUSION	STORAGE EXCLUSION	GROSS AREA (BUILDABLE)	TOTAL F.S.R. AREA
LEVEL 1	1	6,614.37 sq ft	1,114.30 sq ft	26.13 sq ft	.00 sq ft	310.31 sq ft	.00 sq ft	8,065.11 sq ft	7,728.67 sq ft
LEVEL 2	1	7,242.74 sq ft	939.31 sq ft	26.13 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	8,208.18 sq ft	8,182.05 sq ft
LEVEL 3	1	7,244.71 sq ft	938.67 sq ft	26.13 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	8,207.51 sq ft	8,181.38 sq ft
LEVEL 4	1	7,244.71 sq ft	938.67 sq ft	26.13 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	8,207.51 sq ft	8,181.38 sq ft
LEVEL 5	1	7,244.71 sq ft	938.67 sq ft	26.13 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	8,207.51 sq ft	8,181.38 sq ft
LEVEL 6	1	7,244.71 sq ft	938.67 sq ft	26.13 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	8,207.51 sq ft	8,181.38 sq ft
ROOF LEVEL	1	.00 sq ft	316.56 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	.00 sq ft	316.56 sq ft	316.56 sq ft
TOTAL [sq ft]		<b>42,835.95 sq ft</b>	<b>6,116.85 sq ft</b>	<b>156.78 sq ft</b>	<b>724.75 sq ft</b>	<b>310.31 sq ft</b>	<b>.00 sq ft</b>	<b>50,144.84 sq ft</b>	<b>48,520.89 sq ft</b>
TOTAL [m2]		<b>3,979.46 m2</b>	<b>568.26 m2</b>	<b>14.56 m2</b>	<b>67.33 m2</b>	<b>28.93 m2</b>	<b>.m2</b>	<b>4,656.44 m2</b>	<b>4,547.72 m2</b>
% OF GROSS AREA		85.4%	12.2%	0.3%	1.4%	0.6%	0.0%	100.0%	97.6%
% OF F.S.R. AREA		87.5%	12.5%	0.3%	1.5%	0.6%	0.0%	102.4%	100.0%

AREA SUMMARY (PROJECT TOTAL)									
FLOOR LEVEL	# OF STOREY	RESIDENTIAL	COMMON	SERVICE	AMENITY INDOOR	LOBBY EXCLUSION	STORAGE EXCLUSION	GROSS AREA (BUILDABLE)	TOTAL F.S.R. AREA
LEVEL 1	1	10,997.2 sq ft	4,157.9 sq ft	746.4 sq ft	3,301.6 sq ft	3,196.2 sq ft	4,447.0 sq ft	26,750.4 sq ft	15,155.1 sq ft
LEVEL 2	1	20,139.6 sq ft	3,015.7 sq ft	74.8 sq ft	4,208.1 sq ft	.0 sq ft	.0 sq ft	27,438.1 sq ft	23,165.3 sq ft
LEVEL 3	1	20,026.2 sq ft	3,012.0 sq ft	74.8 sq ft	2,302.5 sq ft	.0 sq ft	.0 sq ft	25,415.5 sq ft	23,038.2 sq ft
LEVEL 4	1	22,392.5 sq ft	2,881.1 sq ft	74.8 sq ft	.0 sq ft	.0 sq ft	.0 sq ft	25,448.3 sq ft	25,373.5 sq ft
LEVEL 5	1	22,392.5 sq ft	2,881.1 sq ft	74.8 sq ft	.0 sq ft	.0 sq ft	.0 sq ft	25,448.3 sq ft	25,373.5 sq ft
LEVEL 6	1	22,392.5 sq ft	2,881.1 sq ft	74.8 sq ft	.0 sq ft	.0 sq ft	.0 sq ft	25,448.3 sq ft	25,373.5 sq ft
LEVEL 7	1	15,073.0 sq ft	2,412.1 sq ft	48.6 sq ft	724.8 sq ft	.0 sq ft	.0 sq ft	18,258.4 sq ft	17,485.1 sq ft
LEVEL 8	1	15,147.8 sq ft	2,044.4 sq ft	48.6 sq ft	.0 sq ft	.0 sq ft	.0 sq ft	17,240.8 sq ft	17,192.1 sq ft
LEVEL 9	1	15,147.8 sq ft	2,044.4 sq ft	48.6 sq ft	.0 sq ft	.0 sq ft	.0 sq ft	17,240.8 sq ft	17,192.1 sq ft
LEVEL 10	1	15,147.8 sq ft	2,044.4 sq ft	48.6 sq ft	.0 sq ft	.0 sq ft	.0 sq ft	17,240.8 sq ft	17,192.1 sq ft
LEVEL 11	1	15,147.8 sq ft	2,044.4 sq ft	48.6 sq ft	.0 sq ft	.0 sq ft	.0 sq ft	17,240.8 sq ft	17,192.1 sq ft
LEVEL 12	1	13,553.8 sq ft	1,924.7 sq ft	48.6 sq ft	278.3 sq ft	.0 sq ft	.0 sq ft	15,805.4 sq ft	15,476.6 sq ft
ROOF	1	526.1 sq ft	607.6 sq ft	.0 sq ft	.0 sq ft	.0 sq ft	.0 sq ft	1,133.8 sq ft	1,133.8 sq ft
TOTAL [sq ft]		<b>248,064.2 sq ft</b>	<b>32,350.9 sq ft</b>	<b>1,411.9 sq ft</b>	<b>10,919.3 sq ft</b>	<b>3,165.2 sq ft</b>	<b>4,447.0 sq ft</b>	<b>282,114.4 sq ft</b>	<b>245,395.0 sq ft</b>
TOTAL [m2]		<b>22,831.92 m2</b>	<b>2,998.11 m2</b>	<b>131.17 m2</b>	<b>1,004.74 m2</b>	<b>288.48 m2</b>	<b>413.13 m2</b>	<b>26,164.63 m2</b>	<b>22,827.15 m2</b>
% OF GROSS AREA		80.0%	12.4%	0.5%	4.2%	1.2%	1.7%	100.0%	98.3%
% OF F.S.R. AREA		86.6%	13.4%	0.6%	4.5%	1.3%	1.9%	108.2%	100.0%

NOTES:

\*\*MAXIMUM LOBBY EXCLUSION IS EITHER:

a) 1 FSR or

b) 10% OF TOTAL GROSS FLOOR AREA

\*\*MAXIMUM AMENITY EXCLUSION IS 5% OF GFA.

SUITE SUMMARY- BUILDING A									
WBA CALCULATIONS (sq ft)	# OF STOREY	FLOOR TO FLOOR HT.	STUDIO UNITS	1 BEDROOM UNITS	2 BEDROOM UNITS	3 BEDROOM UNITS	TH UNITS	TOTAL	
LEVEL 1	1	16.64 ft	2	0	0	0	0	2	
LEVEL 2	1	10.67 ft	0	5	2	1	6	8	
LEVEL 3	1	10.6 ft	0	5	0	3	8	8	
LEVEL 4	1	9.17 ft	0	6	0	4	10	10	
LEVEL 5	1	9.17 ft	0	6	0	4	10	10	
LEVEL 6	1	9.17 ft	0	6	0	4	10	10	
LEVEL 7	1	9.17 ft	0	6	0	4	10	10	
LEVEL 8	1	9.17 ft	0	6	0	4	10	10	
LEVEL 9	1	9.17 ft	0	6	0	4	10	10	
LEVEL 10	1	9.17 ft	0	6	0	4	10	10	
LEVEL 11	1	10.6 ft	0	6	0	4	10	10	
LEVEL 12	1	9.25 ft	0	8	0	8	0	8	
ROOF LEVEL	1	-	0	0	0	0	0	0	
SUB-TOTAL A			2	58	10	36	0	106	
%			2%	55%	9%	34%	0%	100%	
TOTAL GROSS AREA (sq ft)			0.00	0.00	0.00	0.00	0.00	0.00	
AVG. (sq ft)			0.00	0.00	0.00	0.00	0.00	0.00	

SUITE SUMMARY- BUILDING B									
WBA CALCULATIONS (sq ft)	# OF STOREY	FLOOR TO FLOOR HT.	STUDIO UNITS	1 BEDROOM UNITS	2 BEDROOM UNITS	3 BEDROOM UNITS	TH UNITS	TOTAL	
LEVEL 1	1	16.64 ft	0	3	1	1	0	5	
LEVEL 2	1	10.67 ft	3	5	1	1	0	10	
LEVEL 3	1	10.6 ft	3	5	1	1	0	10	
LEVEL 4	1	9.17 ft	3	5	2	1	0	11	
LEVEL 5	1	9.17 ft	3	5	2	1	0	11	
LEVEL 6	1	9.17 ft	3	5	2	1	0	11	
LEVEL 7	1	9.17 ft	3	5	2	1	0	11	
LEVEL 8	1	9.17 ft	3	5	2	1	0	11	
LEVEL 9	1	9.17 ft	3	5	2	1	0	11	
LEVEL 10	1	9.17 ft	3	5	2	1	0	11	
LEVEL 11	1	10.6 ft	3	5	2	1	0	11	
LEVEL 12	1	9.25 ft	2	4	3	0	0	9	
ROOF LEVEL	1	-	0	0	0	0	0	0	
SUB-TOTAL B			32	57	22	11	0	122	
%			26%	47%	18%	9%	0%	100%	
TOTAL GROSS AREA (sq ft)			0.00	0.00	0.00	0.00	0.00	0.00	
AVG. (sq ft)			0.00	0.00	0.00	0.00	0.00	0.00	

SUITE SUMMARY- BUILDING C									
WBA CALCULATIONS (sq ft)									
FLOOR LEVEL	STORY	FLOOR TO FLOOR HT.	STUDIO UNITS	1 BEDROOM UNITS	2 BEDROOM UNITS	3 BEDROOM UNITS	TH UNITS	TOTAL	
LEVEL 1	1	11.09 ft	0	2	2	1	4	9	
LEVEL 2	1	9.5 ft	0	3	2	1	0	6	
LEVEL 3	1	9.5 ft	0	7	2	1	0	10	
LEVEL 4	1	9.5 ft	0	7	2	1	0	10	
LEVEL 5	1	9.5 ft	0	7	2	1	0	10	
LEVEL 6	1	9.5 ft	0	7	2	1	0	10	
ROOF LEVEL	1	-	0	0	0	0	0	0	
SUB-TOTAL C			0	33	12	6	4	55	
%			0%	60%	22%	11%	7%	100%	
TOTAL (GROSS AREA (sqft))									0.00
Avg. (sqft)									

The proposed development is located on a sloping site along St.Andrew's Avenue between East 15th + 16th Street.

Two 4-storey aging rental buildings currently occupy the site providing 101 rental units in total. The site is immediately adjacent Lions Gate Hospital and three block east of Lonsdale Avenue. Access to public transit is available along 15th Avenue and Lonsdale Avenue. The neighbourhood consists of two storey single family homes a mix of market and rental residential development.

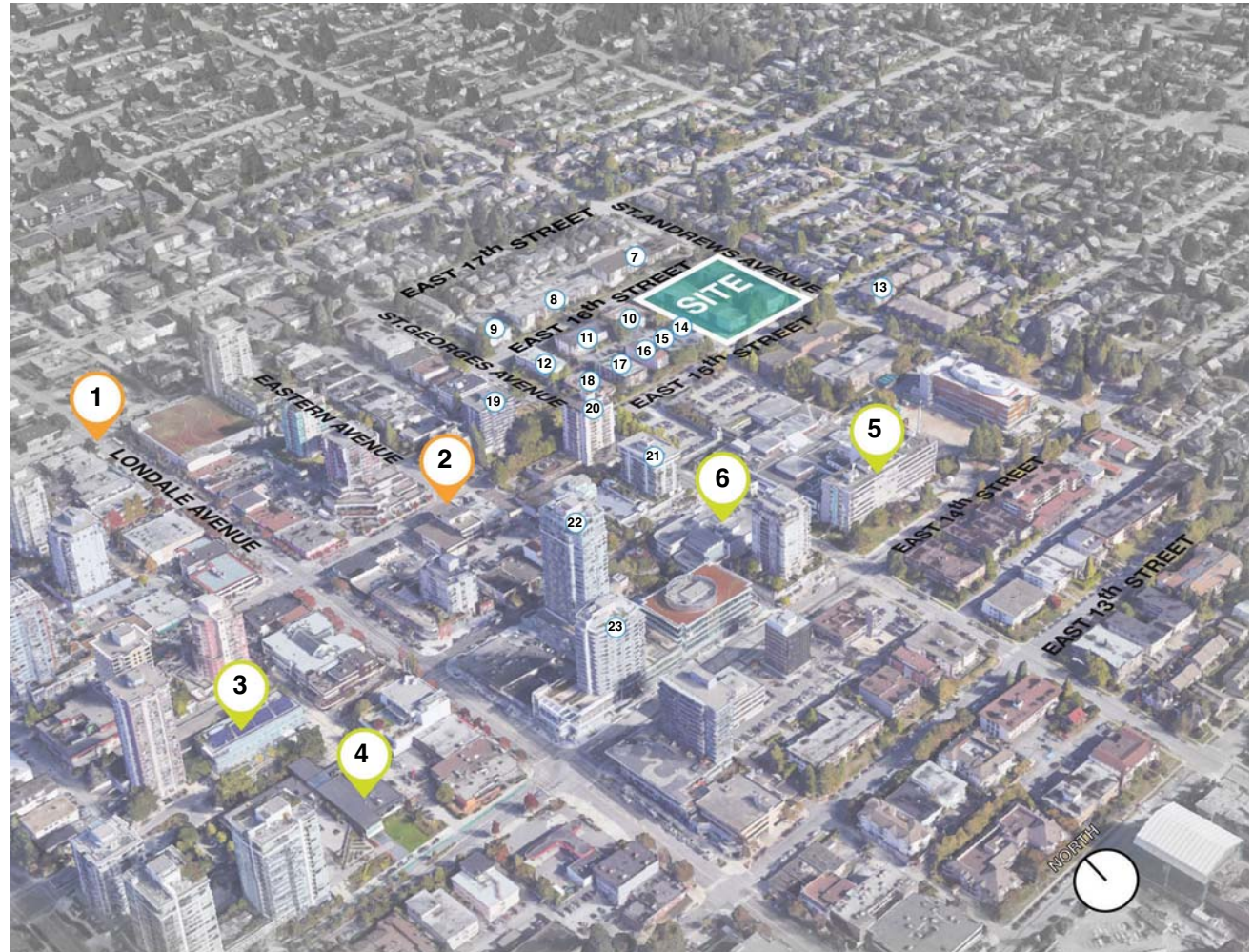
Located nearby the site are shops along Lonsdale, several banks, North Vancouver City Hall, Lions Gate Hospital and the North Vancouver Public Library.

1 Lonsdale Avenue  
2 15th Avenue

- 3 City of North Vancouver Public Library
- 4 City of North Vancouver City Hall
- 5 Lions Gate Hospital
- 6 RCMP office

- 7** 260 East 16th Street (4 Storeys)
- 8** 230 East 16th Street (4 Storeys)
- 9** 1612 St. Georges Avenue (4 Storeys)
- 10** 235 East 16th Street (3 Storeys)
- 11** 215 East 16th Street (4 Storey)
- 12** 1540 St. Georges Avenue (4 Storeys)
- 13** 1480 St. Andrews Avenue (4 Storeys)
- 14** 236 East 15th Street (2 Storeys)
- 15** 228 East 15th Street (3 Storeys)
- 16** 226 East 15th Street (3 Storeys)
- 17** 214 East 15th Street (3 Storeys)
- 18** 206 East 15th Street (3 Storeys)
- 19** 150 East 15th Street (10 Storeys)
- 20** 1441 St. Georges Avenue (23 Storeys\*)
- 21** 1415 St. Georges Avenue (11 Storeys)
- 22** 1308 Lonsdale Avenue (26 Storeys)
- 23** 1308 Lonsdale Avenue (18 Storeys)

\*Future Development



RE-SUBMITTED FOR DP	SEPT 1 2019
SUBMITTED FOR DP	NOV 29 2018
PRE-APPLICATION REV.	MAY 09 2018

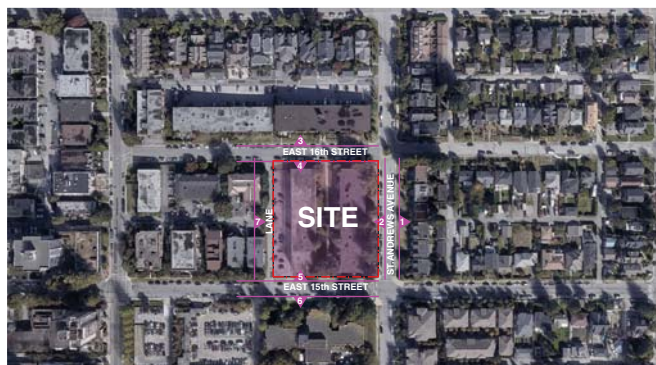
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## SITE CONTEXT

ROJ. #	1204	DRAWING NUMBER  <b>A1.04</b>
DATE		
RAIN		
CHECKED		





## CENTURY REDEVELOPMENT

250 EAST 15TH STREET  
CITY OF NORTHVANCOUVER BRITISH COLUMBIA

[illegible]

	RE-SUBMITTED FOR DP	SEPT 201
	SUBMITTED FOR DP	NOV 201
	PRE-APPLICATION REV.	MAY 201

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architect

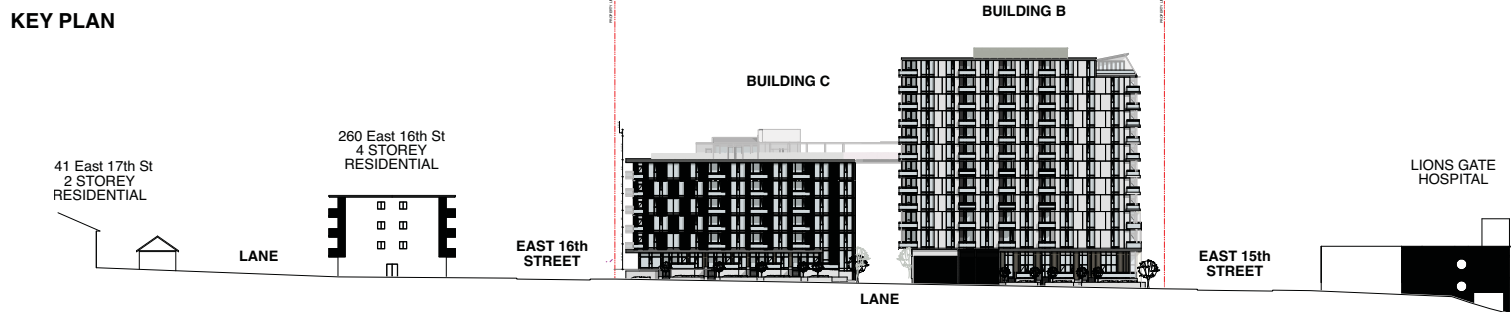
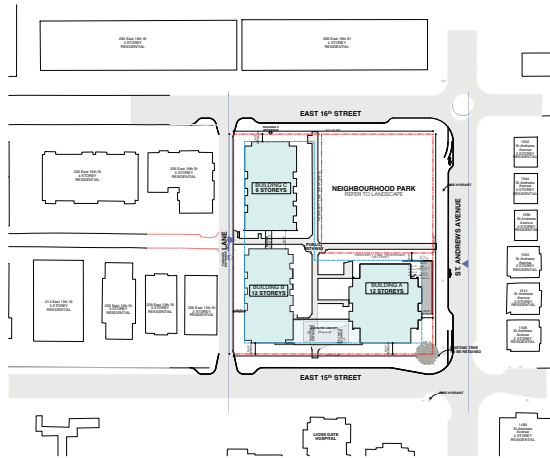
201-1444 Alberni Street  
Vancouver, British Columbia  
Canada, V6G 2Z4  
Tel: (604) 686 8254  
Fax: (604) 686 3323  
email: general@bharch.ca

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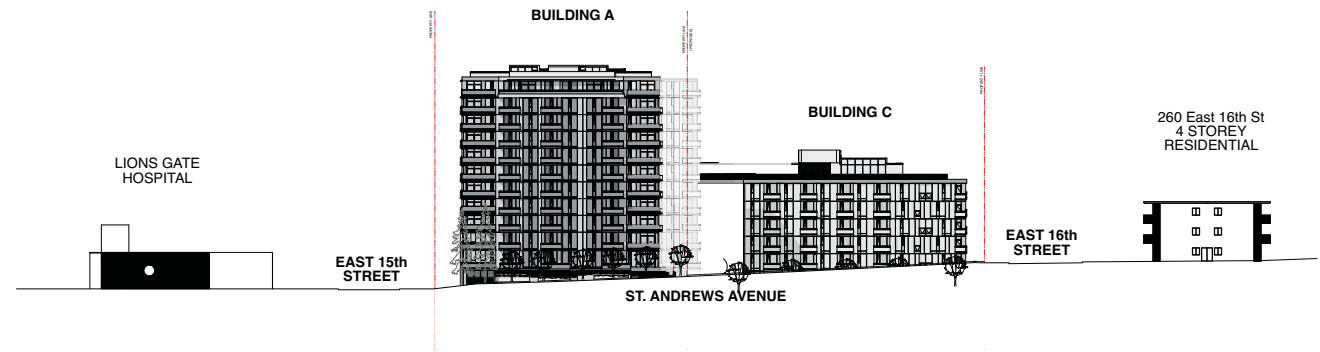
## STREETSCAPE

ALL DIMENSIONS SHALL BE VERIFIED ON SITE		DRAWING NUMBER <b>A1.06</b>
PROJ. #	1204	
SCALE		
DRAWN		
CHECKED		





**STREETSCAPE ELEVATIONS- LANE**  
SCALE 1/32" = 1'-0"



**STREETSCAPE ELEVATIONS- ST.ANDREWS AVENUE**  
SCALE 1/32" = 1'-0"

# CENTURY REDEVELOPMENT

250 EAST 15TH STREET  
CITY OF NORTH VANCOUVER, BRITISH COLUMBIA

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SITE SECTIONS		
ALL DIMENSIONS SHALL BE VERIFIED ON SITE		
PROJECT	1204	DRAWING NUMBER
SCALE		
DATE		
DESIGNED		
CHECKED		
A1.10		

East 16th Street

East 15th Street

East 16th Street

**CENTURY REDEVELOPMENT**  
250 EAST 15TH STREET  
CITY OF NORTH VANCOUVER, BRITISH COLUMBIA

[illegible]

	RE-SUBMITTED FOR DP	SEPT 2015
	SUBMITTED FOR DP	NOV 2016
	PRE-APPLICATION REV.	MAY 2016

bingham+hil  
architects

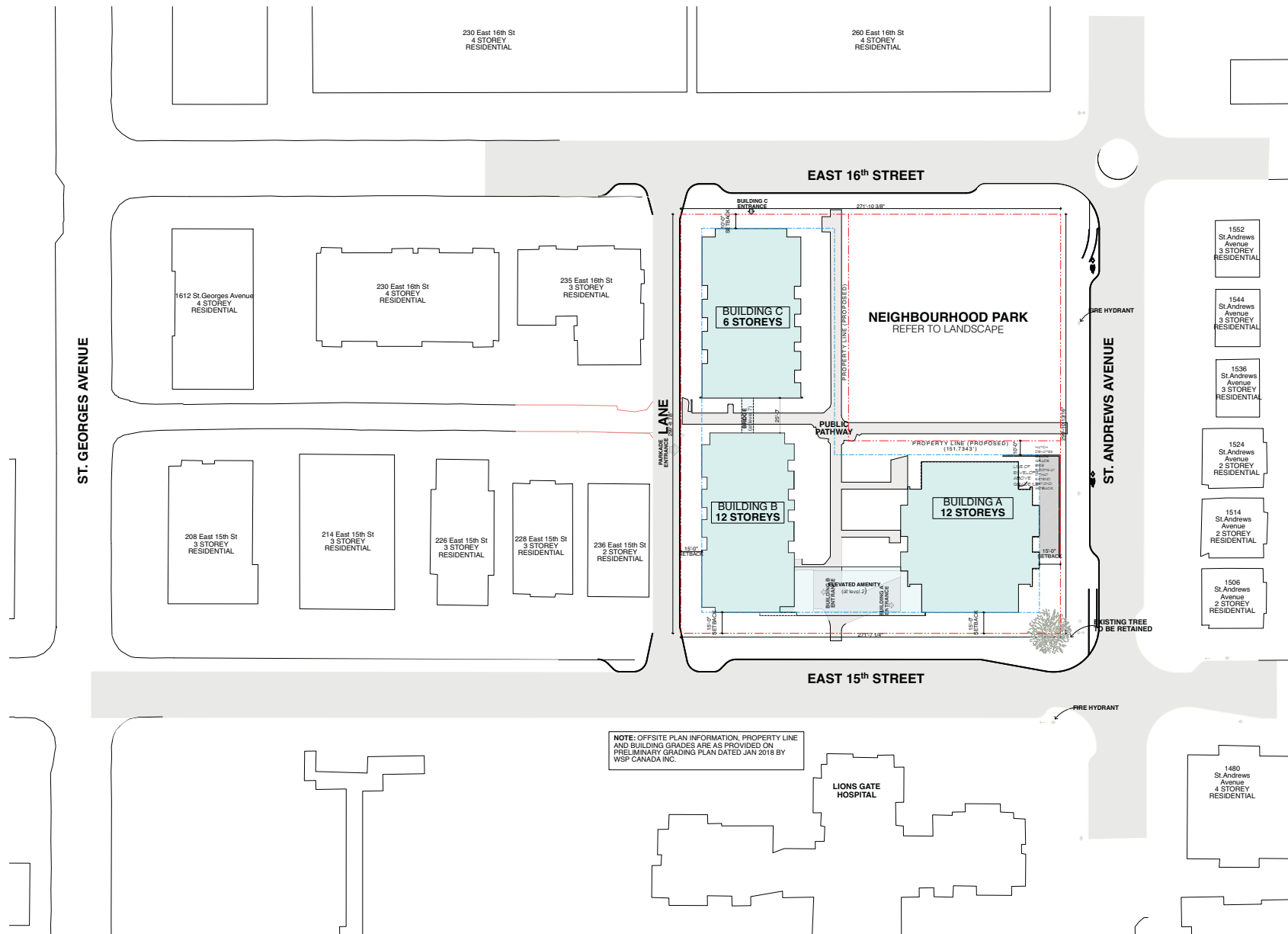
201-1444 Alberni Street  
Vancouver, British Columbia  
Canada, V6G 2Z4  
Tel: (604) 686 8324  
Fax: (604) 686 3323  
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## SHADOW ANALYSIS

ALL DIMENSIONS SHALL BE VERIFIED ON SITE

PROJ. #	1204	DRAWING NUMBER  <b>A1.11</b>
SCALE		
DRAWN		
CHECKED		



**CONTEXT PLAN**  
SCALE 1/32" = 1'-0"



**CENTURY REDEVELOPMENT**  
250 EAST 15TH STREET  
CITY OF NORTH VANCOUVER, BRITISH COLUMBIA

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AND THE INFORMATION PROVIDED BY THE DEVELOPER



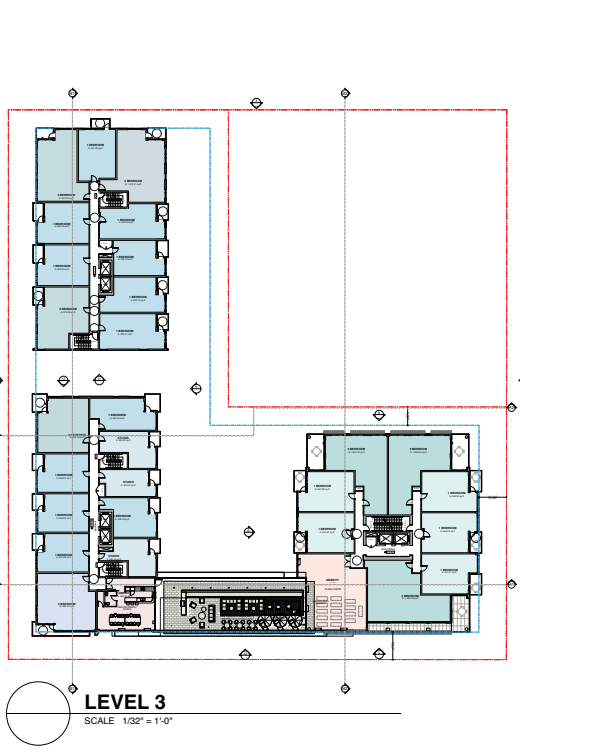
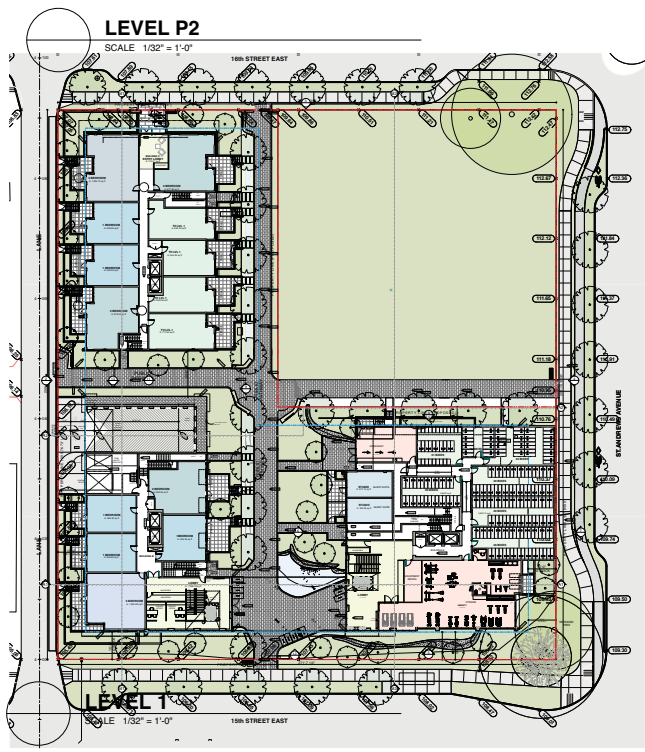
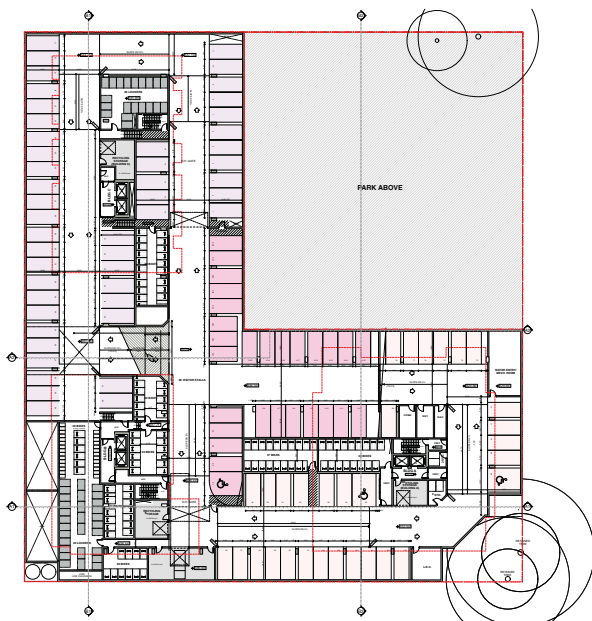
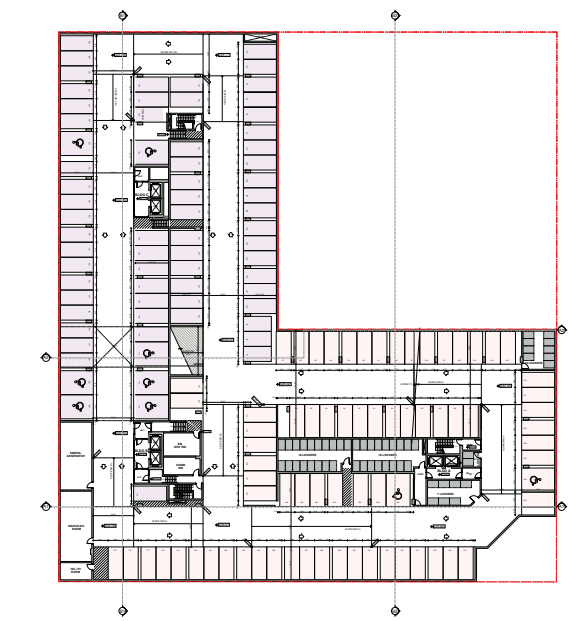
**CONTEXT PLAN**

ALL DIMENSIONS SHALL BE VERIFIED ON SITE		
PROJ. #	1204	DRAWING NUMBER
SCALE		<b>A2.01</b>
DRAWN		
DATE		

**A2.01**





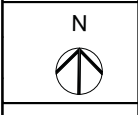


# CENTURY REDEVELOPMENT

250 EAST 15TH STREET  
CITY OF NORTH VANCOUVER, BRITISH COLUMBIA

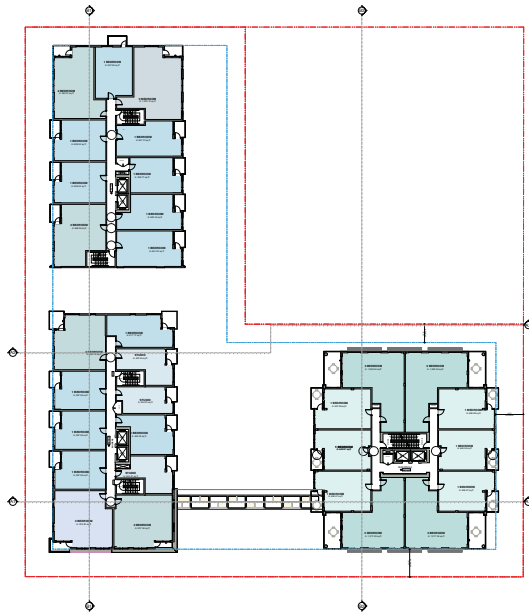
RE-SUBMITTED FOR DP	REPT 15
SUBMITTED FOR DP	NOV 20
PRE-APPLICATION REV.	NOV 20
ISSUED / REVISIONS	DATE

**bingham+hill**  
architects  
3211 158A Avenue Street  
Vancouver, British Columbia  
Canada V6K 2A4  
Tel: (604) 684 8234  
Fax: (604) 684 1323  
Email: info@binghamhill.ca  
LICENSED ARCHITECTS, B.C. REGISTRATION NO. 12345  
REGISTERED CONSULTANTS OF THE ARCHITECTS

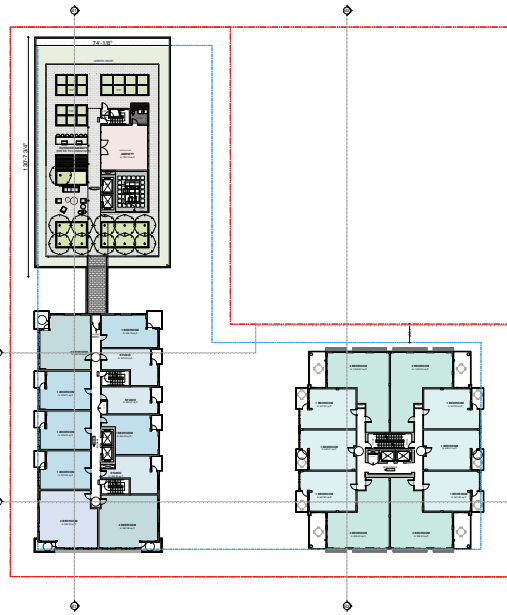


## OVERALL PLANS

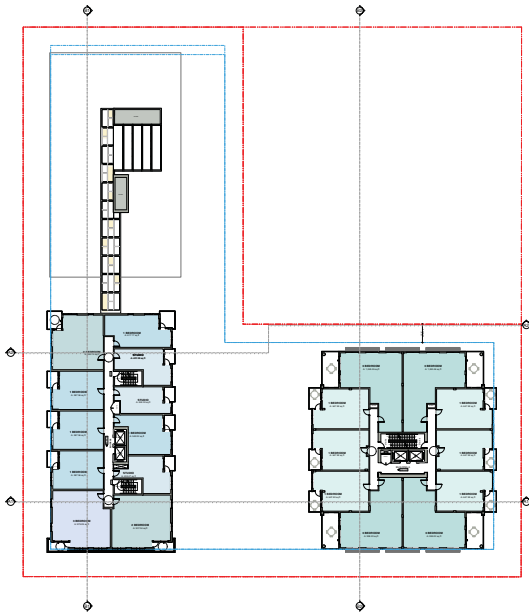
ALL DIMENSIONS SHALL BE VERIFIED ON SITE		
PROJECT	SCALE	DRAWING NUMBER
1204	1/32" = 1'-0"	A2.03



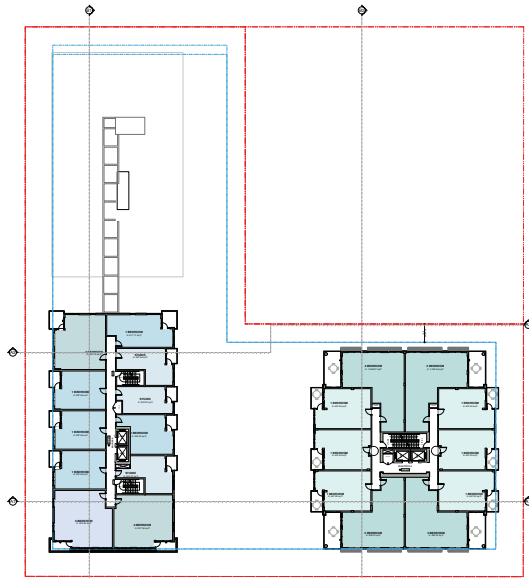
**LEVEL 4 - 6**  
SCALE 1/32" = 1'-0"



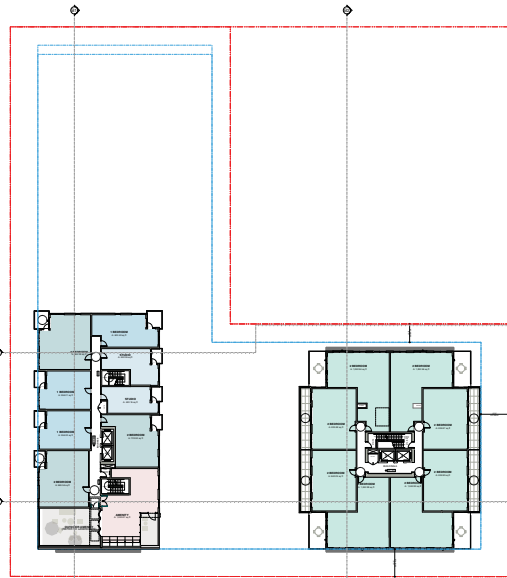
**LEVEL 7**  
SCALE 1/32" = 1'-0"



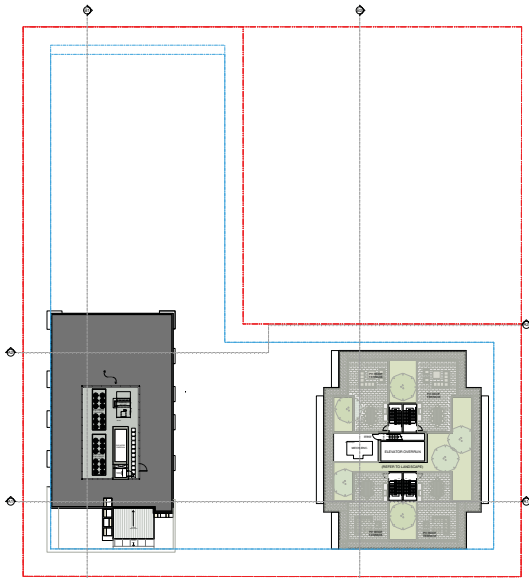
**LEVEL 8**  
SCALE 1/32" = 1'-0"



**LEVEL 9 - 11**  
SCALE 1/32" = 1'-0"



**LEVEL 12**  
SCALE 1/32" = 1'-0"



**ROOF (BLDG B+A)**  
SCALE 1/32" = 1'-0"

# CENTURY REDEVELOPMENT

250 EAST 15TH STREET  
CITY OF NORTH VANCOUVER, BRITISH COLUMBIA

RE-SUBMITTED FOR DP	SEP 13 2019
SUBMITTED FOR DP	NOV 29 2018
PRE-APPLICATION REV.	MAY 09 2018
ISSUED / REVISIONS	DATE

**bingham+hill**  
architects

321-1555 Alberni Street  
Vancouver, British Columbia  
Canada, V6B 2Z4  
Tel: (604) 684-8234  
Fax: (604) 684-1223  
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DESIGNED BY BINGHAM + HILL  
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REVIEWED BY BINGHAM + HILL  
DATE OF ISSUE: 10/10/2019



OVERALL PLANS

DIMENSIONS SHALL BE VERIFIED ON SITE	
1204	DRAWING NUMBER
	<b>A2.04</b>

**A2.04**



# CENTURY REDEVELOPMENT

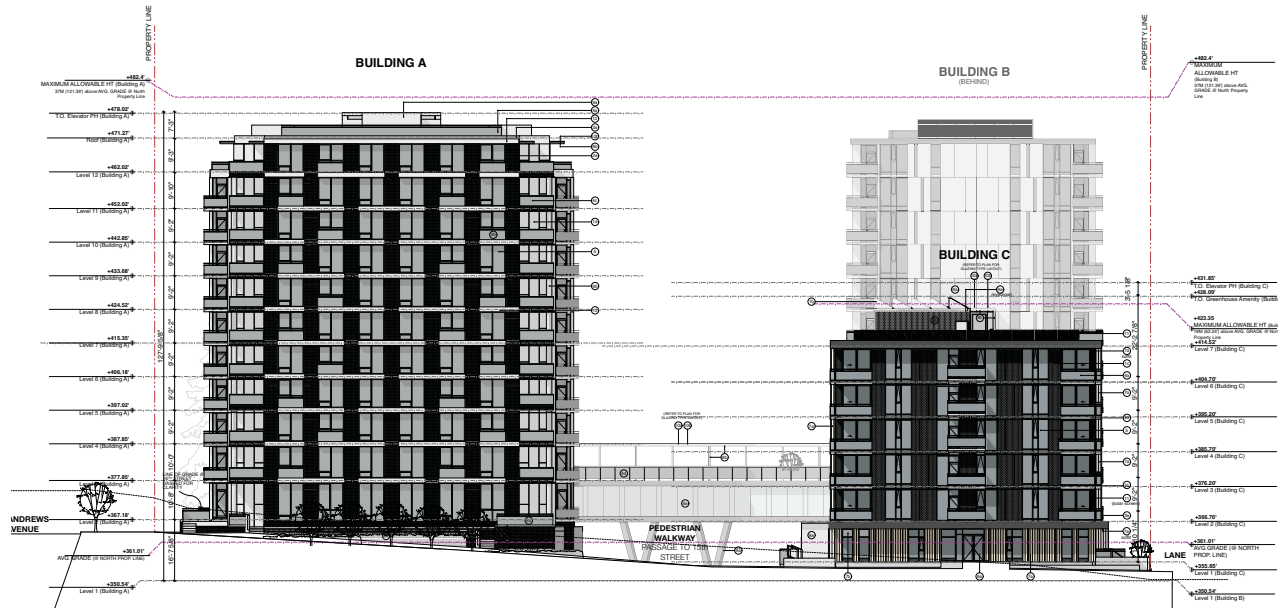
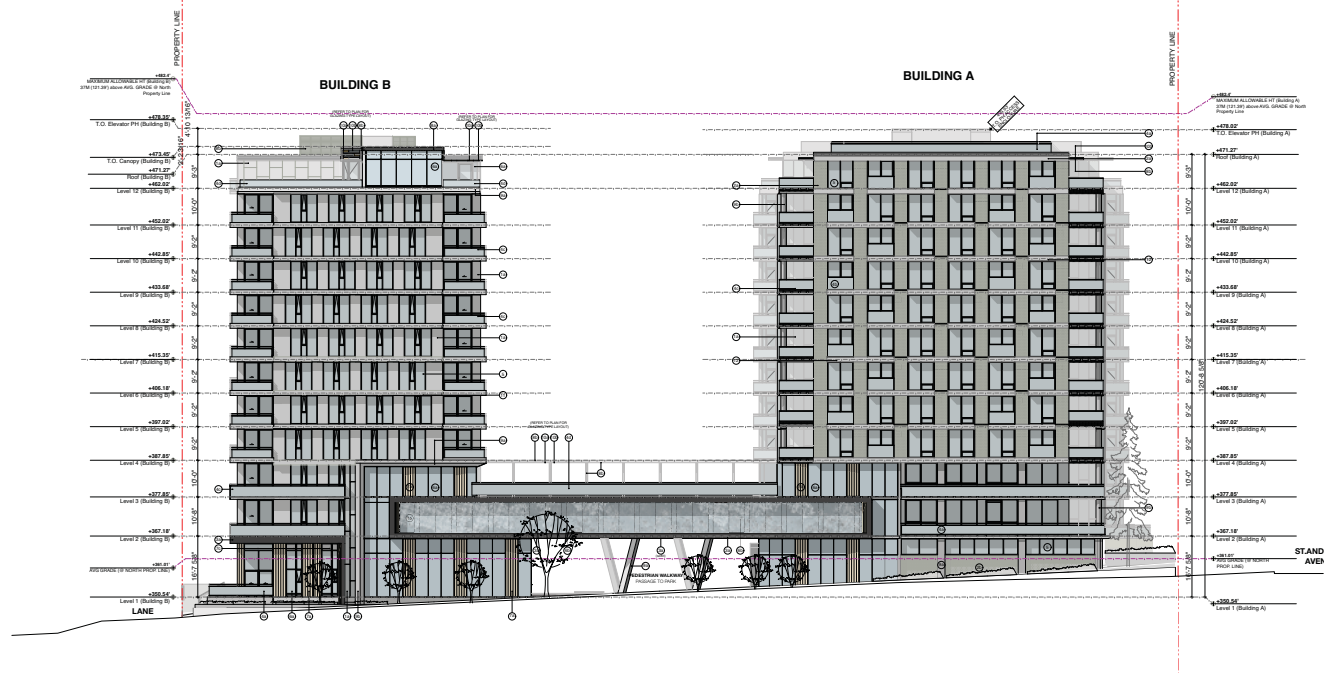
250 EAST 15TH STREET  
CITY OF NORTH VANCOUVER, BRITISH COLUMBIA

RE-SUBMITTED FOR DP	SEPT 13 2019
SUBMITTED FOR DP	NOV 29 2018
PRE-APPLICATION REV.	MAY 09 2018
ISSUED / REVISIONS	DATE
Bingham+hill architects	
1844 Alberni Street Vancouver, British Columbia Canada V6G 2Z4	
(604) 683 8214 (604) 683 3323 info@binghamhillarch.ca	
VISIT: VISIT.BINGHAMHILLARCHITECTS.COM	

DESIGNED BY BINGHAM+HILL ARCHITECTS  
FOR THE CENTURY DEVELOPMENT  
IN THE CONTEXT OF THE PROJECT

SOUTH AND NORTH ELEVATION (OVERALL)

PROJECT	1204	DRAWING NUMBER
SCALE		
DATE		
DESIGNED		A.4.01



## SOUTH ELEVATION (OVERALL)

SCALE 1/16" = 1'-0"

MATERIAL KEY ON INDIVIDUAL  
BUILDING ELEVATION SHEETS

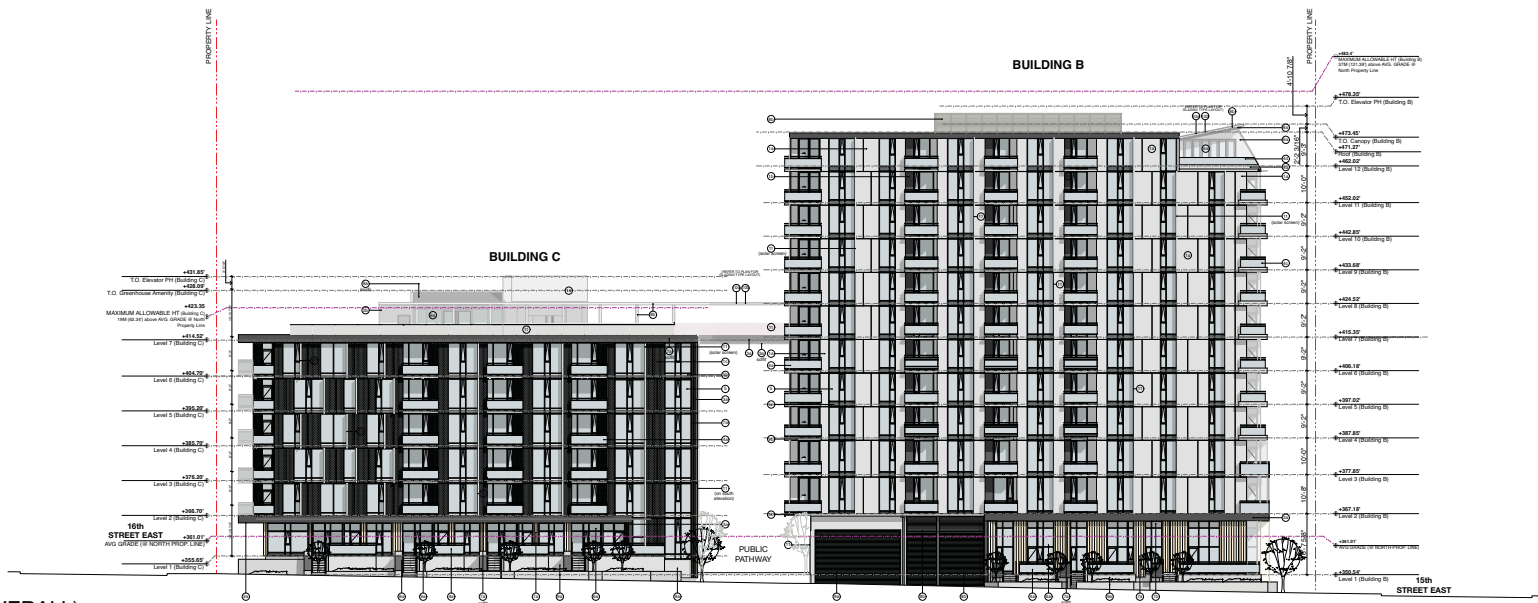
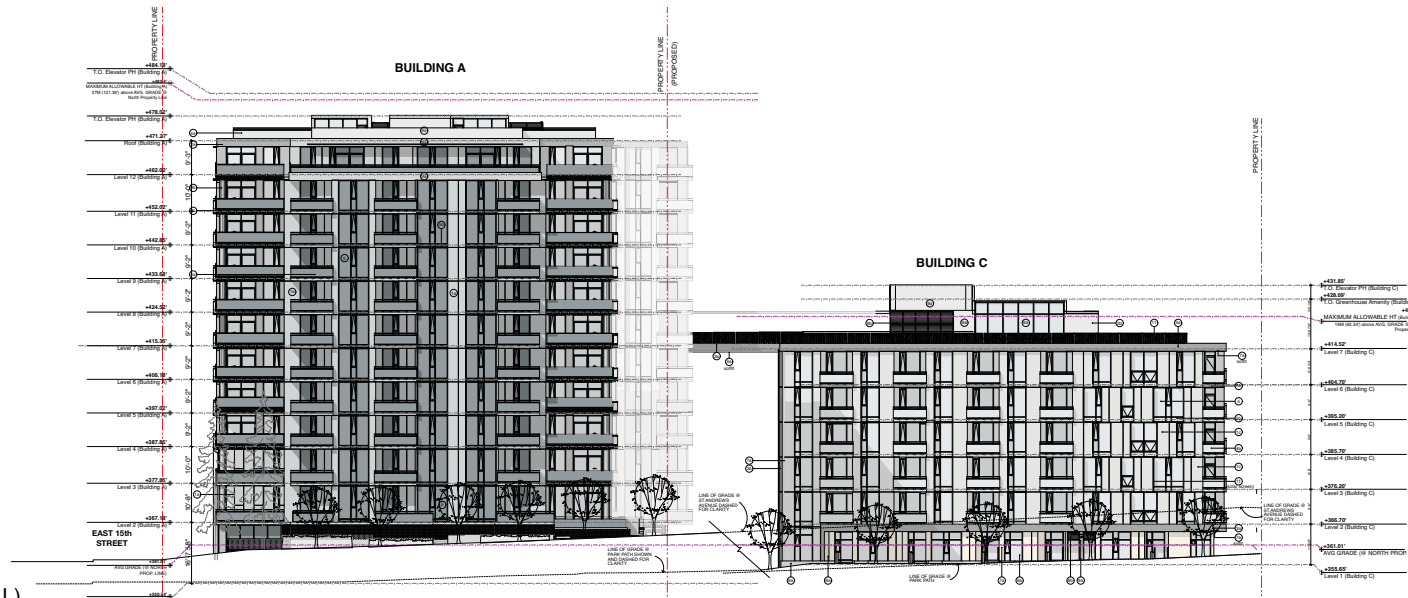
## NORTH ELEVATION (OVERALL)

SCALE 1/16" = 1'-0"

NOTE:  
GRADE ADJUSTED FOR CLARITY  
MATERIAL KEY ON INDIVIDUAL  
BUILDING ELEVATION SHEETS

# CENTURY REDEVELOPMENT

250 EAST 15TH STREET  
CITY OF NORTH VANCOUVER, BRITISH COLUMBIA



RE-SUBMITTED FOR DP  
SUBMITTED FOR DP  
PRE-APPLICATION REV.

NO. ISSUED / REVISED DATE

bingham+hill  
architects

321-1555 Algonquin Street  
Vancouver, British Columbia  
Canada V6B 2A4

Tel: (604) 684-8234  
Fax: (604) 684-1223  
www.binghamhill.ca

DESIGNED BY: BINGHAM+HILL  
DRAWN BY: BINGHAM+HILL  
CHECKED BY: BINGHAM+HILL

WEST AND EAST  
ELEVATION  
(OVERALL)

ALL DIMENSIONS SHALL BE VERIFIED ON SITE  
PROJECT # 1204 DRAWING NUMBER  
SCALE A4.02

Plant List

key	qty.	Botanical Name	Common Name	Size and Spacing
Trees				
AC	12	Acer circinatum	Vine Maple	B&B, 5cm caliper
AG	10	Acer s. 'Scarlet Sentinel'	Scarlet Sentinel Maple	B&B, 7cm caliper, 1.8m ht. Std.
CS	24	Cornus 'Starlight'	Starlight Dogwood	B&B, 6cm caliper, 1.2m ht. Std.
HK	4	Hamamelis l. x 'Arnold's Promise'	Chinese Witch Hazel	2.5m ht. Multistem specimens
MV	2	Magnolia virginiana	Sweetbay	B&B, 5cm caliper, tree form
MX	10	Malus x combo	Multi Variety Apple Tree	3m ht.
PG	1	Punica granatum	Pomegranate	B&B, 5cm caliper, tree form
ST1	7	Street Tree 1	16th Ave - TBD	B&B, 7cm caliper, 1.8m ht. Std.
ST2	7	Street Tree 2	St. Andrews - TBD	B&B, 7cm caliper, 1.8m ht. Std.
ST3	5	Street Tree 3	15th Ave - TBD	B&B, 7cm caliper, 1.8m ht. Std.
SJ	4	Styrax japonicus	Japanese Snowbell	B&B, 7cm caliper, 1.8m ht. Std.
Shrubs				
A	299	Azalea 'Gumpo White'	Dwarf Azalea	#3 pot
Aj	37	Azalea jap. 'White'	Japanese Azalea	#5 pot
CL	69	Choisya ternata *	Mexican Orange	#7 pot
OK	129	Cornus s. 'Kelsey'	Dwarf Redstem Dogwood	#3 pot
DK	3	Deutzia x kalmifolia	Kalmia Flowered Deutzia	#5 pot
Hq	60	Hydrangea querc. 'Munchkin'	Dwarf Oakleaf Hydrangea	#5 pot
Lp	70	Lonicera pileata	Boulevard Honeysuckle	#5 pot
Lc	11	Loropetalum c. 'Shiro Kiyaku'	Chinese Fringe Flower	#10 pot
Nd	96	Nandina d. 'Firepower'	Heavenly Bamboo	#3 pot
Ma	8	Mahonia x 'Charity'	Charity Mahonia	#10 pot
mh	90	Mahonia nervosa	Oregon Grape	#2 pot
PI	66	Potentilla f. 'Abbotswood'	White Shrubby Cinquefoil	#3 pot
Pg	69	Potentilla f. 'Goldfinger'	Yellow Shrubby Cinquefoil	#3 pot
Rd	166	Rhododendron 'Dora Amatei'	Dwarf White Rhododendron	#10 pot
Rx	22	Rosa 'JP Connell'	Dwarf Yellow Rose	#3 pot
Rr	21	Rosa rugosa 'White'	White Rugosa Rose	#10 pot
Sh	114	Sarcococca humilis	Sweet Himehyan Box	#3 pot
Sb	150	Spiraea betulifolia	Bitchleaf Spirea	#3 pot
Sx	35	Symphoricarpos x 'Chenault'	Coralberry	#3 pot
T	518	Taxus media 'Hilli'	Hill's Yew	1.2m ht. B&B
Vx	150	Vaccinium x 'Northland'	Dwarf Blueberry	#5 pot
Vines				
-	2	Clematis carmanii 'Early Sensation'	Evergreen Clematis	#2 pot, staked
VI	3	Clematis montana 'Rubra'	American Clematis	#2 pot, staked
-	4	Parthenocissus tricuspidata	Boston Ivy	#2 pot, staked
Groundcovers, Perennials, Grasses and Ferns				
a	86	Arenaria montana	Sandwort	#1 pot
r	230	Armeria maritima	Sea Pink	#1 pot
s	174	Asarum splendens	Wild Ginger	#1 pot
e	132	Epidemum x walterense	Barnswort	#1 pot
c	418	Carex 'Everest'	Everest Sedge	#1 pot
f	265	Fragaria - evebearing *	Strawberry	#1 pot
g	365	Gaultheria shallon	Salal	#1 pot
hm	113	Hakonechloa m. 'Albostriata'	Japanese Forest Grass	#2 pot
hx	21	Hosta 'Krossa Regal'	Plantain Lily	#2 pot
h	29	Hypericum clycium	St. John's Wort	#1 pot
i	315	Betis sempervirens	Evergreen Candytuft	#1 pot
i	195	Leucanthemum x s. 'Becky'	Shasta Daisy	#1 pot
ml	114	Miscanthus 'Little Kitten'	Litten Kitten Maiden Grass	#2 pot
ms	45	Miscanthus s. 'Morning Light'	Maiden Grass	#2 pot
p	207	Pachyandra terminalis	Japanese Spurge	#1 pot
ph	59	Pennisetum a. 'Hamel'	Fountain Grass	#1 pot
Pm	233	Polystichum munitum	Western Sword Fern	#2 pot
Urban Agriculture Temporary Planting				
40	Fragaria - evebearing *	Strawberry	#1 pot	
40	Rubus idaeus 'Chilcote'	Raspberry	#3 pot	
40	Vaccinium 'Northland'	Dwarf Blueberry	#3 pot	
Rain Garden Planting				
250	Carex obnupta	Slough Sedge	#1 pot	
250	Carex rostrata	Beaked Sedge	#1 pot	
250	Cornus s. 'Kelsey'	Dwarf Redstem Dogwood	#2 pot	
250	Cornus canadensis	Bunchberry	#1 pot	
250	Fragaria chiloensis	Coastal Strawberry	#1 pot	
250	Iris setosa	Wild Flag Iris	#1 pot	
250	Iris unguicularis	Algerian Winter Iris	#1 pot	
250	Juncus effusus	Common Rush	#1 pot	

General Planting Notes:

- All work shall meet or exceed the requirements as outlined in the Current Edition of the B.C. Landscape Standard.
- Plant sizes and related container classes are specified according to the B.C. Landscape Standard Current Edition. For container classes #3 and smaller, plant sizes shall be as shown in the plant list and the Standard; for all other plants, both plant size and container class shall be as shown in the plant list. Specifically, when the plant list call for #3 class containers these shall be as defined in the BCNTA (ANSI) Standard.
- Sod is to be sand based turf and mesh free. No substitutes.
- All soft landscape area are to be irrigated using a high efficiency drip system, complete with rain sensor. All work to IABC standards.
- Attach vines to trellis posts using non-chafing garden ties.
- All plants with an asterisk (\*) are bird friendly species.

Landscape Bird Friendly Strategy

There are several landscape measures to ensure the proposed development is Bird Friendly. The existing retained street trees along St. Andrews Avenue will provide canopy cover and mature habitat. Additionally in the street tree planting in the City boulevard on St. Andrew Avenue, East 15th and East 16th Street, will provide more habitat opportunities and also continue to provide a continuous forest canopy for birds.

The proposed landscape planting incorporates canopy/habitat stratification with tree and shrub planting, utilizes plants that attract birds and insects, and includes native and non-native/non-invasive plants.

The proposed area of exterior green space for the building increases the existing green coverage on the site. The planting is distributed over four levels of the building with different exposures.

Legend

**Furniture + Structures:**

- Custom Ipa Bench
- 1060mm/42" Int. Metal Fence + Gate
- Metal Bike Rack - Bolo Rack by Landscape Forms
- CNV Comment B1 - Bike Rack Spec.

**Walls + Stairs:**

- C.I.P. Concrete Planter Wall
- Brick Clad Concrete Planter Wall
- Rock Clad Concrete Wall
- Entry Sign or Address Pier
- C.I.P. Concrete Stairs

**Surfaces:**

- Broom Finished Saw Cut Concrete
- 400/24" sq. Concrete Paving Slabs
- Stacked Bond, Natural Grey
- Feature Paving at Building C Entry to match lobby flooring colour/pattern
- Unit Concrete Pavers at Public Walkways
- 4 x 8" Staggered Running Bond, Natural Grey
- River Rock Ballast
- Precast Concrete Step Stones
- Broom Finished, 1.75" x 4" x 4"
- Large Format Bluestone Pavers

**Existing Trees:**

Existing Tree to be protected and retained - refer to Tree Plan

**Lighting:**

- Wall Mounted Sconce Light
- Soffit Light
- Wall Cast/Step Light
- Linear LED Light @ Benches
- Bollard Light

**Soft Landscape:**

- Sand Based Sodded Lawn
- Shrub/Perennial Beds
- Evergreen Hedging

**Grading + Drainage:**

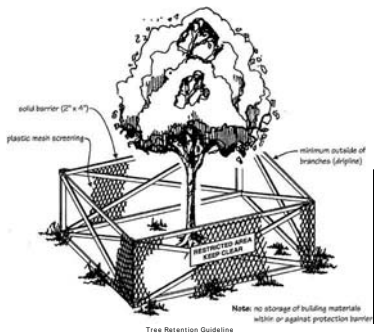
- + TS 10.00m bottom of stair
- + BS 10.00m top of stair
- + BW 10.00m bottom of wall
- + TW 10.00m top of wall
- + 10.00m spot elevation
- + FG 10.00m finished grade
- + 2% direction/percent slope
- + break in slope
- + direction/number of risers down
- + existing elevation (as per survey)
- + BG 10.00m building grade
- + IG 10.00m interpolated building grade
- + Trench Drain
- + AD 10.00m Area Drain

**Irrigation + Hose Bibs:**

- Hose Bib
- Irrigation Stub Up
- 50psi + 50gpm

4.1 Tree Retention

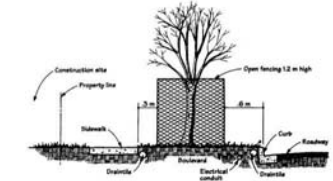
- Where trees are to be retained on a site, protection barriers must be installed as specified in the Private Property Tree By-law.
- Any required excavation in or around the protection barrier to accommodate underground services, footings, etc. should be indicated on the plan and done by hand.
- Trees inside the protection zone should be cared for throughout the construction process, i.e., they must be watered sufficiently, particularly if a portion of the tree's root system has been disturbed by excavations.
- Root and branch pruning, where necessary, must be done in accordance with Sections 4.4 and 4.5. Only the Park Board is authorized to prune trees on City property.



Ld - 1 Tree Protection Barrier Detail  
L1.2 Not To Scale

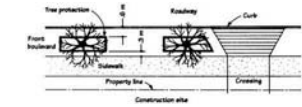
4.2 Tree Retention on Boulevards Adjacent to Construction Sites

Boulevard trees adjacent to construction sites, including those of less than 20 cm diameter, must be protected in accordance with these Engineering Department guidelines and cannot be pruned, moved or otherwise disturbed without prior written Park Board permission.



- Barrier fencing used for tree protection must:
- allow for free and clear passage of pedestrians on the sidewalk and adjacent portion of boulevard;
  - provide for clear visibility of fire hydrants, driveway access, crosswalks, etc. ("see-through" fencing should be used);
  - be 0.6 m or more from the curb to provide for the opening of car doors; and
  - be 0.3 m or more from the edge of any sidewalk located within a grass boulevard.

**NOTE:** These setbacks also reduce the possibility of interference with underground utilities when staking forces in place.



