



**AGENDA FOR THE REGULAR MEETING OF COUNCIL,  
HELD ELECTRONICALLY FROM CITY HALL,  
141 WEST 14<sup>TH</sup> STREET, NORTH VANCOUVER, BC, ON  
MONDAY, SEPTEMBER 28, 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, September 28, 2020

**ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, September 14, 2020

**PROCLAMATIONS**

International Day of Older Persons – October 1, 2020

World Breastfeeding Week – October 1–7, 2020

**PUBLIC INPUT PERIOD**

**CONSENT AGENDA**

Items \*3, \*4 and \*5 are listed in the Consent Agenda and may be considered separately or in one motion.

**BYLAWS – ADOPTION**

- \*3. "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8784"  
(Behrouz Monadizadeh / Rock-Arc Development Corp., 213 East 22<sup>nd</sup> Street)
- \*4. "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8785"  
(Bill Curtis / Bill Curtis & Associates Design, 233 East 22<sup>nd</sup> Street)
- \*5. "Housing Agreement Bylaw, 2017, No. 8574, Amendment Bylaw, 2020,  
No. 8790" (1441 St. Georges Nominee Ltd., 1441 St. Georges Avenue, CD-691,  
Rental Housing Commitments)

**MOTION**

6. Development Variance Permit No. PLN2019-00008 (1115 East Keith Road)

**REPORTS**

7. Temporary Use Permit Renewal – 245 Fell Avenue – General Office Use

**REPORTS – Continued**

8. Rezoning Application: 1348 Forbes Avenue (Reza Nobari / Disa Design Group)

**BYLAW – FIRST AND SECOND READINGS**

9. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8794”  
(Reza Nobari / Disa Design Group, 1348 Forbes Avenue, RS-2)

**REPORTS**

10. Kings Mill Walk Park Master Plan Task Force
11. CityStudio North Vancouver Update and Future Direction
12. 2021 Permissive Tax Exemptions

**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*, Section 90(1)(e) [land matter].

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

**ADJOURN**

## **CALL TO ORDER**

## **APPROVAL OF AGENDA**

1. Regular Council Meeting Agenda, September 28, 2020

## **ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, September 14, 2020

## **PROCLAMATIONS**

International Day of Older Persons – October 1, 2020

World Breastfeeding Week – October 1–7, 2020

## **PUBLIC INPUT PERIOD**

The Public Input Period is addressed in sections 12.20 to 12.28 of “Council Procedure Bylaw, 2015, No. 8500.”

The time allotted for each speaker addressing Council during the Public Input Period is 2 minutes, with the number of speakers set at 5 persons. Speakers’ comments will be audio recorded, as well as live-streamed on the City’s website, and will form part of the public record.

As City Hall remains closed to the public, the Regular Council Meetings will be held electronically via “WebEx”. To speak during the Public Input Period of a Regular Council Meeting, pre-registration is required by completing an online form at [cnv.org/PublicInputPeriod](http://cnv.org/PublicInputPeriod). Persons can also pre-register by phoning 604-990-4230 and providing contact information. **All pre-registration must be submitted no later than 12:00 noon on the day of the meeting.**

Once you have pre-registered, you will receive login/call-in instructions via email/phone.

You will be required to login or phone into the Council meeting between 5:00 and 5:15 pm on the day of the meeting. At the meeting, speakers will be asked to state their name and address for the record. If speakers have written materials to accompany their presentation, these materials must be emailed to the City Clerk at [clerks@cnv.org](mailto:clerks@cnv.org) no later than 12:00 noon on the day of the meeting.

The Public Input Period provides an opportunity for comment only and places the speaker’s concern on record, without the expectation of a response from Council.

Speakers must comply with the General Rules of Conduct set out in section 5.1 of “Council Procedure Bylaw, 2015, No. 8500” and may not speak with respect to items as listed in section 12.25(2).

Speakers are requested not to address matters that refer to items from a concluded Public Hearing/Public Meeting or to Public Hearings, Public Meetings and Committee meetings when those matters are scheduled on the same evening’s agenda, as an opportunity for public input is provided when the particular item comes forward for discussion.

Please address the Mayor as “Your Worship” or “Mayor, followed by his/her surname”. Councillors should be addressed as “Councillor, followed by their surname”.

## **CONSENT AGENDA**

Items \*3, \*4 and \*5 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**

### **BYLAWS – ADOPTION**

- \*3. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8784”  
(Behrouz Monadizadeh / Rock-Arc Development Corp., 213 East 22<sup>nd</sup> Street)

### **RECOMMENDATION:**

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8784”  
(Behrouz Monadizadeh / Rock-Arc Development Corp., 213 East 22<sup>nd</sup> Street) be adopted, signed by the Mayor and City Clerk and affixed with the corporate seal.

- \*4. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8785”  
(Bill Curtis / Bill Curtis & Associates Design, 233 East 22<sup>nd</sup> Street)

### **RECOMMENDATION:**

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8785” (Bill Curtis / Bill Curtis & Associates Design, 233 East 22<sup>nd</sup> Street) be adopted, signed by the Mayor and City Clerk and affixed with the corporate seal.

- \*5. “Housing Agreement Bylaw, 2017, No. 8574, Amendment Bylaw, 2020, No. 8790”  
(1441 St. Georges Nominee Ltd., 1441 St. Georges Avenue, CD-691, Rental Housing Commitments)

### **RECOMMENDATION:**

THAT “Housing Agreement Bylaw, 2017, No. 8574, Amendment Bylaw, 2020, No. 8790” (1441 St. Georges Nominee Ltd., 1441 St. Georges Avenue, CD-691, Rental Housing Commitments) be adopted, signed by the Mayor and City Clerk and affixed with the corporate seal.

## **END OF CONSENT AGENDA**



## **MOTION**

6. Development Variance Permit No. PLN2019-00008 (1115 East Keith Road)  
– File: 08-3400-20-0009/1

### **RECOMMENDATION:**

THAT Development Variance Permit No. PLN2019-00008 (1115 East Keith Road) be issued to Dustin Christiansen and Laurie Bayrack, in accordance with Section 498 of the *Local Government Act*;

AND THAT the Mayor and City Clerk be authorized to sign Development Variance Permit No. PLN2019-00008.

*Public Meeting waived.*

## **REPORTS**

7. Temporary Use Permit Renewal – 245 Fell Avenue – General Office Use  
– File: 08-3400-20-0033/1

Report: Planner 1, September 16, 2020

### **RECOMMENDATION:**

PURSUANT to the report of the Planner 1, dated September 16, 2020, entitled “Temporary Use Permit Renewal – 245 Fell Avenue – General Office Use”:

THAT Temporary Use Permit No. TUP2017-00001 (Jens Petersen / Compton Fundraising Consultants Canada Ltd.), to permit general office use at 245 Fell Avenue for a 3-year term, be renewed in accordance with Section 497 of the *Local Government Act*;

AND THAT the Mayor and City Clerk be authorized to sign the renewed permit, being Temporary Use Permit No. PLN2020-00018.

8. Rezoning Application: 1348 Forbes Avenue (Reza Nobari / Disa Design Group)  
– File: 08-3400-20-0016/1

Report: Development Planner, September 16, 2020

### **RECOMMENDATION:**

PURSUANT to the report of the Development Planner, dated September 16, 2020, entitled “Rezoning Application: 1348 Forbes Avenue (Reza Nobari / Disa Design Group)”:

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8794” (Reza Nobari / Disa Design Group, 1348 Forbes Avenue, RS-2) be considered and the Public Hearing be waived;

*Continued...*

**REPORTS – Continued**

8. Rezoning Application: 1348 Forbes Avenue (Reza Nobari / Disa Design Group)  
– File: 08-3400-20-0016/1 – Continued

THAT Development Variance Permit No. PLN2020-00016 (Reza Nobari / Disa Design Group) be considered for issuance under Section 498 of the *Local Government Act* and the Public Meeting be waived;

THAT the community benefits listed in the report be secured through agreements at the applicant's expense and to the satisfaction of staff;

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

*Item 9 refers.*

**BYLAW – FIRST AND SECOND READINGS**

9. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8794”  
(Reza Nobari / Disa Design Group, 1348 Forbes Avenue, RS-2)

**RECOMMENDATION:**

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8794”  
(Reza Nobari / Disa Design Group, 1348 Forbes Avenue, RS-2) be given first and second readings.

**REPORTS**

10. Kings Mill Walk Park Master Plan Task Force – File: 12-6240-20-0045/1

Report: Parks and Greenways Planner, September 16, 2020

**RECOMMENDATION:**

PURSUANT to the report of the Parks and Greenways Planner, dated September 16, 2020, entitled “Kings Mill Walk Park Master Plan Task Force”:

THAT the Terms of Reference for the Kings Mill Walk Park Master Plan Task Force be endorsed;

AND THAT staff be directed to proceed with the promotion and recruitment process and report back to Council with the results.

**REPORTS – Continued**

11. CityStudio North Vancouver Update and Future Direction  
– File: 13-6750-01-0001/2020

Report: Deputy Director, Community and Partner Engagement,  
September 15, 2020

**RECOMMENDATION:**

PURSUANT to the report of the Deputy Director, Community and Partner Engagement, dated September 15, 2020, entitled “CityStudio Update and Future Direction”:

THAT staff be directed to prepare a new Memorandum of Understanding with Capilano University for a CityStudio Partnership, for a 3-year term, subject to annual funding approval.

12. 2021 Permissive Tax Exemptions – File: 05-1970-07-0001/2020

Report: Director, Finance, September 16, 2020

**RECOMMENDATION:**

PURSUANT to the report of the Director, Finance, dated September 16, 2020, entitled “2021 Permissive Tax Exemptions”:

THAT staff bring forward a Permissive Tax Exemption Bylaw for the years 2021, 2022 and 2023 for Council consideration.

**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*, Section 90(1)(e) [land matter].

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

**ADJOURN**

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**MINUTES OF THE REGULAR MEETING OF COUNCIL, HELD  
ELECTRONICALLY FROM CITY HALL, 141 WEST 14<sup>TH</sup> STREET, NORTH  
VANCOUVER, BC, ON **MONDAY, SEPTEMBER 14, 2020****

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**PRESENT**

**COUNCIL MEMBERS**

Mayor L. Buchanan  
Councillor H. Back\*  
Councillor D. Bell\*  
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  
H. Granger, City Solicitor\*  
B. Pearce, Director, Strategic and Corporate Services\*  
B. Themens, Director, Finance\*  
M. Epp, Director, Planning and Development\*  
A. Devlin, Manager, Transportation Planning\*  
M. Friesen, Interim Manager, Development Planning\*  
M. Wray, Planner, Planning and Development\*  
K. Magnusson, Deputy Director, Engineering, Parks and  
Environment\*  
R. Skene, Director, Community and Partner Engagement\*  
G. Schalk, Fire Chief\*

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

**APPROVAL OF AGENDA**

Moved by Councillor Bell, seconded by Councillor Back

1. Regular Council Meeting Agenda, September 14, 2020

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

Moved by Councillor McIlroy, seconded by Councillor Back

2. Regular Council Meeting Minutes, July 20, 2020

**CARRIED UNANIMOUSLY**

**PROCLAMATIONS**

Mayor Buchanan declared the following proclamations:

Cops for Cancer Day – September 21, 2020

Rail Safety Week – September 21–27, 2020

North Shore Culture Days – September 25 – October 25, 2020

## **PUBLIC INPUT PERIOD**

Nil.

## **CONSENT AGENDA**

Moved by Councillor Bell, seconded by Councillor Valente

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

**CARRIED UNANIMOUSLY**

## **START OF CONSENT AGENDA**

## **CORRESPONDENCE**

- \*3. Board in Brief, Metro Vancouver Regional District, July 31, 2020  
– File: 01-0400-60-0006/2020

Re: Metro Vancouver – Board in Brief

Moved by Councillor Bell, seconded by Councillor Valente

THAT the correspondence from Metro Vancouver, dated July 31, 2020, regarding the “Metro Vancouver – Board in Brief”, be received and filed.

**(CARRIED UNANIMOUSLY)**

## **BYLAWS – ADOPTION**

- \*4. “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2020, No. 8786”  
(Transit Lanes and Electric Vehicles Charging Parking)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2020, No. 8786” (Transit Lanes and Electric Vehicles Charging Parking) be adopted, signed by the Mayor and City Clerk and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY)**

- \*5. “Bylaw Notice Enforcement Bylaw, 2018, No. 8675, Amendment Bylaw, 2020, No. 8787” (Street and Traffic Bylaw – Updates to Fines)

Moved by Councillor Bell, seconded by Councillor Valente

THAT “Bylaw Notice Enforcement Bylaw, 2018, No. 8675, Amendment Bylaw, 2020, No. 8787” (Street and Traffic Bylaw – Updates to Fines) be adopted, signed by the Mayor and City Clerk and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY)**

## **CONSENT AGENDA – Continued**

### **REPORT**

- \*6. Appointment of North Shore Designate to E-Comm Board – 2020-2021 Term  
– File: 01-0230-20-0016/2020

Report: Corporate Officer, September 2, 2020

Moved by Councillor Bell, seconded by Councillor Valente

PURSUANT to the report of the Corporate Officer, dated September 2, 2020, entitled  
“Appointment of North Shore Designate to E-Comm Board – 2020-2021 Term”:

THAT Richard Walton be nominated to serve as the North Shore designate to the  
E-Comm Board of Directors for the 2020-2021 term.

**(CARRIED UNANIMOUSLY)**

### **END OF CONSENT AGENDA**

### **BYLAWS – THIRD READING**

7. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8784”  
(Behrouz Monadizadeh / Rock-Arc Development Corp., 213 East 22<sup>nd</sup> Street)

Moved by Councillor Valente seconded by Councillor Girard

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8784” (Behrouz  
Monadizadeh / Rock-Arc Development Corp., 213 East 22<sup>nd</sup> Street) be given third  
reading.

**CARRIED UNANIMOUSLY**

8. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8785”  
(Bill Curtis / Bill Curtis & Associates Design, 233 East 22<sup>nd</sup> Street)

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8785” (Bill Curtis  
/ Bill Curtis & Associates Design, 233 East 22<sup>nd</sup> Street) be given third reading.

**CARRIED UNANIMOUSLY**

### **PRESENTATION**

2019 North Shore Transportation Survey – Manager, Transportation Planning

The Manager, Transportation Planning, provided a PowerPoint presentation regarding the  
“2019 North Shore Transportation Survey” and responded to questions of Council.

## **REPORTS**

9. 2019 North Shore Transportation Survey – File: 16-8770-01-0001/2020

Report: Manager, Transportation Planning, September 3, 2020

Moved by Councillor Back, seconded by Councillor Valente

PURSUANT to the report of the Manager, Transportation Planning, dated September 3, 2020, entitled “2019 North Shore Transportation Survey”:

THAT the 2019 North Shore Transportation Survey Final Report, September 2020, be received for information.

**CARRIED UNANIMOUSLY**

10. UBCM 2020 Funding Application – Housing Needs Report Program  
– File: 10-5040-03-0001/2020

Report: Planner 1, September 2, 2020

Moved by Mayor Buchanan, seconded by Councillor Bell

PURSUANT to the report of the Planner 1, dated September 2, 2020, entitled “UBCM 2020 Funding Application – Housing Needs Report Program”:

THAT (Funding Appropriation #2060) an amount of \$20,000 be appropriated from the Affordable Housing Reserve Fund to support the preparation of the Housing Needs Report;

THAT should any of the amount remain unexpended as at December 31, 2023, the unexpended balance shall be returned to the credit of the Affordable Housing Reserve Fund;

THAT staff be directed to apply for the Provincial funding available for the Housing Needs Report Program, administered by the Union of British Columbia Municipalities, prior to the October 16, 2020 deadline;

AND THAT Council support the proposed project activities to provide overall grant management, as required by the Union of British Columbia Municipalities’ Housing Needs Report Program.

**CARRIED UNANIMOUSLY**



## **REPORTS – Continued**

11. Amendment to “Housing Agreement Bylaw, 2017, No. 8574” – 1441 St. Georges Avenue – File: 08-3360-20-0405/1

Report: Planner 1, September 2, 2020

Moved by Councillor Bell, seconded by Councillor Girard

PURSUANT to the report of the Planner 1, dated September 2, 2020, entitled “Amendment to “Housing Agreement Bylaw, 2017, No. 8574” – 1441 St. Georges Avenue”:

THAT “Housing Agreement Bylaw, 2017, No. 8574, Amendment Bylaw, 2020, No. 8790” (1441 St. Georges Nominee Ltd., 1441 St. Georges Avenue, CD-691, Rental Housing Commitments) be considered;

AND THAT the Mayor and City Clerk be authorized to execute all necessary legal agreements required.

**CARRIED UNANIMOUSLY**

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

12. “Housing Agreement Bylaw, 2017, No. 8574, Amendment Bylaw, 2020, No. 8790” (1441 St. Georges Nominee Ltd., 1441 St. Georges Avenue, CD-691, Rental Housing Commitments)

Moved by Councillor Bell, seconded by Councillor Girard

THAT “Housing Agreement Bylaw, 2017, No. 8574, Amendment Bylaw, 2020, No. 8790” (1441 St. Georges Nominee Ltd., 1441 St. Georges Avenue, CD-691, Rental Housing Commitments) be given first and second readings.

**CARRIED UNANIMOUSLY**

Moved by Councillor Bell, seconded by Councillor Girard

THAT “Housing Agreement Bylaw, 2017, No. 8574, Amendment Bylaw, 2020, No. 8790” (1441 St. Georges Nominee Ltd., 1441 St. Georges Avenue, CD-691, Rental Housing Commitments) be given third reading.

**CARRIED UNANIMOUSLY**

## **REPORTS**

13. Amended Development Variance Permit Application – 1115 East Keith Road, Dustin Christiansen – File 08-3400-20-0009/1

Report: Development Planner, September 2, 2020

Moved by Councillor Valente, seconded by Councillor Hu

PURSUANT to the report of the Development Planner, dated September 2, 2020, entitled “Amended Development Variance Permit Application – 1115 East Keith Road, Dustin Christiansen”:

THAT the amended 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**

14. 2020 Project Plan – Funding Appropriations #2056 – #2059 and #2061 – #2062  
– File: 05-1705-30-0019/2020

Report: Director, Finance, September 7, 2020

Moved by Councillor Valente, seconded by Councillor McIlroy

PURSUANT to the report of the Director, Finance, dated September 7, 2020, entitled “2020 Project Plan – Funding Appropriations #2056 – #2059 and #2061 – #2062”:

THAT (Funding Appropriation #2056) an amount of \$286,654 be appropriated from the Annual Budget – Transfer to General Reserve Fund for the purpose of funding the 2020 Project Plan;

THAT (Funding Appropriation #2057) an amount of \$71,854 be appropriated from the Tax Sale Land Interest Reserve Fund for the purpose of funding the 2020 Project Plan;

THAT (Funding Appropriation #2058) an amount of \$615,198 be appropriated from the Fire Equipment Replacement Reserve Fund for the purpose of funding the 2020 Project Plan;

THAT (Funding Appropriation #2059) an amount of \$979,802 be appropriated from the General Reserve Fund for the purpose of funding the 2020 Project Plan;

THAT (Funding Appropriation #2061) an amount of \$32,842 be appropriated from the Environmental Stewardship Reserve Fund for the purpose of funding the 2020 Project Plan;

*Continued...*

## **REPORTS – Continued**

14. 2020 Project Plan – Funding Appropriations #2056 – #2059 and #2061 – #2062  
– File: 05-1705-30-0019/2020 – Continued

THAT (Funding Appropriation #2062) an amount of \$75,000 be appropriated from the Affordable Housing 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.

**CARRIED UNANIMOUSLY**

## **COUNCIL REPORT**

Nil.

## **NOTICES OF MOTION**

15. Anticoagulant Rodenticides – File: 09-4000-01-0001/2020

Submitted by Councillor McIlroy and Councillor Valente

Moved by Councillor Valente, seconded by Councillor McIlroy

WHEREAS the City of North Vancouver Strategic Plan for 2018-2022 prioritizes “A Liveable City” where the City acts as a steward of the environment for future generations;

WHEREAS anticoagulant rodenticides pose serious threats to BC wildlife and ecosystems through primary and secondary poisoning of non-target species, and have the potential to harm children and pets;

WHEREAS owls and other raptors are at a particularly high risk of secondary poisoning because of their dependence on rodents as a food source, with numerous cases of poisoning across BC in the past decade;

AND WHEREAS the City of North Vancouver has already shown leadership in the protection of wildlife and the environment by using alternatives to rodenticides on municipal properties and providing information to the public on such alternatives;

THEREFORE BE IT RESOLVED THAT the City of North Vancouver create a formal ban on the use of anticoagulant rodenticides on all municipal property and take advantage of opportunities to communicate alternative pest control methods to residents and businesses;

AND THAT Council request that the Mayor write, on behalf of Council, to the Province of BC requesting that the Province ban anticoagulant rodenticides, and that letter be shared with all other local governments in BC.

**CARRIED UNANIMOUSLY**

## **NOTICES OF MOTION – Continued**

16. Extending Outdoor Patios to Support Local Business – File: 09-4520-20-0002/2020

Submitted by Mayor Buchanan

Moved by Mayor Buchanan, seconded by Councillor Valente

WHEREAS the COVID-19 pandemic continues to result in severe economic hardship for local businesses across the City of North Vancouver;

WHEREAS public health requirements for social distancing are still in effect that significantly reduce the number of patrons allowed to be in given areas;

WHEREAS the expanded patio program and parklets in the City over the summer have provided local retail, restaurants, cafes and breweries the ability to have additional space to stay open throughout the pandemic;

WHEREAS the loss of this additional patio space this fall may result in the temporary or permanent closure of many local businesses;

AND WHEREAS the City is committed to supporting its small business community by reducing barriers and incentivizing new investment;

THEREFORE BE IT RESOLVED THAT Council extend the expanded patio program and direct staff to authorize the winterization of outdoor patios within the City for the duration of the COVID-19 pandemic;

AND THAT staff work with the business community to create a program for designated pick-up zones to enhance contactless curbside pick-up.

**CARRIED UNANIMOUSLY**

## **COVID-19 UPDATE**

Mayor Buchanan reported on the following matters:

- The Mayor's Economic Task Force is preparing a report for publication in the next couple of months.
- The Mayor's Social Resiliency Collective is wrapping up. The final report was in the Council Information Package last Friday and will be posted to the City's website.
- Follow up letter to Minister James regarding the hardship program.
- Letters to the Premier, Minister Robinson and Minister James re-advocating split assessments for commercial properties for 2021.
- Letter was sent to Minister Beare regarding support of the arts and culture community.

## **COVID-19 UPDATE – Continued**

- As Vice-Chair of Metro Vancouver, Mayor Buchanan will be attending 4 meetings with Provincial Ministers over the next week regarding regional priorities and collaboration with the Province.
- Mayor Buchanan, Mayor Booth and Mayor Little are in the process of issuing an update to the 3 North Shore communities, which will be published in the North Shore News.

## **COUNCIL INQUIRIES**

Nil.

## **NEW ITEMS OF BUSINESS**

Nil.

## **NOTICES OF MOTION**

Nil.

## **CITY CLERK'S RECOMMENDATION**

Moved by Councillor Bell, seconded by Councillor Valente

THAT Council recess to the Committee of the Whole, Closed session, pursuant to the *Community Charter*, Sections 90(1)(e) [land matter], 90(1)(g) [legal matter] and 90(2)(b) [contract negotiations].

**CARRIED UNANIMOUSLY**

The meeting recessed to the Committee of the Whole, Closed session, at 7:47 pm and reconvened at 9:37 pm.

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

17. Legal Matter / Contract Negotiations – File: 11-5500-06-0001/1

Report: Director, Lonsdale Energy Corp., September 6, 2020

Moved by Councillor Girard, seconded by Councillor Bell

PURSUANT to the report of the Director, Lonsdale Energy Corp., dated September 6, 2020, regarding a legal matter / contract negotiations:

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, Lonsdale Energy Corp., dated September 6, 2020, remain in the Closed session.

**CARRIED UNANIMOUSLY**

## **ADJOURN**

Moved by Councillor Back, seconded by Councillor Bell

THAT the meeting adjourn.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 9:38 pm.