Project:

Century Redevelopment  
250 East 15th Street  
North Vancouver BC

Drawn by: JES

Checked by: JES

Date: 2019.08.20

Scale: -

Drawing Title:

Landscape Legends

Project No.:

17053

Sheet No.:

L0.0

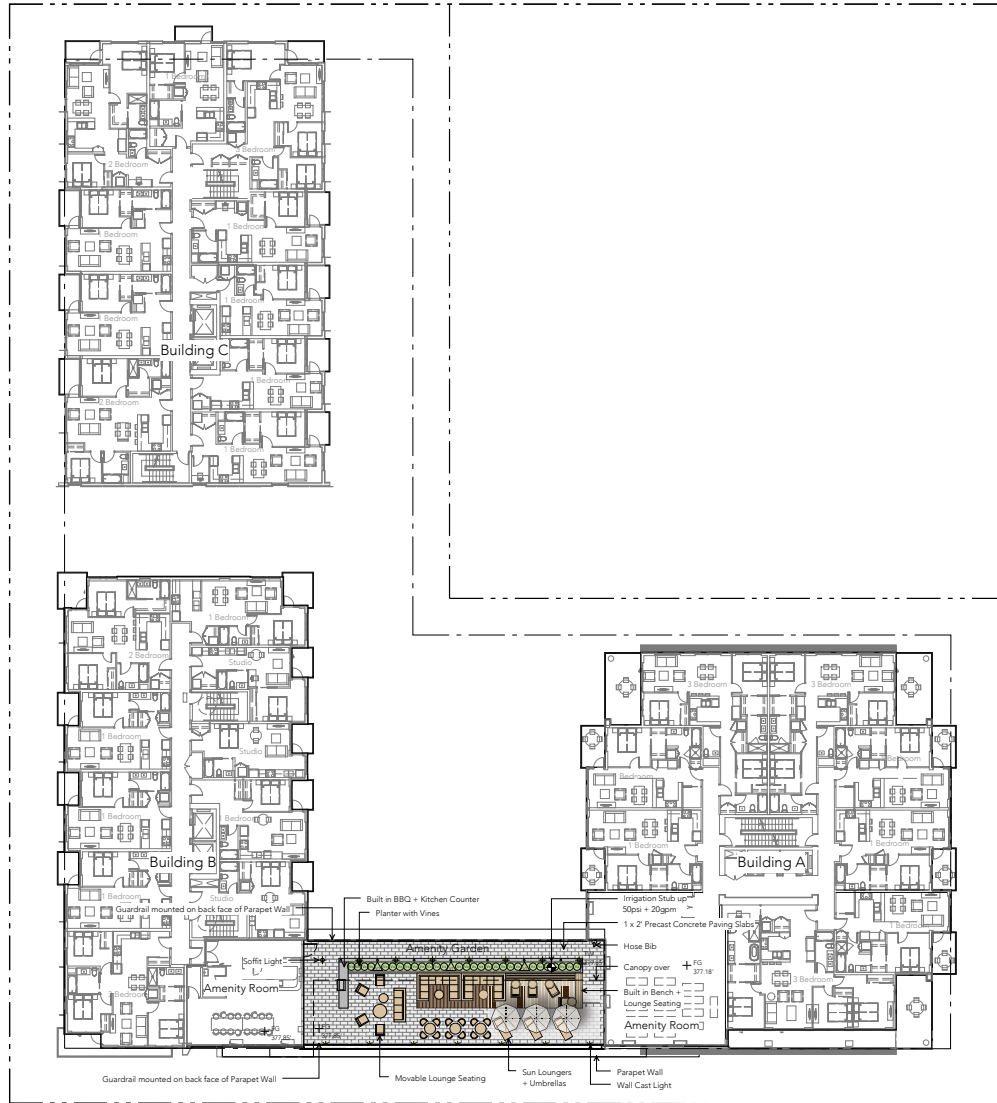




EAST 16th STREET



LANE



EAST 15th STREET

ST. ANDREWS AVENUE

1	2019.09.13	Issued for Reasoning/DP
no.	date:	Item:
2018.11.29		Issued for Reasoning/DP

Revisions:



Project:  
Century Redevelopment  
250 East 15th Street  
North Vancouver BC

Drawn by:	JES
Checked by:	JES
Date:	2019.08.20
Scale:	1/16" = 1'-0"

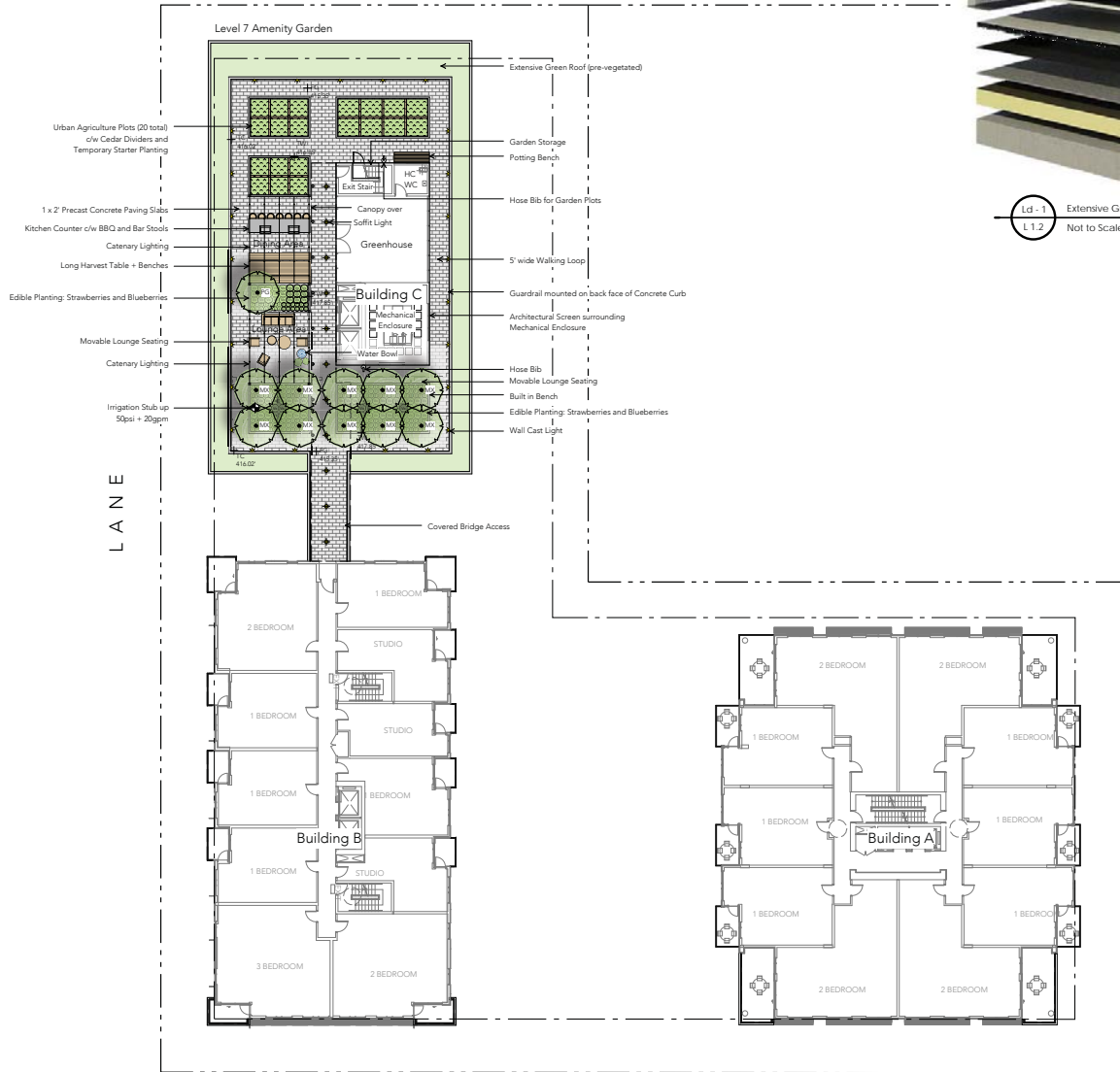
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Level 3  
Landscape Plan

Project No.:	17053
Sheet No.:	

L1.2

Refer to Sheet L0.0 for Plant List

EAST 16th STREET



Ld - 1  
L1.2

Extensive Green Roof - XeroTerra XF300 - 6" growing medium

Not to Scale

ST. ANDREWS AVENUE

EAST 15th STREET

1	2019.09.13	Issued for Reasoning/DP
	2018.11.29	Issued for Reasoning/DP
no.	date	item

Revisions:

**dk** Durante Kresk Ltd.  
102 - 1637 West 5th Avenue  
Vancouver BC V6J 1N5  
p: 604 684 4811  
f: 604 684 0577  
www.dk.bc.ca

Project:

Century Redevelopment  
250 East 15th Street  
North Vancouver BC

Drawn by: JES

Checked by: JES

Date: 2019.08.20

Scale: 1/16" = 1'-0"

Drawing Title:

Level 7  
Landscape Plan

Project No.:

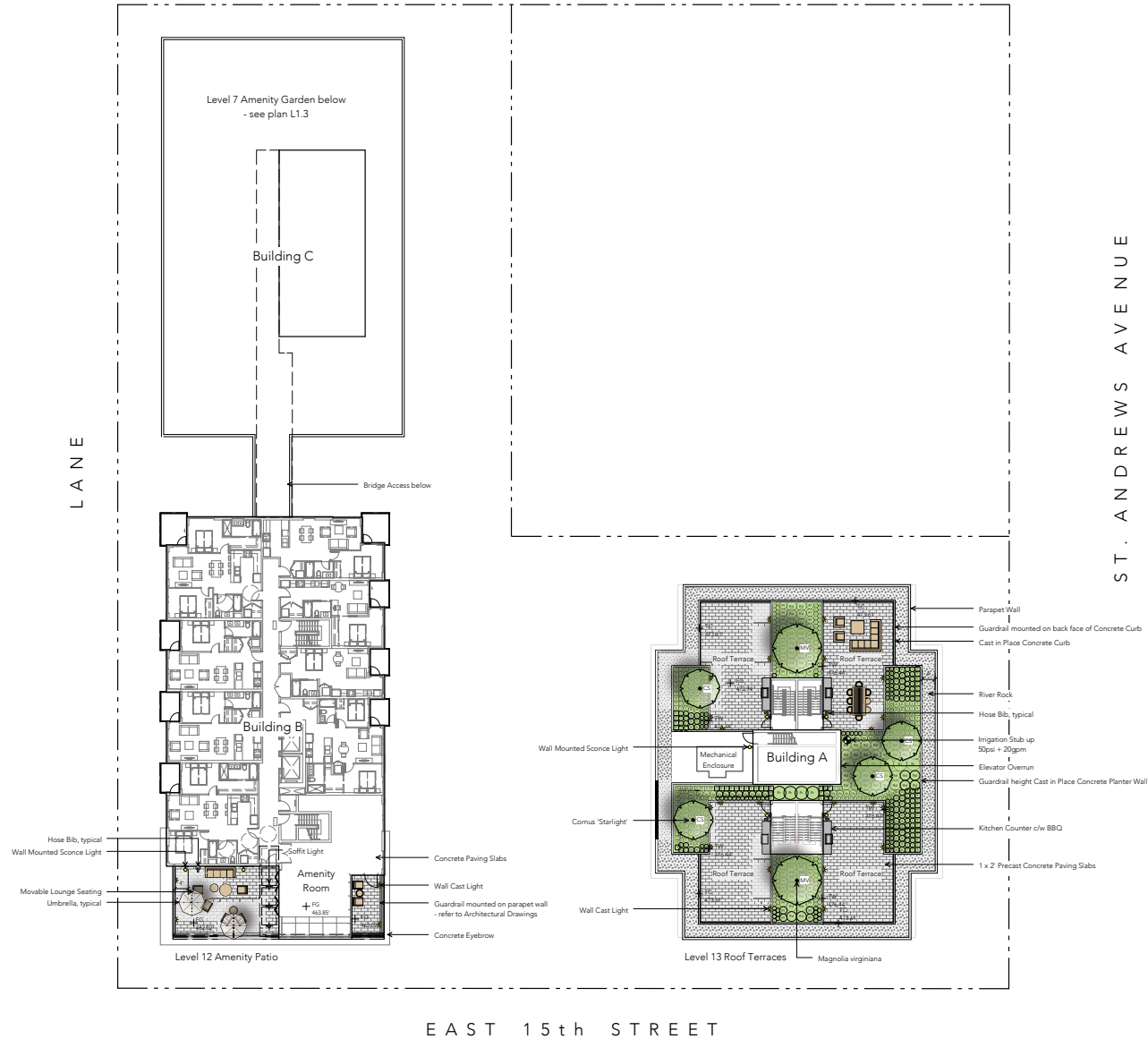
17053

Sheet No.:

L1.3

Refer to Sheet L0.0 for Plant List

EAST 16th STREET



1	2019.09.13	Issued for Reasoning/DP
no.	1	date:
2	2018.11.29	Issued for Reasoning/DP
no.	2	date:

Revisions:

**dk** Durante Kresak Ltd.  
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Vancouver BC V6J 1N5  
604.684.4811  
604.684.0577  
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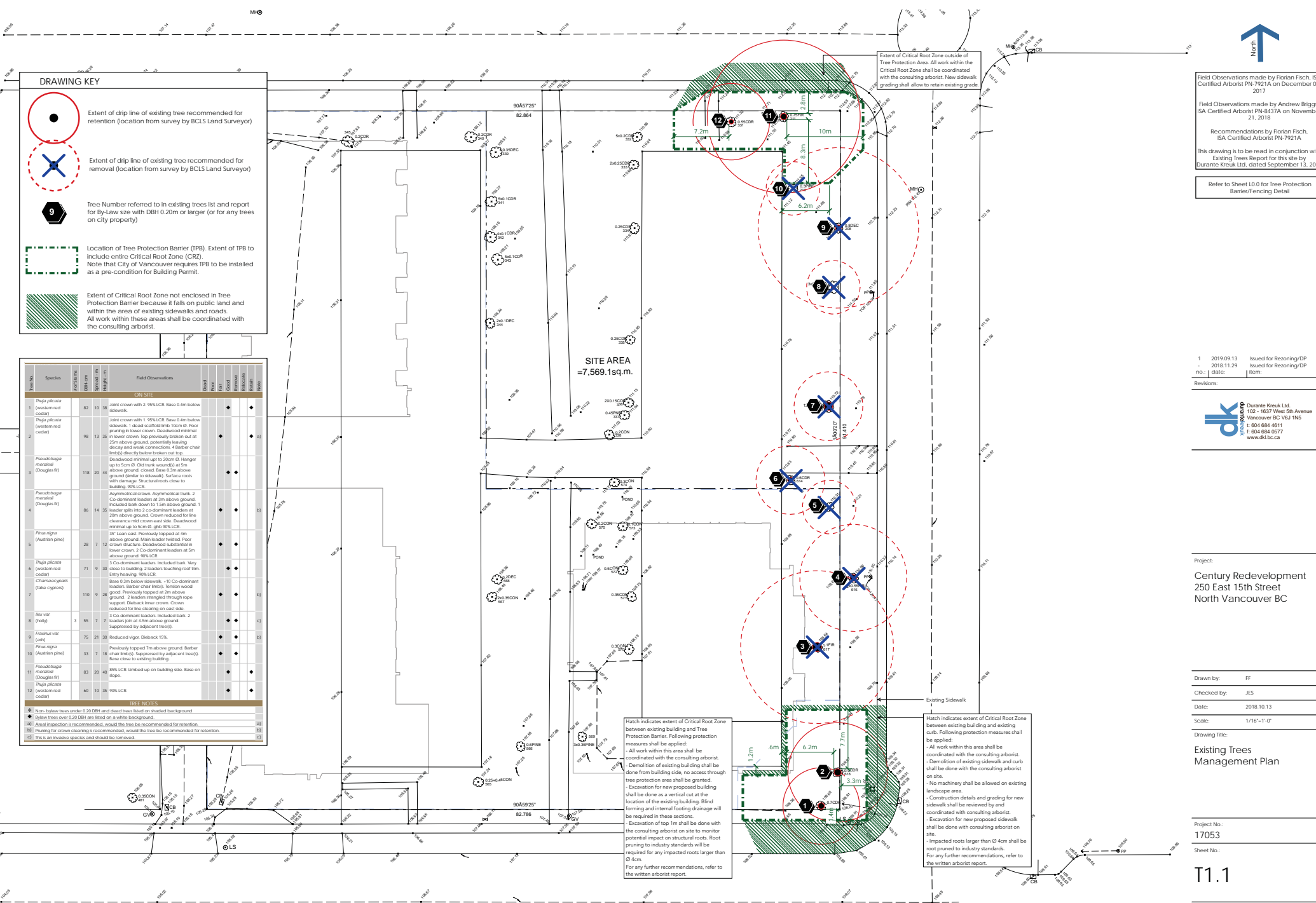
Project:  
Century Redevelopment  
250 East 15th Street  
North Vancouver BC

Drawn by:	JES
Checked by:	JES
Date:	2019.08.20
Scale:	1/16" = 1'-0"

Drawing Title:  
Level 12 + 13  
Landscape Plan

Project No.:	17053
Sheet No.:	

L1.4



**DRAWING KEY**

- Extent of drip line of existing tree recommended for retention (location from survey by BCLS Land Surveyor)
- Extent of drip line of existing tree recommended for removal (location from survey by BCLS Land Surveyor)
- Tree Number referred to in existing trees list and report for By-Law size with DBH 0.20m or larger (or for any trees on city property)
- Location of Tree Protection Barrier (TPB). Extent of TPB to include entire Critical Root Zone (CRZ). Note that City of Vancouver requires TPB to be installed as a pre-condition for Building Permit.
- Extent of Critical Root Zone not enclosed in Tree Protection Barrier because it falls on public land and within the area of existing sidewalks and roads. All work within these areas shall be coordinated with the consulting arborist.

Tree No.	Species	DBH - cm	Height - m	Field Observations	Dead	Root	Ground	Remarks	Notes
OBS. SITE									
1	Thuja plicata (western red cedar)	82	10	Joint crown with 2 90% LCR. Base 0.4m below sidewalk.					
2	Thuja plicata (western red cedar)	98	13	Joint crown with 1 90% LCR. Base 0.4m below sidewalk. 1 dead scaffold limb 10cm DB. Poor pruning in lower crown. Deadwood minimal in lower crown. Top previously broken out at 25m above ground, potentially leaving decay and weak connections. 4 Barter chair limbs directly below broken out top.					
3	Pseudotsuga mucronata (Douglas fir)	118	20	Deadwood minimal up to 20cm DB. Hanger up to 5cm DB. Old trunk wound at 5m above ground, closed. Base 0.3m above ground (adjacent to sidewalk). Surface roots with damage. Structural roots close to building 90% LCR.					
4	Pseudotsuga mucronata (Douglas fir)	86	14	Asymmetrical crown. Asymmetrical trunk. 2 Co-dominant leaders at 3m above ground. Included bark down to 1.5m above ground. 1 leader splits into 2 co-dominant leaders at 20m above ground. Crown reduced for fire clearance mid crown east side. Deadwood minimal up to 5cm DB. 90% LCR.					
5	Pinus nigra (Austrian pine)	28	7	35' Lean east. Previously topped at 4m above ground. Main leader retained. Poor crown structure. Deadwood substantial in lower crown. 2 Co-dominant leaders at 5m above ground. 90% LCR.					
6	Thuja plicata (western red cedar)	71	9	3 Co-dominant leaders. Included bark. Very close to building. 2 leaders touching roof 5m. Entry heaving. 90% LCR.					
7	Chamaecyparis (false cypress)	110	9	Base 0.3m below sidewalk. 10 Co-dominant leaders. Barter chair limbs. Lean west good. Previously topped at 2m above ground. 2 leaders tangled through rope support. Deadback inner crown. Crown reduced for fire clearing on east side.					
8	Alnus var (hazel)	3	5	3 Co-dominant leaders. Included bark. 2 leader join at 4.5m above ground. Suppressed by adjacent trees.					
9	Fraxinus var (ash)	75	21	Reduced vigor. Deadback 15%.					
10	Pinus nigra (Austrian pine)	33	7	Previously topped 7m above ground. Barter chair limbs. Suppressed by adjacent trees.					
11	Pseudotsuga mucronata (Douglas fir)	83	20	80% LCR. Limbed up on building side. Base on slope.					
12	Thuja plicata (western red cedar)	60	10	90% LCR.					
TRENCHES									
Note: Sapling trees under 0.20 DBH and dead trees listed on shaded background.									
Note: Splay trees over 0.20 DBH are listed on a white background.									
Note: All trees are recommended, would the tree be recommended for retention.									
Note: Pruning for crown clearing is recommended, would the tree be recommended for retention.									
Note: This is an invasive species and should be removed.									

Field Observations made by Florian Fisch, ISA Certified Arborist PN-7921A on December 05, 2017

Field Observations made by Andrew Briggs, ISA Certified Arborist PN-8437A on November 21, 2018

Recommendations by Florian Fisch, ISA Certified Arborist PN-7921A

This drawing is to be read in conjunction with Existing Trees Report for this site by Durante Kreuk Ltd. dated September 13, 2019

Refer to Sheet L0.0 for Tree Protection Barrier/Fencing Detail

1 2019 09 13 Issued for Reasoning/DP  
no. | date: 2018 11 29 Issued for Reasoning/DP  
Item: Item:

Revisions:

**dk** Durante Kreuk Ltd.  
102 - 1637 West 5th Avenue  
Vancouver BC V6J 1N5  
t: 604 684 4811  
f: 604 684 0577  
www.dk.bc.ca

Project:

Century Redevelopment  
250 East 15th Street  
North Vancouver BC

Drawn by: FF  
Checked by: JES  
Date: 2018.10.13  
Scale: 1/16" = 1'-0"

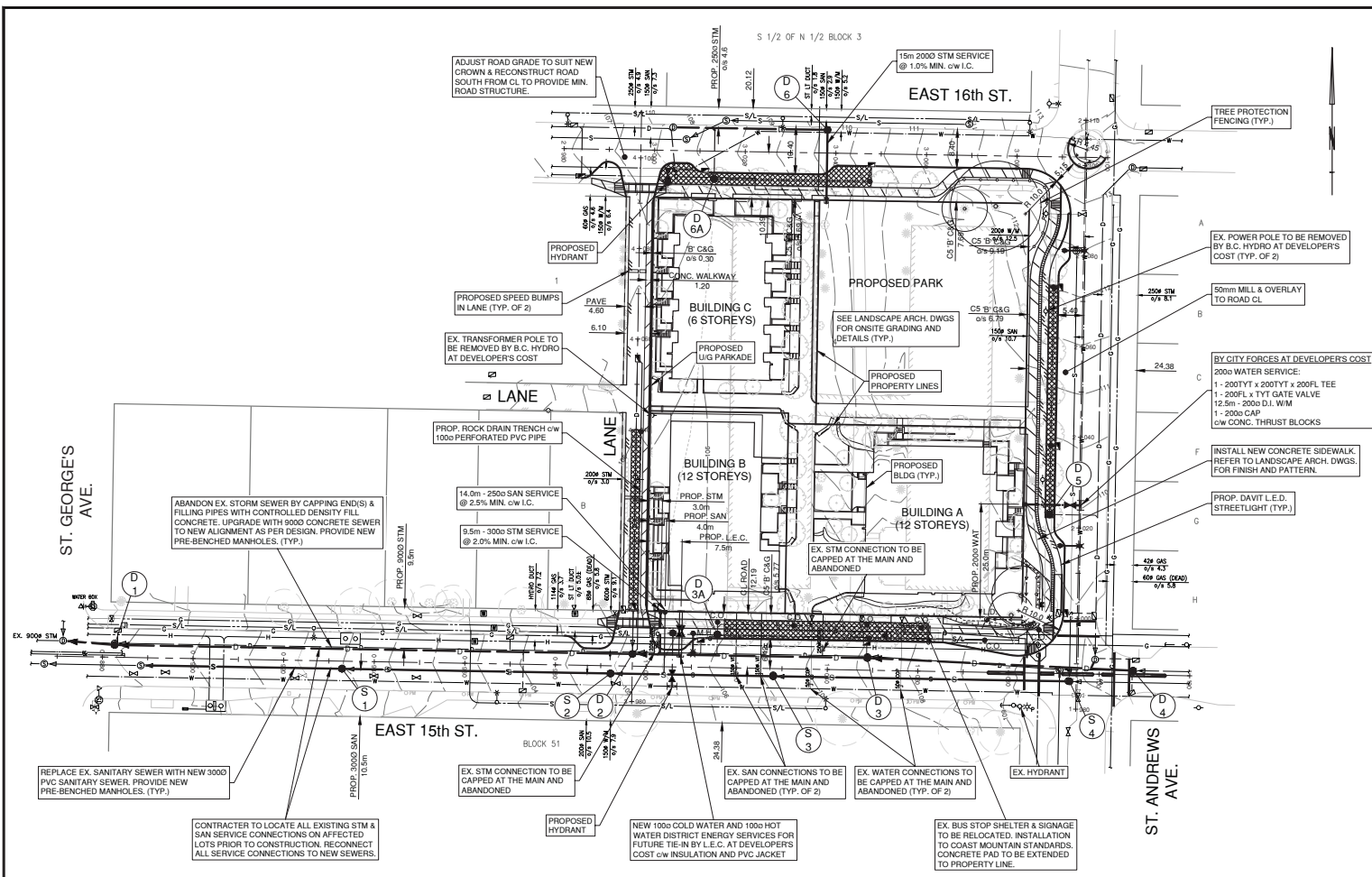
Drawing Title:

Existing Trees  
Management Plan

Project No.:  
17053  
Sheet No.:

T1.1





GENERAL NOTES

1. THE TERM 'ENGINEER' REFERS TO WSP CANADA INC. THEIR CONTACT IS BRIAN ROONEY, P.ENG., WHO CAN BE CONTACTED AT 604-527-6065.
2. IT IS THE ENGINEER'S RESPONSIBILITY TO ENSURE THAT CONSTRUCTION IS EXECUTED IN ACCORDANCE WITH THE DESIGN. THE CONTRACTOR MUST CONTACT THE ENGINEER FOR ALL DESIGN ENQUIRIES.
3. THE CONTRACTOR SHALL ENSURE THAT ALL APPROVALS REQUIRED FOR THE PROPOSED WORK HAVE BEEN OBTAINED PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION ACTIVITIES.
4. LOCATION OF EXISTING UNDERGROUND SERVICES IS DETERMINED FROM CITY OF NORTH VANCOUVER AND UTILITY COMPANY RECORDS. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING SERVICES AND NOTIFY THE ENGINEER OF ANY DISCREPANCIES, CONFLICTS OR OMISSIONS PRIOR TO CONSTRUCTION.
5. EXISTING TREES THAT ARE TO REMAIN SHALL BE PROTECTED BY WAY OF A SOLID FENCE ERECTED OUTSIDE THE DRY LINE OF THE TREE. REFER TO ATTACHED CITY OF NORTH VANCOUVER TREE PROTECTION STANDARD.
6. TRAFFIC CONTROL IS TO BE IMPLEMENTED IN ACCORDANCE WITH THE MINISTRY OF TRANSPORTATION AND HIGHWAYS TRAFFIC CONTROL MANUAL FOR WORK ON ROADWAYS.
7. THE CONTRACTOR MUST NOTIFY THE ENGINEERING, PARKS AND ENVIRONMENT DEPARTMENT NOT LESS THAN FIVE (5) WORKING DAYS BEFORE COMMENCING WORK ON MUNICIPAL RIGHTS-OF-WAY. A MINIMUM OF TWO (2) WORKING DAYS NOTIFICATION IS REQUIRED PRIOR TO ANY CITY INSPECTION.
8. WARPING OF SIDEWALKS TO MATCH EXISTING MUST OCCUR OUTSIDE THE DEVELOPMENT FRONTAGE, AS DEFINED BY THE DEVELOPMENT PROPERTY BOUNDARIES.
9. ALL DAMAGED PAVEMENT, BOULEVARDS, DRIVEWAYS, FENCES, ETC., OUTSIDE THE SCOPE OF THE PROPOSED WORKS ARE TO BE RESTORED TO THE SATISFACTION OF THE CITY ENGINEER.
10. THE CONTRACTOR SHALL USE EXTREME CARE WHEN WORKING NEAR EXISTING SERVICES. ANY SERVICES DISTURBED ARE TO BE REPORTED AND REPLACED TO THE SATISFACTION OF THE OWNER OF THE SERVICE AND THE CITY ENGINEER.
11. EXISTING ROADWAYS NOT INCLUDED IN THESE PROPOSED WORKS SHALL BE KEPT CLEAN AND CLEAR FOR THE DURATION OF CONSTRUCTION AND LEFT IN SAME CONDITION AS PRIOR TO CONSTRUCTION. SURROUNDING STREETS SHALL BE SWEEP DAILY IF NECESSARY.
12. PEDESTRIANS AND THE GENERAL PUBLIC SHALL BE PROTECTED AT ALL TIMES. ANY STREET OR SIDEWALK CLOSURE SHALL BE COORDINATED WITH THE CITY AT LEAST FIVE (5) WORKING DAYS PRIOR TO COMMENCING WORK.
13. THE ENGINEER OF RECORD SHALL PROVIDE CERTIFIED AS-BUILT RECORD INFORMATION TO THE CITY OF NORTH VANCOUVER ENGINEERING, PARKS AND ENVIRONMENT.

LEGEND OF SYMBOLS

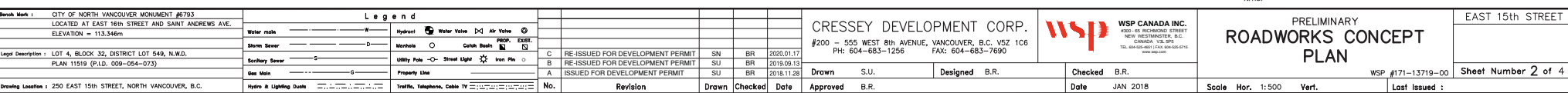
EXISTING	PROPOSED	
		IRON PROPERTY PIN
		BENCH MARK (GEODETIC)
		TEMPORARY BENCH MARK (GEODETIC)
		PAVEMENT & CURBS
		GRAVEL
		SIDEWALK
		ASPHALT SIDEWALK
		SAN. SEWER MH & INSPECTION CHAMBER
		STM SEWER MH & INSPECTION CHAMBER
		SLOTTED LID MH
		CATCH BASIN - SIDE INLET & TOP INLET
		LAWN BASIN (450mm, UNLESS OTHERWISE NOTED)
		DITCH
		SWALE
		WATERMAIN - SERVICE CONN.
		HYDRANT - WATER METER
		WATER VALVE - AIR VALVE
		PERMANENT BLOW OFF; TEMPORARY BLOW OFF
		UNDERGROUND TELEPHONE
		UNDERGROUND B.C. HYDRO
		STREET LIGHT & TRAFFIC SIGNAL U/G DUCTS
		GAS MAIN
		UTILITY POLE; UTILITY POLE WITH LIGHT
		ORNAMENTAL STREET LIGHT - POST TOP
		ORNAMENTAL STREET LIGHT - DAVIT c/w PEDESTRIAN LEVEL LIGHT
		JUNCTION BOX
		CONTOURS
		TREE TO BE REMOVED
		FINISHED GRADES (M = MEET EXISTING GRADE)
		DIRECTION OF GRADING
		MIN. SLAB ELEV. FOR SLAB ON GRADE OR MIN. ELEV. OF UNDERSIDE OF FLOOR JOISTS
		STORM AND/OR SANITARY INVERT AT PL (PLAN)
		DEPTH OF CONNECTION INVERT
		STORM AND/OR SANITARY INVERT AT PL (PROFILE)
		OVERHEAD HYDRO/TEL.
		UNDERGROUND HYDRO/TEL.

DRAWING INDEX

1. KEY PLAN
2. ROADWORKS CONCEPT PLAN
3. STORM WATER MANAGEMENT PLAN
4. SPOT ELEVATION PLAN

NOT FOR CONSTRUCTION

Bench Mark : CITY OF NORTH VANCOUVER MONUMENT #6793 LOCATED AT EAST 16th STREET AND SAINT ANDREWS AVE. ELEVATION = 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## **OFF-SITE SERVICING REQUIREMENTS**

### **250 East 15<sup>th</sup> Street, North Vancouver**

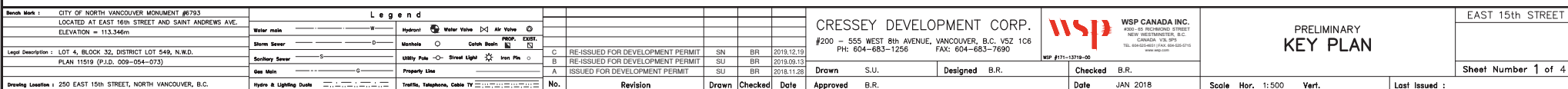
#### **Information for Council Report**

The applicant has provided design drawings for off-site works and services as required by the Subdivision and Development Control Bylaw. In addition, a park is to be designed and constructed by the applicant on the northeast corner of the site.

In addition to standard frontage upgrades and improvements to the public realm, the off-site works will include:

- Off-road AAA bike lane along St. Andrews Avenue frontage.
- In addition to providing landscaping and street trees surrounding the site, the applicant has positioned the buildings to allow for the retention of two large Cedar trees at the corner of St. Andrews Avenue and East 15<sup>th</sup> Street. A large Douglas Fir tree and a large Cedar tree are also to be retained within the new park.
- Traffic diverter along East 15<sup>th</sup> Street at St. Andrews Avenue complete with new pedestrian/cyclist traffic signal.
- Road narrowing and traffic calming along East 16<sup>th</sup> Street fronting the new park.
- Statutory rights-of way through the site ensuring easy public access to the new park from the laneway and East 15<sup>th</sup> Street.
- Undergrounding of overhead hydro lines fronting the site on St. Andrews Avenue and within the laneway west of the site.
- Upgrading of storm and sanitary sewer mains from St. Andrews Avenue to St. Georges Avenue.







Suite 200  
 555 West 8<sup>th</sup> Avenue  
 Vancouver, BC V5Z 1C6  
 Tel 604 683 1256  
 Fax 604 683 7690  
[www.cressey.com](http://www.cressey.com)

March 5, 2020

Mike Friesen  
 City Planner  
 City of North Vancouver  
 141 West 14<sup>th</sup> Street  
 North Vancouver, BC  
 V7M 1H9

Dear Mike,

#### **250 East 15<sup>th</sup> Street – Developer Information Session Summary**

This letter is to summarize the details of the developer information session for the rezoning of 250 East 15<sup>th</sup> Street which took place on May 9, 2019, from 5:00 - 8:00pm at the North Vancouver City Library.

The purpose of the Open House was to present the project to the public and request feedback on the development proposal. Presentation material and in person discussion during the event was centered on this objective. The local community was notified of the Developer Information Session by four methods:

1. Site signage;
2. Mailed notifications to surrounding properties/residents;
3. Newspaper ads;
4. Hand delivered letters to tenants of the existing building.

All of these materials were approved by City staff prior to placement or delivery. Copies of each notification method have been attached hereto as Appendix A.

The developer information session was held in room 3FPR at the North Vancouver City Library, and was set up with the following items:

- **Sign-in station** – upon entering the room, attendees were asked to sign in, were given a brief description of the room layout, and then given a comment card. If the attendee was a current tenant of the existing building, they were given additional information outlining the tenant relocation process. The sign in sheet is attached as Appendix B.
- **Display boards** – Display boards including architectural drawings, landscape drawings, and traffic report findings were set up on tables around the room. Attendees were free to browse the display boards and ask questions of the project team or City staff. Display boards are attached as Appendix C.
- **Comment Forms** – Comment forms were available at tables near the entrance/exit of the room and attendees were encouraged to fill these out. All comment forms that were received are attached as Appendix D.

A number of representatives from the project team and City Staff were in attendance to answer questions. These people included the following:

- Julian Kendall – Cressey Development
- Doug Nelson – Bingham Hill Architects
- Will Blair – Bingham Hill Architects

- Jennifer Stamp – Durante Kreuk Landscape Architects
- Daniel Fung – Bunt Engineering (traffic)
- Mike Friesen – City of North Vancouver (planning)

There were approximately 25 people that attended the information session, 6 of whom left comment forms. The majority of the attendees were tenants from the existing building who came to see the proposed project and receive more information on anticipated project timelines and what the tenant relocation services provided were. A letter specifically regarding the tenant relocation process was handed out to all attendees who were current tenants of the existing building. The comment form feedback from the six forms that were submitted can be summarized as follows:

Comment forms received: 6

- In support: 1
- Conditional support: 3
- Opposed: 2

Common areas of Support included the following:

- The addition of the park;
- Amount of rental housing being added;
- Inclusion of adaptable units;
- Design of project;
- Proximity to the hospital;
- Amount of parking;
- Electric vehicle charging

Common areas of concern included the following:

- Building Height;
- Questions about tree retention;
- Noise of construction site;
- Affordability of future units;
- Finding an affordable alternative to current unit.

Please refer to the appendices attached for further details on the items discussed in this letter.

Sincerely,



Julian Kendall  
Director of Development

Cc: Mike Friesen, Planner

# APPENDIX A

## Nacel Properties Ltd.

200 – 555 8<sup>TH</sup> Ave. W • Vancouver, B.C. • V5Z 1C6 • Tel: (604) 683-1256 • Fax (604) 683-7690

Dear Resident,

**Re: Information Session for a proposed rezoning at 250 East 15<sup>th</sup> Street, City of North Vancouver**

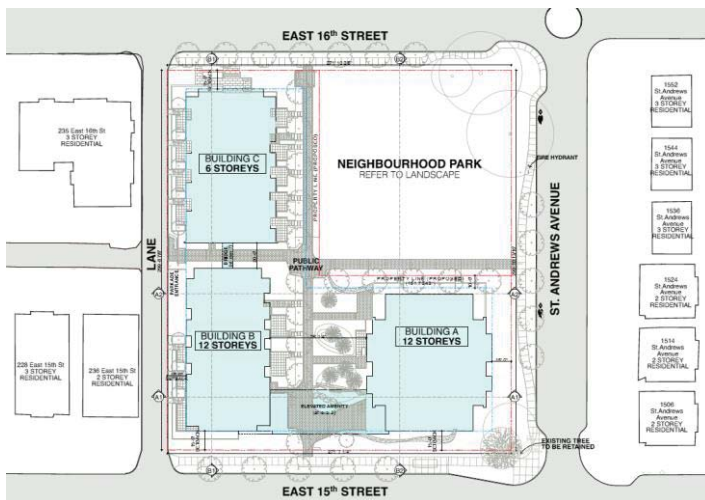
We are writing to invite you to an information session with Nacel Properties Ltd. (the “Applicant”) to review and discuss the proposed redevelopment for 250 East 15<sup>th</sup> Street. The proposal is for three rental buildings totaling approximately 281 units. The applicant has applied to rezone the site from its current RM-1 /RH-1 zoning to allow for two 12-story and one 6-story residential rental buildings together with an adjacent park. The project is made up of 1 bedroom, 2 bedroom and 3 bedroom units ranging from approximately 565 to 1,250 square feet in size and will include 234 underground residential parking stalls and 28 underground visitor stalls.

We welcome all questions and feedback surrounding the proposed redevelopment at the following Information Session:

**Date: Thursday, May 9<sup>th</sup>, 2019**

**Time: 5:00 – 8:00pm**

**Location of Meeting: North Vancouver City Library  
120 West 14<sup>th</sup> Street, North Vancouver, BC V7M 1N9;  
Room 3FPR located on the third floor.**



Sincerely,  
NACEL PROPERTIES LTD.

Julian Kendall  
Development Manager



1:25 scale - output would be 400% for an 8ft w x 4ft d sign

# DEVELOPMENT APPLICATION

## 250 East 15th Street

### PROPOSAL:

**Nacel Properties Ltd.** has submitted a Development Application for **250 East 15th Street** to rezone the property in order to permit the construction of two 12-storey and one 6-storey residential rental buildings, as well as a public park. The project will consist of 281 residential rental units and 262 parking spaces.

**Nacel Properties Ltd.** will be hosting an information session where interested members of the public will have an opportunity to learn about and respond to the application.

PROPOSED DEVELOPMENT



SITE PLAN



### APPLICANT:

**NAME:** Julian Kendall

**COMPANY:** Nacel Properties Ltd.

**EMAIL:** [jkendall@cressey.com](mailto:jkendall@cressey.com)

**PHONE:** 604.895.0468

## FOR MORE INFORMATION AND TO SHARE YOUR OPINION:

### DEVELOPER'S INFORMATION SESSION

**LOCATION:** North Vancouver City Library  
120 W 14th Street  
North Vancouver

**DATE:** Tuesday May 9, 2019

**TIME:** 5:00PM - 8:00PM

### CITY OF NORTH VANCOUVER CONTACT

**Mike Friesen, Planner 1**  
[planning@cnv.org](mailto:planning@cnv.org) 604.983.7357

**city**  
of north  
vancouver  
cnv.org

*blue line does not print*

## PUBLIC INFORMATION MEETING

A redevelopment is being proposed for 1149-1155 Lynn Valley Road, to construct a **Four storey, 36 unit multifamily residential apartment building**. You are invited to a meeting to review and discuss the project.

**Date: Thursday, April 19<sup>th</sup>, 2018**

**Time: 6:00 – 7:30pm**

**Location of Meeting: Community Meeting Room – Lynn Valley Public Library – 1277 Lynn Valley Road, North Vancouver, BC**

The applicant has applied to rezone the site from a single family zoning to a comprehensive development zone to permit a **36 unit** apartment building project. The project is made up of both 3 bedroom, 2 bedroom and 1 bedroom units that range between approximately 565 and 1,250 square feet in size and includes 50 residential parking stalls and 4 visitor stalls accessed by a shared driveway off of Lynn Valley Road.



Information packages are being distributed to residents within a 100 meter radius of the site. If you would like to receive a copy or if you would like more information, please contact McGregor Wark, Applicant Representative from Allaire Headwater Residences at 604.899.2020 or Kayzad Nadirshaw of the Development Planning Department at 604.990.2480 or bring your questions and comments to the meeting.

**\*This is not a Public Hearing. District of North Vancouver Council will receive a report from staff on the issues raised at the meeting and will formally consider the proposal at a later date.**



# 250 East 15<sup>th</sup> Street

Presented June 2020  
Planning and Development Department



## Project Description

- Three rental residential buildings
  - Two 12-storey, one 6-storey
- 281 rental units (57 three bedroom)
- 28 mid-market units
- 266 vehicle parking spaces, 474 bicycle parking spaces
- City-owned park



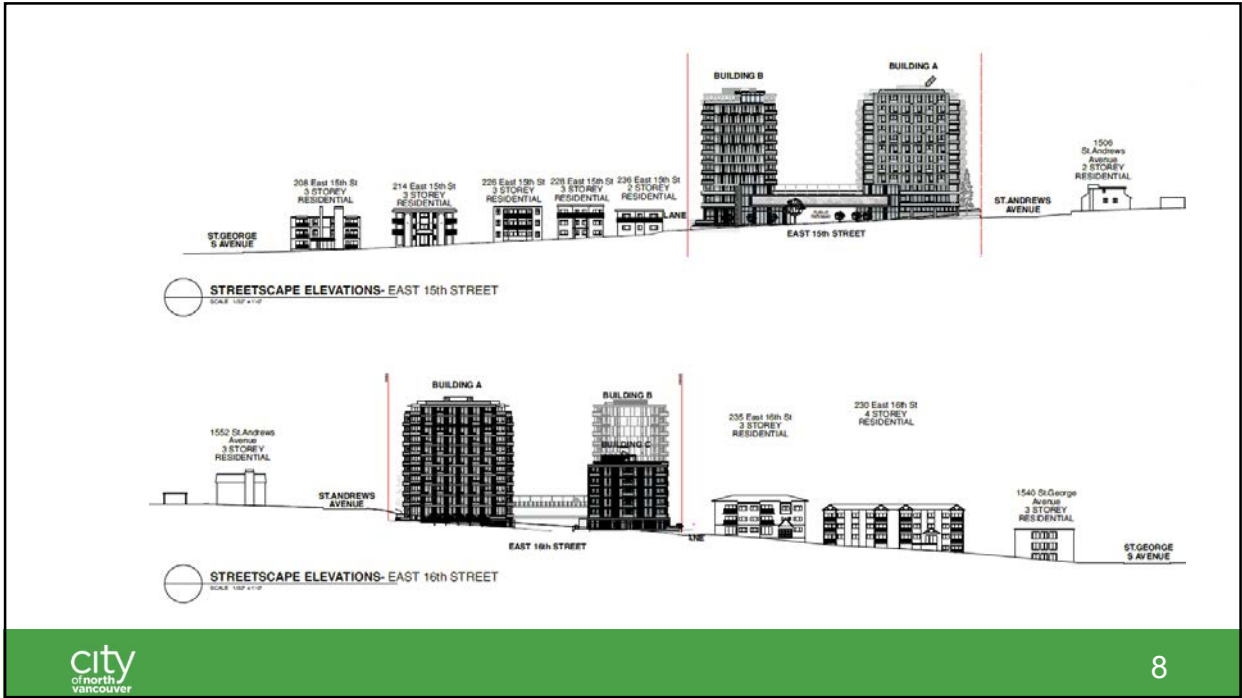


## Official Community Plan

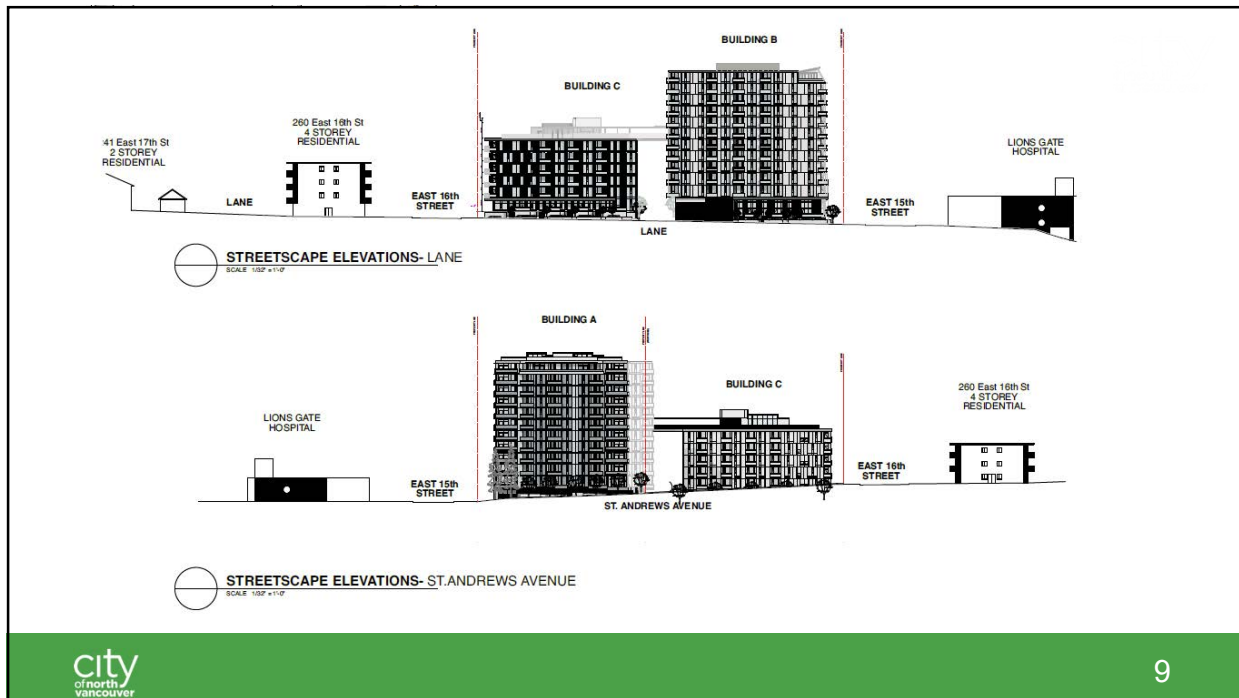
- Supports Lonsdale Regional City Centre
- Responsive architecture and urban design
  - Active frontages
  - Social and physical well-being
- Variety of housing opportunities
- Provision of a new public park
- Step 3 of the BC Building Code











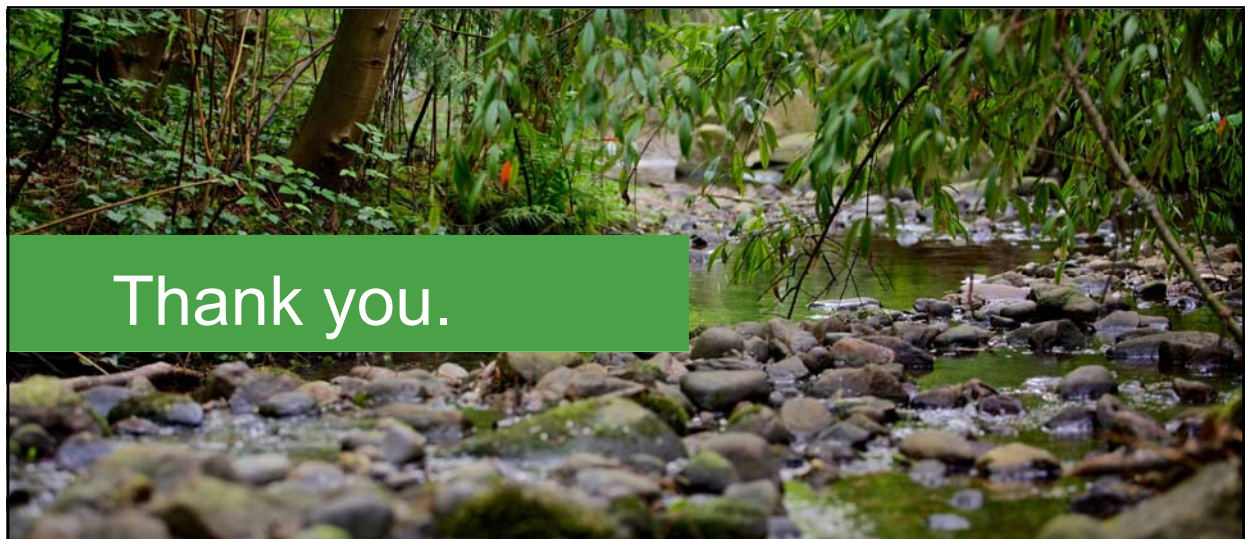
## Community Consultation

### Key Concerns Include:

- Affordability of future units
- Height and massing
- Removal of trees
- Impact of construction
- Impact of dogs on the proposed park

## Conclusion

- Consistent with the City's OCP
- Supports the City's Infrastructure
- Supports future rapid transit investment
- Provides affordable rental units
- Satisfies the policies of the Metro 2040 and the OCP



Thank you.



# 250 East 15<sup>th</sup> Street

City of North Vancouver  
Public Hearing  
June 22, 2020

## Decision to build rental housing

- Decided to do 100% rental project
- Inspired by our large-scale rental projects in Seattle
- Increasing demand for market rental housing in City of North Vancouver
- Majority of existing rental buildings are from the 50's & 60's and need replacing
- Cressey has been a landlord in this City for over 50 years and we're looking to continue



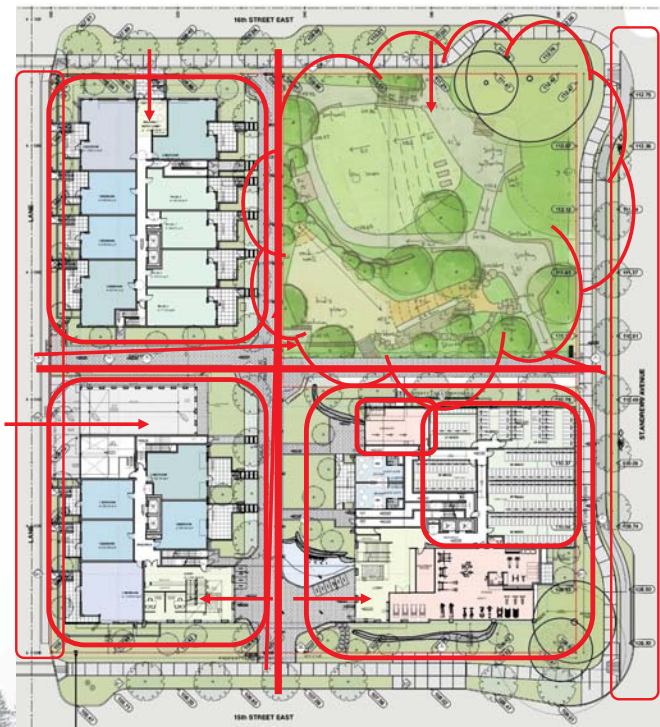
# Why now?



- Existing buildings have been owned and managed by Nacel Properties Ltd. (ie. Cressey Development) since 1965

- Either in need of major renovations or redevelopment
  - Both require evictions but redevelopment allows for additional 180 units of rental

## Proposed Development



- Property is roughly 1.9 acres.
- Two 12 storey buildings along E. 15<sup>th</sup> and one 6 storey building on E. 16<sup>th</sup>.
- Park on NE corner of site.
- 281 rental units:
  - 28 mid-market rental units
  - 82 adaptable units (level 2)
- Public access from all surrounding streets to the park.
- Addition of an off-street bike lane on St. Andrews Avenue.
- Extensive bike storage and a bike repair room all located on level 1.

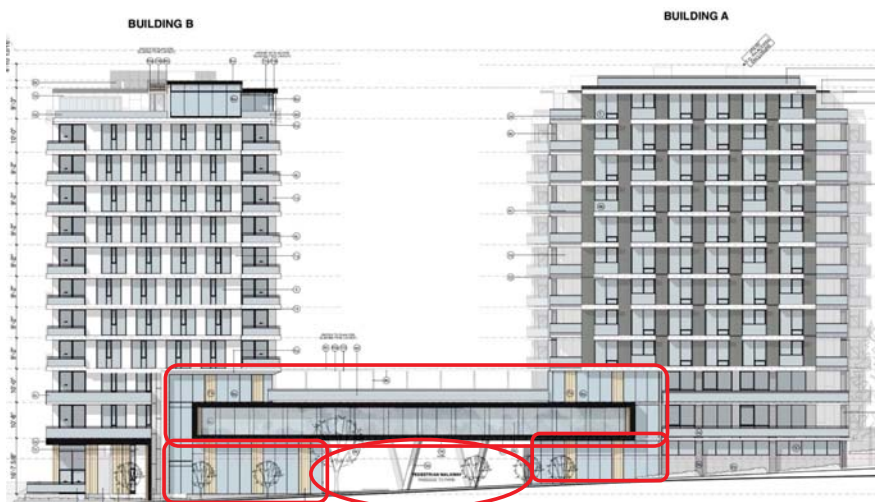


# Building Community



- Roughly 14,000 sq. ft of indoor amenity.
- 12,500 sq. ft. of outdoor amenity.
- Programmed to foster community building.
- Amenities include:
  - Gym;
  - Equipment rental room;
  - Bike repair room & bike storage;
  - Social lounge with coffee/news bar;
  - Group class room (ie. yoga, etc.)
  - Rooftop deck with cooking/eating areas;
  - Kitchen/dining space;
  - Rooftop urban agriculture with greenhouse, potting tables, and orchard.
  - Private work spaces.

# Building Community



- Amenities are emphasized by the architecture and located to activate the streetscape.
- Site-lines to the public park are maintained from all streets and framed by amenity from East 15<sup>th</sup>.
- Public art will be provided under the bridge element for public enjoyment.

# Sustainable Design

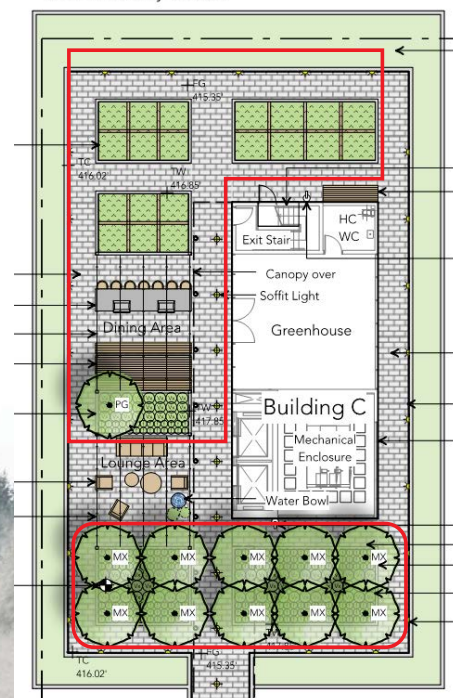


- Designed to Step Code 3 and connecting to the LEC district energy.
- Solar shading devices used across the project to mitigate solar heat gain.
- Roof surfaces are finished as either green roofs or in a light colour to mitigate the heat island effect.
- Larger trees are being retained on the site.
- On site stormwater retention is being achieved with extensive planted roofs, on site landscaping and a rain garden swale.
- Urban agriculture plots.
- 100% of parking wired for EV charging, 25% of bike parking wired for charging.

# Sustainable Design



Level 7 Amenity Garden





# Responsible Tenant Relocation

- 101 existing apartments, 90 of which are currently tenanted.
- A tenant relocation coordinator was engaged to establish and maintain communication with existing tenants.
- Four months notice, three months free rent will be given.
- Sourcing three alternate housing options for each tenant.
- Offering first right of refusal for future mid-market rental units to current tenants



## Growing with the community



- Increasing number of rental units by 180%.
- Dedicating a new fully completed park to the City.
- Upgrades to surrounding streets and public realm.
- Public art installation.





**Subject:** FW: Development on St. Andrews, 15th to 16th

**From:** Tony Caldwell <>

**Sent:** Monday, June 1, 2020 12:18 PM

**To:** Linda Buchanan (Mayor); Holly Back (Councillor); Don Bell (Councillor); Angela Girard (Councillor); Tina Hu (Councillor); Jessica McIlroy; Tony Valente (Councillor)

**Subject:** Development on St. Andrews, 15th to 16th

Respectfully, it is my understanding that you are set to o.k. and bylaw this development (possibly today – June 1/2020), I have strong reservations about the development. See listed comments/arguments below;

1st – I've heard rumour that 15 storeys was going to be allowed, this can't be.

2nd – The proposed design has 12 storeys facing east on St. Andrews and a 6 storey building on the west – simply put this is completely wrong, no sane municipal plan creates development cliffs with 12 or 15 storey buildings across a residential street from a two and three storey neighbourhood, 4 or 5 storeys – O.K., 6 is getting too tall, 12-15 says the City does not know what it is doing and or does not care and is controlled by the developers!

3rd – The 6 storey building should be reduced to '5' and change site locations with the St. Andrews '12' storey – so that a 5 storey building faces east (the two taller buildings on the west side of site)

4th - The artist's renditions of the project portray a false narrative and are misleading and incomplete, all too common. The fantasy pictures deliberately lack street names making them confusing to the novice to comprehend. The portrayed building's shadowing is under represented showing only an overly optimistic eastern angle and is missing a western showing and most importantly, (we live in the northern hemisphere), the project's northern shadowing that is near constant and most profound through the winter half (Oct.-march), of the year! Before any advancement of this project these renderings must be redone.

5th – Parking, there should now and always be 1.5 (or more if larger units), parking stalls per unit. Social engineering that makes ownership of the personal auto for those of modest to average income (the likely residents), by deliberately under allowing and forgoing proper parking is class building and divisive, (the rich with auto's vs. those without). The every day fruits of life and labour should be attainable to all.

6th – More on parking, when not enough on site (and street in front), has people dumping their cars throughout the neighbourhood, as is occurring elsewhere. Parking in the area already too tight! (think hospital!)

7th – Municipal zoning that bylaws or allows for less parking will not make housing more affordable, in the competitive marketplace it does at first lower overall construction costs, but then with these lower costs in mind the price of the real estate for projects such as this simply goes up, the net return per unit goes up, especially if other nearby communities do as they should and maintain parking requirements. If there were to be excess parking thru a 1.5 rule, then rent the extra stalls to hospital

staff, or the neighbourhood in general, they can even become storage units (for the tenants), something that is in short supply, all possibilities moving forward should be allowed for.

8th – Were it not for rezoning and the socialist's densification ideals ( they know all, we should as a populace be happy with 300 - 500 square feet, bicycles and transit journey's !), maintenance and refurbishment of the current buildings here and all over the City of North Van would make sense and would happen, true affordability would be maintained and available – a liveable City we could have!

I ask you Mayor and Council to disallow this project as presented, to force a redesign, lower building heights and increase parking. Further to apply critiques as I have suggested to City planning and project proposals moving forward!

Thank-you,  
Tony Caldwell  
2400 Chesterfield Avenue  
North Van. V7M 2R1

# NOTICE OF PUBLIC HEARING

**WHO:** Nacel Properties Ltd.

**WHAT:** Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8769 (CD-726) and Housing Agreement Bylaw, 2020, No. 8770 for 250 East 15<sup>th</sup> Street

**WHEN:** Monday, June 22, 2020 at 5:30 pm

**HOW:** View meeting online at [cnv.org/LiveStreaming](https://cnv.org/LiveStreaming)

Notice is hereby given that Council will consider:

**Zoning Amendment Bylaw, 2020, No. 8769**

**Housing Agreement Bylaw, 2020, No. 8770**

to rezone the subject property to permit the development of two 12-storey and one 6-storey residential rental buildings with 281 rental units, including 28 mid-market units. The proposal includes 2 levels of underground parking, with 266 parking spaces and 474 secure bicycle spaces, and access from the lane to the west. The proposal also includes a City-owned park on the northeast portion of the site.

As City Hall remains closed to the public, the Public Hearing will be held electronically via "WebEx". All persons who believe their interest in property may be affected by the proposed bylaws will be afforded an opportunity to speak at the Public Hearing and/or by email or written submission. To ensure all submissions are available for Council at the Public Hearing, certain deadlines have been implemented.

For email submissions (preferred): include your name and address and send to [input@cnv.org](mailto:input@cnv.org) **no later than 12:00 noon on Monday, June 22, 2020.**

For written submissions: include your name and address and mail or deposit into a drop-box at City Hall **no later than 4:00 pm on Friday, June 19, 2020.** Written submissions are subject to a 24-hour quarantine period before being opened due to COVID-19.

To speak at the Public Hearing, pre-registration is required by completing an online form at [cnv.org/PublicHearings](https://cnv.org/PublicHearings). Persons can also pre-register by phoning Julie Peters at 604-990-4230 and providing contact information so we can forward call-in instructions to you. **All pre-registration must be submitted no later than 12:00 noon on Monday, June 22, 2020.**

In order to accommodate any last minute speakers with new information to provide, please phone 604-990-4230 and a staff member will provide instructions on how to call in to add comments.

Once the Public Hearing has concluded, no further information or submissions can be considered by Council.

The proposed Zoning Amendment and Housing Agreement Bylaws, background material and presentations of staff and the applicant will be available for viewing on Friday, June 12, 2020 online at [cnv.org/PublicHearings](https://cnv.org/PublicHearings).

Please direct any inquiries to Mike Friesen, Planner, at [mfriesen@cnv.org](mailto:mfriesen@cnv.org) or 604-700-6477.

**141 WEST 14TH STREET / NORTH VANCOUVER / BC / V7M 1H9**

**T 604 985 7761 / F 604 985 9417 / [CNV.ORG](https://cnv.org)**





# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 8769

### A Bylaw to amend “Zoning Bylaw, 1995, No. 6700”

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as “**Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8769**” (Nacel Properties Ltd., 250 East 15<sup>th</sup> Street, CD-726).
2. Division VI: Zoning Map of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by reclassifying the following lots as henceforth being transferred, added to and forming part of CD-726 (Comprehensive Development 726 Zone):

Lots	Block	D.L.	Plan	
4	32	549	11519	from RM-1

3. Part 11 of Division V: Comprehensive Development Regulations of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by:

- A. Adding the following section to Section 1100, thereof, after the designation “CD-725 Comprehensive Development 725 Zone”:

“CD-726 Comprehensive Development 726 Zone”

- B. Adding the following to Section 1101, thereof, after the “CD-725 Comprehensive Development 725 Zone”:

“CD-726 Comprehensive Development 726 Zone”

In the CD-726 Zone, permitted Uses, regulations for permitted Uses, regulations for the size, shape and siting of Buildings and Structures and required Off-Street Parking shall be as in the RH-1 Zone, except that:

- (1) In the CD-726 Zone, the subject site shall be comprised of Site A, Site B, and Site C as shown in Schedule 144 – Sites;
- (2) Gross Floor Area
  - (a) On the subject site, the Principal Buildings shall not exceed a Gross Floor Area of 1.0 times the Lot Area, provided that this amount may be increased to a maximum of 1.95 times the lot area through the provision of Adaptable Design, subject to section 423;

- (b) Notwithstanding 2 (a), the maximum Gross Floor Area permitted may be increased as follows:

Base Density			
14,760 square meters (158,870 square feet) or 1.95 FSR			OCP Schedule 'A'
Additional (Bonus) Density			
Additional Density Category	Description	Additional Density (Bonus)	Policy Reference
100% Rental Housing	Secured Rental Apartment Building (all units)	Maximum 7,596 square metres (81,472 square feet) or 1.0 FSR	OCP Section 2.2

Such that the total effective on-site Gross Floor Area shall not exceed 2.95 times the Lot Area;

- (c) Total permitted density for the subject site may be allocated between the Sites in the CD-726 Zone as follows:

- i. Site A: 0 FSR;
- ii. Sites B and C: Combined and in total, not to exceed 2.95 FSR;

(3) Principal Uses

- (a) On Site A, the Permitted Uses, regulations for Permitted Uses, regulations for the size, shape and siting of Buildings and Structures and required Off-Street Parking shall be as in the P-1 Zone;
- (b) On Sites B and C, the Permitted Uses shall be limited to:
- i. Apartment Residential Use, limited to Rental Apartment Residential Use;
  - ii. Ground Oriented Apartment Residential Use, limited to Rental Apartment Residential Use;
  - iii. Accessory Non-Commercial Social and Recreational Facilities;
  - iv. Accessory Home Occupation Use, subject to Sections 507(6), (7) and (8) of this Bylaw;
  - v. Accessory Off-Street Parking Use;
  - vi. Accessory Home Office Use;
  - vii. Childcare Use, subject to Section 507(5) of this Bylaw;
  - viii. Residential Care Facility Use;
  - ix. Guest suite use;

(4) Height

- (a) For Site B, Principal Buildings shall not exceed a Building Height of 12 storeys and 33.5 metres (110 feet) as measured from the average Building Grades at the east property line along St. Andrews Avenue:

- i. Notwithstanding 4 (a), parapet walls, guard rails, railings, formwork for planting beds, and canopy roofs of common areas may project beyond the Building Height by not more than 1.1 metres (3.5 feet);
  - ii. Notwithstanding 4 (a), staircase structures to permit access to the roof may project beyond the Building Height by not more than 2.2 metres (7 feet);
  - iii. Notwithstanding 4 (a), elevator shafts and mechanical equipment, as well as its screening, may project beyond the Building Height by not more than 3 metres (10 feet);
- (b) For Site C, Principal Buildings shall not exceed a Building Height of 6 storeys and 16 metres (52.5 feet) as measured from the average Building Grades at the east property line along St. Andrews Ave;
  - i. Notwithstanding 4 (b), parapet walls, guard rails, railings, and formwork for planting beds, may project beyond the Building Height by not more than 1.1 metres (3.5 feet);
  - ii. Notwithstanding 4 (b), common staircase and elevator structures, and common amenity area structures may project beyond the Building Height by not more than 4.1 metres (13.5 feet);
  - iii. Notwithstanding 4 (b) and 4 (b) ii, elevator shafts and mechanical equipment, as well as its screening, may project beyond the Building Height by not more than 5.5 metres (18 feet);
- (5) The Lot Coverage of the subject site, together with accessory buildings, shall not exceed 50%;
- (6) Setbacks from lot lines for Principal Buildings on Site B and C shall conform to the minimum distances identified in Schedule 144 – Setbacks;
- (7) Minimum Dwelling Unit Size shall have a minimum Gross Floor Area of not less than 32 square metres (345 square feet);
- (8) Section 510 (2) Unit Separation is waived and Building and Unit Separation is required as follows:
  - (a) Principal Buildings shall maintain a minimum separation of at least 7.6 metres (25 feet) between building faces;
  - (b) Notwithstanding Section 9 (a), the minimum separation between building faces shall increase to 22.5 metres (75 feet) between building faces above the sixth storey;
- (9) Section 510 (3) Building Width and Length shall not apply;
- (10) Section 906 (4) (i) Driveway Slope shall not apply;



- (11) All exterior finishes, design and landscaping shall be approved by the Advisory Design Panel.

READ a first time on the 25<sup>th</sup> day of May, 2020.

READ a second time on the 25<sup>th</sup> day of May, 2020.

READ a third time on the <> day of <>, 2020.

ADOPTED on the <> day of <>, 2020.

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MAYOR

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CITY CLERK

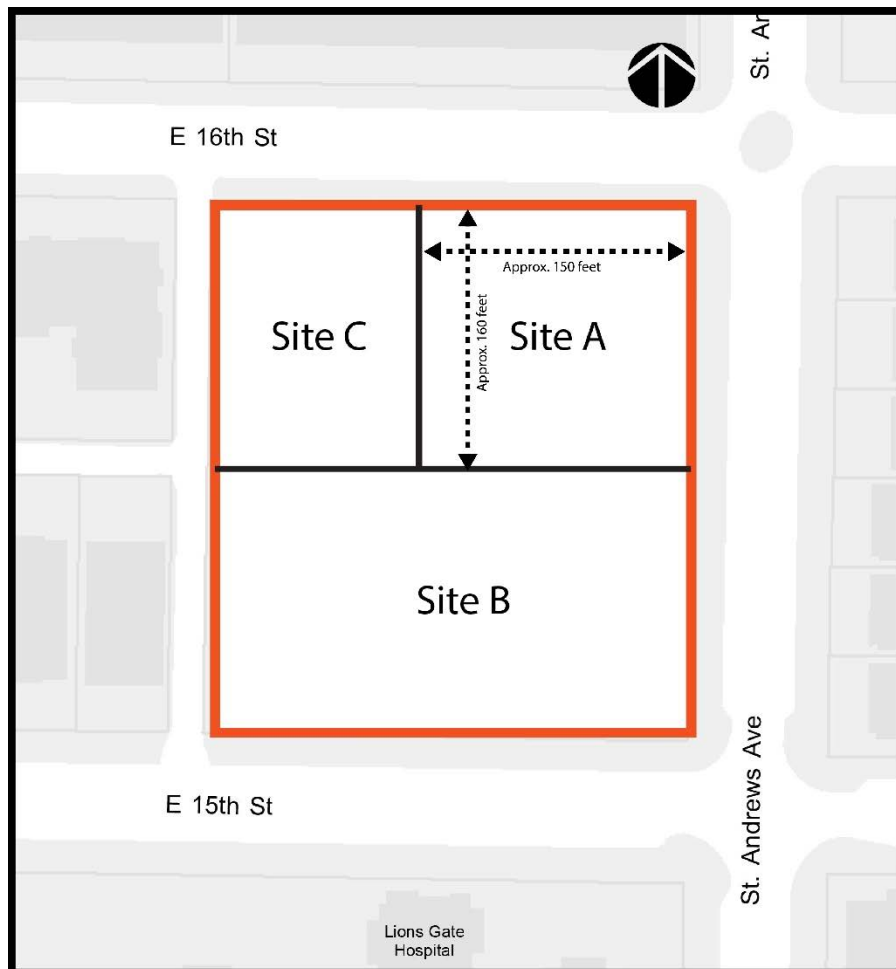
**CD-726**

**Amending Bylaw No. 8769**

**SCHEDULE 144**

**Page 1 of 2**

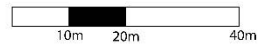
**SITES**



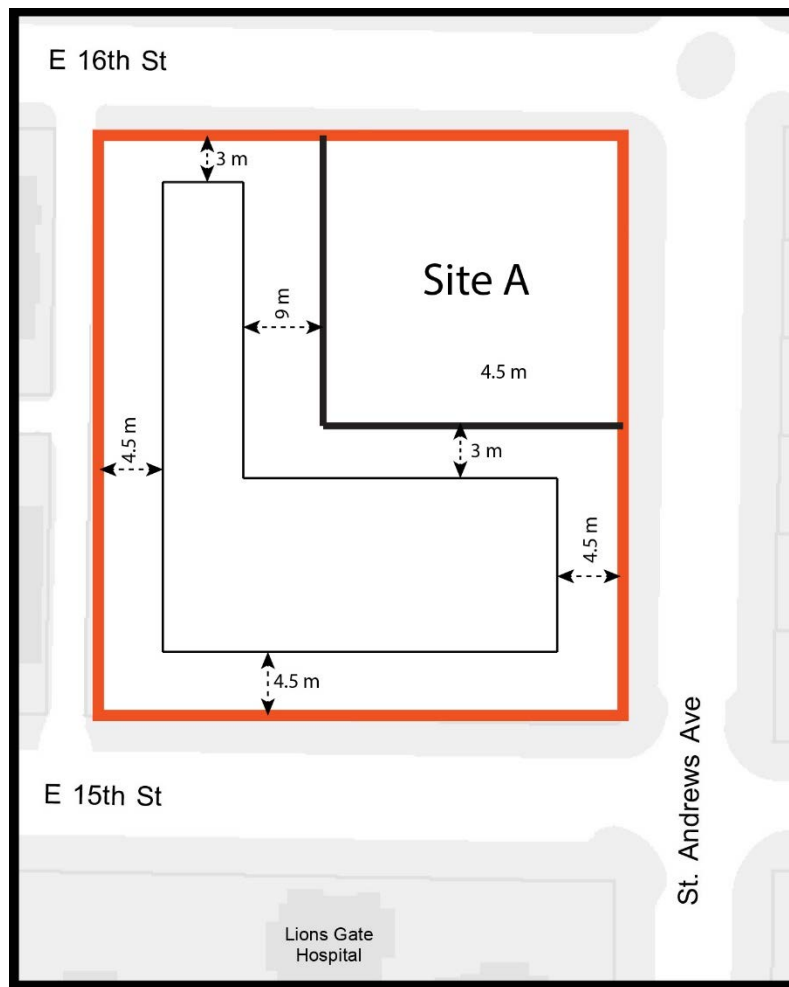
Legend



Subject Site



## SETBACKS



Legend



Subject Site

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8770

**A Bylaw to enter into a Housing Agreement (250 East 15<sup>th</sup> Street)**

**WHEREAS** Section 483 of the *Local Government Act* R.S.B.C. 2015 c.1 permits a local government to enter into a housing agreement for rental housing.

**NOW THEREFORE** the Council of The Corporation of the City of North Vancouver, in open meeting assembled enacts as follows:

1. This Bylaw will be known and cited for all purposes as “**Housing Agreement Bylaw, 2020, No. 8770**” (Nacel Properties Ltd., 250 East 15<sup>th</sup> Street, CD-726, Rental Housing Commitments).
2. The Council hereby authorizes the agreement substantially in the form attached to this bylaw between The Corporation of the City of North Vancouver and Nacel Properties Ltd. with respect to the lands referenced as 250 East 15<sup>th</sup> Street, “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8769” (Nacel Properties Ltd., 250 East 15<sup>th</sup> Street, CD-726).
3. The Mayor and City Clerk are authorized to execute any documents required to give effect to the Housing Agreement.

READ a first time on the 25<sup>th</sup> day of May, 2020.

READ a second time on the 25<sup>th</sup> day of May, 2020.

READ a third time on the <> day of <>, 2020.

ADOPTED on the <> day of <>, 2020.

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MAYOR

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CITY CLERK



## RENTAL HOUSING AGREEMENT

**THIS AGREEMENT** dated for reference the \_\_\_\_ day of \_\_\_\_\_, 2020.

### BETWEEN:

**NACEL PROPERTIES LTD., INC. NO. 113691**

Suite 200 – 555 West 8<sup>th</sup> Avenue, Vancouver, BC V5Z 1C6

(the “**Owner**”)

### AND:

**THE CORPORATION OF THE CITY OF NORTH VANCOUVER**,  
a municipal corporation pursuant to the *Local Government Act* and  
having its offices at 141 West 14th Street, North Vancouver,  
British Columbia, V7M 1H9

(the “**City**”)

### WHEREAS:

- A. The Owner is the registered owner of the Lands.
- B. The City is a municipal corporation incorporated pursuant to the Act.
- C. As a condition of the Rezoning Bylaw, the Owner has agreed to enter into a housing agreement with the City in accordance with section 483 of the Act.
- D. Section 483 authorizes the City, by bylaw, to enter into a housing agreement in respect of the form of tenure of housing units, availability of such units to classes of identified person, administration and management of such units and the rent that may be charged for such units.

**NOW THEREFORE** in consideration of the sum of Ten Dollars (\$10.00) now paid by the City to the Owner and for other good and valuable consideration (the receipt and sufficiency of which the Owner hereby acknowledges), the Owner and the City covenant each with the other as follows:

### 1. DEFINITIONS

- (a) “**Act**” means the *Local Government Act*, RSBC. 2015 c.1 as amended from time to time;
- (b) “**Affordable Rent**” means with respect to each Mid-Market Rental Unit:
  - (i) a rent payment amount equal to the “Private Apartment Average Rents” for the corresponding bedroom type in the City of North Vancouver as established by CMHC’s Housing Market Information Portal for the year the tenancy is entered into;
  - (ii) if such amount has not yet been set for the year, a rent payment amount equal to the “Private Apartment Average Rents” for the corresponding

bedroom type in the City of North Vancouver as established by CMHC's Housing Market Information Portal for the year previous to the year the tenancy is entered into plus an annual rent increase then permitted under the RT Act; or

- (iii) if such amount is no longer set out in CMHC's Housing Market Information Portal, then such amount determined by a survey conducted by an independent consultant acceptable to the City, acting reasonably;
- (c) **"Agreement"** means this agreement as amended from time to time;
- (d) **"Commencement Date"** has the meaning set out in section 2.1 herein;
- (e) **"Council"** means the municipal council for the Corporation of the City of North Vancouver;
- (f) **"CMHC"** means Canada Mortgage and Housing Corporation;
- (g) **"Director of Planning"** means the chief administrator of the Department of Planning of the City and his or her successors in function and their respective nominees;
- (h) **"Dwelling Unit"** means a dwelling unit as defined in the City of North Vancouver's Zoning Bylaw 1995, No. 6700 as amended from time to time;
- (i) **"Guest Suites"** means the two Dwelling Units within one or more Residential Building(s) of the Owner's choosing that are utilized for short-term guests of the tenants of the Residential Buildings but is not used for Rental Purposes and is not a Rental Unit;
- (j) **"Lands"** means those lands and premises legally described as  
  
Parcel Identifier: 009-054-073  
Lot 4 block 32  
District Lot 549 Plan 11519;
- (k) **"Market Rental Term"** has the meaning set out in section 2.1;
- (l) **"Mid-Market Rental Term"** has the meaning set out in section 2.1;
- (m) **"Mid-Market Rental Units"** means Dwelling Units that are rented to tenants for Affordable Rent;
- (n) **"Market Rental Units"** means Dwelling Units that are rented to tenants for market rental rates as set by the Owner;
- (o) **"Rental Purposes"** means an occupancy or intended occupancy which is or would be governed by a tenancy agreement as defined in Section 1 of the *Residential Tenancy Act*, SBC 2002 c. 78 as amended from time to time;
- (p) **"Rental Units"** means the Market Rental Units and the Mid-Market Rental Units, and **"Rental Unit"** is a singular thereof;

- (q) **“Residential Buildings”** means, collectively, the following buildings to be constructed on the Lands pursuant to the Rezoning Bylaw:
- (i) 12-storey building adjacent to East 15<sup>th</sup> Street;
  - (ii) 12-storey building adjacent to East 15<sup>th</sup> Street; and
  - (iii) 6-storey building adjacent to East 16<sup>th</sup> Street,
- containing collectively 283 Dwelling Units, of which 253 Dwelling Units will be Market Rental Units, 28 Dwelling Units will be Mid-Market Rental Units and two Dwelling Unit will be the Guest Suites;
- (r) **“RT Act”** means the *Residential Tenancy Act*, SBC 2002 c. 78 and regulations thereunder, as amended or replaced from time to time; and
- (s) **“Rezoning Bylaw”** means the rezoning bylaw applicable to the Lands described as “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2019, No. 8769”, as amended or replaced from time to time.

## 2. TERM

- 2.1 This Agreement will commence upon the issuance of the final occupancy permit for the last of the Mid-Market Rental Units constructed or to be constructed on the Lands, (the **“Commencement Date”**) and will continue as follows:

- (a) in respect to the Owner’s obligation to deliver and operate 28 Mid-Market Rental Units, until the earlier of:

(1) the date this Agreement is terminated in accordance with sections 2.2 or 8.3(c); and

(2) the 10<sup>th</sup> anniversary of the Commencement Date

(the **“Mid-Market Rental Term”**); and

- (b) in respect to other obligations under this Agreement, until the date this Agreement is terminated in accordance with section 2.2 or 8.3(c) (the **“Market Rental Term”**).

- 2.2 In respect to each Residential Building, this Agreement will terminate immediately upon the removal or destruction of the Residential Building provided the Residential Building is not repaired following the destruction thereof.

- 2.3 Subject to section 7.3, upon termination of this Agreement, this Agreement will be at an end and of no further force and effect.

## 3. USE OF LANDS

- 3.1 The Owner covenants and agrees with the City that, notwithstanding the Rezoning Bylaw, the Lands will be used and built on only in strict compliance with the terms and conditions of this Agreement and that:

- (a) during the Mid-Market Rental Term and the Market Rental Term, whichever is the longest:
  - (i) the Lands will not be subdivided or stratified, without the prior written consent of the City;
  - (ii) the Residential Buildings will be used for Rental Purposes only;
  - (iii) no Rental Unit in any of the Residential Buildings will be occupied for any purpose except for Rental Purposes;
  - (iv) the Guest Suites will be used only for the following purposes:
    - a. to accommodate short-term guests of the tenants of the Residential Buildings; or
    - b. if the Owner, acting reasonably, determines that it is not financially viable to operate one or more of the Guest Suites in the Residential Buildings, for Rental Purposes as a Market Rental Unit. For greater certainty, the Guest Suites will not be used for short-term rentals (rentals for a term less than 30 consecutive days) except as provided in section 3.1(a)(iv)a above;
- (b) during the Mid-Market Rental Term, at least 28 Dwelling Units in the Residential Buildings will be Mid-Market Rental Units, in accordance with this Agreement.

3.2 The Owner further covenants and agrees with the City that the Lands and any buildings or structures constructed thereon including the Residential Buildings will be developed, built and maintained in accordance with all City bylaws, regulations and guidelines as amended from time to time.

#### **4. TENANCY RESTRICTIONS**

4.1 The unit mix for Rental Units and the Guest Suites in the Residential Buildings will be as follows:

- (a) Studio: 32 Rental Units and two Guest Suites;
- (b) 1-Bedroom: 148 Rental Units;
- (c) 2-Bedroom: 44 Rental Units;
- (d) 3-Bedroom: 57 Rental Units,

or as otherwise approved in writing by the Director of Planning in his or her discretion.

4.2 The unit mix for the 28 Mid-Market Rental Units will be as follows:

- (a) Studio: 3 Mid-Market Rental Units;
- (b) 1-Bedroom: 14 Mid-Market Rental Units;



- (c) 2-Bedroom: 5 Mid-Market Rental Units;
- (d) 3-Bedroom: 6 Mid-Market Rental Units.

or as otherwise approved in writing by the Director of Planning in his or her discretion.

The locations of the 28 Mid-Market Rental Units within the Residential Buildings will be in the Owner's sole discretion. Notwithstanding the foregoing, no more than 18 Mid-Market Rental Units will be clustered in one Residential Building.

- 4.3 The Owner will enter into a minimum 1 year tenancy agreement for each of the Mid-Market Rental Units which will convert to a month to month tenancy at the end of the 1 year term. If such a tenancy is ended prior to the end of the Mid-Market Rental Term, the Owner must rent the Mid-Market Rental Unit at Affordable Rent. After the Mid-Market Rental Term has elapsed, when a tenancy of the Mid-Market Rental Unit is terminated in accordance with the RT Act, the Owner may rent the Mid-Market Rental Unit out at a market rental rate set by the Owner.
- 4.4 During the Mid-Market Rental Term, the Owner will notify the City when a tenancy of the Mid-Market Rental Unit is terminated in accordance with the RT Act and will notify the City when the Owner intends to rent the Mid-Market Rental Unit out at market rental rent.

## 5. OWNER'S OBLIGATIONS

- 5.1 The Owner will operate and maintain the Rental Units in accordance with the following requirements:
  - (a) **Management and administration:** The Owner will be fully responsible for the management and administration of the Rental Units, and all associated costs;
  - (b) **Advertisement:** The Owner will feature the tenure restrictions set out in this Agreement prominently in all advertising of Mid-Market Rental Units;
  - (c) **Tenant Selection:** The Owner will determine the selection of the tenants of the Mid-Market Rental Units, applying the suggested CMHC income qualification of a maximum household income determined by multiplying the low-end of market rents by 12 to yield the households' annual housing costs, and divided by 30% to meet the standard definition of affordability. Tenants from the existing rental building on the Lands will be provided first right of refusal in the Mid-Market Rental Units, regardless of income. In determining financial eligibility, the Owner or its rental agent, so long as it acts honestly and in good faith, is entitled to rely on all information provided by the prospective tenant and the Owner will have no liability if the prospective tenant intentionally or unintentionally provides any incorrect information. The Owner is under no obligation to monitor or update the financial circumstances of the tenant once the lease is signed.
  - (d) **Rent Amount and Permitted Increases:** Affordable Rent for Mid-Market Rental Units is to be determined at the time of entering into a tenancy agreement. Rent amounts may be subsequently increased by the permitted annual rent increase then set under the RT Act.

- (e) **Parking:** All tenants and occupants of the Residential Buildings, including tenants and occupants of Mid-Market Rental Units, will have equal access, at equal rates, to parking stalls assignable for exclusive use in the Residential Buildings, acknowledging that due to the ratio of parking stalls per Dwelling Units in the Residential Buildings, there may be instances when no parking stalls are available for exclusive use of a Dwelling Unit.
- (f) **Common Amenities:** All tenants and occupants of the Residential Buildings, including tenants and occupants of Mid-Market Rental Units, will have equal access, at equal rates, to all indoor and outdoor amenities on the Lands from time to time, including visitor parking stalls, storage units, fitness facilities, Guest Suites, recreation facilities and the like.
- (g) **Short Term Rentals:** Mid-Market Rental Units will only be used as a principal residence of a tenant. The Owner will not permit a Mid-Market Rental Unit to be used for short term rental purposes (being rentals for periods shorter than 30 consecutive days).
- (h) **Compliance with applicable laws:** The Owner will comply with all applicable provisions of the RT Act and any other provincial or municipal enactments imposing obligations on landlords in relation to residential tenancies.
- (i) **Performance:** The Owner will perform its obligations under this Agreement diligently and in good faith.
- (j) **Evidence of compliance:** Provided that the same can be done without breaching the *Personal Information Protection Act* (British Columbia) and *Personal Information Protection and Electronic Documents Act* (S.C. 2000, c. 5) (each as amended from time to time) the Owner will, at business license renewal or upon request by the City, from time to time, supply to the City copies of any documentation in possession of the Owner necessary to establish compliance with the Owner's obligations under this Agreement.

## 6. DEFAULT AND REMEDIES

- 6.1 The City may, acting reasonably, give to the Owner a written notice (the "**Notice**") requiring the Owner to cure a default under this Agreement within 30 days of receipt of the Notice or such longer period as may reasonably be required to cure such default provided the Owner is diligently pursuing same. The Notice must specify the nature of the default. The Owner must act with diligence to correct the default within the time specified.
- 6.2 If the Owner fails to correct a default as contemplated in section 6.1, the Owner will pay to the City, within 30 days of receiving a written request by the City:
  - (a) \$2,000.00 for each default under this Agreement that has not been remedied as provided under section 6.1; and
  - (b) \$200.00 each day the default remains un-remedied beyond the date for correcting the default as provided under section 6.1;

This section is without prejudice to any other remedies available to the City under this Agreement and at law or in equity.

- 6.3 The Owner will pay to the City on demand by the City all the City's costs of exercising its rights or remedies under this Agreement, on a full indemnity basis.
- 6.4 Notwithstanding section 6.2, the Owner acknowledges and agrees that in case of a breach of this Agreement which is not fully remediable by the mere payment of money and promptly so remedied, the harm sustained by the City and to the public interest will be irreparable and not susceptible of adequate monetary compensation.
- 6.5 Each party to this Agreement, in addition to its rights under this Agreement or at law, will be entitled to all equitable remedies including specific performance, injunction and declaratory relief, or any of them, to enforce its rights under this Agreement.
- 6.6 The Owner acknowledges and agrees that it is entering into this Agreement to benefit the public interest in providing housing for Rental Purposes, and that the City's rights and remedies under this Agreement are necessary to ensure that this purpose is carried out and that the City's rights and remedies under this Agreement are fair and reasonable and ought not to be construed as a penalty or forfeiture.
- 6.7 No reference to nor exercise of any specific right or remedy under this Agreement or at law or at equity by any party will prejudice, limit or preclude that party from exercising any other right or remedy. No right or remedy will be exclusive or dependent upon any other right or remedy, but any party, from time to time, may exercise any one or more of such rights or remedies independently, successively, or in combination. The Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy of a default by the Owner under this Agreement.

## **7. LIABILITY**

- 7.1 Except for the negligence or wilful misconduct of the City or its employees, agents or contractors, the Owner will indemnify and save harmless each of the City and its elected officials, board members, officers, directors, employees, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:
  - (a) any act or omission, negligent or otherwise, by the Owner, or its officers, directors, employees, agents, contractors, or other persons for whom at law the Owner is responsible;
  - (b) the Owner's default under this Agreement; and
  - (c) the Owner's ownership, operation, management or financing of the Lands for the provision of housing for Rental Purposes.
- 7.2 Except to the extent such advice or direction is given negligently or in wilful misconduct, the Owner hereby releases and forever discharges the City, its elected officials, board members, officers, directors, employees and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns from and against all claims, demands, damages, actions or causes of action by reason of or arising out of advice or direction

respecting the ownership, operation or management of the Lands for the provision of housing for Rental Purposes which has been or hereafter may be given to the Owner by all or any of them.

- 7.3 The covenants of the Owner set out in sections 7.1 and 7.2 of this Agreement will survive the expiration or the earlier termination of this Agreement and will continue to apply to any breach of the Agreement and to any claims arising under this Agreement during the ownership by the Owner of the Lands.

## **8. GENERAL PROVISIONS**

- 8.1 The Owner agrees to reimburse the City for all legal costs reasonably incurred by the City for the preparation, execution and registration of this Agreement. The Owner will bear their own costs, legal or otherwise, connected with the preparation, execution or registration of this Agreement.

- 8.2 Nothing in this Agreement:

- (a) affects or limits any discretion, rights, powers, duties or obligations of the City under any enactment or at common law, including in relation to the use or subdivision of land;
- (b) affects or limits any enactment relating to the use of the Lands or any condition contained in any approval including any development permit concerning the development of the Lands; or
- (c) relieves the Owner from complying with any enactment, including the City's bylaws in relation to the use of the Lands.

- 8.3 The Owner and the City agree that:

- (a) this Agreement is entered into only for the benefit of the City;
- (b) this Agreement is not intended to protect the interests of the Owner, occupier or user of the Lands or any portion of it including the Rental Units; and
- (c) the City may at any time execute a release and discharge of this Agreement in respect of the Lands, without liability to anyone for doing so.

- 8.4 This Agreement burdens and runs with the Lands and any part into which any of them may be subdivided or consolidated, by strata plan or otherwise. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its successors and assigns, and all persons who acquire an interest in the Lands after the date of this Agreement. Without limiting the generality of the foregoing, the Owner will not be liable for any breach of any covenant, promise or agreement herein in respect of any portion of the Lands sold, assigned, considered or otherwise disposed of, occurring after the Owner has ceased to be the owner of the Lands.

- 8.5 The covenants and agreements on the part of the Owner in this Agreement have been made by the Owner as contractual obligations as well as being made pursuant to section 483 of the Act.



- 8.6 The Owner will, at its expense, do or cause to be done all acts reasonably necessary to ensure this Agreement is noted against the title to the Lands, including any amendments to this Agreement as may be required by the Land Title Office or the City to effect such notation.
- 8.7 The City and the Owner each intend by execution and delivery of this Agreement to create both a contract and a deed under seal.
- 8.8 An alleged waiver by a party of any breach by another party of its obligations under this Agreement will be effective only if it is an express waiver of the breach in writing. No waiver of a breach of this Agreement is deemed or construed to be a consent or waiver of any other breach of this Agreement.
- 8.9 If a Court of competent jurisdiction finds that any part of this Agreement is invalid, illegal, or unenforceable, that part is to be considered to have been severed from the rest of this Agreement and the rest of this Agreement remains in force unaffected by that holding or by the severance of that part.
- 8.10 All notices, demands, or requests of any kind, which a party may be required or permitted to serve on another in connection with this Agreement, must be in writing and may be served on the other parties by registered mail, by facsimile or e-mail transmission, or by personal service, to the following address for each party:

City: The Corporation of the City of North Vancouver  
141 West 14<sup>th</sup> Street  
North Vancouver, British Columbia  
V7M 1H9  
**Attention: Director, Planning and Development**  
Facsimile: 604.985.0576

Owner: At the address set out on the registered title to the Lands, from time to time.

Service of any such notice, demand, or request will be deemed complete, if made by registered mail, 72 hours after the date and hour of mailing, except where there is a postal service disruption during such period, in which case service will be deemed to be complete only upon actual delivery of the notice, demand or request; if made by facsimile or e-mail transmission, on the first business day after the date when the facsimile or e-mail transmission was transmitted; and if made by personal service, upon personal service being effected. Any party, from time to time, by notice in writing served upon the other parties, may designate a different address or different or additional persons to which all notices, demands, or requests are to be addressed.

- 8.11 Upon request by the City, the Owner will promptly do such acts and execute such documents as may be reasonably necessary, in the opinion of the City, to give effect to this Agreement.
- 8.12 This Agreement will ensure to the benefit of and be binding upon each of the parties and their successors and permitted assigns.

## **9. INTERPRETATION**

- 9.1 Gender specific terms include both genders and include corporations. Words in the singular include the plural, and words in the plural include the singular.
- 9.2 The division of this Agreement into sections and the use of headings are for convenience of reference only and are not intended to govern, limit or aid in the construction of any provision. In all cases, the language in this Agreement is to be construed simply according to its fair meaning, and not strictly for or against either party.
- 9.3 The word "including" when following any general statement or term is not to be construed to limit the general statement or term to the specific items which immediately follow the general statement or term to similar items whether or not words such as "without limitation" or "but not limited to" are used, but rather the general statement or term is to be construed to refer to all other items that could reasonably fall within the broadest possible scope of the general statement or term.
- 9.4 The words "must" and "will" are to be construed as imperative.
- 9.5 Any reference in this Agreement to any statute or bylaw includes any subsequent amendment, re-enactment, or replacement of that statute or bylaw.
- 9.6 This is the entire agreement between the City and the Owner concerning its subject, and there are no warranties, representations, conditions or collateral agreements relating to the subject matter of this Agreement, except as included in this Agreement and except for any covenants and statutory rights of way that may be registered on title to the Lands from time to time. This Agreement may be amended only by a document executed by the parties to this Agreement and by bylaw, such amendment to be effective only upon adoption by Council of an amending bylaw to Bylaw 8770.
- 9.7 This Agreement is to be governed by and construed and enforced in accordance with the laws of British Columbia.

9.8 This Agreement can be signed in counterpart and delivered electronically.

**IN WITNESS WHEREOF** each of the City and the Owner have executed this Agreement under seal by their duly authorized officers as of the reference date of this Agreement.

**THE CORPORATION OF THE CITY OF NORTH VANCOUVER,**  
by its authorized signatories:

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MAYOR

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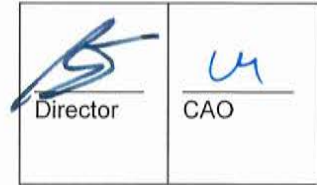
CITY CLERK

**NACEL PROPERTIES LTD.,** by its authorized signatories:

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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**FINANCE DEPARTMENT**

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Ben Themens, Manager, Director of Finance

SUBJECT: 2019 STATEMENT OF FINANCIAL INFORMATION ("SOFI")

Date: June 11, 2020 File No: 05-1880-20-0008/2019

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*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION:**

**PURSUANT** to the report of the Director, Finance, dated June 11, 2020, entitled, "2019 Statement of Financial Information ("SOFI"):

**THAT** the Statement of Financial Information be approved and forwarded to the Ministry of Municipal Affairs and Housing.

**ATTACHMENTS:**

1. The Corporation of the City of North Vancouver 2019 Statement of Financial Information, Financial Information Regulation, Schedule 1 ([Doc# 1921088](#))
2. Copy of Section 107, *Community Charter* ([Doc# 1898432](#))
3. Copy of Section 168, *Community Charter* ([Doc# 1898434](#))

**BACKGROUND:**

Each year, as normally required under the Financial Information Act, municipalities file a Statement of Financial Information ("SOFI") with the Ministry of Municipal Affairs and Housing no later than June 30<sup>th</sup>. The SOFI includes, for the year being reported, the City's audited financial statements, information regarding remuneration of Mayor and Council, a list of employees with remuneration exceeding \$75,000, amounts paid to suppliers of goods and / or services to which the City paid more than \$25,000, and all grants and contributions paid by the City.



The SOFI must be approved by the Director of Finance and by Council. The Council remuneration and expenses portion of this report will also fulfill the requirement under section 168 (1) of the *Community Charter* which requires preparation of a report listing total remuneration, expenses and benefits paid for each Council member including contracts to be reported under section 107.

Remuneration includes payments received during the year being reported. The number of employees with remuneration greater than \$100,000 increased from 103 in 2018 to 112 in 2019. This is mainly due to regular increases. As in prior years, to enhance transparency, one time payments such as prior year vacation have been reported separately.

The Financial Information Regulation, Schedule 1, subsection 6(1), defines remuneration as:

- "any form of salary, wages, bonuses, gratuities, taxable benefits, payment into trust or any form of income deferral paid by the corporation to the employee or on behalf of the employee during the fiscal year being reported upon, whether or not such remuneration is reported under the *Income Tax Act* (Canada), but
- does not include anything payable under a severance agreement."

Expenses are defined as:

- "includes travel expenses, memberships, tuition, relocation, vehicle leases, extraordinary hiring expenses, registration fees and similar amounts paid directly to an employee, or to a third party on behalf of the employee, and which has not been included in 'remuneration',
- is not limited to expenses that are generally perceived as perquisites, or bestowing personal benefit, and may include expenditures required for employees to perform their job functions, and
- excludes benefits of a general nature applicable to all employees pursuant to an agreement such as medical, dental, counselling, insurance and similar plans."

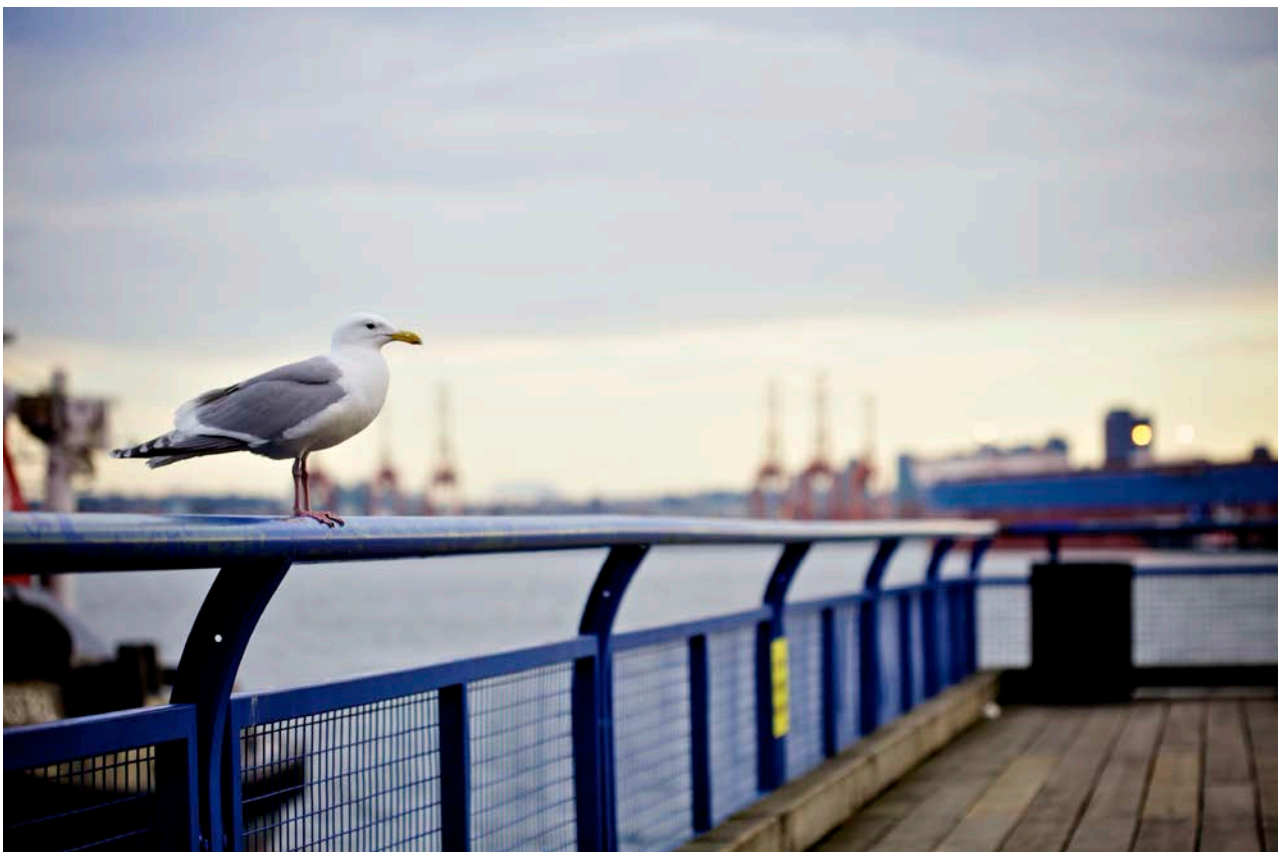
The definition of expenses does not include the assignment of overhead costs to employees.

RESPECTFULLY SUBMITTED:

  
Ben Themens  
Director, Finance

## 2019 Statement of Financial Information

JUNE 2020 | FINANCIAL INFORMATION REGULATION, SCHEDULE 1



**City of North Vancouver**  
**2019 Statement of Financial Information**

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***Financial Information Act***  
**Financial Information Regulation (FIR), Schedule 1**

**Statement of Financial Information (SOFI)**  
**Index to FIR Schedule 1 and the Checklist**

**Page 1: Corporation Information**

**Ministry Information**

**General: Section One**

- 1(1)(a) Statement of assets and liabilities
- 1(1)(b) Operational statement
- 1(1)(c) Schedule of debts
- 1(1)(d) Schedule of guarantee and indemnity agreements
- 1(1)(e) Schedule of employee remuneration and expenses
- 1(1)(f) Schedule of suppliers of goods and services
- 1(2) [Explanatory information for reference]
- 1(3) Statements prepared on a consolidated basis or for each fund
- 1(4) & (5) Notes to the statements and schedules in section 1(1)

**Page 2: Statement of Assets & Liabilities: Section Two**

- 2 Balance sheet
- Changes in equity and surplus or deficit

**Operational Statement: Section Three**

- 3(1) Statement of Income / Statement of Revenue and Expenditures
- Statement of Changes in Financial Position
- 3(2) & (3) Omission of Statement of Changes in Financial Position, with explanation
- 3(4) Requirement for community colleges, school districts and municipalities

**Statement of Debts: Section Four**

- 4(1)(a) & 4(2) List and detail the schedule of long-term debts
- 4(1)(b) Identify debts covered by sinking funds / reserves
- 4(3) & (4) Omission of schedule, with explanation

**Page 3: Schedule of Guarantee and Indemnity Agreements: Section Five**

- 5(1) List agreements under the Guarantees and Indemnities Regulation
- 5(2) State the entities and amounts involved
- 5(3) & (4) Omission of schedule, with explanation

**Page 3 & 4: Schedule of Remuneration and Expenses: Section Six**

- 6(1) [Definitions for reference]
- 6(2)(a) List remuneration / expenses for each elected official, member of board, Cabinet appointees
- 6(2)(b) List each employee with remuneration exceeding \$75,000, plus expenses
- 6(2)(c) Consolidated total for all employees with remuneration of \$75,000 or less
- 6(2)(d) Reconcile difference in total remuneration above with operational statement
- 6(3) Exclude personal information other than as required



**Page 3 & 4: Schedule of Remuneration and Expenses: Section Six (continued)**

- 6(4) & (5) [Explanatory information for reference]
- 6(6) Report employer portion of EI and CPP as a supplier payment
- 6(7)(a) & (b) Statement of severance agreements
- 6(8) Explain an omission of statement of severance agreements
- 6(9) [Statement of severance agreements to minister – not required unless requested]

**Page 4: Schedule of Suppliers of Goods or Services: Section Seven**

- 7(1)(a) List suppliers receiving payments exceeding \$25,000
- 7(1)(b) Consolidated total of all payments of \$25,000 or less
- 7(1)(c) Reconcile difference in total above with operational statement
- 7(2)(a) [Explanatory information for reference]
- 7(2)(b) Statement of payments of grants or contributions
- 7(2)(c) [Explanatory information for reference]

**Page 5: Inactive Corporations: Section Eight**

- 8(1) Ministry to report for inactive corporations
- 8(2)(a) Contents of report – statements and schedules under section 1(1) to extent possible
- 8(2)(b) Contents of report – operational status of corporation

**Approval of Financial Information: Section Nine**

- 9(1) Approval of SOFI for corporations (other than municipalities)
- 9(2) Approval of SOFI for municipalities
- 9(3) Management report
- 9(4) Management report must explain roles and responsibilities
- 9(5) Signature approval is for all contents of the SOFI

**Access to the Financial Information: Section Ten**

- 10(1) to (3) [Explanatory information for reference]

# Financial Information Regulation, Schedule 1

## Checklist – Statement of Financial Information (SOFI)

### For the Corporation:

Corporate Name: The Corporation of the City of North Vancouver	Contact Name: Carlos Fernandes
Fiscal Year End: December 31, 2019	Phone Number: (604) 990-4208
Date Submitted: June 11, 2020	E-mail: cfernandes@cnv.org

### For the Ministry:

Ministry Name: _____	Reviewer: _____
Date Received: _____	Deficiencies: Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Reviewed: _____	Deficiencies Addressed: Yes <input type="checkbox"/> No <input type="checkbox"/>
Approved (SFO): _____	Further Action Taken: _____

Distribution: Legislative Library ☐ Ministry Retention ☐

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>General</b>					
1 (1) (a)	Statement of assets and liabilities	✓			See Schedule 1, Section 2
1 (1) (b)	Operational statement	✓			See Schedule 1, Section 3(1)
1 (1) (c)	Schedule of debts	✓			See Schedule 1, Section 4(4)
1 (1) (d)	Schedule of guarantee and indemnity agreements	✓			See Schedule 1, Section 5(4)
1 (1) (e)	Schedule of employee remuneration and expenses	✓			See Schedule 1, Section 6(2)
1 (1) (f)	Schedule of suppliers of goods and services	✓			See Schedule 1, Section 7(1) & 7(2)
1 (3)	Statements prepared on a consolidated basis or for each fund, as appropriate	✓			
1 (4) 1 (5)	Notes to the financial statements for the statements and schedules listed above	✓			

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Statement of Assets &amp; Liabilities</b>					
2	<ul style="list-style-type: none"> <li>A balance sheet prepared in accordance with GAAP or stated accounting principles / policies, and</li> <li>Show changes in equity and surplus or deficit due to operations</li> </ul>	✓  ✓			See Consolidated Statement of Financial Position  See Consolidated Statement of Operations and notes to the financial statements for changes in equity
<b>Operational Statement</b>					
3 (1)	Prepared in accordance with GAAP or stated accounting principles / policies and consists of: <ul style="list-style-type: none"> <li>a Statement of Income or Statement of Revenue and Expenditures, and</li> <li>a Statement of Changes in Financial Position</li> </ul>	✓ ✓			See Consolidated Statement of Operations  See Consolidated Statement of Cash Flows
3 (2) 3 (3)	<ul style="list-style-type: none"> <li>The Statement of Changes in Financial Position may be omitted if it provides no additional information</li> <li>The omission must be explained in the notes</li> </ul>			✓  ✓	
3 (4)	Community colleges, school districts, and municipalities must prepare a Statement of Changes in Financial Position for the Capital Fund		✓		
<b>Schedule of Debts</b>					
4 (1) (a) 4 (2)	List each long-term debt (secured by debentures, mortgages, bonds, etc.), stating the amount outstanding, the interest rate, and the maturity date			✓	
4 (1) (b)	Identify debts covered by sinking funds or reserves and amounts in these accounts			✓	

<b>FIR Schedule 1 Section</b>	<b>Item</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
4 (3) 4 (4)	<ul style="list-style-type: none"> <li>The schedule may be omitted if addressed under section 2 or 5 and it provides no additional information</li> <li>The omission must be explained in a note to the schedule</li> </ul>	✓		✓	See attached schedule.
<b>Schedule of Guarantee and Indemnity Agreements</b>					
5 (1)	List financial agreements that required government approval prior to being given (see Guarantees and Indemnities Regulation in FIA Guidance Package)			✓	
5 (2)	State the entities involved, and the specific amount involved if known			✓	
5 (3) 5 (4)	<ul style="list-style-type: none"> <li>The schedule may be omitted if addressed under section 2 or 4 and it provides no additional information</li> <li>The omission must be explained in a note to the schedule</li> </ul>	✓		✓	See attached schedule
<b>Schedule of Remuneration and Expenses</b> (See Guidance Package for suggested format)					
6 (2) (a)	List separately, by name and position, the total remuneration and the total expenses for each elected official, member of the board of directors, and employee appointed by Cabinet	✓			
6 (2) (b)	List alphabetically each employee whose total remuneration exceeds \$75,000 and the total expenses for each [excluding the persons listed under 6 (2) (a)]	✓			
6 (2) (c)	Include a consolidated total for employees whose remuneration is \$75,000 or less [excluding the persons listed under 6 (2) (a)]	✓			
6 (2) (d)	Reconcile or explain any difference between total remuneration in this	✓			



FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
	schedule and related information in the operational statement				
6 (3)	Exclude personal information other than name, position, function or remuneration and expenses of employees	✓			
<b>Schedule of Remuneration and Expenses</b> (See Guidance Package for suggested format)					
6 (6)	Report the employer portion of EI and CPP as a supplier payment to the Receiver General for Canada rather than as employee remuneration	✓			Employer share of CPP for elected officials was shown under the heading "Benefits" on FIR Schedule 1, Section 6(2)(a)
6 (7) (a) 6 (7) (b)	Include a statement of severance agreements providing: <ul style="list-style-type: none"> <li>the number of severance agreements under which payment commenced in the fiscal year being reported on for non-union employees, and</li> <li>the range of equivalent months' compensation for them</li> </ul> (see Guidance Package for suggested format)	✓  ✓			
6 (8)	Provide the reason for omitting a statement of severance agreements in a note to the schedule of remuneration and expenses			✓	
<b>Schedule of Suppliers of Goods or Services</b> (See Guidance Package for suggested format)					
7 (1) (a)	List in alphabetical order all suppliers of goods and services who received aggregate payments exceeding \$25,000	✓			
7 (1) (b)	Include a consolidated total of all payments to suppliers who received \$25,000 or less	✓			
7 (1) (c)	Reconcile or explain any difference between the consolidated total and related figures in the operational statement	✓			

<b>FIR Schedule 1 Section</b>	<b>Item</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
7 (2) (b)	Include a statement of payments for the purposes of grants or contributions	✓			

<b>Inactive Corporations</b>					
8 (1)	The ministry reports for the corporation if the corporation is not operating to the extent required to produce a SOFI			✓	
8 (2) (a)	The ministry's report contains the statements and schedules required under section 1 (1), to the extent possible			✓	
8 (2) (b)	The ministry's report contains a statement of the operational status of the corporation (see Guidance Package regarding what to include)			✓	
<b>Approval of Financial Information</b>					
9 (1)	Corporations other than municipalities – the SOFI is signed as approved by the board of directors or the governing body (see Guidance Package for example)			✓	
9 (2)	Municipalities – the SOFI is approved by its council and by the officer assigned responsibility for financial administration (see Guidance Package for example)	✓			
9 (3)	A management report is included, signed by the head and chief financial officer, or by the municipal officer assigned responsibility for financial administration (see examples in annual report at <a href="http://www.gov.bc.ca/cas/popt/">http://www.gov.bc.ca/cas/popt/</a> )	✓			See Consolidated Financial Statements – Statement of Management Responsibility
9 (4)	The management report explains the roles and responsibilities of the board of directors or governing body, audit committee, management, and the auditors	✓			See Consolidated Financial Statements – Statement of Management Responsibility

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
9 (5)	Signature approvals required in section 9 are for each of the statements and schedules of financial information, not just the financial statements	✓			

# **The Corporation of the City of North Vancouver**

## **2019 Statement of Financial Information**

### **Financial Information Regulation, Schedule 1**

#### **Section 1 (1) (a), 1 (1) (b), 1 (4) & 1 (5)**

#### **Section 2**

#### **Section 3 (1)**



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**The Corporation of the City of  
North Vancouver**  
Consolidated Financial Statements  
For the year ended December 31, 2019

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## Statement of Management Responsibility

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The Council of the Corporation of the City of North Vancouver ("City") has delegated the responsibility for the integrity and objectivity of the financial information contained in the consolidated financial statements to the management of the City. The consolidated financial statements which, in part, are based on informed judgments and estimates, have been prepared by management in accordance with Canadian public sector accounting standards, which have been applied on a basis consistent with that of the preceding year.

To assist in carrying out their responsibility, management maintains an accounting system and internal controls to provide reasonable assurance that transactions are executed and recorded in accordance with authorization, and that financial records are reliable for preparation of financial statements.

The Mayor and Council oversee management's responsibilities for the financial reporting and internal control systems. Council annually reviews and approves the consolidated financial statements.

The City's independent auditors, BDO Canada LLP, are engaged to express an opinion as to whether the City's consolidated financial statements present fairly in all material respects the financial position of the City as at December 31, 2019, and the results of operations, changes in net financial assets and cash flows for the year then ended in accordance with Canadian generally accepted auditing standards.

The consolidated financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and in accordance with Canadian public sector accounting standards.



Director of Finance

May 4, 2020

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## Independent Auditor's Report

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To the Mayor and Council of the Corporation of the City of North Vancouver

### Opinion

We have audited the consolidated financial statements of Corporation of the City of North Vancouver and its controlled entities (the "City"), which comprise the consolidated statement of financial position as at December 31, 2019 and the consolidated statement of operations, the consolidated statement of changes in net financial assets and the consolidated statement of cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2019, and its consolidated operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

### Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.





As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the City to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the City audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*BDO Canada LLP*

Chartered Professional Accountants

Vancouver, British Columbia

May 4, 2020

**The Corporation of the City of North Vancouver**  
**Consolidated Statement of Financial Position**  
**As at December 31, 2019 with comparative figures for 2018**  
**(in thousands of dollars)**

	2019	2018
<b>FINANCIAL ASSETS</b>		
Cash	\$ 9,929	\$ 6,796
Temporary investments (note 3(a))	52,994	43,918
Portfolio investments (note 3(b))	139,269	139,902
Investment in Lonsdale Energy Corp. (note 4)	2,709	2,114
Due from other governments	4,561	3,542
Accounts receivable	8,365	10,727
Loan to Lonsdale Energy Corp. (note 5)	25,623	23,294
Interest receivable	13,145	14,210
	<u>256,595</u>	<u>244,503</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	24,888	17,066
Deferred revenue	30,218	27,735
Deferred development cost charges	23,323	22,282
Long-term debt (note 6)	684	895
Employee future benefits (note 7)	8,150	8,121
Advances and other liabilities	10,447	10,493
	<u>97,710</u>	<u>86,592</u>
<b>NET FINANCIAL ASSETS</b>	<u>158,885</u>	<u>157,911</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (note 8)	414,093	402,540
Inventories	631	656
Prepaid expenses	1,745	1,619
	<u>416,469</u>	<u>404,815</u>
<b>ACCUMULATED SURPLUS (note 9)</b>	<u>\$ 575,354</u>	<u>\$ 562,726</u>

Commitments and contingencies (note 10)  
See accompanying notes to the consolidated financial statements



Director of Finance

**The Corporation of the City of North Vancouver**  
**Consolidated Statement of Operations**  
**Year ended December 31, 2019 with comparative figures for 2018**  
**(in thousands of dollars)**

	<b>2019 Budget</b>	<b>2019</b>	<b>2018</b>
	(notes 2(h) and 14)		
<b>REVENUE</b>			
Property value tax	\$ 62,557	\$ 62,521	\$ 58,775
Parcel taxes	3,160	3,204	2,940
Licences and permits	4,572	4,856	6,493
Fines and fees	4,840	5,157	6,418
Rent	1,491	2,191	2,213
Interest, dividends and penalties	2,119	6,477	5,924
Sale of services	27,947	29,896	27,767
Rebate and recoveries	85	58	62
Grants and other	7,116	11,276	10,850
Developer contributions and other transfers	269	5,203	34,856
Gains on disposition of assets	-	(427)	1,626
Lonsdale Energy Corp. income (note 4)	-	595	580
	<u>114,156</u>	<u>131,007</u>	<u>158,504</u>
<b>EXPENSES</b>			
General government	18,999	19,818	19,293
Transportation and transit	6,109	8,279	7,173
Health, social services and housing	2,663	2,685	2,637
Development services	6,009	6,340	5,926
Protective services	27,489	27,259	25,319
Parks, recreation and culture	28,422	30,210	27,790
Water utilities	10,337	9,964	9,618
Sewer utilities	9,272	9,598	9,139
Solid waste	<u>4,396</u>	<u>4,226</u>	<u>4,151</u>
Total expenses (note 12)	<u>113,696</u>	<u>118,379</u>	<u>111,046</u>
Annual surplus	460	12,628	47,458
Accumulated surplus beginning of year	<u>562,726</u>	<u>562,726</u>	<u>515,268</u>
Accumulated surplus end of year	<u>\$ 563,186</u>	<u>\$ 575,354</u>	<u>\$ 562,726</u>

See accompanying notes to the consolidated financial statements

**The Corporation of the City of North Vancouver**  
**Consolidated Statement of Change in Net Financial Assets**  
**Year ended December 31, 2019 with comparative figures for 2018**  
**(in thousands of dollars)**

	<b>2019 Budget</b>	<b>2019</b>	<b>2018</b>
	(notes 2(h) and 14)		
Annual surplus	\$ 460	\$ 12,628	\$ 47,458
Acquisition of tangible capital assets	(78,542)	(26,315)	(32,071)
Non-cash developer contributed assets and found assets	-	(1,085)	(3,918)
Proceeds on sale of tangible capital assets	-	70	2,187
Depreciation of tangible capital assets	15,100	15,350	14,827
Loss (gain) on disposition of tangible capital assets	-	427	(1,626)
	<u>(63,442)</u>	<u>(11,553)</u>	<u>(20,601)</u>
Acquisition of inventories		(1,347)	(1,243)
Acquisition of prepaid expenses	-	(1,707)	(1,693)
Use of inventories	-	1,372	1,280
Use of prepaid expenses	-	1,581	1,554
	<u>-</u>	<u>(101)</u>	<u>(102)</u>
Increase (decrease) in net financial assets	(62,982)	974	26,755
Net financial assets, beginning of year	<u>157,911</u>	<u>157,911</u>	<u>131,156</u>
Net financial assets, end of year	<u>\$ 94,929</u>	<u>\$ 158,885</u>	<u>\$ 157,911</u>

See accompanying notes to the consolidated financial statements



**The Corporation of the City of North Vancouver**  
**Consolidated Statement of Cash Flows**  
**Year ended December 31, 2019 with comparative figures for 2018**  
**(in thousands of dollars)**

	2019	2018
<b>Cash provided by (used for):</b>		
<b>Operating Transactions</b>		
Annual surplus	\$ 12,628	\$ 47,458
Items not involving cash:		
Depreciation expense	15,350	14,827
Loss (gain) on disposal of tangible capital assets	427	(1,626)
Non-cash developer contributed assets and found assets	(1,085)	(3,918)
Lonsdale Energy Corp. income	(595)	(580)
Changes in non-cash operating items:		
(Increase) decrease in due from other governments	(1,019)	311
Decrease (increase) in accounts receivable	2,362	(1,773)
Increase in loan to Lonsdale Energy Corp.	(2,329)	(4,052)
Decrease (increase) in interest receivable	1,065	(1,469)
Increase (decrease) in accounts payable and accrued liabilities	7,822	(2,032)
Increase increase in deferred revenue	2,483	11
Increase in deferred development cost charges	1,041	3,016
Increase (decrease) in accrued employee future benefits	29	(137)
Decrease in advances and other liabilities	(46)	(279)
Decrease in inventories	25	37
Increase in prepaid expenses	(126)	(139)
	38,032	49,655
<b>Capital Transactions</b>		
Cash used to acquire tangible capital assets	(26,315)	(32,071)
Proceeds from sale of tangible capital assets	70	2,187
	(26,245)	(29,884)
<b>Investing Transactions</b>		
Decrease (increase) in temporary investments	(9,076)	970
Increase in portfolio investments	633	(21,489)
	(8,443)	(20,519)
<b>Financing Transactions</b>		
Repayment of long-term debt	(211)	(203)
(Decrease) increase in cash	3,133	(951)
Cash, beginning of year	6,796	7,747
Cash, end of year	\$ 9,929	\$ 6,796

See accompanying notes to the consolidated financial statements

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2019**  
**(tabular amounts in thousands of dollars)**

**1. OPERATIONS**

The City of North Vancouver (the "City") was incorporated in 1907 and operates under the provisions of the Community Charter and the Local Government Act of British Columbia. The City's principal activity is the provision of local government services to residents of the incorporated area. These include administrative, protective, transportation, environmental, recreational, water and sanitary services.

**2. SIGNIFICANT ACCOUNTING POLICIES**

The consolidated financial statements of the City have been prepared in accordance with Canadian public sector accounting standards, as prescribed by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants Canada. The significant accounting policies are summarized below:

**(a) Basis of Presentation**

The consolidated financial statements include the accounts of all the funds of the City, the accounts of the North Vancouver City Library, which is controlled by the City, the City's 33% proportionate share of the operations of the North Vancouver Recreation Commission, and the City's 50% proportionate share of the operations of the North Vancouver Museum and Archives Commission. The City's investment in Lonsdale Energy Corporation ("LEC"), a wholly owned government business enterprise, is accounted for using the modified equity method.

The City participates with the District of North Vancouver in the operation and management of the North Vancouver Recreation Commission, and the City includes its proportionate share in the City's consolidated financial statements. The current agreement specifies that the operating costs shall be paid 33% (2018 – 33%) by the City and 67% (2018 – 67%) by the District of North Vancouver. Each municipality is responsible for its own facilities and pays 100% of all capital costs relating to improvement, expansion and replacement of buildings or facility equipment.

The City also participates with the District of North Vancouver in the operation and management of the North Vancouver Museum and Archives Commission, and the City includes its proportionate share in the City's consolidated financial statements. The current agreement specifies that the operating costs shall be paid 50% (2018 – 50%) by the City and 50% (2018 – 50%) by the District of North Vancouver. Each municipality is responsible for its own facilities and pays 100% of all capital costs relating to improvement, expansion and replacement of buildings or facility equipment.

**(b) Basis of Accounting**

Revenue is recorded on an accrual basis and recognized when earned. Expenses are recognized as they are incurred and measurable as a result of the receipt of goods and services.

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2019**  
**(tabular amounts in thousands of dollars)**

**2. SIGNIFICANT ACCOUNTING POLICIES (con't)**

**(c) Revenue Recognition**

Taxes are recognized as revenue in the year they are levied. Through the British Columbia Assessments appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded. Any additional adjustments required over that estimated are recognized at the time they are awarded. Levies imposed by other taxing authorities are not included as taxes for municipal purposes. Levies imposed for Regional District services and other taxing authorities are not included.

Charges for sewer, water and solid waste usage are recorded as user fees. Connection fees revenues are recognized when the connection has been established.

Sale of service and other revenue are recognized on an accrual basis.

**(d) Deferred Revenue**

Deferred revenue consists of prepaid property taxes, prepaid business licenses, and fees paid in advance for services yet to be provided.

**(e) Development Cost Charges**

Development cost charges collected to pay for future capital projects are deferred upon receipt and recognized as revenue when the capital costs for which they were collected are incurred.

**(f) Temporary Investments**

Temporary investments include bank issued notes and bonds and provincial bonds and debentures maturing in the subsequent year and are valued at the lower of cost or market value.

**(g) Portfolio Investments**

Portfolio investments include bank issued notes and bonds and provincial bonds and debentures maturing after the subsequent year end. Securities are recorded at their cost and written down to reflect losses in value that are other than temporary.

**(h) Budget Figures**

The budget figures are based on the ten year financial plan adopted on April 8th, 2019.

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2019**  
**(tabular amounts in thousands of dollars)**

**2. SIGNIFICANT ACCOUNTING POLICIES (con't)**

**(i) Government Transfers**

Unrestricted government transfers are recognized as revenue in the year that the transfer is authorized by the issuing government and any eligibility criteria have been met. Restricted government transfers, in the way of grants or other transfers, are recognized as revenue in the year in which any stipulations that create liabilities are met.

**(j) Employee Future Benefits**

The City and its employees make contributions to the Municipal Pension Plan. As this plan is a multi-employer plan, contributions are expensed as incurred.

Sick leave and post-employment benefits also accrue to the City's employees. The liabilities related to these benefits are actuarially determined based on services and best estimates of retirement ages and expected future salary and wage increases. The liabilities under these benefits plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

**(k) Long-term Debt**

Long-term debt is recorded in the consolidated financial statements net of repayments and sinking fund adjustments.

**(l) Non-Financial Assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They may have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

**(i) Tangible Capital Assets**

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost less residual value of the tangible capital assets, excluding land, is amortized on a straight line basis over their estimated useful lives as follows:

Land improvements	Straight line over useful life of each asset unit	10 – 100 years
Parks	Straight line over useful life of each asset unit	10 – 75 years
Buildings	Straight line over useful life of each asset unit	10 – 100 years
Machinery & equipment	Straight line over useful life of each asset unit	3 – 25 years
Vehicles	Straight line over useful life of each asset unit	6 – 25 years
Infrastructure	Straight line over useful life of each asset unit	7 – 100 years
Library materials	Straight line over useful life of each asset unit	2 – 5 years
Work in progress	Not depreciated until put into use	

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2019**  
**(tabular amounts in thousands of dollars)**

**(l) Non-Financial Assets (cont'd)**

**(ii) Contributions of Tangible Capital Assets**

Tangible capital assets received as contributions or transfers from developers are recorded at their estimated fair value at the date of receipt and also are recorded as revenue.

**(iii) Works of Art and Historic Assets**

Works of art and historic assets are not recorded as assets in these consolidated financial statements.

**(iv) Natural Resources**

Horticultural assets such as treed areas, grassy areas and gardens are not recognized as assets in the consolidated financial statements.

**(v) Interest Capitalization**

The City does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

**(vi) Leased Tangible Capital Assets**

Leases that transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the payments are charged to expenses as incurred.

**(vii) Inventories**

Inventories held for consumption are recorded at the lower of weighted average cost and replacement cost.

**(m) Estimates**

The preparation of the consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts in the consolidated financial statements and the disclosure of contingent liabilities. Areas requiring significant estimation are post-employment benefits, compensated absences and termination benefits and estimated useful life of tangible capital assets. Actual results could differ from these estimates.

**(n) Segment Disclosure**

A segment is defined as a distinguishable activity or group of activities of a government for which it is appropriate to separately report financial information related to expenses. See note 12.



**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2019**  
**(tabular amounts in thousands of dollars)**

**2. SIGNIFICANT ACCOUNTING POLICIES (con't)**

**(o) Contaminated Sites**

A liability for contaminated sites is recognized when a site is not in productive use or an unexpected event has occurred and the following criteria are met:

- i) An environmental standard exists;
- ii) Contamination exceeds the environmental standard;
- iii) The City is directly responsible or accepts responsibility;
- iv) It is expected that future economic benefits will be given up; and
- v) A reasonable estimate of the amount can be made

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2019**  
**(tabular amounts in thousands of dollars)**

**3. INVESTMENTS**

**(a) Temporary Investments**

The fair value of temporary investments at December 31, 2019 was \$54,943,973 (2018 - \$46,769,729). These investments range in maturity date from January 2, 2020 to December 16, 2020, and range in yield from 2.05% to 5.16%.

**(b) Portfolio Investments**

The fair value of portfolio investments at December 31, 2019 was \$151,360,972 (2018 - \$149,587,369). These investments range in maturity from January 7, 2021 to May 15, 2031, and range in yield from 2.01% to 7.52%.

**4. INVESTMENT IN LONSDALE ENERGY CORPORATION ("LEC")**

The City owns all the issued and outstanding shares of LEC, which was incorporated under the British Columbia Company Act on July 7, 2003. LEC operates a district energy system providing hydronic energy to residential, institutional and commercial buildings in the Lonsdale and Marine Drive – Harbourside areas of the City of North Vancouver.

Summarized financial information relating to LEC is as follows:

	2019	2018
Cash and accounts receivable	\$ 2,230	\$ 1,874
Tangible capital assets	34,762	31,777
Other assets	659	612
Total assets	<u>\$ 37,651</u>	<u>\$ 34,263</u>
Accounts payable and accrued liabilities	\$ 1,346	\$ 1,449
Deferred contributions	7,289	6,511
Debt	26,307	24,189
Total Liabilities	<u>\$ 34,942</u>	<u>\$ 32,149</u>
Shareholder's equity	<u>\$ 2,709</u>	<u>\$ 2,114</u>
Total revenue	\$ 5,964	\$ 4,770
Total expenses	5,369	4,190
Net income	<u>\$ 595</u>	<u>\$ 580</u>

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2019**  
**(tabular amounts in thousands of dollars)**

**4. INVESTMENT IN LONSDALE ENERGY CORPORATION ("LEC") (con't)**

Included in the City's consolidated statement of financial position is "Investment in Lonsdale Energy Corp." in the amount of \$2,709,000 (2018 - \$2,114,000) and a loan receivable, see note 5. Also, included in accounts receivable in the City's consolidated statement of financial position are receivables from LEC in the amount of \$522,000 (2018 - \$559,000).

**5. LOAN TO LONSDALE ENERGY CORPORATION ("LEC")**

The loan receivable balance of \$25,623,086 (2018 - \$23,293,926) consists of the following interest bearing promissory notes:

On August 1, 2018, the City converted amounts due from LEC whereby LEC issued a 5 year promissory note to the City in the amount of \$33,661,966 bearing interest at 2.65%. The promissory note to the City has been partially drawn upon with a balance owing at December 31, 2019 of \$25,623,086 (2018 - \$23,293,926).

All loans are due on demand and bear interest at 2.65% (2018 – 2.65%). Interest revenue of \$648,777 (2018 - \$492,448) and Dividend revenue of \$30,100 (2018 - \$0) has been included in the consolidated statement of operations.

At the maturity date of the loan to LEC, the City may, at its discretion, extend the terms of the loan in whole or in part or LEC may repay the loan in whole or in part using either internal or external financing.

**6. LONG-TERM DEBT**

The City has financed the expansion of LEC by assuming debt on behalf of LEC through the Municipal Finance Authority in accordance with the Community Charter. Debt principal is reported net of repayments and actuarial adjustments. The City carries no other long-term debt. The total debt issued and outstanding as at December 31, 2019 was \$684,288 (2018 - \$895,067).

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2019**  
**(tabular amounts in thousands of dollars)**

**6. LONG-TERM DEBT (con't)**

Future principal re-payments and actuarial adjustments on net outstanding debt over the next five years are as follows:

	2019
2020	\$ 219,210
2021	227,979
2022	237,099
	<u>\$ 684,288</u>

Interest expense of \$6,000 (2018 - \$6,000) has been included in the Consolidated Statement of Operations. The interest rate on long-term debt is 0.3% per annum.

**7. EMPLOYEE FUTURE BENEFITS**

**(a) Sick and Severance**

Employees of the City are entitled to payments related to unused sick leave and severance upon retirement or resignation after ten years of service. The amount recorded for these benefits is based on an actuarial valuation done by an independent firm of actuaries using a projected benefit actuarial valuation method pro-rated on services. The most recent actuarial valuation of the City's future benefits was completed as at December 31, 2019.

Information regarding the City's obligations for these benefits, including its proportionate share of the North Vancouver City Library, North Vancouver Recreation Commission, and North Vancouver Museum and Archives Commission, is as follows:

	2019	2018
Benefit obligation - beginning of the year	\$ 7,604	\$ 7,862
Add: Current service costs	646	655
Interest on accrued benefit obligation	257	239
Less: Actuarial (gain) loss	130	(154)
Benefits paid	<u>(822)</u>	<u>(998)</u>
Benefit obligation - end of the year	\$ 7,815	\$ 7,604
Add: Unamortized actuarial gain	<u>335</u>	<u>517</u>
Accrued benefit liability - end of the year	<u>\$ 8,150</u>	<u>\$ 8,121</u>

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2019**  
**(tabular amounts in thousands of dollars)**

**7. EMPLOYEE FUTURE BENEFITS (con't)**

The significant actuarial assumptions adopted in measuring the City's accrued benefit liability are as follows:

	2019	2018
Discount rates	2.70%	3.30%
Expected future inflation rates	2.50%	2.50%
Expected wage and salary increases	2.58% to 4.63%	2.58% to 4.63%

The unamortized actuarial gain is amortized over a period equal to the employees' average remaining service lifetime of ten years for the City.

**(b) Council Retirement Stipend**

Starting 2005, Council Members are entitled to a retirement stipend based on 9.97% of the individual's total indemnity received subsequent to 2002. These amounts are accrued as earned and recorded in accounts payable and accrued liabilities.

**8. TANGIBLE CAPITAL ASSETS**

2019	Land	Land Improvements	Parks	Buildings	Machinery & Equipment	Vehicles	Infrastructure	Library Materials	Work in Progress	Total
<b>Cost</b>										
Balance as at December 31, 2018	\$ 38,909	\$ 63,348	\$ 49,700	\$ 125,709	\$ 19,708	\$ 10,901	\$ 232,731	\$ 930	\$ 46,888	\$ 588,824
Additions	-	12,753	657	1,262	1,232	899	7,913	233	49,339	74,288
Disposals	-	-	-	286	(644)	473	770	211	46,888	47,984
Balance as at December 31, 2019	\$ 38,909	\$ 76,101	\$ 50,357	\$ 126,685	\$ 21,584	\$ 11,327	\$ 239,874	\$ 952	\$ 49,339	\$ 615,128
<b>Accumulated Depreciation</b>										
Balance as at December 31, 2018	\$ -	\$ 12,219	\$ 14,126	\$ 57,170	\$ 13,644	\$ 5,944	\$ 82,721	\$ 460	\$ -	\$ 186,284
Depreciation expense	-	2,103	1,703	4,925	1,483	546	4,374	216	-	15,350
Disposals	-	-	-	283	(644)	402	347	211	-	599
Balance as at December 31, 2019	\$ -	\$ 14,322	\$ 15,829	\$ 61,812	\$ 15,771	\$ 6,088	\$ 86,748	\$ 465	\$ -	\$ 201,035
<b>Net Book Value</b>										
December 31, 2019	\$ 38,909	\$ 61,779	\$ 34,528	\$ 64,873	\$ 5,813	\$ 5,239	\$ 153,126	\$ 487	\$ 49,339	\$ 414,093
<b>2018</b>										
<b>Cost</b>										
Balance as at December 31, 2017	\$ 35,365	\$ 55,813	\$ 42,766	\$ 123,057	\$ 19,225	\$ 11,082	\$ 227,567	\$ 936	\$ 39,874	\$ 555,685
Additions	4,467	7,535	6,934	2,657	1,005	410	6,671	219	46,888	76,786
Disposals	923	-	-	5	522	591	1,507	225	39,874	43,647
Balance as at December 31, 2018	\$ 38,909	\$ 63,348	\$ 49,700	\$ 125,709	\$ 19,708	\$ 10,901	\$ 232,731	\$ 930	\$ 46,888	\$ 588,824
<b>Accumulated Depreciation</b>										
Balance as at December 31, 2017	\$ -	\$ 10,458	\$ 12,513	\$ 52,352	\$ 12,427	\$ 5,859	\$ 79,666	\$ 471	\$ -	\$ 173,746
Depreciation expense	-	1,761	1,613	4,823	1,739	587	4,090	214	-	14,827
Disposals	-	-	-	5	522	502	1,035	225	-	2,289
Balance as at December 31, 2018	\$ -	\$ 12,219	\$ 14,126	\$ 57,170	\$ 13,644	\$ 5,944	\$ 82,721	\$ 460	\$ -	\$ 186,284
<b>Net Book Value</b>										
December 31, 2018	\$ 38,909	\$ 51,129	\$ 35,574	\$ 68,539	\$ 6,064	\$ 4,957	\$ 150,010	\$ 470	\$ 46,888	\$ 402,540



**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2019**  
**(tabular amounts in thousands of dollars)**

**8. TANGIBLE CAPITAL ASSETS (con't)**

**(a) Work in Progress**

Work in progress having a value of \$ 49,339,000 (2018 - \$46,888,000) has not been amortized. Amortization of these assets will commence when the asset is in service.

**(b) Developer Contributed Tangible Capital Assets and Other Transfers**

Developer contributed tangible capital assets and other transfers have been recognized at their estimated fair value at the date of contribution. Developer contributed tangible capital assets and other transfers of \$1,085,000 (2018 - \$4,841,000) have been recognized during the year.

**(c) Works of Art and Historic Assets**

The City manages and controls various works of art and non-operational historic assets including buildings, artifacts, paintings and sculptures located at City sites and public display areas. These assets are not recorded in the consolidated financial statements of the City.

**(d) Write-Down and Write-Up of Tangible Capital Assets**

There were no write-downs during the current or prior year. Write-ups of tangible capital assets during the current year relate to software still in active use.

**9. ACCUMULATED SURPLUS**

	2019	2018
Current Funds – general, water and sewer	\$ 36,718	\$ 35,877
Reserve fund	107,552	112,153
Capital fund	431,084	414,696
Accumulated surplus, end of year	\$ 575,354	\$ 562,726

**(a) Current Funds – general, water and sewer**

	2019	2018
Appropriated:		
General funds	\$ 13,298	\$ 14,162
Water fund	1,857	1,096
Sewer fund	9,675	10,722
Unappropriated:		
General funds	10,722	9,128
Sewer funds	476	745
Water fund	690	24
	\$ 36,718	\$ 35,877

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2019**  
**(tabular amounts in thousands of dollars)**

**9. ACCUMULATED SURPLUS (con't)**

**(b) Reserve Funds**

	Balance December 31, 2018	Contributions & Transfers	Earnings	Less Expenditures	Balance December 31, 2019
Machinery and Equipment					
Engineering	\$ 3,914	\$ 437	\$ 166	\$ 655	\$ 3,862
Fire	704	350	32	213	873
General	99	-	4	8	95
Computer	561	38	11	409	201
Building	539	-	12	225	326
Local Improvements	805	5	23	5	828
Affordable Housing	4,868	396	140	508	4,896
Tax Sale Lands	34,928	-	1,190	877	35,241
Waterworks	6,044	-	151	1,639	4,556
Parking	190	-	8	159	39
Civic Amenity	54,771	4,185	2,287	9,358	51,885
Justice Administration Accommodation	142	-	4	23	123
Streets DCC	-	2,027	-	2,027	-
Parks DCC	-	4,543	-	4,543	-
Lower Lonsdale Amenity	70	-	-	-	70
Lower Lonsdale Legacy	2,660	-	76	76	2,660
Infrastructure	332	-	734	428	638
Public Art	502	85	15	55	547
Marine Drive Community Amenity	346	-	-	156	190
Sustainable Transportation	349	88	8	167	278
Carbon Fund	329	65	8	158	244
Water DCC	-	-	-	-	-
Sanitary DCC	-	-	-	-	-
Drainage DCC	-	-	-	-	-
<b>Total</b>	<b>\$ 112,153</b>	<b>\$ 12,219</b>	<b>\$ 4,869</b>	<b>\$ 21,689</b>	<b>\$ 107,552</b>

**(c) Capital Fund**

	2019	2018
Capital fund		
Invested in tangible capital assets	\$ 414,093	\$ 402,540
Appropriated Capital funds	16,991	12,156
	<u>\$ 431,084</u>	<u>\$ 414,696</u>

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2019**  
**(tabular amounts in thousands of dollars)**

**10. COMMITMENTS AND CONTINGENCIES**

**(a) Property Taxes**

The City is obliged to levy, collect and remit property taxes on behalf of, and to finance the arrears of property taxes of, other bodies as follows:

Collections for and remittances to other bodies	2019	2018
Provincial Government - Schools	\$ 39,123	\$ 36,026
Greater Vancouver Regional District	1,460	1,340
Greater Vancouver Transportation Authority	8,917	7,992
British Columbia Assessment Authority	1,448	1,367
Municipal Finance Authority	7	6
BIA Lower Lonsdale Society	498	498
	<u>\$ 51,453</u>	<u>\$ 47,229</u>

**(b) Pension Liability**

The City and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry- age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The City paid \$4,259,000 (2018 - \$4,112,000) for employer contributions to the plan in fiscal 2019.

The next valuation will be as at December 31, 2021, with results available in 2022.

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2019**  
**(tabular amounts in thousands of dollars)**

**(b) Pension Liability (con't)**

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

**(c) Contingent Liabilities**

The City is currently engaged in or party to certain legal actions, assessment appeals and other existing conditions involving uncertainty which may result in material loss. A reasonable estimate of these future liabilities has been made where possible and is recorded in the financial statements as a liability. Where the outcomes of amounts or losses are uncertain, no amounts have been recorded.

**(d) E-Comm**

The City is a member of Emergency Communications for British Columbia, Incorporated ("E-Comm"), an organization comprised predominately of member municipalities, for the purpose of providing emergency dispatch services. The City is represented on the board and as a class "A" shareholder has voting rights should the organization want to incur additional debt.

The E-Comm facility was constructed using debt as a financing mechanism and members are liable for a proportionate share of that debt. This debt is repaid by members through annual fees charged by E-Comm. Should E-Comm dissolve, the members would be liable for a proportionate share of any residual debt. Alternatively, should members choose to opt out of E-Comm they would be liable for a proportionate share of debt at the time of withdrawal.

The City holds 2 class "A" shares and one class "B" share.

**(e) Contractual Obligations**

During 2014 the City, in conjunction with the District of North Vancouver and the District of West Vancouver, entered into a new contract for recyclables collection for a period of five years commencing July 1, 2015. The City's portion of the annual contract costs is expected to be approximately \$1,100,000 for the years from 2015 to mid 2020. The City is also eligible to receive an incentive from Multi-Materials BC (MMBC) of approximately \$65,000 per month (\$780,000 annually). This will not be renewed as commencing July 2020, RecycleBC will be responsible for providing residential recycling services in the City.

As at December 31, 2019 the City had entered into various construction contracts for a total outstanding value of \$19,6M

**(f) Construction Loan Guarantee**

On February 14, 2017 the City entered an agreement as a loan guarantor, for the British Columbia Photography and Media Society, for a demand construction bridge loan to a maximum of \$5M not to exceed five years.

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2019**  
**(tabular amounts in thousands of dollars)**

**11. TRUST FUNDS**

Certain assets have been conveyed or assigned to the City to be administered as directed by an agreement or statute. The City holds the assets for the benefit of, and stands in a fiduciary relationship to, the beneficiary. The Cemetery Trust Fund, totaling \$3,045,000 (2018 - \$2,918,000), which is administered by the City, has not been included with the City's accounts.

**12. SEGMENTED INFORMATION**

The City is a diversified municipal government entity in the Province of British Columbia that provides a wide range of services to its citizens. Certain functional areas have been combined and separately disclosed in the segmented information. The segments and the services they provide are as follows:

**General Government**

General Government provides the administrative and legislative services that support the various sectors of the City. Functions include financial planning and reporting, economic development and legislative services.

**Transportation and Transit**

The Transportation department aims to provide enhanced access to public transit, safe pedestrian and cyclist routes, enable accessible transportation for people with limited mobility and maintain existing infrastructure. These goals are achieved through street design, traffic signals and signs, street lighting and road maintenance activities.

**Health, Social Services and Housing**

Health, Social Services and Housing encompasses a wide variety of City funded initiatives aimed at supporting the social structure and sustainability of the community. Included are cemetery operations, youth and family support services, seniors programs and homeless prevention initiatives.

**Development Services**

Development Services' focus is community planning, which includes land use guidelines, the management of City owned lands, heritage planning and development of the City's official community plan.

**Protective Services**

Protective Services is comprised of the North Vancouver RCMP detachment, the North Vancouver City Fire Department and bylaw enforcement. The North Vancouver RCMP detachment plays an integral role in the protection of North Vancouver residents and their property through crime prevention and detection, emergency response and victim services. The North Vancouver City Fire Department is responsible to provide fire suppression service, fire prevention services and fire safety education.

**Parks, Recreation and Culture**

Parks, Recreation and Culture provides access to recreation facilities, the operation and maintenance of the City's many parks and trails, the North Vancouver City Library and the City's participation in the North Vancouver Museum and Archives and the North Vancouver Office of Cultural Affairs.



**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2019**  
**(tabular amounts in thousands of dollars)**

**12. SEGMENTED INFORMATION (con't)**

**Water Utilities**

The Water Utility, in conjunction with Metro Vancouver, provides safe, clean, reliable water to the residents and businesses of the City of North Vancouver.

**Sewer Utilities**

The Sewer Utility collects waste water and transports it to trunk water mains and wastewater treatment plants operated by Metro Vancouver. In addition to the collection of wastewater, the Sewer Utility also manages the City's 150km storm sewerage system which diverts rainfall runoff from private property with an emphasis on flood prevention.

**Solid Waste**

The Solid Waste department provides curbside garbage, recycling and yard trimmings collection to the residents of the City of North Vancouver.

	Revenues	Expenses						Annual Surplus(Deficit)
		Wages & Benefits	Goods & Supplies	Services	Depreciation	Capitalized	Total	
General government	\$ 81,436	\$ 13,801	\$ 4,465	\$ 3,538	\$ 4,435	\$ (6,421)	\$ 19,818	\$ 61,618
Transportation and transit	2,294	2,773	1,207	5,853	3,029	(4,583)	8,279	(5,985)
Health, social services and housing	377	400	98	2,236	-	(49)	2,685	(2,308)
Development services	5,991	6,094	35	211	-	-	6,340	(349)
Protective services	1,621	18,675	815	7,346	664	(241)	27,259	(25,638)
Parks, recreation and culture	9,820	14,715	1,394	15,036	5,674	(6,609)	30,210	(20,390)
Water utilities	12,495	2,350	7,874	2,467	786	(3,513)	9,964	2,531
Sewer utilities	13,184	1,928	583	11,235	751	(4,899)	9,598	3,586
Solid waste	3,789	1,490	34	2,691	11	-	4,226	(437)
2019	\$ 131,007	\$ 62,226	\$ 16,505	\$ 50,613	\$ 15,350	\$ (26,315)	\$ 118,379	\$ 12,628
2018	\$ 158,504	\$ 58,133	\$ 13,771	\$ 56,167	\$ 14,827	\$ (31,852)	\$ 111,046	\$ 47,458

**13. CONTRACTUAL RIGHTS**

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. As at December 31, 2019 the significant contractual rights of the City consisted of developer contributions. These rights exist as the City has entered into a number of public works development agreements which require the developers to contribute various infrastructure assets to the City, including roads and underground utilities. The timing and extent of these future contributions vary depending on development activity and fair value of the assets received at time of contribution. The contributions will be recorded as revenue based on the fair value of the assets received at the time that the City assumes the risks and responsibilities related to the assets.

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2019**  
**(tabular amounts in thousands of dollars)**

**14. BUDGET FIGURES**

The budget figures presented in these consolidated financial statements are based upon the financial plan approved by Council as the Financial Plan for the Years 2019 to 2028 Bylaw, 2019, No. 8703 April 8th, 2019. The table below reconciles the approved budget to the budget figures reported.

		Financial Plan Bylaw
Revenue per Statement of Operations	\$	114,156
Less:		
Budget Adjustments for Consolidation	(144)	
Transfers from Reserve	(3,467)	
Interagency Funds	<u>(4,926)</u>	(8,537)
Revenue per financial plan bylaw 8637		<u>105,619</u>
Expenses per Statement of Operations		113,696
Add:		
Transfer to other funds		(5,314)
Less:		
Budget Adjustments for Consolidation	4,003	
Interagency payments	<u>(4,926)</u>	(923)
Expenses per financial plan bylaw 8637		<u>107,459</u>
Deficit for the year		(1,840)
Reserves and capital:		
Capital expenditures		(78,542)
Depreciation		15,100
Equity		(9,424)
Transfers from reserves		54,298
External contributions		<u>20,408</u>
Annual budgeted Surplus per financial plan bylaw	\$	<u>-</u>

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2019**  
**(tabular amounts in thousands of dollars)**

**15. COVID-19 IMPACT**

Subsequent to year end, the impact of COVID-19 in Canada and on the global economy increased significantly. As the impacts of COVID-19 continue, there could be specific impact on the City, its citizens, employees, suppliers and other third party business associates that could impact the timing and amounts realized on the City's assets and future ability to deliver services and projects. At this time, the full potential impact of COVID-19 on the City is not known. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption and the related financial impact cannot be reasonably estimated at this time. The City's ability to continue delivering non-essential services and employ related staff will depend on the legislative mandates from the various levels of government. The City will continue to focus on collecting receivables, managing expenditures, and, if necessary, leveraging existing reserves and available credit facilities. A revenue anticipation borrowing bylaw, 2020, No. 8749 was also authorized to borrow up to \$35M to ensure it is able to continue providing essential services to its citizens.

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# **The Corporation of the City of North Vancouver**

## **2019 Statement of Financial Information**

### **Financial Information Regulation, Schedule 1**

**Section 4 (4)**

**Section 5 (4)**

**Section 6 (2) (a)**

**Sections 6 (2) (b) & 6 (2) (c)**

**Section 6 (2) (d)**

**Sections 6 (7) (a) & 6 (7) (b)**

**Section 7 (1) (a)**

**Section 7 (1) (b)**

**Section 7 (1) (c)**

**Section 7 (2) (b)**

**Section 9 (2)**

**Sections 9 (3) & 9 (4)**



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**The Corporation of the City of North Vancouver**  
**Schedule of debts**  
**FIR Schedule 1, Section 4 (4)**  
**2019**

Information on the City of North Vancouver's debt is included in note 6 to the audited consolidated financial statements.

**The Corporation of the City of North Vancouver**  
**Schedule of guarantee and indemnity agreements**  
**FIR Schedule 1, Section 5 (4)**  
**2019**

The City of North Vancouver's Bylaw 7714 authorizes the borrowing of Two Million Dollars (\$2,000,000) for the purpose of lending funds to the Lonsdale Energy Corporation, a municipal environment project providing heat energy and domestic hot water.

There is a loan agreement with the City of North Vancouver, Federation of Canadian Municipalities (FCM) and Municipal Finance Authority (MFA).