*“Certified Correct by the City Clerk”*

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CITY CLERK



**Office of the Mayor**  
**CITY OF NORTH VANCOUVER**  
**BRITISH COLUMBIA**

## *Proclamation*

### **INTERNATIONAL DAY OF OLDER PERSONS**

- WHEREAS** the 30<sup>th</sup> Anniversary of the United Nations International Day of Older Persons celebrates the importance of the Universal Declaration of Human Rights and reaffirms the commitment to promoting the full and equal enjoyment of all human rights and fundamental freedoms by older persons;
- WHEREAS** individuals are reaching an advanced age in greater numbers and are in better health than ever before, and scientific research is disproving many stereotypes about inevitable and irreversible declines with age;
- WHEREAS** the United Nations Principles for Older Persons, adopted in 1991, promotes independence, participation, care, self-fulfillment and dignity;
- AND WHEREAS** the City of North Vancouver recognizes and appreciates the many contributions that older persons make to our community, and wishes to recognize this year's theme "Pandemics: Do They Change How We Address Age and Aging?";
- NOW THEREFORE** I, Linda Buchanan, Mayor of the City of North Vancouver, do hereby proclaim **October 1, 2020** as **INTERNATIONAL DAY OF OLDER PERSONS** in the City of North Vancouver, the traditional territories of the Squamish and Tsleil-Waututh Nations.

So proclaimed on Monday, September 28, 2020

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**Mayor Linda Buchanan**



**Office of the Mayor**  
**CITY OF NORTH VANCOUVER**  
**BRITISH COLUMBIA**

## *Proclamation*

### **WORLD BREASTFEEDING WEEK**

- WHEREAS** World Breastfeeding Week is a time for global society, in accordance with the World Health Organization's Global Strategy on Infant and Young Child Nutrition, to reassert the importance of informed choices and optimal feeding practices by protecting, promoting and supporting breastfeeding as the ideal nutrition for healthy infants and promoting the health of women;
- WHEREAS** the World Health Organization aims to create supportive environments and communities that protect the human right to breastfeed anywhere, anytime;
- AND WHEREAS** this year's World Breastfeeding Week theme, "Support Breastfeeding for a Healthier Planet", is a time for global society to work together to reassert the importance of protecting, promoting and supporting breastfeeding;
- NOW THEREFORE** I, Linda Buchanan, Mayor of the City of North Vancouver, do hereby proclaim **October 1 to 7, 2020** as **WORLD BREASTFEEDING WEEK** in the City of North Vancouver, the traditional territories of the Squamish and Tsleil-Waututh Nations.

So proclaimed on Monday, September 28, 2020

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**Mayor Linda Buchanan**



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

**BYLAW NO. 8784**

**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. 8784” (Behrouz Monadizadeh / Rock-Arc Development Corp., 213 East 22<sup>nd</sup> Street)**.
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 RT-1 (Residential Two-Unit 1) Zone:

<b>Lots</b>	<b>Block</b>	<b>D.L.</b>	<b>Plan</b>	
D	208	546	18798	from RS-1

READ a first time on the 13<sup>th</sup> day of July, 2020.

READ a second time on the 13<sup>th</sup> day of July, 2020.

RECEIVED APPROVAL FROM THE  
MINISTRY OF TRANSPORTATION ON THE  
9<sup>TH</sup> DAY OF SEPTEMBER, 2020.

READ a third time on the 14<sup>th</sup> day of  
September, 2020.

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

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MAYOR

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CITY CLERK

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8785

**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. 8785” (Bill Curtis / Bill Curtis & Associates Design, 233 East 22<sup>nd</sup> Street).**
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 RT-1 (Residential Two-Unit 1) Zone:

<b>Lots</b>	<b>Block</b>	<b>D.L.</b>	<b>Plan</b>	
33	208	546	5481	from RS-1

READ a first time on the 13<sup>th</sup> day of July, 2020.

READ a second time on the 13<sup>th</sup> day of July, 2020.

RECEIVED APPROVAL FROM THE  
MINISTRY OF TRANSPORTATION ON THE  
9<sup>TH</sup> DAY OF SEPTEMBER, 2020.

READ a third time on the 14<sup>th</sup> day of  
September, 2020.

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

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MAYOR

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CITY CLERK

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

**BYLAW NO. 8790**

**A Bylaw to amend a Housing Agreement for 1441 St. Georges Avenue**

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

**WHEREAS** the City and 1441 St. Georges Nominee Ltd. entered into a housing agreement in respect of a rental development at 1441 St. Georges Avenue pursuant to “Housing Agreement Bylaw, 2017, No. 8574” which was adopted on October 23, 2017;

**AND WHEREAS** the City and 1441 St. Georges Nominee Ltd. now wish to amend the housing agreement and Section 483(4) of the *Local Government Act* (British Columbia) providing that a housing agreement may be amended by bylaw adopted with the consent of the owner;

**NOW THEREFORE** 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 “**Housing Agreement Bylaw, 2017, No. 8574, Amendment Bylaw, 2020, No. 8790**” (1441 St. Georges Nominee Ltd., 1441 St. Georges Avenue, CD-691, Rental Housing Commitments).
2. The Council hereby authorizes the agreement, substantially in the form attached to this bylaw as Schedule “A”, between The Corporation of the City of North Vancouver and 1441 St. Georges Nominee Ltd. with respect to the lands referenced as 1441 St. Georges Avenue.

READ a first time on the 14<sup>th</sup> day of September, 2020.

READ a second time on the 14<sup>th</sup> day of September, 2020.

READ a third time on the 14<sup>th</sup> day of September, 2020.

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

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MAYOR

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CITY CLERK

# SCHEDULE "A"

FORM C\_V25 (Charge)

**LAND TITLE ACT**  
**FORM C (Section 233) CHARGE**  
**GENERAL INSTRUMENT - PART 1 Province of British Columbia**

PAGE 1 OF 7 PAGES

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent)

Samantha Haddow, TERRA LAW CORPORATION  
 2800 - 650 West Georgia Street

Phone 604-628-8969  
 Client No. 12544 Doc No. 1447248  
 File No. 502763

Vancouver

BC V6B 4N7

Deduct LTSA fees? Yes ☒

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:  
 [PID] [LEGAL DESCRIPTION]

007-425-309 LOT A EAST PART OF BLOCK 50 DISTRICT LOT 549 PLAN 13036

STC? YES ☐

3. NATURE OF INTEREST

**Modification**  
**Priority Agreement**

CHARGE NO.

CA6423469

ADDITIONAL INFORMATION

Entire instrument  
 page 7

4. TERMS: Part 2 of this instrument consists of (select one only)

(a) ☐ Filed Standard Charge Terms D.F. No.

(b) ☒ Express Charge Terms Annexed as Part 2

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument.

5. TRANSFEROR(S):

**1441 ST. GEORGES NOMINEE LTD. (INC. NO. BC1090407)**  
**THE TORONTO-DOMINION BANK (AS TO PRIORITY)**

6. TRANSFEREE(S): (including postal address(es) and postal code(s))

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

141 WEST 14TH STREET

NORTH VANCOUVER

BRITISH COLUMBIA

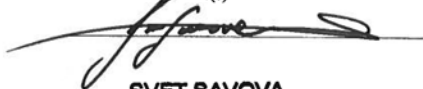
CANADA

7. ADDITIONAL OR MODIFIED TERMS:

N/A

8. EXECUTION(S): This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)



**SVET SAVOVA**  
*Barrister & Solicitor*  
**BORDEN LADNER GERVAIS LLP**  
 1200 Waterfront Centre, 200 Burrard Street  
 P.O. Box 48800, Vancouver, Canada V7X 1T2  
 604-632-3547

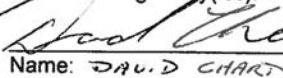
(as to Byron Chard's signature only)

Execution Date

Y	M	D
20	08	31

Transferor(s) Signature(s)

1441 ST. GEORGES  
 NOMINEE LTD., by its  
 authorized signatory(ies):

  
 Name: DAVID CHARD

  
 Name: Byron Chard

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

LAND TITLE ACT  
FORM D

## EXECUTIONS CONTINUED

PAGE 2 of 7 PAGES

Officer Signature(s)

GORDON A. LOVE  
Barrister • Solicitor  
FARRIS LLP  
2500 - 700 West Georgia Street  
P.O. Box 10026, Pacific Centre  
Vancouver, BC V7Y 1B3

## Execution Date

Y	M	D
20	09	02

Transferor / Borrower / Party Signature(s)

THE TORONTO-DOMINION BANK, by  
its authorized signatory(ies):

Name: Peter Andriopoulos  
Vice President

Name:

## OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

LAND TITLE ACT  
FORM D

## EXECUTIONS CONTINUED

PAGE 3 of 7 PAGES

Officer Signature(s)

Execution Date

Transferor / Borrower / Party Signature(s)

Y

M

D

20

THE CORPORATION OF THE CITY  
OF NORTH VANCOUVER, by its  
authorized signatory(ies):

Name:

Name:

## OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.



**TERMS OF INSTRUMENT – PART 2**

**HOUSING AGREEMENT AMENDING AGREEMENT - RENTAL BUILDINGS**

**WHEREAS:**

- A. The Owner is the registered owner of the Lands;
- B. Section 219 of the *Land Title Act* (British Columbia) permits registration of a covenant in favour of a municipality in respect of the use of land or the use of a building on or to be erected on land, that land is or is not to be built on except in accordance with the covenant and that land is not to be subdivided except in accordance with the covenant;
- C. Section 483 of the *Local Government Act* (British Columbia) permits a local government to, by bylaw, enter into a housing agreement that may include terms and conditions regarding the occupancy of the housing units identified in the agreement, including respecting the form of tenure of the housing units, the availability of the housing units to classes of persons, the administration and management of the housing units and the rents and lease, sale or share prices that may be charged;
- D. Section 483(4) of the *Local Government Act* (British Columbia) provides that a housing agreement may be amended by bylaw adopted with the consent of the owner;
- E. On October 23, 2017, the City adopted Housing Agreement Bylaw 2017, No 8574, authorizing the City and Owner to enter into a Housing Agreement and Section 219 Covenant – Rental Buildings (the "**Housing Agreement**") which was noted and registered on title to the Lands under nos. CA6498384 and CA6423469; and
- F. The Owner and the City wish to enter into this agreement (the "**Amending Agreement**") to amend the Housing Agreement.

**NOW THEREFORE** in consideration of the sum of \$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:

**1.1 Amendments to Housing agreement**

Effective as of the date of the filing of the notation for this Amending Agreement in the Land Title Office, the Housing Agreement is amended as follows:

- (a) The definition of "Buildings" in Section 1.1(c) is hereby deleted and replaced as follows:
  - ""Buildings" means
  - (i) a mixed-use building to be constructed on the Lands following the registration of this Agreement in the LTO (the "**New Building**"), to be comprised of:

1441 St. Georges Avenue Housing Agreement Amending Agreement

- (1) 23 stories of rental residential housing (containing 166 dwelling units, with 14 of those dwelling units to be rented at rates not to exceed Affordable Rent);
- (2) commercial units at grade level; and
- (3) amenity space on part of the 23rd storey and additional amenity space on the partial second storey; and
- (ii) the mixed use building already constructed on the Lands at the time of registration of this Agreement in the LTO (the "Existing Building"), comprised of 14 stories containing 90 residential units, with 4 of those dwelling units to be rented at rates not to exceed Affordable Rent, and a 2 storey podium containing commercial units."
- (b) The text in Section 4.1 is hereby deleted and replaced as follows:  

"Eighteen of the Rental Units shall be used, occupied and rented in accordance with the requirements of this Section 4 and shall constitute the Mid-Market Rental Units. Before using or occupying the New Building, and before issuance of an occupancy permit for the New Building, the Owner shall designate, in writing, to the City which Rental Units are the Mid-Market Rental Units."
- (c) The text in Section 4.3(m) is hereby deleted and replaced as follows:  

"The restrictions under Sections 4.3(a), (b) and (c) shall not apply to a Tenancy Agreement in respect of a Mid-Market Rental Unit if the tenant under the Tenancy Agreement was a tenant of the Existing Building on the date of registration of this Agreement."

## 1.2 Housing Agreement Ratified

Except as expressly amended, the Housing Agreement is hereby ratified and confirmed by the parties hereto to the effect and with the intent that the Housing Agreement and this Amending Agreement shall be read and construed as one document. The parties acknowledge and agree that the Housing Agreement, as amended by this Amending Agreement, is valid, subsisting and in full force and effect.

## 1.3 Severance

If any portion of this Amending Agreement is held invalid by a court of competent jurisdiction, the invalid portion will be severed and the decision that it is invalid will not affect the validity of the remainder of this Amending Agreement.

## 1.4 Notice of Housing Agreement

The Owner acknowledges that the City is required to file a notice of this Amending Agreement as it amends the Housing Agreement in the LTO against title to the Land.

**1.5 Further Assurances**

The parties will execute and do all such further deeds, acts, things and assurances that may be reasonably required to carry out the intent of this Agreement.

**1.6 Waiver**

Waiver by the City of a default by the Owner will be in writing and will not be deemed to be a waiver of any subsequent or other default.

**1.7 Enurement**

This Amending Agreement will enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

**1.8 Priority**

The Owner will take all steps necessary to ensure that this Amending Agreement is registered in the LTO in priority to all charges and encumbrances which may impair the covenants granted in this Amending Agreement and, in any event, in priority to all financial charges.

**1.9 Counterparts and Electronic Delivery**

This Amending Agreement may be executed in any number of counterparts and delivered via facsimile or e-mail, each of which will be deemed to be an original and all of which taken together will be deemed to constitute one and the same instrument, provided that any party delivering this Agreement via facsimile or e-mail will deliver to the other party an originally executed copy of this Agreement forthwith upon request by the other party.

IN WITNESS OF THIS AMENDING AGREEMENT the City and the Owner have executed this Agreement by signing the "Form C - General Instrument - Part 1" or "Form D - Executions Continued" attached hereto.

**PRIORITY AGREEMENT**

**WHEREAS:**




- A. The Toronto-Dominion Bank (the "**Chargeholder**") is the holder of a mortgage and assignment of rents (the "**Financial Charges**") encumbering the lands described in Item 2 of Part 1 of the Form C General Instrument to which this Priority Agreement is attached and which are registered in the New Westminster Land Title Office as Mortgage CA5545051, as modified by CA6983431 and CA7169166 and Assignment of Rents CA5545052 as modified by CA6983432 and CA7169167; and
- B. An amending agreement for a Housing Agreement and Section 219 Covenant currently registered on title to the lands described in Part 2 of the Form C General Instrument to which this Priority Agreement is attached (the "**City's Charges**") will be registered against title to the lands.

**NOW THEREFORE** for one dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agreed to by the Chargeholder, the Chargeholder hereby grants to the City priority for the City's Charges over all the Chargeholder's right, title and interest in and to the lands as if the City's Charges had been executed, delivered and registered prior to the execution and registration of the Financial Charges and prior to the advance of any monies pursuant to the Financial Charges. The grant of priority is irrevocable, unqualified and without reservation or limitation.

**END OF DOCUMENT**

1441 St. Georges Avenue Housing Agreement Amending Agreement



 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: David Johnson, Development Planner

Subject: AMENDED DEVELOPMENT VARIANCE PERMIT APPLICATION – 1115  
EAST KEITH ROAD, DUSTIN CHRISTIANSEN

Date: September 2, 2020 File No: 08-3400-20-00009/1

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

**RECOMMENDATION**

PURSUANT to the report of the Development Planner, dated September 2, 2020, entitled "Amended Development Variance Permit Application - 1115 East Keith Road, Dustin Christiansen":

THAT the amended 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 re-circulated in accordance with the *Local Government Act*;

AND THAT the Public Meeting be waived.

**ATTACHMENTS**

1. Context Map (CityDoc [#1885153](#))
2. Architectural Plan dated September 9, 2019 (CityDoc [#1840441](#))
3. Development Variance Permit, as amended (CityDoc [#1885119](#))

**PURPOSE**

The purpose of this report is to present, for Council's consideration, an amended Development Variance Permit to support building lot coverage and locations on a subdivided lot located at 1115 East Keith Road (Attachment #1).

## BACKGROUND

On June 15, 2020 a report and Development Variance Permit were presented to Council for consideration and referral to a waived public meeting (Attachment 4: Original Report Dated June 9, 2020). After the Council meeting, an error was uncovered: a variance to lot coverage for one of the proposed lots was omitted from the report and the Development Variance Permit.

To ensure that the future development adheres to City of North Vancouver regulations and that the information presented to Council and the community is correct, staff have amended the report of June 9, 2020 and the Development Variance Permit for reconsideration.

For clarity, the amendments to the June 9<sup>th</sup>, 2020 report are highlighted.

<i>Applicant:</i>	Dustin Christiansen
<i>Architect:</i>	Hlynsky + Davis Architects
<i>Official Community Plan Designation:</i>	Residential Level 1 (R1)
<i>Existing Zoning:</i>	One-Unit Residential (RS-1)
<i>Applicable Guidelines:</i>	None

## DISCUSSION

### Project Description

The applicant wishes to subdivide their existing property into three separate lots for the purpose of constructing Single Family Houses with Secondary Suites on each lot. The property is triangular in shape and is large enough to accommodate the proposed subdivision without having to go through a rezoning. Some design challenges occur due to the triangular shape, as the depth of two of the three proposed lots after subdivision is reduced, and the proposed buildings on these lots will require variances to the building setback and lot coverage requirements under the RS-1 Zone (Attachment #2).

The site slopes down along East Keith Road with an average slope of 10.5% from the western side down to the east. The slope goes down substantially into the property along the western property line dropping almost 7.3 metres (24 feet) from the front to the back with an average slope of 21.7%, with the steeper slopes occurring at the front end of the property. The proposed houses are to be built where all the basement levels would be built into the hill on the front side, with the grade change exposing the basement level to the rear (lane) side.

To support the proposal, the applicant will need to provide a 450 metre extension to the existing water main line, a 200 metre storm water main line and a 75 metre sanitary main line to service the new lots given the increased demand. These items will be processed through the subdivision stage.



## Site Context and Surrounding Use

The subject site is located on the south side of East Keith Road, between Shavington Street to the west and Heywood Street to the east (Attachment #1). The surrounding area contains single family homes, including the houses to the north of East Keith Road, which is in the District of North Vancouver.

The buildings and uses immediately surrounding the subject site are described in Table 1 below.

**Table 1. Surrounding Uses**

Direction	Address	Description	Zoning
North (Across East Keith Road)	1131 Shavington Road	Single Family House	District of North Vancouver
South and East (Across rear lane)	Houses fronting Heywood Street	Single Family Houses	RS-1
West	1111 East Keith Road	Single Family House	RS-1

In addition, there is a concrete sound barrier fronting along East Keith Road to screen traffic noise.

## PLANNING ANALYSIS

### Policy Context

#### *2014 Official Community Plan*

The land use designation of the subject site is Residential Level 1 (R1) in 'Schedule A' of the Official Community Plan (OCP). The designation allows for ground-orientated housing with non-strata accessory uses. Detached single family dwellings with secondary suites/coach houses are supported in this designation.

All the proposed single-family dwellings will have a secondary suite, but none will have a coach house.

The application is in keeping with the following goals and objectives of the Official Community Plan:

- 1.1.1 Plan for growth in the City's population, dwelling units and employment in keeping with the projections in Metro Vancouver's Regional Growth Strategy;
- 1.2.1 Ensure the location, density, design and durability of developments and their infrastructure are informed by the best available science on climate impacts;

- 1.3.5 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;
- 1.5.1 Provide opportunities for a range of housing densities, diversified in type, size and location.

The proposal as presented will not require an amendment to the OCP.

#### *Zoning Bylaw 1995, No. 6700*

The property is currently zoned One-Unit Residential 1 (RS-1) and supports single detached homes on lots that are no less than 10 meters (32.8 feet) wide. It also allows the option of secondary suites within the primary building, and a Coach House. The maximum floor area for each of the proposed lots would be 0.5 times the lot area. As the proposal is intended to construct a new Single Detached Dwelling with an Accessory Secondary Suite on each lot, the use and density are conforming to the RS-1 Zone, and therefore does not require a Zoning amendment. The proposal does however require variances to the building setbacks on two of the three proposed lots **and to increase the allowable lot coverage on the eastern lot.** Other main items such as proposed minimum Lot Width, maximum Building Height and minimum parking requirements meet the Zoning Bylaw.

As outlined in the attached Development Variance Permit (Attachment #4), the requested variances are outlined in ***bold italics*** in Table 2 below:

**Table 2.** Requested Variances from the property line

	RS-1 requirements	Proposed Lot A	Proposed Lot B	Proposed Lot C
Front Setback (min.)	4.6 metres (15.0 feet)	4.6 metres (15.0 feet)	<b><i>2.4 metres (8.0 feet)</i></b>	<b><i>2.6 metres (8.5 feet)</i></b>
Interior Side Yard Setback (min.)	1.2 metres (4.0 feet)	1.2 metres (4.0 feet)	1.2 metres (4.0 feet)	1.2 metres (4.0 feet)
Rear Setback Greater of:	8.0 metres (26.2 feet) or; 35% of the lot depth	9.1 metres (30.0 feet)	10.3 metres (34.0 feet)	<b><i>3.0 metres (10.0 feet)</i></b>
Lot Coverage	Maximum 30% to Principal Building	28%	29%	<b><i>35%</i></b>

The setbacks are required due to the triangular shape of the lot. With the western most lot having the greatest depth, it does not require any variances. As the depth of the lot gets smaller the need to accommodate a moderate size house results in setback variance requests. **The proposed Lot Coverage on the eastern lot (Lot C) is considered minor and due to the proposed building being a bungalow and needing a larger footprint.**

#### **FINANCIAL IMPLICATIONS**

None.



## COMMUNITY CONSULTATION

Due to the scale of the application and the minor variances to the proposal, staff are recommending waiving the Public Meeting requirement.

Should Council still wish to hold a Public Meeting, all active clauses be substituted with the following:

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

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

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

This project supports the Strategic Plan vision and priority to be a City for People by using an existing site to provide a variety of dwelling types within a single family neighbourhood.

## CONCLUSION

The proposal represents good planning as it utilizes a large single-family residential lot to its full potential. The impact on neighbouring properties is minimized as the western most lot is not seeking a variance, affecting the neighbour to the west, as well as access to parking is maintained in the proposal.

RESPECTFULLY SUBMITTED:



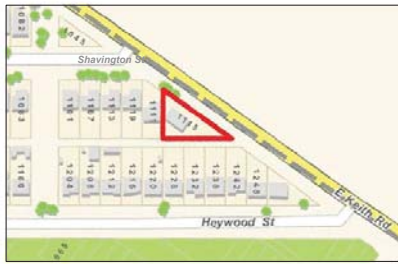
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David Johnson  
Development Planner









1 SUBJECT SITE & NEIGHBOURHOOD CONTEXT  
1/128" = 1'-0"

## PROJECT STATISTICS

TO CONFORM WITH B.C. 2018 PART 9 - RESIDENTIAL G  
LOT ADDRESS: 1115 EAST KEITH ROAD, NORTH VANCOUVER, BC  
LEGAL DESCRIPTION: LOT A, BLOCK 1, DISTRICT LOT 21A, PLAN 3075  
P.I.D. (P2008-02)  
ZONING: R5.1  
TOTAL SITE AREA: 800.00 sq.ft. ( 73.45 sq.m. )

SITE AREA OF LOT A:			
	ALLOWED	PROPOSED	COMMENTS
SITE COVERAGE			
BUILDING	80.00 sq.ft.	80.00 sq.ft.	
COVERED COURTYARD	80.00 sq.ft.	80.00 sq.ft.	
UNCOVERED COURTYARD	80.00 sq.ft.	80.00 sq.ft.	
TOTAL SITE COVERAGE	160.00 sq.ft.	160.00 sq.ft.	
ALLOWED + 30%	208.00 sq.ft.	208.00 sq.ft.	

FLOOR AREA CALCULATIONS:			
	ALLOWED	PROPOSED	COMMENTS
MAIN FLOOR	80.00 sq.ft.	80.00 sq.ft.	
UPPER FLOOR	80.00 sq.ft.	80.00 sq.ft.	
TOTAL F.A.R.	160.00 sq.ft.	160.00 sq.ft.	
ALLOWED + 0.5	240.00 sq.ft.	240.00 sq.ft.	
LOWER FLOOR (EXEMPTED FROM F.A.R.)	80.00 sq.ft.	80.00 sq.ft.	
UPPER FLOOR (EXEMPTED FROM F.A.R.)	80.00 sq.ft.	80.00 sq.ft.	
SITE AREA INCLUDED	80.00 sq.ft.	80.00 sq.ft.	
TOTAL GROSS AREA	160.00 sq.ft.	160.00 sq.ft.	

SETBACKS:			
	ALLOWED	PROPOSED	COMMENTS
FRONT YARD	10' 0"	10' 0"	
SIDE YARD	5' 0"	5' 0"	
REAR YARD	5' 0"	5' 0"	

BUILDING HEIGHT LOT A:			
	ALLOWED	PROPOSED	COMMENTS
PROPERTY ELEVATION AT FRONT	100' 0"	100' 0"	
PROPERTY ELEVATION AT LAKE	90' 0"	90' 0"	
REFERENCE GRADE	100' 0"	100' 0"	

TOP PLANE + REFERENCE GRADE + 30' 0" (9.14 m):			
	ALLOWED	PROPOSED	COMMENTS
FRONT YARD	10' 0"	10' 0"	
SIDE YARD	5' 0"	5' 0"	
REAR YARD	5' 0"	5' 0"	

BASEMENT GRADE (FOR BASEMENT EXEMPTION):			
	ALLOWED	PROPOSED	COMMENTS
FRONT YARD	10' 0"	10' 0"	
SIDE YARD	5' 0"	5' 0"	
REAR YARD	5' 0"	5' 0"	

AVERAGE GRADE (FOR BASEMENT EXEMPTION):			
	ALLOWED	PROPOSED	COMMENTS
FRONT YARD	10' 0"	10' 0"	
SIDE YARD	5' 0"	5' 0"	
REAR YARD	5' 0"	5' 0"	

PARKING:			
	ALLOWED	PROPOSED	COMMENTS
1 SURFACE PARKING	1	1	
2 SURFACE PARKING	2	2	
3 SPACES	3	3	

SITE AREA OF LOT B:			
	ALLOWED	PROPOSED	COMMENTS
SITE COVERAGE			
BUILDING	80.00 sq.ft.	80.00 sq.ft.	
COVERED COURTYARD	80.00 sq.ft.	80.00 sq.ft.	
UNCOVERED COURTYARD	80.00 sq.ft.	80.00 sq.ft.	
TOTAL SITE COVERAGE	160.00 sq.ft.	160.00 sq.ft.	
ALLOWED + 30%	208.00 sq.ft.	208.00 sq.ft.	

FLOOR AREA CALCULATIONS:			
	ALLOWED	PROPOSED	COMMENTS
MAIN FLOOR	80.00 sq.ft.	80.00 sq.ft.	
UPPER FLOOR	80.00 sq.ft.	80.00 sq.ft.	
TOTAL F.A.R.	160.00 sq.ft.	160.00 sq.ft.	
ALLOWED + 0.5	240.00 sq.ft.	240.00 sq.ft.	
LOWER FLOOR (EXEMPTED FROM F.A.R.)	80.00 sq.ft.	80.00 sq.ft.	
UPPER FLOOR (EXEMPTED FROM F.A.R.)	80.00 sq.ft.	80.00 sq.ft.	
SITE AREA INCLUDED	80.00 sq.ft.	80.00 sq.ft.	
TOTAL GROSS AREA	160.00 sq.ft.	160.00 sq.ft.	

SETBACKS:			
	ALLOWED	PROPOSED	COMMENTS
FRONT YARD	10' 0"	10' 0"	
SIDE YARD	5' 0"	5' 0"	
REAR YARD	5' 0"	5' 0"	

BUILDING HEIGHT LOT B:			
	ALLOWED	PROPOSED	COMMENTS
PROPERTY ELEVATION AT FRONT	100' 0"	100' 0"	
PROPERTY ELEVATION AT LAKE	90' 0"	90' 0"	
REFERENCE GRADE	100' 0"	100' 0"	

TOP PLANE + REFERENCE GRADE + 30' 0" (9.14 m):			
	ALLOWED	PROPOSED	COMMENTS
FRONT YARD	10' 0"	10' 0"	
SIDE YARD	5' 0"	5' 0"	
REAR YARD	5' 0"	5' 0"	

BASEMENT GRADE (FOR BASEMENT EXEMPTION):			
	ALLOWED	PROPOSED	COMMENTS
FRONT YARD	10' 0"	10' 0"	
SIDE YARD	5' 0"	5' 0"	
REAR YARD	5' 0"	5' 0"	

AVERAGE GRADE (FOR BASEMENT EXEMPTION):			
	ALLOWED	PROPOSED	COMMENTS
FRONT YARD	10' 0"	10' 0"	
SIDE YARD	5' 0"	5' 0"	
REAR YARD	5' 0"	5' 0"	

PARKING:			
	ALLOWED	PROPOSED	COMMENTS
1 SURFACE PARKING	1	1	
2 SURFACE PARKING	2	2	
3 SPACES	3	3	

SITE AREA OF LOT C:			
	ALLOWED	PROPOSED	COMMENTS
SITE COVERAGE			
BUILDING	80.00 sq.ft.	80.00 sq.ft.	
COVERED COURTYARD	80.00 sq.ft.	80.00 sq.ft.	
UNCOVERED COURTYARD	80.00 sq.ft.	80.00 sq.ft.	
TOTAL SITE COVERAGE	160.00 sq.ft.	160.00 sq.ft.	
ALLOWED + 30%	208.00 sq.ft.	208.00 sq.ft.	

FLOOR AREA CALCULATIONS:			
	ALLOWED	PROPOSED	COMMENTS
MAIN FLOOR	80.00 sq.ft.	80.00 sq.ft.	
UPPER FLOOR	80.00 sq.ft.	80.00 sq.ft.	
TOTAL F.A.R.	160.00 sq.ft.	160.00 sq.ft.	
ALLOWED + 0.5	240.00 sq.ft.	240.00 sq.ft.	
LOWER FLOOR (EXEMPTED FROM F.A.R.)	80.00 sq.ft.	80.00 sq.ft.	
UPPER FLOOR (EXEMPTED FROM F.A.R.)	80.00 sq.ft.	80.00 sq.ft.	
SITE AREA INCLUDED	80.00 sq.ft.	80.00 sq.ft.	
TOTAL GROSS AREA	160.00 sq.ft.	160.00 sq.ft.	

SETBACKS:			
	ALLOWED	PROPOSED	COMMENTS
FRONT YARD	10' 0"	10' 0"	
SIDE YARD	5' 0"	5' 0"	
REAR YARD	5' 0"	5' 0"	

BUILDING HEIGHT LOT C:			
	ALLOWED	PROPOSED	COMMENTS
PROPERTY ELEVATION AT FRONT	100' 0"	100' 0"	
PROPERTY ELEVATION AT LAKE	90' 0"	90' 0"	
REFERENCE GRADE	100' 0"	100' 0"	

TOP PLANE + REFERENCE GRADE + 30' 0" (9.14 m):			
	ALLOWED	PROPOSED	COMMENTS
FRONT YARD	10' 0"	10' 0"	
SIDE YARD	5' 0"	5' 0"	
REAR YARD	5' 0"	5' 0"	

BASEMENT GRADE (FOR BASEMENT EXEMPTION):			
	ALLOWED	PROPOSED	COMMENTS
FRONT YARD	10' 0"	10' 0"	
SIDE YARD	5' 0"	5' 0"	
REAR YARD	5' 0"	5' 0"	

AVERAGE GRADE (FOR BASEMENT EXEMPTION):			
	ALLOWED	PROPOSED	COMMENTS
FRONT YARD	10' 0"	10' 0"	
SIDE YARD	5' 0"	5' 0"	
REAR YARD	5' 0"	5' 0"	

PARKING:			
	ALLOWED	PROPOSED	COMMENTS
1 SURFACE PARKING	1	1	
2 SURFACE PARKING	2	2	
3 SPACES	3	3	

REV	DESCRIPTION	DATE	DESIGNED
3	DEVELOPMENT VARIANCE PERMIT APPLICATION	06/06/2018	CH
2	CLIENT REVIEW	2/08/2018	CH
1	PRE-APPLICATION REVIEW	16/06/2018	CH

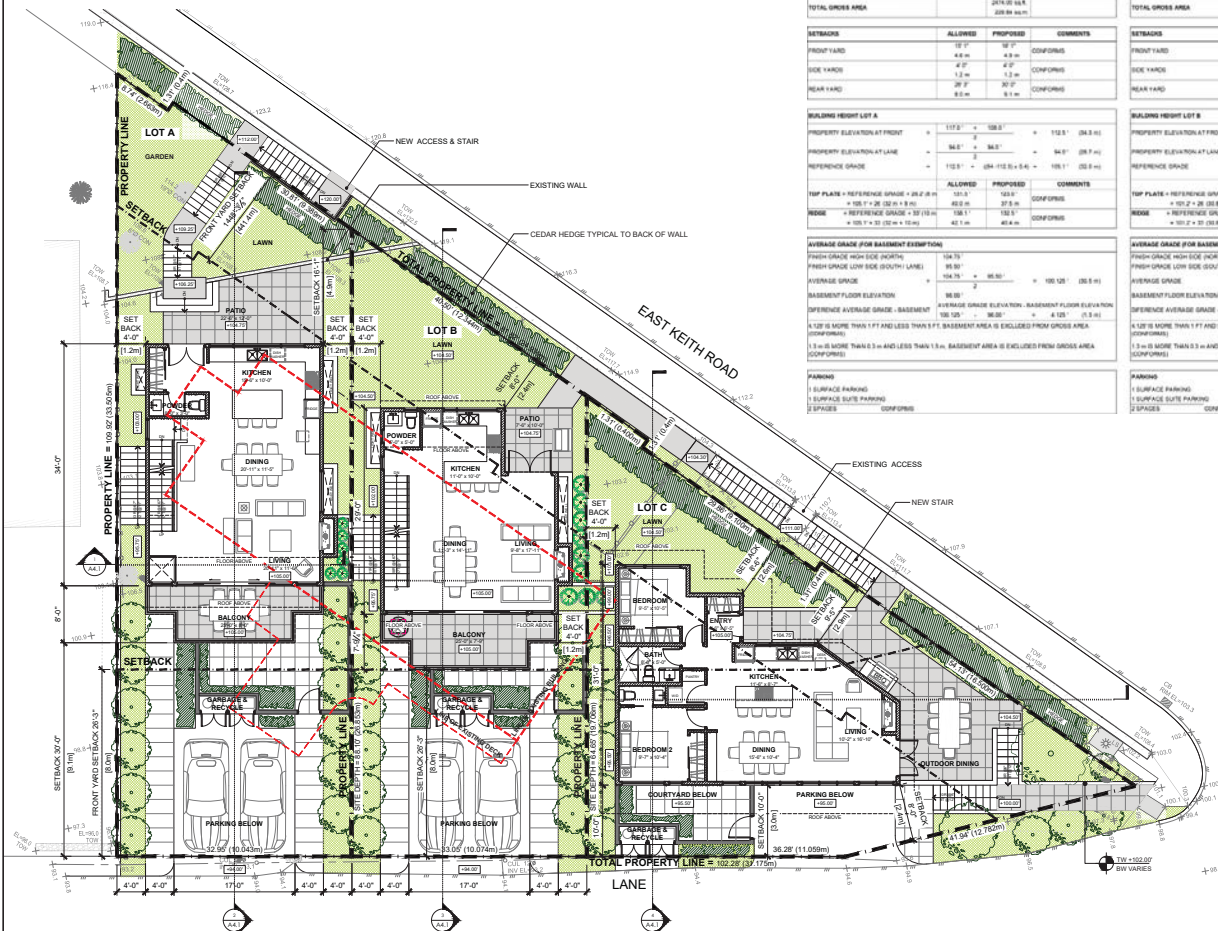
**HLA**  
HLYNSKY + DAVIS  
ARCHITECTS INC.  
3008 MILLIKEN AVE. WEST VANCOUVER, BC V7V 1G1  
604.675.1111 • TEL: 604.675.1111 • FAX: 604.675.1111

PROJECT TITLE:  
CHRISTIANSEN SUB-DIVISION  
1115 EAST KEITH ROAD  
NORTH VANCOUVER, BC

SHEET TITLE:  
NEIGHBOURHOOD CONTEXT  
SITE / MAIN FLOOR PLANS

FILE:  
CHRISTIANSEN RESIDENCE - CURRENT PLANS  
DRAWN: CH  
SCALE: 1/8" = 1'-0"  
DATE: 06/06/2018

A2.1



AERIAL PHOTO OF EXISTING SITE

2 SITE PLAN / MAIN FLOOR PLANS  
1/8" = 1'-0"



1 LOWER FLOOR PLANS  
1/8" = 1'-0"

REV	NO.	DESCRIPTION	DATE	DRAWN
2	DEVELOPMENT VARIANCE PERMIT APPLICATION	08/08/2019	CM	
1	CLIENT REVIEW	08/08/2019	CM	

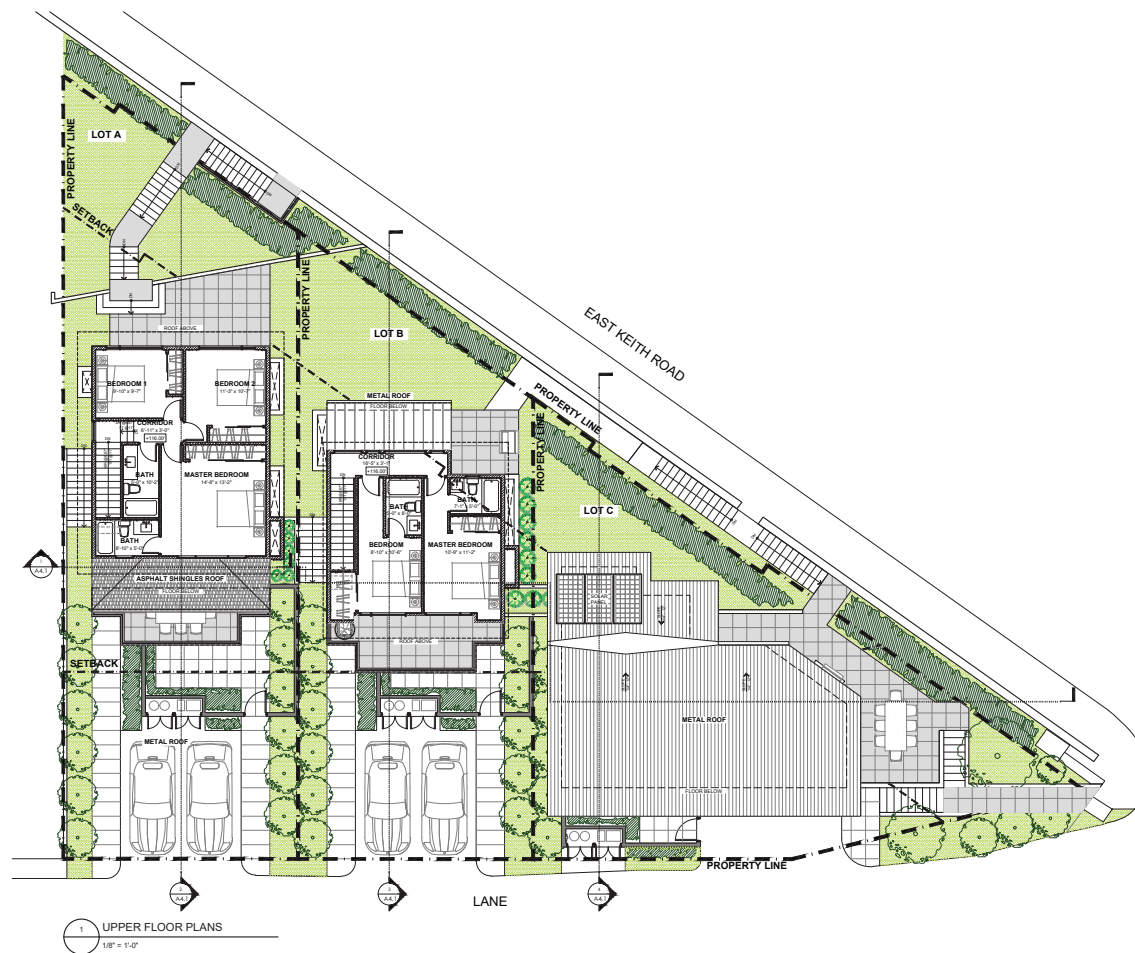
**HDA**  
**HLYNISKY + DAVIS**  
**ARCHITECTS INC.**  
3030 WILLOW AVE. WEST VANCOUVER, BC V7V 1G1  
604.674.1234 • TEL 674.1234 • FAX 674.1234

PROJECT TITLE  
CHRISTIANSEN SUB-DIVISION  
1115 EAST KEITH ROAD  
NORTH VANCOUVER, BC

SHEET TITLE  
LOWER FLOOR PLANS

FILE  
CHRISTIANSEN RESIDENCE - CURRENT PLAN.02  
DRAWN CM  
SCALE 1/8" = 1'-0"  
DATE 08/08/2019

**A2.2**



**HLDA**  
**HLYNSKY + DAVIS**  
**ARCHITECTS INC.**  
2439 BELLEVUE AVE. WEST VANCOUVER, BC V7V 1V1  
WWW.HLYNSKY.CA • TEL: (604) 261-3431

FILE:  
CHRISTANGSEN RESIDENCE - CURRENT PLAN.dwg

DRAWN: CW

SCALE: 1/8" = 1'

DATE: 08/SEP/2019

**A2.3**

### A2.3





REV	NO.	DESCRIPTION	DATE	DRAWN
2	DEVELOPMENT VARIANCE PERMIT APPLICATION	08/09/2019	CM	
1	CLIENT REVIEW	08/09/2019	CM	

**HDA**  
**HLYNISKY + DAVIS**  
**ARCHITECTS INC.**  
3030 WILLING AVE. WEST VANCOUVER, BC V7V 1G1  
9050 HILARY CA. TEL: 604.683.1834 FAX: 604.683.1835

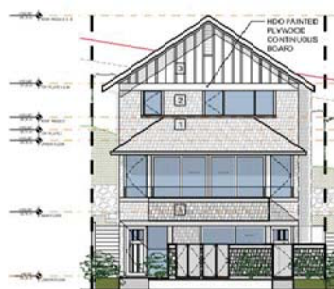
PROJECT TITLE  
CHRISTIANSEN SUB-DIVISION  
1115 EAST KEITH ROAD  
NORTH VANCOUVER, BC

SHEET TITLE  
ROOF PLANS

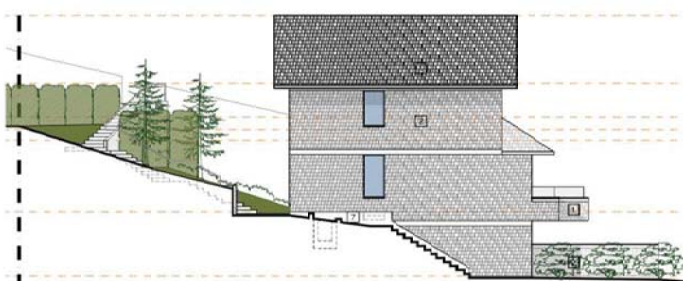
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DRAWN CM  
SCALE 1/8" = 1'-0"  
DATE 08/SEP/2019

**A2.4**

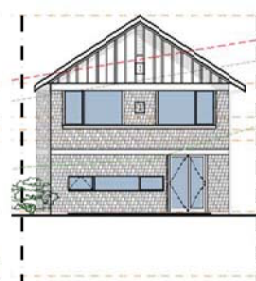




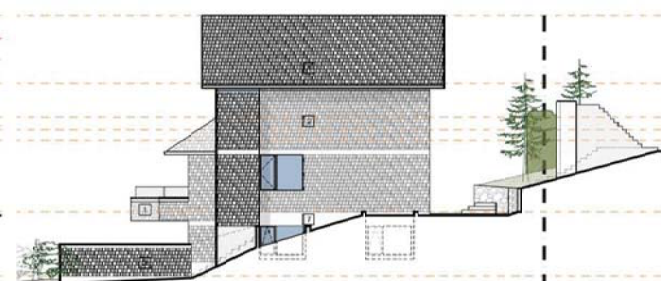
A LOT A - SOUTH ELEVATION  
1/8" = 1'-0"



A LOT A - WEST ELEVATION  
1/8" = 1'-0"



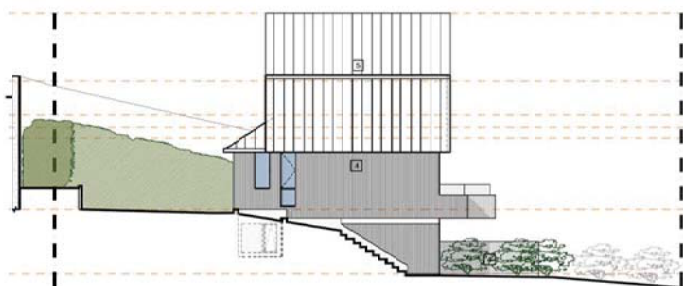
A LOT A - NORTH ELEVATION  
1/8" = 1'-0"



A LOT A - EAST ELEVATION  
1/8" = 1'-0"



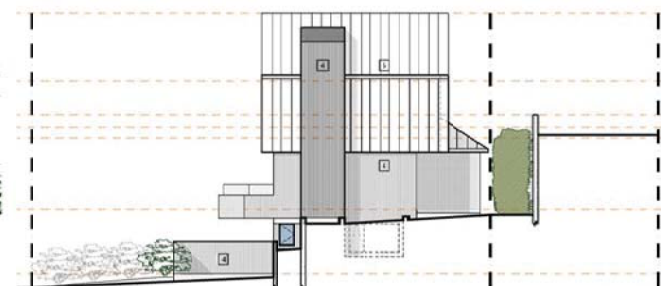
B LOT B - SOUTH ELEVATION  
1/8" = 1'-0"



B LOT B - WEST ELEVATION  
1/8" = 1'-0"



B LOT B - NORTH ELEVATION  
1/8" = 1'-0"



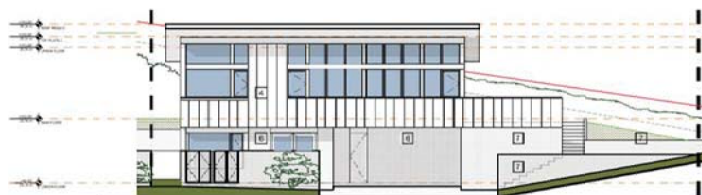
B LOT B - EAST ELEVATION  
1/8" = 1'-0"



C LOT C - NORTH ELEVATION  
1/8" = 1'-0"



C LOT C - EAST ELEVATION  
1/8" = 1'-0"



C LOT C - SOUTH ELEVATION  
1/8" = 1'-0"



C LOT C - WEST ELEVATION  
1/8" = 1'-0"

#### EXTERIOR FINISH SCHEDULE

- 1 ASPHALT SHINGLES
- 2 PAINTED HARDI SHIMS
- 3 PAINTED BOARD & BATTEN
- 4 VERTICAL METAL SIDING
- 5 METAL CLADDING / ROOF
- 6 STUCCO
- 7 CONCRETE WALL

NO.	DESCRIPTION	DATE	BY
1	ISSUE/REVISION/ VARIANCE REQUEST APPLICATION	REVISION	DA
2	CLAY/REVISION	REVISION	DA
3	PRE APPLICATION REVIEW	REVISION	DA

**HDA**  
**HLYNISKY + DAVIS**  
**ARCHITECTS INC.**  
 1115 EAST KETH ROAD  
 NORTH VANCOUVER, BC  
 TEL: 604.273.1111 FAX: 604.273.1112

PROJECT FILE  
 CHRISTIANSEN SLB-DIVISION  
 1115 EAST KETH ROAD  
 NORTH VANCOUVER, BC

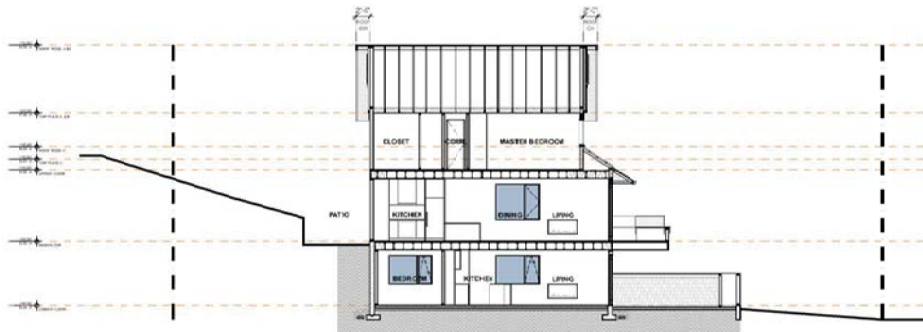
SHEET TITLE  
 ELEVATIONS

SCALE: 1/8" = 1'-0"  
 DATE: 08/08/2018  
**A3.2**





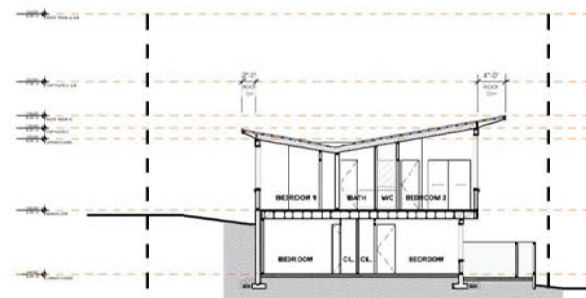
1 SECTION 1  
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2 LOT A - SECTION 2  
1/8" = 1'-0"



3 LOT B - SECTION 2  
1/8" = 1'-0"



4 LOT C - SECTION 2  
1/8" = 1'-0"

REVISION	DESCRIPTION	DATE	BY/CHK
1	DEVELOPMENT VARIANCE REQUEST APPLICATION	08/08/2018	CD
2	CLOSET REVISION	08/08/2018	CD

**HDA**  
**HLYNISKY + DAVIS**  
**ARCHITECTS INC.**  
 1115 EAST KETH ROAD  
 NORTH VANCOUVER, BC  
 TEL: 604.273.1111 FAX: 604.273.1112

PROJECT: CHRISTIANSEN SLB-DIVISION  
 1115 EAST KETH ROAD  
 NORTH VANCOUVER, BC

SHEET TITLE:  
 LOT A, B, C  
 SECTIONS

SCALE: 1/8" = 1'-0"  
 DATE: 08/08/2018  
**A4.1**

**From:** Richard and Patricia <>  
**Sent:** September-20-20 2:36 PM  
**To:** Submissions; David Johnson  
**Subject:** 1115 East Keith Road

The City of North Vancouver with the rest of the Country and the rest of the world is in a health emergency. The proven way to slow down the spread is physical distancing and yet the City and Developers want to jam and cram more people in buildings. The water restrictions have been posted. The Hospital, Medical, Police and other services are overwhelmed with wait times placing any one in need on more physical and mental harm. The pretense of affordable housing is untrue or affordable for whom? The pretense that more buildings hence more income keeps taxes down is UNTRUE. Being "green" but limited parking is NOT TRUE. This proposed redevelopment is unnesseccasry.