The British Columbia Photography and Media Arts Society entered into an agreement with a Canadian chartered bank for a demand construction bridge loan to a maximum of \$5 million for five years secured by a guarantee, expiring in February 2022, from the City of North Vancouver

**The Corporation of the City of North Vancouver**  
**Schedule of Remuneration and Expenses paid to Elected Officials**  
**FIR Schedule 1, Section 6 (2) (a)**  
**2019**

Elected Official	Remuneration	Benefits <sup>1</sup>	Car Allowance	Retirement		Subtotal	Expenses	Total
				Stipend				
Back, Holly	\$ 45,300	\$ 3,303	\$ -	\$ -		\$ 48,603	\$ 7,827	\$ 56,430
Bell, Don	45,300	431	-	-		45,731	11,933	57,664
Buchanan, Linda	126,268	4,309	9,552	-		140,129	8,673	148,802
Girard, Angela	45,300	2,397	-	-		47,697	6,379	54,076
Hu, Tina	45,300	3,303	-	-		48,603	8,092	56,695
McIlroy, Jessica	45,300	2,397	-	-		47,697	8,766	56,463
Mussatto, Darrell <sup>2</sup>	-	-	-	27,358		27,358	-	27,358
Valente, Antonio	45,300	2,397	-	-		47,697	3,242	50,939
<b>Total</b>	<b>\$ 398,068</b>	<b>\$ 18,537</b>	<b>\$ 9,552</b>	<b>\$ 27,358</b>		<b>\$ 453,515</b>	<b>\$ 54,912</b>	<b>\$ 508,427</b>

1. Includes taxable and the employer's portion of CPP.

2. The retirement stipend for former Mayor Mussatto it is the stipend portion deferred to 2019

**The Corporation of the City of North Vancouver**  
**Schedule of Employee Remuneration and Expenses**  
**FIR Schedule 1, Section 6 (2) (b) and 6 (2) (c)**  
**2019**

<b>Last Name</b>	<b>Initial</b>	<b>Remuneration</b>	<b>One - Time Payments</b>	<b>Subtotal</b>	<b>Expenses</b>	<b>Total</b>
Abbott	V	78,493	-	78,493	804	79,297
Allen	J	104,292	-	104,292	525	104,817
Antoniali	S	123,797	763	124,560	1,407	125,967
Apperley	M	109,593	2,113	111,706	273	111,979
Arnold	D	90,938	21,285	112,223	775	112,998
Ashley	J	106,723	2,176	108,899	200	109,099
Askraba	G	86,359	2,267	88,626	364	88,990
Baird	C	86,155	-	86,155	2,238	88,393
Barrett	A	64,365	29,066	93,431	81	93,512
Bartleman	A	97,472	-	97,472	-	97,472
Beaupre	L	79,577	657	80,234	898	81,132
Beckett	D	131,185	6	131,191	492	131,683
Bjarnason	E	12,726	82,152	94,878	302	95,180
Boivin	L	95,145	94	95,239	596	95,835
Borland	J	96,883	-	96,883	864	97,747
Bosa	S	96,143	6,339	102,482	-	102,482
Bovill	J	112,050	333	112,383	60	112,443
Bowman	B	78,856	19,810	98,666	364	99,030
Bradley	T	130,067	2,655	132,722	2,033	134,755
Braithwaite	J	90,221	4,595	94,816	-	94,816
Brennan	S	85,006	-	85,006	2,581	87,587
Brini	A	84,922	12,652	97,574	14	97,588
Brodtrick	J	96,660	2,113	98,773	20	98,793
Brown	S	112,217	-	112,217	661	112,878
Browne	R	94,472	25	94,497	3,277	97,774
Budgell	J	81,725	8,390	90,115	3,026	93,141
Burak	R	110,401	2,191	112,592	696	113,288
Burgess	B	96,771	-	96,771	-	96,771
Bushey	J	78,421	-	78,421	1,551	79,972
Caldwell	A	79,167	5	79,172	366	79,538
Cameron	D	83,947	-	83,947	315	84,262
Campbell	M	80,580	-	80,580	-	80,580
Chan	K	124,236	-	124,236	2,897	127,133
Chong	L	104,364	-	104,364	1,223	105,587
Chu	K	86,241	2,548	88,789	-	88,789
Chu	D	85,917	2,478	88,395	-	88,395
Cohan	J	99,835	342	100,177	2,741	102,918
Colwell	V	75,593	-	75,593	3,107	78,700
Cook	T	90,019	750	90,769	70	90,839
Cooper	D	100,898	7,948	108,846	145	108,991
Craig	R	90,459	24,307	114,766	374	115,140
Crookes	R	76,582	-	76,582	-	76,582

**Notes:**

1. Per FIR, Schedule 1, subsection 6(1), remuneration is defined as "any form of salary, wages, bonuses, gratuities taxable benefits, payment into trust or any form of income deferral paid by the corporation to the employee or on behalf of the employee during the fiscal year being reported upon, whether or not such remuneration is reported under the Income Tax Act (Canada), but does not include anything payable under a severance agreement. Excludes one-time payments referenced in Note 2.

2. Includes one-time payments such as prior year vacation for exempt (non union) employees as part of Council's policy.



**The Corporation of the City of North Vancouver**  
**Schedule of Employee Remuneration and Expenses**  
**FIR Schedule 1, Section 6 (2) (b) and 6 (2) (c)**  
**2019**

<b>Last Name</b>	<b>Initial</b>	<b>Remuneration</b>	<b>One - Time Payments</b>	<b>Subtotal</b>	<b>Expenses</b>	<b>Total</b>
Cullen	R	100,368	2,256	102,624	486	103,110
D'Aguiar	C	81,181	485	81,666	665	82,331
Dale	A	88,954	17	88,971	5,085	94,056
Danks	G	125,023	265	125,288	765	126,053
Danks	M	112,136	204	112,340	-	112,340
Day	K	111,786	3,308	115,094	550	115,644
de Roy Van Zuydewijn	J	145,210	5,440	150,650	6,948	157,598
De Ruiter	J	145,254	-	145,254	1,694	146,948
Dexel	K	82,533	90	82,623	96	82,719
Di Spirito	D	122,385	298	122,683	-	122,683
Dickson	S	106,722	973	107,695	185	107,880
Dickson	D	71,601	14,543	86,144	299	86,443
Dorey	D	118,871	6,638	125,509	-	125,509
Draper	J	145,252	-	145,252	5,800	151,052
Drobny	M	110,571	436	111,007	-	111,007
Duffy	P	86,724	-	86,724	3,035	89,759
Dyer	S	77,077	2	77,079	-	77,079
Easton	A	127,255	3,999	131,254	1,716	132,970
Easton	S	105,220	651	105,871	-	105,871
Elliott	G	106,898	1,246	108,144	4,448	112,592
Epp	M	176,163	-	176,163	2,204	178,367
Evans	H	101,853	14	101,867	2,383	104,250
Fabert	U	136,541	3,652	140,193	1,680	141,873
Fernandes	C	121,881	-	121,881	1,637	123,518
Finlayson	A	91,550	-	91,550	57	91,607
Foldi	D	123,379	-	123,379	958	124,337
Forman	V	75,856	-	75,856	188	76,044
Forsyth	P	108,676	-	108,676	-	108,676
Fraser	S	132,643	-	132,643	874	133,517
Friesen	M	90,806	958	91,764	903	92,667
Fudge	N	90,809	2,969	93,778	-	93,778
Galloway	S	145,129	1,787	146,916	3,565	150,481
Garber	L	146,666	1,038	147,704	4,155	151,859
Garden	S	109,560	14,682	124,242	1,509	125,751
Garma	K	75,723	-	75,723	2,585	78,308
Gibson	D	77,618	-	77,618	-	77,618
Gilfoil	R	83,213	148	83,361	3,510	86,871
Gill	R	73,843	2,446	76,289	213	76,502
Gillespie	T	101,503	111	101,614	634	102,248
Gowmon	N	80,212	-	80,212	-	80,212
Graham	K	158,496	11,920	170,416	4,738	175,154
Green	K	103,859	-	103,859	360	104,219

**Notes:**

1. Per FIR, Schedule 1, subsection 6(1), remuneration is defined as "any form of salary, wages, bonuses, gratuities taxable benefits, payment into trust or any form of income deferral paid by the corporation to the employee or on behalf of the employee during the fiscal year being reported upon, whether or not such remuneration is reported under the Income Tax Act (Canada), but does not include anything payable under a severance agreement. Excludes one-time payments referenced in Note 2.

2. Includes one-time payments such as prior year vacation for exempt (non union) employees as part of Council's policy.

**The Corporation of the City of North Vancouver**  
**Schedule of Employee Remuneration and Expenses**  
**FIR Schedule 1, Section 6 (2) (b) and 6 (2) (c)**  
**2019**

<b>Last Name</b>	<b>Initial</b>	<b>Remuneration</b>	<b>One - Time Payments</b>	<b>Subtotal</b>	<b>Expenses</b>	<b>Total</b>
Green	B	89,532	-	89,532	100	89,632
Greenlees	R	128,593	2,378	130,971	1,594	132,565
Grzesiuk	L	97,213	102	97,315	3,999	101,314
Hall	J	100,917	4,841	105,758	-	105,758
Hallaway	M	104,422	-	104,422	-	104,422
Hammer	A	83,292	195	83,487	-	83,487
Harrison	A	98,311	529	98,840	162	99,002
Harrison	M	90,634	2,378	93,012	-	93,012
Hathaway	R	98,939	11	98,950	1,137	100,087
Hathaway	S	23,126	56,745	79,871	-	79,871
Hawkshaw	D	115,259	940	116,199	-	116,199
Head	J	78,916	-	78,916	-	78,916
Hennigar	K	109,762	-	109,762	625	110,387
Hickey	P	84,410	-	84,410	-	84,410
Hofilena	G	104,583	-	104,583	40	104,623
Holm	M	122,479	66	122,545	4,117	126,662
Houlden	M	74,942	1,278	76,220	-	76,220
Howard	R	103,928	1,947	105,875	1,554	107,429
Huang	J	84,393	717	85,110	4,595	89,705
Huber	M	78,472	5,598	84,070	-	84,070
Hudson	J	111,085	-	111,085	2,529	113,614
Hunter	M	148,604	438	149,042	1,088	150,130
Johal	B	76,575	28	76,603	235	76,838
Johnson	B	111,425	248	111,673	281	111,954
Johnson	D	101,543	-	101,543	-	101,543
Kelsch	L	72,195	10,615	82,810	3,967	86,777
Kelso	M	120,282	3,201	123,483	-	123,483
Kilmartin	T	102,056	-	102,056	853	102,909
Kirkpatrick	N	92,062	42,701	134,763	175	134,938
Klochnyk	J	144,271	146	144,417	5,185	149,602
Ko	N	86,077	-	86,077	956	87,033
Koehle	G	75,063	6	75,069	-	75,069
Kral	L	114,840	4,179	119,019	1,196	120,215
Kuzmanovski	K	113,755	-	113,755	1,502	115,257
Lamb	S	62,909	13,853	76,762	-	76,762
Lawry	L	75,578	-	75,578	2,322	77,900
Leggo	C	69,505	6,657	76,162	18	76,180
Lemanski	C	109,028	493	109,521	-	109,521
Lentsch	T	113,752	41	113,793	-	113,793
Leung	R	78,672	180	78,852	1,299	80,151
Lindsay	S	88,211	3,040	91,251	932	92,183
Lovely	A	100,483	-	100,483	923	101,406

**Notes:**

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**The Corporation of the City of North Vancouver**  
**Schedule of Employee Remuneration and Expenses**  
**FIR Schedule 1, Section 6 (2) (b) and 6 (2) (c)**  
**2019**

<b>Last Name</b>	<b>Initial</b>	<b>Remuneration</b>	<b>One - Time Payments</b>	<b>Subtotal</b>	<b>Expenses</b>	<b>Total</b>
Low	W	83,859	239	84,098	274	84,372
Maas	C	80,156	371	80,527	-	80,527
Macdonald	E	80,336	1,791	82,127	1,063	83,190
MacDonald	C	78,479	-	78,479	-	78,479
MacInnis	D	75,267	-	75,267	652	75,919
Mackay	M	113,242	2,433	115,675	-	115,675
Mackay	J	62,744	14,896	77,640	378	78,018
Magnusson	K	173,909	-	173,909	3,980	177,889
Maillie	D	123,489	296	123,785	40	123,825
Majano	A	84,265	834	85,099	415	85,514
Mara	R	120,363	-	120,363	1,785	122,148
Mason	W	82,220	3,081	85,301	728	86,029
Matsubara	D	125,567	-	125,567	9,277	134,844
McAllister	J	75,375	11,973	87,348	438	87,786
McCarthy	L	295,117	-	295,117	1,259	296,376
McCutcheon	J	104,863	-	104,863	-	104,863
McEachern	K	92,496	-	92,496	110	92,606
Miles	C	75,914	-	75,914	1,206	77,120
Moon	J	123,739	-	123,739	1,334	125,073
Moore	J	80,783	5,018	85,801	40	85,841
Munro	G	143,289	-	143,289	3,645	146,934
Murphy	K	108,226	616	108,842	1,347	110,189
Naab	K	90,890	12,277	103,167	354	103,521
Nacorda	J	75,471	2,102	77,573	491	78,064
Nelson	L	103,867	-	103,867	-	103,867
Nichols	C	146,139	6,639	152,778	2,409	155,187
Oliver	J	86,224	226	86,450	570	87,020
Orr	L	145,740	-	145,740	1,126	146,866
Owens	D	148,571	3,128	151,699	4,640	156,339
Pacheco	J	110,437	3,784	114,221	4,429	118,650
Parker	R	88,136	145	88,281	1,285	89,566
Payne	A	119,291	195	119,486	1,131	120,617
Pearce	B	185,682	49	185,731	1,017	186,748
Peel	M	93,136	890	94,026	3	94,029
Penway	G	116,084	-	116,084	82	116,166
Peters	J	83,992	6,766	90,758	33	90,791
Pichler	E	97,210	-	97,210	-	97,210
Piechota	K	100,995	117	101,112	2,313	103,425
Pistilli	D	202,127	22,605	224,732	5,155	229,887
Pollock	B	110,616	-	110,616	1,714	112,330
Polman	J	127,054	665	127,719	434	128,153
Pope	D	200,005	-	200,005	440	200,445

**Notes:**

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**The Corporation of the City of North Vancouver**  
**Schedule of Employee Remuneration and Expenses**  
**FIR Schedule 1, Section 6 (2) (b) and 6 (2) (c)**  
**2019**

<b>Last Name</b>	<b>Initial</b>	<b>Remuneration</b>	<b>One - Time Payments</b>	<b>Subtotal</b>	<b>Expenses</b>	<b>Total</b>
Price	D	78,496	2,302	80,798	340	81,138
Priestley	D	113,980	-	113,980	2,875	116,855
Rabold	C	133,577	4,529	138,106	498	138,604
Rasmussen	D	95,469	-	95,469	60	95,529
Rawlings	F	89,413	-	89,413	177	89,590
Reinhold	H	159,211	-	159,211	886	160,097
Reiss	S	84,952	500	85,452	2,461	87,913
Reyes	G	75,317	-	75,317	267	75,584
Rhodes	L	79,848	-	79,848	2,714	82,562
Richards	P	34,427	59,435	93,862	1,178	95,040
Ring	D	84,542	3,565	88,107	217	88,324
Roberts	A	104,177	-	104,177	-	104,177
Rohan	C	90,617	6,095	96,712	2,320	99,032
Rozairo	G	97,398	-	97,398	4,144	101,542
Russell	D	82,875	3,836	86,711	4,126	90,837
Ryce	T	130,834	-	130,834	2,132	132,966
Savage	R	83,358	740	84,098	-	84,098
Schalk	G	148,334	7,207	155,541	4,615	160,156
Schmidt	T	97,778	-	97,778	3,662	101,440
Sedun	S	96,058	1,690	97,748	-	97,748
Sellars	J	104,112	1,439	105,551	4,391	109,942
Shaughnessy	M	117,638	2,487	120,125	-	120,125
Sheel	J	128,432	-	128,432	360	128,792
Sherwood	D	72,524	7,524	80,048	2,332	82,380
Siddoo	L	76,804	-	76,804	-	76,804
Siegmann	R	132,464	664	133,128	5,939	139,067
Singh	R	70,352	6,030	76,382	4	76,386
Siracusa	L	109,424	-	109,424	3,447	112,871
Skene	R	143,919	-	143,919	405	144,324
Smiley	S	97,092	-	97,092	579	97,671
So	E	111,317	-	111,317	2,009	113,326
Sommers	J	100,002	3,280	103,282	117	103,399
Staehling	A	89,181	1,049	90,230	-	90,230
Stefas	T	68,342	12,252	80,594	421	81,015
Stevenson	M	123,583	32	123,615	641	124,256
Steward	I	89,616	-	89,616	1,574	91,190
Stirling	L	96,952	359	97,311	284	97,595
Strubin	C	108,602	4,375	112,977	-	112,977
Sutherland	M	108,269	-	108,269	-	108,269
Sutherland	S	89,492	-	89,492	23	89,515
Svancara	J	86,603	-	86,603	1,172	87,775
Sweeney	E	121,616	-	121,616	-	121,616

**Notes:**

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**The Corporation of the City of North Vancouver**  
**Schedule of Employee Remuneration and Expenses**  
**FIR Schedule 1, Section 6 (2) (b) and 6 (2) (c)**  
**2019**

<b>Last Name</b>	<b>Initial</b>	<b>Remuneration</b>	<b>One - Time Payments</b>	<b>Subtotal</b>	<b>Expenses</b>	<b>Total</b>
Tang	I	156,725	2,836	159,561	4,378	163,939
Tang	B	95,144	277	95,421	-	95,421
Themens	B	201,535	14,021	215,556	2,576	218,132
Townsend	T	107,651	-	107,651	1,649	109,300
Trinkl	M	90,979	25,000	115,979	663	116,642
Trinkl	G	86,320	-	86,320	705	87,025
Tse	W	89,880	5,120	95,000	2,918	97,918
Ungson	C	80,087	-	80,087	14	80,101
Urbani	J	100,204	-	100,204	1,763	101,967
Van Born	S	128,986	6,643	135,629	398	136,027
Van Nes	T	71,543	16,260	87,803	1,782	89,585
Vanderhoek	M	103,657	-	103,657	549	104,206
Vanderhoek	S	99,666	1,585	101,251	44	101,295
Vargas	L	94,139	332	94,471	469	94,940
Vasilevich	A	102,184	-	102,184	3,429	105,613
Walsoff	L	42,355	42,126	84,481	-	84,481
Ward	A	99,451	-	99,451	486	99,937
Watson	D	82,859	-	82,859	5,893	88,752
Waugh	M	100,546	2,113	102,659	156	102,815
Wen	V	122,038	-	122,038	2,820	124,858
White	D	118,536	-	118,536	64	118,600
Wilcox	D	81,413	6,730	88,143	1,165	89,308
Williams	M	95,470	277	95,747	177	95,924
Williams	P	46,030	31,615	77,645	-	77,645
Willock	B	138,775	112	138,887	4,243	143,130
Wilson	S	82,367	538	82,905	-	82,905
Wong	T	70,383	4,968	75,351	15	75,366
Wood	S	82,618	-	82,618	1,559	84,177
Zadravetz	M	84,191	178	84,369	264	84,633
Zander	S	120,771	509	121,280	1,872	123,152
Zhang	E	79,641	-	79,641	1,466	81,107
<b>Subtotal</b>		<b>24,585,073</b>	<b>873,953</b>	<b>25,459,026</b>	<b>294,129</b>	<b>25,753,155</b>
Consolidated total of employees earning \$75,000 or less		<b>16,350,926</b>	<b>413,368</b>	<b>16,764,294</b>	<b>103,115</b>	<b>16,867,409</b>
<b>Total</b>		<b>40,935,999</b>	<b>1,287,321</b>	<b>42,223,320</b>	<b>397,244</b>	<b>42,620,564</b>

Notes:

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**The Corporation of the City of North Vancouver**  
**Reconciliation between total remuneration & financial statements**  
**FIR Schedule 1, Section 6 (2) (d)**  
**2019**

FIR Schedule 1, Section 6 (2) (a) - Remuneration paid to elected officials	\$ 453,515
FIR Schedule 1, Section 6 (2) (b) and 6 (2) (c) - Employee Remuneration	42,223,320
Total City of North Vancouver Remuneration	<u>42,676,835</u>
Reconciling items	19,549,574
Wages and Benefits per consolidated financial statements note 12	<u>\$ 62,226,409</u>

The reconciling items/variance between the Schedule of Remuneration and Expenses and the Wages and Benefits expense reported on the consolidated financial statements of the City of North Vancouver are due to various factors including:

- The Remuneration and Expenses schedule is based on actual cash payments made during the fiscal year (including payouts of vacation, gratuity, and overtime banks) whereas the consolidated financial statement figure is determined on an accrual basis;
- The Remuneration and Expenses schedule excludes the City of North Vancouver Public Library and the City's share of the North Vancouver Recreation Commission; and,
- The Wages and Benefits include benefits recorded at full cost on the consolidated financial statements and includes items such as employer portions of deductions, retirement benefits and medical benefits.

**The Corporation of the City of North Vancouver  
Statement of Severance Agreements  
FIR Schedule 1, Section 6 (7) (a) & (b)  
2019**

There was one severance agreement under which payment commenced between The Corporation of the City of North Vancouver and its non-unionized employees during fiscal year 2019.

- One to six months lump sum payment

The severance agreement payment was determined on salary only. The Statement of Severance Agreements reflects the full amount of payments for City employees who are cost shared with external parties.

**The Corporation of the City of North Vancouver  
Schedule of Suppliers of Goods and Services  
FIR Schedule 1, Section 7 (1) (a) and (b)  
2019**

<b>Vendor</b>	<b>Payment</b>
3DS THREE DIMENSIONAL SERVICES INC	285,550
A&G SUPPLY LTD.	42,795
A.C. PAVING CO LTD	30,598
ANCAN MARKETING	54,005
ANDREW SHERET LTD	450,395
ANIXTER CANADA INC	29,476
ANSAN INDUSTRIES LTD	395,698
AON REED STENHOUSE INC	587,554
ASSOCIATED FIRE SAFETY EQUIPMENT	75,247
AXIS TECHNICAL SERVICES CORP.	31,552
BA BLACKTOP LTD	1,371,435
BAY HILL CONTRACTING LTD	239,021
BC HYDRO	913,754
BC TREE SERVICES LTD	47,475
BDO CANADA LLP	84,096
BIRDSEYE OFFICE	125,617
BLACKBEAR EXCAVATING LTD	36,352
BLT CONSTRUCTION SERVICES	407,293
BLU POOL SUPPLY LTD.	68,208
BRAVEHEART VENTURES	77,639
BROADWAY REFRIGERATION	46,414
BROOKS CORNING COMPANY	76,041
BUNZL CANADA CLEANING & HYGIENE	29,245
CANADA MATS	45,734
CANADA POST CORPORATION	38,163
CANADIAN DEWATERING LP	47,114
CANADIAN LINEN AND UNIFORM SERVICE	38,773
CAPILANO UNIVERSITY	47,900
CARSCADDEN STROKES MCDONALD ARCHITECTS	216,518
CEG MANAGEMENT INC.	31,109
CH2M HILL CANADA LIMITED	38,680
CHARTER TELECOM INC	84,904
CITY OF NORTH VANCOUVER	43,827
CITY OF SURREY	249,476
CITY OF VANCOUVER	40,008
COBRA ELECTRIC	858,422
COMMERCIAL TRUCK EQUIPMENT CORP	30,993
COMMISSIONAIRES BC	118,118
COMMUNITY FIRE PREVENTION	46,675
COQUITLAM CONCRETE (1993) LTD	102,571

**The Corporation of the City of North Vancouver  
Schedule of Suppliers of Goods and Services  
FIR Schedule 1, Section 7 (1) (a) and (b)  
2019**

<b>Vendor</b>	<b>Payment</b>
CORE PROJECT MANAGEMENT	170,389
CORPORATE EXPRESS CANADA INC	88,259
COWI NORTH AMERICA LTD.	284,635
CRAGAR WELDING INC	34,755
CREATIVE DOOR SERVICES LTD	28,878
DAN-EX CONTRACTING LTD.	155,419
DELTA SIERRA CONSTRUCTION & MILLWORK LTD	1,131,294
DIAMOND HEAD CONSULTING LTD	54,918
DIAMOND PRE-CAST CONCRETE LTD	101,918
DIRECT EQUIPMENT WEST LTD	39,265
DISTRICT OF NORTH VANCOUVER	854,482
DISTRICT OF WEST VANCOUVER	929,519
DMD AND ASSOCIATES LTD	141,598
DOBNEY FOUNDRY LTD	33,692
DOMINION SELF-PARK SYSTEMS LTD	43,904
DONNELLY & ASSOCIATES EVENT MARKETING INC	25,210
DRC MECHANICAL	39,825
E-COMM	266,442
ECONOLITE CANADA INC.	101,100
ELEVATION VENTURES INC.	71,220
EMCO CORPORATION	32,105
ENVIRO-VAC	50,374
ESC AUTOMATION INC	44,557
ESRI CANADA LTD	58,504
EUROVIA BC INC	43,120
EVERGREEN	28,500
EXECUTIVE AIR CONDITIONING &	72,449
FALCON EQUIPMENT LTD	77,211
FESTILIGHT	31,267
FORTIS BC ENERGY INC.	66,443
FRASER WAY PRECAST LTD	27,599
FRED SURRIDGE LTD	362,382
GF URECON LTD	91,740
GLE IRRIGATION LTD.	32,015
GRAVITY CONSTRUCTION INC.	354,476
GREAT NORTHERN ENGINEERING CONSULTANTS	36,536
GREATER VANCOUVER SEWERAGE AND DRAINAGE	6,709,513
GREATER VANCOUVER WATER DISTRICT	6,461,116
GREGG DISTRIBUTORS	32,869
GUTERMANN LEAK DETECTION	47,204

**The Corporation of the City of North Vancouver  
Schedule of Suppliers of Goods and Services  
FIR Schedule 1, Section 7 (1) (a) and (b)  
2019**

<b>Vendor</b>	<b>Payment</b>
HABITAT SYSTEMS INC	63,366
HANLEY AGENCIES LTD	42,712
HAPA COLLABORATIVE	81,524
HCMA ARCHITECTURE + DESIGN	780,376
HEADWATER MANAGEMENT LTD.	85,202
HERITAGE OFFICE FURNISHINGS LTD	73,237
HOBBS, WINTER AND MACDONALD	26,245
HOLLAND LANDSCAPERS INC.	2,388,403
ICONIX WATERWORKS LP	171,000
IMAGE GROUP INC.	30,743
INDUSTRIAL REVOLUTION	27,347
INFOR (CANADA), LTD.	252,857
ISL ENGINEERING & LAND SERVICES LTD.	143,072
ISLAND KEY COMPUTER LTD	307,457
JEWEL WELDING PIPE-FAB AND COATINGS	80,252
JEFFY JOHN RENTALS LTD	25,628
JIM PATTISON HYUNDAI NORTHSORE	34,846
JIM WILES AND SON LTD	208,926
JUMANCA, PETER	146,074
KAL TIRE	47,800
KEI SPACE	102,007
KENDRICK EQUIPMENT	34,080
KERR WOOD LEIDAL ASSOCIATES LTD	195,030
KINGSTON CONSTRUCTION LTD.	106,072
KONE INC	37,294
KRAUS TRUCKING	64,445
LAFARGE CANADA INC	945,693
LANDESIGN LANDSCAPE CONSTRUCTION 2017 LT	244,456
LANGLEY CONCRETE GROUP	30,663
LARIGAKIS ARCHITECTURE	26,480
LED ROADWAY LIGHTING	181,135
LEHIGH HANSON	70,148
LIDSTONE & COMPANY	65,610
LMLTD HOLDINGS CORP	68,577
LONSDALE ENERGY CORP	219,242
MAINROAD MAINTENANCE PRODUCTS	183,017
MANCORP INDUSTRIAL SALES LTD	34,969
MANULIFE FINANCIAL	37,679
MARCON METALFAB INC.	75,645
MAR-TECH UNDERGROUND SERVICES LTD	177,057



**The Corporation of the City of North Vancouver**  
**Schedule of Suppliers of Goods and Services**  
**FIR Schedule 1, Section 7 (1) (a) and (b)**  
**2019**

<b>Vendor</b>	<b>Payment</b>
MATCON CIVIL CONSTRUCTORS INC.	44,280
MCM INTERIORS LTD	35,940
MCRAE'S ENVIRONMENTAL SERVICES LTD	439,657
METRO MOTORS LTD	266,434
MICROSOFT LICENSING GP:WRC-CA	202,007
MINISTER OF FINANCE	148,531
MINISTRY OF TRANSPORTATION	28,363
MK ILLUMINATION CANADA WEST INC.	55,805
MODERN DRAINAGE	36,404
MOTT MACDONALD CANADA LTD.	171,074
MUNICIPAL PENSION PLAN	3,757,870
MURRIN CONSTRUCTION LTD	104,901
MVCC VIDEO COMMUNICATIONS CORP.	65,404
NAPA NORTH VANCOUVER	42,849
NEPTUNE TECHNOLOGY GROUP	61,658
NGS CONTRACTING	32,630
NICKEL BROTHERS HOUSE MOVING LTD.	69,985
NORTH SHORE KIA	34,611
NORTH SHORE NEWS	48,632
NORTH SHORE WOMENS CENTRE	25,500
NORTH VANCOUVER CHAMBER OF COMMERCE	33,277
NORTH VANCOUVER COMMUNITY ARTS COUNCIL	28,464
NORTH VANCOUVER RECREATION COMMISSION	124,491
NORTHWEST KENNELS	30,276
NORTON ROSE FULBRIGHT CANADA LLP	248,825
NOVA POLE INTERNATIONAL INC	41,459
NOVAX INDUSTRIES CORP	103,595
NUTRIEN AG SOLUTIONS (CANADA) INC	26,854
OLYMPIC INTERNATIONAL SALES LTD.	57,459
OMEGA CUSTOM FURNITURE AND DESIGN	30,791
ONNI CONTRACTING LTD	91,589
OPEN TEXT CORPORATION	56,514
ORACLE CANADA ULC	104,720
ORION ELECTRICAL SYSTEMS LTD.	308,672
PACIFIC BLASTING & DEMOLITION LTD	28,909
PACIFIC BLUE CROSS	1,467,738
PACIFIC FLOW CONTROL LTD.	52,801
PACIFICOAST LABELS INC.	34,591
PARKLAND REFINING (B.C.) LTD.	109,859
PASSPORT LABS, INC	87,982

**The Corporation of the City of North Vancouver  
Schedule of Suppliers of Goods and Services  
FIR Schedule 1, Section 7 (1) (a) and (b)  
2019**

<b>Vendor</b>	<b>Payment</b>
PETERBILT PACIFIC INC.	617,387
PFS STUDIO	74,978
PIKA PUMP AND COMPRESSOR SERVICES LTD	43,475
PINNACLE INT'L REALTY GROUP II INC.	79,199
PITNEYWORKS	42,233
POLYGON PROMENADE AT THE QUAY HOMES	26,984
PONTE BROS. CONTRACTING LTD.	134,124
POWER PROS ELECTRICAL	88,772
POWERSCHOOL CANADA ULC	31,732
PROLINK SECURITY SYSTEMS	60,478
PROSCENIUM ARCHITECTURE & INTERIORS INC.	35,157
PROVINCE OF BC	641,539
PW TRENCHLESS CONSTRUCTION INC.	696,614
R.A. MALATEST & ASSOCIATES LTD	106,265
RARE EARTH RECREATIONAL DEVELOPMENTS INC	88,930
RAY CONTRACTING LTD	753,945
RECEIVER GENERAL OF CANADA	12,002,245
RESOURCE PLANNING GROUP INC.	29,752
RF BINNIE AND ASSOCIATES LTD	210,854
RFS CANADA	47,754
RICOH CANADA INC	86,009
ROADWAY TRAFFIC PRODUCTS LTD.	36,438
ROLLINS MACHINERY LTD	39,349
ROSS TEMPLETON AND ASSOCIATES	36,000
SCALAR DECISIONS INC.	143,766
SCOOPY'S DOG WASTE REMOVAL SERVICE	67,839
SCOTTISH LINE PAINTING LTD	51,419
SECURIWORLD CANADA SECURITY SERVICES INC	26,143
SEDGWICK CANADA INC IN-TRUST	50,000
SERVICES FLO INC.	66,649
SHERINE INDUSTRIES LTD	38,888
SIRSIDYNIX (CANADA) INC.	40,325
SMS EQUIPMENT INC.	30,846
SOFTCHOICE LP.	44,873
SOUTHWEST CONTRACTING LTD.	70,339
SPECTRUM PIPE GROUP	33,417
SPI HEALTH AND SAFETY INC.	30,444
SQUAMISH FIRST NATION	75,832
STANDARD BUILDING SUPPLY	34,455
STANLEY CONVERGENT SECURITY SOLUTIONS	126,537

**The Corporation of the City of North Vancouver  
Schedule of Suppliers of Goods and Services  
FIR Schedule 1, Section 7 (1) (a) and (b)  
2019**

<b>Vendor</b>	<b>Payment</b>
SUNCOR ENERGY PRODUCTS PARTNERSHIPS	257,725
SUPER SAVE DISPOSAL INC	52,559
TDS WEST SYSTEMS INC.	69,875
TECH LOGIC CORP	56,714
TELUS COMMUNICATIONS INC	129,363
TELUS MOBILITY	103,429
THE SHIPYARDS DEVELOPMENT LTD.	230,900
TOP NOTCH SPECIALTY FLOORING INC	34,730
TRANE CANADA T42324C	28,370
TRANSTAR SANITATION SUPPLY LTD.	31,718
TRANS-WESTERN ELECTRIC LTD	34,068
TRIPLE THREE TRADING LTD	35,161
TUPPER LANDSCAPING INC	90,431
TWILIGHT MARKETS LTD	100,100
ULINE	78,032
URBAN MATTERS	72,781
URBAN SAWING AND SCANNING CO LTD	106,277
URBAN SYSTEMS	45,770
VADIM COMPUTER MANAGEMENT GROUP LTD	32,176
VALMONT WEST COAST ENGINEERING	30,084
VANPORT ENTERPRISES LTD	57,907
VIMAR EQUIPMENT	40,221
WATER STREET ENGINEERING LTD.	45,358
WESCLEAN EQUIPMENT & CLEANING	30,449
WESTERN INTEGRATED ELECTRICAL LTD.	183,028
WESTERN WATERSHED DESIGNS INC.	2,155,185
WESTLAND INSURANCE GROUP LTD.	276,328
WORKER'S COMPENSATION BOARD	726,194
YEOMEN PROPERTY MAINTENANCE & RENOVATION	44,049
YOUNG ANDERSON BARRISTERS & SOLICITORS	71,634
<hr/>	
<b>Section 7 (1) (a) - Vendors over \$25,000</b>	<b>65,691,508</b>
<b>Section 7 (1) (b) - Vendors \$25,000 or less</b>	<b>5,162,246</b>
<hr/>	
<b>Grand Total Sections 7 (1) (a) and 7 (1) (b)</b>	<b>70,853,754</b>

**The Corporation of the City of North Vancouver**  
**Reconciliation between total payments to suppliers & financial statements**  
**FIR Schedule 1, Section 7 (1) (c)**  
**2019**

FIR Schedule 1, Section 7(1)(a) & (b) - Payments to Suppliers of Goods and Services	\$ 70,853,754
FIR Schedule 1, Section 7(2)(b) - Grants and Contributions	13,844,351
<b>Subtotal - Payments to Suppliers</b>	<b>\$ 84,698,105</b>
FIR Schedule 1, Section 6 (2) (a) - Remuneration paid to elected officials	453,515
FIR Schedule 1, Section 6 (2) (b) and 6 (2) (c) - Employee Remuneration	42,223,311
Reconciling Items	(8,995,931)
<b>Total expenses per Consolidated Statement of Financial Activities</b>	<b>\$ 118,379,000</b>

The schedule of payments to Suppliers of goods and services is based on actual payments processed through the City's Accounts Payable system. This provides assurance on completeness, as the reported amounts are reconciled to the payment register and electronic funds transfer records. The schedule of payments to supplier is a "cash basis" listing. This will vary from the expenditures in the consolidated financial statements, which are reported on an accrual basis.

In addition, there are payments issued by the City which are not considered payments for the provision of goods and services, such as payments made to other taxing authorities, employee payroll deductions, debt repayments and deposit refunds. In addition there are expenditures that do not involve actual disbursements such as grants offset by related revenues and holdbacks.

**The Corporation of the City of North Vancouver**  
**Schedule of Grants & Contributions**  
**FIR Schedule 1, Section 7 (2) (b)**  
**2019**

**Listing of contributions exceeding \$25,000**

NORTH SHORE EMERGENCY MANAGEMENT OFFICE	268,635
NORTH SHORE NEIGHBOURHOOD HOUSE	749,957
NORTH VANCOUVER CITY LIBRARY	4,037,902
NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION	567,926
NORTH VANCOUVER RECREATION COMMISSION	6,451,192
SCHOOL DISTRICT NO.44 (NORTH VANCOUVER)	113,800

<b>Total contributions exceeding \$25,000</b>	<b>12,189,412</b>
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**Listing of grants exceeding \$25,000**

CAPILANO COMMUNITY SERVICES SOCIETY	82,008
FAMILY SERVICES OF THE NORTH SHORE	60,705
LOOKOUT HOUSING AND HEALTH SOCIETY	42,766
NAVY LEAGUE OF CANADA	71,500
NORTH SHORE COMMUNITY RESOURCES	54,324
NORTH SHORE RESTORATIVE JUSTICE SOCIETY	35,700
NORTH SHORE NEIGHBOURHOOD HOUSE	182,750
NORTH VANCOUVER RECREATION COMMISSION	94,252
POLYGON GALLERY	125,000
SILVER HARBOUR CENTRE SOCIETY	161,670
THE SALVATION ARMY NORTH SHORE	35,700
VANCOUVER RESOURCE SOCIETY FOR THE PHYSICALLY DISABLED	400,000

<b>Total of grants exceeding \$25,000</b>	<b>1,346,375</b>
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<b>Total of all grants and contributions exceeding \$25,000</b>	<b>13,535,787</b>
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<b>Consolidated total of grants and contributions less than \$25,000</b>	<b>308,564</b>
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<b>Grand total of all grants and contributions</b>	<b>13,844,351</b>
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**The Corporation of the City of North Vancouver  
Statement of Financial Information Approval  
FIR Schedule 1, Section 9(2)  
2019**

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

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Ben Themens  
Director of Finance  
Date: June 23, 2020

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Linda Buchanan  
Mayor  
Date: June 23, 2020

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Karla D. Graham  
City Clerk  
Date: June 23, 2020



**The Corporation of the City of North Vancouver  
Management Report  
FIR Schedule 1, Sections 9 (3) & 9 (4)  
2019**

Information on the City of North Vancouver's Management Report is included in the Statement of Management Responsibility with the audited consolidated financial statements.

### Community Charter Section 107

#### Disclosure of contracts with council members and former council members

- 107** (1) If a municipality enters into a contract in which
- (a) a council member, or
  - (b) a person who was a council member at any time during the previous 6 months,
- has a direct or indirect pecuniary interest, this must be reported as soon as reasonably practicable at a council meeting that is open to the public.
- (2) In addition to the obligation under section 100 [*disclosure of conflict*], a council member or former council member must advise the corporate officer, as soon as reasonably practicable, of any contracts that must be reported under subsection (1) in relation to that person.
- (3) A person who contravenes subsection (2) is disqualified from holding office as described in section 108.1 [disqualification for contravening conflict rules] unless the contravention was done inadvertently or because of an error in judgment made in good faith.

### Community Charter Section 168

#### Reporting of council remuneration, expenses and contracts

- 168** (1) At least once a year, a council must have prepared a report separately listing the following for each council member by name:
- (a) the total amount of remuneration paid to the council member for discharge of the duties of office, including any amount specified as an expense allowance;
  - (b) the total amount of expense payments for the council member made to the council member as reimbursement for expenses incurred by the council member or as an allowance that is not reported under paragraph (a);
  - (c) the total amount of any benefits, including insurance policies and policies for medical or dental services, provided to the council member or the member's dependants;
  - (d) any contracts reported under section 107 [*disclosure of contracts with council members and former council members*], including a general description of their nature.
- (2) If applicable, the report under this section must also list contracts referred to in subsection (1) (d) for each former council member.

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 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**FINANCE DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Ben Themens, Director of Finance

Subject: STATUTORY REPORT REQUIRED UNDER BILL 27

Date: June 9, 2020 File No: 05-1610-01-0001/2020

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Director of Finance, dated June 9, 2020, entitled "Statutory Report Required Under Bill 27":

THAT this report be received and filed.

**PURPOSE:**

The purpose of this report is to provide Council with Financial information required under Bill 27.

**BACKGROUND:**

In April of 2008, the Province passed Bill 27, the Local Government (Green Communities) Statutes Amendment Act. This Act amended a number of sections of the Local Government Act relating to expenditures on development cost charge works, parking space construction, and alternative transportation initiatives, and added some additional reporting requirements.

This report addresses those reporting requirements.

## DISCUSSION:

### Development Cost Charges (DCC's)

Local Government Act Section 937.01 requires:

*In each year,*

*a. the Director of Finance must prepare and submit to Council a report for the previous year that includes the following, reported for each purpose under this section for which the Council imposes the development cost levy in the applicable year:*

- i. the amount of the development cost levies received;*
- ii. the expenditure from the development cost levy reserve funds;*
- iii. the balance in the development cost levy reserve funds at the start and at the end of the applicable year;*
- iv. and waivers or reductions under subsection (10.4); and*

*b. as soon as practicable after receiving the report, the Council must consider the report and make it available to the public.*

Development Cost Charges Bylaw, 2016, No. 8471 was adopted by Council July 25<sup>th</sup>, 2016. The bylaw provides a structured DCC program to assist in funding the cost of expanding and upgrading transportation and park infrastructure, parkland development as well as funding the impacts of growth on the City's water, sanitary sewer and drainage utilities.

### Transportation DCC Reserve

The transportation DCC program includes projects principally focused on required multi-mode transportation such as bicycle routes, bridges, sidewalks etc.

Transportation DCC Reserve	2019
Opening Balance	\$ 2,030,062
Interest	107,285
Contributions	580,880
Loan from Parks DCC	2,972,385
Expenditure	(916,295)
Closing Balance	\$ 4,774,317



### **Parks DCC Reserve**

The Parks DCC program includes acquisition of parkland and prescribed parks works that include development of parks, trails, and greenways throughout the City.

<b>Parks DCC Reserve</b>		<b>2019</b>
Opening Balance	\$	19,521,132
Interest		473,027
Contributions		670,108
Loan to Transportation DCC		(2,972,384)
Expenditure		(460,104)
Closing Balance	\$	17,231,779

### **Utility DCC Reserves**

The utility DCC programs include the expansion of our existing utility infrastructure to accommodate new growth.

<b>Water DCC Reserve</b>		<b>2019</b>
Opening Balance	\$	263,271
Interest		8,840
Contributions		209,690
Expenditure		
Closing Balance	\$	481,801

<b>Sanitary Sewer DCC Reserve</b>		<b>2019</b>
Opening Balance	\$	257,033
Interest		8,351
Contributions		185,573
Expenditure		
Closing Balance	\$	450,957

<b>Drainage DCC Reserve</b>		<b>2019</b>
Opening Balance	\$	206,430
Interest		6,949
Contributions		167,276
Expenditure		
Closing Balance	\$	380,655

## Local Government Act Section 933.1 DCC Reductions or Waivers

Bill 27 amended the LGA to provide a municipality the ability to pass a bylaw allowing waivers or reductions of DCC's to certain categories of development, including:

- a) not for profit rental housing, including supportive living housing;
- b) for-profit affordable rental housing;
- c) a subdivision of small lots that is designed to result in low greenhouse gas emissions;
- d) a development that is designed to result in a low environmental impact.

The City provides a 100% waiver of DCC's for not-for-profit rental housing. Until the enactment of Amendment Bylaw No. 8586 on October 23<sup>rd</sup> 2017, which discontinued the practice, the City reduced DCC's by 50% for for-profit rental housing. The City does not provide a waiver related to other types of eligible development but is actively developing other initiatives to minimize environmental impacts of development and to reduce greenhouse gas emissions both corporately and in the community. No DCC's were waived in 2019.

## Parking-in-lieu Payments and Alternative Transportation

Local Government Act Section 906.(09) requires:

*A local government must prepare and consider a report respecting the previous year in relation to the reserve funds required under this section (Parking Fund and Alternative Transportation Fund) including the following information separately for each of the purposes established under this subsection:*

- a) the amounts received in the applicable year;*
- b) the expenditures from the reserve funds in the applicable year;*
- c) the balance in the reserve funds at the start and at the end of the applicable year; and*
- d) the projected timeline for future projects to be funded from the reserve funds*

## Parking Reserve

Parking Reserve	2019
Opening Balance	\$ 361,981
Interest	8,186
Expenditure	(159,219)
Closing Balance	\$ 210,948

The City's parking reserve has two funding sources. One is from payments-in-lieu of parking space construction, which are allowed by legislation in certain cases to meet City zoning requirements for parking, by providing payment instead of off-street parking space construction. The second source is from a portion of parking revenues from 1988-2003 to fund parking-related projects. Since 2003 all parking revenues have been treated as general operating revenue.

### **Alternative Transportation Reserve**

Local Government Act Section 906(7) allows the creation of a Reserve to fund "transportation infrastructure that supports walking, bicycling, public transit, or other alternative forms of transportation". At the March 10, 2008, Finance Committee meeting, Council directed that such a fund be established, and that an amount equivalent to 0.25% of a tax point, or \$87,500, be added to the Project Plan to support alternative transportation projects. Contributions from outside sources, such as developers, may also be made to the fund.

<b>Sustainable Transportation Reserve</b>	<b>2019</b>
Opening Balance	\$ 349,238
Interest	8,805
Contributions	87,500
Expenditure	(166,900)
Closing Balance	\$ 278,643

There is an annual contribution of \$87,500 to the Sustainable Transportation Reserve Fund.

### **FINANCIAL IMPLICATIONS:**

The financial implications are covered in the body of the report.

RESPECTFULLY SUBMITTED:

  
Ben Themens  
Director of Finance

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 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**FINANCE DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Verna Wen, Manager, Internal Control and Performance

Subject: 2019 ANNUAL MUNICIPAL REPORT

Date: June 10, 2020 File No: 01-0640-20-0001/2019

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION:**

PURSUANT to the report of the Manager, Internal Control and Performance, dated June 10, 2020, entitled "2019 Annual Municipal Report":

THAT Council approve the 2019 Annual Municipal Report.

**ATTACHMENTS:**

1. 2019 Annual Municipal Report (CD#1913434)
2. Public Notice for the 2019 Annual Municipal Report (CD#1915797)

**DISCUSSION:**

The Community Charter requires that municipalities prepare an annual municipal report (AMR) prior to June 30 of each year. It has specific reporting content that must be included in the AMR. These include the following:

- A report on municipal services and operations for the previous year;
- A progress report on municipal performance with respect to established objectives and measures for the previous year;
- A statement of objectives that will be used as the basis for determining municipal performance during 2020;
- The audited annual financial statements for the previous year;
- A listing of permissive tax exemptions provided by Council and for each exemption, the amount of property taxes that would have been imposed in the previous year if the property was not exempt; and
- Any declarations of Council disqualifications made in the previous year.

It is important to note that the 2020 Objectives included in the 2019 AMR (**Attachment 1**) are based on departmental work plans that were prepared before the impact of COVID-19. At the time of preparation of the AMR, it became evident that some of the 2020 Objectives would need to be modified to address the circumstances resulting from the crisis. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption and the related business and financial impact cannot be reasonably estimated at this time. The 2020 Objectives will likely be modified as the COVID-19 situation evolves and Council provides further direction to staff. A disclaimer has been included in the AMR to that effect.

The City's 2019 AMR was made posted on the City website and a form was made available to the public for comments. At the date of this report, the City received one comment in relation to safe streets. Staff has responded back to the individual in writing and directed him to where this item is discussed and addressed in the AMR.

The Council meeting on the AMR is scheduled for June 22, 2020. A Public Notice for the 2019 AMR (**Attachment 2**) containing this information was published in the North Shore News.

#### **FINANCIAL IMPLICATIONS:**

The AMR preparation is funded within the current operating budget.

#### **INTER-DEPARTMENTAL IMPLICATIONS:**

The AMR is a collaborative document that collates all City departments and shared services information with the intent to provide insight into their respective areas.

#### **STRATEGIC PLAN IMPLICATIONS:**

The objectives and measures contained within the AMR are in accordance with the City's major policy documents and promote the City's objective of communicating information to the community.

#### **RESPECTFULLY SUBMITTED:**

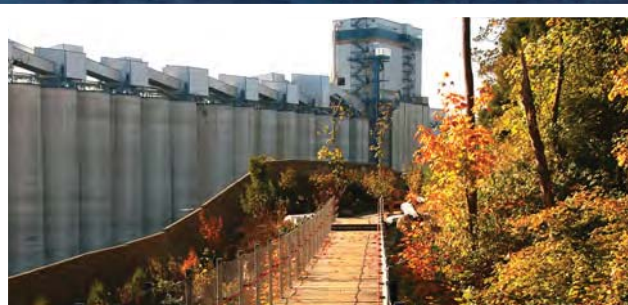
  
\_\_\_\_\_  
Verna Wen  
Manager, Internal Control and Performance



# 2019

## ANNUAL MUNICIPAL REPORT

CITY OF NORTH VANCOUVER



CNV.ORG



CITY OF NORTH VANCOUVER

141 WEST 14TH ST / NORTH VANCOUVER BC / V7M 1H9

604 985 7761 / INFO@CNV.ORG

city  
of north  
vancouver

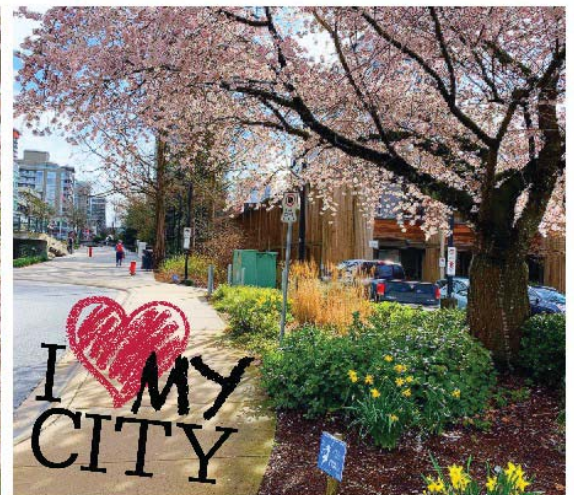
**DISCLAIMER:**

The 2020 Objectives included in the 2019 Annual Municipal Report are based on departmental work plans that were prepared before the impact of COVID-19. The work plans consider various documents approved by Council such as the Council Strategic Plan, Official Community Plan, Financial Plan, etc. At the time of preparation of the Report, it became evident that some of the 2020 Objectives would need to be modified to address the circumstances resulting from the crisis. The full potential impact of COVID-19 on the City is still unknown. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption and the related business and financial impact cannot be reasonably estimated at this time. The 2020 Objectives will likely be modified as the COVID-19 situation evolves and Council provides further direction to staff.



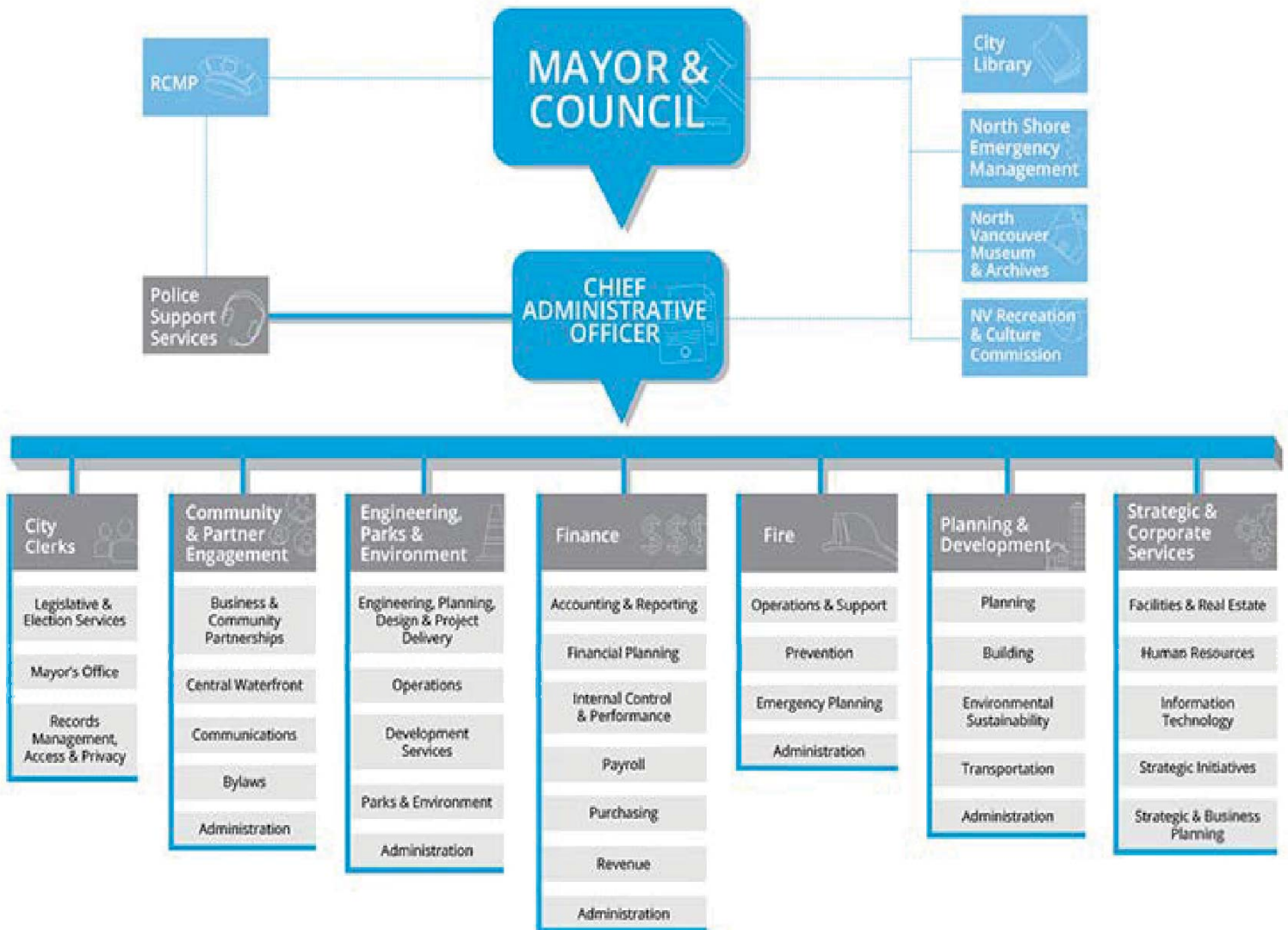
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# Organization Chart





## City Council

Your dedicated Mayor and Councillors are responsible for providing community leadership and establishing administrative policies that ensure the social, economic and environmental health of our municipality.



Left to right: Councillor Tony Valente, Mayor Linda Buchanan, Councillor Tina Hu, Councillor Jessica McIlroy, Councillor Holly Back, Councillor Angela Girard, Councillor Don Bell.

## Offices of the Chief Administrative Officer, City Clerks and Mayor

The Chief Administrative Officer provides organization leadership to all City staff. The various departments within the City provide critical support services for the organization.

The City solicitor provides legal advice to City Council and City staff; drafts and negotiates legal agreements on behalf of the organization.

The City Clerk's Office is responsible for the preparation of Council and Committee meeting agendas and minutes, administration and certification of City bylaws, interpreting legislation, administration of local elections and managing corporate records, coordinating Committees of Council, protection of privacy and access for information requests.

The Mayor's Office provides administrative, communications and research support for the Mayor.



### KEY RESPONSIBILITIES

- Act as liaison between Mayor, Council and City staff
- Oversee the affairs and operations of the City and its departments
- Advise City Council and City staff on legal obligations, legislative interpretation and the extent of municipal authority
- Provide strategic advice to minimize legal risk to the City
- Negotiate agreements on behalf of the City to protect the City's interests and maximize contract value
- Deliver information to Council and Council Committees
- Administer and preserve corporate records management services
- Provide information and records to the public regarding Council business
- Respond to requests for information under the *Freedom of Information and Protection of Privacy Act*
- Administer the general local election
- Oversee Committees of Council
- Coordinate the Mayor's schedule, commitments and speaking engagements
- Conduct research and draft media communications
- Provide administrative support to the Office of the Mayor



## Offices of the Chief Administrative Officer, City Clerks and Mayor

### 2019 MEASURES

- Completed review of City policies and established a corporate policy framework
- Completed Phase 3 of the digitization of Council reports and resolutions
- Finalized Corporate Business Plan and Strategic Plan

### 2020 OBJECTIVES

- Implement Council's Strategic Plan within the community
- Deploy corporate policy framework
- Continue to Phase 4 of the digitization of Council reports and resolutions

# Finance

Finance provides financial services to citizens, City departments and City Council.

## KEY RESPONSIBILITIES

- Accounting and reporting
- Financial planning
- Internal control and performance
- Payroll
- Purchasing
- Revenue
- Administration



## 2019 MEASURES

- Continue the review of the City's Purchasing Policy
- Continue the review of the Long Term Property Tax Strategy
- Completed the four-year cycle review of Permissive Tax Exemptions

## 2020 OBJECTIVES

- Review the Living and Fair Wage Policy for inclusion in the City's Purchasing Policy
- Review the Economic Development Strategy for its impact on the Long Term Property Tax Strategy
- Review of Permissive Tax Exemptions Policy

# Engineering, Parks and Environment

The Engineering, Parks and Environment department provides and maintains essential municipal services and infrastructure.

## KEY RESPONSIBILITIES

Creating safe, resilient, inviting and cost effective public infrastructure that supports our community and enables it to thrive.

## DIVISIONS

- Engineering Planning and Design
- Public Realm Infrastructure and Project Management Office
- Operations
- Development Services
- Parks and Environment (and Cemetery)
- Administration



## 2019 MEASURES

- Developed an asset management policy and draft strategy
- Completed Moodyville Park play features
- Completed transit priority measures along the Marine–Main corridor to support RapidBus launch in 2020

## 2020 OBJECTIVES

- Provide key protected bike facilities and improve the sidewalk network with a focus on missing sections and improved accessibility
- Complete construction of the Marine Drive - Mosquito Creek Bridge replacement
- Complete Moodyville Park Master Plan

# Community and Partner Engagement

Community and Partner Engagement takes direction from Mayor and Council, the Official Community Plan, the Economic Development Strategy, and other civic policies in order to provide excellent customer service.

## KEY RESPONSIBILITIES

- Liaison between the City and news media, managing external communications and City website
- Assist City departments with public engagement processes
- Business licensing and compliance
- Economic and tourism development
- Place-making and events
- Parking and bylaw enforcement
- Shipyards skate plaza and splash park
- Shipyards / Waterfront programming and events



## DIVISIONS

- Business and Community Partnerships
- Communications
- Bylaws
- Administration
- Shipyards and Waterfront Operations

## 2019 MEASURES

- Created the Community and Partner Engagement department with a new vision and undertook team building efforts
- Launched the new Shipyard Commons to manage and program the Central Waterfront
- Worked with the Leadership Team to create an engagement strategy for the Corporation, including a suite of engagement methods

## 2020 OBJECTIVES

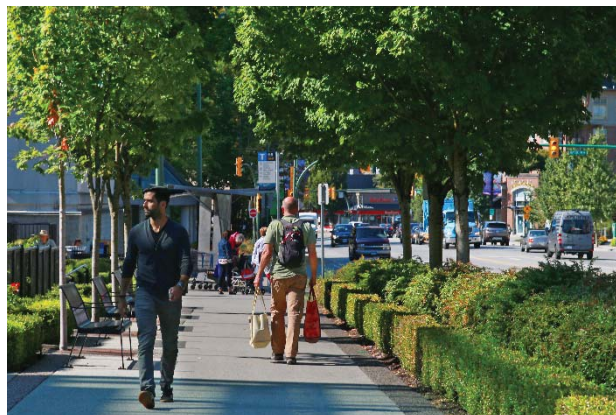
- Update the City's Economic Development Strategy with an emphasis on City of North Vancouver Economic Health Cluster
- Establish and implement a Programming Framework for the Shipyards Waterfront
- Social and Community Engagement Strategy with emphasis on the needs of the Vulnerable Sector

# Planning and Development

Planning and Development assists Mayor and Council in setting community goals and objectives, creating plans, and implementing these plans through policies, regulations and development.

## KEY RESPONSIBILITIES

- Long range and land use planning
- Community and social planning
- Transportation planning
- Environmental planning and sustainability
- Development planning
- Building permits
- Zoning administration
- Code interpretation and regulation
- Construction approvals



## DIVISIONS

- Building
- Planning
- Transportation
- Environmental Sustainability
- Administration

## 2019 MEASURES

- Launched the Balanced Housing Lab partnership for housing solutions for middle income earners and successfully secured senior government funding
- Advanced key transportation policy components including endorsement of the WalkCNV strategy, set 'AAA' mobility lanes priorities and began the Mobility Strategy process to update the City's Long Range Transportation Plan and Lonsdale great streets vision
- Successfully transitioned to CityPal permits and licensing platform supporting future improvements in customer service, business process and analytics

## 2020 OBJECTIVES

- Complete Draft Directions for Environment and Mobility Strategies including Lonsdale great streets vision
- Implement Balanced Housing Lab recommendations and support delivery of new non-market housing on strategic City lands
- Finalize Well-Being Strategy and support implementation of childcare objectives



# RCMP

The RCMP serves and protects citizens of the City.

## KEY RESPONSIBILITIES

- Municipal traffic enforcement
- Investigative services
- Crime reduction and prevention
- Community policing
- Youth intervention



## 2019 MEASURES

- Increased road awareness and safety through regular education programs and partnerships with ICBC
- Reduced property crime through proactive and intelligence-led policing
- Increased operational readiness by allocating resources to upgrade and improve the General Duty interview room to current technological standards

## 2020 OBJECTIVES

- Increase road safety and improve sense of security in our communities
- Partner for social impact
- Optimize people capacity

# Fire

Fire safeguards and serves our community through the promotion and provision of education, emergency medical and fire services in order to protect life, property and the environment.

## KEY RESPONSIBILITIES

- Administration
- Operations and support
- Fire prevention and public education
- Emergency management and planning



## 2019 MEASURES

- Completed CityPal Integration for Fire Inspections
- Completed North Shore Shipboard Firefighting Training
- Completed Emergency Planning program Review and Development

## 2020 OBJECTIVES

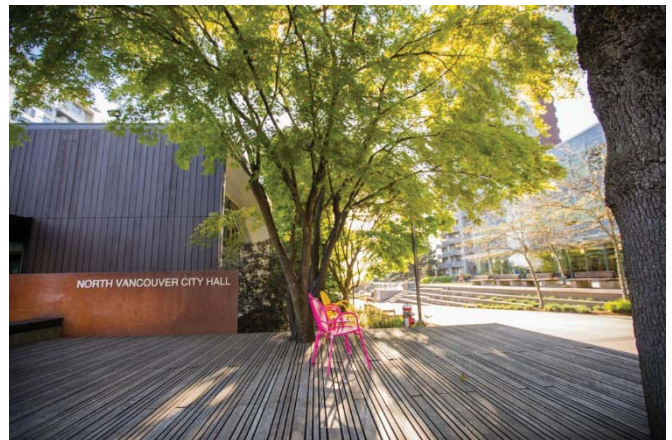
- Complete Infor Integration for Fire Inspections
- Increase the number of trained personnel as Emergency Medical Responders (EMR)
- Improve post-emergency resiliency through planning and training

# Strategic and Corporate Services

The Strategic and Corporate Services department is dedicated to creating and maintaining critical support services for the organization, and delivering spaces for betterment of the entire community. The Department works closely with all other groups to deliver effective and efficient service.

## KEY RESPONSIBILITIES

- Lead large scale public development projects from inception to completion
- Provide a complete range of facility, property management and real estate services for City-owned and City-leased properties and building assets
- Provide progressive, client-focused Human Resources services
- Support Council and Corporation with strategic and business planning services
- Deliver customer-focused technology services for solutions that contribute to the City's business objectives



## DIVISIONS

- Strategic Initiatives
- Civic Facilities
- Real Estate
- Human Resources
- Information Technology

### 2019 MEASURES

- Developed Council Strategic Plan and began work on Corporate Business Plan
- Completed Central Waterfront revitalization and handed over governance and staffing to Community and Partner Engagement
- Continued implementation of new telephony system and CityServ online services for residents.

### 2020 OBJECTIVES

- Finalize Corporate Business Plan and begin work on corporate metrics and reporting
- Advance design of Harry Jerome Community Recreation Centre
- Commence implementation of CityWorks software project to facilitate improved customer service requests, work management and asset management analysis

# North Vancouver Museum and Archives Commission

The Museum and Archives Commission is the sole custodian of the City's cultural, archival and museum collections.

## KEY RESPONSIBILITIES

- Manages and preserves artifacts and records of municipal, historical and cultural significance to the community
- Develops and delivers engaging and compelling interpretative, educational programs and exhibits
- Works with the local community to identify, document and preserve local history and bring it to life



## 2019 MEASURES

- Met significant milestones for new museum fundraising campaign and developed a marketing and communications plan
- Moved Streetcar #153 into the new museum, began exhibit fabrication, and created new educational and public programs
- Created concept for new mobile exhibits for the Lions Gate Community Centre and strengthened the vision for the Community History Centre in the areas of programming and exhibits

## 2020 OBJECTIVES

- Complete construction of new Museum of North Vancouver, install exhibits, and launch new museum and programs, enriched by digital content
- Launch 2020-2023 NVMA Strategic Plan
- Continue to develop and deliver mobile exhibits to the community and mark the 100<sup>th</sup> anniversary of the Archives building in Lynn Valley

# North Vancouver Recreation and Culture Commission

The Recreation and Culture Commission improves the health and well-being of all North Vancouver individuals, families and communities and inspires residents through quality recreation and culture opportunities.

## KEY RESPONSIBILITIES

- Community recreation and culture service, program and event planning and delivery
- Community recreation and culture facility management, operations and maintenance and facility planning
- Management of the public art programs and oversight of community arts grants
- Capacity building of relevant recreation and culture organizations



## 2019 MEASURES

- Incorporated findings from Community Needs Assessment and Fitness, Health and Wellness review into service, program and facility planning
- Increased fitness, arts and culture programming in the outdoors
- Implemented new recreation management software for program registration and membership management

## 2020 OBJECTIVES

- Develop new strategic plan for program and service delivery
- Implement new human resources recruitment and onboarding strategies and applicant tracking software
- Support community recreation facility renewal, replacement and future planning



# North Shore Emergency Management (NSEM)

NSEM is the lead municipal agency responsible for coordinating work to build resilience to disasters, capacity for emergency response, and strategies for community recovery.

## KEY RESPONSIBILITIES

- Operationally-ready Emergency Operations Centre
- Emergency plans and strategies for disaster resilience
- Trained municipal staff and volunteers for emergency response and recovery
- Provision of public education programs
- Administrative support to North Shore Rescue



## 2019 MEASURES

- Implemented phase one of the Operational Readiness Strategy, including installation of four disaster supply caches, a technology upgrade to the EOC, and conducted Operation Dry Lightning III, a wildfire emergency exercise, and Operation Annona, a supply, distribution, and transportation emergency exercise
- Advanced the North Shore Resilience Strategy, including hosting two workshops in the NS EOC with staff from all three municipalities and partner agencies
- Completed a disaster debris management plan for the North Shore Sector (including Bowen Island and Lions Bay) and participated in IPREM disaster debris management exercise

## 2020 OBJECTIVES

- Complete roll-out of NSEM Disaster Supply Cache initiative at strategic locations across the North Shore
- Advance North Shore resilience strategy, including hazard, risk, and vulnerability assessment and critical infrastructure interdependencies
- Update the North Shore evacuation plan, crisis communications strategy, and business continuity planning

# Council Strategic Plan

On July 22, 2019, the 2018-2022 Council Strategic Plan was adopted. Since that time, staff have been working towards achieving Council's five strategic priorities.

Below is a summary of some key 2019 accomplishments:

## A City for People

- *Develop and adopt Community Well-Being Strategy*
  - Phase 1 finding report out in process; preparation of strategy beginning
- *Complete Balanced Housing Lab and implement its solutions*
  - Project on schedule. Consultant hired, project governance established and first lab sessions held in early December 2019
- *Improve access to childcare and early childhood development opportunities*
  - Delivery of policy work underway. Consultant retained and strategic opportunities workshop forthcoming
- *Continue protection and expansion of rental housing stock*
  - Zoning Bylaw review at inception stage and Housing Lab underway
- *Develop a Community Recreation Strategy that includes the Harry Jerome Community Recreation Centre*
  - Strategy development underway. Report back to Council anticipated for Q1 2020

## A Liveable City

- *Develop and adopt a new Climate and Environment Strategy that includes a pathway to net-zero buildings by 2050*
  - Engagement Consultant secured to support Environmental Strategy and scope of work under development for gap analysis
- *Implement new climate adaptation and environmental improvement measures*
  - Tree planting / forest restoration in Moodyville, Hyak and Heywood Park. Living City Street Tree Planting project along West 14th Street. A total of 1,736 trees were planted in 2019
- *Further develop a renewable energy strategy to transition the City-owned Lonsdale Energy Corporation district energy system to incorporate low carbon energy sources and minimize the use of natural gas, including exploring a compost/waste to energy facility and other strategic opportunities*
  - A project sheet was submitted for consideration in Year 1 of the 2020-2029 Project Plan
- *Advance the City's Electric Vehicle Strategy to accelerate the transition to electric vehicles*
  - Consultation with other municipalities on commercial requirements completed

## A Vibrant City

- *Complete Central Waterfront Revitalization*
  - Splash park opened in July 2019; Skating plaza opened in December 2019. Final completion of site is underway. Anticipated to be completed in early 2020. Site transferred to operational group
- *Build a new vision to revitalize Lonsdale Avenue as a high street*
  - Phase I RFP and Engagement RFP awarded for shared services. Mobility Strategy will develop overarching goals and objectives for Great Streets, with Lonsdale on an accelerated timeline

## A Connected City

- *Develop and adopt new Mobility Plan*
  - RFP awarded for Phase I services. Staff working groups confirmed
- *Complete east-west RapidBus (B-Line)*
  - Construction on corridor nearing completion. Upgrades to Cotton Rd and Lower Lonsdale remaining in anticipation of the April launch of the RapidBus Service
- *Increase kilometres of protected bike lanes*
  - Corridor endorsement by Council and accompanying framework will be incorporated into Mobility Strategy. Priority Corridors for AAA Mobility Lanes strategy approved by Council. Preliminary design for 2020 corridor construction underway
- *Undertake Burrard Inlet Rapid Transit Technical Feasibility Study*
  - Attending bi-weekly partner working group workshops as per Phase I schedule
- *Secure funding for the Casano Loutet Overpass project and the Upper Levels Greenway project*
  - Funding application to TransLink submitted October 31, 2019. Update on application status anticipated by April 2020
- *Explore safe routes to schools opportunities*
  - Staff on-track for February 2020 council report with recommendations based on engagement and technical analysis
- *Explore innovative solutions to transportation challenges, and continue to integrate land use and transportation planning to support connectivity across the region*
  - NXSTPP Transportation Leadership Group (previously known as INSTPP – Integrated North Shore Transportation Planning Project) convening before year-end to set work plan and priorities for Steering Committee and new project manager

## A Prosperous City

- *Create Lower Lonsdale Brewery District*
  - Zoning Change completed
- *Foster the expansion of Business Improvement Associations across the City*
  - Initial relationship building with Central Lonsdale businesses begun

**The Corporation of the City of  
North Vancouver**  
Consolidated Financial Statements  
For the year ended December 31, 2019

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## Statement of Management Responsibility

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The Council of the Corporation of the City of North Vancouver ("City") has delegated the responsibility for the integrity and objectivity of the financial information contained in the consolidated financial statements to the management of the City. The consolidated financial statements which, in part, are based on informed judgments and estimates, have been prepared by management in accordance with Canadian public sector accounting standards, which have been applied on a basis consistent with that of the preceding year.

To assist in carrying out their responsibility, management maintains an accounting system and internal controls to provide reasonable assurance that transactions are executed and recorded in accordance with authorization, and that financial records are reliable for preparation of financial statements.

The Mayor and Council oversee management's responsibilities for the financial reporting and internal control systems. Council annually reviews and approves the consolidated financial statements.

The City's independent auditors, BDO Canada LLP, are engaged to express an opinion as to whether the City's consolidated financial statements present fairly in all material respects the financial position of the City as at December 31, 2019, and the results of operations, changes in net financial assets and cash flows for the year then ended in accordance with Canadian generally accepted auditing standards.