Patricia Walden  
626 W 23<sup>rd</sup> Street  
North Vancouver BC

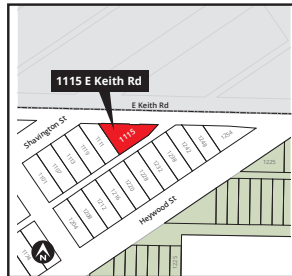
# NOTICE OF PUBLIC MEETING (WAIVED)

**WHO:** Dustin Christiansen & Laurie Bayrack

**WHAT:** Development Variance Permit  
No. PLN2019-00008  
for **1115 East Keith Road**

**WHEN:** Monday, September 28, 2020  
at 5:30 pm

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



Notice is hereby given that Council will consider:

## Development Variance Permit

**No. PLN2019-00008** to develop 3 new single family homes with suites on a subdivided property. The permit would allow building setback and lot coverage variances to a new 3-lot subdivision for the purpose of constructing 3 new single family homes with suites. The building setback variances affect 2 of the 3 new lots and the lot coverage variance affects 1 of the 3 new lots. All off-street parking is accessed from the rear lane.

As City Hall remains closed to the public, the Regular Council Meeting will be held electronically via "WebEx". All persons who believe their interest in property may be affected by the proposed permit will be afforded an opportunity to be heard by email or written submission. To ensure all submissions are available for Council at the meeting, 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, September 28, 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, September 25, 2020.** Written submissions are subject to a 24-hour quarantine period before being opened due to COVID-19.

The proposed Development Variance Permit and background material will be available for viewing online at [cnv.org/PublicMeetings](http://cnv.org/PublicMeetings) on Friday, September 18, 2020.

Please direct any inquiries to David Johnson, Development Planner, at [djohnson@cnv.org](mailto:djohnson@cnv.org) or 604-990-4219.

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**THE CORPORATION OF THE CITY OF NORTH VANCOUVER**  
**DEVELOPMENT VARIANCE PERMIT**

---

Permit No. PLN2019-00008

File: 08-3400-20-0009/1

---

Issued to owner(s): **Dustin Neville Christiansen and Laurie Jean Bayrack**

---

Respecting the lands located at **1115 East Keith Road**, North Vancouver, BC, legally described as:

**LOT A (EXPLANATORY PLAN 9426) BLOCK 7 DL 272 PLAN 3875 EXCEPT PLAN EPP68043 PID: 012-088-021**

(the “**Lands**”)

---

**List of Attachments:**

Schedule “A”: List of Plans

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**Authority to Issue:**

1. This Development Variance Permit is issued pursuant to Section 498 of the *Local Government Act*.
- 

**Bylaws Supplemented or Varied:**

2. The provisions of the City of North Vancouver “Zoning Bylaw, 1995, No. 6700” are hereby varied as follows:
  - A. Section 509(5)(a) shall be varied to permit a setback of no less than 2.4 metres (8.0 feet) from the Front Lot Line on Lot B;
  - B. Section 509(5)(a) shall be varied to permit a setback of no less than 2.6 metres (8.5 feet) from the Front Lot Line on Lot C; and
  - C. Section 509(5)(b) shall be varied to permit a setback of no less than 3.05 metres (10.0 feet) from the Rear Lot Line on Lot C;

- D. Section 509(3) shall be varied to permit an increase to the Lot Coverage up to but not exceeding 35% to the Principal Building.
- 

**Special Terms and Conditions of Use:**

3. The Buildings and Structures shall be developed in accordance with the plans dated and listed on the attached Schedule A “List of Plans” and filed in the offices of the City, approved by Council, and in compliance with the regulations and conditions listed hereunder including:
    - A. Subdivision of the property as shown in Schedule A “List of Plans”
  4. No variances other than those specifically set out in this permit are implied or to be construed.
- 

**General Terms and Conditions:**

5. Pursuant to Section 504 of the *Local Government Act*, this Permit lapses if the work authorized herein is not commenced within 24 months following issuance of this Development Variance Permit. In the event the Owner is delayed or interrupted or prevented from commencing or continuing the construction on or about the subdivision by reason of any Act of God, labour unrest (including strike and lockouts), weather conditions or any similar cause reasonably beyond the control of the Owner, the time for the completion of the works shall be extended for a period equal to the duration of the contingency that occasioned the delay, interruption or prevention, provided that the commercial or financial circumstances of the Owner shall not be viewed as a cause beyond the control of the Owner.
6. This Development Variance Permit shall not vary the permitted uses or densities of land use in the applicable zoning bylaw nor a flood plain specification designated under Section 524(3) of the *Local Government Act*.
7. Nothing in this Permit shall in any way relieve Land Owner/Developers obligation to ensure that the development proposal complies in every way with the statutes, regulations, requirements, covenants and licences applicable to the undertaking.

8. Nothing in this Permit shall in any way relieve the Land Owner/Developers obligation to comply with all setback regulations for construction of structures or provision of on-site services pursuant to the *Health Act*, the *Fire Services Act*, the *Electrical Energy Inspection Act*, and any other provincial statutes.
- 

Authorized by Council: \_\_\_\_\_  
Year / Month / Day

\_\_\_\_\_  
Linda C. Buchanan, Mayor

\_\_\_\_\_  
Karla Graham, City Clerk

Date Signed: \_\_\_\_\_  
Year / Month / Day

---

Note: As required by Section 503 of the *Local Government Act*, the City of North Vancouver shall file a notice of this permit in the Land Title Office stating that the land described in this Permit is subject to Development Variance Permit No. PLN2019-00008.

Notice filed the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

THIS IS NOT A BUILDING PERMIT

**Schedule A**  
**List of Plans – 1115 East Keith Road**




<b>Designer</b>	<b>Project Name</b>	<b>Sheet Description</b>	<b>Sheet No.</b>	<b>Sheet Date</b>	<b>CityDocs File Number</b>
Hlynsky+ Davis Architects Inc.	Christiansen Sub-Division 1115 East Keith Road North Vancouver, BC	Neighbourhood Context Site / Main Floor Plans	A2.1	September 9, 2019	1833580
Hlynsky+ Davis Architects Inc.	Christiansen Sub-Division 1115 East Keith Road North Vancouver, BC	Lower Floor Plans	A2.2	September 9, 2019	1833580
Hlynsky+ Davis Architects Inc.	Christiansen Sub-Division 1115 East Keith Road North Vancouver, BC	Upper Floor Plans	A2.3	September 9, 2019	1833580
Hlynsky+ Davis Architects Inc.	Christiansen Sub-Division 1115 East Keith Road North Vancouver, BC	Roof Plans	A2.4	September 9, 2019	1833580
Hlynsky+ Davis Architects Inc.	Christiansen Sub-Division 1115 East Keith Road North Vancouver, BC	South & North Elevation	A3.1	September 9, 2019	1833580
Hlynsky+ Davis Architects Inc.	Christiansen Sub-Division 1115 East Keith Road North Vancouver, BC	Elevations	A3.2	September 9, 2019	1833580



Hlynsky+ Davis Architects Inc.	Christiansen Sub-Division 1115 East Keith Road North Vancouver, BC	Lot A, B, C Sections	A4.1	September 9, 2019	1833580
Bennett Land Surveying Ltd.	Topographic Survey of Lot A (Explanatory Plan 9426) Bk 7 DL 272 G1 NWD Plan 3875 Except Plan EPP68043			August 14, 2019	1840444

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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: Emily Macdonald, Planner 1

Subject: TEMPORARY USE PERMIT RENEWAL – 245 FELL AVENUE  
– GENERAL OFFICE USE

Date: September 16, 2020 File No: 08-3400-20-0033/1

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

**RECOMMENDATION**

PURSUANT to the report of the Planner 1, dated September 16, 2020, entitled “Temporary Use Permit Renewal – 245 Fell Avenue – General Office Use”:

THAT Temporary Use Permit No. TUP2017-00001 (Jens Petersen / Compton Fundraising Consultants Canada Ltd.), to permit general office use at 245 Fell Avenue for a 3-year term, be renewed in accordance with Section 497 of the *Local Government Act*;

AND THAT the Mayor and City Clerk be authorized to sign the renewed permit, being Temporary Use Permit No. PLN2020-00018.

**ATTACHMENTS**

1. Context Map (Doc# [1944502](#))
2. Letter from Applicant (Doc# [1944013](#))
3. Original Council Report (Doc# [1946959](#))
4. Current Temporary Use Permit (Doc# [1944496](#))
5. Temporary Use Permit No. PLN2020-00018 (Doc# [1944490](#))

## PROJECT DESCRIPTION

This application proposes the renewal of a Temporary Use Permit issued in 2017 to permit Compton Fundraising Consultants Canada Ltd. to operate at 245 Fell Avenue as a general office use. The business provides consultation services to not-for-profit organizations. A more detailed description of the business is provided in Attachment #2. Renewal of the Temporary Use Permit would allow for the business to continue operating for another three years.

**Table 1.** Request for 245 Fell Avenue

Current Designation/Regulation		Proposed Designation/Regulation
Zone	CD-281/TUP (expires Oct. 2, 2020)	CD-281/TUP (expires Oct. 2, 2023)

## POLICY FRAMEWORK

The subject site has a land use designation in the Official Community Plan (OCP) of Mixed Employment (ME), which allows for light industrial and automotive uses and a limited amount of complementary commercial. The following policies are relevant to this application:

**Table 2.** Supporting Policies

Official Community Plan	
Goal 7.2.7	Maintain the City's mixed employment areas which provide light industrial and service commercial uses in the City
Goal 7.1.1	Support existing businesses in the City and encourage innovation and the development of small businesses

The following conditions apply to applications for Temporary Use Permits:

**Table 3.** Temporary Use Permits

Official Community Plan	
Policy 2.7 Temporary Use Permits	<p>The OCP grants the ability for Temporary Use Permits (TUP) to be issued for short-term uses to site-specific locations that are otherwise not permitted under current zoning.</p> <p>The OCP designates all areas of the City to be a TUP area where TUP's can be granted, should the temporary use be in the interest of the public in general.</p> <p>Temporary Use Permits are good for three years when approved by Council and can only be renewed by Council once for a another three year term. The permit can not exceed the combined six year term.</p>

The Local Government Act allows for a Temporary Use Permit to be renewed by a local government only once, for a period of up to three years. No public notification requirements apply in the case of a renewal and the Permit may be issued on the same date of its consideration by the local government.

## **PLANNING ANALYSIS**

The building at 245 Fell Avenue has accommodated Compton Fundraising Consultants Canada Ltd. for three years. No changes to the building were needed and none are proposed now. Policy suggests that both Industrial and Mixed Employment lands should be maintained to ensure that employment-generating businesses can find suitable and affordable locations from which to operate. The proposal to allow Compton Fundraising Consultants Ltd. to continue to operate at 245 Fell Avenue will have no long-term impacts on the overall supply of Mixed-Employment floor area. In the short-term, the business is facing challenges in determining future needs and revenues due to uncertainty relating to the Covid-19 pandemic. With renewal of the TUP, the business will benefit from having additional time to consider alternative locations and may do so at a time when, it is hoped, there will be greater certainty within their industry. In addition to preserving Mixed-Employment lands, City policy also suggests that existing businesses should be supported. Re-issuing a Temporary Use Permit for this business would meet this policy while ensuring that Mixed-Employment lands are maintained in the longer term.

## **COMMUNITY CONSULTATION**

Public notification was required prior to issuance of the initial Temporary Use Permit. No input was received in response to those notifications. The business has now been operating at 245 Fell Avenue for three years and has not been the subject of any complaints to the City. For these reasons, staff determined that no consultation process was warranted for renewal of the Temporary Use Permit.

## **CONCLUSION**

The proposed Temporary Use Permit supports a local business that is facing uncertainty due to Covid-19. Within three-year's time it is hoped that the business environment will be more predictable and they will be in a better position to decide on a new location for the business. Staff are in support of the proposal to renew this Temporary Use Permit.

RESPECTFULLY SUBMITTED:



---

Emily Macdonald  
Planner 1

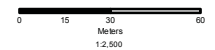




City of North Vancouver  
245 Fell Avenue

### Legend

- Subject Site
  - Legal\_Parcels
- Aerial 2019**



### 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





August 27, 2020

Community Development Department  
City of North Vancouver  
141 West 14<sup>th</sup> Street  
North Vancouver, BC. V7M 1H9

Dear Mayor and Council:

**Re: Application to renew Temporary Use Permit No. TUP2017-00001 (245 Fell Ave.)**

Please accept this letter as our formal request to renew Temporary Use Permit ("TUP") No. TUP2017-00001 (245 Fell Ave.). This would allow our business to continue using the office space at this location for an additional three years. Compton Fundraising Consultants Canada Ltd. ("Compton") is currently located at Suite 101, 245 Fell Avenue, North Vancouver, BC V7P 2K1, and occupies approximately 262 square feet of previously unused administrative space located at this address.

**About Compton Fundraising Consultants Canada Ltd. ("Compton")**

Compton Fundraising Consultants Canada Ltd. was established in 1962 in Australia with a Canadian office opening in Vancouver in 1992. In 2008, Compton was purchased by a long-time employee and in turn, became a wholly owned subsidiary of Sarah J. Howard Holdings Ltd., a British Columbia company, which in turn is owned by Sarah J. Howard. The company provides philanthropic and governance counsel to registered, not-for-profit organizations spanning all industries, such as: Healthcare, Education, Faith-Based, Arts and Culture, Social Services, Conservation, and Community Services. Some of our past and current clients include: **Ballet BC** (Vancouver, BC); **Collingwood School** (West Vancouver, BC); **Covenant House Vancouver** (Vancouver, BC); **St. Paul's Foundation** (Vancouver, BC); **Howe Sound Women's Centre** (Whistler and Squamish, BC); **Christ Church Cathedral** (Vancouver, BC), **Quest University** (Squamish, BC), and **Vancouver Opera** (Vancouver, BC); to name a few.

Our primary scope of services includes the following:

- Resources (Feasibility) Studies
- Fundraising Assessments/Audits and Plans
- Philanthropic Counsel: Capital, Endowment and Comprehensive Campaigns
- Board (Volunteer) Training and Coaching

**2017 Office Move to the North Shore**

In December 2016, a strategic decision was made to scale down the business. The firm currently employs two (2) full time staff, who both reside on the North Shore. If a project requires additional support, we also have a small niche group of specialized, independent consultants to help us execute the deliverables remotely (e.g., case writing, data analytics, feasibility study interviewers, etc.).

Both employees are mothers to young children so the decision to move to a North Shore location has allowed us to have a more manageable and flexible work-family life balance, while meeting client deliverables and deadlines.

#### **Current North Vancouver Office Location**

We currently occupy two office administrative offices (that were unused) by the Canadian Sani Corporation. The office space has provided us with the following benefits:

- Two (2) private office spaces, shared reception services, 1 reserved parking space, office security, shared access to a large staff kitchen, boardroom and mail receiving services at a reasonable monthly rate that is much lower than current market rates
- In addition to the reserved parking space provided to us, there is also nearby street parking and transit options available
- Close access to Highway 1 and Lions Gate Bridge to attend in-person client meetings (during pre-COVID-19 times)
- Close proximity to our homes and our children's daycare and schools (a 10-15 minute commute)

#### **REASONS FOR A TUP RENEWAL**

##### **Impact of COVID-19**

When the Province of BC recommended physical distancing measures and business closures from mid-March through mid-May of this year, we simply did not have the ability (or the focus) to search for office space at that time.

##### **Current Financial Capacity**

With the uncertainty of the economy during these COVID-19 times, we are not in a financial position to lease an office space where we would see our monthly lease payments potentially double in size (notwithstanding the additional costs involved in an office move), compared to our current office rent.

Since the pandemic, and like many other small businesses, our monthly revenues have experienced a significant reduction (compared to 2019). All our clients are registered, not-for-profit organizations and a number of these organizations needed to place their contracts into abeyance in order to focus their priorities on government funding support and emergency planning modes. As a result, we found ourselves with no choice but to apply for government assistance through the Canada Emergency Wage Subsidy program.

##### **Office Research in North Vancouver**

Our current office monthly rent is less than \$1,000 + GST inclusive of all the features mentioned above. If we went with a business centre, the lowest market rate at the moment is approximately \$750 + tax per month for just one (1) small private office space (furnished or unfurnished). Office spaces that fit our ideal size and locations (see Our Office Needs section) are currently leased at a minimum asking rate of \$20-\$35, plus additional rates, per square footage. Either option would, at the minimum, double our current office rent costs, which at the present moment, is not a financial risk we are willing to take.



### **COMPTON'S RELOCATION PLAN**

It is our understanding the Local Government Act allows us with a one-time TUP renewal, which further provides a business to stay at its current premises for an additional three (3) years. We also understand the zoning bylaws have not changed, nor will it change in the foreseeable future. Due to the nature of the COVID-19 pandemic, we sincerely hope the City will consider extending our stay for a maximum of 3 years, given these times of economic uncertainty.

### **Our Office Needs**

When circumstances allow, our preference is to find an office space located in North Vancouver that would (ideally) provide the following features:

- 2 private offices
- Storage space for files, printer space and small reception area
- Designated parking space for 2 vehicles
- 1 private meeting space (to accommodate a seating capacity of 4-6)
- Location preferences:
  - Harbourside Drive/Harbourside Place area
  - Central and Lower Lonsdale areas
  - Marine Drive (near Capilano Mall)
  - Westview Professional Centre


### **Timeline and Next Steps**

In order to find (and move into) new suitable office space in North Vancouver we will:

- **Enlist the help of a commercial realtor** to identify office lease opportunities in North Vancouver that would meet our criteria and budget (by September 2022).
  - ⇒ **Goal:** to move into new office space no later than June 2023 since clients typically take vacation holidays over the summer months, and we will want our new office space completely ready by September 1, 2023.
- In the event we are unable to find suitable office space to move into by April 2023, we would consider renting **executive office spaces**, such as Griffin Business Centre or Simply Office (i.e., Waterfront Business Centre – Chadwick Court or Harbourfront Business Centre – West Esplanade) as a temporary solution until such time a suitable office space is available.




We would like to thank the City for considering our application to renew our Temporary Use Permit and sincerely hope our request will be approved by the Council. If you require any further information about Compton or have additional questions, I can be reached at: (604) 685 4995 ext. 23.

Warmest regards,



Sarah J. Priebe (née Howard), BA, CFRE, ICD.D  
Managing Partner and President



 Division Manager	 Director	 CMO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**PLANNING DEPARTMENT**

**REPORT**

To: Mayor Darrell R. Mussatto and Members of Council

From: Mike Friesen, Planner I

SUBJECT: TEMPORARY USE PERMIT – 245 FELL AVENUE – GENERAL OFFICE USE

Date: September 6, 2017 File No: 09-4520-20-0005/2017

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

**RECOMMENDATION:**

**PURSUANT** to the report of the Planner I, dated September 6, 2017, entitled "Temporary Use Permit – 245 Fell Avenue – General Office Use":

**THAT** Temporary Use Permit No. TUP2017-00001 to permit a general office use at 245 Fell Avenue for a three year term be considered;

**AND THAT** the Public Meeting be waived.

**ATTACHMENTS:**

1. Context Map (Document #1555941)
2. Application Package (Document #1564893)
3. Temporary Use Permit No. TUP2017-00001 (Document #1555937)

**PURPOSE:**

The purpose of this report is to present a Temporary Use Permit (TUP) application from Compton Fundraising Consultants Canada Ltd. which would permit general office use in the Comprehensive Development 281 Zone (CD-281) at 245 Fell Avenue on a temporary basis.

## **BACKGROUND:**

The applicant, Compton Fundraising Consultants Canada Ltd., has negotiated the sublease of pre-existing office space at Unit 101 – 245 Fell Avenue (see Attachment #1), and require a temporary use permit in order to operate their business from the proposed location. The site is designated as Mixed Employment in the City's Official Community Plan (OCP) and is zoned CD-281, a Comprehensive Development Zone based on the Special Industrial (M-3) zone. General office use is not a permitted use within the CD-281 zone; the CD-281 zoning limits office use to engineering, architectural, surveyors, and contractors' offices. The office space to be subleased is 24.34 square metres (262 square feet) and is pre-existing; the applicants are not proposing any building additions, renovations, or alterations.

Compton Fundraising Consultants Canada Ltd. is a company that provides philanthropic and governance counsel to registered not-for-profit organizations. They have recently decided to scale back their business to two employees, and to relocate to the North Shore where both employees currently reside. The proposed office space provides short-term flexibility as the applicant reorganizes over the next several years. More detailed information regarding the applicant is available in the application package (Attachment #2).

## **DISCUSSION:**

The discussion shall address considerations for: zoning and land use; parking; and permit conditions.

### *Zoning and Land Use*

The subject site is located at 245 Fell Avenue. As the site falls within a semi-industrial area, staff has considered zoning, Official Community Plan designation, and Metro Vancouver regional land use designations to ensure consistency. The subject parcel is zoned CD-281, which is based on the Special Industrial (M-3) zone, it is designated Mixed Employment in the City's OCP, and it is designated Mixed Employment in the Metro Vancouver regional growth strategy.

Metro Vancouver's Mixed Employment designation is intended for industrial, commercial and other employment related uses. Recognizing the changing nature of industrial areas, Mixed Employment lands are intended to promote the retention of industrial lands while supporting the growth and diversification of the economy. There is no conflict between Metro Vancouver's Mixed Employment designation and the proposed Temporary Use Permit.

The City's Official Community Plan Mixed Employment designation is intended to promote light industrial uses with a limited amount of complementary commercial use. Complementary commercial uses are those that are not primarily retail in character and



that do not generate a significant number of trips. The applicant has stated that client meetings are held exclusively off-site, meaning that the only regular trips to the office space will be those of the two employees. The proposed Temporary Use Permit does not conflict with the intent of the City's Mixed Employment designation.