The consolidated financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and in accordance with Canadian public sector accounting standards.



Director of Finance

May 4, 2020



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## Independent Auditor's Report

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To the Mayor and Council of the Corporation of the City of North Vancouver

### Opinion

We have audited the consolidated financial statements of Corporation of the City of North Vancouver and its controlled entities (the "City"), which comprise the consolidated statement of financial position as at December 31, 2019 and the consolidated statement of operations, the consolidated statement of changes in net financial assets and the consolidated statement of cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2019, and its consolidated operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

### Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.



As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the City to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the City audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*BDO Canada LLP*

Chartered Professional Accountants

Vancouver, British Columbia  
May 4, 2020

**The Corporation of the City of North Vancouver**  
**Consolidated Statement of Financial Position**  
**As at December 31, 2019 with comparative figures for 2018**  
**(in thousands of dollars)**

	2019	2018
<b>FINANCIAL ASSETS</b>		
Cash	\$ 9,929	\$ 6,796
Temporary investments (note 3(a))	52,994	43,918
Portfolio investments (note 3(b))	139,269	139,902
Investment in Lonsdale Energy Corp. (note 4)	2,709	2,114
Due from other governments	4,561	3,542
Accounts receivable	8,365	10,727
Loan to Lonsdale Energy Corp. (note 5)	25,623	23,294
Interest receivable	13,145	14,210
	<u>256,595</u>	<u>244,503</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	24,888	17,066
Deferred revenue	30,218	27,735
Deferred development cost charges	23,323	22,282
Long-term debt (note 6)	684	895
Employee future benefits (note 7)	8,150	8,121
Advances and other liabilities	10,447	10,493
	<u>97,710</u>	<u>86,592</u>
<b>NET FINANCIAL ASSETS</b>	<u>158,885</u>	<u>157,911</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (note 8)	414,093	402,540
Inventories	631	656
Prepaid expenses	1,745	1,619
	<u>416,469</u>	<u>404,815</u>
<b>ACCUMULATED SURPLUS (note 9)</b>	<u>\$ 575,354</u>	<u>\$ 562,726</u>

Commitments and contingencies (note 10)  
See accompanying notes to the consolidated financial statements



Director of Finance

**The Corporation of the City of North Vancouver**  
**Consolidated Statement of Operations**  
**Year ended December 31, 2019 with comparative figures for 2018**  
**(in thousands of dollars)**

	<b>2019 Budget</b>	<b>2019</b>	<b>2018</b>
	(notes 2(h) and 14)		
<b>REVENUE</b>			
Property value tax	\$ 62,557	\$ 62,521	\$ 58,775
Parcel taxes	3,160	3,204	2,940
Licences and permits	4,572	4,856	6,493
Fines and fees	4,840	5,157	6,418
Rent	1,491	2,191	2,213
Interest, dividends and penalties	2,119	6,477	5,924
Sale of services	27,947	29,896	27,767
Rebate and recoveries	85	58	62
Grants and other	7,116	11,276	10,850
Developer contributions and other transfers	269	5,203	34,856
Gains on disposition of assets	-	(427)	1,626
Lonsdale Energy Corp. income (note 4)	-	595	580
	<u>114,156</u>	<u>131,007</u>	<u>158,504</u>
<b>EXPENSES</b>			
General government	18,999	19,818	19,293
Transportation and transit	6,109	8,279	7,173
Health, social services and housing	2,663	2,685	2,637
Development services	6,009	6,340	5,926
Protective services	27,489	27,259	25,319
Parks, recreation and culture	28,422	30,210	27,790
Water utilities	10,337	9,964	9,618
Sewer utilities	9,272	9,598	9,139
Solid waste	<u>4,396</u>	<u>4,226</u>	<u>4,151</u>
Total expenses (note 12)	<u>113,696</u>	<u>118,379</u>	<u>111,046</u>
Annual surplus	460	12,628	47,458
Accumulated surplus beginning of year	<u>562,726</u>	<u>562,726</u>	<u>515,268</u>
Accumulated surplus end of year	<u>\$ 563,186</u>	<u>\$ 575,354</u>	<u>\$ 562,726</u>

See accompanying notes to the consolidated financial statements

**The Corporation of the City of North Vancouver**  
**Consolidated Statement of Change in Net Financial Assets**  
**Year ended December 31, 2019 with comparative figures for 2018**  
**(in thousands of dollars)**

	<b>2019 Budget</b>	<b>2019</b>	<b>2018</b>
	(notes 2(h) and 14)		
Annual surplus	\$ 460	\$ 12,628	\$ 47,458
Acquisition of tangible capital assets	(78,542)	(26,315)	(32,071)
Non-cash developer contributed assets and found assets	-	(1,085)	(3,918)
Proceeds on sale of tangible capital assets	-	70	2,187
Depreciation of tangible capital assets	15,100	15,350	14,827
Loss (gain) on disposition of tangible capital assets	-	427	(1,626)
	<u>(63,442)</u>	<u>(11,553)</u>	<u>(20,601)</u>
Acquisition of inventories		(1,347)	(1,243)
Acquisition of prepaid expenses	-	(1,707)	(1,693)
Use of inventories	-	1,372	1,280
Use of prepaid expenses	-	1,581	1,554
	<u>-</u>	<u>(101)</u>	<u>(102)</u>
Increase (decrease) in net financial assets	(62,982)	974	26,755
Net financial assets, beginning of year	<u>157,911</u>	<u>157,911</u>	<u>131,156</u>
Net financial assets, end of year	<u>\$ 94,929</u>	<u>\$ 158,885</u>	<u>\$ 157,911</u>

See accompanying notes to the consolidated financial statements



**The Corporation of the City of North Vancouver**  
**Consolidated Statement of Cash Flows**  
**Year ended December 31, 2019 with comparative figures for 2018**  
**(in thousands of dollars)**

	2019	2018
<b>Cash provided by (used for):</b>		
<b>Operating Transactions</b>		
Annual surplus	\$ 12,628	\$ 47,458
Items not involving cash:		
Depreciation expense	15,350	14,827
Loss (gain) on disposal of tangible capital assets	427	(1,626)
Non-cash developer contributed assets and found assets	(1,085)	(3,918)
Lonsdale Energy Corp. income	(595)	(580)
Changes in non-cash operating items:		
(Increase) decrease in due from other governments	(1,019)	311
Decrease (increase) in accounts receivable	2,362	(1,773)
Increase in loan to Lonsdale Energy Corp.	(2,329)	(4,052)
Decrease (increase) in interest receivable	1,065	(1,469)
Increase (decrease) in accounts payable and accrued liabilities	7,822	(2,032)
Increase increase in deferred revenue	2,483	11
Increase in deferred development cost charges	1,041	3,016
Increase (decrease) in accrued employee future benefits	29	(137)
Decrease in advances and other liabilities	(46)	(279)
Decrease in inventories	25	37
Increase in prepaid expenses	(126)	(139)
	38,032	49,655
<b>Capital Transactions</b>		
Cash used to acquire tangible capital assets	(26,315)	(32,071)
Proceeds from sale of tangible capital assets	70	2,187
	(26,245)	(29,884)
<b>Investing Transactions</b>		
Decrease (increase) in temporary investments	(9,076)	970
Increase in portfolio investments	633	(21,489)
	(8,443)	(20,519)
<b>Financing Transactions</b>		
Repayment of long-term debt	(211)	(203)
(Decrease) increase in cash	3,133	(951)
Cash, beginning of year	6,796	7,747
Cash, end of year	\$ 9,929	\$ 6,796

See accompanying notes to the consolidated financial statements

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2019**  
**(tabular amounts in thousands of dollars)**

**1. OPERATIONS**

The City of North Vancouver (the "City") was incorporated in 1907 and operates under the provisions of the Community Charter and the Local Government Act of British Columbia. The City's principal activity is the provision of local government services to residents of the incorporated area. These include administrative, protective, transportation, environmental, recreational, water and sanitary services.

**2. SIGNIFICANT ACCOUNTING POLICIES**

The consolidated financial statements of the City have been prepared in accordance with Canadian public sector accounting standards, as prescribed by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants Canada. The significant accounting policies are summarized below:

**(a) Basis of Presentation**

The consolidated financial statements include the accounts of all the funds of the City, the accounts of the North Vancouver City Library, which is controlled by the City, the City's 33% proportionate share of the operations of the North Vancouver Recreation Commission, and the City's 50% proportionate share of the operations of the North Vancouver Museum and Archives Commission. The City's investment in Lonsdale Energy Corporation ("LEC"), a wholly owned government business enterprise, is accounted for using the modified equity method.

The City participates with the District of North Vancouver in the operation and management of the North Vancouver Recreation Commission, and the City includes its proportionate share in the City's consolidated financial statements. The current agreement specifies that the operating costs shall be paid 33% (2018 – 33%) by the City and 67% (2018 – 67%) by the District of North Vancouver. Each municipality is responsible for its own facilities and pays 100% of all capital costs relating to improvement, expansion and replacement of buildings or facility equipment.

The City also participates with the District of North Vancouver in the operation and management of the North Vancouver Museum and Archives Commission, and the City includes its proportionate share in the City's consolidated financial statements. The current agreement specifies that the operating costs shall be paid 50% (2018 – 50%) by the City and 50% (2018 – 50%) by the District of North Vancouver. Each municipality is responsible for its own facilities and pays 100% of all capital costs relating to improvement, expansion and replacement of buildings or facility equipment.

**(b) Basis of Accounting**

Revenue is recorded on an accrual basis and recognized when earned. Expenses are recognized as they are incurred and measurable as a result of the receipt of goods and services.

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2019**  
**(tabular amounts in thousands of dollars)**

**2. SIGNIFICANT ACCOUNTING POLICIES (con't)**

**(c) Revenue Recognition**

Taxes are recognized as revenue in the year they are levied. Through the British Columbia Assessments appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded. Any additional adjustments required over that estimated are recognized at the time they are awarded. Levies imposed by other taxing authorities are not included as taxes for municipal purposes. Levies imposed for Regional District services and other taxing authorities are not included.

Charges for sewer, water and solid waste usage are recorded as user fees. Connection fees revenues are recognized when the connection has been established.

Sale of service and other revenue are recognized on an accrual basis.

**(d) Deferred Revenue**

Deferred revenue consists of prepaid property taxes, prepaid business licenses, and fees paid in advance for services yet to be provided.

**(e) Development Cost Charges**

Development cost charges collected to pay for future capital projects are deferred upon receipt and recognized as revenue when the capital costs for which they were collected are incurred.

**(f) Temporary Investments**

Temporary investments include bank issued notes and bonds and provincial bonds and debentures maturing in the subsequent year and are valued at the lower of cost or market value.

**(g) Portfolio Investments**

Portfolio investments include bank issued notes and bonds and provincial bonds and debentures maturing after the subsequent year end. Securities are recorded at their cost and written down to reflect losses in value that are other than temporary.

**(h) Budget Figures**

The budget figures are based on the ten year financial plan adopted on April 8th, 2019.

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2019**  
**(tabular amounts in thousands of dollars)**

**2. SIGNIFICANT ACCOUNTING POLICIES (con't)**

**(i) Government Transfers**

Unrestricted government transfers are recognized as revenue in the year that the transfer is authorized by the issuing government and any eligibility criteria have been met. Restricted government transfers, in the way of grants or other transfers, are recognized as revenue in the year in which any stipulations that create liabilities are met.

**(j) Employee Future Benefits**

The City and its employees make contributions to the Municipal Pension Plan. As this plan is a multi-employer plan, contributions are expensed as incurred.

Sick leave and post-employment benefits also accrue to the City's employees. The liabilities related to these benefits are actuarially determined based on services and best estimates of retirement ages and expected future salary and wage increases. The liabilities under these benefits plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

**(k) Long-term Debt**

Long-term debt is recorded in the consolidated financial statements net of repayments and sinking fund adjustments.

**(l) Non-Financial Assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They may have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

**(i) Tangible Capital Assets**

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost less residual value of the tangible capital assets, excluding land, is amortized on a straight line basis over their estimated useful lives as follows:

Land improvements	Straight line over useful life of each asset unit	10 – 100 years
Parks	Straight line over useful life of each asset unit	10 – 75 years
Buildings	Straight line over useful life of each asset unit	10 – 100 years
Machinery & equipment	Straight line over useful life of each asset unit	3 – 25 years
Vehicles	Straight line over useful life of each asset unit	6 – 25 years
Infrastructure	Straight line over useful life of each asset unit	7 – 100 years
Library materials	Straight line over useful life of each asset unit	2 – 5 years
Work in progress	Not depreciated until put into use	

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
**Year ended December 31, 2019**  
**(tabular amounts in thousands of dollars)**

**(l) Non-Financial Assets (cont'd)**

**(ii) Contributions of Tangible Capital Assets**

Tangible capital assets received as contributions or transfers from developers are recorded at their estimated fair value at the date of receipt and also are recorded as revenue.

**(iii) Works of Art and Historic Assets**

Works of art and historic assets are not recorded as assets in these consolidated financial statements.

**(iv) Natural Resources**

Horticultural assets such as treed areas, grassy areas and gardens are not recognized as assets in the consolidated financial statements.

**(v) Interest Capitalization**

The City does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

**(vi) Leased Tangible Capital Assets**

Leases that transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the payments are charged to expenses as incurred.

**(vii) Inventories**

Inventories held for consumption are recorded at the lower of weighted average cost and replacement cost.

**(m) Estimates**

The preparation of the consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts in the consolidated financial statements and the disclosure of contingent liabilities. Areas requiring significant estimation are post-employment benefits, compensated absences and termination benefits and estimated useful life of tangible capital assets. Actual results could differ from these estimates.

**(n) Segment Disclosure**

A segment is defined as a distinguishable activity or group of activities of a government for which it is appropriate to separately report financial information related to expenses. See note 12.



**The Corporation of the City of North Vancouver**  
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**2. SIGNIFICANT ACCOUNTING POLICIES (con't)**

**(o) Contaminated Sites**

A liability for contaminated sites is recognized when a site is not in productive use or an unexpected event has occurred and the following criteria are met:

- i) An environmental standard exists;
- ii) Contamination exceeds the environmental standard;
- iii) The City is directly responsible or accepts responsibility;
- iv) It is expected that future economic benefits will be given up; and
- v) A reasonable estimate of the amount can be made

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
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**3. INVESTMENTS**

**(a) Temporary Investments**

The fair value of temporary investments at December 31, 2019 was \$54,943,973 (2018 - \$46,769,729). These investments range in maturity date from January 2, 2020 to December 16, 2020, and range in yield from 2.05% to 5.16%.

**(b) Portfolio Investments**

The fair value of portfolio investments at December 31, 2019 was \$151,360,972 (2018 - \$149,587,369). These investments range in maturity from January 7, 2021 to May 15, 2031, and range in yield from 2.01% to 7.52%.

**4. INVESTMENT IN LONSDALE ENERGY CORPORATION ("LEC")**

The City owns all the issued and outstanding shares of LEC, which was incorporated under the British Columbia Company Act on July 7, 2003. LEC operates a district energy system providing hydronic energy to residential, institutional and commercial buildings in the Lonsdale and Marine Drive – Harbourside areas of the City of North Vancouver.

Summarized financial information relating to LEC is as follows:

	2019	2018
Cash and accounts receivable	\$ 2,230	\$ 1,874
Tangible capital assets	34,762	31,777
Other assets	659	612
Total assets	<u>\$ 37,651</u>	<u>\$ 34,263</u>
Accounts payable and accrued liabilities	\$ 1,346	\$ 1,449
Deferred contributions	7,289	6,511
Debt	26,307	24,189
Total Liabilities	<u>\$ 34,942</u>	<u>\$ 32,149</u>
Shareholder's equity	<u>\$ 2,709</u>	<u>\$ 2,114</u>
Total revenue	\$ 5,964	\$ 4,770
Total expenses	5,369	4,190
Net income	<u>\$ 595</u>	<u>\$ 580</u>

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
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**4. INVESTMENT IN LONSDALE ENERGY CORPORATION ("LEC") (con't)**

Included in the City's consolidated statement of financial position is "Investment in Lonsdale Energy Corp." in the amount of \$2,709,000 (2018 - \$2,114,000) and a loan receivable, see note 5. Also, included in accounts receivable in the City's consolidated statement of financial position are receivables from LEC in the amount of \$522,000 (2018 - \$559,000).

**5. LOAN TO LONSDALE ENERGY CORPORATION ("LEC")**

The loan receivable balance of \$25,623,086 (2018 - \$23,293,926) consists of the following interest bearing promissory notes:

On August 1, 2018, the City converted amounts due from LEC whereby LEC issued a 5 year promissory note to the City in the amount of \$33,661,966 bearing interest at 2.65%. The promissory note to the City has been partially drawn upon with a balance owing at December 31, 2019 of \$25,623,086 (2018 - \$23,293,926).

All loans are due on demand and bear interest at 2.65% (2018 – 2.65%). Interest revenue of \$648,777 (2018 - \$492,448) and Dividend revenue of \$30,100 (2018 - \$0) has been included in the consolidated statement of operations.

At the maturity date of the loan to LEC, the City may, at its discretion, extend the terms of the loan in whole or in part or LEC may repay the loan in whole or in part using either internal or external financing.

**6. LONG-TERM DEBT**

The City has financed the expansion of LEC by assuming debt on behalf of LEC through the Municipal Finance Authority in accordance with the Community Charter. Debt principal is reported net of repayments and actuarial adjustments. The City carries no other long-term debt. The total debt issued and outstanding as at December 31, 2019 was \$684,288 (2018 - \$895,067).

**The Corporation of the City of North Vancouver**  
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**6. LONG-TERM DEBT (con't)**

Future principal re-payments and actuarial adjustments on net outstanding debt over the next five years are as follows:

	2019
2020	\$ 219,210
2021	227,979
2022	237,099
	<u>\$ 684,288</u>

Interest expense of \$6,000 (2018 - \$6,000) has been included in the Consolidated Statement of Operations. The interest rate on long-term debt is 0.3% per annum.

**7. EMPLOYEE FUTURE BENEFITS**

**(a) Sick and Severance**

Employees of the City are entitled to payments related to unused sick leave and severance upon retirement or resignation after ten years of service. The amount recorded for these benefits is based on an actuarial valuation done by an independent firm of actuaries using a projected benefit actuarial valuation method pro-rated on services. The most recent actuarial valuation of the City's future benefits was completed as at December 31, 2019.

Information regarding the City's obligations for these benefits, including its proportionate share of the North Vancouver City Library, North Vancouver Recreation Commission, and North Vancouver Museum and Archives Commission, is as follows:

	2019	2018
Benefit obligation - beginning of the year	\$ 7,604	\$ 7,862
Add: Current service costs	646	655
Interest on accrued benefit obligation	257	239
Less: Actuarial (gain) loss	130	(154)
Benefits paid	<u>(822)</u>	<u>(998)</u>
Benefit obligation - end of the year	\$ 7,815	\$ 7,604
Add: Unamortized actuarial gain	<u>335</u>	<u>517</u>
Accrued benefit liability - end of the year	<u>\$ 8,150</u>	<u>\$ 8,121</u>

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
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**7. EMPLOYEE FUTURE BENEFITS (con't)**

The significant actuarial assumptions adopted in measuring the City's accrued benefit liability are as follows:

	2019	2018
Discount rates	2.70%	3.30%
Expected future inflation rates	2.50%	2.50%
Expected wage and salary increases	2.58% to 4.63%	2.58% to 4.63%

The unamortized actuarial gain is amortized over a period equal to the employees' average remaining service lifetime of ten years for the City.

**(b) Council Retirement Stipend**

Starting 2005, Council Members are entitled to a retirement stipend based on 9.97% of the individual's total indemnity received subsequent to 2002. These amounts are accrued as earned and recorded in accounts payable and accrued liabilities.

**8. TANGIBLE CAPITAL ASSETS**

2019	Land	Land Improvements	Parks	Buildings	Machinery & Equipment	Vehicles	Infrastructure	Library Materials	Work in Progress	Total
<b>Cost</b>										
Balance as at December 31, 2018	\$ 38,909	\$ 63,348	\$ 49,700	\$ 125,709	\$ 19,708	\$ 10,901	\$ 232,731	\$ 930	\$ 46,888	\$ 588,824
Additions	-	12,753	657	1,262	1,232	899	7,913	233	49,339	74,288
Disposals	-	-	-	286	(644)	473	770	211	46,888	47,984
Balance as at December 31, 2019	\$ 38,909	\$ 76,101	\$ 50,357	\$ 126,685	\$ 21,584	\$ 11,327	\$ 239,874	\$ 952	\$ 49,339	\$ 615,128
<b>Accumulated Depreciation</b>										
Balance as at December 31, 2018	\$ -	\$ 12,219	\$ 14,126	\$ 57,170	\$ 13,644	\$ 5,944	\$ 82,721	\$ 460	\$ -	\$ 186,284
Depreciation expense	-	2,103	1,703	4,925	1,483	546	4,374	216	-	15,350
Disposals	-	-	-	283	(644)	402	347	211	-	599
Balance as at December 31, 2019	\$ -	\$ 14,322	\$ 15,829	\$ 61,812	\$ 15,771	\$ 6,088	\$ 86,748	\$ 465	\$ -	\$ 201,035
<b>Net Book Value</b>										
December 31, 2019	\$ 38,909	\$ 61,779	\$ 34,528	\$ 64,873	\$ 5,813	\$ 5,239	\$ 153,126	\$ 487	\$ 49,339	\$ 414,093
<b>2018</b>										
<b>Cost</b>										
Balance as at December 31, 2017	\$ 35,365	\$ 55,813	\$ 42,766	\$ 123,057	\$ 19,225	\$ 11,082	\$ 227,567	\$ 936	\$ 39,874	\$ 555,685
Additions	4,467	7,535	6,934	2,657	1,005	410	6,671	219	46,888	76,786
Disposals	923	-	-	5	522	591	1,507	225	39,874	43,647
Balance as at December 31, 2018	\$ 38,909	\$ 63,348	\$ 49,700	\$ 125,709	\$ 19,708	\$ 10,901	\$ 232,731	\$ 930	\$ 46,888	\$ 588,824
<b>Accumulated Depreciation</b>										
Balance as at December 31, 2017	\$ -	\$ 10,458	\$ 12,513	\$ 52,352	\$ 12,427	\$ 5,859	\$ 79,666	\$ 471	\$ -	\$ 173,746
Depreciation expense	-	1,761	1,613	4,823	1,739	587	4,090	214	-	14,827
Disposals	-	-	-	5	522	502	1,035	225	-	2,289
Balance as at December 31, 2018	\$ -	\$ 12,219	\$ 14,126	\$ 57,170	\$ 13,644	\$ 5,944	\$ 82,721	\$ 460	\$ -	\$ 186,284
<b>Net Book Value</b>										
December 31, 2018	\$ 38,909	\$ 51,129	\$ 35,574	\$ 68,539	\$ 6,064	\$ 4,957	\$ 150,010	\$ 470	\$ 46,888	\$ 402,540

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
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**(tabular amounts in thousands of dollars)**

**8. TANGIBLE CAPITAL ASSETS (con't)**

**(a) Work in Progress**

Work in progress having a value of \$ 49,339,000 (2018 - \$46,888,000) has not been amortized. Amortization of these assets will commence when the asset is in service.

**(b) Developer Contributed Tangible Capital Assets and Other Transfers**

Developer contributed tangible capital assets and other transfers have been recognized at their estimated fair value at the date of contribution. Developer contributed tangible capital assets and other transfers of \$1,085,000 (2018 - \$4,841,000) have been recognized during the year.

**(c) Works of Art and Historic Assets**

The City manages and controls various works of art and non-operational historic assets including buildings, artifacts, paintings and sculptures located at City sites and public display areas. These assets are not recorded in the consolidated financial statements of the City.

**(d) Write-Down and Write-Up of Tangible Capital Assets**

There were no write-downs during the current or prior year. Write-ups of tangible capital assets during the current year relate to software still in active use.

**9. ACCUMULATED SURPLUS**

	2019	2018
Current Funds – general, water and sewer	\$ 36,718	\$ 35,877
Reserve fund	107,552	112,153
Capital fund	431,084	414,696
Accumulated surplus, end of year	\$ 575,354	\$ 562,726

**(a) Current Funds – general, water and sewer**

	2019	2018
Appropriated:		
General funds	\$ 13,298	\$ 14,162
Water fund	1,857	1,096
Sewer fund	9,675	10,722
Unappropriated:		
General funds	10,722	9,128
Sewer funds	476	745
Water fund	690	24
	\$ 36,718	\$ 35,877



**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
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**(tabular amounts in thousands of dollars)**

**9. ACCUMULATED SURPLUS (con't)**

**(b) Reserve Funds**

	Balance December 31, 2018	Contributions & Transfers	Earnings	Less Expenditures	Balance December 31, 2019
Machinery and Equipment					
Engineering	\$ 3,914	\$ 437	\$ 166	\$ 655	\$ 3,862
Fire	704	350	32	213	873
General	99	-	4	8	95
Computer	561	38	11	409	201
Building	539	-	12	225	326
Local Improvements	805	5	23	5	828
Affordable Housing	4,868	396	140	508	4,896
Tax Sale Lands	34,928	-	1,190	877	35,241
Waterworks	6,044	-	151	1,639	4,556
Parking	190	-	8	159	39
Civic Amenity	54,771	4,185	2,287	9,358	51,885
Justice Administration Accommodation	142	-	4	23	123
Streets DCC	-	2,027	-	2,027	-
Parks DCC	-	4,543	-	4,543	-
Lower Lonsdale Amenity	70	-	-	-	70
Lower Lonsdale Legacy	2,660	-	76	76	2,660
Infrastructure	332	-	734	428	638
Public Art	502	85	15	55	547
Marine Drive Community Amenity	346	-	-	156	190
Sustainable Transportation	349	88	8	167	278
Carbon Fund	329	65	8	158	244
Water DCC	-	-	-	-	-
Sanitary DCC	-	-	-	-	-
Drainage DCC	-	-	-	-	-
Total	\$ 112,153	\$ 12,219	\$ 4,869	\$ 21,689	\$ 107,552

**(c) Capital Fund**

	2019	2018
Capital fund		
Invested in tangible capital assets	\$ 414,093	\$ 402,540
Appropriated Capital funds	16,991	12,156
	\$ 431,084	\$ 414,696

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
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**10. COMMITMENTS AND CONTINGENCIES**

**(a) Property Taxes**

The City is obliged to levy, collect and remit property taxes on behalf of, and to finance the arrears of property taxes of, other bodies as follows:

Collections for and remittances to other bodies	2019	2018
Provincial Government - Schools	\$ 39,123	\$ 36,026
Greater Vancouver Regional District	1,460	1,340
Greater Vancouver Transportation Authority	8,917	7,992
British Columbia Assessment Authority	1,448	1,367
Municipal Finance Authority	7	6
BIA Lower Lonsdale Society	498	498
	<u>\$ 51,453</u>	<u>\$ 47,229</u>

**(b) Pension Liability**

The City and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry- age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The City paid \$4,259,000 (2018 - \$4,112,000) for employer contributions to the plan in fiscal 2019.

The next valuation will be as at December 31, 2021, with results available in 2022.

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
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**(b) Pension Liability (con't)**

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

**(c) Contingent Liabilities**

The City is currently engaged in or party to certain legal actions, assessment appeals and other existing conditions involving uncertainty which may result in material loss. A reasonable estimate of these future liabilities has been made where possible and is recorded in the financial statements as a liability. Where the outcomes of amounts or losses are uncertain, no amounts have been recorded.

**(d) E-Comm**

The City is a member of Emergency Communications for British Columbia, Incorporated ("E-Comm"), an organization comprised predominately of member municipalities, for the purpose of providing emergency dispatch services. The City is represented on the board and as a class "A" shareholder has voting rights should the organization want to incur additional debt.

The E-Comm facility was constructed using debt as a financing mechanism and members are liable for a proportionate share of that debt. This debt is repaid by members through annual fees charged by E-Comm. Should E-Comm dissolve, the members would be liable for a proportionate share of any residual debt. Alternatively, should members choose to opt out of E-Comm they would be liable for a proportionate share of debt at the time of withdrawal.

The City holds 2 class "A" shares and one class "B" share.

**(e) Contractual Obligations**

During 2014 the City, in conjunction with the District of North Vancouver and the District of West Vancouver, entered into a new contract for recyclables collection for a period of five years commencing July 1, 2015. The City's portion of the annual contract costs is expected to be approximately \$1,100,000 for the years from 2015 to mid 2020. The City is also eligible to receive an incentive from Multi-Materials BC (MMBC) of approximately \$65,000 per month (\$780,000 annually). This will not be renewed as commencing July 2020, RecycleBC will be responsible for providing residential recycling services in the City.

As at December 31, 2019 the City had entered into various construction contracts for a total outstanding value of \$19,6M

**(f) Construction Loan Guarantee**

On February 14, 2017 the City entered an agreement as a loan guarantor, for the British Columbia Photography and Media Society, for a demand construction bridge loan to a maximum of \$5M not to exceed five years.

**The Corporation of the City of North Vancouver**  
**Notes to Consolidated Financial Statements**  
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**11. TRUST FUNDS**

Certain assets have been conveyed or assigned to the City to be administered as directed by an agreement or statute. The City holds the assets for the benefit of, and stands in a fiduciary relationship to, the beneficiary. The Cemetery Trust Fund, totaling \$3,045,000 (2018 - \$2,918,000), which is administered by the City, has not been included with the City's accounts.

**12. SEGMENTED INFORMATION**

The City is a diversified municipal government entity in the Province of British Columbia that provides a wide range of services to its citizens. Certain functional areas have been combined and separately disclosed in the segmented information. The segments and the services they provide are as follows:

**General Government**

General Government provides the administrative and legislative services that support the various sectors of the City. Functions include financial planning and reporting, economic development and legislative services.

**Transportation and Transit**

The Transportation department aims to provide enhanced access to public transit, safe pedestrian and cyclist routes, enable accessible transportation for people with limited mobility and maintain existing infrastructure. These goals are achieved through street design, traffic signals and signs, street lighting and road maintenance activities.

**Health, Social Services and Housing**

Health, Social Services and Housing encompasses a wide variety of City funded initiatives aimed at supporting the social structure and sustainability of the community. Included are cemetery operations, youth and family support services, seniors programs and homeless prevention initiatives.

**Development Services**

Development Services' focus is community planning, which includes land use guidelines, the management of City owned lands, heritage planning and development of the City's official community plan.

**Protective Services**

Protective Services is comprised of the North Vancouver RCMP detachment, the North Vancouver City Fire Department and bylaw enforcement. The North Vancouver RCMP detachment plays an integral role in the protection of North Vancouver residents and their property through crime prevention and detection, emergency response and victim services. The North Vancouver City Fire Department is responsible to provide fire suppression service, fire prevention services and fire safety education.

**Parks, Recreation and Culture**

Parks, Recreation and Culture provides access to recreation facilities, the operation and maintenance of the City's many parks and trails, the North Vancouver City Library and the City's participation in the North Vancouver Museum and Archives and the North Vancouver Office of Cultural Affairs.

**The Corporation of the City of North Vancouver**  
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**12. SEGMENTED INFORMATION (con't)**

**Water Utilities**

The Water Utility, in conjunction with Metro Vancouver, provides safe, clean, reliable water to the residents and businesses of the City of North Vancouver.

**Sewer Utilities**

The Sewer Utility collects waste water and transports it to trunk water mains and wastewater treatment plants operated by Metro Vancouver. In addition to the collection of wastewater, the Sewer Utility also manages the City's 150km storm sewerage system which diverts rainfall runoff from private property with an emphasis on flood prevention.

**Solid Waste**

The Solid Waste department provides curbside garbage, recycling and yard trimmings collection to the residents of the City of North Vancouver.

	Revenues	Expenses						Annual Surplus(Deficit)
		Wages & Benefits	Goods & Supplies	Services	Depreciation	Capitalized	Total	
General government	\$ 81,436	\$ 13,801	\$ 4,465	\$ 3,538	\$ 4,435	\$ (6,421)	\$ 19,818	\$ 61,618
Transportation and transit	2,294	2,773	1,207	5,853	3,029	(4,583)	8,279	(5,985)
Health, social services and housing	377	400	98	2,236	-	(49)	2,685	(2,308)
Development services	5,991	6,094	35	211	-	-	6,340	(349)
Protective services	1,621	18,675	815	7,346	664	(241)	27,259	(25,638)
Parks, recreation and culture	9,820	14,715	1,394	15,036	5,674	(6,609)	30,210	(20,390)
Water utilities	12,495	2,350	7,874	2,467	786	(3,513)	9,964	2,531
Sewer utilities	13,184	1,928	583	11,235	751	(4,899)	9,598	3,586
Solid waste	3,789	1,490	34	2,691	11	-	4,226	(437)
2019	\$ 131,007	\$ 62,226	\$ 16,505	\$ 50,613	\$ 15,350	\$ (26,315)	\$ 118,379	\$ 12,628
2018	\$ 158,504	\$ 58,133	\$ 13,771	\$ 56,167	\$ 14,827	\$ (31,852)	\$ 111,046	\$ 47,458

**13. CONTRACTUAL RIGHTS**

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. As at December 31, 2019 the significant contractual rights of the City consisted of developer contributions. These rights exist as the City has entered into a number of public works development agreements which require the developers to contribute various infrastructure assets to the City, including roads and underground utilities. The timing and extent of these future contributions vary depending on development activity and fair value of the assets received at time of contribution. The contributions will be recorded as revenue based on the fair value of the assets received at the time that the City assumes the risks and responsibilities related to the assets.

**The Corporation of the City of North Vancouver**  
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**14. BUDGET FIGURES**

The budget figures presented in these consolidated financial statements are based upon the financial plan approved by Council as the Financial Plan for the Years 2019 to 2028 Bylaw, 2019, No. 8703 April 8th, 2019. The table below reconciles the approved budget to the budget figures reported.

		Financial Plan Bylaw
Revenue per Statement of Operations	\$	114,156
Less:		
Budget Adjustments for Consolidation	(144)	
Transfers from Reserve	(3,467)	
Interagency Funds	<u>(4,926)</u>	(8,537)
Revenue per financial plan bylaw 8637		<u>105,619</u>
Expenses per Statement of Operations		113,696
Add:		
Transfer to other funds		(5,314)
Less:		
Budget Adjustments for Consolidation	4,003	
Interagency payments	<u>(4,926)</u>	(923)
Expenses per financial plan bylaw 8637		<u>107,459</u>
Deficit for the year		(1,840)
Reserves and capital:		
Capital expenditures		(78,542)
Depreciation		15,100
Equity		(9,424)
Transfers from reserves		54,298
External contributions		<u>20,408</u>
Annual budgeted Surplus per financial plan bylaw	\$	<u>-</u>



**The Corporation of the City of North Vancouver**  
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**15. COVID-19 IMPACT**

Subsequent to year end, the impact of COVID-19 in Canada and on the global economy increased significantly. As the impacts of COVID-19 continue, there could be specific impact on the City, its citizens, employees, suppliers and other third party business associates that could impact the timing and amounts realized on the City's assets and future ability to deliver services and projects. At this time, the full potential impact of COVID-19 on the City is not known. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption and the related financial impact cannot be reasonably estimated at this time. The City's ability to continue delivering non-essential services and employ related staff will depend on the legislative mandates from the various levels of government. The City will continue to focus on collecting receivables, managing expenditures, and, if necessary, leveraging existing reserves and available credit facilities. A revenue anticipation borrowing bylaw, 2020, No. 8749 was also authorized to borrow up to \$35M to ensure it is able to continue providing essential services to its citizens.

## 2019 Permissive Tax Exemptions

ORGANIZATION	PROPERTY ADDRESS	MUNICIPAL TAXES EXEMPT PORTION
Anavets Senior Citizens' Housing Society	245 3rd St. East	\$44,123
Army, Navy, and Air Force Veterans in Canada	119 East 3rd Street	\$20,809
The Auxillary to the Lions Gate Hospital	128 15th Street West	\$11,999
BC Photography and Media Arts Society	105 Carrie Cates Court	\$61,136
Canadian Mental Health Association	300-1835 Lonsdale Ave	\$5,314
The Cascadia Society for Social Working	325 West 19th Street	\$3,741
The Cascadia Society for Social Working	351 West 19th Street	\$3,257
The Cascadia Society for Social Working	348 West 19th Street	\$3,411
Community Living Society	317 & 319 East Keith Road	\$3,865
Community Living Society	1003-555 West 28th Street	\$1,215
City of North Vancouver (Pipe Shop)	115 Victory Ship Way	\$32,763
Family Services North Shore	1109-1117 Lonsdale Avenue	\$17,771
Fraternal Order of Eagles, Northwest Aerie 2638	170, 168, 166, 164, 162 West 3rd Street	\$14,274
Girl Guides of Canada	252 Esplanade W	\$59,720
Hollyburn Family Services Society	210 West 13th Street	\$6,095
HYAD Housing for Young Adults with Disabilities	2130 Chesterfield Avenue	\$2,693
Kiwanis North Shore Housing Society	170 West 2nd Street	\$46,691
Kiwanis North Shore Housing Society	1480 St. Andrews Avenue	\$3,243
Lighthouse Harbour Ministries	1 - 260 East Esplanade	\$4,892
The Lonsdale Creek Daycare Centre Society	230 West 21st Street	\$6,475
Lookout Housing & Health Society	705 West 2nd Street	\$17,843
Marineview Housing Society	1415 Chesterfield Ave	\$3,436
Marineview Housing Society	1053 Grand Blvd	\$4,311
Marineview Housing Society	1057 Cloverley Street	\$2,438
Navy League of Canada	1555 Forbes Ave	\$15,906
North Shore Connexions Society	1924 Jones Avenue	\$2,514
The North Shore Disability Resource Centre Association	2412 Wilding Way	\$2,699
North Shore Multicultural Society	123 East 15th Street - Various Units	\$54,439
North Shore Neighbourhood House	113 East 3rd Street	\$31,147
North Shore Neighbourhood House (Centre View Childcare)	143 East 14th Street	\$2,834
North Shore Neighbourhood House (Community Garden)	207 East 2nd Street	\$3,651
North Vancouver Chamber of Commerce	102-124 West 1st Street	\$6,878
North Vancouver Lawn Bowling Club	2160 Lonsdale Avenue	\$539,655
North Vancouver Masonic Temple	1140 - 1144 Lonsdale Avenue	\$9,209
Presentation House Cultural Society	333 Chesterfield Avenue	\$76,176
North Vancouver Royal Canadian Legion, Branch 118	121/123 West 15th Street	\$17,329
Silver Harbour Centre	144 East 22nd Street	\$85,922
St. Edmund's Parish	613 Mahon Avenue	\$5,592
St Leonard's Society of North Vancouver	312 Bewicke Avenue	\$2,380
Vancouver Coastal Health Authority- Magnolia House	720 East 17th Street	\$2,741
Vancouver Coastal Health Authority- Margaret Fulton Centre	1601 Forbes Avenue	\$22,531
Young Women's Christian Association	125 East 14th Street	\$2,070
Assembly of Christians (Gospel Hall)	133 East 4th Street	\$3,832
North Shore Bethel Christian Mennonite Brethern Church	185 East Keith Road	\$2,794
Holy Trinity Catholic Church	2705 Lonsdale Avenue	\$3,483
North Shore Alliance Church	201 East 23rd Street	\$19,133
King's Temple Missionary Society (North Shore Christian Centre)	1400 Sutherland Avenue	\$1,890
Parish of St. Agnes Anglican Church	530 East 12th Street	\$716
Parish of St. John The Evangelist Anglican Church	209 West 13th Street	\$16,065
Salvation Army North Vancouver Community Church	105 West 12th Street	\$11,685
St. Andrew's & St. Stephen's Presbyterian Church	2641 Chesterfield Avenue	\$4,600
St. Andrew's United Church	1044 St. Georges Avenue	\$2,889
Sutherland Church	630 East 19th Street	\$4,168
<b>Total</b>		<b>\$1,336,443</b>

## Declaration of Council Disqualifications

No Councillors were disqualified from holding office in 2019 under the provisions set out in the Community Charter.





**city**  
**of north**  
**vancouver**

141 West 14<sup>th</sup> Street  
North Vancouver, BC  
V7M 1H9

T. 604.985.7761  
F. 604.985.9417

[cnv.org](http://cnv.org)  
[info@cnv.org](mailto:info@cnv.org)



**WHAT: Regular Council Meeting**  
**WHY: 2019 Annual Municipal Report**  
**WHEN: Monday, June 22, 2020 at 5:30 pm**  
**HOW: View meeting online at  
[cnv.org/LiveStreaming](http://cnv.org/LiveStreaming)**

The City of North Vancouver's 2019 Annual Municipal Report will be presented for consideration at the above noted Regular Council Meeting.

Members of the community may submit comments and questions regarding the 2019 Annual Municipal Report at [cnv.org/annualmunicipalreport](http://cnv.org/annualmunicipalreport) **until 12:00 noon on Monday, June 22, 2020**. Alternatively, submissions may be deposited in the drop-boxes outside of City Hall **no later than 4:00 pm on Friday, June 19, 2020**.

Due to COVID-19, the Regular Council Meeting will be conducted "virtually" with Council members attending through electronic means. Public attendance cannot be accommodated at this time. Therefore, we are asking members of the community to submit any comments or questions in writing through the above-mentioned website or in one of the drop-boxes.

The 2019 Annual Municipal Report will be available for viewing on Friday, June 5, 2020, after 4:00 pm online at [cnv.org/annualmunicipalreport](http://cnv.org/annualmunicipalreport).

141 WEST 14TH STREET / NORTH VANCOUVER / BC / V7M 1H9  
T 604 985 7761 / F 604 985 9417 / [CNV.ORG](http://CNV.ORG)



**From:** Verna Wen  
**Sent:** Wednesday, June 10, 2020 9:52 AM  
**To:** 'duncan brown'  
**Cc:** Ben Themens; Beth Savage; Leslie Garber; Carlos Fernandes  
**Subject:** 2019 Annual Municipal Report: Response to Your Comment

Hi Duncan,

Thank you for taking the time to review the City's 2019 Annual Municipal Report (AMR).

We have received your comment below and will be sharing it with Council:

<b>Name:</b> Duncan Brown
<b>Email Address:</b> <>
<b>Phone Number:</b> <>
<b>Comments:</b> Maybe I'm missing it, but I see nothing in here about safe streets - especially in school, zones, park zones and residential neighbourhoods.

We would like to direct you to the relevant pages of the AMR that discuss safe streets:

- Page 9 under 2019 Measures:
  - Advanced key transportation policy components including endorsement of the WalkCNV strategy, set 'AAA' mobility lanes priorities and began the Mobility Strategy process to update the City's Long Range Transportation Plan and Lonsdale great streets vision
- Page 10 under 2019 Measures and 2020 Objectives:
  - Increased road awareness and safety through regular education programs and partnerships with ICBC
  - Increase road safety and improve sense of security in our communities
- Page 17 under A Connected City:
  - Increase kilometres of protected bike lanes
    - o Corridor endorsement by Council and accompanying framework will be incorporated into Mobility Strategy. Priority Corridors for AAA Mobility Lanes strategy approved by Council. Preliminary design for 2020 corridor construction underway
  - Explore safe routes to schools opportunities
    - o Staff on-track for February 2020 council report with recommendations based on engagement and technical analysis

We hope this provides the information that you are looking for. If you have any further questions or comments, please do not hesitate to contact me directly.

Kind regards,




Verna Wen, CIA, CPA, CGA | Manager, Internal Control and Performance  
Finance  
T 604 982 3949

**City of North Vancouver**  
141 W 14<sup>th</sup> Street, North Vancouver, BC | V7M 1H9  
cnv.org



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 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**FINANCE DEPARTMENT**

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Ben Themens, Director of Finance

Subject: 2020 Project Plan – Funding Appropriations 2045 - 2047

Date: June 10, 2020 File No: 05-1705-30-0019/2020

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*The following is a suggested recommendation only. Please refer to Council Minutes for adopted resolution.*

**RECOMMENDATION:**

PURSUANT to the report of the Director of Finance, dated June 10, 2020 and entitled “2020 Project Plan – Funding Appropriations 2045 - 2047”:

THAT (Funding Appropriation #2045) an amount of \$65,000 be appropriated from the Annual Budget – Transfer to General Reserve Fund for the purpose of funding the 2020 Project Plan;

THAT (Funding Appropriation #2046) an amount of \$220,000 be appropriated from the Civic Amenity Reserve Fund for the purpose of funding the 2020 Project Plan;

THAT (Funding Appropriation #2047) an amount of \$20,000 be appropriated from the General Reserve Fund for the purpose of funding the 2020 Project Plan;

AND THAT should any of the above amounts remain unexpended as at December 31, 2023, the unexpended balance shall be returned to the credit of the said Reserve Fund.

**ATTACHMENT:**

1. 2020 Project Budget Funding Allocation Detail by Source (CityDoc # [1921542](#))
2. 2020 Project Sheets (CityDoc # [1921571](#))

**DISCUSSION:**

These projects are deemed essential. The attached Project Sheets (**Attachment 2**) provide additional information regarding each project.

**FINANCIAL IMPLICATIONS:**

Funding is included in the 2020 Project Budget and is available for appropriation.

RESPECTFULLY SUBMITTED:



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Ben Themens  
Director of Finance

**2020 PROJECT BUDGET  
FUNDING ALLOCATION  
DETAIL BY SOURCE**

Attachment 1

**Funding from Reserves**

**Annual Budget - Transfer to General Reserve - Appropriation # 2045**

**Manager**

Play Equipment Replacement	35,000	PRIESTLEY, DEREK
Block Funding - Library Equipment	20,000	KOEP, DEBORAH
Block Funding - Museum & Archives	10,000	WENHARDT, WESLEY
	65,000	

**Total Annual Budget - Transfer to Gen Reserve Fund - Appropriation # 2045** 65,000

**Civic Amenity Reserve Fund - Appropriation # 2046**

New Sidewalks on East side St Andrews: Keith Road to 13th Str	220,000	HALL, JUSTIN
	220,000	

**Total Civic Amenity Reserve Fund - Appropriation # 2046** 220,000

**General Reserve - Appropriation # 2047**

Transit Stop Improvements	20,000	KUZMANOVSKI, KLIMENT
	20,000	

**Total General Reserve Fund - Appropriation # 2047** 20,000

**Total Funding From Reserves** 305,000

# 2020 Project Sheets

Attachment 2

<b>Project Name:</b>	<b>Play Equipment Replacement</b>											
<b>Department:</b>	<b>Engineering: Parks &amp; Environment</b>											
<b>Project Manager:</b>	<b>Derek Priestley</b>											
	<div> <div>Date: 4-Jul-19</div> <div>Project Type: <b>Base Program</b></div> <div>2020 - 2029 Project Plan On-Going Program/Project</div> </div>											
<b>Description:</b>	The ongoing play equipment renewal and replacement program in 18 City parks.											
<b>Purpose:</b>	The purpose of the play equipment replacement program is to ensure that the City has safe, high-quality play equipment at all times. Worn pieces of equipment are replaced at the end of their useful life, to ensure that our playgrounds are up to date and meet the evolving safety standards in a reasonable fashion.											
<b>Alignment With Official Community Plan:</b>	This project supports the goals and objectives of Chapters 5 and 8 of the OCP, by protecting and maintaining new and existing public infrastructure and amenities, enhancing public safety, and providing safe spaces for play as a part of a complete community.											
<b>Strategic Plan :</b>	<b>A City for People</b> - is welcoming, inclusive, safe, accessible and supports the health and well-being of all. <b>A Vibrant City</b> - is where dynamic public spaces and places provide opportunities for connection and enable residents to engage with their community and celebrate their culture and history.											
<b>Outcome: (Customer Satisfaction)</b>	Customer satisfaction will be achieved by having steady upgrading and replacement of the City's playground equipment with public input into the most suitable replacements for each neighbourhood's needs.											
<b>Impact If Project Does Not Proceed:</b>	Equipment will get progressively older, out of date and won't meet the evolving safety standards.											
<b>External Funding :</b>	<div> <div>N/A</div> <div>N/A</div> <div>Specify Funding Agency/Program:</div> </div>											
<b>GHG Implications:</b> Discuss GHG considerations for all projects. Provide figures for Fleet, Facilities and any project with readily	Short-term: Limited GHG emissions associated with construction (fuel and materials).											
<b>Milestones:</b>	Existing playgrounds will be reviewed and prioritised for replacement between 2019 and 2021.										<b>Director Approval:</b> Approved by D. Pope November 20, 2019	
	<b>2010-2019 Budget</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>2026 Budget</b>	<b>2027 Budget</b>	<b>2028 Budget</b>	<b>2029 Budget</b>	<b>TOTAL</b>
<b>Funding Requirements</b>												
<b>City Funding (Fund Appropriation)</b>	<b>\$ 140,000</b>	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000
<b>External Funding/Contributions</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Project Expenditures</b>	<b>\$ 140,000</b>	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000
<b>Overhead Staffing (Engineering/Facilities)</b> Specify as a percentage of funds appropriated		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
<b>Impact on Operations/Maintenance</b> (Incremental to 2018 Base Year Operating Budget)												
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses net of recoveries (Include staffing)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Staffing (FTE)</b>												
Regular	-	-	-	-	-	-	-	-	-	-	-	-
Temporary	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Staffing</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

\* Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.

<b>Project Name:</b>	<b>Block Funding - Library Equipment</b>											<b>2019 - 2028 Project Plan</b>				
<b>Department:</b>	<b>Library</b>											<b>Project Type:</b>		<b>On-Going Program/Project</b>		
<b>Project Manager:</b>	<b>Deb Hutchison Koep</b>											<b>Date:</b>	4-Jul-19	<b>Base Program</b>		
<b>Description:</b>	Block funding for replacement of equipment and furnishings															
<b>Purpose:</b>	Maintenance and replacement of equipment and furnishings under \$10,000.															
<b>Alignment With Official Community Plan:</b>	8.2 Employ a proactive approach to infrastructure maintenance and upgrades															
<b>Strategic Plan :</b>	<p><b>A Vibrant City</b> - open seven days a week with over 1400 visitors a day of all ages and walks of life, the City Library experiences significant wear and tear from daily use. Block funding enables us to maintain a safe, reliable and operational space for the community.</p> <p>This work is also consistent with the City Library's Strategic Plan and our commitment to provide robust, well-maintained facilities and infrastructure that support service delivery.</p>															
<b>Outcome: (Customer Satisfaction)</b>	The library and its furnishings and equipment will be well-maintained and in good working order.															
<b>Impact If Project Does Not Proceed:</b>	Deterioration of current assets and services.															
<b>External Funding :</b>	<div style="display: flex; justify-content: space-between;"> <span>N/A</span> <span>N/A</span> <span>Specify Funding Agency/Program:</span> </div>															
<b>GHG Implications:</b> Discuss GHG considerations for all projects. Provide figures for Fleet, Facilities and any project with readily	The intentional selection of environmentally friendly furniture and equipment may have a small positive impact on GHG.															
<b>Milestones:</b>											<b>Director Approval:</b> Approved by D. Koep November 20, 2019					
	<b>2010-2019 Budget</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>2026 Budget</b>	<b>2027 Budget</b>	<b>2028 Budget</b>	<b>2029 Budget</b>	<b>TOTAL</b>				
<b><u>Funding Requirements</u></b>																
<b>City Funding (Fund Appropriation)</b>	\$ -	\$ 20,000.00	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 200,000				
<b>External Funding/Contributions</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
<b>Total Project Expenditures</b>	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 200,000				
<b>Overhead Staffing (Engineering/Facilities)</b> Specify as a percentage of funds appropriated		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%					
<b><u>Impact on Operations/Maintenance</u></b> (Incremental to 2018 Base Year Operating Budget)																
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Expenses net of recoveries (Include staffing)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
<b>Staffing (FTE)</b>																
Regular	-	-	-	-	-	-	-	-	-	-	-	-				
Temporary	-	-	-	-	-	-	-	-	-	-	-	-				
<b>Total Staffing</b>	-	-	-	-	-	-	-	-	-	-	-	-				

\* Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.



<b>Project Name:</b>	<b>Block Funding - Museum and Archives</b>											<b>2020 - 2029 Project Plan</b>	
<b>Department:</b>	<b>Museum &amp; Archives</b>											<b>Project Type:</b>	<b>On-Going Program/Project</b>
<b>Project Manager:</b>	<b>Nancy Kirkpatrick</b>											<b>Date:</b> 26-Jul-19	<b>Base Program</b>
<b>Description:</b>	Annual Block funding is used by the Museum & Archives for purchasing or replacing minor capital assets such as equipment, technology, or specialized storage and display components. These funds are matched by the District so that the purchase of these assets is funded 50/50 by each municipality.												
<b>Purpose:</b>	Block funds are used to buy and replace small capital items used in the delivery of community programs, in the management and stewardship of the museum and archival collections, in the public operations of the Museum & Archives, and at the storage warehouse.												
<b>Alignment With Official Community Plan:</b>	The OCP outlines supporting culture and heritage facilities that both add vibrancy to the fabric of the City and engage the community; respecting the City's history through connections to our past; and enhancing residents' and visitors' experiences, which are the touchstones of the Museum & Archives. The NVMA brings to life the community's sense of place and unique cultural heritage. It promotes access and inclusion to all local residents to our community's rich heritage resources.												
<b>Strategic Plan :</b>	NVMA is a community-enhancing organization that supports the Strategic Plan's healthy city vision by encouraging understanding and connection between people of all backgrounds, and by fostering an awareness of community history and a sense of community pride. NVMA's programs, services, and facilities add to the quality of life in North Vancouver and enhance our community's <b>liveability</b> and dynamism.												
<b>Outcome: (Customer Satisfaction)</b>	NVMA effectively balances its responsibilities to acquire, preserve, and manage municipally-owned heritage resources (museum and archives collections); to provide public access (on site and online) and research opportunities for people to use those collections; to present programs that educate and involve diverse audiences; and to create exhibitions that bring the community's history and heritage to life.												
<b>Impact If Project Does Not Proceed:</b>	Without proper preservation, collections and archival materials will physically deteriorate and be rendered inaccessible to the public. Programming tools and equipment are essential to delivering engaging, quality experiences to the community and visitors. Replacement of dated technology and static exhibits are necessary to engage visitors who have become accustomed to modern, interactive environments. A move and restructuring of office and storage facilities in 2020 will necessitate new or reconfigured equipment and furniture.												
<b>External Funding :</b>	<div style="display: flex; justify-content: space-between;"> <div> <p><i>Other Contribution</i></p> </div> <div> <p><i>Secured Contribution</i></p> </div> <div> <p><b>Specify Funding Agency/Program:</b></p> </div> <div> <p>District of North Vancouver</p> </div> </div>												
<b>GHG Implications:</b> Discuss GHG considerations for all projects. Provide figures for Fleet, Facilities and any project with readily available information.	As equipment and capital items reach the end of their useful life, it is essential to replace them for reasons of obsolescence, energy efficiency and safety concerns. The NVMA uses recycling facilities and repurposing to mitigate the environmental impact of such replacements and purchases. Effective digitization of archival and museum collections will reduce paper and energy consumption. Items are sourced locally wherever possible and energy-efficient equipment is sought.												
<b>Milestones:</b>	Items purchased with block funds will be acquired throughout the year as required.								<b>Director Approval:</b> Approved by W. Wenhardt November 20, 2019				
	<b>2010-2019 Budget</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>2026 Budget</b>	<b>2027 Budget</b>	<b>2028 Budget</b>	<b>2029 Budget</b>	<b>TOTAL</b>	
<b>Funding Requirements</b>													
<b>City Funding (Fund Appropriation)</b>	<b>\$ 100,000</b>	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 100,000	
<b>External Funding (DNV Funding)</b>	<b>\$ 100,000</b>	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 100,000	
<b>Total Project Expenditures</b>	<b>\$ 200,000</b>	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 200,000	
<b>Overhead Staffing (Engineering/Facilities)</b> Specify as a percentage of funds appropriated		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
<b>Impact on Operations/Maintenance</b> (Incremental to 2018 Base Year Operating Budget)													
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses net of recoveries (Include staffing)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Staffing (FTE)</b>													
Regular	-	-	-	-	-	-	-	-	-	-	-	-	
Temporary	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Staffing</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

\* Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.

<b>Project Name:</b>	<b>New Sidewalks on East side St Andrews: Keith Road to 13th Str</b>											<b>2020 - 2029 Project Plan</b>	
<b>Department:</b>	<b>Engineering: Streets</b>											<b>Project Type:</b>	<b>New Capital Asset</b>
<b>Project Manager:</b>	<b>Justin Hall</b>											Date: 4-Jul-19	<b>New Initiative</b>
<b>Description:</b>	Construction of approximately 425 metres of missing sidewalk on the east side of St Andrews between East Keith Road and East 13th Street.												
<b>Purpose:</b>	To provide a continuous sidewalk complete with grass boulevards and street trees along the east side of St Andrews between East Keith Road and East 13th Street.												
<b>Alignment With Official Community Plan:</b>	2.1.1 Invest in cycling and pedestrian networks and facilities to make these more attractive, safer, and convenient transportation choices for all ages and abilities with an aim to increase these ways of travelling over single-occupant vehicle use; 2.1.2 Invest in pedestrian and cycling facilities on the routes to and around schools, and work with the North Vancouver School District to promote active transportation, healthy lifestyles, and sustainable travel behaviour among children and youth; 2.3.8 Encourage transportation options that reduce fossil fuel use, such as walking, cycling, transit, carpooling, and low-emission vehicles.												
<b>Strategic Plan :</b>	Supports a <b>Connected</b> City and a <b>Vibrant</b> City by providing a high-quality pedestrian facility complete with grass boulevards and new street trees to provide a safe and attractive pedestrian connection leading directly to Vancouver General Hospital and indirectly to Ridgeway Elementary School.												
<b>Outcome: (Customer Satisfaction)</b>	A safe and attractive facility for pedestrians to encourage walking as a preferred option for neighbourhood travel.												
<b>Impact If Project Does Not Proceed:</b>	The pedestrian facilities along St Andrews will remain incomplete.												
<b>External Funding :</b>	<div style="display: flex; justify-content: space-between;"> <span>N/A</span> <span>N/A</span> <span>Specify Funding Agency/Program:</span> </div>												
<b>GHG Implications:</b> Discuss GHG considerations for all projects. Provide figures for Fleet, Facilities and any project with readily	Construction of concrete sidewalks generates significant GHG's related to the production of the portland cement used to make concrete. However, encouraging walking may reduce travel by vehicle which will decrease GHG's.												
<b>Milestones:</b>	Design and public notification in Q2 2020, followed by construction in Q3 2020 or Q2 2021											<b>Director Approval:</b> Approved by D. Pope November 20, 2019	
<b>2010-2019 Budget</b>	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget	TOTAL		
<b>Funding Requirements</b>													
City Funding (Fund Appropriation)	\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,000	
External Funding/Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Project Expenditures</b>	<b>\$ -</b>	<b>\$ 220,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 220,000</b>	
<b>Overhead Staffing (Engineering/Facilities)</b> Specify as a percentage of funds appropriated	7%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
<b>Impact on Operations/Maintenance</b> (Incremental to 2018 Base Year Operating Budget)													
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses net of recoveries (Include staffing)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Staffing (FTE)</b>													
Regular	-	-	-	-	-	-	-	-	-	-	-	-	
Temporary	0.1500	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Staffing</b>	<b>0.1500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

\* Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.

<b>Project Name:</b>	<b>Transit Stop Improvements</b>												<b>2020 - 2029 Project Plan</b>		
<b>Department:</b>	<b>Engineering: Traffic</b>												<b>Project Type:</b>	<b>New Capital Asset</b>	
<b>Project Manager:</b>	<b>Kliment Kuzmanovski</b>												<b>Date:</b>	<b>4-Jul-19</b>	<b>New Initiative</b>
<b>Description:</b>	To make physical improvements to existing bus stops i.e. wheelchair pads, concrete pads, bus bay reconstruction and bus priority measures at intersections to decrease delays to transit. Locations are determined each year with the bus company.														
<b>Purpose:</b>	To improve transit service in the City to maintain existing ridership and encourage more people to use transit. This is part of the North Shore INSTPP recommendations to enhance access to transit.														
<b>Alignment With Official Community Plan:</b>	2.1.6 Implement transit priority treatments such as signal coordination, intersection queue jumpers and dedicated bus lanes to reduce transit travel times and improve transit reliability. 2.3.3 Provide universally accessible bus stops, bus shelters at all bus stops.														
<b>Strategic Plan :</b>	Supports a <b>Connected City</b> . Provides supportive infrastructure to encourage people to move to, from and within the city efficiently and sustainably. Results in reduced dependence on vehicles for mobility.														
<b>Outcome: (Customer Satisfaction)</b>	More accessible bus stops will allow more people with disabilities to use transit, geometric improvements also account for stops with high ridership and reduce delay. Priority measures will improve transit service attracting more customers.														
<b>Impact If Project Does Not Proceed:</b>	Bus stops and zones will not adapt to the changing needs of our residents. Transit will be a less desirable form of transportation resulting in continued use of single occupant vehicles.														
<b>External Funding :</b>	<div style="display: flex; justify-content: space-between;"> <span><i>Other Contribution</i></span> <span><i>Unsecured Contribution</i></span> <span><b>Specify Funding Agency/Program:</b> TRANSLINK</span> </div>														
<b>GHG Implications:</b> Discuss GHG considerations for all projects. Provide figures for Fleet, Facilities and any project with readily available information.	Transit is one of the most effective modes to reduce our community's GHG emissions. Supporting this program will increase transit mode share and reduce vehicle use.														
<b>Milestones:</b>	Implementation and design in budgeted year. City contribution is approximately 50% of the total cost. The other 50% is funded by the Coast Mountain Bus Company.												<b>Director Approval:</b> Approved by D. Pope November 20, 2019		
	<b>2010-2019 Budget</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>2026 Budget</b>	<b>2027 Budget</b>	<b>2028 Budget</b>	<b>2029 Budget</b>	<b>TOTAL</b>			
<b>Funding Requirements</b>															
<b>City Funding (Fund Appropriation)</b>	<b>\$ 290,000</b>	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 650,000			
<b>External Funding/Contributions</b>		\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 650,000			
<b>Total Project Expenditures</b>	<b>\$ 290,000</b>	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 1,300,000			
<b>Overhead Staffing (Engineering/Facilities)</b> Specify as a percentage of funds appropriated		7%	7%	7%	7%	7%	7%	7%	7%	7%	7%				
<b>Impact on Operations/Maintenance</b> (Incremental to 2018 Base Year Operating Budget)															
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Expenses net of recoveries (Include staffing)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
<b>Staffing (FTE)</b>															
Regular	-	-	-	-	-	-	-	-	-	-	-	-			
Temporary	-	-	-	-	-	-	-	-	-	-	-	-			
<b>Total Staffing</b>	-	-	-	-	-	-	-	-	-	-	-	-			

\* Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.



 Division Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**COMMUNITY AND PARTNER ENGAGEMENT DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: L. R. Orr, Deputy Director, Community and Partner Engagement

Subject: FUNDING APPROPRIATION FOR SHIPPING CONTAINER PARKLET PROJECT

Date: June 17, 2020 File No: 13-6750-01-0001/2020

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Deputy Director, Community and Partner Engagement, dated June 17, 2020, entitled "Funding Appropriation for Shipping Container Parklet Project":

THAT (Funding Appropriation #2048) an amount of \$20,000 be appropriated from the Tax Sale Lane Interest Reserve Fund for the purpose of funding the "Shipping Container Parklet Project";

AND THAT should any of the above amount remain unexpended as at December 31, 2023, the unexpended balance shall be returned to the credit of the said Reserve Fund.

**PURPOSE**

The purpose of this report is to seek Council support for the appropriation of \$20,000 in funding to convert a shipping container into a covered parklet for use in the Central Lonsdale Open Streets Action Plan. Staff are requesting this appropriation at this time to coincide with the expedited activation of Lonsdale Ave. given that conversion of the container will take some time to complete.

## BACKGROUND

In August 2019, the City's CNV Play initiative secured a 40ft shipping container for the potential future use as a 2020 PLAY parklet project. The container was purchased for \$200 and has been temporarily stored in the Harry Jerome Centennial Theatre parking lot. The Open Streets Activation Team is currently developing a parklet plan for commercial areas in the City to compliment the Temporary Patio program for businesses. The first phase of this program focusses on the Central Lonsdale corridor and the shipping container is proposed to be used to support the Open Streets Action Plan on Lonsdale Ave. The shipping container parklet will be an iconic signature parklet and include lighting and a roof, making the space more usable during both dark, rainy and sunny, hot days.

Parklets will be placed in curb side parking zones in locations near businesses that are not able to expand into the public realm due to sidewalk restrictions such as proximity to intersections and food vendors that offer take-way options. Parklets will provide areas where customers can enjoy their take-out food and beverages and will not be assigned to any one business. They will be maintained by the City and as such, available for the general public to use. Staff will consult with area business before installing parklets.

## DISCUSSION

As per the chosen proposal, the funding will cover the following:

- Transport and delivery of the 40' shipping container from the current storage site to the proposed destination
- Three designs for review by City staff after approval of contract
- Public information drawings after the City's comments at the final design
- Interior and exterior walls primed and painted with durable weather resistant product
- Installation of vapor proof lights for interior lighting and electrical outlets
- Fabrication of container to allow access at curbside and opportunity for sun and air circulation
- Installation of new flooring
- CSA inspection of electrical, build and safety check
- Drainage solution at the base of the container
- Accessibility ramp or other functions to ensure inclusive design
- Video construction of project
- Paint
- Planters and seating
- Placement

## Design Considerations

- Interest to all ages and abilities, show originality and distinction
- Flexibility of space to animate and program
- Opportunity for public seating and dining furniture with physical distancing protocol



- Decking structure; drainage channel at base; physical distancing protocol; and focus for visual interest
- Design will discourage graffiti vandalism
- Parklets will be accessible to people with mobility challenges as per the BC Building Access Handbook

Below are some visual examples of shipping containers used as parklets in other communities:



## FINANCIAL IMPLICATIONS

The total estimated cost for this conversion is \$35,000. There is currently \$20,000 available in a Placemaking Project budget which we are requesting Council appropriation for and \$15,000 could be used from the funding Council recently appropriated for the Open Streets Action Plan implementation. Staff will also investigate the potential for sponsorship of the furnishings which will reduce the cost to the City.



## INTER-DEPARTMENTAL IMPLICATIONS

This project has had input from the Finance and Engineering, Parks and Environment Departments.

## STRATEGIC PLAN IMPLICATIONS

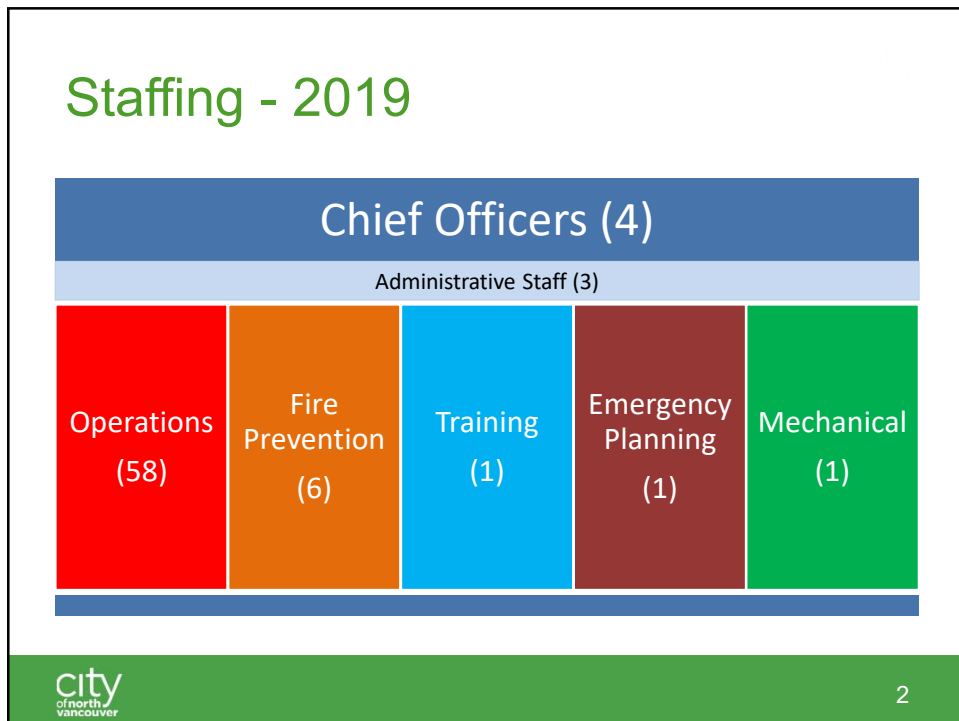
This project is part of the Play Initiative and the Open Streets Action Plan and contributes to the following priorities of Council's Strategic Plan:

- A City for People
- A Liveable City of North Vancouver
- A Vibrant City
- A Prosperous City

RESPECTFULLY SUBMITTED:



L. R. Orr  
Deputy Director, Community and Partner Engagement

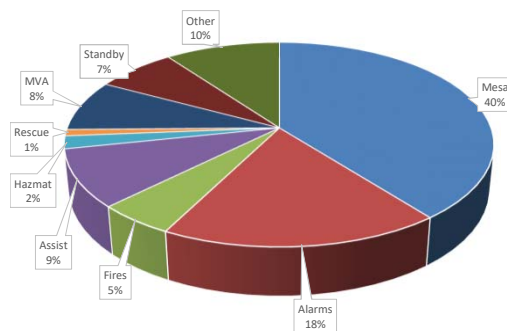


## Apparatus

- 3 Fire Engines
- 1 Ladder Truck
- 1 Rescue Truck
- 1 Hazmat Truck



## Incident Response and Performance



### 2019 Metrics

Turnout Time: 1:21

Travel Time: 3:44

Total Response Time: 5:05

## Training and Development

- 13,336 Specialized training hours completed in 2019
- Core / Professional Development / Multi-Agency



## Fire Prevention and Education



- 3659 Inspectable Properties
- Revenue - \$110,625
- 98 Fire Investigations
- Public Education / Outreach

## Emergency Planning

- Transition to Fire Department – June 2019



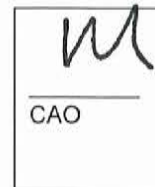
## Public and Community Engagement

- 41 public engagement events in 2019









The Corporation of **THE CITY OF NORTH VANCOUVER**  
**FIRE DEPARTMENT**

**INFORMATION REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Greg Schalk, Fire Chief

Subject: Fire Department 2019 Annual Report

Date: June 9, 2020

File No: 14-7000-01-0001/2020

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On behalf of the men and women who proudly represent the North Vancouver City Fire Department, it is my distinct honor as the newly appointed Fire Chief to present our 2019 Annual Report.

As a City that is striving to become the "Healthiest Small City in the World", it is your Fire Department that serves as one of the primary providers of safety and security to all that live, work and play within our community each and every day.

The North Vancouver City Fire Department has evolved to an "all hazards" response service, requiring all our front-line members to be highly competent and capable in a multitude of disciplines and specialties. The demands, as well as the expectations, placed on the Fire Department are constantly changing and we as an organization are committed to being adaptive, responsive, and innovative in our approaches.

Additionally our Fire Department has placed a high priority in the areas of fire prevention and education. Our staff work tirelessly to keep up with the demands of a growing and vibrant City ensuring our community is safe through its continued inspection and education programs.

Our success as an organization is due in no small part to our collaborative efforts with our various partner agencies. It is however the commitment and internal coordination that exists throughout our fire department that provides the foundation for the excellence that we strive to achieve each and every day.

## Staffing and Apparatus

The North Vancouver City Fire Department (NVCFD) is a highly engaged and dedicated organization comprised of staff in the areas of administration, suppression, prevention, training, emergency planning, and maintenance. In 2019 our staffing breakdown was as follows:

- 4 – Chief Officers
- 1 – Administrative Assistant
- 58 – Firefighters (Suppression)
- 1 – Captain, Training
- 1 – Captain, Emergency Planning
- 6 – Fire Prevention
- 2 – Administrative Support Staff
- 1 – Emergency Vehicle Technician



The Fire Department is very fortunate to be supported in our endeavour to provide the highest quality of service it can. This support provides us the ability to secure some of the best frontline apparatus and equipment in the industry.