The site is zoned CD-281, which permits Office Uses for up to 20% of the gross floor area. The zone defines Office Uses as architectural, data processing, drafting, engineering, surveying, building contractor, and trade contractor offices; the defined uses do not apply to the applicant's business, which is why a Temporary Use Permit has been applied for. With the addition of Compton Fundraising Consultants to the building, office space would comprise approximately 96 square metres of a total floor area of 2,551 square metres, or just under four percent.

Considering that Office Uses are already permitted on the site, the proposed Temporary Use would not have any negative impact on neighbouring businesses. Additionally, as only four percent of the floor area will be used by Office Uses (should the Temporary Use Permit be granted), the proposed temporary use does not contravene the intent of the original zoning.

#### *Parking and Access*

The proposed temporary use is not expected to be a generator of trips and the parking requirements of the original zone should be adequate to accommodate the office space. In addition, the applicant has negotiated one parking spot from the sublessor as a condition of their lease. The applicants have also stated that having the office closer to the dwellings of the employees will create active transportation and transit opportunities.

#### *Permit Conditions*

The Temporary Use Permit (Attachment #3) would establish the conditions and parameters for the proposed Temporary Use. The General Office Use would be restricted to the 24.34 square metres identified in the application.

The Permit would expire three years from the date of issuance as per Section 497 of the Local Government Act. The applicant has stated that they do not foresee their lease extending beyond three to four years; should their need for the space extend beyond the expiry of the Temporary Use Permit, the applicant may apply to renew their permit once for up to an additional three years.

The proposed Temporary Use Permit results in general office use permitted within a 262 sq. ft. space. Other types of office use are already permitted. Given the negligible impact of the proposal, staff recommend waiving the public meeting. Should Council wish to hold the public meeting, the motion should be amended to include:

**AND THAT** a Public Meeting be scheduled.

#### **FINANCIAL IMPLICATIONS:**

Nil.

#### **INTER-DEPARTMENTAL IMPLICATIONS:**

This report was reviewed and endorsed by the Civic Projects Team at their September 5, 2017 meeting.

#### **CORPORATE PLAN AND/OR POLICY IMPLICATIONS:**

The Official Community Plan allows for Temporary Use Permits to be considered by Council in all areas of the City, as outlined in section 2.7 of the document. The OCP suggests the following conditions should prevail before a temporary use is allowed:

- The development of a temporary use should not unduly curtail the redevelopment of land in accordance with the interest of the Official Community Plan;
- A temporary use should not be permitted where, in Council's opinion, such a use would have negative impacts on adjoining properties;
- A temporary use permit should not be used to resolve ongoing land use problems on private property;
- A temporary use permit is intended for short-term community benefit purposes where a broad range of the public benefit from its issuance.

The proposed office use is consistent with all of the OCP conditions.

Industrial land is a challenging issue within the City of North Vancouver and Metro Vancouver more broadly; there is significant pressure to convert industrial land to other uses. It is important for the City to maintain its supply of industrial lands to ensure a diverse and resilient economy. However, the nature of industrial use has been changing, from large scale and high impact (significant emissions and nuisances) to smaller scale and lower impact (e.g. warehousing, distribution, small scale manufacturing). The changing nature of industrial use allows for greater integration of complementary uses to achieve additional desired outcomes such as increased diversity and density that may have their own economic, social, and environmental benefits. Considering the space has been used as office space previously (as an accessory use to the principal industrial use), and that Office Uses will continue to comprise far less than 20 percent of the gross floor area that is permitted by the existing zoning, the proposed Temporary Use does not deviate in any significant way from existing City and regional industrial policy.

RESPECTFULLY SUBMITTED:

  
for Mike Friesen  
Planner I





**THE CORPORATION OF THE CITY OF NORTH VANCOUVER**  
**TEMPORARY USE PERMIT**

---

Permit No. TUP2017-00001

File: 09-4520-20-0005/2017

---

Issued to owner(s): **Jens Petersen**

Applicant: **Compton Fundraising Consultants Canada Ltd.**

---

Respecting the lands located at **245 Fell Avenue**, North Vancouver, BC, as shown on Schedule "A" – Location Map, attached, legally described as:

**STRATA LOT 1 DISTRICT LOT 265 GROUP 1 NEW WESTMINSTER DISTRICT  
STRATA PLAN LMS2008 PID: 023-104-660**

(the "**Lands**")

---

**List of Attachments:**

Schedule "A": Location Map

Schedule "B": Office Layout

---

**Authority to Issue:**

1. This Temporarily Use Permit is issued pursuant to Section 493 of the *Local Government Act*.
- 

**Bylaws Supplemented or Varied:**

2. The provisions of the City of North Vancouver "Zoning Bylaw, 1995, No. 6700" CD-281 zone are hereby varied as follows:
    - A. This permit temporarily allows the Lands to be used for the purposes described below:
      - i. general office use
-

### **Special Terms and Conditions of Use:**

3. The general office use shall be limited to the area illustrated in Schedule "B", namely the approximately 24.34 square metres contained within the second floor of Unit 101 at 245 Fell Avenue.
- 

### **General Terms and Conditions:**

4. This Temporary Use Permit is issued by the City of North Vancouver subject to compliance with all the applicable bylaws of the City except as specifically varied or supplemented by this Permit. No variances other than those specifically set out in this permit are implied or to be construed.
5. The Lands shall be used in accordance with the terms and conditions of this Permit. All terms and conditions are subject to any changes required by the Building Inspector or other officials of the City where such specifications do not comply with any bylaw or statute, and such non-compliance is not specifically permitted through the issuance of this Temporary Use Permit.
6. This Permit expires: three years from date of issuance.
7. The Permit holder acknowledges that a Building Permit or other City Permits may be required. This is not a Building Permit.
8. Nothing in this Permit shall in any way relieve Land Owner/Business Owners obligation to ensure that the use complies in every way with the statutes, regulations, requirements, covenants and licences applicable to the undertaking.



9. Nothing in this Permit shall in any way relieve the Land Owner/Business Owners obligation to comply with regulations for construction of structures or provision of on-site services pursuant to the Health Act, the Fire Services Act, the Electrical Energy Inspection Act, and any other provincial statutes.

---

Authorized by Council: 2017/10/02  
Year / Month / Day

Expiry Date: 2020/10/02  
Year / Month / Day

  
\_\_\_\_\_  
Darrell R. Mussatto, Mayor

  
\_\_\_\_\_  
Karla Graham, City Clerk

Date Signed: 2017-10-04  
Year / Month / Day

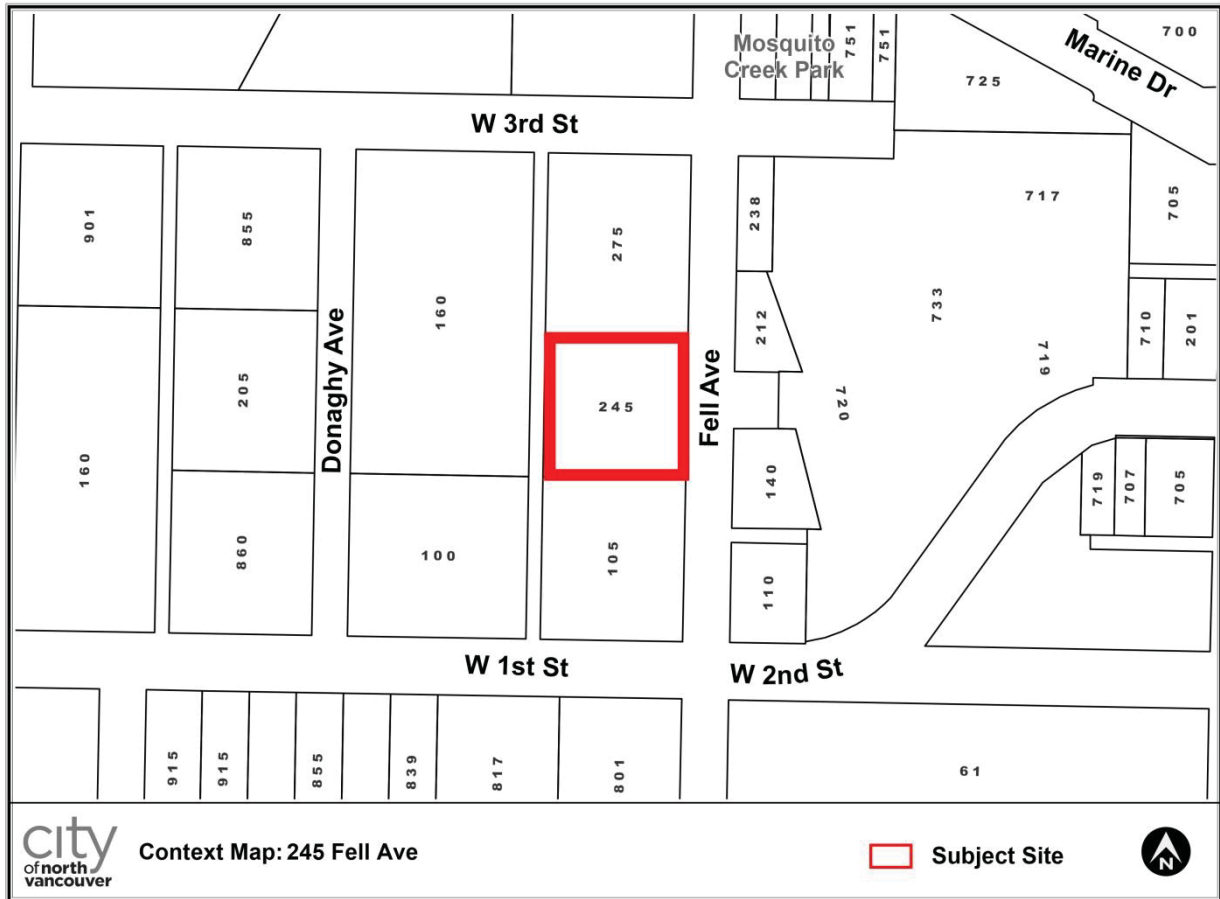
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Note: As required by Section 503 of the *Local Government Act*, the City of North Vancouver shall file a notice of this permit in the Land Title Office stating that the land described in this Permit is subject to Temporary Use Permit No. TUP2017-00001.

Notice filed the 11th day of October, 20 17.

THIS IS NOT A BUILDING PERMIT

# Schedule A Location Map



**69.5'**

**EAST**

**Board Room**

**Office**

**Open Office**

**Open Office**

**Executive Office**

**Executive Office**

**Executive Office**

**Accounting**

**Lunch Room**

**Corridors**

**Wash Room**

**Wash Room**

**Mezzanine**

**LEGEND**

- EMERGENCY EXIT
- FIRE PULL
- EMERGENCY LIGHTING

**SECOND FLOOR**

**SOUTH**

**63.17'**

**RECEIVED**

JUL 11 2017

CITY OF NORTH VANCOUVER  
COMMUNITY DEVELOPMENT  
DEPARTMENT



## THE CORPORATION OF THE CITY OF NORTH VANCOUVER

### TEMPORARY USE PERMIT

---

Permit No. PLN2020-00018

File: 08-3400-20-0033/1

---

Issued to owner(s): **Jens Petersen**

Applicant: **Compton Fundraising Consultants Canada Ltd.**

---

Respecting the lands located at **245 Fell Avenue**, North Vancouver, BC, legally described as:

**STRATA LOT 1 DISTRICT LOT 265 GROUP 1 NEW WESTMINSTER DISTRICT  
STRATA PLAN LMS2008 PID: 023-104-660**

(the “**Lands**”)

---

#### **List of Attachments:**

Schedule “A”: Office Layout

---

#### **Authority to Issue:**

1. This Temporarily Use Permit is issued pursuant to Section 497 (*Term of Permit and Renewal of Permit*) of the *Local Government Act*.
- 

#### **Bylaws Supplemented or Varied:**

2. The provisions of the City of North Vancouver “Zoning Bylaw, 1995, No. 6700” CD-281 zone are hereby varied as follows:
    - A. This permit temporarily allows the Lands to be used for the purposes described below:
      - i. general office use
-

**Special Terms and Conditions of Use:**

3. The general office use shall be limited to the area illustrated in Schedule "A", namely the approximately 24.34 square metres contained within the second floor of Unit 101 at 245 Fell Avenue.
- 

**General Terms and Conditions:**

4. This Temporary Use Permit is issued by the City of North Vancouver subject to compliance with all the applicable bylaws of the City except as specifically varied or supplemented by this Permit. No variances other than those specifically set out in this permit are implied or to be construed.
5. The Lands shall be used in accordance with the terms and conditions of this Permit. All terms and conditions are subject to any changes required by the Building Inspector or other officials of the City where such specifications do not comply with any bylaw or statute, and such non-compliance is not specifically permitted through the issuance of this Temporary Use Permit.
6. This Permit expires: three years from date of issuance.
7. The Permit holder acknowledges that a Building Permit or other City Permits may be required. This is not a Building Permit.
8. Nothing in this Permit shall in any way relieve Land Owner/Business Owners obligation to ensure that the use complies in every way with the statutes, regulations, requirements, covenants and licences applicable to the undertaking.

9. Nothing in this Permit shall in any way relieve the Land Owner/Business Owners obligation to comply with regulations for construction of structures or provision of on-site services pursuant to the Health Act, the Fire Services Act, the Electrical Energy Inspection Act, and any other provincial statutes.
- 

Authorized by Council: \_\_\_\_\_  
Year / Month / Day

Expiry Date: \_\_\_\_\_  
Year / Month / Day

\_\_\_\_\_  
Linda Buchanan, Mayor

\_\_\_\_\_  
Karla Graham, City Clerk

Date Signed: \_\_\_\_\_  
Year / Month / Day

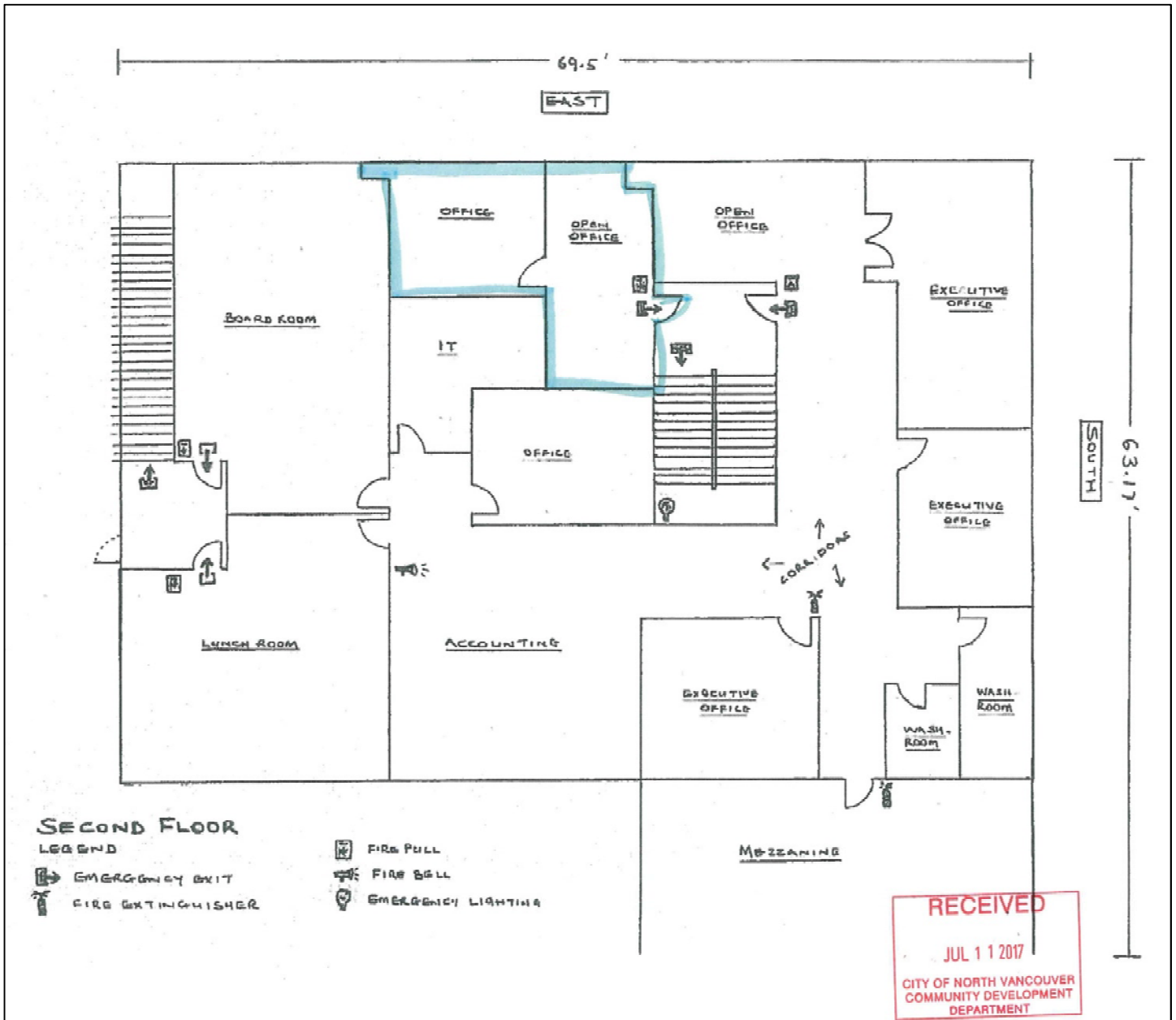
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Note: As required by Section 503 of the *Local Government Act*, the City of North Vancouver shall file a notice of this permit in the Land Title Office stating that the land described in this Permit is subject to Temporary Use Permit No. PLN2020-00018.

Notice filed the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

THIS IS NOT A BUILDING PERMIT




## Schedule A Office Layout



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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: David Johnson, Development Planner

Subject: REZONING APPLICATION: 1348 FORBES AVENUE (REZA NOBARI / DISA DESIGN GROUP)

Date: September 16, 2020 File No: 08-3400-20-0016/1

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

**RECOMMENDATION**

PURSUANT to the report of the Development Planner, dated September 16, 2020, entitled "Rezoning Application: 1348 Forbes Avenue (Reza Nobari / Disa Design Group)":

THAT "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8794" (Reza Nobari / Disa Design Group, 1348 Forbes Avenue, RS-2) be considered and the Public Hearing be waived;

THAT Development Variance Permit No. PLN2020-00016 (Reza Nobari / Disa Design Group) be considered for issuance under Section 498 of the *Local Government Act* and the Public Meeting be waived;

THAT the community benefits listed in the report be secured through agreements at the applicant's expense and to the satisfaction of staff;

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

**ATTACHMENTS**

1. Context Map (Doc #[1938855](#))
2. Project Summary Sheet (Doc #[1941862](#))
3. Architectural and Landscape Plans, dated September 30, 2019 (Doc #[1946613](#))
4. "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8794" (Doc #[1936859](#))
5. Development Variance Permit (Doc #[1941682](#))

## PURPOSE

The purpose of this report is to present, for Council's consideration, a Development Application to rezone 1348 Forbes Avenue (Attachment #1) from One-Unit Residential 1 (RS-1) to One Unit Residential 2 (RS-2) to support the subdivision of the existing one lot into two, with the intent of developing one Single Detached Dwelling with a Secondary Suite and detached garage on each lot.

## BACKGROUND

<i>Applicant:</i>	Reza Narobi
<i>Architect:</i>	Disa Design Group
<i>Official Community Plan Designation:</i>	Residential Level 1 (R1)
<i>Existing Zoning:</i>	One Unit Residential 1 (RS-1)
<i>Applicable Guidelines:</i>	None

## DISCUSSION

### Project Description

The subject site is a single residential lot approximately 18.3 metres (60.0 feet) wide by 42.6 metres (140.0 feet) deep, with slopes mainly along the front of the property down to Forbes Avenue and from the front of the property to the rear.

The proposal is for the lot to be subdivided into two 9.14 metre (30 foot) wide lots for the purpose of building a new single detached dwelling with a secondary suite and a detached garage at the rear of each lot.

The scale of the proposal is in keeping with the neighbourhood's character while implementing a modern building appearance.

### Site Context and Surrounding Use

The subject site is located at the southeast corner of Forbes Avenue and West 14<sup>th</sup> Street in the Mahon neighbourhood of the City (Attachment #1). The area consists primarily of one and two level, single detached homes on lots ranging in width from approximately 9.14 metres (30 feet) to 18.3 metres (60 feet).

The area has seen some recent redevelopment with the property across from Forbes Avenue (1345 Forbes Avenue) being subdivided in the manner similar as this proposal, as well as a recent rezoning of 1420 Forbes Avenue to the north (across West 14<sup>th</sup> Street).

The subject site is one block north of a transit corridor along West Keith Road.

The buildings and uses immediately surrounding the subject site are described in Table 1 below.

**Table 1. Surrounding Uses**

Direction	Address	Description	Zoning
North Across West 14 <sup>th</sup> Street	1420 Forbes Avenue	Vacant lot (approved for a two-lot subdivision with a new Single Detached Dwelling with Secondary Suites on each lot)	RS-2
South Across rear lane	1308 Forbes Avenue and 462 West Keith Road	Single two level Duplex with Accessory Dwelling Units in each Duplex unit	RT-1
East	457 West 14 <sup>th</sup> Street	One level Single Detached Dwelling	RS-1
West Across Forbes Avenue	1345 Forbes Avenue	Two level Single Detached Dwelling with Secondary Suite	RS-2

## PLANNING ANALYSIS

### Policy Context

#### *2014 Official Community Plan*

The land use designation of the subject site is Residential Level One (R1) in 'Schedule A' of the Official Community Plan (OCP). The designation allows for ground-orientated housing with non-strata accessory uses. Detached single family dwellings with secondary suites/coach houses are supported in this designation.

The application is in keeping with the following goals and objectives of the Official Community Plan:

- 1.1.1 Plan for growth in the City's population, dwelling units and employment in keeping with the projections in Metro Vancouver's Regional Growth Strategy;
- 1.1.2 Align growth with the development of community amenities and infrastructure;
- 1.2.1 Ensure the location, density design and durability of developments and their infrastructure are informed by the best available science on climate change impacts;
- 1.3.1 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;

- 1.3.5 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; and
- 1.5.1 Provide opportunities for a range of housing densities, diversified in type, size and location.

The proposal as presented will not require an amendment to the OCP.

#### *Zoning Bylaw 1995, No. 6700*

The property is currently zoned One-Unit Residential 1 (RS-1) and supports single detached homes on lots no less than 10 metres (32.8 feet) wide. It also allows the option of secondary dwellings within the primary building.

The proposal as presented will require a Zoning Bylaw Amendment (Attachment #4) to support the proposal by rezoning the property from One-Unit Residential 1 (RS-1) Zone to One-Unit Residential 2 (RS-2) Zone to permit the proposed subdivision from one 18.3 metre (60 foot) wide lot, into two 9.14 metre (30 foot) wide lots.

A Development Variance Permit (Attachment #5) will also be required to permit exterior side lot line setback relaxations to the primary and accessory buildings that face Forbes Avenue on the proposed Lot A. The setback relaxation for the primary building allows it to be located no less than 1.22 metres (4.0 feet) from the exterior property line instead of the required 1.52 metres (5.0 feet). The setback relaxation from the exterior property line for the proposed accessory building allows a setback of no less than 2.18 metres (7.17 feet) instead of the required 3.05 metres (10 feet). Both variances are considered minor and will use the site efficiently to improve the Forbes Avenue street front and the private amenity space.

A synopsis of the proposal can be seen in Attachment #2.

### **COMMUNITY CONSULTATION**

The applicant held their Development Information Session (DIS) on February 20, 2020 where three people attended. Most of the 20 comments received were in support of the proposal, citing the design and a more affordable option of home ownership. Concern from one person was about the retention of on-site trees. In reviewing this, one tree in the front yard has a good retention value and would add value to the project. Other on-site trees are within the development footprint area and would not be salvageable. The applicant is proposing in their landscaping plan to add several new trees to their plans.

The neighbourhood is not listed as a Development Permit area, nor does it have any design guidelines to be followed. As the main use is for Single Detached Dwellings, it is not subject to review of the Advisory Design Panel.