NVCFD Frontline Responding Apparatus includes:

- 3 – Fire Engines
- 1 – Ladder
- 1 – Rescue
- 1 – Hazmat





## Responding to Incidents

The NVCFD is a highly trained organization that responds to a multitude of emergency and non-emergency incidents, ranging from structure fires to public service calls and everything in between. We pride ourselves in providing the highest level of customer service and ensuring we are embracing industry best practices and being at the forefront of service delivery.

In 2019 the NVCFD responded to 3837 incidents either in the City of North Vancouver or as a mutual aid partner.

The breakdown of calls is as follows:

Response Type	Number	
MESA (Medical)	1493	39%
Alarms	708	18%
Fires	204	5%
Assist	346	9%
HazMat	91	2%
Rescue	22	1%
MVA	299	8%
Standby	284	7%
Other	390	10%

## Performance Metrics

Turnout Time 1:21  
Travel Time 3:44  
Total Response Time 5:05

## Training and Development

During 2019, the Fire Department completed 13,336 training hours in scheduled specialized training. This includes training in the following areas:

Fire Behaviour  
Fire Ground Operations  
Incident Command – Strategies and Tactics  
Hazardous Materials  
High Angle Rescue  
Confined Space Rescue  
Swift Water Rescue  
Auto Extrication  
First Medical Responder



In addition to specialized training, our members also routinely engage in company training to help maintain their skills and awareness level with respect to core firefighting duties. To ensure our staff is staying competent and current in their trade, many of them engage yearly in professional development opportunities, external training, conferences and workshops. In 2019 these included:

**EMR – Advanced Level Medical Training**  
**Blue Card Incident Command**  
**Swift Water Advanced Level**  
**Emergency Vehicle Operations**  
**Structural Collapse**  
**Leadership**  
**Marine Firefighting**  
**Chainsaw Operations**  
**Paratech University**  
**Fire Officer 1**  
**Digital Combustion – Simulation**  
**Railcar Safety and Operations course**  
**Mental Health Conference**  
**Resilient Minds Instructor Course**  
**Incident Safety Officer**  
**Fire Service Instructor 1**  
**FDIC**  
**BC Fire Training Officer Conference**  
**Fire Prevention**  
**Emergency Vehicle Technician**  
**Emergency Planning**



In addition to the departmental development we engage in, we also place a high level of importance on collaborative multi-agency training. Examples of exercises the NVCFD participated in in 2019 are:

**CANTF-1**  
**VanSlam**  
**North Shore Joint Recruit Academy**  
**Operation Dry Lightning**  
**Operation Annona**  
**Major Emergency Operations Plan (MEOP)**  
**Food Truck Program**  
**Camp Ignite**





## Fire Prevention and Education

Our Fire Prevention Division plays an integral role in our ability to provide the citizens of the City of North Vancouver the highest level of public safety and education possible. Much like our suppression staff, our fire prevention officers are expected to manage the responsibilities associated with:

**Conducting Building Inspections**  
**Ensuring Fire Safety Code Enforcement**  
**Conducting Fire Investigations**  
**Reviewing Building Plans**  
**Pre-planning buildings**  
**Providing public education**  
**Overseeing Fire Department Communication and Technology systems**  
**Conducting Food Truck Inspections**

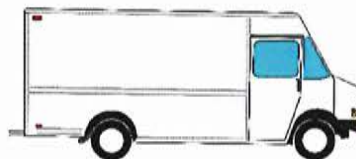


The Fire Prevention Office had an exceptionally busy year in 2019. The total number of inspectable properties last year was 3659, an increase of 19% when compared to 2964 inspectable properties in 2012.

These inspections include those associated with routine annual inspections, business licenses, complaints, and new buildings. The vast majority of inspections involves properties, but food trucks has become an increasing growing inspection service that we provide to ensure safe operation.



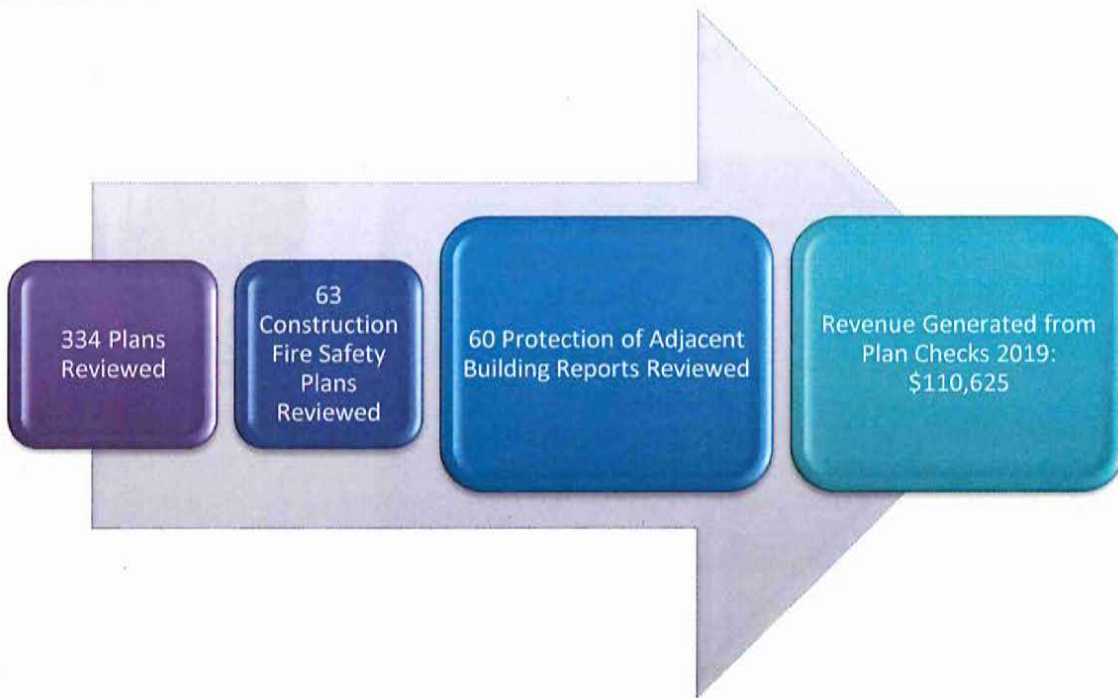
2549 Inspections



43 Food Trucks

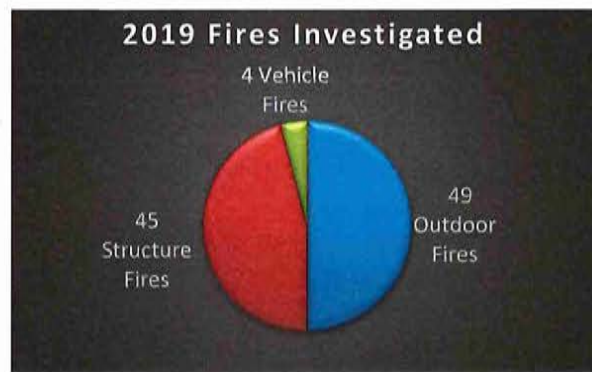
2592 Total Inspections Conducted

The Fire Prevention Office is also responsible for reviewing Fire Safety Plans and Protection of Adjacent Building reports. Revenue generated from the Plan Check Fee in 2019 was \$110,625.00.



The Fire Prevention Office is also responsible for creating “comfort letters” and reviewing occupancy loads. A “comfort letter” is a fee-based service that provides inspection information on any property in the City. The department issued 18 such letters in 2019, in addition to 19 reviews of occupant load.

Fire investigations comprise a significant component of Fire Department activity. Over 2019, a total of 98 fires were investigated. These were largely balanced between structure fires and outdoor fires, with a small number of vehicle fires.



The total fire loss in dollars incurred during 2019 was \$807,969.00. The potential fire loss in dollars was \$868,756.053.00.



## Emergency Planning

In 2019 the Fire Department took on the role of overseeing the Emergency Planning portfolio for the City of North Vancouver. In an effort to enhance our relationship with North Shore Emergency Management, a Captain of Emergency Planning position was created in June. The following initiatives were actioned in 2019:

- Staff Emergency Supply – Emergency supplies required to sustain the operational capacity for staff for 6 days were secured for all the City facilities.
- Municipal and Departmental Emergency Plans – All plans were reviewed and a priority approach for updating was created.
- Staff Training – A review of all Emergency Operations staff training levels was conducted and a training plan and matrix for 2020 was created in coordination with NSEM.
- Fire Department DOC (Department Operation Centre) – An upgrade to the Firehall DOC was initiated in an effort to create a fully functional supportive operations center to assist with small and large scale emergency events.
- Medium Urban Search and Rescue (MUSAR) – Continued training by the three North Shore Fire Departments to build out the capacity of an organized and functional team. In 2019 a total of 22 NVCFD members trained in coordination with CANTF-1 (Canada Task Force-1) for a total of 128 hours.
- Operation Annona – Members participated in a functional exercise testing interagency coordination and response to contingency land, air and marine transportation networks.
- North Shore Major Emergency Operations Plan (MEOP) Exercise – The MEOP was exercised by the three North Shore Fire Departments four times over the course of two weeks including crews conducting scenario based damage assessment routes and engaging the Department Operations Center (DOC) as well as the Emergency Operations Center (EOC).



## Public and Community Engagement

One of the most significant non-emergency roles the Fire Department plays is in continual community engagement. In 2019 the North Vancouver City Fire Department held 41 public engagement events. Many of our events are eagerly anticipated by families and include the following:

- Fire Prevention Week
- Hot Summer Nights
- Camp Ignite
- Fire Hall tours
- Bright Nights at Park and Tilford
- X-Mas Tree Chip-up
- Car Wash



- Muscular Dystrophy Boot Drive
- Lawn Bowling
- 4 on 4 Charity Hockey Tournament
- Challenger Baseball
- Special Olympics Floor Hockey
- Gerry's Garden

While we actively work to promote and engage with the public through various scheduled events we also maintain an "open door" policy and encourage and welcome the public to drop in, interact with our firefighters and tour the firehall.

In conclusion, the North Vancouver City Fire Department plays a critical role in shaping and maintaining the safety and security of the City of North Vancouver, and contributing towards our municipality becoming The Healthiest Small City in the World.

RESPECTFULLY SUBMITTED:




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Greg Schalk  
Fire Chief

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 Division Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**PLANNING & DEVELOPMENT DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Meg Wray, Planner 1

Subject: REZONING AND OCP AMENDMENT APPLICATION: 350 EAST 2<sup>nd</sup> STREET (HAMERSLEY HOUSE)

Date: June 10, 2020 File No: 08-3400-20-0002/1

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION:**

PURSUANT to the report of the Planner 1, dated June 10, 2020, entitled "Rezoning and OCP Amendment Application: Hamersley House, 350 East 2<sup>nd</sup> Street":

THAT "Official Community Plan Bylaw, 2014, No. 8400, Amendment Bylaw, 2020, No. 8782" (Thomas Grimwood / Grimwood Architecture, 350 East 2<sup>nd</sup> Street) be considered and referred to a Public Hearing;

THAT "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8783" (Thomas Grimwood / Grimwood Architecture, 350 East 2<sup>nd</sup> Street) be considered and referred to a Public Hearing;

THAT the Right of Way and Encroachment Agreement listed in the report section "Inter-Departmental Implications" be secured, through agreements at the applicant's expense, as conditions of the rezoning;

THAT the review contained in the report concerning statutory requirements for "Official Community Plan Bylaw, 2015, No. 8782," be considered;

AND THAT notification be circulated in accordance with the *Local Government Act*.

## ATTACHMENTS:

1. Context Map (Doc#[1919556](#))
2. Existing OCP Designation Map (Doc#[1920858](#))
3. Proposed OCP Designation Map (Doc#[1921715](#))
4. Architectural Plans, dated June 9, 2020 (Doc#[1921691](#))
5. Landscaping Plans, dated June 9, 2020 (Doc#[1921693](#))
6. Public Consultation Summary (Doc#[1871157](#))
7. Official Community Plan Bylaw Amendment Bylaw No. 8782 (Doc#[1921104](#))
8. Zoning Bylaw Amendment Bylaw No. 8783 (Doc#[1921101](#))

## BACKGROUND

The building onsite at 350 East 2<sup>nd</sup> Street, known as Hamersley House, is listed as a Heritage 'A' building in the City's *2013 Heritage Register*, and is a Designated Municipal Heritage Site.

Hamersley House has served a number of uses over the years. The current zoning allows for single-family dwelling use along with accessory uses such as suites, and bed and breakfast. The existing Official Community Plan (OCP) Land Use Designation is Residential Level 5, and Parks, Recreation and Open Space.

## PROJECT DESCRIPTION

A child care facility is proposed for up to 77 children and 15 to 20 employees. The child care would be located within the heritage building, and the existing accessory building would be converted to office and storage space as part of the child care use. Outdoor play space would be located at the front of the site towards East 2<sup>nd</sup> Street. The application is for a change of use, and no additional floor area is proposed.

The proposal provides 12 on-site parking spaces, which meets the minimum Zoning Bylaw requirement. The existing driveway and parking space encroachment onto City property would be moved to within the subject lot. The existing driveway is narrow, given the heritage of the property as an estate. Parking spaces, maneuvering aisle, and the driveway would be widened. These improvements would allow for two-way traffic movement along the majority of the driveway, with one narrowed portion in order to retain a significant red cedar tree. Additional traffic management measures are proposed to manage this including on-site speed limit, yield signage and speed bumps. The first 5 parking spaces would be designated as staff parking in order to minimise vehicle movement during child care pick-up and drop-off. Bike and stroller storage would be provided on the heritage building patio as well as inside the accessory building.

The requested changes to the Official Community Plan and Zoning Bylaw are identified in Table #1.



**Table #1. Requested Changes to the Official Community Plan and Zoning Bylaw**

	Current Designation/Regulation	Proposed Designation/Regulation
OCP Designation	Parks, Recreation and Open Space & Residential Level 5	Parks, Recreation and Open Space & Mixed-Use Level 1
Base Zone	RS-1 Zone	RS-1 Zone
Permitted Principal Use	Shall be limited to one Dwelling Unit	Shall be limited to: (a) Child Care Use, subject to section 507(5), except that: section 507(5)(a) shall be varied to allow for storage and office supporting the Principal Use within an Accessory Building, and section 507(5)(h) be varied to allow for a maximum of 77 children in care at any one time. (b) One-Unit Residential Use (c) Residential Care Facility Use
Permitted Accessory Uses	Shall be limited to Accessory Bed and Breakfast Use, Accessory Secondary Suite Use, Accessory Home Occupation Use, Accessory Off-Street Parking Use, and Social gatherings, with subjects	Shall be as in the RS-1 Zone, except that: Sections 507(11)(b) shall be waived
Siting	Refers to a 'Schedule B'	Shall be sited as in the RS-1 zone, except that: Principal Building shall be sited not less than 19.5 metres (64 feet) from the Rear Lot Line
Accessory Buildings	One Accessory Building shall be permitted up to a maximum of 81.75 square metres (880 square feet) and shall not exceed a Height of 5.8 m (19 feet) and two Storeys	The total floor area of all Accessory Buildings on the Lot shall not exceed 110 square metres (1184 square feet) and a maximum of one Accessory Building shall not exceed a height of two Storeys
Off-Street Parking	Shall comply with Part 9 except that Section 906(2) shall be varied to allow angle parking for a total of six Parking Spaces to have an overall width including two-way maneuvering aisle, of 7.62 metres (75 feet), and in no case shall less than 10 Parking Spaces be provided on site	Parking standards shall comply with Part 9 of this Bylaw, except that: section 906(2) shall be varied to allow a maneuvering aisle width of 3.86 metres (12.67 feet) for two-way traffic, and section 906(5)(a) shall be varied to allow a driveway width of 4.0 metres (13.1 feet) for two-way traffic

## POLICY FRAMEWORK

### *OCP Designation*

This application requires a change of OCP Designation to Mixed-Use Level 1, for the portion of the site currently designated Residential Level 5. A portion of the site, which is used for the driveway and parking, is designated Parks, Recreation and Open Space, and will remain this designation. A map of the existing OCP Designation is available in Attachment 1, and a map of the proposed OCP Designation is available in Attachment 2.

The purpose of the Mixed-Use Level 1 designation is to allow for small-scale neighbourhood centres with activities, including services located to complement the surrounding community. This proposal supports the *Metro 2040* Strategy 4.2 to 'develop healthy and complete communities with access to a range of services and amenities' by providing child care services integrated into the growing Lower Lonsdale and Moodyville neighbourhoods.

This application is also supported by the City's OCP Policy 1.1.6: 'through provisions in the Zoning Bylaw, allow for strategically located neighbourhood commercial uses to provide commercial amenities...close to residences'. Child care use at the Hamersley House site supports a neighbourhood-scale amenity that would be central to a medium-density residential area of the City.

### *Child Care*

This proposal for a child care with up to 77 children would contribute significantly to the OCP direction to enhance community well-being and services for all ages, including families with children. The City's recent research on child care needs (to inform the forthcoming Child Care Action Plan) indicates a need for all child care programs, particularly for infants and toddlers and school age children. In the eastern part of the City where the proposed child care would be located, there is growing demand for child care from residents living in new developments and few existing child care facilities.

It can be challenging for child care operators to find existing sites in the City suitable for child care facilities. Child care facilities require outdoor play spaces, as prescribed by Vancouver Coastal Health Child Care Licensing requirements. Most existing buildings are not constructed with child care uses and the outdoor space in mind, and it is difficult to retrofit existing site design to accommodate required outdoor space while meeting the parking requirements for the site. Hamersley House provides an opportunity for a child care operator to utilize the expansive on-site heritage landscaping for outdoor play space. Landscaping Plans, as prepared by the applicant, are available in Attachment 5.

Availability of qualified staff can be an issue in the child care sector. The proposed location of this facility on a future major transit route is advantageous to the ability of the child care business to attract and retain staff who would be able to efficiently travel to work. The applicant will be providing 2-zone transit passes to all employees for a period of 6 months to establish a commuting pattern by transit and reduce the reliance on vehicles.

Vancouver Coastal Health has reviewed and approved the attached plans, subject to next steps of the permitting process and determining final capacity.

### **STATUTORY REVIEW**

When an amendment to the Official Community Plan is being considered, Section 477 (3)(a) of the Local Government Act requires municipalities to consider whether the change would have any impact on the City's Financial Plan or Waste Management Plan. The proposed change to the OCP presents no significant impact on the City's infrastructure;



therefore, no significant impact to the City's Financial Plan or Waste Management Plan are contemplated.

Following introduction of the Bylaws, they would be formally referred to the School District, the Ministry of Transportation and Infrastructure and the District of North Vancouver for comments.

## PLANNING ANALYSIS

### Site Context and Surrounding Use

The site is located in the 300-block of East 2<sup>nd</sup> Street, between St. Andrews Avenue and St. Patricks Avenue. The block consists primarily of mid-rise residential apartments and park land; Emerald Park is located to the west of the site. The site is accessed from East 2nd Street.

The buildings and uses immediately surrounding the subject site are outlined in Table #3.

**Table #3. Surrounding Uses**

Direction	Address	Description	Zoning
North	346-352 E 3 <sup>rd</sup> Street 354 E 3 <sup>rd</sup> Street	Mid-rise apartment residential	RM-1 CD-014
East	360 E 2 <sup>nd</sup> Street	Mid-rise apartment residential	RM-1
West	Emerald Park	Park	P-1
South	341 E 2 <sup>nd</sup> Street	Park	P-1

#### *Use*

The Hamersley House site is ideally situated for a child care facility to complement and integrate with the surrounding neighbourhood. The site's location, as well as extensive landscaped outdoor space, make it an appropriate location for child care use.

#### *Intensity*

The Mixed-Use Level 1 OCP designation allows for a density up to 1.0 FSR. This application will maintain the existing heritage building and accessory building, which is less than 0.4 FSR.

#### *Form and Heritage*

The subject property is known as Hamersley House, and was built between 1902 and 1904. It is a Designed Municipal Heritage Site and is ranked "A" in the City's 2013 Heritage Register. This heritage resource is one of two resources that belonged to the Hamersley family. Of the resources this is the most prominent and well maintained.

The applicant is proposing minor changes to the heritage resource to comply with building code and child care licensing requirements. These changes are to occur on the newer addition, including railings on the second floor rear door, and a door to access that deck. No changes will be visible from the public realm. The original house will not be augmented on its exterior. Interior heritage features such as the fireplaces and staircase will be protected.

A Heritage Alteration Permit is required when a building is protected by heritage designation. Contingent on Council's approval of this application, a Heritage Alteration Permit (HAP) application would be required. Heritage Alteration Permits are delegated to staff for issuance. The HAP for the minor changes to this heritage resource would be processed concurrently with the Building Permit application.

In addition, the open space along the East 2<sup>nd</sup> Street frontage would be maintained to preserve the "cultural heritage landscape" of the original property, which was more pastoral and had direct access to waterfront.

Two existing sheds, which are not heritage structures and do not conform to the Zoning Bylaw, on the lot will be removed.

## **COMMUNITY CONSULTATION**

A Developer's Information Session (DIS) was held on November 26, 2019 and was attended by six members of the public. Key discussion points included the demand for child care in the area, and proposed renovations to the heritage asset. Some concerns were also raised from neighbours over potential noise. A summary of the public consultation, as prepared by the applicant, is available in Attachment 6.

Following the DIS, two additional email correspondences were received from neighbours regarding noise and traffic concerns.

## **ADVISORY BODY INPUT**

### **Heritage Advisory Commission**

The application was reviewed by the Heritage Advisory Commission on December 3, 2019. The Commission supported the proposal and commended the applicant.

## **INTER-DEPARTMENTAL IMPLICATIONS**

### *Transportation and Engineering*

The proposed development presents no significant impact on the City's infrastructure. The applicant would be providing adjacent streetscape upgrades on the East 2<sup>nd</sup> Street frontage in accordance with City bylaw standards.

A 3.048 metre Right of Way and encroachment agreement along the northern East 3<sup>rd</sup> Street frontage would be secured as part of the approval. This Right of Way facilitates future rapid transit development on East 3<sup>rd</sup>, as identified in the Official Community Plan

and regional growth plans. Therefore, this application assists the City's broader transit connectivity and public realm plans.

*Building*

The proposed child care use presents a change in use in terms of Building code. This triggers requirements such as upgrades to the fire suppression system, which would need to be addressed at Building Permit application stage.

**CONCLUSION**

This proposal represents an appropriate use of the important Hamersley House heritage asset. The subject site's opportunity to act as neighbourhood centre, and proximity to a medium-density growing neighbourhood and transit routes make it suitable for child care. The project would provide up to 77 child care spaces, and support the City's need for more child care. The project would maintain the heritage characteristics of the building and landscaping. The Policy Framework supports the proposed changes to the site.

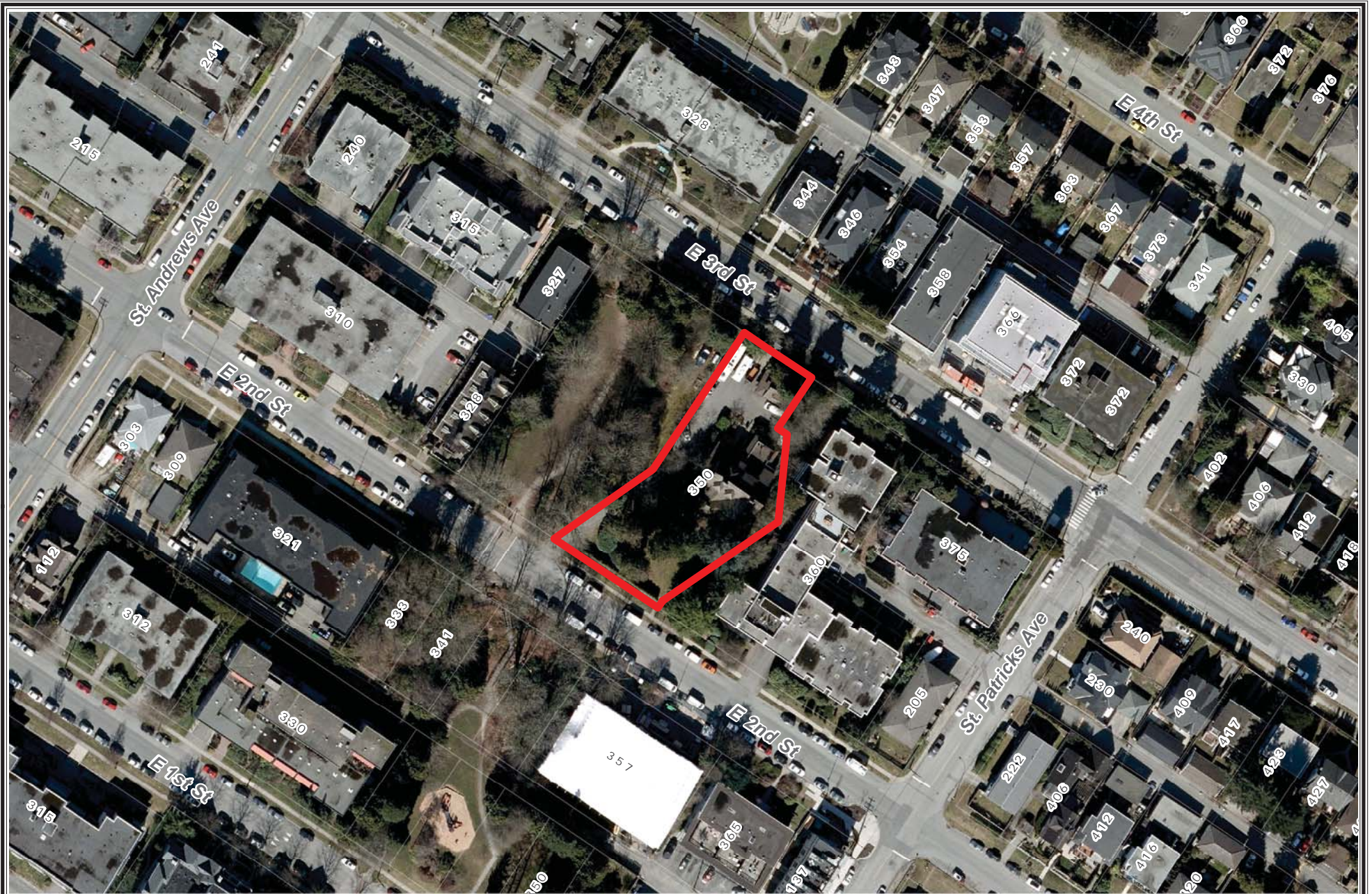
RESPECTFULLY SUBMITTED:



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Meg Wray  
Planner 1

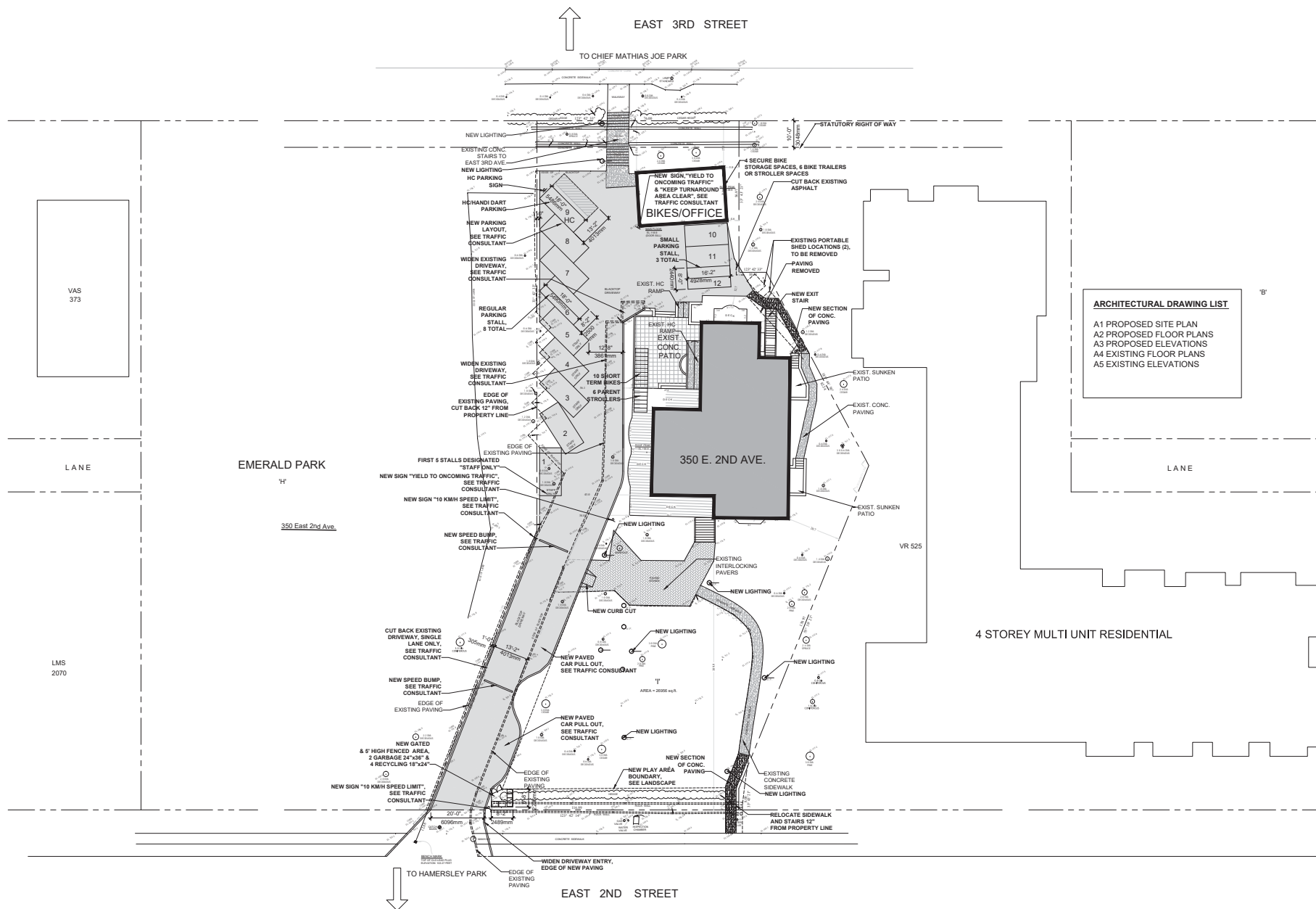












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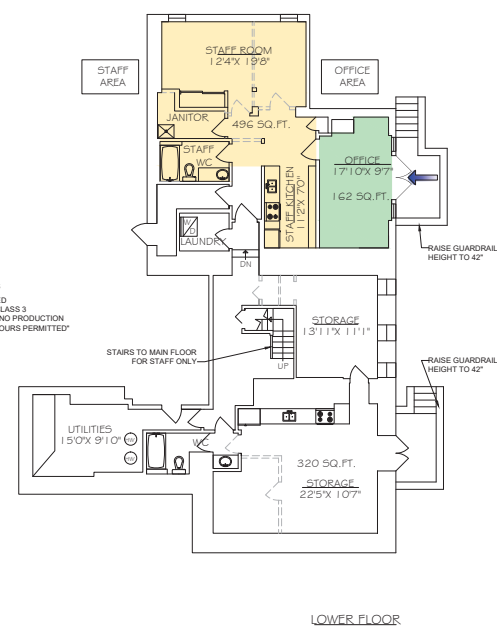
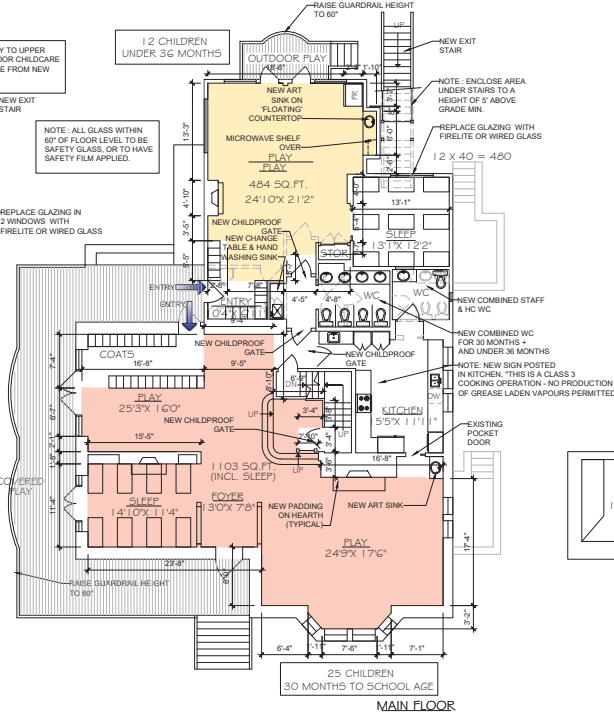
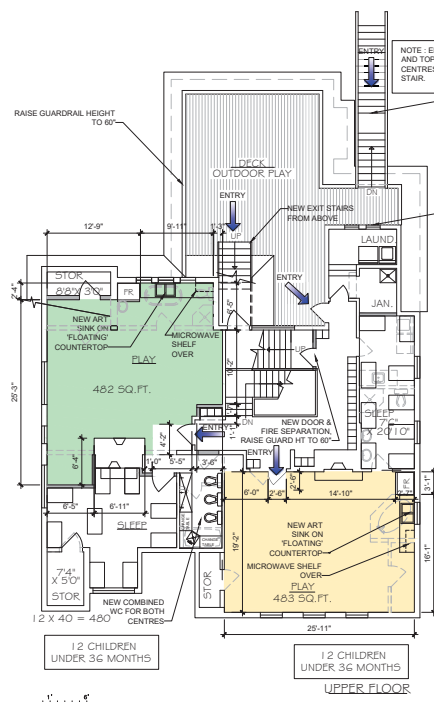
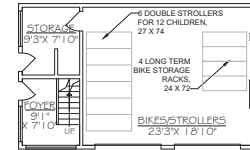
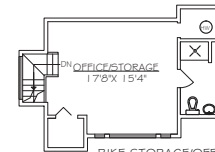
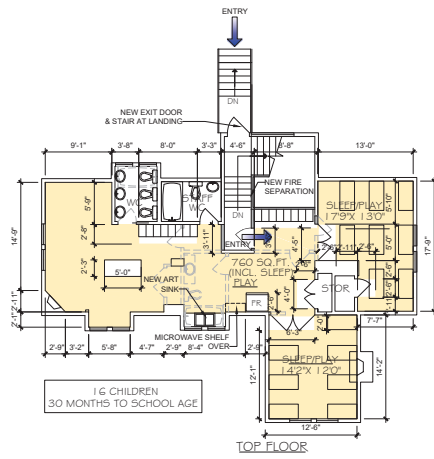
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350 EAST 2ND STREET  
NORTH VANCOUVER

MAIN FLOOR 2,806 SQ. FT.  
TOP FLOOR 1,203 SQ. FT.  
UPPER FLOOR 2,284 SQ. FT.  
LOWER FLOOR 2,362 SQ. FT.  
TOTAL 8,755 SQ. FT.



1 FLOOR PLANS  
AS SHOWN

SCALE  
1" = 10'-0"

LEGEND

- EXISTING WALL
- NEW WALL
- REMOVE WALL
- EXISTING DOOR
- NEW DOOR
- REMOVE DOOR
- EXISTING FIXTURE
- NEW FIXTURE
- REMOVE FIXTURE

NOTE: AREAS INCLUDED IN CALCULATIONS FOR USABLE FLOOR AREA ARE SHOWN IN COLOUR AND ARE DIMENSIONED



1	2020-07-14	Revised: New drawings
2	2020-07-14	Revised: New drawings
3	2020-07-14	Revised: New drawings
4	2020-07-14	Revised: New drawings
5	2020-07-14	Revised: New drawings
6	2020-07-14	Revised: New drawings
7	2020-07-14	Revised: New drawings
8	2020-07-14	Revised: New drawings
9	2020-07-14	Revised: New drawings
10	2020-07-14	Revised: New drawings
11	2020-07-14	Revised: New drawings
12	2020-07-14	Revised: New drawings

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DATE: 2020-07-14

SCOTT ARCHITECTURE  
402-101-1111 1011 1011 STREET  
VICTORIA, BC V8W 3K5  
SCOTTARCHITECTURE@HOTMAIL.COM  
WWW.SCOTTARCHITECTURE.INFO

DATE	DWG	2020-04-05
DATE	AM	11:11:11
DATE	DWG	11:11:11
DATE	11:11:11	11:11:11

1011 1011  
HAMERLEY HOUSE  
350 E. 2ND  
NORTH VANCOUVER

1011 1011

FLOOR PLANS

A2 OF 5



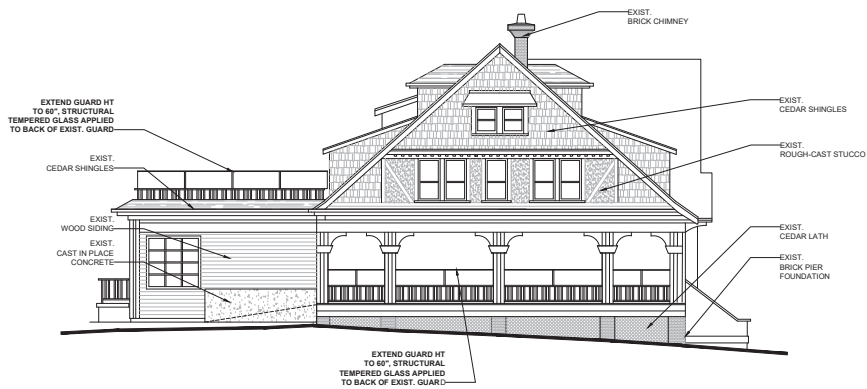
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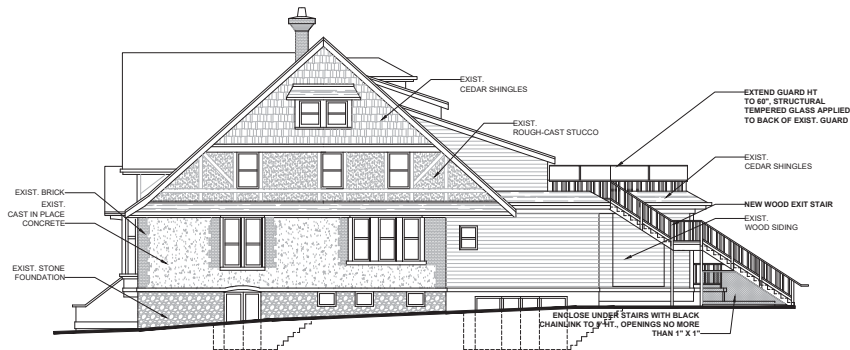
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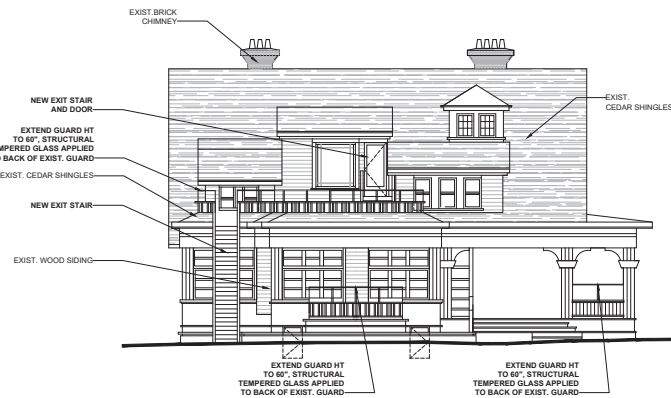
1 WEST ELEVATION  
A3 1/8" = 1'-0"



2 SOUTH ELEVATION  
A3 1/8" = 1'-0"



3 EAST ELEVATION  
A3 1/8" = 1'-0"



4 NORTH ELEVATION  
A3 1/8" = 1'-0"

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Date: 2019 05 20

Signature: [Signature]

SCOTT ARCHITECTURE  
402-101-11 1087 STREET  
VICTORIA, BC V8V 3K5  
TEL: 778-633-0965  
SCOTTARCHITECTURE@HOTMAIL.COM  
WWW.SCOTTARCHITECTURE.INFO

DATE: 2019 05 20

SCALE: 1/8" = 1'-0"

DATE: 2019 05 20

SCALE: 1/8" = 1'-0"

PROJECT: HAMERLEY HOUSE  
3150 E. 32ND NORTH VANCOUVER

PROPOSED ELEVATIONS

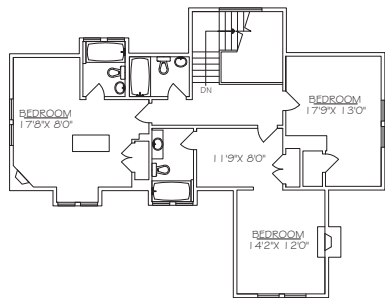
A3 OF 5

350 EAST 2ND STREET  
NORTH VANCOUVER

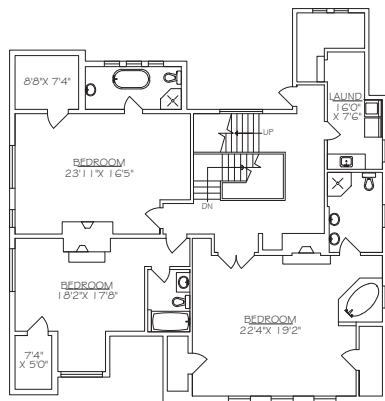
MAIN FLOOR 2,906 SQ. FT.  
TOP FLOOR 1,203 SQ. FT.  
UPPER FLOOR 2,384 SQ. FT.  
LOWER FLOOR 2,392 SQ. FT.  
TOTAL 8,785 SQ. FT.

COACH HOUSE

UPPER FLOOR 429 SQ. FT.  
MAIN FLOOR 174 SQ. FT.  
GARAGE 671 SQ. FT.

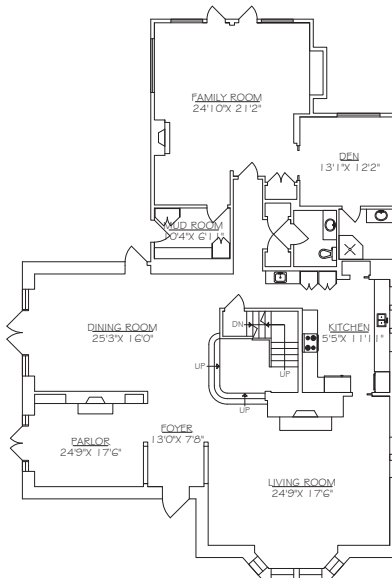


TOP FLOOR

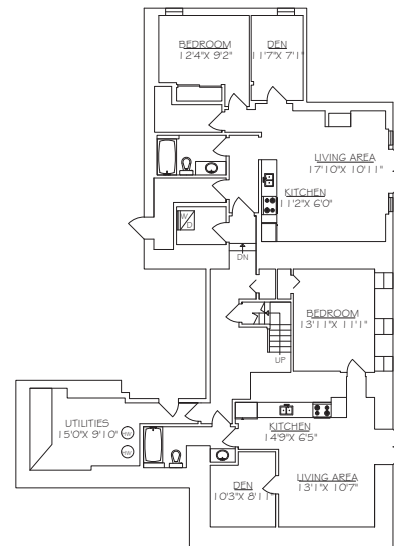


1" = 16'  
SCALE

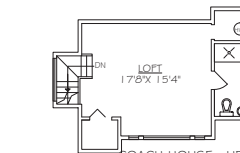
UPPER FLOOR



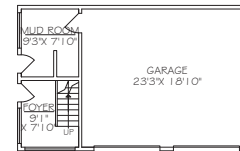
MAIN FLOOR



LOWER FLOOR



COACH HOUSE - UPPER FLOOR



COACH HOUSE - MAIN FLOOR

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CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB. THE ARCHITECT SHALL BE ADVISED OF ANY DISCREPANCIES FROM THE DIMENSIONS AND CONDITIONS SHOWN ON THE DRAWING.

THESE DRAWINGS REFER ONLY TO THE PROJECT NAMED BELOW.

1	2019-01-15	REVISION FOR APPROVAL
2	2019-01-15	REVISION FOR APPROVAL
3	2019-01-15	REVISION FOR APPROVAL
4	2019-01-15	REVISION FOR APPROVAL
5	2019-01-15	REVISION FOR APPROVAL
6	2019-01-15	REVISION FOR APPROVAL

ALL DIMENSIONS MUST BE VERIFIED BY THE CONTRACTOR. THE DRAWING IS NOT TO BE USED FOR CONSTRUCTION PURPOSES UNLESS OTHERWISE NOTED.

Date: Signature:

SCOTT ARCHITECTURE  
402-1511 1087 STREET  
VICTORIA, BC V8V 3K5  
TEL: 778-633-8965  
SCOTTARCHITECTURE@HOTMAIL.COM  
WWW.SCOTTARCHITECTURE.INFO

DATE	DWG	2019-06-11
DATE	SM	1" = 16'
DATE	DWG	1:1
DATE	SM	1:1

PROJECT NAME  
HAMERSLEY HOUSE

PROJECT NO.  
1

EXISTING PLANS

A4 OF 5

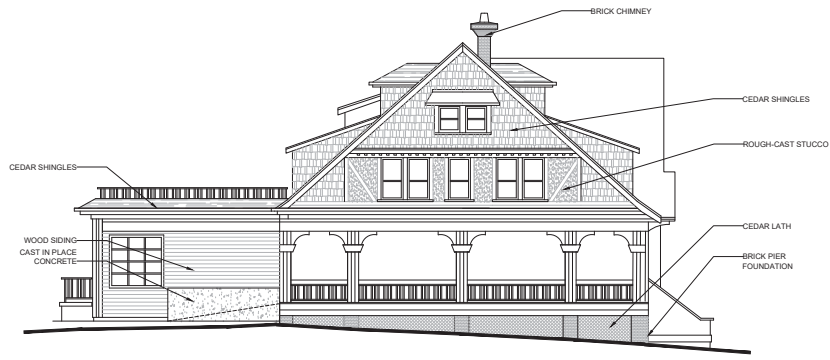
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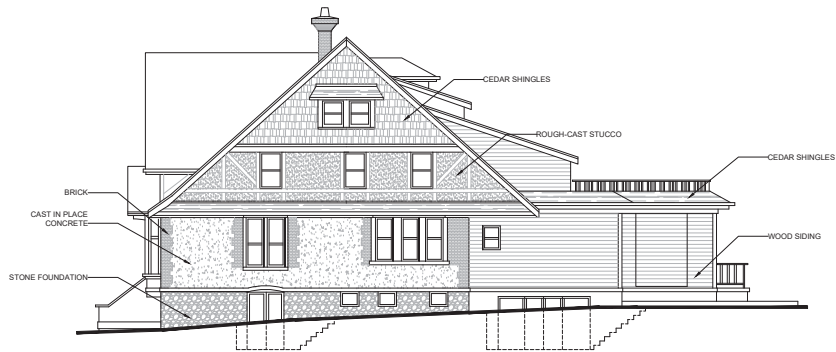
THESE DRAWINGS REFER ONLY TO THE PROJECT NAMED BELOW.



1 WEST ELEVATION  
AS 1/8" = 1'-0"



2 SOUTH ELEVATION  
AS 1/8" = 1'-0"



3 EAST ELEVATION  
AS 1/8" = 1'-0"



4 NORTH ELEVATION  
AS 1/8" = 1'-0"

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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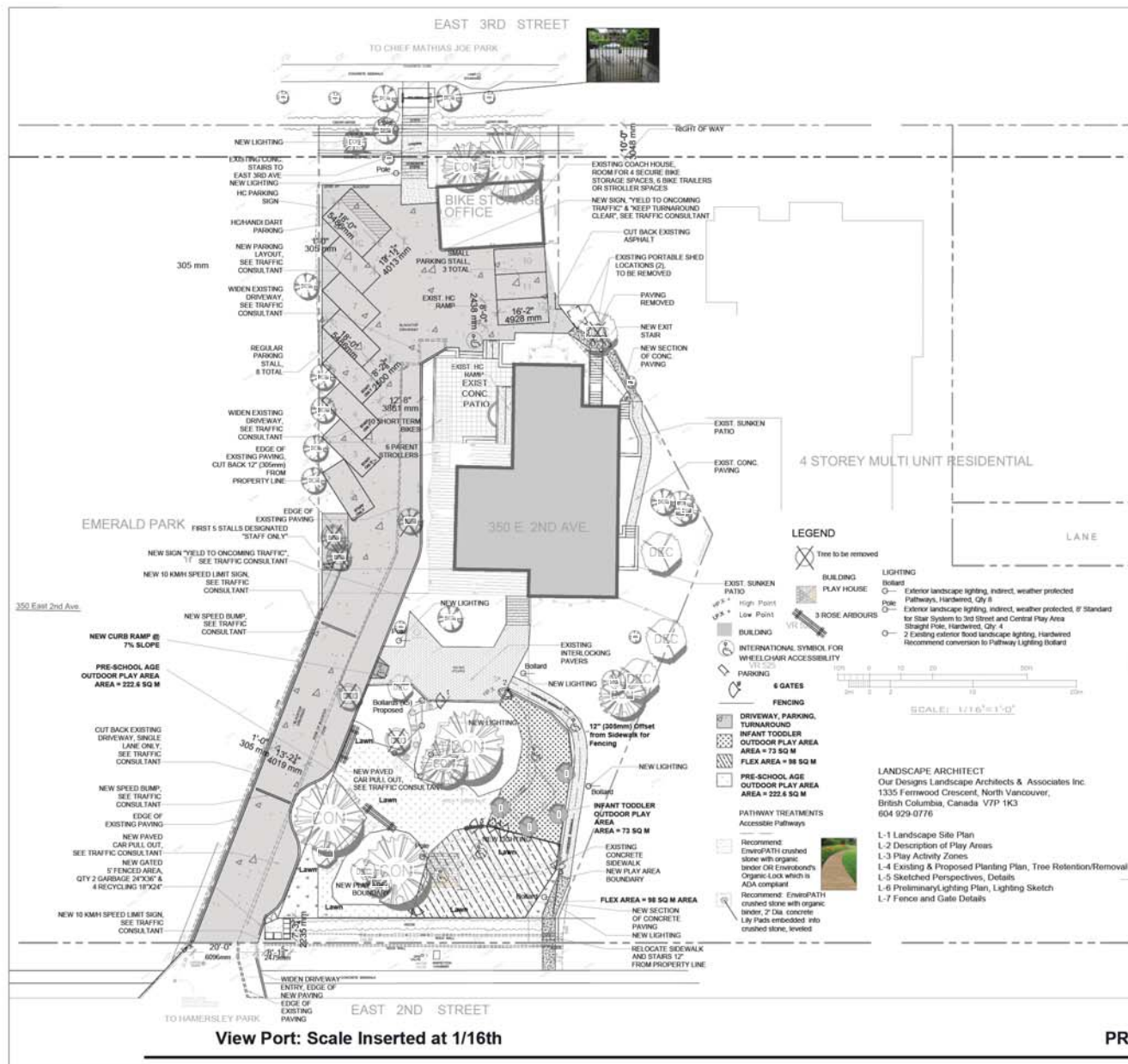
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DATE: 2019 05 20  
SIGNATURE: [Signature]  
**SCOTT ARCHITECTURE**  
402-151-1120 1120 STREET  
VICTORIA, BC V8V 3K5  
TEL: 778-633-0965  
SCOTTARCHITECTURE@HOTMAIL.COM  
WWW.SCOTTARCHITECTURE.INFO

PROJECT	DWG	2019 05 20
SCALE	SM	1/8" = 1'-0"
DATE	DWG	1813
DATE	DWG	1813

PROJECT NAME: HANMERLEY HOUSE  
3150 E. 35TH  
NORTH VANCOUVER

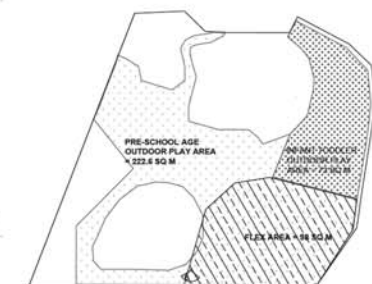
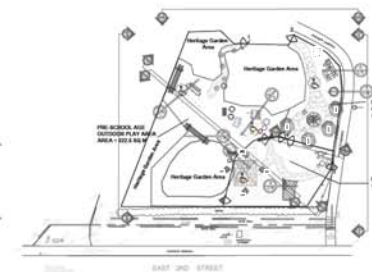
PROJECT TYPE: EXISTING ELEVATIONS



### Guide to Elevations & Detail East 3RD Street Stair Entry



## Guide to Elevations, Sections & Details



### PLAY AREAS BY AGE GROUP AND OVERALL FUNCTION

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KINDERBEES  
CHILDCARE (1) LTD.  
350 2nd Street East,  
NORTH VANCOUVER

project number: 19-002

no.	date	issue
01	1 MARCH 2019	For Review
02	17 MAY 2019	For Rezoning & Development Permit Applications
03	31 MAY 2019	Applications
04	24 JUNE 2019	First Submission
05	18 MARCH 2020	Second Submission
06	27 MAY 2020	Third Submission Rezoning Applic.
07	08 JUNE 2020	Third Submission Remove Existing

Preliminary  
Landscape  
Site Plan

Donna M. Rodman,  
MBCSLA  
Our Designs  
Landscape Architects  
& Associates Inc.  
1335 Fernwood Crescent  
North Vancouver, B.C.,  
V7P 1K3  
604 929 0776  
[www.ourdesigns.co](http://www.ourdesigns.co)

L-1 Rev.  
2  
21 June, 2019  
Sheet 1 of 7

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CHILDCARE (1) LTD.  
350 2nd Street East,  
NORTH VANCOUVER

project number: 19-002

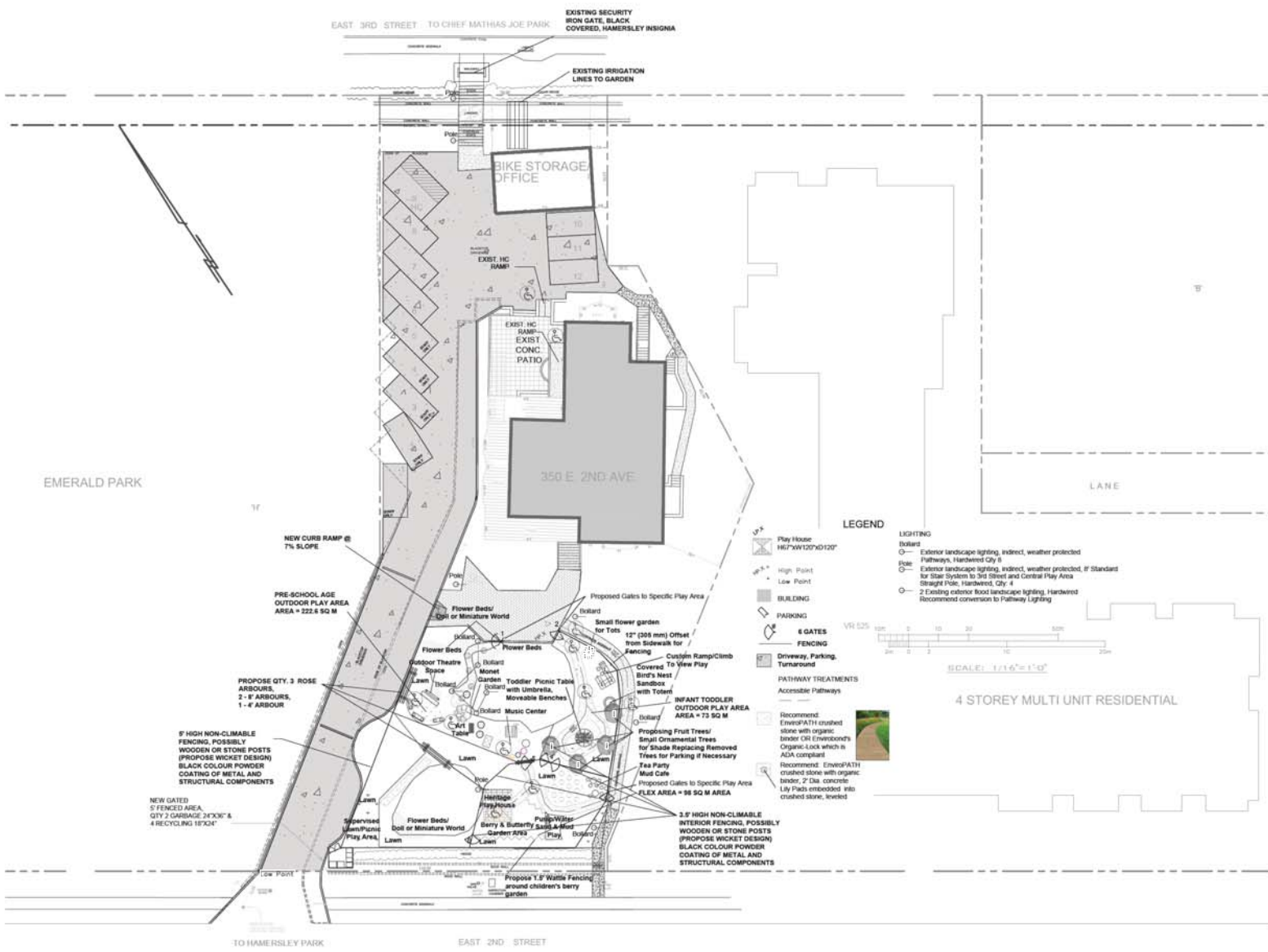
no.	date	issue
01	1 MARCH 2019	For Review
02	17 MAY 2019	For Rezoning & Development Permit Applications
03	31 MAY 2019	Applications
04	24 JUNE 2019	First Submission
05	18 MARCH 2020	Second Submission
06	27 May 2020	Third Submission
07	06 JUNE 2020	Third Submission Remove Existing Shade

Description of Play Areas (Tree Icons Removed)



Dorna M. Bacchan, M.B.C.E.  
Our Designs  
Landscape Architects & Associates Inc.  
1335 Fernwood Crescent  
North Vancouver, B.C.  
V7P 1K3  
804 929 0776  
www.ourdesigns.ca

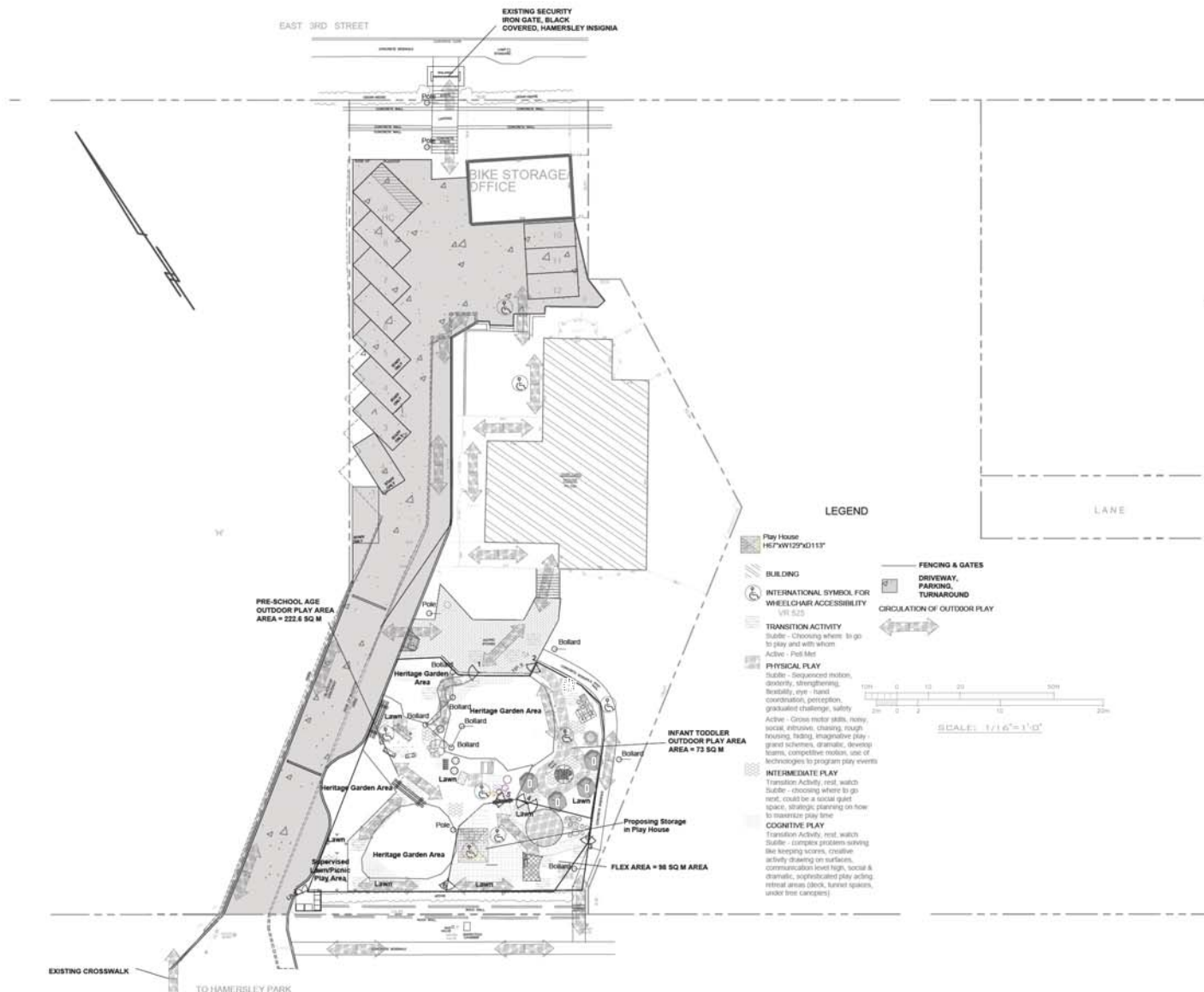
L-2 Rev. 2  
21 June, 2019  
Sheet 2 of 7



View Port: Scale Inserted at 1/16th

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View Port: Scale Inserted at 1/16th

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CHILDCARE (1) LTD.  
350 2nd Street East,  
NORTH VANCOUVER

project number: 19-002

no.	date	issue
01	1 MARCH 2019	For Review
02	17 MAY 2019	For Reasoning & Development
03	31 MAY 2019	Permit Applications
04	24 JUNE 2019	First Submission
05	18 MARCH 2020	Second Submission
06	27 MAY 2020	Third Submission Reasoning
07	06 JUNE 2020	Third Submission Remove Existing Sheds

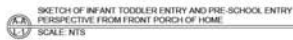
Proposed  
Play  
Activity  
Zones  
Play  
Circulation



Donna M. Rodman,  
M.B.S.A.  
Our Designs  
Landscape Architects  
& Associates Inc.  
1335 Fernwood Crescent  
North Vancouver, B.C.  
V7P 1K3  
804 929 0776  
www.ourdesigns.ca

L-3 Rev. 2  
21 June, 2019  
Sheet 3 of 7





9 SMALL AMPHITHEATER FOR PRE-SCHOOLERS AND DRESS UP  
SCALE: 1/8" = 1'-0"



FEATURES OF THE MUSIC CENTER, SUPPLIER - FREEDOM'S HARMONY PARK  
FINISHED HEIGHT VARIES BASED ON MONTHLY POST STYLE AND DESIRED AGE GRA.  
SCALE: NTS



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KINDERBEES  
CHILDCARE (1) LTD.  
350 2nd Street East,  
NORTH VANCOUVER

project number: 19-002

no.	date	issue
01	1 MARCH 2019	For Review
02	17 MAY 2019	For Rezonng & Development Permit Applications
03	31 MAY 2019	Applications
04	24 JUNE 2019	First Submission
05	18 MARCH 2020	Second Submission
06	27 MAY 2020	Third Submission Rezonng Applic.
07	06 JUNE 2020	Third Submission Remove Existing Sheds

Elevations,  
Sketches,  
Conceptual  
Details

Donna M. Rodman,  
MBCLSA  
Our Designs  
Landscape Architects  
& Associates Inc.  
1335 Fernwood Crescent  
North Vancouver, B.C.  
V7P 1K3  
604 929 0776  
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L-5  
Rev.2  
21 June, 2019  
Sheet 5 of 7





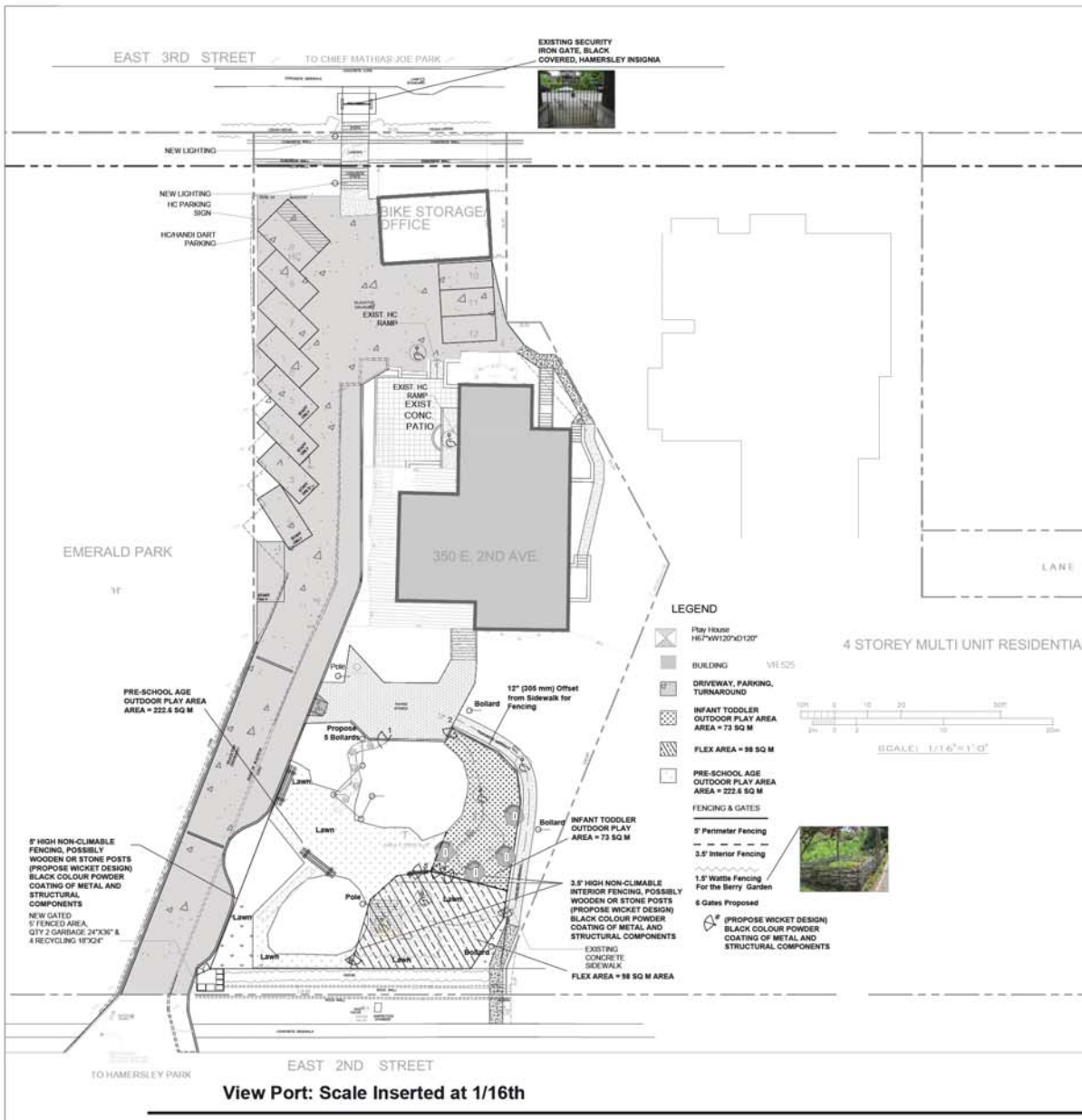
**View Port: Not to scale**



### Photos of Exiting Stair to East 3rd Street

**PRELIMINARY NOT FOR CONSTRUCTION**

21 June, 2019  
Sheet 6 of 7



#### CONSIDERATIONS FOR FENCING

1. CONSIDERATIONS FOR FENCING: FENCING IS A CRITICAL ASPECT OF THE SITE DESIGN AND SHOULD BE CONSIDERED IN THE EARLY STAGES OF THE DESIGN PROCESS. FENCING SHOULD BE DESIGNED TO BE BOTH FUNCTIONAL AND AESTHETIC. FENCING SHOULD BE DESIGNED TO BE BOTH FUNCTIONAL AND AESTHETIC. FENCING SHOULD BE DESIGNED TO BE BOTH FUNCTIONAL AND AESTHETIC.
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#### FENCING



#### GATES

1. CONSIDERATIONS FOR GATES: GATES ARE A CRITICAL ASPECT OF THE SITE DESIGN AND SHOULD BE CONSIDERED IN THE EARLY STAGES OF THE DESIGN PROCESS. GATES SHOULD BE DESIGNED TO BE BOTH FUNCTIONAL AND AESTHETIC. GATES SHOULD BE DESIGNED TO BE BOTH FUNCTIONAL AND AESTHETIC.
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KINDERBEES  
CHILDCARE (1) LTD.  
350 2nd Street East,  
NORTH VANCOUVER

project number: 19-002

no.	date	issue
01	MARCH 2019	For Review
02	MAY 2019	For Reopening & Development Permit Applications
03	MAY 2019	First Submission
04	JUNE 2019	Second Submission
05	MARCH 2020	Third Submission
06	MAY 2020	Reopening Application
07	JUNE 2020	Third Submission Remove Existing Sheet

#### FENCING & GATES



Donna M. Rooman, M.B.C.S.A.  
Our Designs  
Landscape Architects  
& Associates Inc.  
1335 Fernwood Crescent  
North Vancouver, B.C.  
V8P 1K3  
604 929 0776  
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L-7 Rev. 2

21 June, 2019  
Sheet 7 of 7

PRELIMINARY NOT FOR CONSTRUCTION



## 350 East 2<sup>nd</sup> Street Rezoning Application

### Development Information Session Summary Report

**Event Date:** November 26, 2019  
**Time:** 6:00 PM – 9:00 PM  
**Location:** John Braithwaite Community Centre, North Vancouver  
**Attendance:** 6 members of the public signed in.  
**Comments:** 8 comment sheets submitted. 4 e-mails were submitted.

**Meeting Purpose:**

- 1) To present development application materials to neighbours
- 2) To provide an opportunity for the public to ask questions about the development
- 3) To provide an opportunity for neighbours to comment on the proposal.

**Notification:**

In accordance with City of North Vancouver policies:

Invitation Brochures

Invitations and informational packages were delivered to 181 addresses within a 40m radius from the site, meeting City requirements. Appendix A includes a copy of this package and a map of the distribution area.

Newspaper Ad

A newspaper ad was placed in the North Shore News on Wednesday, November 20, 2019 and Friday, November 22, 2019. A copy of the ad is included in Appendix A: Notification.

**Attendance:**

6 members of the public signed in for the meeting. A copy of the sign-in sheet is included in Appendix B.

The following City staff and project team members were in attendance:

City of North Vancouver:

- Sean Galloway, Manager of Planning

Project Team presenters included:

- Thomas Grimwood, Architect
- Michael Oord, QRD (Hamersley) Development Inc.

Facilitators:

- Katrina May, Katrina May Consulting

**Overview:**

The meeting was held in a Public Information Session format. Meeting participants could browse the display boards and engage with the project team directly. The facilitator listened for questions and comments and noted them on a flip chart for all to see.

A planned presentation and facilitated question and answer period did not take place as members of the public were able to speak directly with the project team. The facilitator heard several questions and comments about the project and recorded them on a flip chart.

The participants were invited to submit written comments to the facilitator or to the municipal planner. Two comment forms were submitted, as well as one email to the applicant and municipal planner.

The key themes of the evening were related to a discussion on the demand for childcare in the area, interest in the programming details, as well as questions on the proposed interior and exterior design changes that may impact the heritage nature of Hamersley House. An adjacent neighbor raised concerns over potential noise generated by the children, and a concern that this noise may negatively affect their property value and ability to enjoy quiet time while at home. Overall, the proposed childcare facility, historical landscaping, new playground features and minor design changes to the heritage character of Hamersley House were well received.

**Public Dialogue:**

(Q = Question, A = Answer, and the number is to track the dialogue)

- Q1** Where is the demand for childcare coming from? I don't know anyone with kids in this neighbourhood.
- A1** There is a significant shortage of childcare in the City and District of North Vancouver, and across the Metro Vancouver region.
- C2** I'm concerned about the noise.
- C3** I'm concerned about my property value going down.
- Q4** My wife and I live nearby and are hoping to have kids soon. We are interested in this childcare facility, what ages will it accommodate?
- A4** There will be space and programming for infants through to school age children.
- Q5** What changes to the heritage character are happening on the outside and the inside?
- A5** The exterior of the building will for the most part be left intact. There will be a new wood stair at the back of the building added, not visible from the street, along with another half flights of stairs and a new exterior door, which will serve as new exits and will create a safer situation for the children. Guardrails will be heightened (with glass additions) and the walkway will be brought up to code. The interior changes are being kept to a minimum and include new sinks and toilets and heightened guardrails (with glass).

**Q6** It would be great if you could document and/or frame some of the historical information on Hamersley House and display it at the house for public interest.

**A6** This is a great idea that we will certainly look into implementing. Historical research on Hamersley House has been documented in our Heritage Advisory Commission Report, that we could draw from.

**Q7** How many square feet is the facility?

**A7** It is approximately 10,000 square feet.

### **Comment Sheet and Email Summary**

Participants were invited to submit comments for a two-week response period after the meeting. Two comment sheets were submitted, as well as one email. The written comments received were mixed. There is support for childcare in the community and for the proposed programming. There is also concern by surrounding neighbours of the noise impacts generated by the children playing. The applicant responded by informing that children will be brought outside during designated play periods, from approximately 9:30 AM – 11 AM and 3:00 PM – 4:30 PM, from Monday to Friday only.

### **Conclusion**

The purpose of this development information session was to present to neighbours the proposed rezoning application and the childcare concept at Hamersley House, and to provide them with an opportunity to ask clarifying questions and comment on the proposal. 181 invitations were distributed by hand to the surrounding community, and 6 community members signed in. Two newspaper ads notified the community of the meeting, and a sign was posted on the property. Two comment forms were submitted as well as 1 email to the applicant and municipal planner.

The public could participate in this process in three ways:

- browsing boards
- talking to the project team and City Planner
- submitting written comments.

The meeting length and format was sufficient to provide all participants an opportunity to learn more, ask questions, and make the comments they wished to provide that evening. Participants asked the development team and City planner a variety of specific questions, mostly related to childcare demand, programming, proposed design changes to the heritage-designated Hamersley House, and concern over noise impacts. The community was given ample opportunity to express their views of the proposal.

## Appendix A: Notification

### Newspaper Advertisement: North Shore News November 20, 22, 2019

#### A14 | COMMUNITY

nsnews.com north shore news WEDNESDAY, NOVEMBER 20, 2019

## PUBLIC HEARING

### Maximum House Size in the Single-Family Residential One Acre Zone (RS-1)

#### ZONING BYLAW AMENDMENT

**What:** A Public Hearing for Bylaw 8400, a proposed amendment to the Zoning Bylaw, to create a maximum principal building (house) size within the Single-Family Residential One Acre Zone (RS-1).

**When:** 7pm, Tuesday, November 26, 2019.

**Where:** Council Chambers, District of North Vancouver Municipal Hall, 355 West Queens Road, North Vancouver, BC

#### What changes are proposed?

Bylaw 8400 proposes to amend the District's Zoning Bylaw to create a maximum principal building (house) size of 540 m<sup>2</sup> (5,813 sq. ft.) within the Single-Family Residential One Acre Zone (RS-1). This proposed maximum house size would **not** include floor space that is commonly exempted (e.g. basements, garages, balconies, small sheds), as long as it complies with existing zoning regulations. No changes are proposed to the floor space exemptions referenced above. Detailed information on floor space exemptions and residential zoning is available on the District of North Vancouver website: [DNV.org/zoning](http://DNV.org/zoning).

#### How can I provide input?

We welcome your input Tuesday, November 26, 2019, at 7 pm. You can speak in person by signing up at the hearing, or you can provide a written submission to the Municipal Clerk at [input@dnv.org](mailto:input@dnv.org) or by mail to Municipal Clerk, District of North Vancouver, 355 West Queens Road, North Vancouver, BC, V7N 4N5, before the conclusion of the hearing.

Please note that Council may not receive further submissions from the public concerning this application after the conclusion of the public hearing.

#### Need more info?

Relevant background material and copies of the bylaws are available for review at the Municipal Clerk's Office or online at [DNV.org/public\\_hearing](http://DNV.org/public_hearing) from November 12, 2019 to November 26, 2019. Office hours are Monday to Friday 8 am to 4:30 pm, except statutory holidays.



**Questions?**  
Adam Wright,  
Community Planner  
604-990-3657  
[wrighta@dnv.org](mailto:wrighta@dnv.org)



**LITTLE MOUNTAIN, BIG BRASS** Musicians Brian G. Froerer, Don Harder, Mac McManus and Roxie Giles get ready for their band's birthday bash. To mark the group's 25th year, the Little Mountain Brass Band is set to celebrate with the music of Handel, John Williams, and Holst at an afternoon concert Sunday, Nov. 24 at Mt. Seymour United Church at 1200 Parkgate Ave. Admission by donation. PHOTO MIKE WAKEFIELD

#### COMMUNITY BULLETIN BOARD

**PAWS 4 STORIES:** Paws 4 Stories is a St. John Ambulance Therapy Dog Community Service that is designed to assist in helping to improve reading skills of children. In this

program, children have the opportunity to read to a friendly, certified therapy dog. Ages 6-12. Sessions are 20 minutes in length. Children can sign up for a maximum of three sessions

each. Registration is first-come, first-served, though priority will be given to those who have not participated before. 4:30-5:30 p.m. Nov. 21, North Vancouver District Public Library (Parkgate branch), 3675 Banfill Court, North Vancouver. For information: 604-990-5800, [cmns@nvdpl.ca](mailto:cmns@nvdpl.ca)

#### Developer Information Session

Early Public Input Opportunity - Development Application  
350 East 2nd Street

#### PROPOSAL:

QRD (Hammersley) Development Inc. is proposing to change the portion of the site designated Residential Level 5 in the Official Community Plan (OCP) to Mixed-Use Level 1 to permit a 77-space commercial child care in the heritage designated building. A parking variance from the required 18 spaces to 11 spaces is requested. Limited exterior changes are proposed to the heritage building.

The applicant will be hosting a Developer Information Session where interested members of the public will have the opportunity to learn about and respond to the application.

Date: Tuesday, November 26, 2019, 6pm - 9pm  
Place: John Braithwaite Community Centre



Project Location


**Applicant Contact**  
NAME: Michael Oord  
COMPANY: QRD (Hammersley)  
Development Inc.  
EMAIL: [michael.oord@groverelliott.ca](mailto:michael.oord@groverelliott.ca)  
PHONE: 604-418.8100

**City of North Vancouver Contact**  
141 West 14th Street  
North Vancouver, BC V7M 1H9  
604-983-7357  
[planning@cnv.org](mailto:planning@cnv.org)

A6 |

nsnews.com north shore news FRIDAY, NOVEMBER 22, 2019

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114-2419 Bellevue Ave.

**NORTH VANCOUVER**  
604.988.9900  
102-125 E 13th St.

**90 DAY TRIAL**  
NO MONEY DOWN FOR 21 DAYS

**NEXGEN HEARING**  
nexgenhearing.com


WorkSafeBC and other Provincial WCB Networks, VAC, BCEA and NIHB accepted  
Registered under the College of Speech and Hearing Health Professionals of BC

**Developer Information Session**  
Early Public Input Opportunity - Development Application  
350 East 2nd Street

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Project Location

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NAME: Michael Oord  
COMPANY: QRD (Hammersley) Development Inc.  
EMAIL: michael.oord@groverelliott.ca  
PHONE: 604.418.8100

**City of North Vancouver Contact**  
141 West 14th Street  
North Vancouver, BC V7M 1H9  
604-983-7357  
planning@cnv.org

**PUBLIC HEARING NOTICE**

**Proposed Zoning Amendment and Development Permit for Rodgers Creek**

**WHAT:** The public hearing regarding proposed: Zoning Bylaw No. 4662, 2010, Amendment Bylaw No. 5044, 2019; Official Community Plan Bylaw No. 4985, 2018, Amendment Bylaw No. 5045, 2019; and Phased Development Agreement Authorization Bylaw No. 5041, 2019, previously scheduled for November 19, 2019 has been rescheduled to December 3, 2019 in order to meet statutory notification requirements. A public meeting will be held concurrently.

**WHEN:** 6 p.m. on Tuesday, December 3, 2019  
**WHERE:** Municipal Hall Council Chamber, 750 17th Street

**SUBJECT LANDS:** Areas 5 and 6 of Rodgers Creek. The subject lands are shown shaded to the right.

**PROPOSED ZONING BYLAW NO. 4662, 2010, AMENDMENT BYLAW NO. 5044, 2019:** would amend the existing zoning for Areas 5 and 6 of Rodgers Creek (Comprehensive Development Zone 3) to allow an increase in maximum height from 12 to 16 storeys, an increase in the "for sale" residential units from 493 to 699 (206 additional) enabled by decreasing unit sizes (i.e. no increase in floor area) and an increase in density to allow up to 275 secured rental units, including up to 150 units on the District-owned parcel (Lot 11 of Area 6).

**PROPOSED OFFICIAL COMMUNITY PLAN BYLAW NO. 4985, 2018, AMENDMENT BYLAW NO. 5045, 2019:** would increase the maximum number of dwellings for Rodgers Creek to enable the proposed zoning amendments.

**PROPOSED PHASED DEVELOPMENT AGREEMENT AUTHORIZATION BYLAW NO. 5041, 2019:** would secure all outstanding amenities that have yet to be delivered for Rodgers Creek and the proposed community amenity contributions offered as part of the rezoning application, along with green building and adaptable housing commitments.

**PROPOSED DEVELOPMENT PERMIT 19-061:** would amend the existing development permit (16-079) for Area 6 of Rodgers Creek to enable subdivision of the lands, including environmental requirements related to tree removal and protection, wildfire management and creek protection. The proposed changes to the subdivision include extension of two multi-family housing parcels, the creation of a parcel for rental housing, consolidation and re-subdivision of the existing four single-family parcels into 10 smaller parcels and extension of Uplands Way to connect to Cypress Bowl Road.

**COUNCIL WELCOMES YOUR INPUT:** All persons who believe their interest in property is affected by the proposed bylaws and development permit will be given an opportunity to be heard and to present written submissions respecting matters contained in the proposed bylaws and development permit at the public hearing and concurrent public meeting. Prior to the public hearing and concurrent public meeting you may provide your submission: via email to mayorandcouncil@westvancouver.ca; via mail to Municipal Hall, 750 17th Street, West Vancouver BC V7V 3T3; or deliver to Legislative Services c/o Municipal Services Centre (main floor). Please provide written submissions by 3 p.m. on December 3, 2019, to ensure their inclusion in the public information package for Council's consideration. After the public hearing has closed no further submissions can be considered by Council.

**MORE INFORMATION:** The proposed bylaws, development permit and relevant documents that Council may consider in deciding whether to adopt the proposed bylaws and approve the development permit may be inspected at Municipal Hall from October 31 to December 3, 2019 (Monday-Friday, except statutory holidays, 8 a.m. to 4:30 p.m.), at the Memorial Library or at the public hearing and concurrent public meeting.

**QUESTIONS?** Michelle McGuire, Manager of Current Planning and Urban Design: mmcguire@westvancouver.ca | 604-925-7059

**westvancouver.ca**

**RENDERING OF AREAS 5 & 6**

**SUBJECT LANDS SHOWN SHADED**

**WestVanDistrict**

**westvancouver**



Notification Sign



## Notification Flyers



CURRENT PHOTO

### Developer Information Session

Early Public Input Opportunity  
Development Application  
350 East 2nd Street

Date: Tuesday, November 26, 2019  
Time: 6pm - 9pm  
Place: John Braithwaite Community Centre



Location Plan

### PROPOSAL:

QRD (Hammersley) Development Inc. is proposing to change the portion of the site designated Residential Level 5 in the Official Community Plan (OCP) to Mixed-Use Level 1 to permit a 77-space commercial child care in the heritage designated building. A parking variance from the required 18 spaces to 11 spaces is requested. Limited exterior changes are proposed to the heritage building.

The applicant will be hosting a Developer Information Session where interested members of the public will have the opportunity to learn about and respond to the application.

### Applicant Contact

NAME: Michael Oord  
COMPANY: QRD (Hammersley)  
Development Inc.  
EMAIL: michael.oord@groverelliott.ca  
PHONE: 604.418.8100

### City of North Vancouver Contact

141 West 14th Street  
North Vancouver, BC V7M 1H9  
604-983-7357  
planning@cnv.org

## Developer Information Session

Early Public Input Opportunity - Development Application  
350 East 2nd Street

### PROPOSAL:

QRD (Hamersley) Development Inc. is proposing to change the portion of the site designated Residential Level 5 in the Official Community Plan (OCP) to Mixed-Use Level 1 to permit a 77-space commercial child care in the heritage designated building. A parking variance from the required 18 spaces to 11 spaces is requested. Limited exterior changes are proposed to the heritage building.

**The applicant will be hosting a Developer Information Session where interested members of the public will have the opportunity to learn about and respond to the application.**

Date: Tuesday, November 26, 2019, 6pm - 9pm  
Place: John Braithwaite Community Centre



Project Location

### Applicant Contact

NAME: Michael Oord  
COMPANY: QRD (Hamersley)  
Development Inc.  
EMAIL: [michael.oord@groverelliott.ca](mailto:michael.oord@groverelliott.ca)  
PHONE: 604.418.8100

### City of North Vancouver Contact

141 West 14th Street  
North Vancouver, BC V7M 1H9  
604-983-7357  
[planning@cnv.org](mailto:planning@cnv.org)



**Notification Area Map**



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**THE CORPORATION OF THE CITY OF NORTH VANCOUVER**

**BYLAW NO. 8782**

**A Bylaw to amend “Official Community Plan Bylaw, 2014, No. 8400”**

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as **“Official Community Plan Bylaw, 2014, No. 8400, Amendment Bylaw, 2020, No. 8782” (Thomas Grimwood / Grimwood Architecture, 350 East 2<sup>nd</sup> Street, Land Use Designation Change)**.
2. “Official Community Plan Bylaw, 2014, No. 8400” is amended as follows:
  - A. In Schedule A “Land Use” by reclassifying the following property:

<b>Lot</b>	<b>Block</b>	<b>D.L.</b>	<b>Plan</b>
I	143	274	LMP53860

from Parks, Recreation, and Open Space and Residential Level 5 to Parks, Recreation, and Open Space and “Mixed-Use Level 1” as indicated in Schedule A.

READ a first time on the <> day of <>, 2020.

READ a second time on the <> day of <>, 2020.

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ADOPTED on the <> day of <>, 2020.

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MAYOR

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CITY CLERK

**Land Use Designation**  
This map should be viewed in conjunction with the provisions of Sections 2.1 and 2.2 of Chapter 1

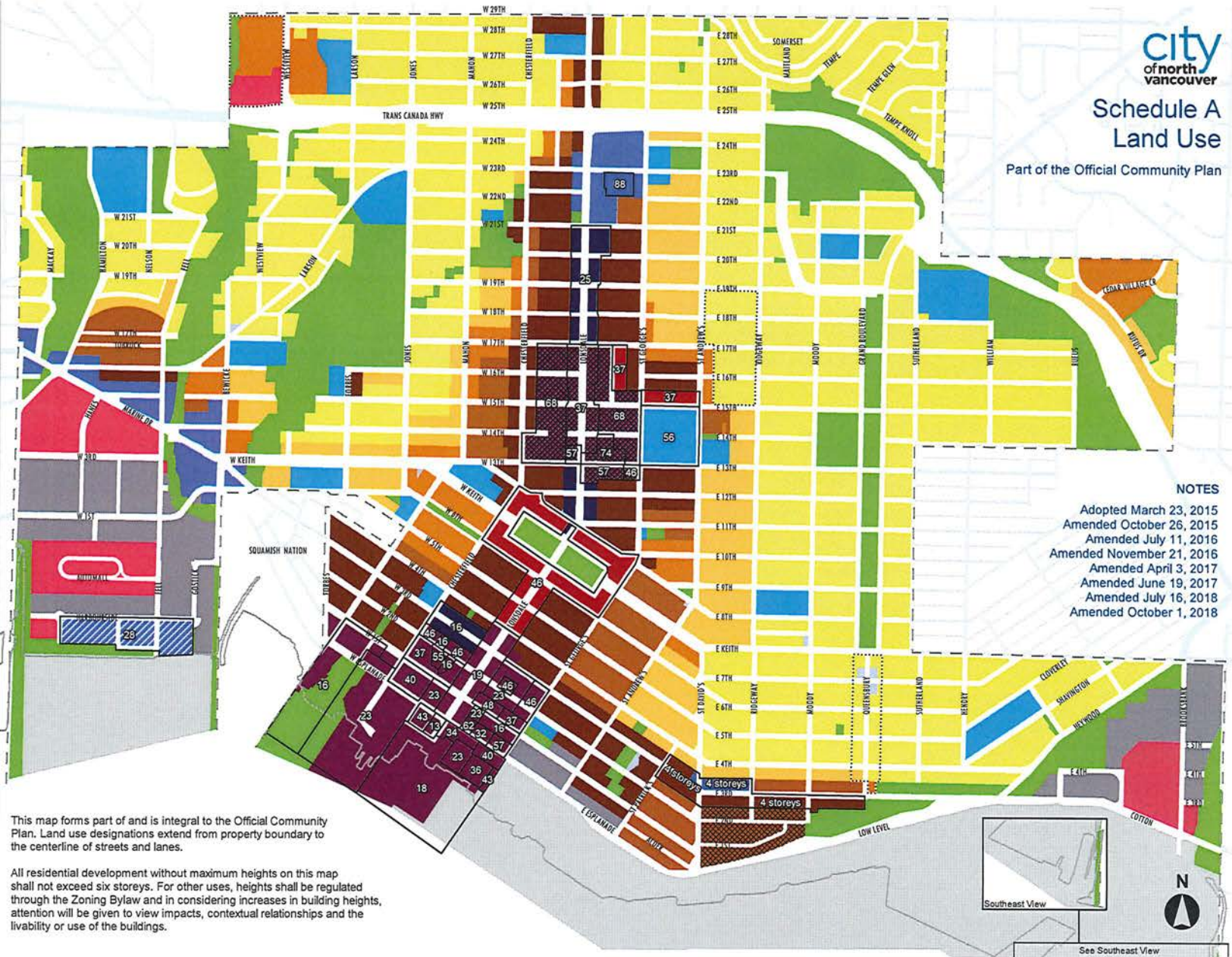
	Residential	Mixed Use		OCF Density (FSR)	Maximum Bonus (FSR)
	Residential Level 1 (Low Density)			0.5	
	Residential Level 2 (Low Density)			0.5	
	Residential Level 3 (Low Density)			0.75	
	Residential Level 4A (Medium Density)			1.0	
	Residential Level 4B (Medium Density)			1.25	
	Residential Level 5 (Medium Density)			1.6	up to 1.0
	Residential Level 6 (High Density)			2.3	up to 1.0
	Mixed Use Level 1 (Low Density)			1.0	-
	Mixed Use Level 2 (Medium Density)			2.0	up to 0.5
	Mixed Use Level 3 (Medium Density)			2.3	up to 0.5
	Mixed Use Level 4A (High Density)			2.6	up to 1.0
	Mixed Use Level 4B (High Density)			3.0	up to 1.0
	Harbourside Waterfront (Mixed Use)			2.05	up to 0.15
	Parks, Recreation & Open Space				
	School & Institutional				
	Commercial				
	Mixed Employment				
	Industrial				
	Maximum Building Heights in Metres				
	Special Study Area				
	City Boundary				

#### Example Height Equivalencies

Metres	Approx. Storeys
12-13	4
18-19	6
23-25	8
37	12
46	15
55-56	18
68	22
74	24
88	30

This map forms part of and is integral to the Official Community Plan. Land use designations extend from property boundary to the centerline of streets and lanes.

All residential development without maximum heights on this map shall not exceed six storeys. For other uses, heights shall be regulated through the Zoning Bylaw and in considering increases in building heights, attention will be given to view impacts, contextual relationships and the livability or use of the buildings.



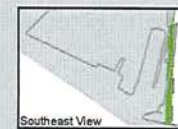
city  
of north  
vancouver

## Schedule A Land Use

Part of the Official Community Plan

#### NOTES

Adopted March 23, 2015  
Amended October 26, 2015  
Amended July 11, 2016  
Amended November 21, 2016  
Amended April 3, 2017  
Amended June 19, 2017  
Amended July 16, 2018  
Amended October 1, 2018



See Southeast View

# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 8783

### A Bylaw to amend “Zoning Bylaw, 1995, No. 6700”

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as **“Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8783” (Thomas Grimwood / Grimwood Architecture, 350 East 2<sup>nd</sup> Street, CD-427 Text Amendment)**.
2. Comprehensive Development 427 Zone (CD-427) of Part 11, Division V: Comprehensive Development Regulations, Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended as follows:

A. By deleting the following paragraph:

“In the CD-427 Zone, permitted Uses, regulations and permitted Uses, regulations for the size, shape and siting of Buildings and Structures and required Off-Street Parking shall be as in the RS-1 Zone, except that for Buildings built prior to 1910:”

and replacing it with the following:

“In the CD-427 Zone, permitted Uses, regulations and permitted Uses, regulations for the size, shape and siting of Buildings and Structures and required Off-Street Parking shall be as in the RS-1 Zone, except that:”

B. By deleting subsection (1) in its entirety and replacing it with the following:

(1) The permitted Principal Uses shall be limited to:

(a) Child Care Use, subject to section 507(5) of the Bylaw, except that:

- (i) section 507(5)(a) shall be varied to allow storage and office supporting the Principal Use to be within an Accessory Building;
- (ii) the maximum number of children in care at any one time specified under section 507(5)(h) shall be varied to allow for a maximum of 77 children;

(b) One-Unit Residential Use;

(c) Residential Care Facility Use;

C. By deleting subsection (2) in its entirety and replacing it with the following:

(2) The permitted Accessory Uses shall be as in the RS-1 Zone, except that:

(a) Section 507(11)(b) shall be waived;

- D. By deleting subsection (4) in its entirety and replacing it with the following:
- (4) The Principal Building shall be sited as in the RS-1 zone, except that:
- (a) The Principal Building shall be sited not less than 19.5 metres (64 feet) from the Rear Lot Line;
- E. By deleting subsection (6) in its entirety and replacing it with the following:
- (6) The total floor area of all Accessory Buildings on the Lot shall not exceed 110 square metres (1184 square feet) and a maximum of one Accessory Building shall not exceed a height of two Storeys;
- F. By deleting subsection (7) in its entirety and replacing it with the following:
- (7) Parking standards shall comply with Part 9 of this Bylaw, except that:
- (a) section 906(2) shall be varied to allow a maneuvering aisle width of 3.86 metres (12.67 feet) for two-way traffic;
- (b) section 906(5)(a) shall be varied to allow a driveway width of 4.0 metres (13.1 feet) for two-way traffic;

READ a first time on the <> day of <>, 2020.

READ a second time on the <> day of <>, 2020.

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ADOPTED on the <> day of <>, 2020.

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MAYOR

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CITY CLERK





 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**ENGINEERING, PARKS & ENVIRONMENT DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: David Matsubara, Section Manager – Engineering Design

Subject: SEWER UTILITY FUNDING REALLOCATION FOR SANITARY SEWER REPLACEMENT – 500 BLOCK CHESTERFIELD

Date: June 10, 2020 File No: 11-5430-01-0001/2020

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Section Manager – Engineering Design, dated June 10, 2020, entitled “Sewer Utility Funding Reallocation for Sanitary Sewer Replacement – 500 Block Chesterfield”:

THAT \$110,000 of capital funds be transferred from Project 54073 to fund the replacement of sanitary sewer in the 500 Block of Chesterfield.

**ATTACHMENT:**

1. Site Plan ([CD#1916472](#))

**DISCUSSION:**

On May 3, 2020, Engineering Operations conducted an emergency repair of the sewer main in the laneway north of 5<sup>th</sup> Street, on the east side of Chesterfield Avenue. This sewer main is a concrete pipe that was constructed around 1960 and had been repaired in the past. The most recent collapse of the pipe was in the laneway and is attributed to long-term degradation of the concrete pipe. On May 3, an interim repair was made to return the pipe to service; however, this block of sewer is in poor condition and should be replaced.

The private property adjacent to this sewer main is currently being redeveloped (see attachment 1 for the site plan) and there is an opportunity in the next few months to re-construct this sewer main prior to restoration of the property frontage, sidewalks, and proposed off-road bike path.



Also in the same area, replacement of the water main in the 100 Block of West 6<sup>th</sup> Street will be occurring this year as part of the 2020 Water Utility Capital Program and there is a good opportunity to replace the sewer at the same time. Due to the timing of the private development and replacement of the frontage works, replacement of both the water and sanitary sewer are considered a high priority.

Coordinating replacement of the sewer at this time also provides some efficiencies in cost as final restoration of the site will be completed by the development site in early 2021 and will avoid the future costs of disturbing new sidewalks and bike paths. Completing the sewer replacement at this time will also have a lower neighbourhood impact now prior to occupancy of the new development.

The 2020 Utility Plan includes \$200,000 for the annual sewer system rehabilitation and replacement program that is currently targeting improvements to the St. David's sewer catchment. This is the priority rehabilitation area in the City due to higher levels of rainwater inflow and groundwater infiltration into the sewer. The rehabilitation program supports repair of pipe defects and leaks in the system through a combination of trenchless and traditional repair methods. \$110,000 would be transferred to the proposed sewer replacement in the 500 Block of Chesterfield Avenue, which would reduce the volume of work possible in the St. David's area this year.

#### **FINANCIAL IMPLICATIONS:**

Project 54073 – Sewer Utility Annual Capital Mainline Rehabilitation currently has funding of \$200,000. A transfer of \$110,000 is proposed from the Project 54073 to a new capital project to fund the replacement of an aging and failure prone pipe. This transfer will not result in any change to the current drainage utility rate. Transfer of the funds would slow progress in the St. David's catchment, and the work would be deferred to 2021 and later as required to effectively improve the catchment.

#### **INTER-DEPARTMENTAL IMPLICATIONS:**

Finance and Engineering, Parks and Environment staff jointly identified the proposed funding reallocation.

#### **CORPORATE PLAN AND/OR POLICY IMPLICATIONS:**

The 2014 Official Community Plan includes the guiding principles to serve the community vision for infrastructure management, which reads as follows:

- |            |  |
|------------|--|
| Goal 8.1   | Provide the community with public infrastructure that protects the natural environment at an affordable cost;                |
| Goal 8.2.1 | Maintain or improve service levels related to water supply, sewers, transportation, communication and energy infrastructure; |
| Goal 8.2   | Employ a proactive approach to infrastructure maintenance and upgrades;  |

Goal 8.2.2 Identify and monitor the condition of our infrastructure on a regular basis in order to identify the remaining operation life of individual elements, and to identify and rectify weaknesses before failure, thereby optimizing capital and maintenance program expenditures;

Goal 8.3 Use innovative planning and design to ensure infrastructure longevity.

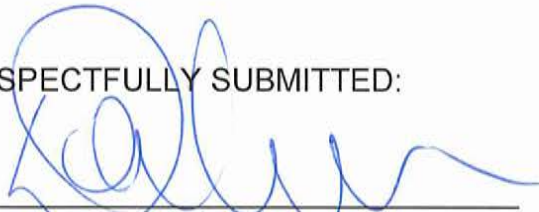
### **STRATEGIC PLAN IMPLICATIONS:**

The 2018-2022 Council Strategic Plan identifies a vision to create the Healthiest Small City in the World, through five key priorities. Provision of an affordable, safe, and sustainable sewer utility to meet the needs of future residents supports the priorities of:

- A City for People; and
- A Liveable City.

The replacement of this section sewer improves reliability, improves future capacity and longevity at the most efficient cost to the Utility.

RESPECTFULLY SUBMITTED:



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David Matsubara, M.Eng., P.Eng.,  
Section Manager – Engineering Design



Approximate Location  
of Watermain  
Replacement

Location of  
previous pipe  
repair

Location of recent  
pipe collapse

Development Site  
Currently Under  
Construction

Area to be  
Reconstructed by  
the Development

City of North Vancouver  
500 Block Chesterfield - Sewer Replacement

#### Legend

Sanitary Water Feature

Sanitary Pump

PS Sanitary Lift Station

Sanitary Manhole

<all other values>

OWNER

Sanitary Node

Sanitary Serveline

Non-CNV Sanitary Serveline

OWNER

Sanitary Main

Sanitary Main Issues/Errors

OWNER, UNITTYPE

CNV Sanitary Unknown Main

CNV Sanitary Force Main

CNV Sanitary Gravity Main

METRO Sanitary Force Main

METRO Sanitary Gravity Main

SON Sanitary Gravity Main

Sanitary Feature

Legal Parcels

Aerial 2019

RGB

Red: Band\_1

Green: Band\_2

Blue: Band\_3



#### DISCLAIMER

This map was produced on the City of North Vancouver's Geographic Information System. Data provided herein is derived from sources with varying levels of accuracy and detail. The City of North Vancouver disclaims all responsibility for the accuracy or completeness of information contained herein.

GIS Division, Information Technology,  
City of North Vancouver

city  
of north  
vancouver





 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**COMMUNITY & PARTNER ENGAGEMENT DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Paul Duffy, Manager, Bylaw Services

Subject: 2009 MAHON AVENUE – REMEDIAL ACTION ORDER (DEMOLITION & SITE CLEAN-UP)

Date: June 10, 2020 File No: 09-3900-01-0001/2020

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Manager, Bylaw Services, dated June 10, 2020, entitled “2009 Mahon Avenue – Remedial Action Order (Demolition & Site Clean-up)” and whereas Division 12 of Part 3 of the *Community Charter* authorizes Council to impose a remedial action requirement on the owner of a building or other structure, including a requirement to remove or demolish the building or structure where it is a nuisance or is so dilapidated or unclean as to be offensive to the community:

THAT Council, after considering the above-referenced report and viewing the attached photographs of property having a civic address of 2009 Mahon Avenue, North Vancouver, legally described as: Lot 27, Block 4, District Lot 548, Plan 3846; PID: 004-812-603 (the “Property”):

- i. DECLARES, pursuant to the authority provided in Section 74 of the *Community Charter*, that the fire-damaged structure of the main house on the Property (the “Main Building”) and the surrounding construction debris and refuse identified in the photographs at Attachment #1 to the report (the “Debris”) are a nuisance and are so dilapidated and unclean as to be offensive to the community; and
- ii. IMPOSES, pursuant to the authority provided in Section 72 of the *Community Charter*, the following remedial action requirements (the “Remedial Action Order”) to be completed by the registered owner in fee simple of the Property (the “Owner”) at his sole cost within 45 days,

commencing on the date that notice of this Remedial Action Order is sent to the Owner:

- Completion of demolition of the Main Building and the foundation of the Main Building;
- Removal of all components of the Main Building, its foundation and the Debris from the Property and disposal of such material at an appropriate disposal facility; and
- Following the demolition and removal of the Main Building and its foundation and the Debris, filling in and covering the excavated area and levelling the area to a natural state.

THAT Council direct the Manager, Bylaw Services to provide notice pursuant to the requirements of Section 77 of the *Community Charter*, of the Remedial Action Order to the Owner and to each holder of a registered charge in relation to the Property whose name is included on the assessment roll.

THAT Council set the time limit for a notice to request Council reconsideration of the Remedial Action Order at 14 days commencing on the date that notice of the Remedial Action Order is sent to the Owner.

AND THAT Council, in the event that the Owner has not fully complied with the Remedial Action Order within 45 days of the date that notice of the Remedial Action Order is sent to the Owner, authorize staff and contractors of the City to take all appropriate actions in accordance with Section 17 of the *Community Charter*, including carrying out any and all of the requirements set out in the Remedial Action Order, with all costs incurred by the City to be at the expense of the Owner and recoverable from the Owner in accordance with Sections 17, 80, 258 or 259 of the *Community Charter*.

## ATTACHMENTS

1. Photos of 2009 Mahon Taken on June 6<sup>th</sup>, 2020 (Doc [#1921689](#))
2. Community Charter Division 12 Section 72-80 (Doc [#1921868](#))

## SUMMARY

The purpose of this report is to seek Council's direction to declare the Main Building and Debris located on the Property as a nuisance and as so dilapidated and unclean as to be offensive to the community, and to impose the requirements comprising the Remedial Action Order on the Owner to ensure that the Property is no longer a nuisance or offensive to the community.

## BACKGROUND

The Property has a long history of Bylaw violations and City actions to address such violations that began when the Owner acquired the Property in 1985. The house was



heated with a wood burning stove and firewood is stored on site. The Owner operates a home-based tree service business. As a result of his business of tree removals, the Owner had a tendency to bring materials back to the Property for storage and repurposing. That business also uses several vehicles that have been parked on the street in the vicinity of the Property. At times, outdoor work in the yard and on the street has occurred in contravention of municipal Bylaws.

Previous enforcement issues include:

- repeated unsightly premises;
- work without permit;
- wood burning furnace installation without permit and not in compliance with the Building Code;
- electrical, plumbing and gas code violations;
- construction in contravention of the Zoning Bylaw;
- storage of materials on City roadway;
- use of City street for lumber milling;
- business licence fees unpaid for several years; and
- parking violations.

Enforcement action with the Owner in the past has resulted in limited success because there has only ever been minimal response on his part to achieve compliance, followed by a return to the contravening activity over time.

The City has issued fines in the past and has pursued legal action against the Property Owner. This includes filing a petition seeking a BC Supreme Court Injunction in 1985 related to the wood burning furnace, which was successfully obtained. Further legal action was pursued in 1993 for unlawful work being conducted on a City street. A Notice of Contravention was filed in the Land Title Office in 1996. Further legal action occurred in 1998 to address building deficiencies.

## **DISCUSSION ON CURRENT STATE OF THE PROPERTY**

A fire occurred on the Property in September 2018, the second to occur at the Property. The City has repeatedly provided the Owner with information and deadlines on how to remedy the outstanding safety concerns and Bylaw violations at the Property. In August 2019, after numerous correspondence and deadlines, the Owner brought the Property back into compliance with Bylaws by removing a considerable amount of debris and began the process of applying for a demolition permit.

On October 2, 2019, a permit was issued to the Owner to demolish the Main Building on the Property. This initial permit expired on February 2, 2020 with minimal progress and before the demolition permit was extended, the Owner was asked to provide a rationale as to why an extension was required.

In part, the Owner provided the following; "I was not actually ready to demolish the structure, but did so to show/satisfy the City I was serious in the intention to demolish the structure". Under proposed completion time, the Owner wrote; "3 months."

As a result, a demolition permit extension was granted on February 27, 2020 with an expiry date on May 10, 2020. A further extension to June 22, 2020 was permitted so that the demolition work could continue while staff prepared this report to Council. Staff have visited the Property regularly, with the last visit being on June 6, 2020, to confirm that the demolition has not been completed.

Under the *Community Charter*, the City can exercise some powers in regards to hazardous or nuisance properties. Specifically, Section 74 of the *Community Charter* provides that Council may declare that buildings, structures or erections of any kind or a similar matter or thing may be declared as nuisances, or that they are so dilapidated and unclean that they are offensive to the community. Council has latitude with regards to determining what matters or things in relation to a property constitute a nuisance or are offensive to the community and Council should exercise a standard of reasonableness in assessing whether matters or things are a nuisance or are offensive. In the present case, as evidenced by the photographs set out in Attachment #1, it is staff's view that the Main Building and Debris located on the Property are dilapidated and unclean to the extent that they are offensive to the community, especially when considered in the context of the surrounding neighborhood which is an area of well-maintained single-family residences, and are a nuisance. Staff do not believe that the garage structure at the rear of the Property is dilapidated or offensive and so are of the opinion that this building should be allowed to remain on the Property. As such, staff recommend that Council make the declaration set out in the Recommendation to declare the Main Building and the Debris as a nuisance.

Section 72 of the *Community Charter* provides that Council may impose remedial action requirements on property owners, lessees or occupiers of land in relation to, among other things, matters or things referred to in Section 74. Such actions may include requirements for a person to remove or demolish a matter or thing; fill it in, cover it or alter it; or bring it up to a standard set out in a Bylaw. Council must require that such requirements be carried out within a specified time period of not less than 30 days from the date that notice of the requirements is provided to the Owner. The Owner is currently in the process of demolishing the Main Building on the Property and it is expected that this work will be completed at some stage. However, given the history of the Property and the inability of the Owner to carry out remedial work in a thorough and reasonably timely manner, City staff are of the opinion that a remedial action order is necessary to ensure that the remedial work is actually completed. As such, staff recommend that Council impose the remedial action requirements set out in the Recommendation.

## **REQUIREMENTS FOR NOTICE AND RECONSIDERATION**

Sections 77 and 78 of the *Community Charter* require that the City must notify property owners and certain other registered charge holders of Council's decision to impose remedial action requirements. A title search for the Property shows that there are numerous charges registered against the Property, including several judgments and two mortgages. If Council imposes the requirements set out in the Recommendation, notice will be provided as required under the *Community Charter*.



Under Section 78 of the *Community Charter*, a person affected by remedial action requirements, such as the Owner, may request that Council reconsider the decision and have an opportunity to make representations to Council. The minimum time period that Council can set for such a request is 14 days unless there is a significant risk to health and safety, which is not the current case. As such, staff recommends that Council set the time period for notice of reconsideration to be 14 days.

### **FINANCIAL IMPLICATIONS**

A preliminary estimate of costs to carry out the requirements of the Remedial Action Order is between \$30,000 and \$40,000 based on the current state of the Property. If the Owner defaults on carrying out the Remedial Action Order, then pursuant to the Recommendation, the City may act to complete the remedial action requirements and the costs can be charged back to the Owner under Section 17 of the *Community Charter*. Any costs associated with the proposed demolition that remain unpaid as of December 31, 2020 may be added to the taxes for the Property itself. Actions may also be taken to recover costs pursuant to Sections 80, 258 and 259 of the *Community Charter*.

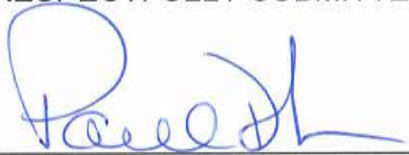
### **INTER-DEPARTMENTAL IMPLICATIONS**

Bylaw Services staff are working with the City Solicitor, Fire Department and Planning and Development Department staff on this matter.

### **STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS**

A livable City includes robust and complete neighborhoods. This recommendation aligns with a Livable City.

RESPECTFULLY SUBMITTED:

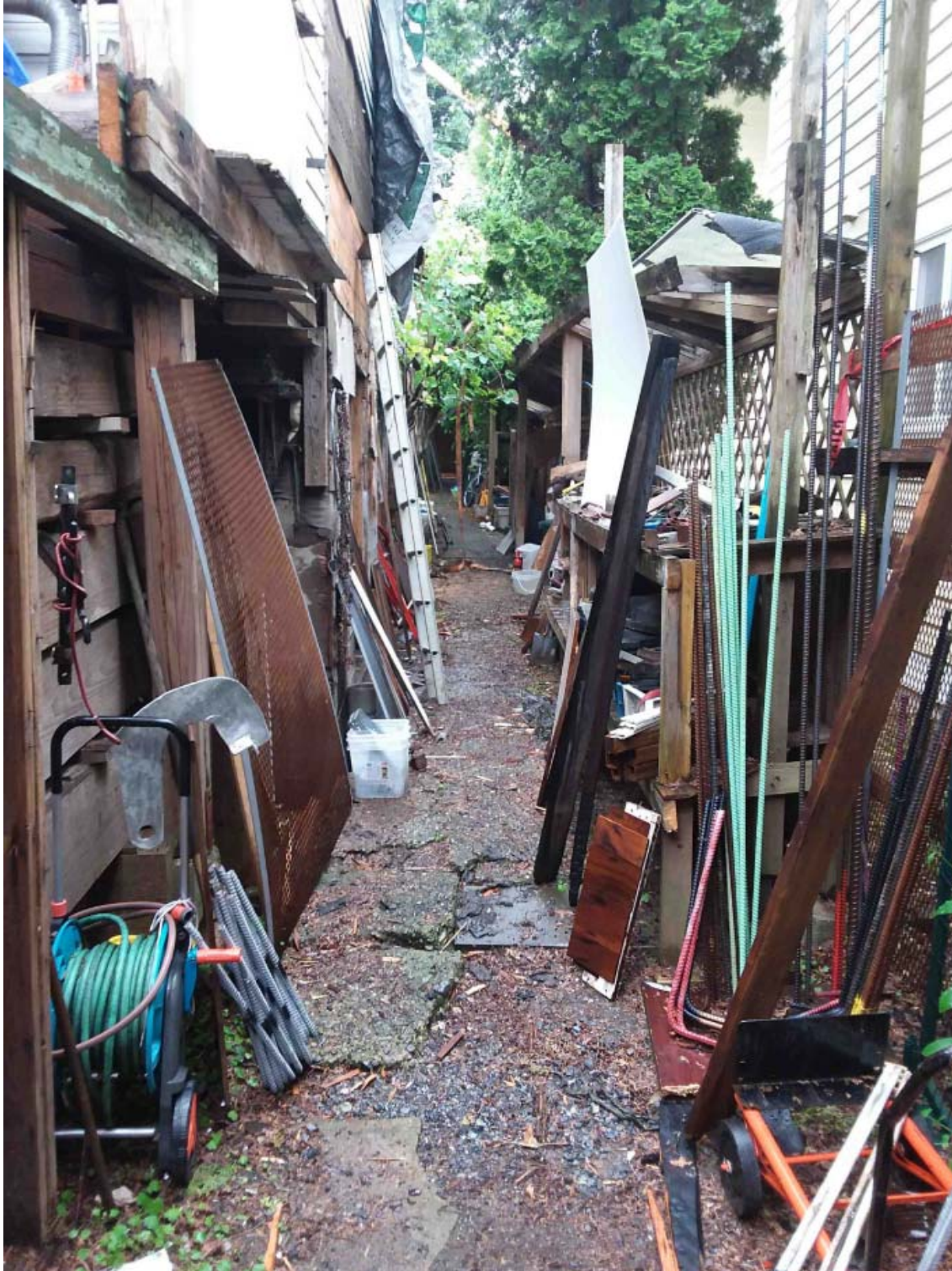


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Paul Duffy  
Manager, Bylaw Services

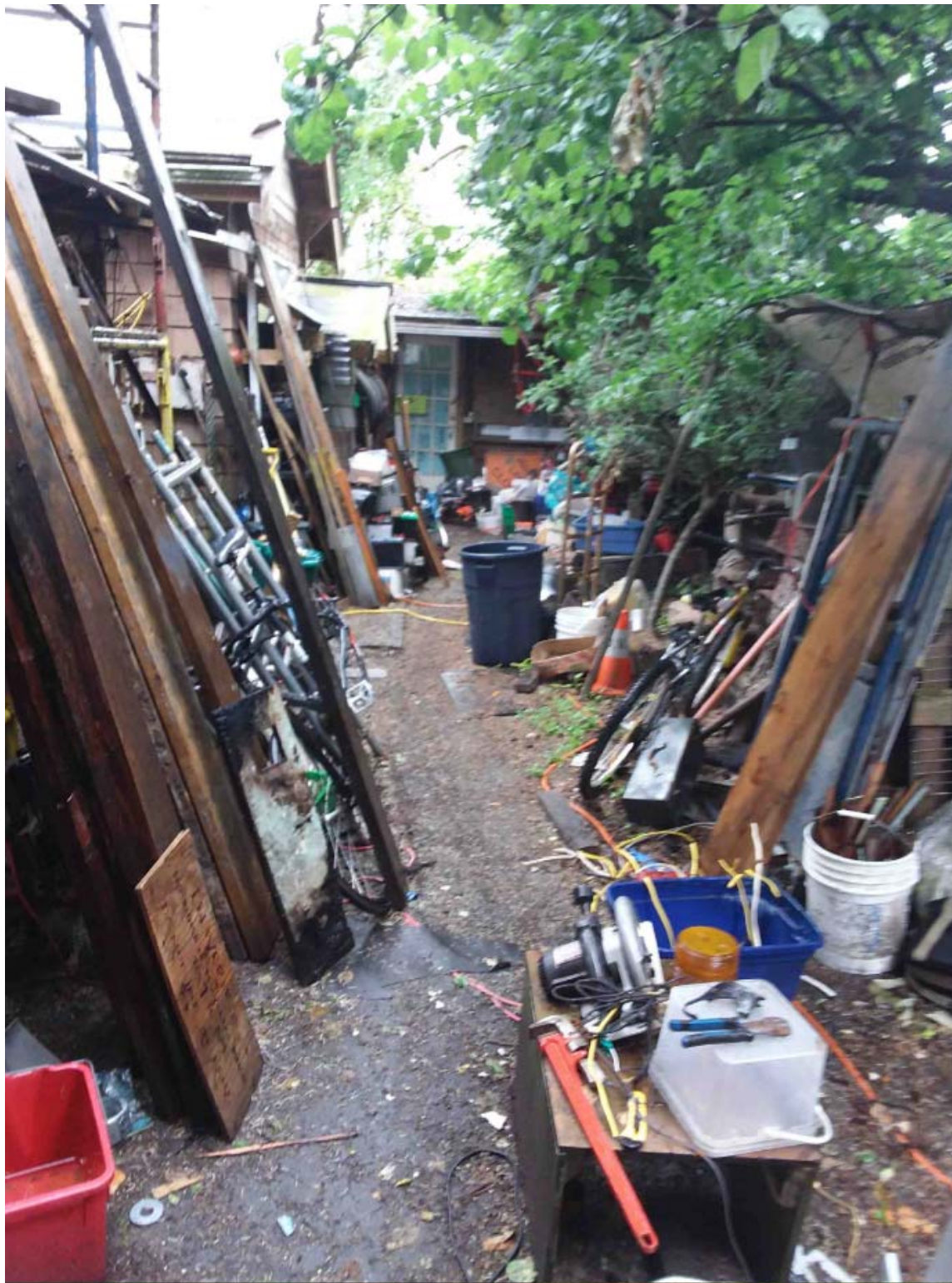
Photos of 2009 Mahon Avenue Taken on June 6, 2020 at 9:10 am by Bylaw Officer Crookes

South Side of Residence





North Side of Residence





Top Floor of Residence



Top Floor of Residence

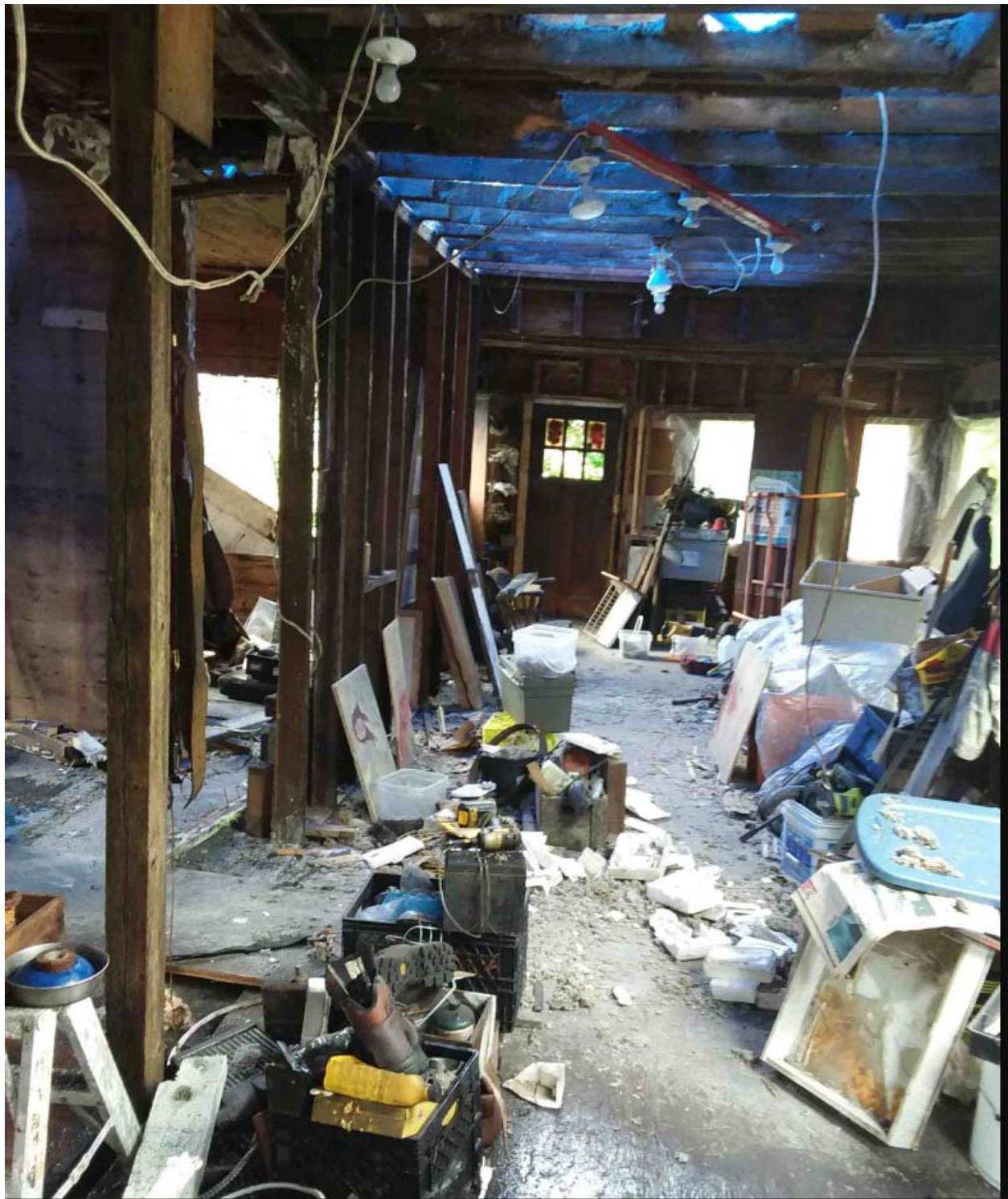




Top Floor looking to Rear of Residence



Main Floor of Residence





In Laneway behind Residence





## Division 12 — Remedial Action Requirements

### Council may impose remedial action requirements

- 72** (1) A council may impose remedial action requirements in relation to
- (a) matters or things referred to in section 73 [*hazardous conditions*],
  - (b) matters or things referred to in section 74 [*declared nuisances*], or
  - (c) circumstances referred to in section 75 [*harm to drainage or dike*].
- (2) In the case of matters or things referred to in section 73 or 74, a remedial action requirement
- (a) may be imposed on one or more of
    - (i) the owner or lessee of the matter or thing, and
    - (ii) the owner or occupier of the land on which it is located, and
  - (b) may require the person to
    - (i) remove or demolish the matter or thing,
    - (ii) fill it in, cover it over or alter it,
    - (iii) bring it up to a standard specified by bylaw, or
    - (iv) otherwise deal with it in accordance with the directions of council or a person authorized by council.
- (3) In the case of circumstances referred to in section 75, a remedial action requirement
- (a) may be imposed on the person referred to in that section, and
  - (b) may require the person to undertake restoration work in accordance with the directions of council or a person authorized by council.

### Hazardous conditions

- 73** (1) Subject to subsection (2), a council may impose a remedial action requirement in relation to any of the following:
- (a) a building or other structure, an erection of any kind, or a similar matter or thing;
  - (b) a natural or artificial opening in the ground, or a similar matter or thing;
  - (c) a tree;
  - (d) wires, cables, or similar matters or things, that are on, in, over, under or along a highway;

- (e) matters or things that are attached to a structure, erection or other matter or thing referred to in paragraph (a) that is on, in, over, under or along a highway.
- (2) A council may only impose the remedial action requirement if
  - (a) the council considers that the matter or thing is in or creates an unsafe condition, or
  - (b) the matter or thing contravenes the Provincial building regulations or a bylaw under section 8 (3) (l) [*spheres of authority — buildings and other structures*] or Division 8 [*Building Regulation*] of this Part.

### **Declared nuisances**

- 74** (1) A council may declare that any of the following is a nuisance and may impose a remedial action requirement in relation to the declared nuisance:
- (a) a building or other structure, an erection of any kind, or a similar matter or thing;
  - (b) a natural or artificial opening in the ground, or a similar matter or thing;
  - (c) a drain, ditch, watercourse, pond, surface water, or a similar matter or thing;
  - (d) a matter or thing that is in or about any matter or thing referred to in paragraphs (a) to (c).
- (2) Subsection (1) also applies in relation to a thing that council considers is so dilapidated or unclean as to be offensive to the community.

### **Harm to drainage or dike**

- 75** A council may impose a remedial action requirement if a person has
- (a) obstructed, filled up or damaged a ditch, drain, creek or watercourse that was constructed or improved under this Act or the [Local Government Act](#), or
  - (b) damaged or destroyed a dike or other drainage or reclamation work connected with it.

### **Time limit for compliance**

- 76** (1) The resolution imposing a remedial action requirement must specify the time by which the required action must be completed.

(2) Subject to section 79 *[shorter time limits in urgent circumstances]*, the time specified under subsection (1) must not be earlier than 30 days after notice under section 77 (1) *[notice to affected persons]* is sent to the person subject to the remedial action requirement.

(3) The council may extend the time for completing the required action even though the time limit previously established has expired.

### **Notice to affected persons**

**77** (1) Notice of a remedial action requirement must be given by personal service or by registered mail to

- (a) the person subject to the requirement, and
- (b) the owner of the land where the required action is to be carried out.

(2) In addition, notice of the remedial action requirement must be mailed to

- (a) each holder of a registered charge in relation to the property whose name is included on the assessment roll, at the address set out in that assessment roll and to any later address known to the corporate officer, and

- (b) any other person who is an occupier of that land.

(3) A notice under this section must advise

- (a) that the person subject to the requirement, or the owner of the land where the required action is to be carried out, may request a reconsideration by council in accordance with section 78 *[person affected may request reconsideration]*, and

- (b) that, if the action required by the remedial action requirement is not completed by the date specified for compliance, the municipality may take action in accordance with section 17 *[municipal action at defaulter's expense]* at the expense of the person subject to the requirement.

### **Person affected may request reconsideration by council**

**78** (1) A person who is required to be given notice under section 77 (1) *[notice to affected persons]* may request that the council reconsider the remedial action requirement.

(2) Subject to section 79 *[shorter time limits in urgent circumstances]*, a request under subsection (1) must be made by written notice provided within

14 days of the date on which the notice under section 77 (1) was sent or a longer period permitted by council.

(3) If the council receives a notice that complies with subsection (2), it must provide the person with an opportunity to make representations to the council.

(4) After providing the opportunity referred to in subsection (3), the council may confirm, amend or cancel the remedial action requirement.

(5) Notice of a decision under subsection (4) must be provided in accordance with section 77 (1) and (2) *[notice to affected persons]*.

### **Shorter time limits in urgent circumstances**

**79** If the council considers that there is a significant risk to health or safety if action is not taken earlier, the resolution imposing the remedial action requirement may

(a) set a time limit under section 76 *[time limit for compliance]* that is shorter than the minimum otherwise applicable under subsection (2) of that section, and

(b) set a time limit for giving notice under section 78 *[persons affected may request reconsideration]* that is shorter than the limit otherwise applicable under subsection (2) of that section.

### **Recovery of municipal costs through sale of property**

**80** (1) This section applies to remedial action requirements in relation to the following:

(a) matters or things referred to in section 73 (1) (a) *[unsafe and non-complying structures]*;

(b) matters or things referred to in section 74 (1) (a) *[nuisances in relation to structures]*;

(c) matters or things referred to in section 74 (1) (d) *[nuisances in relation to things in or near structures]* that are in or about a matter or thing referred to in section 74 (1) (a).

(2) Subject to this section, if a remedial action requirement has not been satisfied by the date specified for compliance, the municipality may sell the matter or thing in relation to which the requirement was imposed or any part or material of it.

(3) The earliest date on which the municipality may sell property referred to in subsection (2) is the later of

(a) the date specified for compliance, and

(b) 60 days after the notice under section 77 (1) [*notice to affected persons*] is given.

(4) If a municipality sells property under this section, it

(a) may retain from the proceeds

(i) the costs incurred by the municipality in carrying out the sale,  
and

(ii) if applicable, the costs incurred by the municipality in exercising its power under section 17 [*municipal actions at defaulter's expense*] that have not yet been paid by the person subject to the requirement, and



(b) must pay the remainder of the proceeds to the owner or other person lawfully entitled.

(5) For certainty, the authority under this section is in addition to that provided by section 17 [*municipal action at defaulter's expense*].



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_____ Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**PLANNING & DEVELOPMENT DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Caroline Jackson, Manager, Environmental Sustainability  
Tim Ryce, Chief Building Official

Subject: PROPOSED CONSULTATION ON LOW CARBON BUILDING BYLAW  
AMENDMENTS

Date: June 17, 2020 File No: 11-5280-14-0001/2020

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Manager, Environmental Sustainability, dated June 17, 2020, entitled "Proposed Consultation on Low Carbon Building Bylaw Amendments":

THAT staff be directed to consult with stakeholders with respect to proposed low carbon amendments to the Construction Regulation Bylaw as detailed in this report.

**PURPOSE**

The purpose of this report is to advise Council of the need for a low carbon pathway in the City's BC Energy Step Code requirements for new buildings in order to achieve the City's climate targets, and to seek direction to consult with stakeholders regarding proposed low carbon amendments to the City's Construction Regulation Bylaw.

**BACKGROUND**

**A Critical Decade for Climate Action**

The International Panel on Climate Change (IPCC) released a report in October 2018 warning that urgent and unprecedented action is required over the next decade to avoid the most far-reaching effects of climate change. In February 2019, Council unanimously adopted new community-wide greenhouse gas emissions reduction targets of an 80% reduction in emissions by 2040 and net zero emissions by 2050, and directed staff to incorporate these targets into plans, policies, and business practices.

## Building Emissions

Approximately half of the City's greenhouse gas emissions, on a community-wide basis, are attributed to building energy use. These emissions are primarily due to space and water heating using natural gas heating systems. Transitioning to electric and other low carbon heating systems represents a significant opportunity to reduce emissions from buildings and will be a critical strategy in achieving the City's emissions reduction targets.

Given that buildings constructed today will be in operation in 2050 and beyond, it is important that they are powered by zero emission heating systems. Equipping buildings with low emission electric heating systems at the time of construction is simpler and more cost-effective than retrofitting them later.

## BC Energy Step Code

The BC Energy Step Code was introduced in 2017 to support market transformation towards higher performance buildings through progressive energy efficiency targets, and to provide consistency in building requirements across BC. As a voluntary compliance pathway in the BC Building Code, the Energy Step Code establishes a series of incremental energy efficiency targets for new buildings that local governments can encourage or require. The Energy Step Code also communicates the future intent of Building Code requirements with the goal of all new buildings being net zero energy ready by 2032 (all energy needs could be met through on-site energy generation).

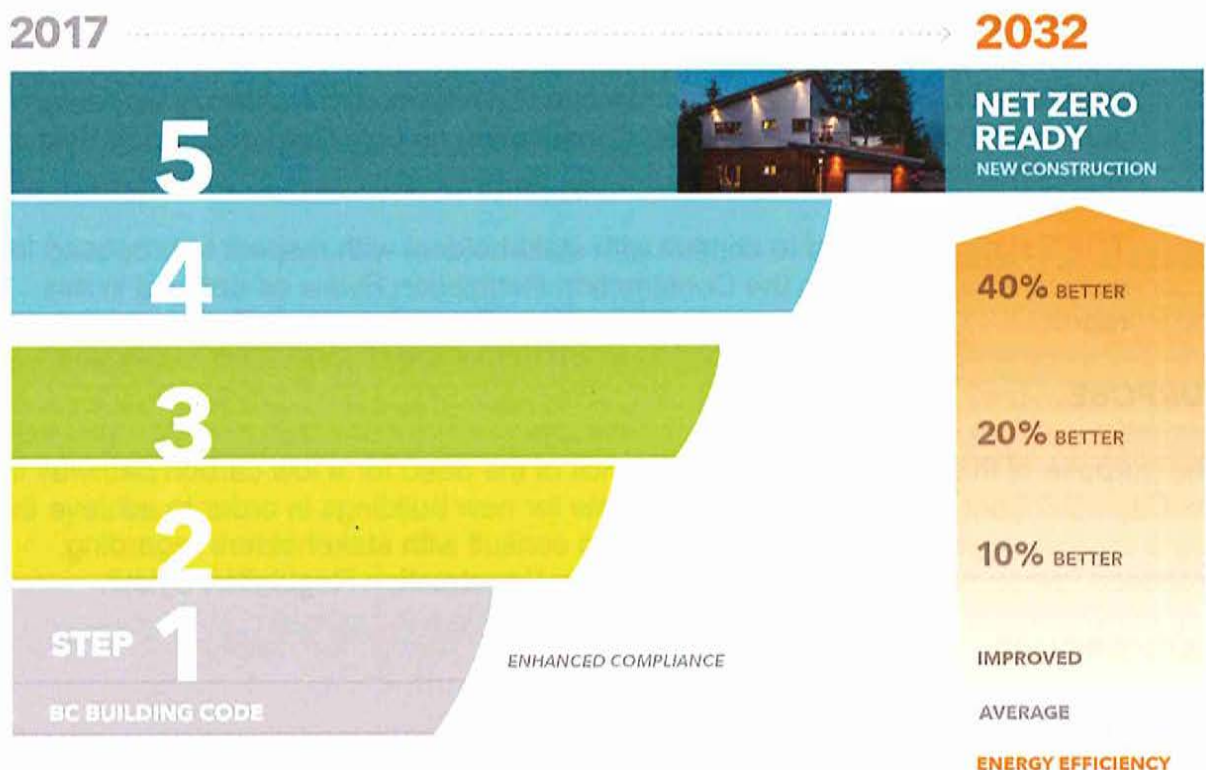


Figure 1. BC Energy Step Code

The Step Code thus allows local governments to require higher levels of energy efficiency in new construction above the minimum requirements of the BC Building Code. Over time, the minimum requirements of the Building Code will be increased



according to the Steps with the target of all buildings achieving the highest Step by 2032.

The transition to higher performance buildings through the Energy Step Code supports better quality construction, improved comfort, and better indoor air quality.

### **Step Code Requirements on the North Shore**

The City first introduced Step Code requirements in December 2017, becoming one of the first municipalities in BC to implement Step Code requirements for all buildings. The City has coordinated closely with the District of West Vancouver (DWV) and the District of North Vancouver (DNV) to provide builders with consistent requirements across the North Shore. Builders have now been building to the current Step Code requirements for approximately two years and have consistently met or exceeded the energy performance targets.

**Part 9 (Simple) Buildings.** Part 9 buildings under the Building Code are typically small residential buildings (three storeys and under) and other non-complex buildings. The City has required Step 3 of 5 for the majority of residential buildings in this category (with the exception of coach houses, where Step 1 is required) since 2018. The exception was made for coach houses as the cost differential is higher for smaller buildings.

**Part 3 (Complex) Buildings.** Part 3 buildings under the Building Code are typically larger and taller (over three storeys) buildings with a variety of uses including multi-family residential buildings, commercial buildings and institutional buildings. The City has required Step 2 of 4 for the majority of Part 3 residential buildings and Step 1 of 3 for Part 3 commercial buildings since 2018. In both cases, projects seeking rezoning are required to achieve an additional step above these base requirements per the Step Code Rezoning Policy.

## **DISCUSSION**

While the Energy Step Code has been successful in increasing overall energy efficiency, achieving better construction quality and building more comfortable and climate resilient homes, it does not alone accomplish the emissions reductions necessary to achieve the City's climate targets.

### **BC Energy Step Code and Greenhouse Gas Emissions**

In BC, due to the Province's low carbon electricity supply, building-related greenhouse gas emissions are directly correlated with heating type. Buildings that rely on electricity compared to natural gas produce relatively few emissions, regardless of the step under the Energy Step Code.

While the Step Code can result in emissions reductions, it can still result in buildings that continue to emit significant emissions over their lifetimes, and does not guarantee the level of emissions reductions necessary to drive emission to zero or near-zero levels.

Depending on the home heating system selected, the greenhouse gas emissions intensity can vary by over 90%, since the Step Code does not require designers to select a low-carbon heating system. For example, when a home is heated using natural gas, even at the highest Step, emissions are only reduced by half (Figure 2).

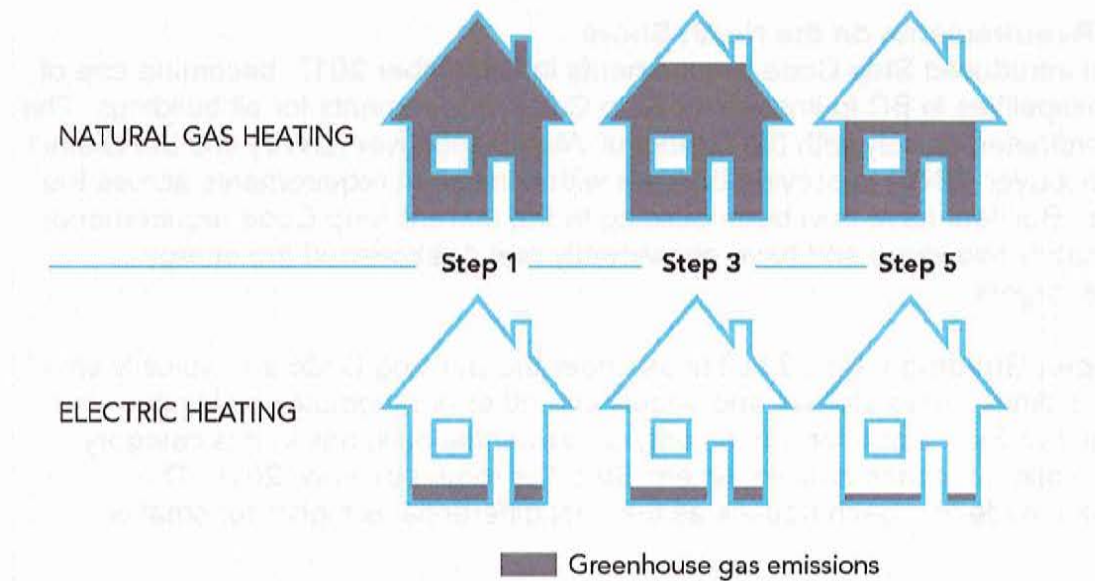


Figure 2. Greenhouse gas emissions by heating type and step of Energy Step Code  
(Source: Metro Vancouver Climate 2050 Buildings Discussion Paper)

### Low Carbon Path in Part 9 Buildings

To achieve the necessary reductions in emissions from buildings, low carbon heating systems are needed in addition to the Energy Step Code performance requirements. Recent guidance from the Province has highlighted that local governments can use the inherent flexibility of the Energy Step Code requirements to advance emissions reductions goals by offering a low carbon compliance pathway.

A number of municipalities, including Surrey, Burnaby, and Richmond have implemented a Step Code low carbon path option by requiring a higher step and offering a voluntary compliance of a lower step with a low carbon (electric) heating system. Most recently, the District of West Vancouver implemented a requirement for Part 9 buildings for Step 5 with an option permitting Step 3 (the City's current step) when a low carbon heat pump energy system is used.

### Heat Pump Technology in Part 9 Buildings

Heat pumps are increasingly being implemented as heating systems in Part 9 buildings. Heat pump technology involves using a small amount of energy to pull heat from the outside air to heat a building. Heat pumps work very efficiently, as they simply transfer heat rather than burning a fuel to create heat.

A key advantage of heat pumps is that they also function in reverse to provide cooling, resulting in a more resilient housing stock. Climate projections predict that over the coming decades, our region will experience summer heat similar to that currently



experienced in Southern California, and mandatory mechanical cooling is already being considered by Provincial authorities to safeguard health under a warming climate. During heat and forest fire smoke events, heat pumps can contribute to maintaining comfortable temperatures and good air quality in homes.

**Proposed Requirement for Part 9 Residential Buildings: Increase to highest step with voluntary low carbon compliance option**

An increase is proposed to the City's current requirement for most Part 9 buildings to the highest Step (Step 5) while offering a voluntary compliance option of the City's current (2018) requirements along with a low carbon (electric heat pump) heating system (Table 1). This proposed requirement is consistent with bylaws adopted by the District of West Vancouver earlier this year, and with a proposed approach currently under consideration by the District of North Vancouver.

This approach offers a number of advantages:

- Harmonized approach with the Districts of West and North Vancouver, maintaining consistency across the North Shore;
- Maintaining the City's existing Step 3 standard for Part 9 residential buildings (in place since 2018), with the addition of a low carbon heating system requirement thus providing flexibility and reducing the need for industry to adopt substantial new building practices; and
- Ensuring mechanical cooling can be provided, creating a more resilient future-proof residential building stock; and
- Avoiding future retrofit costs for these buildings to ensure zero emissions are achieved by 2050.

**Table 1. Summary of Proposed Part 9 Changes**

	Current Requirement	Proposed Requirement	
		Pathway 1: Low Carbon	Pathway 2: Higher Step
<b>Small Part 9 residential buildings</b>	Step 1 of 5	Step 3 of 5 + Low Carbon	Step 5 of 5
<b>Part 9 residential buildings over 1,200 sq. ft.</b>	Step 3 of 5	Step 3 of 5 + Low Carbon	Step 5 of 5

**Approach for Part 3 (Complex) Buildings**

Staff are also examining requirements for Part 3 buildings to determine options for achieving the City's 2050 target. Given the complexity and diversity of these building types, analysis specific to Part 3 buildings is required before determining any future proposed changes.

For these building types, the B.C. Energy Step Code consists of four steps for residential Part 3 buildings, and three steps for commercial Part 3 buildings. Under the City's current requirements in the Construction Regulation Bylaw, residential Part 3

buildings are required to meet Step 2 of 4 while commercial Part 3 buildings are required to meet Step 1 of 3. However, the majority of these Part 3 buildings undergo a rezoning process and thus are subject to the City's 2017 Step Code Rezoning Policy, where residential buildings are required to be built to Step 3 of 4 and commercial buildings are required to be built to Step 2 of 3.

Most Part 3 buildings are over 1,000 m<sup>2</sup> and thus are required to connect to the City's Lonsdale Energy Corporation (LEC) district energy system. LEC is currently incorporating low carbon heat sources including waste heat from the new North Shore Wastewater Treatment Plant to reduce emissions.

Further research and dialogue is required with internal and external stakeholders to determine potential policy options for consideration for Part 3 buildings, and staff will bring forward further information in due course for Council's consideration.

### **Proposed Requirement for Part 3 (Complex) Buildings**

A measure under consideration would be to achieve greater administrative efficiency by migrating the current Rezoning Policy requirements into the Construction Regulation bylaw directly, while continuing to review possible future changes to achieve low carbon objectives.

As the majority of projects undergo a rezoning process prior to Building Permit application, this proposal will standardize the energy efficiency requirements that are largely already in effect for Part 3 buildings.

**Table 2. Summary of Proposed Part 3 Changes**

	<b>Current Requirement</b>	<b>Proposed Requirement</b>
<b>Part 3 residential buildings</b>	Step 2 of 4 (Rezoning: Step 3 of 4)	Step 3 of 4
<b>Part 3 commercial buildings</b>	Step 1 of 3 (Rezoning: Step 2 of 3)	Step 2 of 3

### **NEXT STEPS**

Should Council direct staff to proceed with consultation regarding the above proposed requirements, staff will initiate industry consultation, and work to achieve consistency across the North Shore, with the goal of matching the District of West Vancouver's implementation date of March 2021. Staff will report back to Council in the fall.

### **CONCLUSION**

Incentivizing low carbon heating systems in new construction will play a significant role in reducing emissions from buildings. Given the long lifespan of buildings and high retrofit cost, it is important that this transition happens in the near term in order to advance carbon reduction goals. Bringing these requirements forward now for

consideration will maintain a coordinated North Shore approach and achieve greater consistency for industry.

### **FINANCIAL IMPLICATIONS**

Should Council endorse the report recommendation, staff will proceed with consultation with industry using existing resources and will report back to Council.

### **INTER-DEPARTMENTAL IMPLICATIONS**

This report and recommendation were reviewed by the City Solicitor.

### **STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS**

This policy supports the City's Livable City goal as articulated in Council's Strategic Plan of achieving net zero emissions by 2050, and is considered an early action in progressing the City's Environment Strategy.

RESPECTFULLY SUBMITTED:



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Caroline Jackson, M.Sc.  
Manager, Environmental Sustainability

RESPECTFULLY SUBMITTED:



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Tim Ryce, P. Eng.  
Chief Building Official

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## REPORT

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To: Mayor Linda Buchanan and Members of Council

From: Ben Themens, Director, LEC

SUBJECT: CITY LOAN REIMBURSEMENT SCHEDULE

Date: June 15, 2020

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### RECOMMENDATION:

**PURSUANT** to the report of the Director of Lonsdale Energy Corp., dated June 15, 2020, entitled "City Loan Reimbursement Schedule":

**THAT** Council supports Lonsdale Energy Corp. proposed repayment schedule and confirms that a twelve-month notice will be provided to Lonsdale Energy Corp. if the City wishes to request loan reimbursements prior to the planned schedule.