Given the nature of the proposed subdivision, recent redevelopment of a similar typology on adjacent lots and the public feedback is generally supportive, staff is recommending the Public Hearing be waived. Should Council wish to hold the Public



Hearing, the second active clause of the resolution should be substituted with the following:

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2020, No. 8794” (Reza Nobari / Disa Design Group, 1348 Forbes Avenue, RS-2) be considered and referred to a Public Hearing;

Should the Public Hearing not be waived, the third active clause of the resolution should be substituted with the following:

THAT Development Variance Permit No. PLN2020-00016 (Reza Nobari / Disa Design Group) be considered for issuance under Section 498 of the *Local Government Act* and referred to a Public Meeting;

## **COMMUNITY BENEFITS**

The proposal will provide off-site and on-site improvements such as:

- Wider sidewalks with grassed and treed boulevards on both street fronts;
- Off-site storm main upgrades and extensions to service the lot;
- Fresh pavement of full width of lane with speed bump closer to Forbes Avenue with lane throat improvements;
- Corner improvements to enhance the pedestrian experience in the neighbourhood; and
- Tree retention at the front of the property.

These community benefits will be secured by a Development Agreement and a Servicing Agreement, including Section 219 Covenants and statutory right of way, which will be executed by the applicant prior to final adoption of the rezoning bylaw and subsequently registered on title to the subject lands with priority given to the City over all financial charges.

## **STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS**

This project supports the Strategic Plan vision and priority to be a City for People by using an existing site to provide a variety of dwelling types within a lower density neighbourhood.

## **CONCLUSION**

The proposal represents good planning as it is utilizing the potential of the existing property by adding a variety of dwelling types in a manner that is consistent with the existing character of the neighbourhood. The required off-site works to be undertaken on both street fronts will enhance the pedestrian experience of the area.

RESPECTFULLY SUBMITTED:



---

David Johnson  
Development Planner



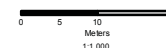
## Legend

-  Subject Site  
 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





# PROJECT SUMMARY SHEET

DEVELOPMENT APPLICATION

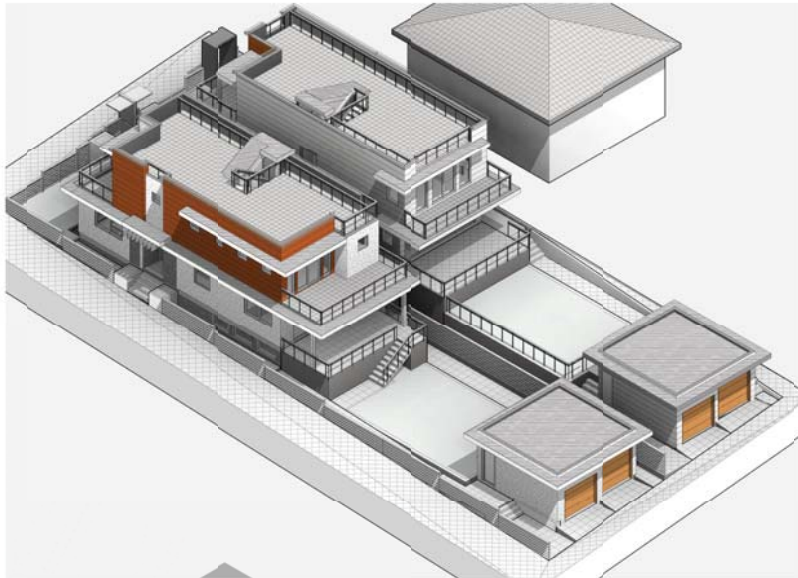
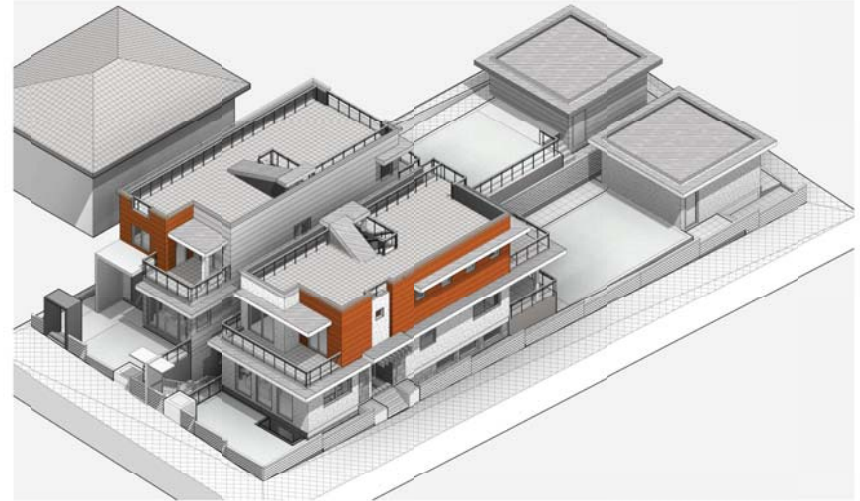
1348 Forbes Avenue

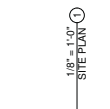


SITE CHARACTERISTICS			
OCP Designation	Residential Level 1 (R1)		
Existing Zoning	One-Unit Residential 1 (RS-1)		
Site Area	Current	Proposed West Lot (Lot A)	Proposed East Lot (Lot B)
	779.7 sq. m (8,393 sq. ft.)	389.87 sq. m (4,196 sq. ft.)	389.87 sq. m (4,196 sq. ft.)
	RS-2 Zone	Proposed West Lot (Lot A)	Proposed East Lot (Lot B)
Lot Width	10.0 m (32.8 ft.) (max.)	9.14 m (30.0 ft.)	9.14 m (30.0 ft.)
Floor Area (max.)	326.8 m <sup>2</sup> (3,518 ft <sup>2</sup> )	194.9m <sup>2</sup> (2,098 ft <sup>2</sup> )	194.9m <sup>2</sup> (2,098 ft <sup>2</sup> )
Lot Coverage	30% (max.)	26.0%	25.6%
Building Height	10.1 m (33.1 feet)	8.26 m (27.1 feet)	8.47 m (27.8 feet)
Vehicle Parking	1 for a Single Detached Dwelling and 1 for a Secondary Suite	2 Stalls	2 Stalls
Setbacks (Primary Building)	RS-2 Zone (min.)	Proposed West Lot (Lot A)	Proposed East Lot (Lot B)
Forbes Avenue (exterior)	1.52 m (5.0 feet)	1.22 m (4.0 feet)	N/A
West 14th Street	4.57 m (15.0 feet)	4.57 m (15.0 feet)	4.57 m (15.0 feet)
South (Lane)	14.92 m (48.96 feet)	22.17 m (72.75 feet)	22.17 m (72.75 feet)
West	1.22 m (4.0 feet)	N/A	1.28 m (4.19 feet)
East	1.22 m (4.0 feet)	1.22 m (4.0 feet)	1.27 m (4.17 feet)
Setbacks (Accessory Building)	RS-2 Zone (min.)	Proposed West Lot (Lot A)	Proposed East Lot (Lot B)
Forbes Avenue (exterior)	3.05 m (10.0 feet).	2.18 m (7.17 feet)	N/A
South (Lane)	1.22 m (4.0 feet)	1.26 m (4.16 feet)	1.22 m (4.0 feet)
West	0.61 m (2.0 feet)	N/A	1.84 m (6.1 feet)
East	0.61 m (2.0 feet)	0.65 m (2.15 feet)	0.92 m (3.03 feet)



# 1348 FORBES SUBDIVISION PROPOSAL





LOT A

LOT B

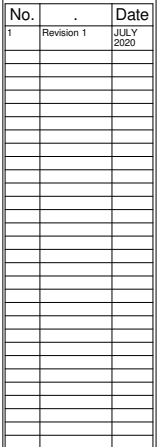
WEST 14TH STREET

[illegible]

## LANE

PLANT SCHEDULE		
NO	BOTANIC NAME	COMMON NAME
1	THUJA OCCIDENTALIS	CEDAR 1-5 FT
2	PHORMIUM TENUIFOLIUM	NEW SELAND FLAX
3	PITOSPORIUM TENUIFOLIUM	PITOSPORIUM ( SILVER SHEEN)
4	ROSA GRANDIFLORA (CHERISH)	ROSE ( CHERISH)
5	ROSA GRANDIFLORA ( HONEY DION)	ROSE ( HONEY DION)
6	ROSA HYBRID	BUSH ROSE ( RED)
7	MAGNOLIA GRANDIFLORA	EVERGREEN MAGNOLIA
8	-	HANGING SEASONAL FLOOR TABLE
9	TAXUS MEDIA HICKSLI	HICKS YEW
10	HOSTA CLAUUSA	HOSTA
11	HOSTA LAEVIGATA	HOSTA
12	-	RAIN GARDEN SHRUBS AND PERNNIALS
13	RHODODENDRON SPP	RHODODENDRON ROSE TREE
14	RHODODENDRON ARBOREUM	TREE RHODODENDRON
15	RHODODENDRON HISTRUM	ALPINE ROSE

ALL EXISTING TREES TO BE REMOVED

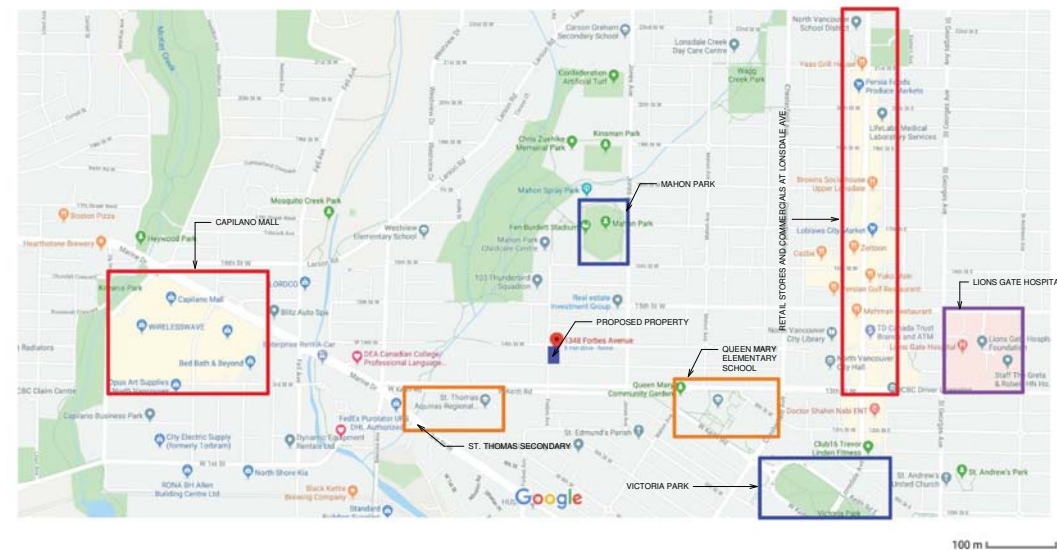


SHEET NO:

L-1.1

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PROJECT:	

1348 Forbes  
Avenue.

DRAWN BY: A.A T.N

CHECKED BY: A.A.T.N

SCALE:

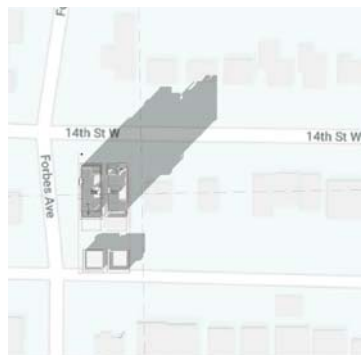
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TITLE:

STREETSCAPE

SHEET NO:

P-1.1

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PROJECT:

1348 Forbes  
Avenue.

DRAWN BY: A.A T.N

CHECKED BY: A.A T.N

SCALE: \_\_\_\_\_

DATE: 2019-09-30

TITLE:

SHADOW  
STUDY

SHEET NO:

P-1.2

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# 1348 FORBES LOT-A

## APPLICATION SUMMARY - PROPOSED DEVELOPMENT - 1348 forbes- LOT A

ADDRESS: 1348 Forbes Ave  
North Vancouver, BC V7M 2Y1  
PROPOSED: ONE SINGLE FAMILY AND A LEGAL SUITE  
LEGAL DESCRIPTION: LOT:1 Block: 65 DL: 271 Plan: 750  
LOT 1  
BLOCK 2  
DISTRICT LOT 547  
PLAN 9285  
PID 015-142-396  
EXISTING ZONING: RS-1  
PROPOSED ZONING: RS-2  
OCP DESIGNATION: Residential Level 1 (Low Density)  
UNCONSOLIDATED LOTS AREA: 8393 SQ.FT. 779.73 sq.m.  
PROPOSED LOT SUBDIVISION 4196.5 SQ.FT. 389.87 sq.m.

UNITS=IMPERIAL	PERMITTED /REQUIRED BASED ON RS-2	PROPOSED
MAX. RIDGE LEVEL	189.09	183.21
MAX. TOP PLATE LEVEL	182.29	181.17
FSR : LESSER OF (.5XLOT AREA) or(0.3 lot area+1000sqft)	2098.25	2073
LOT COVERAGE(.3XLOT AREA=MAIN BLDG.) NOT MORE THAN 40% TOTAL	1678.6	1091.09
FRONT YARD	15 FT.	15
REAR YARD	48.55 FT.(0.35XLOT DEPTH)	72.67
SIDE YARDS	5 FT.	4.17,4.4
ACCESSORY BUILDING (0.1lot area if <600sqft)	419.65	418
PARKING	2 STALLS	2 STALLS

A(NE)	157.70	158.65	FRONT
B(WW)	159.60		
C(SW)	154.30	152.25	REAR
D(SE)	150.00		

156.09	REFERENCE
--------	-----------

MIN. ALLOWED MAIN FLOOR LEVEL	158.59	159	PROPOSED
MAX. ALLOWED TOP PLATE LEVEL	182.29	181.17	PROPOSED
MAX. ALLOWED RIDGE LEVEL	189.09	183.21	PROPOSED

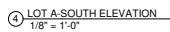
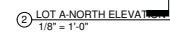
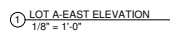
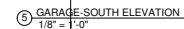
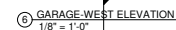
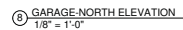
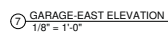
NAME	AREA	FAR	
UPPER FLOOR	988	988	INCLUDED
MAIN FLOOR	1085	1085	INCLUDED
GARAGE	410	0	EXCLUDED
LOWER FLOOR	1112	0	EXCLUDED
SECONDARY SUITE	953	0	IN LOWER- EXCLUDED
GROSS BUILDING AREA	4348	2073	TOTAL FAR

PROJECT:

SHEET NO:

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ALL RIGHTS RESERVED.



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1348 Forbes  
Avenue.-LOT A

DRAWN BY: A.A.T.N

CHECKED BY: A.A.T.N

SCALE: As indicated

DATE: 2019-09-30

TITLE:

## ELEVATIONS

SHEET NO:

A-3.1

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CHECKED BY: \_\_\_\_\_

SCALE: \_\_\_\_\_

DATE: \_\_\_\_\_

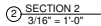
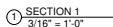
TITLE: 101-501

## SECTIONS

SHEET NO:

A-4.1

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ALL RIGHTS RESERVED.



# 1348 FORBES- LOT B

## APPLICATION SUMMARY - PROPOSED DEVELOPMENT - 1348 Forbes- LOT B

1348 Forbes Ave  
North Vancouver, BC V7M 2Y1

ADDRESS: ONE SINGLE FAMILY AND A LEGAL SUITE  
PROPOSED: LOT:1 Block: 65 DL: 271 Plan: 750

LEGAL DESCRIPTION: LOT 1  
BLOCK 2  
DISTRIC LOT 547  
PLAN 9285  
PID 015-142-396

EXISTING ZONING: RS-1  
PROPOSED ZONING: RS-2

OCF DESIGNATION: Residential Level 1 (Low Density)

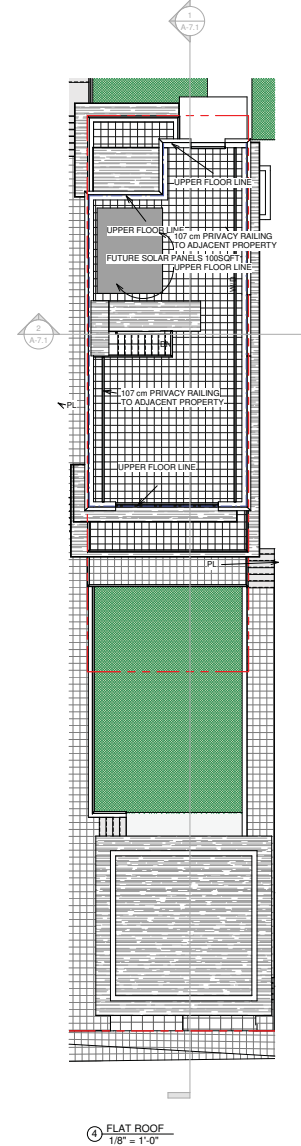
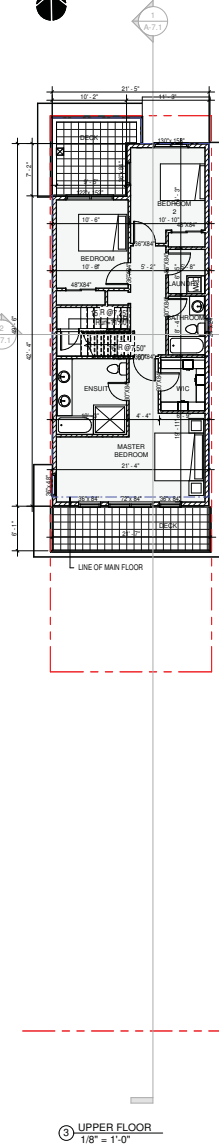
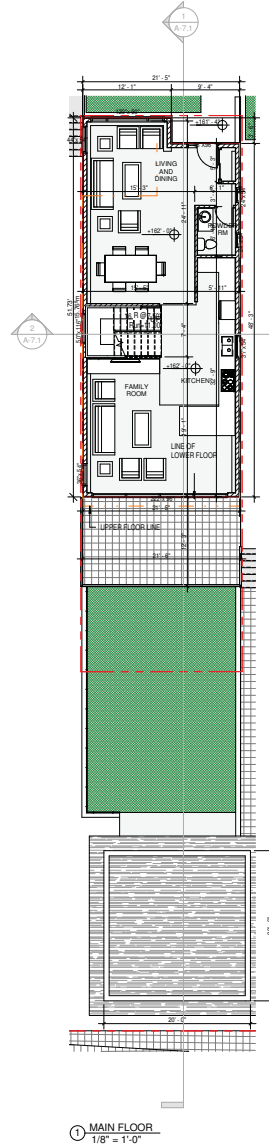
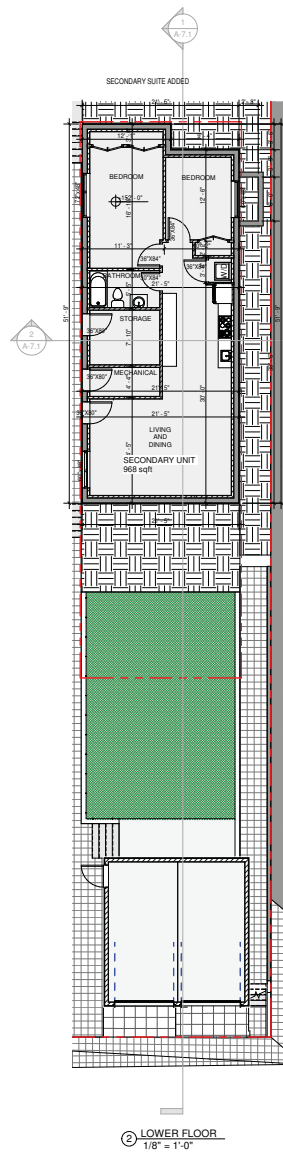
UNCONSOLIDATED LOTS AREA: 8393 SQ.FT. 779.73 sq.m.  
PROPOSED LOT SUBDIVISION 4196.5 SQ.FT. 389.87 sq.m.

	PERMITTED /REQUIRED BASED ON RS-2	PROPOSED
MAX. RIDGE LEVEL	191.53	186.5
MAX. TOP PLATE LEVEL	184.73	184.17
FSR : LESSER OF (.5XLOT AREA) or(0.3 lot area+1000sqft)	2098.25	2098
LOT COVERAGE(.3XLOT AREA+MAIN BLDG ) NOT MORE THAN 40%	1678.6	26.50%
FRONT YARD	15 FT.	15.17
REAR YARD	48.95 FT.(0.35XLOT DEPTH)	72.17
SIDE YARDS	5 FT.	4.17
ACCESSORY BUILDING (0.1lot area if <600sqft)	419.65	42m
PARKING	2 STALLS	2 STALLS

A(NW) 159.60	160.55	FRONT	158.53	REFERENCE
B(NE) 161.50				
C(SE) 156.50	155.5	REAR		
D(SW) 154.50				

MIN. ALLOWED MAIN FLOOR LEVEL	161.03	162.00	PROPOSED
MAX. ALLOWED TOP PLATE LEVEL	184.73	184.17	PROPOSED
MAX. ALLOWED RIDGE LEVEL	191.53	186.5	PROPOSED

NAME	AREA	FAR	
UPPER FLOOR	1005	1005	INCLUDED
MAIN FLOOR	1093	1093	INCLUDED
GARAGE	410	0	EXCLUDED
LOWER FLOOR INCL. SECONDARY SUITE	1075	0	EXCLUDED
SECONDARY SUITE	942	0	IN LOWER- EXCLUDED

[illegible]

PROJECT:	
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1348 Forbes  
Avenue.-LOT B

DRAWN BY: T.N A.A

CHECKED BY: T.N A.A

SCALE:  $1/8" = 1'-0"$

DATE: 2019-09-30

TITLE:	
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## FLOOR PLANS

SHEET NO:
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A-5.1

NOTE THIS DRAWING IS FOR COORDINATION/REVIEW ONLY AND NOT FOR CONSTRUCTION/SUBMISSION UNLESS NOTED.

Figure 10 is a cross-section diagram of a garage structure. It shows the garage roof ridge, the garage top plate, and the garage floor. The diagram includes a vertical scale on the left with the following labels:

- 166.00' GARAGE ROOF RIDGE
- 164.50' GARAGE TOP PLATE
- 155.50' GARAGE FLOOR

The diagram also shows a cross-section of the garage structure with two garage doors. A circled 'A' is placed above the right garage door.

Section view of the garage structure showing the roof, top plate, and floor levels. The diagram includes the following labels and dimensions:

- 168.00" GARAGE ROOF RISE
- 164.50" GARAGE TOP PLATE
- 155.50" GARAGE FLOOR

166.00" GARAGE ROOF RIDGE  
 184.50" GARAGE TOP PLATE  
 155.50" GARAGE FLOOR

A

Figure 1: Elevation view of a roof assembly. The diagram shows a cross-section of a roof with various layers and dimensions. From top to bottom, the layers are: a 10.93 inch thick layer, a 3.36 inch thick layer, a 2.14 inch thick layer, and a 3.36 inch thick layer. The total thickness of the roof assembly is 19.83 inches. The roof is labeled "GARAGE ROOF RIDGE" at the top and "GARAGE FLOOR" at the bottom. A circular detail "A" is shown on the right side of the roof assembly.

[illegible]

181.67' FLAT ROOF  
180.50' TOP OF PLATE  
179.50' MAIN FLOOR HEADER  
172.00' UPPER FLOOR  
170.00' MAIN FLOOR HEADER  
162.00' MAIN FLOOR  
158.00' LOWER FLOOR HEADER  
158.00' NO. FENCE

Architectural elevation drawing of the rear facade of a two-story building. The drawing includes a list of dimensions on the left and a detailed elevation on the right. The dimensions are: 181.67' FLAT ROOF, 180.50' TOP OF PLATE, 179.50' MAIN FLOOR HEADER, 172.00' UPPER FLOOR, 170.00' MAIN FLOOR HEADER, 162.00' MAIN FLOOR, 158.00' LOWER FLOOR HEADER, and 158.00' NO. FENCE. The elevation shows a two-story structure with a flat roof, a main floor with a large window (120' 0" x 8' 0") and a door (4' 0" x 8' 0"), and an upper floor with a window (12' 0" x 8' 0") and a door (4' 0" x 8' 0"). The building is colored in shades of brown and grey, with red dashed lines indicating the roof and floor levels.

Architectural elevation drawing of the rear of a building. The drawing shows a two-story structure with a main floor and an upper floor. The main floor features a large central window (52'x110") and a smaller window (44'x54") to the left. The upper floor has a window (36'x48") and a door (36'x54"). A garage is attached to the right side of the main floor, with a door (36'x84") and a window (36'x84"). The drawing includes various annotations for elevations, dimensions, and materials. A vertical dimension line on the left indicates a height of 18' 0" from the main floor header to the top of the roof. A horizontal dimension line at the bottom indicates a width of 45' 0" for a 45 MIN FIRE RATED DOOR. The drawing is labeled "REAR ELEVATION" and "GARAGE".



No.	.	Date
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PROJECT:	
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DRAWN BY: T.N.A.A

CHECKED BY: T.N.A.A

SCALE: As indicated

DATE: 2019-09-30

TITLE:

ELEVATIONS &  
GARAGE  
FLOOR PLAN

SHEET NO:

A-6.1

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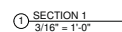
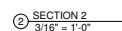




PROJECT:	
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SHEET NO:

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

**BYLAW NO. 8794**

**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. 8794” (Reza Nobari / Disa Design Group, 1348 Forbes Avenue, RS-2).**
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 RS-2 (One-Unit Residential 2 Zone):

<b>Lot</b>	<b>Block</b>	<b>D.L.</b>	<b>Plan</b>	
1	65	271	750	from RS-1

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

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

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

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

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK





**THE CORPORATION OF THE CITY OF NORTH VANCOUVER**  
**DEVELOPMENT VARIANCE PERMIT**

Permit No. PLN2020-00016

File: 08-3400-20-0032/1

Issued to owner(s): **Antigoni Pantazis**

Respecting the lands located at **1348 Forbes Avenue**, North Vancouver, BC, legally described as:

**LOT 1 BLOCK 65 DL 271 PLAN 750 PID: 015-142-396**

(the “**Lands**”)

**List of Attachments:**

Schedule “A”: List of Plans

**Authority to Issue:**

1. This Development Variance Permit is issued pursuant to Section 498 of the *Local Government Act*.

**Bylaws Supplemented or Varied:**

2. The provisions of the City of North Vancouver “Zoning Bylaw, 1995, No. 6700” are hereby varied as follows:
  - A. Section 509(5)(d) be varied to permit the Principal Building to be sited no less than 1.22 meters (4.0 feet) from the Exterior Side Lot Line on Lot A (west lot);
  - B. Section 514(5)(b) be waived to permit the Accessory Building to be sited no less than 2.18 meters (7.17 feet) from the Exterior Side Lot Line on Lot A (west lot);

### **Special Terms and Conditions of Use:**

3. The Buildings and Structures shall be developed in accordance with the plans dated and listed on the attached Schedule A “List of Plans” and filed in the offices of the City, approved by Council, and in compliance with the regulations and conditions listed hereunder.
  4. No variances other than those specifically set out in this permit are implied or to be construed.
  5. All plans attached to this Permit and specifications referred to above are subject to any changes required by the Building Inspector or other officials of the City where such plans and specifications do not comply with any bylaw or statute, and such non-compliance is not specifically permitted by this Development Variance Permit. The Lands may be subject to additional regulations, restrictive covenants and agreements which may affect their use, development and amenities, if any section or lesser portion of this Development Variance Permit is held invalid for any reason the invalid portion shall be severed from this Development Variance Permit and the validity of the remainder of the Development Variance Permit shall not be affected.
- 

### **General Terms and Conditions:**

6. Pursuant to Section 504 of the *Local Government Act*, this Permit lapses if the work authorized herein is not commenced within 24 months following issuance of this Development Variance Permit. In the event the Owner is delayed or interrupted or prevented from commencing or continuing the construction on or about the subdivision by reason of any Act of God, labour unrest (including strike and lockouts), weather conditions or any similar cause reasonably beyond the control of the Owner, the time for the completion of the works shall be extended for a period equal to the duration of the contingency that occasioned the delay, interruption or prevention, provided that the commercial or financial circumstances of the Owner shall not be viewed as a cause beyond the control of the Owner.
7. This Development Variance Permit shall not vary the permitted uses or densities of land use in the applicable zoning bylaw nor a flood plain specification designated under Section 524(3) of the *Local Government Act*.
8. Nothing in this Permit shall in any way relieve Land Owner/Developers obligation to ensure that the development proposal complies in every way with the statutes, regulations, requirements, covenants and licences applicable to the undertaking.

9. Nothing in this Permit shall in any way relieve the Land Owner/Developers obligation to comply with all setback regulations for construction of structures or provision of on-site services pursuant to the *Health Act*, the *Fire Services Act*, the *Electrical Energy Inspection Act*, and any other provincial statutes.
- 

Authorized by Council: \_\_\_\_\_  
Year / Month / Day

\_\_\_\_\_  
Linda C. Buchanan, Mayor

\_\_\_\_\_  
Karla Graham, City Clerk

Date Signed: \_\_\_\_\_  
Year / Month / Day

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Note: As required by Section 503 of the *Local Government Act*, the City of North Vancouver shall file a notice of this permit in the Land Title Office stating that the land described in this Permit is subject to Development Variance Permit No. PLN2020-00016.

Notice filed the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

THIS IS NOT A BUILDING PERMIT

**Schedule A**  
**List of Plans – 1348 Forbes Avenue**

<b>Designer</b>	<b>Project Name</b>	<b>Sheet Description</b>	<b>Sheet No.</b>	<b>Sheet Date</b>	<b>CityDocs File Number</b>
Disa Design Group Inc.	1348 Forbes Avenue Subdivision Proposal	Cover Sheet			1946217
Disa Design Group Inc.	1348 Forbes	Site Plan	A-1.1	July 2020	1946217
Disa Design Group Inc.	1348 Forbes	Landscaping	L-1.1	July 2020	1946217
Disa Design Group Inc.	1348 Forbes	Streetscape	P-1.1	July, 2020	1946217
Disa Design Group Inc.	1348 Forbes	Shadow Study	P-1.2	September 30, 2019	1946217
Disa Design Group Inc.	1348 Forbes – Lot A	Application Summary			1946217
Disa Design Group Inc.	1348 Forbes – Lot A	Floor Plans	A-2.1	June 2020	1946217
Disa Design Group Inc.	1348 Forbes – Lot A	Elevations	A-3.1	September 30, 2019	1946217
Disa Design Group Inc.	1348 Forbes – Lot A	Sections	A-4.1	September 30, 2019	1946217
Disa Design Group Inc.	1348 Forbes – Lot B	Application Summary			1946217
Disa Design Group Inc.	1348 Forbes – Lot B	Floor Plans	A-2.1	September 30, 2019	1946217
Disa Design Group Inc.	1348 Forbes – Lot B	Elevations	A-3.1	September 30, 2019	1946217
Disa Design Group Inc.	1348 Forbes – Lot B	Sections	A-4.1	September 30, 2019	1946217

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

**BYLAW NO. 8794**

**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. 8794” (Reza Nobari / Disa Design Group, 1348 Forbes Avenue, RS-2).**
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 RS-2 (One-Unit Residential 2 Zone):

<b>Lot</b>	<b>Block</b>	<b>D.L.</b>	<b>Plan</b>	
1	65	271	750	from RS-1

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

READ a second time on the <> day of <>, 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

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 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**ENGINEERING, PARKS & ENVIRONMENT DEPARTMENT**

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Adam Vasilevich, Parks and Greenways Planner

Subject: KINGS MILL WALK PARK MASTER PLAN TASK FORCE

Date: September 16, 2020 File No: 12-6240-20-0045/1

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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 Parks and Greenways Planner, dated September 16, 2020, entitled "Kings Mill Walk Park Master Plan Task Force":

THAT the attached Terms of Reference for the Kings Mill Walk Park Master Plan Task Force be endorsed;

AND THAT staff be directed to proceed with the promotion and recruitment process and report back to Council with the results.

**ATTACHMENTS**

1. Kings Mill Walk Park Master Plan Task Force ([CD#1941264](#))

**PURPOSE**

This report seeks Council's support for the establishment of a community Task Force to work with City staff and consultants to create a new master plan for Kings Mill Walk Park. A draft Terms of Reference for the proposed task force is also provided for consideration.

**BACKGROUND**

Kings Mill Walk Park was created in 2000 as part of the initial commercial development at Harbourside. With the 2012 construction of the Spirit Trail and the addition of an off-leash area for dogs, the park has become an increasingly popular waterfront destination on the north shore of Burrard Inlet.

In 2013, City Council approved an application from Concert Properties to rezone their lands at 801, 889 and 925 Harbourside Drive and 18 Fell Avenue to create a new, mixed-use waterfront neighbourhood. Upon completion, the development is expected to create 300,000 square feet of new residential and office space, housing approximately 1,500 people.

As conditions of the rezoning, Concert Properties is responsible for fulfilling a number of significant commitments, including constructing the new development to meet the City's new Flood Construction Level (FCL) and implementing adaptive measures, including shoreline improvements, to mitigate the projected impacts of sea level rise on both public and private lands in the area. Concert Properties has also committed to developing and implementing a new master plan for Kings Mill Walk Park that will enhance habitat and provide new park amenities for the community.

Concert Properties have received approval from Port Metro Vancouver to enhance the shoreline and adapt Kings Mill Walk Park for the expected sea level rise and storm surges that will come with climate change. The proposed foreshore changes and park improvements will transform the existing rip-rap shoreline of Kings Mill Walk Park into a series of beach habitat zones defined by rocky headlands. These enhancements will diversify and improve the marine environments with the creation of rocky reefs, cobble beaches and upland habitat with woody debris and native plantings.

Along with the shoreline enhancements, the overall elevation of Kings Mill Walk Park will be increased by up to 1.5 metres to meet the new FCL and protect park assets and adjacent new private developments. These changes provide the opportunity to create a new plan for the upland portion of the park with new park amenities, enhanced Spirit Trail and landscapes to support the new neighbourhood and the broader community.

## **DISCUSSION**

In 2016, Council provided direction to dissolve the City's Parks and Environment Advisory Committee (PEAC) and to instead develop major parks and environmental plans through the appointment of project specific working groups or task forces of community volunteers. With the support of City staff and consultants, this approach has the advantage of attracting volunteers with specific technical skills and interests that may not otherwise be engaged in a more broad public consultation process. The defined scope also means that volunteers are committing to achieve a specific project during a specific period of time.

Following Council's direction, the community task force approach was successfully used in the development of the Moodyville Park Master Plan in 2017. The resulting new park has recently been completed, and its creative programming and unique design is a direct result of the collaborative efforts of the Moodyville Park Master Plan Task Force members.

Given the significance of Kings Mill Walk Park and the potential scale of the resulting park improvements, staff recommend the establishment of a Kings Mill Walk Master Plan Task Force to work with staff and a team of consultants to create a new vision for the park.

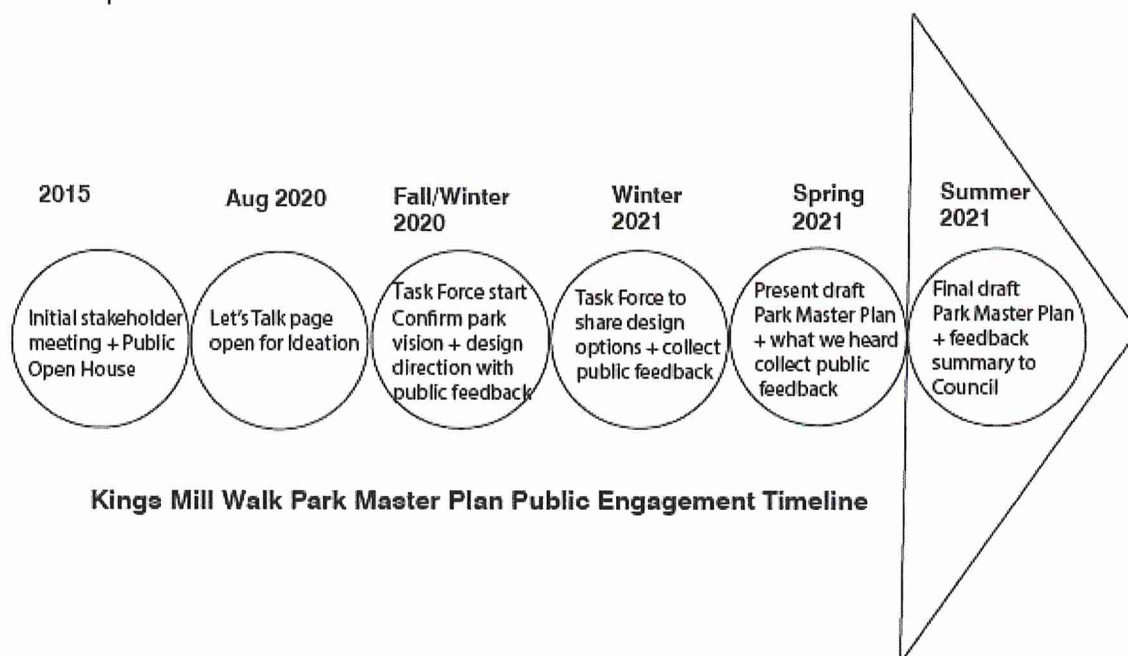
A draft Terms of Reference for the proposed task force has been prepared (Attachment 1) based on the model used for Moodyville Park. The Task Force will participate in the identification and prioritization of new programming opportunities and associated park and greenway infrastructure, and assist in the development of conceptual plans for Council's consideration. This will provide a forum for sharing information between various community stakeholders and encourage positive community engagement in the planning and design of a new Kings Mill Walk Park.

In addition to a team of City staff and consultants, the Task Force would include seven community representatives appointed by Council, ideally with the following experience:

- One (1) representative with park planning or landscape architecture experience;
- One (1) representative with habitat restoration experience;
- One (1) representative for the City's senior population;
- One (1) representative for young children (under 12);
- One (1) representative for youth (12-18); and,
- Two (2) representatives from the community at large.

As with Moodyville Park, the terms of reference do not specify the appointment of a Council representative, and instead all of City Council would be ex-officio members of the Task Force and able to attend any of the meetings. Given the current COVID-19 safety precautions, use and access to a home computer and the WebEx online meeting application would be a requirement to ensure task force meetings can be conducted online.

With Council's support, staff will proceed with advertising for volunteer members and will report back with options on potential appointments for Council's consideration. Once the Task Force has been appointed, meetings are anticipated to be scheduled every three weeks, with the goal of having design concepts and a draft plan to present to Council in summer 2021. A suggested timeline showing key milestones and the public consultation process is provided below.





Once the completed master plan has been endorsed by Council, construction of the new Kings Mill Walk Park shoreline and implementation of the upland park improvements, including an enhanced Spirit Trail connection, are expected to commence in September 2022 with completion in February 2024.

## **FINANCIAL IMPLICATIONS**

Funding for the development and implementation of the park master plan and the work of the Kings Mill Walk Park Master Plan Task Force will be provided by Concert Properties.

## **INTER-DEPARTMENTAL IMPLICATIONS**

The Terms of Reference for the Kings Mill Walk Park Master Plan Task Force was presented to the City's Policy and Projects Team on September 8<sup>th</sup>, 2020. The development of the new master plan will include coordination with the Planning and Development Department and North Vancouver Recreation and Culture.

## **STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS**

The proposed formation of the Kings Mill Walk Park Master Plan Task Force supports Council's Strategic Plan goals of being "A Vibrant City" and "A City for People."

The development of a new master plan for Kings Mill Walk Park supports the City's Official Community Plan, goal 5.3: Provide a variety of public spaces for community engagement and stewardship; and 5.1.4: Undertake maintenance and improvements to parks and outdoor recreation facilities to reflect the community's needs and expectations.

RESPECTFULLY SUBMITTED:



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Adam Vasilevich  
Parks and Greenways Planner

## Kings Mill Walk Park Master Plan Task Force

### TERMS OF REFERENCE

#### PURPOSE

The Kings Mill Walk Park Master Plan Task Force is established to work with City Staff, consultants, and other stakeholders on the development of a new master plan for Kings Mill Walk Park. The goal is to create a new vision for Kings Mill Walk Park that establishes the area as an important public space that help support the parks and outdoor recreational needs of the Harbourside community, while enhancing habitat values in the surrounding natural areas. The Task Force will participate in the identification and prioritization of new programming opportunities and associated park and greenway infrastructure, and assist in the development of conceptual plans for Council's consideration.

#### OBJECTIVES

- Develop a new Master Plan for Kings Mill Walk Park, including the following key components: Site assessment; programming; conceptual design options; refined conceptual design including connections, play spaces, active recreation spaces, Spirit Trail, habitat management strategy, stormwater management, potential public art, and materials; and phasing.
- Provide a forum for sharing information between various community stakeholders and encourage positive community engagement in the planning and design of a new Kings Mill Walk Park.
- Report to City Council where considered necessary or appropriate in response to issues that may arise during the park planning process.

#### TIME FRAME OF TASK FORCE

The Kings Mill Walk Park Master Plan Task Force is established by Council and will remain active through to the conclusion of the Master Plan process, anticipated to be no later than December 31, 2021.

#### MEMBERSHIP COMPOSITION

The Task Force comprises representatives from the community, consultant's supporting the park master plan process, City and North Vancouver Recreation and Culture Commission staff, as well as City Council members.

- Seven (7) community representatives appointed by Council, ideally with the following experience:
  - o One (1) representative with park planning or landscape architecture experience (BCLSA or PIBC preferred);
  - o One (1) representative with habitat restoration experience (RPBio preferred);
  - o One (1) representative for the City's senior population;

- o One (1) representative for young children (under 12) with parent;
- o One (1) representative for youth (12-18);
- o Two (2) representatives from the community at large.
- Staff representative(s) from the City of North Vancouver and North Vancouver Recreation and Culture Commission, as appointed by the CAO.
- Representative(s) from the consultants' team contributing to the Kings Mill Walk Park Master Plan
- All members of City Council shall be ex-officio members of the Task Force.

A City staff clerk will provide support to the Task Force, including preparing and distributing agendas, attending the meetings, and preparing minutes of the meetings.

#### TERM OF MEMBERSHIP

The community representatives will serve on the Task Force from their appointment by Council through to one year from the first meeting.

However, should any member no longer wish to serve on the Task Force, they may be replaced by City Council as applicable.

Any member who fails to attend three consecutive regular meetings of the Task Force shall cease to be a member and their appointment shall be automatically terminated.

#### MEETINGS

Meetings will be held every three weeks, or as required at the call of the Chair. The agenda will be distributed the week prior to the meeting.

#### MEETING MINUTES




A record of the meetings will be prepared by the Clerk to the Task Force. The record will include key discussions and an action log. City Council will be provided with a copy of the minutes.

#### BUDGET

The Task Force will be funded as part of the Kings Mill Walk Park Master Plan project.





 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**COMMUNITY & PARTNER ENGAGEMENT DEPARTMENT**

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: L. R. Orr, Deputy Director, Community and Partner Engagement

Subject: CITYSTUDIO NORTH VANCOUVER UPDATE AND FUTURE DIRECTION

Date: September 15, 2020 File No: 13-6750-01-0001/2020

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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 Deputy Director, Community and Partner Engagement, dated September 15, 2020, entitled "CityStudio Update and Future Direction":

THAT staff be directed to prepare a new Memorandum of Understanding with Capilano University for a CityStudio Partnership for three years subject to annual funding approval.

**ATTACHMENTS**

1. CityStudio 2019-2020 Report (Document [#1936524](#))

**PURPOSE**

This report conveys, for Council's information, the final wrap report for the 2019-2020 CityStudio Pilot Project and recommends a new MOU extending the City's commitment to CityStudio North Vancouver for three years subject to annual funding approval.

**BACKGROUND**

CityStudio is an innovation hub that brings together City staff, university faculty, students and the community to work on City challenges (issues and opportunities). The initiative provides access to post-secondary student and faculty energy, imagination and resources to address issues that staff are dealing with in their work or would like to deal with but don't have the time. As such, it provides real life employable skill development for students and project resources for staff.

The CityStudio Partnership model was initially developed by Simon Fraser University and the City of Vancouver in 2011. The program has since expanded to include 11 cities across Canada and Australia involving 17 post-secondary institutions.

CityStudio North Vancouver was developed as a pilot partnership between the City and Capilano University to test the concept. A Memorandum of Understanding was signed by Mayor Linda Buchanan and Paul Dangerfield, President of Capilano University on April 30, 2019 to undertake a pilot CityStudio project between the City and Capilano University. A Partnership Agreement setting out the terms and understanding for the pilot project was subsequently signed by staff in June 2019. The pilot ran until April 30, 2020 covering Fall and Spring terms. Attachment #1 provides the wrap report for the pilot phase.

A Project Lead/Coordinator was hired to manage the program and be the liaison/facilitator between staff, faculty and students on project collaborations. CapU administers CityStudio and provides office space and administrative support for the Project Lead/Coordinator.

A CityStudio Coordinating Committee was created to oversee and evaluate the Pilot which included the author, Director, Academic Initiatives and Planning, CapU and the Project Lead/Coordinator.

Students developed projects to fulfill course requirements with support from the Coordinator, faculty and staff. Students are required to present their projects to their classes and the top projects from each term are displayed and presented at a public event/showcase called "HUBBUB". Two showcase events were held during the Pilot, one each for the Fall and Spring terms during which 12 projects were highlighted. Between 80 and 100 people attended each event. Due to COVID-19, the second showcase was held remotely.

## **DISCUSSION**

The CityStudio model aligns with both the City of North Vancouver's Strategic Plan and University's mission and future vision. Piloting the CityStudio project allowed the City and University to explore and test out a partnership that supports the City's priorities and future direction.

As noted in Attachment #1, the pilot proved to be very well received by City staff and University Faculty and students. The first idea generation workshop by City staff identified 50 potential opportunities/projects for students and faculty to explore. The pilot involved 12 courses (collaborations) in 7 CapU Departments and four Faculties including the Schools of Tourism Management, Business, Public Administration, Social Sciences, Humanities and Design. In terms of personnel, nine Faculty partners, 13 City staff and 356 students were involved in 95 projects. Attachment #1 provides a summary of the 12 course collaborations.

Should CityStudio continue, there are ten potential course collaborations that have already been identified for the Fall 2020 term. Projects also allow the involvement of third party entities such as non-profit societies and Vancouver Coastal Health. In such

cases the projects must be relevant to the City and staff work priorities and involve a City staff person as the project lead.

## Evaluation

As part of the Partnership Agreement, evaluation criteria was included for staff to gauge the success of the pilot. The following provides the results of the evaluation.

1. At least two projects were to be completed in each of the semesters: Fall 2019 and Spring 2020.

This criteria was met and exceeded (12 project collaborations) were completed.

2. Project expenses were within the budget.

This criteria was met.

3. Relevance of projects to both the City and the University.

City staff and Faculty agreed that the project topics were relevant to both organizations.

4. Effectiveness of project coordination.

The project hired a part/time Coordinator who reported to a Committee with one representative each from the City and CapU. This arrangement worked extremely well with the Coordinator acting as a facilitator between City project staff and CapU Faculty as well as administering all aspects of the day to day coordination. The Project Committee met regularly with the Coordinator.

5. Projects delivered value to both the City and the University in terms of learning experiences for students and applicable outcomes for the City.

A survey of City staff and Faculty revealed that both of these criteria were met. Outcomes of the collaborations provided staff with additional insight and ideas for projects and gave students the opportunity to work on current City issues and contribute to a better City while gaining valuable work experience.

6. Issues with City staff time and the University Faculty time devoted to the projects.

Time required for the projects was manageable and made less onerous by having the Project Coordinator involved.

7. Issues with execution of the project work.

No issues or concerns were identified with execution of the project work. The Project Coordinator provided assistance with making this happen and managing the time required of staff and Faculty.

## **FINANCIAL IMPLICATIONS**

The pilot project budget was \$73,700 which included licensing and support from CityStudio Vancouver; Project Coordinator salary, benefits and administration; project related costs; and two project Show Case events. CapU covered \$30,000 while the City covered \$43,700 of the Pilot costs. CapU also assumed responsibility for recruiting, employing and providing office space for the Project Coordinator.

For the next three years, costs are proposed to be shared equally with CapU. Staff have submitted a Project Sheet to cover the annual City costs for a three year commitment.

The City costs are:

2021 - \$36,000

2022 - \$48,000

2023 - \$50,000

## **INTER-DEPARTMENTAL IMPLICATIONS**

The CityStudio Pilot Project has involved a number of City Departments including: Community and Partner Engagement; Planning and Development; and Engineering, Parks and Environment. Staff from the RCMP, Library and NVRC were also involved.