### ATTACHMENT:

- A. Report of the Director, Lonsdale Energy Corp., dated July 11, 2018, entitled "Lonsdale Energy Corp. – Review of City Loan Terms"
- B. Loan Reimbursement Schedule as at June 15, 2020

### PURPOSE

This report seeks Council's support of Lonsdale Energy Corp.'s (LEC) proposed loan reimbursement schedule and confirmation that a twelve-month notice will be provided if reimbursement is requested prior to the proposed schedule time table.



LEC's auditors requested this confirmation in order to mitigate going concerns issues and related analysis that would be required if Council requires the right to call for reimbursements without providing advance notices.

## DISCUSSION

The terms of the LEC loan were discussed with Council in July 2018 (**Attachment A**) as part of the renewal of the loan for a second five year period ending August 1<sup>st</sup> 2023. With the exception of an interest increase, the terms of the loan remained mostly unchanged. While providing a reimbursement schedule, the report and resolution refers to the loan as being a 5 year demand term loan. This has been the case since the initial loan was issued in 2013.

The fact that the loan is callable on demand has not created any issues until now. It was understood that the loan provided a reimbursement schedule and that LEC would likely need some time to arrange for another funding source if the City was to ever elect to recall the loan.

However, the current COVID-19 crisis is a cause for concern to the auditors. Basically, the on demand specifications requires for the total amount of the debt to be considered a current liability, which must be considered as potentially having to be repaid within one year after the reporting date. In the case of the 2019 Financial Statements that covers the period ending December 31, 2019, that date would be December 31, 2020. As such, to address the going concern of the organization, LEC would need to demonstrate that it is capable of arranging replacement financing to meet a demand request from the City.

Alternatively, the City can confirm that it will provide LEC with sufficient notice to arrange such financing. This can be done by providing confirmation that LEC would be provided twelve-month notice prior to requesting payments that exceeds those forecasted in the schedule. Such a statement would allow treatment of the debt as per past years' classification, that is that only payments considered in the schedule to be paid in the following year would be included in current liabilities while the remainder of the debt would be classified as a non-current liability.

More specifically, the Auditor has informed LEC staff of the following (underline added for clarification):

Due to the additional uncertainty arising from COVID 19, and the requirements of BDO to consult on matters of uncertainty, BDO's technical department have confirmed that they will require additional assurance around the repayment of LEC's loan due to the City. Specifically, they require a confirmation that LEC's loan payments will follow the council approved repayment schedule and that the City waives its right to demand repayment of the loan within 12 months of the date of the confirmation.

As a consequence of this additional technical review, the classification of the LEC's loan payable between its current and non-current portion was discussed,



as the demand feature provides the City with the option/right to call the debt at any time. Per IAS 1.69c/d (see guidance below) a financial liability that is due within 12 months from the reporting date, or is payable on demand, is to be classified as current. This applies to a loan with terms that enable the lender to call the loan at any time, even if such a loan may not be due to be settled within 12 months or is considered highly unlikely as of the reporting date.

In the past BDO were able to accept LEC's payment history and the loan schedules approved by council as sufficient evidence, as there were no additional external factors indicating a risk of demand of the loan. However with the added concerns arising from COVID 19 they are seeking the additional confirmation waiving the demand feature of the loan.

This confirmation would also provide support for LEC's repayment schedules and ready access to financial resources which mitigates potential going concern issues (refer to [IAS 1.26 below] the going concern assessment for "ready access to finance"). This would alleviate the requirement for more detailed analysis of LEC's ability to meet its financial obligations (including the loan if it were demanded by the City) and any going concern disclosure in the financial statements that might be required as a result of that analysis.

***Handbook Guidance Referenced:***

**IAS 1 - 69c:**

An entity shall classify a liability as current when:

- (a) it expects to settle the liability in its normal operating cycle;
- (b) it holds the liability primarily for the purpose of trading;
- (c) the liability is due to be settled within twelve months after the reporting period; or
- (d) it does not have an unconditional right to defer settlement of the liability for at least twelve months after the reporting period (see paragraph 73). Terms of a liability that could, at the option of the counterparty, result in its settlement by the issue of equity instruments do not affect its classification.

An entity shall classify all other liabilities as non-current.

**IAS 1 - 26:**

In assessing whether the going concern assumption is appropriate, management takes into account all available information about the future, which is at least, but is not limited to, twelve months from the end of the reporting period. The degree of consideration depends on the facts in each case. When an entity has a history of profitable operations and ready access to financial resources, the entity may reach a conclusion that the going concern basis of accounting is appropriate without detailed analysis. In other cases, management may need to consider a wide range of factors relating to current and expected profitability, debt repayment schedules and potential sources of replacement financing before it can satisfy itself that the going concern basis is appropriate.

**FINANCIAL IMPLICATIONS:**

The financial implications are addressed throughout the report. It should be noted that to date, except for a precautionary delay of a few months to repay the debt in late 2018 due to the Enbridge pipeline rupture, LEC has met or exceeded scheduled repayments. **Attachment B** provides an updated version of LEC's repayment schedule.

## **STRATEGIC PLAN IMPLICATIONS:**

LEC aligns with the 2018-2022 Council Strategic Plan, more specifically, Council's Liveable City goal stating:

Further develop a renewable energy strategy to transition the City-owned Lonsdale Energy Corporation district energy system to incorporate low carbon energy sources and minimize the use of natural gas, including exploring a compost/waste to energy facility and other strategic opportunities

**RESPECTFULLY SUBMITTED BY:**



Ben Themens, MBA, P.Eng., CGA  
Director, LEC

**MINUTES OF THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER, CITY HALL, 141 WEST 14<sup>th</sup> STREET, NORTH VANCOUVER, BC, ON MONDAY, JULY 16, 2018.**

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**REPORTS OF COMMITTEES, COUNCIL REPRESENTATIVES AND STAFF**

**21. Lonsdale Energy Corp. – Review of City Loan Terms – File: 11-5500-06-0001/1**

Report: Director, Lonsdale Energy Corp., July 11, 2018

Moved by Councillor Clark, seconded by Councillor Bell

**PURSUANT** to the report of the Director, Lonsdale Energy Corp., dated July 11, 2018, entitled “Lonsdale Energy Corp. – Review of City Loan Terms”:



**THAT** the loans currently outstanding and authorized by the City of North Vancouver be renewed on a 5-year demand term and interest rate of 2.65% compounded quarterly as of August 1, 2018;

**THAT** Lonsdale Energy Corp. be authorized to borrow up to \$4,200,000 in additional funding from the City of North Vancouver under the same terms and conditions of the renewed loan;

**THAT** Lonsdale Energy Corp. pay to the shareholder, on an annual basis, a dividend of 5% of the amount of capital reimbursed to the City during the year;

**AND THAT** Lonsdale Energy Corp. provide an annual report on the balance and payments of principal and interest of the loan, as well as on construction activities impacting borrowing and loan repayment.

**CARRIED UNANIMOUSLY**

   
Director President



T 604.983.7305 F 604.985.1573 E info@cnv.org  
141 West 14th Street, North Vancouver BC V7M 1H9

## REPORT

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To: Mayor Darrell Mussatto and Members of Council

From: Ben Themens, Director, LEC

SUBJECT: LONSDALE ENERGY CORP. – REVIEW OF CITY LOAN TERMS

Date: July 11, 2018

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## RECOMMENDATION

**PURSUANT** to the report of the Director of Lonsdale Energy Corp., dated July 11, 2018 entitled "Lonsdale Energy Corp. – Review of City Loan Terms":

**THAT** the loans currently outstanding and authorized by the City of North Vancouver be renewed on a 5 year demand term and interest rate of 2.65% compounded quarterly as of August 1, 2018;

**THAT** Lonsdale Energy Corp. be authorized to borrow up to \$4,200,000 in additional funding from the City of North Vancouver under the same terms and conditions than the renewed loan;

**THAT** Lonsdale Energy Corp. pay to the shareholder, on an annual basis, a dividend of 5% of the amount of capital reimbursed to the City during the year;

**AND THAT** Lonsdale Energy Corp. provide an annual report on the balance and payments of principal and interest of the loan, as well as on construction activities impacting borrowing and loan repayment.

## ATTACHMENTS

1. 2018 – 2020 Project Funding Requests
2. Loan Reimbursement Schedule



## PURPOSE

This report provides an overview of the financial position of Lonsdale Energy Corp (LEC), a detailed review of LEC's outstanding City of North Vancouver (the City) loans, a request for additional loan authorization to fund 2018-2020 projects, a history and projection of loan reimbursements, and recommendations for a renewal of the term for the outstanding five-year demand term loans expiring December 16, 2018 and the instauration of dividend payments to the City.

## BACKGROUND

The City owned district energy utility, LEC, has been in operation since 2004 following the enactment of Bylaw 7575, creating the energy service. To date, LEC provides heating and cooling services to 75 buildings, totaling more than 5.25 million square feet of building area. LEC operates in three separate service areas (Lower Lonsdale, Central Lonsdale and Harbourside / Marine Drive) and is in the process of connecting the Moodyville area. LEC provides thermal energy to these service areas through nearly 10 trenched kilometers of underground distribution piping connected to 8 Mini-Plants.

LEC's district energy system has seen rapid growth over the past five years. Over this period LEC has connected approximately 30 customers and added approximately 6 km of trenched pipe to its distribution network. This growth is a result of development within the City and the desire to incorporate alternative energy sources to LEC's heating generation capacity. LEC's rapid expansion over this period has been facilitated by funding from the City. This provided the City with an opportunity to make a long-term investment in LEC while earning competitive return on investment via quarterly interest payments. City funding has facilitated the integration of alternative energy sources including heat recovery from cooling services in Lower Lonsdale and heat recovery from the impending North Shore Waste Water Treatment Plant (NSWWTP) currently under construction. These sustainable energy sources are in addition to other alternative sources that were already in use: hydronic solar panel arrays on the roof of the Library, and geo-exchange field under the School District 44 head office in conjunction with building waste heat recovery in that building as well as at the Shipyards precinct. All of these sources are used in priority whenever they are available.

## DISCUSSION

### ***LEC's Financial Position***

In 2017 LEC achieved its highest net income since commencing operations: \$799,595. This amount is considerably larger than any previous years. The substantial increase in profit in 2017 is a combination of multiple factors:

- The addition of new customers including the Centreview development at Lonsdale and 13<sup>th</sup> Street, LEC's largest customer to date (by area and heating capacity)
- Increased overall system efficiency from plant control optimization and automation upgrades
- A rate increase introduced November 30, 2016
- A revision of the application fee to 0.15% of assigned construction value



- Continued enhancement of selective natural gas purchases
- Lower operating costs as a result of increased capital activities in 2017

LEC's revenue grew by 37% from \$2,838,793 to \$3,900,077 in 2017. While such an increase is not sustainable, LEC has averaged a revenue growth of 19% over the past five years as a result of the consistent addition of new customers to LEC's network. Many of these new customers are located next to or near existing LEC piping, allowing for relatively lower costs of system extensions for new service connections. LEC expects to generate a significant profit again in 2018. Excess revenue generated by LEC is used to make interest payments to the City and reimburse the principal of outstanding loans.

### ***Loans Outstanding to the City***

The following table provides a summary of LEC's outstanding loans to the City as of June 30, 2018:

**Lonsdale Energy Corp. - Status of Outstanding Loans  
as of June 30, 2018**

Date Authorized by Council	Amount Authorized by Council	Amount Disbursed to LEC	Available Balance	Amount Reimbursed by LEC	Amount Outstanding	Loan Purpose
19-Jun-12	\$2,000,000	\$2,000,000	\$0	\$1,104,933	\$895,067	FCM GMI \$2million Loan through the City
16-Dec-13	\$12,000,000	\$12,000,000	\$0	\$683,000	\$11,317,000	Distribution system construction & working capital
13-Jul-15	\$2,000,000	\$2,000,000	\$0	\$0	\$2,000,000	Corix Agreement Expiration Settlement
2-Nov-15	\$611,966	\$611,966	\$0	\$0	\$611,966	Corix Agreement Expiration Settlement
25-Jan-16	\$1,600,000	\$1,205,000	\$395,000	\$0	\$1,205,000	Construction of mini-plant 8
4-Apr-16	\$2,300,000	\$1,165,000	\$1,135,000	\$0	\$1,165,000	Connection of Moodyville
4-Apr-16	\$600,000	\$600,000	\$0	\$0	\$600,000	Connection of 160 East 6th
12-Sep-16	\$3,250,000	\$2,550,000	\$700,000	\$0	\$2,550,000	Marine Drive - Central Lonsdale connection
12-Jun-17	\$2,300,000	\$775,000	\$1,525,000	\$0	\$775,000	2017-2018 LEC Construction Program Financing
24-Jul-17	\$3,600,000	\$0	\$3,600,000	\$0	\$0	Heat Recovery from the NSWWTP
18-Sep-17	\$1,200,000	\$535,000	\$665,000	\$0	\$535,000	Cooling Services Lot 5
	<b>\$31,461,966</b>	<b>\$23,441,966</b>	<b>\$8,020,000</b>	<b>\$1,787,933</b>	<b>\$21,654,033</b>	

On June 29, 2012, the City received a loan of \$2,000,000 under the Green Municipal Investment Fund Project Loan through the Municipal Finance Authority ("MFA") to finance Eligible Costs incurred related to the capital projects undertaken by LEC. The loan bears interest at the ten year Government of Canada bond yield rate in effect at the date of request of the disbursement less 1.5% (effective interest rate of 0.3%), is payable semiannually, and matures on the tenth anniversary of the loan date. The City assumed this loan on behalf of LEC. The City then loaned the proceeds of the loan to LEC with terms consistent with the MFA. The principal payments of this loan are made by LEC directly to the MFA, which results in the reduction to the amounts owed by LEC to the City.

In December of 2013, LEC's existing amount due to the City (approximately \$6,664,000) was formalized into a loan. This amount was comprised of construction and engineering costs for the construction of LEC's underground distribution system from 2009 to 2013. The loan allowed further borrowing up to a maximum of \$12 million and is comprised of a five-year demand term loan maturing on December 16, 2018, bearing interest at 2.1% per annum.

Following the expiry of a lease agreement with Corix and the resulting arbitration proceedings, loans of \$2,000,000 and \$611,966 were required in 2015 to fund the



settlement of the agreement and resulting non-recurring expenses. These loans are subject to the same interest rate (2.1% per annum) and conditions of the \$12 million loan approved by Council on December 16, 2013.

In 2016 and 2017 the City provided an additional seven loans to LEC for the continued expansion of the district energy system and to fund alternative energy sources. Among other things, this funding will allow LEC to connect 23 customers between 2016 and 2018. LEC had 60 customer buildings at the beginning of 2016 and is expecting to have 83 by the end of 2018, a 38% increase. In addition to this, funding has been provided to increase Lower Lonsdale cooling capacity to allow heat recovery from cooling services to the Polygon Gallery and Shipyards Lots 3 to 5, as well as to recover heat from the North Shore Waste Water Treatment Plant (NSWWTP) effluent. The heat recovery from the NSWWTP is expected to reduce the region's GHG emissions by 7,200 annually and provide 20,000-30,000 MWh of energy to LEC per year by 2021. These loans are also subject to the same interest rate (2.1% per annum) and conditions of the original 2013 City loan.

### ***Reimbursement of Outstanding Loans***

LEC has reimbursed \$1,787,933 of its debt obligation to date and intends to make an additional payment of \$215,000 to the City in 2018. LEC has also paid over 1.1 million in interest to the City over the past five year (2013-2017). Up until 2017, LEC reinvested its operating revenue to fund some of its capital projects; however, in 2017 LEC deferred this practice in an effort to increase transparency around its capital investments and loan repayments to the City. LEC intends to continue securing new loans for significant capital projects and allocate operating revenues to the repayment of outstanding loans that funded older assets.

In addition to these authorized loans, LEC is planning to complete four additional significant projects over the course of the next two years totaling \$4,200,000. LEC is making a funding request for the purpose of funding the following projects:

1. St Georges Ave. – 160 E 6 <sup>th</sup> Street to E 3 <sup>rd</sup> Street & NTS2	\$1,600,000
2. Construction of MP-9 at Harbourside Concert Properties	1,200,000
3. E 15 <sup>th</sup> Street – St. Georges Ave. to 250 E 15 <sup>th</sup> Street & LGH	450,000
4. Chesterfield Ave. – W Keith Road to W 3 <sup>rd</sup> Street	<u>950,000</u>
	<b>\$4,200,000</b>

**Attachment 1** provides the rationale for each project.

The additional funding would increase the total amount authorized by Council to \$33,874,033 net of reimbursements to date, and including future authorized project disbursements of \$12,220,000. Previous financial modeling predicted complete reimbursement of City loans by 2034. Based on LEC's updated loan reimbursement schedule (**Attachment 2**), it is expected that LEC would reimburse its current debt obligation including the above funding request, if approved, by 2036.

### ***Loan Term and Interest Rate***

The current City loan provides an annual return of 2.1% to the City. This rate is stipulated in the December 16, 2013, Council resolution that authorized the loan. This rate has been advantageous to the City. While market lending rates have recently

increased, they were lower for a number of years between 2013 and 2018 and LEC continued paying a return rate of 2.1% to the City.

The proposed loan is for a five-year term, identical to the original 2013 loan. Staff have reviewed various sources in order to determine an annual rate of return that is fair to both organizations. The Municipal Finance Authority of BC website indicates that its spring 2018 5-year borrowing issue and current lending rate for analytical purposes is 2.65%. LEC proposes that this rate be used for the proposed loan. Using this rate of interest, LEC's financial model still anticipates that full repaid by 2036.

LEC has paid interest of \$1,143,629 to the City for the five years ending December 31, 2017. As shown in the loan reimbursement schedule (**Attachment 2**), under the current proposal assuming an interest rate of 2.65% until complete repayment of the loan, LEC will pay approximately \$11.2 million in interest to the City between 2018 and 2036.

It is important to note that increases in LEC's interest payments delay the repayment of loan capital. As they are considered as an expense, interest payments also reduce LEC's net income each year.

### ***Dividend Payments***

The City invested an amount of \$2 million in LEC in 2006 by purchasing LEC's common shares which increased the book value of the City equity in LEC to \$2,000,010. However, the accumulated losses and profits of the company since its start of operation reduced the value of the investment below its book value. Given the profits made by LEC over the past two years and the profits anticipated in 2018, LEC anticipates that the City equity will exceed its book value for the first time.

As the sole owner of LEC, the City is entitled to reinvest LEC's net income in the company which would increase the City's equity or receive a portion of the income under the form of dividends.

Staff believe that it would be opportune to start paying dividends to the City as a return on its equity investment. LEC proposes that starting this year a dividend payment calculated on the basis of 5% of City loan capital repayment be implemented.

Anticipated dividend payments are shown in the right column of **Attachment 2**. LEC expects paying more than \$25,000 in dividends in 2018.

Dividend payment is a significant step toward enabling the City to diversify its funding sources to achieve its goal of reducing reliance on property taxes.

## **FINANCIAL IMPLICATIONS**

The financial implications are addressed throughout the report.



## STRATEGIC PLAN IMPLICATIONS

The district energy system implemented by LEC is consistent with the goals of the City Strategic Plan concerning the enhancement of the natural and built environment and the City Official Community Plan.

RESPECTFULLY SUBMITTED BY:

A handwritten signature in blue ink, appearing to read 'Ben Themens', written over a horizontal line.

Ben Themens, MBA, P.Eng., CGA  
Director, LEC



**2018 – 2020 Project Funding Requests**

**1. St Georges Ave. – 160 E 6<sup>th</sup> Street to E 3<sup>rd</sup> Street & NTS2                      \$1,600,000**

This project includes distribution system construction and network transfer station (NTS) to inter-connect the Lower Lonsdale and Central Lonsdale service areas.

The project is planned for fall 2018 to allow the provision of heat from Central Lonsdale to Lower Lonsdale during 2018-2019 winter to meet peak demand. Central Lonsdale currently has excess heating capacity and the inter-connection will avoid the installation of additional boilers in Lower Lonsdale where demand is significantly increasing due to servicing of the Moodyville area.

This project will also allow the transfer of recovered heat from the shipyard precinct's district cooling system to other heating service areas during summer. In 2019, the completion of the Lot 5 building will require for all three heating service areas to be inter-connected in order to adequately distribute the recovered heat generated by the cooling process during peak cooling demand periods (without the need for temporary heat rejection equipment and to avoid overheating).

**2. Construction of MP-9 at Harbourside Concert Properties                      \$1,200,000**

The Harbourside Concert Properties project has entered the design phase. The project includes an LEC mini-plant room. LEC will install heating equipment at this location and will initially provide heat to the development from this facility. The connection of this development to the other service areas will occur once demand in this neighbourhood has sufficiently increased. The connection of the area will require the crossing of the CN railway and could take a number of years to complete.

**3. E 15<sup>th</sup> Street – St. Georges Ave. to 250 E 15<sup>th</sup> Street & LGH                      \$450,000**

A significant residential project is being planned at 250 East 15<sup>th</sup> Street. The Lions Gate Hospital is currently serviced from 13<sup>th</sup> Street at the south. The extension of the heating distribution system to this block will serve the proposed development and more importantly will provide the hospital with heating service connection redundancy from the north.

**4. Chesterfield Ave. – W Keith Road to W 3<sup>rd</sup> Street                      \$950,000**

This project will be coordinated with the connection of a building currently in the rezoning process at 173-181 West 6<sup>th</sup> Street. The purpose of the project is to provide a redundant connection between the Lower Lonsdale and Central Lonsdale service areas as well as a direct connection between the Marine Drive and Lower Lonsdale service areas.

Without this connection, the Marine Drive and Lower Lonsdale service areas will be inter-connected indirectly via the Central Lonsdale service area. Due to the Central Lonsdale service area's elevation, network transfer stations are required to separate the operating pressure between the Central Lonsdale and the other service areas. This means that thermal energy from the North Shore Wastewater Treatment Plant would need to be exchanged through two network transfer stations to reach Lower Lonsdale including Moodyville. Due to some unavoidable thermal inefficiency of heat exchangers, the overall system efficiency is impacted by the size and complexity of distribution system piping and equipment including heat exchangers. This connection will allow the bypass of the two energy transfer stations and provide a direct connection between areas located at an approximate elevation of 72 meters or less, thereby eliminating unnecessary thermal energy loss and additional pumping energy.

Loan Reimbursement Schedule

Debt obligation allocation increase (2018-2026): 10%

Debt obligation allocation increase (2027-2036): 5%

Interest Rate used in Forecast: 2.65%

	Year	Capacity Charge Revenue Allocated to Debt Obligation	Outstanding Loan	Future disbursements from available Loan Balance	Interest	Annual Reimbursement	Dividend
Actual	2013		\$ 11,411,018		\$ 14,817	\$ 166,582	
Actual	2014		\$ 12,324,620		\$ 214,870	\$ 173,245	
Actual	2015		\$ 15,130,982		\$ 253,282	\$ 180,175	
Actual	2016		\$ 15,907,770		\$ 302,870	\$ 187,382	
Actual	2017		\$ 20,339,665		\$ 357,790	\$ 644,877	
Forecast	2018	\$ 1,100,000	\$ 22,089,705	\$ 3,480,000	\$ 591,377	\$ 508,623	\$ 25,431
Forecast	2019	\$ 1,210,000	\$ 25,061,082	\$ 5,740,000	\$ 670,119	\$ 539,881	\$ 26,994
Forecast	2020	\$ 1,331,000	\$ 30,261,201	\$ 3,000,000	\$ 807,922	\$ 523,078	\$ 26,154
Forecast	2021	\$ 1,464,100	\$ 32,738,123		\$ 873,560	\$ 590,540	\$ 29,527
Forecast	2022	\$ 1,610,510	\$ 32,147,583		\$ 857,911	\$ 752,599	\$ 37,630
Forecast	2023	\$ 1,771,561	\$ 31,394,984		\$ 831,967	\$ 939,594	\$ 46,980
Forecast	2024	\$ 1,948,717	\$ 30,455,390		\$ 807,068	\$ 1,141,649	\$ 57,082
Forecast	2025	\$ 2,143,589	\$ 29,313,741		\$ 776,814	\$ 1,366,775	\$ 68,339
Forecast	2026	\$ 2,357,948	\$ 27,946,966		\$ 740,595	\$ 1,617,353	\$ 80,868
Forecast	2027	\$ 2,475,845	\$ 26,329,613		\$ 697,735	\$ 1,778,110	\$ 88,906
Forecast	2028	\$ 2,599,637	\$ 24,551,503		\$ 650,615	\$ 1,949,023	\$ 97,451
Forecast	2029	\$ 2,729,619	\$ 22,602,480		\$ 598,966	\$ 2,130,653	\$ 106,533
Forecast	2030	\$ 2,866,100	\$ 20,471,827		\$ 542,503	\$ 2,323,597	\$ 116,180
Forecast	2031	\$ 3,009,405	\$ 18,148,230		\$ 480,928	\$ 2,528,477	\$ 126,424
Forecast	2032	\$ 3,159,875	\$ 15,619,753		\$ 413,923	\$ 2,745,952	\$ 137,298
Forecast	2033	\$ 3,317,869	\$ 12,873,801		\$ 341,156	\$ 2,976,713	\$ 148,836
Forecast	2034	\$ 3,483,763	\$ 9,897,087		\$ 262,273	\$ 3,221,490	\$ 161,074
Forecast	2035	\$ 3,657,951	\$ 6,675,597		\$ 176,903	\$ 3,481,047	\$ 174,052
Forecast	2036	\$ 3,840,848	\$ 3,194,550		\$ 84,656	\$ 3,194,550	\$ 159,728
Forecast	2037	\$ -	\$ -		\$ -	\$ -	\$ -

Future Disbursements \$ 12,220,000

**Loan Reimbursement Schedule**  
as at June 15, 2020

Debt obligation allocation increase (2017-2026): 10%

Debt obligation allocation increase (2027-2036): 5%

Interest Rate used in Forecast: 2.65%

	Year	Forecasted Capacity Charge Revenue Allocated to Debt Obligation	Additional Debt Payment	Actual Payment / Forecasted Allocation to Debt Obligation	Outstanding Loan	Future Disbursements from Available Loan Balance	Interest	Annual Reimbursement	Dividend
Actual	2013	\$ 181,399	N/A	\$ 181,399	\$ 11,411,018		\$ 14,817	\$ 166,582	
Actual	2014	\$ 388,115	N/A	\$ 388,115	\$ 12,324,620		\$ 214,870	\$ 173,245	
Actual	2015	\$ 433,457	N/A	\$ 433,457	\$ 15,130,982		\$ 253,282	\$ 180,175	
Actual	2016	\$ 490,252	N/A	\$ 490,252	\$ 15,907,770		\$ 302,870	\$ 187,382	
Actual	2017	\$ 1,000,000	\$ 2,667	\$ 1,002,667	\$ 21,691,926		\$ 357,790	\$ 644,877	
*Actual	2018	\$ 1,100,000	\$ -	\$ 1,100,000	\$ 24,188,992		\$ 498,448	\$ 601,552	
Actual	2019	\$ 1,210,000	\$ 125,556	\$ 1,335,556	\$ 26,307,373		\$ 654,777	\$ 680,779	\$ 30,100
**Forecast	2020	\$ 1,331,000		\$ 1,331,000	\$ 26,672,373	\$ 1,115,000	\$ 712,818	\$ 618,182	\$ 30,909
Forecast	2021	\$ 1,464,100		\$ 1,464,100	\$ 27,169,191	\$ 1,335,000	\$ 725,984	\$ 738,116	\$ 36,906
Forecast	2022	\$ 1,610,510		\$ 1,610,510	\$ 27,766,074	\$ 4,115,000	\$ 741,801	\$ 868,709	\$ 43,435
Forecast	2023	\$ 1,771,561		\$ 1,771,561	\$ 31,012,365	\$ 1,200,000	\$ 821,828	\$ 949,733	\$ 47,487
Forecast	2024	\$ 1,948,717		\$ 1,948,717	\$ 31,262,632		\$ 828,460	\$ 1,120,257	\$ 56,013
Forecast	2025	\$ 2,143,589		\$ 2,143,589	\$ 30,142,375		\$ 798,773	\$ 1,344,816	\$ 67,241
Forecast	2026	\$ 2,357,948		\$ 2,357,948	\$ 28,797,559		\$ 763,135	\$ 1,594,812	\$ 79,741
Forecast	2027	\$ 2,475,845		\$ 2,475,845	\$ 27,202,746		\$ 720,873	\$ 1,754,972	\$ 87,749
Forecast	2028	\$ 2,599,637		\$ 2,599,637	\$ 25,447,774		\$ 674,366	\$ 1,925,271	\$ 96,264
Forecast	2029	\$ 2,729,619		\$ 2,729,619	\$ 23,522,503		\$ 623,346	\$ 2,106,273	\$ 105,314
Forecast	2030	\$ 2,866,100		\$ 2,866,100	\$ 21,416,230		\$ 567,530	\$ 2,298,570	\$ 114,929
Forecast	2031	\$ 3,009,405		\$ 3,009,405	\$ 19,117,660		\$ 506,618	\$ 2,502,787	\$ 125,139
Forecast	2032	\$ 3,159,875		\$ 3,159,875	\$ 16,614,873		\$ 440,294	\$ 2,719,581	\$ 135,979
Forecast	2033	\$ 3,317,869		\$ 3,317,869	\$ 13,895,291		\$ 368,225	\$ 2,949,644	\$ 147,482
Forecast	2034	\$ 3,483,763		\$ 3,483,763	\$ 10,945,648		\$ 290,060	\$ 3,193,703	\$ 159,685
Forecast	2035	\$ 3,657,951		\$ 3,657,951	\$ 7,751,945		\$ 205,427	\$ 3,452,524	\$ 172,626
Forecast	2036	\$ 3,840,848		\$ 3,840,848	\$ 4,299,420		\$ 113,935	\$ 3,726,914	\$ 186,346
Forecast	2037	\$ 4,032,891		\$ 4,032,891	\$ 572,507		\$ 15,171	\$ 572,507	\$ 28,625
Forecast	2038	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -

**Future Disbursements \$ 7,765,000**

\* The Annual Reimbursement amount includes a payment made March 21, 2019, this payment was originally scheduled to be made during December 2018, however as part of a contingency plan to provide cash flow for increased natural gas prices due to the rupture of the Enbridge pipeline on October 9, 2018 the payment was delayed.

\*\* The Outstanding Loan amount is the actual amount as of June 15, 2020.

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## **NOTICE OF MOTION**

### 17. Cross Jurisdictional Action on Homelessness – File: 10-5040-04-0001/2020

Submitted by Mayor Buchanan

#### **RECOMMENDATION:**

WHEREAS the right to safe, suitable, adequate and affordable housing is a fundamental human right that we all share and housing is essential to the vitality, health and well-being of individuals, families and communities;

WHEREAS housing is a key responsibility of the federal and provincial governments with support from local government;

WHEREAS Metro Vancouver released Addressing Homelessness in Metro Vancouver (2017);

WHEREAS the provincial government released TogetherBC: British Columbia's Poverty Reduction Strategy (2019);

WHEREAS homelessness is a symptom of many underlying causes that demand inter-sectoral collaboration and a system-based approach;

WHEREAS the North Shore municipalities have contributed by support and/or initiatives, such as the Emergency Shelter, Youth Safe House, Seniors Safe House, transitional and supportive housing, as well as financial support for outreach workers and employment initiatives;

WHEREAS the North Shore is rich in community-based organizations that provide support to people experiencing homelessness or at risk of homelessness;

WHEREAS the number of people experiencing homelessness or are at risk is not decreasing;

WHEREAS COVID-19 has illuminated the need for an additional emergency shelter to support people across the North Shore who are experiencing homelessness that is temporary;

THEREFORE BE IT RESOLVED THAT staff be directed to create a North Shore cross-jurisdictional Steering Committee and Working Group (government, staff and relevant community agencies) to develop short, medium and long-term actions that are focused on clear, comprehensive and coordinated strategies to prevent homelessness, to serve the people who are currently homeless and to create pathways out of homelessness;

THAT these actions will specifically include working to deliver permanent supportive housing with wrap-around services;

THAT will create one point of entry for people across the North Shore who are experiencing or at risk for homelessness;

AND THAT a copy of this resolution be forwarded to local MLA's and MP's.

**Resources:**

Metro Vancouver Addressing Homelessness in Metro Vancouver (2017)

<http://www.metrovancouver.org/services/regional-planning/homelessness/homelessness-taskforce/plan/Documents/HomelessnessStrategy2017.pdf>

TogetherBC: British Columbia's Poverty Reduction Strategy (2019)

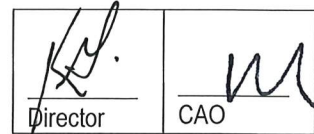
<https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/initiatives-plans-strategies/poverty-reduction-strategy/togetherbc.pdf>

City of North Vancouver Housing Action Plan Report Card One Year Implementation (2016-17)

<https://www.cnv.org/City-Services/Planning-and-Policies/Housing/Housing-Action-Plan>

Vancity Community Foundation

<https://www.vancitycommunityfoundation.ca/initiatives/2020-homeless-count>



The Corporation of **THE CITY OF NORTH VANCOUVER**  
**CITY CLERK'S DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Karla Graham, Corporate Officer

Subject: MINISTERIAL ORDER NO. M192 – LOCAL GOVERNMENT MEETINGS  
AND BYLAW PROCESS (COVID-19)

Date: June 22, 2020 File No: 01-0550-01-0001/2020

*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Corporate Officer, dated June 22, 2020, entitled "Ministerial Order No. M192 – Local Government Meetings and Bylaw Process (COVID-19)":

THAT Ministerial Order No. M192, issued by the Minister of Public Safety and Solicitor General, was provided to the City on June 18, 2020, after notices of public hearings had already been published. The recent Order requires Council to state the basis for holding meetings without members of the public in physical attendance and the means by which the City is ensuring openness, transparency, accessibility and accountability in respect of meetings;

THAT the basis for holding Council meetings without members of the public in physical attendance is because City Hall and civic buildings continue to remain closed to the public for safety precautions regarding COVID-19;

THAT the means by which the City is ensuring openness, transparency, accessibility and accountability in respect of the meeting is:

- publishing notices in the North Shore News as to the process by which the public can attend the meetings electronically;
- posting notices on the City's website with staff contact information and instructions to participate in Council meetings;
- posting background information on the City's website regarding each development application scheduled for Council consideration;

- posting on the City's website the PowerPoint presentations that are the subject of a public hearing/public meeting;
- posting on the City's website and in the North Shore News instructions for members of the public to pre-register to attend a public hearing/public meeting by electronic means or by phone;
- posting to the City's website staff contact information and instructions on how to participate in a Council meeting if the member of the public has not pre-registered;
- posting information on the City's social media accounts with instructions for the public to participate in Council meetings; and
- live-streaming the Council meetings, including public hearings/public meetings, and posting the meeting agendas and minutes on the City's website;

THAT Council direct staff to work toward creating a safe environment for the public to attend Regular Council meetings and public hearings in the coming months, and move forward to purchase the necessary technological equipment to conduct Council meetings in the Council Chamber, and create physical distance requirements that would encourage members of the public to attend Council meetings in the future.

AND THAT Council agrees to continue to hold its meetings electronically, including public hearings, as long as City Hall remains closed to the public and physical distancing measures are necessary

## **ATTACHMENTS**

1. Ministerial Order No. M192 (CityDoc #1924757)
2. Guidance for Open Meetings, Electronic Meetings and Timing Requirements for Bylaw Passage under Ministerial Order No. M192 (CityDoc #1924759)

## **SUMMARY**

Since the outbreak of COVID-19, City Hall and civic facilities have been closed to the public. City Hall remains closed to the public due to physical distancing requirements and the City continues its focus on maintaining the health and safety of its employees and members of the public. Until City Hall fully re-opens to the public, staff recommend electronic only attendance for members of the public.



## DISCUSSION

In response to the COVID-19 pandemic and in accordance with orders and recommendations of the Provincial Health Officer regarding mass gatherings and physical distancing, City Hall closed its doors to the public on March 17, 2020. Since that time, processes and procedures have been put in place and resourced to conduct Council meetings, including public hearings, electronically;

On June 15, 2020, the City held its first electronic public hearing through WebEx Events, where members of the public could attend electronically and provide comments to Council by calling into the meeting by phone;

There has been no disruption to the holding of scheduled Regular Council meetings since City Hall closed to the public. Within the last 4 months, Council has successfully held more than 6 electronic Council meetings, including one electronic public hearing, which included 6 pre-registered speakers who provided comments to Council by phone and one speaker who provided comments by phone after joining the meeting by calling in during the meeting's recess.

The City is meeting the requirement for public participation in Council meetings by continuing to provide opportunity for members of the public to provide written submissions to Council. The requirement for allowing opportunity for public comments to Council for a public hearing is met by allowing members of the public to provide written submissions to Council and allowing those members to provide verbal submissions through electronic means of by phone, either through pre-registration or by direct call-in during the public hearing. The contact information is provided during the meeting, which is read aloud by the Chair and shown on the screen for persons watching the meeting via live-stream on the City's website.

City Hall recently opened the public doors to the building off 13<sup>th</sup> Street for limited hours each day for members of the public to attend to pay their property taxes in person. Only one person at a time is permitted in the building to interact with Finance staff to pay their taxes. Public access is restricted to the area of the Finance counter only.

For the safety of staff and the public, the remainder of City Hall remains closed to the public. In this regard, City resources have been dedicated to provide as many services as possible online and staff are available for public inquiries by phone and email.

Staff have made best efforts to facilitate physical attendance at public meetings, but are unable to accommodate physical attendance at this time. Before the Council Chamber can be re-opened to the public, the following considerations must be taken into account:

- The Council Chamber has limited seating capacity, taking into account physical distancing measures, and would be able to accommodate 12 to 16 members of the public at a time;
- The Council Chamber is a relatively small space with no windows and limited air flow;

- Some seating rows within the Chamber will have to be removed and converted into aisles to allow for a safer flow of people entering and leaving. The challenge will be to maintain a 2 metre distance as people move in and out of the space;
- All persons attending would be required to wear a mask;
- The Mayor and Council would be distanced 2 metres apart at the current desk, which would accommodate 5 Council members and no staff at the table. The staff tables behind the Council desk would need to be relocated to accommodate one Council member at each table at a distance of 2 metres;
- The CAO, Corporate Officer and Deputy Corporate Officer would have to sit elsewhere at an area to be determined;
- Each time staff or a member of the public used the podium to speak, all touchable surfaces would have to be sanitized; this would also apply to the portable microphone;
- Access to the lobby area in front of the Council Chamber would have to be limited and controlled. Seating would be spaced 2 metres apart, including room for movement;
- A minimum of 2 Commissionaires will be required, plus additional staff to manage access and egress to the building, inside the building and the surrounding outside areas (i.e. civic plaza, 13<sup>th</sup> Street);
- Access to City Hall would be limited to one door; likely the loading dock door by the Commissionaire's desk (staff entrance);
- Staff would be required to work at the door and use a counting system to manage capacity;
- A strict limit would be in place as to the number of people permitted in the lobby and Council Chamber, which poses the risk of someone not being able to enter City Hall to speak to an application;
- All doors to other locations within City Hall would have to be closed to ensure no public access. Stanchions and signage would likely be required (similar to what has recently been placed in the Finance area);
- No early access to the building would be permitted;
- Access to the lower washrooms would be permitted, with limits to capacity, monitored by a Commissioner or member of staff;
- Additional deep cleaning of all the spaces used on Council meeting evenings would be required before the meeting, after the meeting concludes and before staff return to the City Hall the next morning;
- Additional cleaning supplies, hand sanitizer and masks would be required;
- Additional signage will have to be posted outside of the building to remind people if they are not feeling well, they will not be permitted to enter; and
- We do not have the technology in place to conduct a partial in-person meeting and partial electronic meeting; it has to be one or the other.

It is therefore recommended to continue the City's current practice of holding Council meetings, including public hearings, electronically in order to ensure public safety and the safety of employees and Council members for so long as City Hall remains closed to the public and physical distancing measures are required;



## **FINANCIAL IMPLICATIONS**

Additional staff and Commissionaires would be required to work on Council meeting evenings in order to accommodate public attendance at City Hall. Facilities staff would be required to work later in the evenings to thoroughly clean and disinfect all areas that were occupied during the Council meeting.

## **INTER-DEPARTMENTAL IMPLICATIONS**

Additional staff will be required to assist in managing the Council meetings.

## **STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS**

Electronic Council meetings align with Council's Strategic Plan in being a City for People, in that electronic meetings are accessible to all persons, without the risk of someone being turned away due to over-capacity of City Hall during these times of physical distancing, as well as additional safety precautions that would have to be taken if in-person meetings were held.

RESPECTFULLY SUBMITTED:

  
\_\_\_\_\_  
Karla Graham  
Corporate Officer

**PROVINCE OF BRITISH COLUMBIA**

**ORDER OF THE MINISTER OF PUBLIC SAFETY AND  
SOLICITOR GENERAL**

*Emergency Program Act*

**Ministerial Order No. M192**

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020;

AND WHEREAS local governments, including the City of Vancouver, and related bodies must be able to conduct their business in accordance with public health advisories to reduce the threat of COVID-19 to the health and safety of members and employees of local government and related bodies and members of the public;

AND WHEREAS it is recognized that public participation in local governance is an essential part of a free and democratic society and is important to local governments' purpose of providing good government to communities;

AND WHEREAS the threat of COVID-19 to the health and safety of people has resulted in the requirement that local governments and related bodies implement necessary limitations on this public participation;


AND WHEREAS section 10 (1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that

- (a) the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020 is repealed, and
- (b) the attached Local Government Meetings and Bylaw Process (COVID-19) Order No. 3 is made.

Date

17/06/2020

  
Minister of Public Safety and Solicitor General

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*(This part is for administrative purposes only and is not part of the Order.)*

**Authority under which Order is made:**

Act and section: *Emergency Program Act*, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020; MO 139/2020; OIC 310/2020

# LOCAL GOVERNMENT MEETINGS AND BYLAW PROCESS (COVID-19) ORDER NO. 3

## Division 1 – General

### Definitions

1 In this order:

“**board**” has the same meaning as in the Schedule of the *Local Government Act*;

“**council**” has the same meaning as in the Schedule of the *Community Charter*;

“**improvement district**” has the same meaning as in the Schedule of the *Local Government Act*;

“**local trust committee**” has the same meaning as in section 1 of the *Islands Trust Act*;

“**municipality**” has the same meaning as in the Schedule of the *Community Charter*;

“**municipality procedure bylaw**” has the same meaning as “procedure bylaw” in the Schedule of the *Community Charter*;

“**regional district**” has the same meaning as in the Schedule of the *Local Government Act*;

“**regional district procedure bylaw**” means a procedure bylaw under section 225 of the *Local Government Act*;

“**trust body**” means

- (a) the trust council,
  - (b) the executive committee,
  - (c) a local trust committee, or
  - (d) the Islands Trust Conservancy,
- as defined in the *Islands Trust Act*;

“**Vancouver council**” has the same meaning as “Council” in section 2 of the *Vancouver Charter*;

“**Vancouver procedure bylaw**” means a bylaw under section 165 [*by-laws respecting Council proceedings and other administrative matters*] of the *Vancouver Charter*.

### Application

- 2
- (1) This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act* and any extension of the duration of that declaration is in effect.
  - (2) This order replaces the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020.



## Division 2 – Open Meetings

### Open meetings – municipalities

- 3 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, must use best efforts to allow members of the public to attend an open meeting of the council or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A council or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the council or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a council or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
- (a) the council or body must state the following, by resolution:
    - (i) the basis for holding the meeting without members of the public in attendance;
    - (ii) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
  - (b) for the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, the meeting is not to be considered closed to the public.
- (4) The council or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
- (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, and
  - (b) any applicable requirements in a municipality procedure bylaw of a council.

### Open meetings – regional districts

- 4 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, must use best efforts to allow members of the public to attend an open meeting of the board, board committee or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A board, board committee or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the board, board committee or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.

- (3) If a board, board committee or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
  - (a) the board, board committee or body must state the following, by resolution:
    - (i) the basis for holding the meeting without members of the public in attendance;
    - (ii) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
  - (b) for the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter* as that Division applies to a regional district under section 226 of the *Local Government Act*, the meeting is not to be considered closed to the public.
- (4) The board, board committee or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
  - (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*,
  - (b) section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, and
  - (c) any applicable requirements in a regional district procedure bylaw of a board.

#### **Open meetings – Vancouver**

- 5 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, must use best efforts to allow members of the public to attend an open meeting of the Vancouver council or the body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) The Vancouver council or a body is not required to allow members of the public to attend a meeting if, despite the best efforts of the Vancouver council or the body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If the Vancouver council or a body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
  - (a) the Vancouver council or the body must state the following, by resolution:
    - (i) the basis for holding the meeting without members of the public in attendance;
    - (ii) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
  - (b) for the purposes of section 165.1 [*general rule that meetings must be open to the public*] of the *Vancouver Charter*, the meeting is not to be considered closed to the public.



- (4) The Vancouver council or a body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
  - (a) section 165.1 of the *Vancouver Charter*, and
  - (b) any applicable provision in the Vancouver procedure bylaw.

#### **Open meetings – trust bodies**

- 6 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, must use best efforts to allow members of the public to attend an open meeting of the trust body or board of variance in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A trust body or board of variance is not required to allow members of the public to attend a meeting if, despite the best efforts of the trust body or board of variance, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a trust body or board of variance does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
  - (a) the trust body or board of variance must state the following, by resolution:
    - (i) the basis for holding the meeting without members of the public in attendance;
    - (ii) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
  - (b) For the purposes of section 11 [*procedures to be followed by local trust committees*] of the *Islands Trust Act*, the meeting is not to be considered closed to the public.
- (4) A trust body or board of variance may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
  - (a) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90, and
  - (b) any applicable requirements in a procedure bylaw of a trust body.

### **Division 3 – Electronic Meetings**

#### **Electronic meetings – municipalities**

- 7 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.

- (2) A member of a council or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a council or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a council or body does not use electronic or other communication facilities as described in subsection (3), the council or body must state the following, by resolution:
  - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
  - (b) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A council or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 128 (2) (c) and (d) [*electronic meetings and participation by members*] of the *Community Charter* does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a council or body proceeds as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
  - (a) section 128 of the *Community Charter*, and
  - (b) any applicable requirements in a municipality procedure bylaw of a council.

#### **Electronic meetings – regional districts**

- 8 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, may conduct all or part of a meeting of the board, board committee or body by means of electronic or other communication facilities.
- (2) A member of a board, board committee or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a board, board committee or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a board, board committee or body does not use electronic or other communication facilities as described in subsection (3), the board, board committee or body must state the following, by resolution:



- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
  - (b) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A board, board committee or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 2 (2) (d) and (e) [*electronic meetings authorized*] of the Regional District Electronic Meetings Regulation, B.C. Reg. 271/2005, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a board, board committee or body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
- (a) section 221 [*electronic meetings and participation by members*] of the *Local Government Act*,
  - (b) the Regional District Electronic Meetings Regulation, and
  - (c) any applicable requirements in a regional district procedure bylaw of a board.

#### **Electronic meetings – Vancouver**

- 9 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, may conduct all or part of a meeting of the Vancouver council or the body by means of electronic or other communication facilities.
- (2) A member of the Vancouver council or of a body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), the Vancouver council or a body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If the Vancouver council or a body does not use electronic or other communication facilities as described in subsection (3), the Vancouver council or the body must state the following, by resolution:
- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
  - (b) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) The Vancouver council or a body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.



- (6) Section 2 (2) (c) and (d) [*electronic meetings authorized*] of the City of Vancouver Council Electronic Meetings Regulation, B.C. Reg. 42/2012, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless the Vancouver council or a body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
  - (a) section 164.1 [*meeting procedures*] of the *Vancouver Charter*,
  - (b) the City of Vancouver Council Electronic Meetings Regulation, and
  - (c) any applicable provision in the Vancouver procedure bylaw.

#### **Electronic meetings – improvement districts**

- 10 (1) An improvement district board, or a committee of an improvement district board appointed or established under section 689 [*appointment of select and standing committees*] of the *Local Government Act*, may conduct all or part of a meeting of the improvement district board or committee of an improvement district board, other than an annual general meeting, by means of electronic or other communication facilities.
- (2) A member of an improvement district board or committee of an improvement district board who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), an improvement district board or committee of an improvement district board must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If an improvement district board or committee of an improvement district board does not use electronic or other communication facilities as described in subsection (3), the improvement district board or committee of an improvement district board must state the following, by resolution:
  - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
  - (b) the means by which the improvement district board or committee of an improvement district board is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) An improvement district board or committee of an improvement district board may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) This section applies despite
  - (a) section 686 [*meeting procedure – improvement district board*] of the *Local Government Act*, and
  - (b) any applicable requirements in a procedure bylaw of an improvement district board.

#### **Electronic meetings – trust bodies**

- 11 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, may conduct all or part of a meeting of the trust body or board of variance by means of electronic or other communication facilities.
- (2) A member of a trust body or board of variance who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a trust body or board of variance must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a trust body or board of variance does not use electronic or other communication facilities as described in subsection (3), the trust body or board of variance must state the following, by resolution:
- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
  - (b) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A trust body or board of variance may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) This section applies despite
- (a) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009, and
  - (b) any applicable requirements in a procedure bylaw of a trust body or applicable to a board of variance.

#### **Division 4 – Timing Requirements**

##### **Timing requirement for bylaw passage – municipalities**

- 12 Despite section 135 (3) [*requirements for passing bylaws*] of the *Community Charter*, a council may adopt a bylaw on the same day that a bylaw has been given third reading if the bylaw is made in relation to
- (a) the following sections of the *Community Charter*:
    - (i) section 165 [*financial plan*];
    - (ii) section 177 [*revenue anticipation borrowing*];
    - (iii) section 194 [*municipal fees*];
    - (iv) section 197 [*annual property tax bylaw*];
    - (v) section 200 [*parcel tax bylaw*];
    - (vi) section 202 [*parcel tax roll for purpose of imposing tax*];
    - (vii) section 224 [*general authority for permissive exemptions*];



- (viii) section 226 [*revitalization tax exemptions*];
- (ix) section 235 [*alternative municipal tax collection scheme*], and
- (b) tax sales, as referred to in Divisions 4 [*Annual Tax Sales*] and 5 [*Tax Sale Redemption Periods*] of the Local Government Finance (COVID-19) Order made by MO 159/2020, or otherwise under Division 7 [*Annual Municipal Tax Sale*] of Part 16 [*Municipal Provisions*] of the *Local Government Act*.

## **Division 5 – Public Hearings**

### **Public hearings – Local Government Act**

- 13 (1) A public hearing under Part 14 [*Planning and Land Use Management*] or 15 [*Heritage Conservation*] of the *Local Government Act*, including a public hearing under section 29 (1) (b) [*land use and subdivision regulation*] of the *Islands Trust Act*, may be conducted by means of electronic or other communication facilities.
- (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
- (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,
  - (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
  - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies to delegated public hearings.
- (4) This section applies despite the following provisions:
- (a) section 124 [*procedure bylaws*] of the *Community Charter*;
  - (b) section 225 [*procedure bylaws*] of the *Local Government Act*;
  - (c) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90;
  - (d) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009;
  - (e) any applicable requirements in a procedure bylaw made under the *Community Charter*, the *Local Government Act* or the *Islands Trust Act*.

### **Public hearings – Vancouver Charter**

- 14 (1) A public hearing under Division 2 [*Planning and Development*] of Part 27 [*Planning and Development*] of the *Vancouver Charter* may be conducted by means of electronic or other communication facilities.
- (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
- (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,

- (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
  - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies despite
- (a) section 566 [*amendment or repeal of zoning by-law*] of the *Vancouver Charter*, and
  - (b) any applicable provision in the Vancouver procedure bylaw.

## **Division 6 – Deferral of Annual Requirements**

### **Annual general meeting and requirements – improvement districts**

- 15**
- (1) An improvement district may defer an annual general meeting that is required under section 690 [*annual general meeting – improvement districts*] of the *Local Government Act* to a date not later than December 31, 2020.
  - (2) An improvement district may defer the preparation of financial statements required under section 691 [*annual financial statements*] of the *Local Government Act* to a date not later than December 31, 2020.
  - (3) Despite the date referred to in section 691 (5) of the *Local Government Act*, an improvement district may submit to the inspector the audited financial statements of the improvement district for the preceding year and any other financial information required by the inspector at the time of the annual general meeting of the improvement district.
  - (4) If an annual general meeting of an improvement district is deferred under subsection (1) of this section and the term of an improvement district trustee would be expiring and the vacancy filled at that meeting, the term of the improvement district trustee is extended until the annual general meeting is held.
  - (5) This section applies despite
    - (a) Division 3 [*Governance and Organization*] of Part 17 [*Improvement Districts*] of the *Local Government Act*, and
    - (b) any applicable provisions in a letters patent for an improvement district.



## Guidance for Open Meetings, Electronic Meetings and Timing Requirements for Bylaw Passage under Ministerial Order 192

### Introduction

This document provides guidance to local governments on open meetings, electronic meetings and the timing requirements for bylaw passage as outlined in Ministerial Order 192 (replaces M139).

[http://www.bclaws.ca/civix/document/id/mo/mo/2020\\_m192](http://www.bclaws.ca/civix/document/id/mo/mo/2020_m192)

Order 192 repeals and replaces M139, moves local governments towards normal operations as they move through the restart process. The guidance below provides practical advice to local governments while operating under Order M192 and measures that support recommendations of the Provincial Public Health Officer (PHO) and the principles of local government openness, accountability, accessibility and transparency.

This document focuses on the primary changes set out in Order M192. However, all other previous provisions under M139 such as conducting public hearings electronically, allowing for Council, Boards and the Islands Trust Body to meet electronically and deferring improvement district annual general meetings, remain in effect under Order M192. Other rules such as those provided for in legislation or local government procedure bylaws such as: notice requirements; voting rules; and, minutes also continue to apply.

Order M192 continues to provide local governments flexibility in their meeting procedures while moving towards increased public presence at local government meetings where appropriate, for both “in person” and electronic meetings. Order M192 also transitions local governments to more standard rules in relation to bylaw adoption, limiting the previous Order’s broad authority to read and adopt a bylaw on the same day it has been given to third reading to now only apply to the types of bylaws specified in Order M192.

### Guidance for Ministerial Order 192

As local governments transition back towards more normal operations as part of [BC’s Restart Plan](#) -- including holding meetings with the public in attendance -- new or amended policies and procedures are needed to support elected officials, local government staff and the public.

### Open Meetings

Order M192 requires local governments to undertake “best efforts” to meet the legislative requirements for open meetings so the public can continue to participate and understand local government decision-making in a way that is meaningful for them.

Local governments that are unable to meet the PHO recommendations and requirements and hold open meetings where the public can attend in person are now required to adopt a resolution to provide a



rationale for the continued need to meet without the public present. They must also describe what local measures are being taken to meet the principles of openness, transparency and accessibility. The resolution may be in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

Best efforts from local governments include:

- Provide information to the local government staff, elected officials and the public on how the local government is meeting the PHO requirements and recommendations at open meetings:
  - how many members of the public can safely be accommodated at the meeting location while meeting physical distancing guidelines;
  - whether another meeting location has been considered to provide better space for public attendance (and what, if any, are the limitations of that space); and,
  - how public attendance at meetings will be managed if there is limited space; (e.g. restricting numbers of attendees; ensuring no crowds at entranceways).
- Offer alternative means by which the public can provide input on agenda topics before or during a meeting to increase accessibility (e.g. via email, online submission form, phone or written letter);
- If in-person presence will not be physically possible in the meeting room, consider technology for enabling the public to be present by electronic means (e.g. livestream proceedings in a space made available in other facilities where people can watch and hear the open meeting);
- Adjust the agenda and meeting schedules so that matters that are likely to be controversial or attract high public interest are the subject of a separate meeting held in a larger facility;
- Provide draft agendas, minutes and archived video of meetings (if available) to the public to facilitate public understanding of local government decision making; and,
- Document and be able to provide information to the public about what efforts have been made and considered if the local government needs to continue to meet without the public physically present.

For more information on legislative open meeting requirements please see:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/councils-boards/meetings/rules>

## **Electronic Meetings**

Order M192 requires that local governments undertake best efforts to provide facilities that enable the public to hear, or watch and hear, meetings if the meeting is held electronically or council members are attending by means of electronic communication.

If after best efforts, local governments are unable to provide the facilities where the public can hear, or watch and hear a meeting held electronically, they must provide, by resolution, the reasons for not providing facilities that allow the public to hear, or watch and hear, the meeting. The resolution must also describe the means by which they are ensuring openness, transparency, accessibility and accountability in respect of the meeting. The resolution may be in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

Best efforts from local governments include:

- Electronic meetings should attempt to resemble the in-person public meeting as much as possible, adhering to rules of procedural fairness. This means making best efforts to follow existing procedures and to allow members of the public to be heard;
- Explore alternative facilities that provide the means for the public to hear, or watch and hear, the electronic meeting (e.g. a larger venue or a venue that provides technology for the public to hear, or watch and hear the meeting);
- Explore available technology that will enable the public to hear, or watch and hear, the meeting (e.g. livestream, record and provide an archived copy on the local government website, or provide a telephone at the facility for the public to hear the meeting); and,
- Anticipate technology issues and consider allowing additional time on the agenda to resolve technical issues, including the possible lag when live-streaming.

For more information on electronic meetings please see:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/councils-boards/meetings/electronic>

### **Timing Requirements for Bylaw Passage**

Order M192 repeals the authority for the expedited passage of bylaws under M139 which authorized bylaw adoption in the same day as third reading for regional districts and the Islands Trust and narrows the eligibility for the expedited single-day bylaw adoption of certain financial bylaws by municipalities. This recognizes that the number and scope of very time-sensitive emergency-focused decisions needed diminish as local governments move into transition and restart, while providing targeted flexibility for certain municipal financial bylaws.

Allowing for at least a single day between third reading and adoption creates an opportunity for both reflective critical thought and other necessary actions, such as conditions, approvals, and further public input. Providing this time contributes to the principles of good governance, fairness and public process. However, it is critical that the Province continue to provide municipalities with the tools to quickly and effectively manage their cash flow issues. Many municipal financial bylaws also often have an annual requirement, meaning that they must occur within a specific timeframe, and if not adopted when necessary, could carry significant financial risk for a community.

The following bylaws regarded as important to the financial health and operation of have been authorized for expedited process where adoption can occur on the same day as third reading. These bylaws do not require approval, electoral consent or electoral assent. Bylaw making powers under the *Community Charter*, include:

- Financial Plan (s.165);
- Revenue Anticipation Borrowing (s.177);
- Municipal Fees (s.194);
- Annual Property Tax Bylaw (s.197);
- Parcel Tax Bylaw (s.200);
- Parcel Tax Roll for the Purpose of Imposing Tax (s.202);

- General Authority for Permissive exemptions (s.224);
- Revitalization Tax Exemptions (s.226); and,
- Alternative Municipal Tax Collection Scheme (s. 235).

Bylaw making powers *under the Local Government Act*:

- Tax sales, as referred to in Divisions 4 [Annual Tax Sales] and 5 [Tax Sale Redemption Periods] of the Local Government Finance (COVID-19) Order made by MO 159/2020, or otherwise under Division 7 [Annual Municipal Tax Sale] of Part 16 [Municipal Provisions] of the *Local Government Act*.

The authority for expedited bylaw passage timing is not provided to regional districts as they have the existing authority under LGA s.228 to pass certain bylaws on the same day if there are 2/3 votes cast. It is also not provided to the Islands Trust as it is primarily a land use planning body and have limited involvement in emergency services and therefore are less likely to need the streamlined bylaw passage moving forward.

For more information on the bylaw adoption process please see:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/bylaws/bylaw-adoption-process>

## **Further Guidance on Best Practices and Operational Considerations for Local Government Open Meetings**

Order M192 requires that local governments make best efforts to hold open meetings with the public in attendance. The guidelines below are to help reduce the risk of person-to-person transmission of COVID-19 during open meetings and to assist local governments to create policies and procedures that follow the PHO requirements and recommendations and support the principles of local government openness, transparency and accessibility.

### **Training for Elected Officials and Local Government Staff**

- Establish safe meeting policies and procedures based on the recommendations of the PHO;
- Identify areas of risk for holding open meetings and develop policies and procedures to address risks using the [WorkSafeBC COVID-19 Safety Plan template](#);
- Provide training for elected officials and local government staff including review of amended policies and procedures for open meetings, available technologies, changes to occupancy limits, meeting room flow/setup and how tasks are completed;
- Keep a record of who has completed and attended training and provide a way for elected officials, staff and the public to bring forward health and safety concerns for open meetings;
- Have a plan in place that considers what to do if someone falls ill at an open meeting or starts to feel unwell; and,
- Revisit open meeting procedures and policies every few weeks to ensure best efforts are continuing to be met and to review questions/concerns from the public.

### **Public Notice**

- Provide public notice that meetings of council or board are now open to the public;
- Create a robust communication plan so members of the public understand how to continue to be involved with their local government;
- Include a contact (e.g., corporate officer) in the public notice for the public to contact if they wish to attend remotely, call-in or provide comment on agenda items (*this will depend on technological capabilities of each local government*);
- Include information on the local government website, public notice posting place, social media and other community notice boards that outline the health and safety measures in place for open meetings (e.g., physical distancing; limit on number of people; attendance only if well);
- Include where draft meeting minutes and archived recordings of meetings (if available) may be found on the local government website;
- Include information on how the public can hear, or watch and hear the meeting either online or if another facility is provided for this purpose;
- Provide an e-mail subscription service where the public can sign up to receive notice of upcoming meetings, agendas and minutes or a newsletter with links to these items on the local government website;
- Provide regular updates to the public on changes that are made to procedures and policies for council or board meetings; and,
- If the community newspaper has shut down, notice may be given by alternative means per s.94(4) of the *Community Charter*.

### **Meeting Location**

- Post signage, including occupancy limits and effective hygiene practices at the main entrance to the building and meeting room. Signage should also be posted indicating who is restricted from entering the premises (including visitors and staff with symptoms of COVID-19 or those who feel unwell);
- PHO has developed guidance for the retail food and grocery store sector that requires at least five square metres of unencumbered floor space per person;
- Have a greeter at the front entrance to explain safety procedures;
- Create separate entrance and exit doors and one-way walkways in the meeting space;
- Implement cleaning and sanitizing protocols for the meeting space before, during and after the meeting (e.g., multiple speakers using the same podium) particularly for high touch surfaces;
- Consider leaving doors open so there is no need to touch doors handles;
- Arrange the space in such a way as to meet physical distancing requirements for council or board members, local government staff and the public (e.g., members of the public moving in the space before, during and after the meeting and location of chairs and aisles);



- Post directional signage at the entrance to the meeting room (e.g., that the public may not move chairs or other furniture and no food or drink except closed mugs/water bottles);
- Created designated seating areas for the public and any delegations; and,
- Consider alternative venues if the space can't accommodate the public at all due to physical distancing requirements and if it won't pose challenges for the technology being used. Local governments may by bylaw or resolution provide that meetings be held outside of the municipal boundaries (s.134.1 *Community Charter* and s.224 *Local Government Act*) Typically, this provision is in the local government procedure bylaw.

### **Elected Officials Attendance at Meeting Location**

- If some members of council or board choose to attend by means of electronic communication, ensure that if quorum is lost there is a procedure in place to either suspend proceedings until quorum is achieved or cancel or postpone the meeting;
- Ensure council or board members can hear those members attending by electronic means;
- Amend the procedure bylaw to allow for electronic special meetings and electronic participation at regular meetings by some members (if this is not already provided for);
- In the procedure bylaw, develop guidelines to assist with electronic meeting process including how the presiding member will take a vote on a motion or bylaw adoption; and,
- Outline the process for how members attending electronically can participate in the debate.

### **Local Government Staff at Meeting Location**

- Provide an option for local government staff presenting on agenda topics to present remotely or call-in to the meeting; and,
- Ensure physical distancing is in place for local government staff at the meeting.

### **Public Attendance at Meeting Location**

- Provide space for the public to physically attend the meeting, but also encourage members of the public to attend remotely if this option is available;
- Create a local government webpage with a picture of the public gallery showing the meeting space, how physical distancing requirements are being met and outline cleaning and sanitizing protocols;
- Provide information on how many members of the public can reasonably be accommodated in the meeting space, while meeting physical distancing requirements;
- Outline how in-person attendance at meetings will be managed at the start, during and after the meeting;
- Provide access to hand sanitizer before members of the public enter the building or meeting room and post signage indicating those who are unwell must stay home;

- Have a staff member act as a greeter to explain the new protocols in place as the public enters the building (e.g. how to fill the public seating area – left to right or what to do if they must leave during the meeting or attend the washroom);
- Provide a designated seating area for delegations to limit how far they have to move through the space to present to council or board; and,
- Clearly mark how the public may enter and exit the space.

### **Agendas**

- Provide agendas early if possible and make them available online and at the public notice posting place for the public to review what is coming up (this may help the public make an informed decision as to whether they wish to attend the meeting);
- At the top of the agenda or in some other way clearly state how the public may provide comment on agenda items both at the meeting and via email, online submission form, phone or written letter prior to the meeting and how these will be addressed at the meeting;
- Consider bunching agenda topics that may be of greater public interest at the beginning so a break can be provided afterwards if people wish to leave the meeting or consider controversial topics at different meetings;
- Provide opportunities for the public to leave at different points during the meeting;
- Move the consent agenda to the end of the meeting;
- Provide opportunities in the agenda to allow people to leave the meeting room safely; this may assist in not having everyone leave at the same time;
- If possible, postpone controversial agenda topics or consider using other engagement tools so the public can provide input outside of a meeting; and,
- Provide information to the public on how comments received via other mechanisms (email; letter; public engagement tool) will be presented at a council or board meeting or incorporated into the agenda.

### **Provide Opportunities for the Public to Watch and Hear Electronically (if technology is available)**

- Provide easy to understand information on the local government website, public notice posting place and in other community spaces for the public to understand how they can attend electronically (if available) including:
  - how to call in and listen if this option is available;
  - where to view a livestream or archived version of the meeting; and,
  - how to ask questions during question period if this is an option;
- Make archived versions of recorded meetings and meeting minutes available to the public as soon as possible after the meeting; and,

- Ensure the chair advises participants that the meeting is being recorded and include a statement to this effect in the agenda.

### **Opportunities for the Public to Provide Input on Meeting Topics**

- Actively promote other means for the public to participate in council or board meetings;
- Ensure the process for the public to submit comments on agenda topics is well understood and there are several options available to support accessibility (e.g., by email, letter, phone, drop-box);
- If only limited seating is available for the public and there is a public question period, consider how questions from those in attendance and those attending electronically (if available) will be managed;
- Explore options for expanded on-line or in-person public engagement opportunities for specific projects and issues (particularly those that may be potentially controversial); and,
- Consider ways in which questions not answered at the meeting may be made public.

### **Delegations at Open Meetings**

- Outline a clear method for delegations to participate in the meeting on the local government website;
- Continue to accept in-person delegations if physical distancing requirements can be met and the item is on the agenda;
- Provide alternative methods for delegations to present (e.g., written; electronic; drop-box; pre-recorded video or real-time presentation);
- Provide a reserved spot for a delegation to sit if they are presenting at the meeting location; and,
- Schedule delegations at the beginning of the meeting or stagger them so there are fewer people at the meeting location.

### **Minutes**

- Post draft minutes of open meetings on the local government website and at the public notice posting place or other designated places after the meeting; and,
- If council or board members or local government staff attend electronically, reflect disconnections and connections in the meeting minutes.

### **Technical Difficulties**

- Create a plan for when technical difficulties arise, including the process if a technical failure does not allow for the meeting to continue;
- Do a trial run with volunteers if using new technology or in a new location;
- Have a staff member on standby who is the contact for participants with technical issues;

- Ensure accessibility considerations have been made for people with hearing or visual impairments;
- Solidify roles and responsibilities should there be technology issues or a technology failure;
- Practice organizing and incorporating public comments into the meeting;
- Provide etiquette guidelines for those attending online or by phone (e.g., muting themselves unless speaking, stating full name, behavior expectations or they may be dropped from the meeting);
- If the public is able to participate in a live streamed meeting, consider what controls the moderator has and consider a chat option where questions can be asked; and,
- Consider privacy and security of the platform being used.

## **Background**

### **Open Meetings**

The *Community Charter* (CC), Division 3 – Open Meetings s.89 and *Local Government Act* (LGA) s.226(1)(a) provide that council and regional district board meetings must be open to the public unless the subject matter relates to one of the items listed in the closed meetings section of the legislation.

Under legislation all meetings of local government elected (councils and boards) and appointed bodies (such as committees, commissions and other subsidiary bodies) must be open to the public. Discussion and decisions must occur in properly called meetings, where the public can review the agenda and listen to the debate to understand how and why a council or board is making decisions. The requirement for open meetings is broad, in keeping with the principles of openness, transparency and accountability.

The previous Orders under the *Emergency Program Act* recognized the need for local governments to make necessary decisions and provided an override to existing open meeting rules and waived the requirement for councils (including the City of Vancouver), regional district boards and the Islands Trust to hold meetings in a venue that is open to the public.

### **Electronic Meetings**

Section 128 of the CC and s.226 of the LGA provide that local governments may hold special meetings electronically and allow council or board members to attend regular meetings by means of electronic communication if it is authorized in their procedure bylaw. The legislation provides that except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting at the meeting location.

The previous Orders under the *Emergency Program Act* recognized the need for local governments to continue to be able to hold meetings while following physical distancing guidelines and provided an override to existing rules and procedure bylaws and allowed councils (including the City of Vancouver), regional district boards and the Islands Trust to hold all or part of any meeting electronically. It also waived the requirement to provide facilities that enable to public to hear, or watch and hear, the meeting.



## **Timing Requirements for Bylaw Passage**

Section 135(3) of the CC requires municipal councils to leave one day between third reading of a bylaw and final adoption. Section 228 of the LGA provides that regional districts may adopt a bylaw in the same meeting if the bylaw receives at least 2/3 votes cast and it does not require approval, consent, or assent under any Act. Bylaws for the Islands Trust are subject to section 11 of the Islands Trust Regulation [application of CC and LGA] where trust bodies are subject to the bylaw timing requirements under the *Community Charter* and *Local Government Act*.

The previous Orders under the Emergency Program Act provided authority for municipalities, regional districts, and the Islands Trust to adopt bylaws on the same day as third reading with some limitations. It relaxed the requirements under s.135(3) of the CC and allowed municipalities to pass bylaws on the same day as third reading. It further relaxed the requirement for regional district bylaws by allowing for same day adoption if the motion for adoption received the majority of the votes cast (rather than 2/3 votes cast), provided that the bylaw did not require approval, consent, or assent under an Act before adoptions.

## **Additional Resources:**

BC Centre for Disease Control

- [Event Planning](#)
- [General COVID-19 Information](#)

### **WorkSafeBC**

- [Municipalities and COVID-19 safety](#)
- [WorkSafeBC Safety Plan Template](#)
- [WorkSafeBC Signs and Templates](#)
- [General Guide to Reducing Risk <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation)

### **BC Municipal Safety Association**

- [Pandemic Exposure Control COVID-19](#)

### **Government of Canada**

- [Risk assessment for mass gatherings](#)

### **World Health Organization**

- [Planning recommendations for mass gatherings](#)
- [Getting workplace ready for COVID-19](#)

### **[Ombudsperson's Guide to Open Meetings](#)**

### **[AMTCO Electronic Council Meeting Resources](#)**

#### **Electronic Participation Procedure:**

[https://amcto.com/Resources-Publications/Resources/Electronic-Council-Meetings/Electronic\\_Meeting\\_Procedure\\_2020.aspx](https://amcto.com/Resources-Publications/Resources/Electronic-Council-Meetings/Electronic_Meeting_Procedure_2020.aspx)

**Procedure for Electronic Participation in City Council Meetings:**

[https://amcto.com/Resources-Publications/Resources/Electronic-Council-Meetings/Procedures\\_for\\_City\\_Council\\_Participation\\_in\\_Elect.aspx](https://amcto.com/Resources-Publications/Resources/Electronic-Council-Meetings/Procedures_for_City_Council_Participation_in_Elect.aspx)