Ten potential course collaborations have been identified for the Fall 2020 term involving four City Departments, NVRC, Library, RCMP and Museum and Archives.

## **STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS**

The CityStudio Partnership aligns with Council's strategic Plan Vision to be the "Healthiest Small City in the World" in that it has the potential to meet all five of the Strategic Plan priorities. Projects undertaken through the pilot have specifically aligned with the Strategic Plan priorities: A City for People, A Liveable City, A Vibrant City and a Prosperous City. Potential future projects undertaken through CityStudio will continue to be aligned with the Strategic Plan and to meet the Plan Objectives.

## **CONCLUSION**

Based on the above results of the evaluation and the overall success of the CityStudio pilot, staff recommend the CityStudio project continue with a three year commitment. A three year commitment (subject to annual funding approvals) will allow the program to develop over time to involve more CapU Faculty and Departments. A three year commitment will also provide an opportunity for some projects to continue into subsequent University terms allowing students to pursue further, more in depth analysis.

RESPECTFULLY SUBMITTED:



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L. R. Orr  
Deputy Director, Community and Partner Engagement



# CityStudio North Vancouver

2019 - 2020 Report



# What is CityStudio?

## CITYSTUDIO NORTH VANCOUVER

CityStudio North Vancouver is an experimentation and innovation hub where Capilano University students collaborate with City of North Vancouver staff and partners to co-create projects that make the city more vibrant, sustainable and healthy.

We are a member of the CityStudio Network, a global movement of cities working with post-secondary institutions for civic benefit. Through the co-creation of experimental projects, students gain employable skills and city staff receive support to advance strategic priorities in the community.

CityStudio North Vancouver collaborations take place on the unceded lands of the Musqueam, Squamish and Tsleil-Waututh Nations.

## HOW WE WORK

### STEP 1

We convene municipal staff to brainstorm opportunities for collaboration.



### STEP 2

We match opportunities with courses and form partnerships between faculty and staff.



### STEP 3

Students develop projects with support from CityStudio, faculty and staff partners.



### STEP 4

Students develop and/or test their projects in the community and present their final deliverables.



### STEP 5

We share all student work with staff partners and celebrate top projects with the community.



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# Letter from the Mayor

## Linda Buchanan

When CityStudio North Vancouver launched, we never imagined what the circumstances would be as the first pilot year came to a close. Today's world is presenting all kinds of new challenges and hardships, but it has also given us many new opportunities to connect, and find strength within our communities. We are witnessing new levels creativity, collaboration, and innovation never seen before.

Cross-institution initiatives such as CityStudio let us explore new possibilities for the City of North Vancouver. Our partnership allows all of us to find solutions to today's challenges, and be successful in the implementation. Student teams grappled with this changing landscape in real time, but despite the circumstances, students, faculty and city staff and community partners contributed to 95 projects that will help us reimagine our city, and make it more vibrant, livable, and healthy.

There is no better moment than now for students to prototype ideas and connect to their city in meaningful ways. Now more than ever we need to find new ways to engage one another, connect, and harness social capital. Congratulations to the faculty, staff, community partners, and inaugural student classes on their achievements and shared leadership. The success of this pilot initiative demonstrates how committed we all are to making the City of North Vancouver a better place for people.



Mayor Linda Buchanan

# Letter from the President

## Paul Dangerfield

CityStudio North Vancouver set out to explore what kind of impacts do collaborative projects have in our ability to cope, thrive and lead change in our communities? In its pilot year, CityStudio has grown significantly with participating courses doubling from four in the fall to eight in the spring term. More than 300 students, from seven departments representing four faculties, have applied their knowledge and creativity to address a wide range of municipal challenges and opportunities.

Summarizing projects from Fall 2019 and Spring 2020, this report outlines the key aspects of the students' work over the past year, particularly how experiential learning was adapted to support public health and social distancing in response to the COVID-19 pandemic. Highlights include a virtual project showcase, online dialogue and the development of new ways to collaborate and experiment through remote learning. The imaginative approaches demonstrated by these students showcase the opportunities for more collaboration between universities and communities.

COVID-19 continues to impact our communities in ways that we are still trying to understand. As Capilano University's partnership with CityStudio North Vancouver perseveres to bring municipalities and universities together to build stronger, healthier and more resilient communities, we look forward to building on this critical work in the future.



CapU President Paul Dangerfield

# How CityStudio came to be

In 2010, the City of Vancouver put a call out for ideas to help reach its goal to become the greenest city in the world. Dr. Janet Moore and Duane Elverum answered with their vision: a school in which the city is the classroom and experience is the teacher. The goal was to provide post-secondary students with direct opportunities to work in and with the city on urban challenges. The CityStudio model of city-campus collaboration was created in 2011 with founding partners City of Vancouver and Simon Fraser University. The movement has since grown to reach cities across Canada and around the world.

## CityStudio in North Vancouver

In May 2017, Carol Aitken, co-coordinator of the IDEA Bachelor of Design at Capilano University attended Art of Cities, a conference where attendees learn to build and launch their own CityStudio. The experience generated enthusiasm for the initiative, which she brought back to the University and shared with other faculty members.

In Fall 2018, inspired by the University's deepening commitment to experiential learning and collaborating directly with its community partners, preliminary conversations began between the City of the North Vancouver and Capilano University. The CityStudio conversation was happening at the right time. In 2019 the City of North Vancouver council unanimously approved a strategic plan to become the "Healthiest Small City in the World," just as CapU refined its vision to become a community-based university with an emphasis on experiential learning. After a contingent of faculty and staff from the City and University attended CityStudio Vancouver's Hubbub #12, the organizations set out in earnest to formalize their commitment to standing up CityStudio North Vancouver.

With support from Duane Elverum, CityStudio co-founder and Executive Director, the details of the potential partnership and the framework were refined. On April 30th 2019, City of North Vancouver Mayor Linda Buchanan and Capilano University President Paul Dangerfield signed a Memorandum of Understanding (MOU) launching the CityStudio North Vancouver pilot, a one-year partnership to launch and test CityStudio North Vancouver. This partnership supported the development of 12 course collaborations and the appointment of a "CityStudio Project Lead" based at Capilano University to support these emerging relationships.

## CityStudio Lexicon

<b>Opportunity</b>	A question or challenge posed by municipal staff to address and/or support a municipal initiative.
<b>Course Collaboration</b>	A partnership between an instructor and one or multiple municipal staff.
<b>Project</b>	A deliverable or idea developed and/or tested by a team of students (or an individual student) to address the opportunity. Course collaborations may lead to several projects, depending on the number of students and structure of the course.
<b>Showcase Project</b>	The student project(s) selected to be shared at the end of term showcase in order to represent each course collaboration.

# Year 1

This first year of CityStudio hit the ground running. Our first collaborations were generated during a workshop with staff at City Hall, where participants brainstormed areas of their work that could use some energy and innovation. Under the guidance of Duane Elverum and Ileana Costrut from CityStudio Vancouver, we gathered over 50 opportunities ranging from auto theft prevention to public space design. Four collaborations were kicked off in September 2019 with the help of Adele Therias, our Project Lead and newest addition to the team. The term concluded with an exciting celebratory showcase of the top student projects at North Vancouver City Hall. Building on this momentum, matches were prepared for the Spring 2020 term with support from Larry Orr, Deputy Director, Community and Partner Engagement at the City of North Vancouver, and Aurelea Mahood, Director of Academic Initiatives & Planning at Capilano University, who helped to liaise with their respective organizations. The number of collaborations doubled and the breadth and scope of projects expanded. In March 2020, the COVID-19 pandemic profoundly impacted the operations at the municipality, and led the university to suddenly transition into remote learning. Participants responded with flexibility and creativity to conclude all of the projects virtually. Students, faculty members and staff continued to collaborate, and our second showcase took place online, enabling us to share the student work with a wider audience beyond the local community.

(Photo: Capilano University)

## Year 1 in Numbers

	Fall 2019	Spring 2020	Total Impact
Course Collaborations	4	8	12
CapU Departments	2	6	7
CapU Faculties	2	4	4
Faculty Partners	2	7	9
Staff Partners	6	9	13
Students	133	223	356
Projects	40	55	95

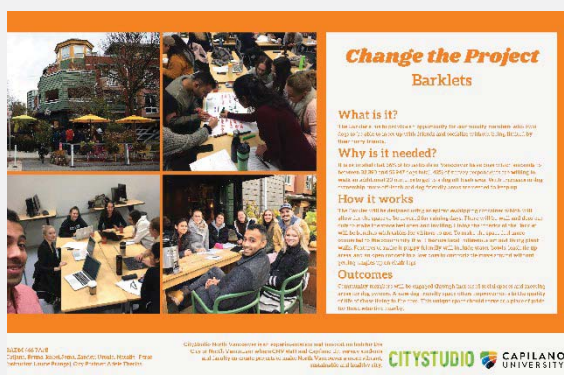


# Fall 2019 Course Collaborations

## How can the City manage business buy-in to support the North Vancouver Parklet Program?

<b>City Goal:</b>	Provide a variety of public spaces for community engagement and stewardship (OCP 2014, 5.3)
<b>Department:</b>	School of Business
<b>Course:</b>	Managing Change (BADM 466)
<b>Instructor:</b>	Laurie Prange Martin
<b>Staff Partners:</b>	Larry Orr, Leah Herman (City of North Vancouver)

Parklets are small seating areas or greenspaces that are integrated into city streetscapes. In many places, parklets are developed and stewarded in partnership with local businesses. Students worked in groups to explore ways in which the City might manage business buy-in to support the North Vancouver Parklet Program.



## HUBBUB Showcase Project: Barklets

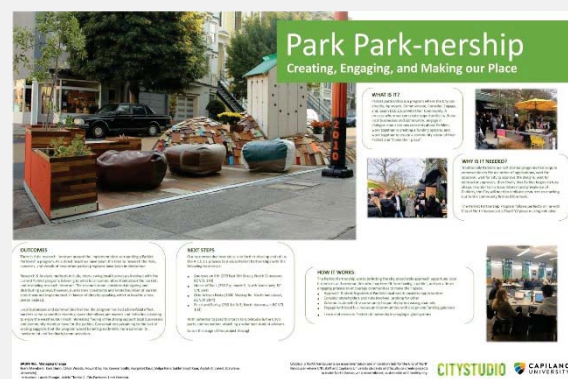
The project aims to provide an opportunity for community members who own dogs to be able to meet up with friends and socialize without being limited by their furry friends.

**Team:** Tatjana, Bruna, Isabel, Sema, Zander, Ursula, Natalie, Feras

## HUBBUB Showcase Project: Park Park-nership

A process where we can create opportunities with our local businesses and community, engage in dialogue about out any concerns about Parklets, work together in creating a funding options, and work together to create a community vision of their Parklet and "make their place".

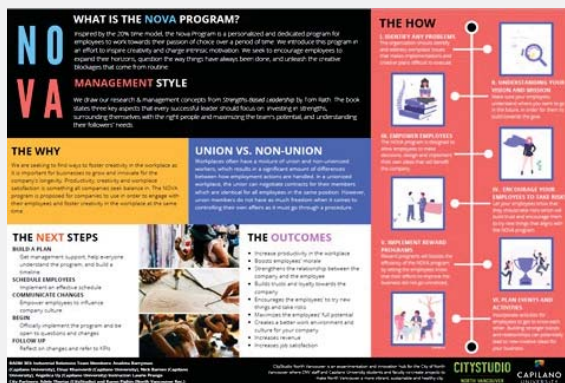
**Team:** Kara Dunn, Chloe Woods, Howard So, Raj Kanwar Sodhi, Gurpreet Kaur, Shilpa Rani, Sukhmanjot Kaur, Aqilah Al Eseed.



## How can different management frameworks be applied to foster creativity in a workplace with union and non-union workers?

<b>City Goal:</b>	Diversify the local economy to contribute to a complete community (OCP 2014, 7.1)
<b>Department:</b>	Business School
<b>Course:</b>	Industrial Relations (BADM 303)
<b>Instructor:</b>	Laurie Prange Martin
<b>Staff Partner:</b>	Karen Pighin (North Vancouver Recreation and Culture Commission)

Often it can be challenging to encourage creativity and innovation in complex work environments. Students will create or select a mixed union and non-union workplace and develop a management plan that applies a specific management framework to enhance creativity in the workplace. This project will generate creativity-enhancing ideas that can be used by managers in North Vancouver Recreation and Culture, the City of North Vancouver, and other institutions.



## HUBBUB Showcase Project: NOVA Program

Inspired by the 20% time model, the Nova Program is a personalized and dedicated program for employees to work towards their passion of choice over a period of time. We introduce this program in an effort to inspire creativity and charge intrinsic motivation. We seek to encourage employees to expand their horizons, question the way things have always been done, and unleash the creative blockages that come from routine.

### Team:

Anahita Barryman  
Elnaz Khanverdi  
Nick Barnes  
Angelica Uy



## How can we meaningfully engage the public in the new Shipyards development?

<b>City Goal:</b>	Support a wide range of arts and cultural activities (OCP 2014, 6.1)
<b>Department:</b>	School of Tourism Management
<b>Course:</b>	Culture, Heritage & Arts Planning for Tourism (TOUR 227)
<b>Instructor:</b>	Chris Carnovale
<b>Staff Partners:</b>	Jill Cameron and Magda Kwaterska (City of North Vancouver)

Students developed a culture, heritage and/or arts project proposal for the newly created Shipyards in North Vancouver. During the semester, the class met with some of the City staff responsible for animating the public space and were given a tour of the site. The research and ideation process produced realistic project ideas that could inspire future engagement by the City of North Vancouver.



### HUBBUB Showcase Project: Illuminate the Night

A unique public art light installment spread throughout the center path of the Burrard Dry Dock Pier. Its centerpiece is one large tree potted in a small ship, made from scrap metals.

**Team:** Melissa Phillips, Vanessa Kong

### HUBBUB Showcase Project: Digital Interactive Information Board

A permanent, interactive, digital information board in the Shipyards. Other than a sleek 50-inch interactive monitor, the information board's physical appearance is thought to creatively incorporate the industrial aesthetic of the Shipyards through the usage of recycled ship parts.

**Team:** Alex McCorquodale, Anne Horst, Sam Connors, Tracey Barnard & Victoria Bohl



## How can we communicate bylaw regulations in an engaging way that inspires compliance and is not entirely focused on the punitive measures?

<b>City Goal:</b>	Safeguard the community and protect life, property and the environment (OCP 2014, 3.2)
<b>Department:</b>	Business School
<b>Course:</b>	People Management (BADM 202)
<b>Instructor:</b>	Laurie Prange Martin
<b>Staff Partner:</b>	Paul Duffy (City of North Vancouver)

Municipal bylaws often get a bad rep. The primary objective of the project was to prototype ways to educate the public on the background and importance of specific by-laws (related to noise, dogs, drinking water, litter and others identified by our staff contact) to encourage voluntary compliance and a deeper appreciation for municipal by-laws.



### HUBBUB Showcase Project: Protect our Nature

This group developed a video prototype that shows the devastation caused by forest fires and offers an alternative “reality” in which park users follow the bylaw and the environment stays pristine.

#### Team:

Kalli Christianson, Michelle Abbott, Negar Issari

### HUBBUB Showcase Project: Get your License!

This group created a video prototype that tells a story through the perspective of a dog in order to highlight the importance of dog owner licenses.

#### Team:

Ramandeep Singh, Armin Safarpour, Verna Wang





# Spring 2020 Course Collaborations

*How might we activate North Vancouver community centres to address loneliness and isolation among young adults?*

<b>City Goal:</b>	Safeguard the community and protect life, property and the environment (OCP 2014, 3.2)
<b>Department:</b>	Psychology
<b>Course:</b>	Feelings and Emotions (PSYC 335)
<b>Instructor:</b>	Janet Waters
<b>Staff Partner:</b>	Karen Pighin (North Vancouver Recreation and Culture Commission)

Students developed ideas for activities that could help foster connection between people, and address loneliness and depression, especially among young adults who are underrepresented at North Vancouver community centres.



## HUBBUB Showcase Project: Let's Shine Together!

Creating ways for the LGBTQ2SAINB+ communities to connect on the North Shore.

### Team:

Sol Zamiadi – 3rd year, Liberal Studies

Clarke Koehle – 4th year, Liberal Studies



## How might we receive input from and create programming for the John Braithwaite Community Centre that appeals to young adults?

<b>City Goal:</b>	Enhance well-being and quality of life for all community members (OCP 2014, 3.1)
<b>Department:</b>	School of Business
<b>Course:</b>	Business and Society (BADM 460)
<b>Instructor:</b>	Laurie Prange Martin
<b>Staff Partner:</b>	Karen Pighin (North Vancouver Recreation and Culture Commission)

Students developed stakeholder engagement plans to support community centre programmers in engaging with youth and developing programming that supports their needs.



## HUBBUB Showcase Project: Virtual Reality – Beyond Movement

An opportunity to not only engage millennials but also include youths and seniors through immersive technology that provides a new experience to deliver fitness.

### Team

Mary Dyck – 3rd year, Bachelor of Business Administration

Tony Hoang – 4th year Bachelor of Business Administration (Concentration : marketing)



## How might we encourage residents to be proactive in auto theft prevention?

<b>City Goal:</b>	Safeguard the community and protect life, property and the environment (OCP 2014, 3.2)
<b>Department:</b>	IDEA School of Design
<b>Course:</b>	Design Studio (IDES 244)
<b>Instructor:</b>	Tom Duguid (IDEA)
<b>Staff Partner:</b>	Gursimran Gill (RCMP)

Auto theft is a highly preventable form of crime that affects residents in North Vancouver. Second year design students create communications “ad” programs that could reach out to the public about the issues of auto theft and how to counter-act it. The students created public awareness assets such as posters, email campaigns, and other strategies to bring public awareness to the issues of auto theft in North Van.



### HUBBUB Showcase Project: Just Click. It's Quick.

Juxtaposing the amount of time it takes for auto-theft to occur with how easy it is to prevent it.

#### Team:

Marina Subach, Mikaela Manuel, Geraldine Yaris, Alex Chen, Joyce Chan, Rocio Palomar Robisco, Thea Pham, Emma Harris  
All part of the 2022 graduating class of IDEA School of Design.



## How might we develop transformative placemaking initiatives for the upcoming City of North Vancouver Economic Health Cluster?

<b>City Goal:</b>	Support, enhance and maintain recreation as a vital aspect of a healthy community (OCP 2014, 5.2)
<b>Department:</b>	Business School
<b>Course:</b>	Managing Change (BADM 466)
<b>Instructor:</b>	Laurie Prange Martin
<b>Staff Partner:</b>	Leah Herman (City of North Vancouver)

The City of North Vancouver and partners are developing a vision for an Economic Health Cluster that would support the activities and wellbeing of organizations, residents and visitors. Students developed and proposed transformative placemaking initiatives for two targeted locations in this region, near the RCMP building and the Lions Gate Hospital.

### HUBBUB Showcase Project: Love Letters & Secret Gardens

The project features a mural of love notes from the community to the emergency and health care workers of the North Shore; these notes continue in what will be transformed into a greenway, perfect for a gentle stroll or peaceful lunch.



### Team

Kirsten Marr – 3rd year, Bachelor of Business Administration  
Michelle Zhen – 4th year, Bachelor of Business Administration  
Angela Jiang – 4th year, Bachelor of Business Administration

## How might we improve immigrant inclusion in the community?

<b>City Goal:</b>	Support a wide range of arts and cultural activities (OCP 2014, 6.1)
<b>Department:</b>	Sociology
<b>Course:</b>	Migration and Displacement (SOC 340)
<b>Instructor:</b>	Sean Ashley
<b>Staff Partners:</b>	Heather Evans (City of North Vancouver), Olivia Bornik (North Shore Immigrant Inclusion Partnership)

The [North Shore Immigrant Inclusion Partnership \(NSIIP\)](#) is a coalition of 35+ community agencies and institutions focused on improving the settlement outcomes of new immigrants. Students worked in groups to conduct research and provide recommendations on questions related to immigrant inclusion in North Vancouver.



### HUBBUB Showcase Project: Conversations in the Snow

An initiative designed to build community, capacity and language skills while acquainting newcomers with the natural landscape.

#### Team:

Freya Wasteneys – 4th year, Bachelor of Communication  
Megan Amato – 4th year, Bachelor of Arts with a Major in Liberal Studies  
Charles Lane – 4th year, Bachelor of Business Administration, Concentration in Marketing  
Jacob Jordan – 3rd year, Bachelor of Business Administration, Concentration in Marketing  
Tom Weiler – 4th year, Bachelor of Business Administration, Concentration in HR  
Sofia Mondragon – 2nd year, Associate of Arts in Psychology



## How might we further the message of trauma-related public art?

<b>City Goal:</b>	Enhance and expand on the development of a well-planned mix of cultural facilities and creative community spaces (OCP 2014, 6.2)
<b>Department:</b>	Art History
<b>Course:</b>	Art and Trauma (AHIS 330)
<b>Instructor:</b>	Sandra Seekins
<b>Staff Partner:</b>	Lori Phillips (North Vancouver Recreation and Culture Commission)

North Vancouver's Public Art Program works to create, program and maintain public works of art that are free and accessible to everyone. Public art can play a significant role in telling the story of difficult and traumatic events, and supporting people through a healing process. Yet, sometimes the stories can be lost or forgotten over time. Students imagined ways in which the NVRCC could further the message of trauma-related public artworks and bring them to life beyond their implementation.



### HUBBUB Showcase Project: QR Codes for Public Art

Connecting art and lived experience through technology to use storytelling and art in a meaningful way, connecting viewers to the ongoing impacts of gender-based and colonial violence on these lands, and to provoke reflection in a sensitive and trauma-informed manner.

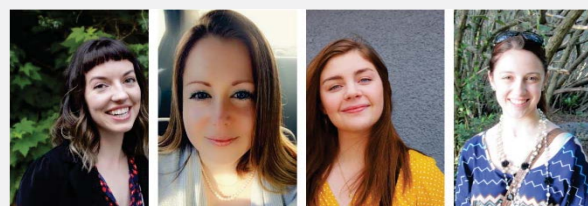
#### Team members:

Emily Bridge – 3rd year, Bachelor's of Interdisciplinary Studies.

Jenifer Davis – has Associate's degree of Psychology, now pursuing Bachelor's of Psychology.

Aliz Revoczi – 4th year, Bachelor's of Communications.

Grace Dupasquier – 3rd year, Bachelor's of Interdisciplinary Studies.



## How might we prepare residents to welcome and use a new equipment lending library (the Thingery)?

<b>City Goal:</b>	Support, enhance and maintain recreation as a vital aspect of a healthy community (OCP 2014, 5.2)
<b>Department:</b>	Business School
<b>Course:</b>	Managing Change (BADM 466)
<b>Instructor:</b>	Erin Robinson
<b>Staff Partners:</b>	Julia Spitale (City of North Vancouver), Chris Diplock (The Thingery)

A “[Thingery](#)” is a self-serve equipment lending library that is based out of a modified shipping container. The inventory is determined by community need, but could include items like sporting equipment, wood working tools, event & entertainment items or even musical instruments. The City of North Vancouver is researching the hypothetical installation of a “Thingery” in the Lower Lonsdale of North Vancouver. The students will research and propose a “Change Strategy” that will prepare the community to adapt to a new physical item – a modified shipping container – in the neighbourhood (a structural change) and to be emotionally ready to use the concept – an equipment lending library (transitional change).



### HUBBUB Showcase Project: Thingery Change Strategy:

To assist with The Thingery’s transition to their new location in Lower Lonsdale, we were tasked to apply models studied in our Managing Change course and brainstorm innovative ways of executing these strategies.

#### Team:

Anita Barryman – 4th year, International Business & HR.

Michelle Chang – 3rd year, Bachelor of Business Administration – HR concentration.

Nick Barnes – 4th year, Bachelor of Business Administration.

Majed Diab – 4th year, Bachelor of Business Administration – Business & HR.

Jon Maciver – 4th year, Bachelor of Business Administration – HR concentration.





## How might we engage diverse communities in the renewal of Waterfront Park?

<b>City Goal:</b>	Provide a variety of public spaces for community engagement and stewardship (OCP 2014, 5.3)
<b>Department:</b>	School of Public Administration
<b>Course:</b>	Municipal Administration and Community Involvement in BC (PADM 309)
<b>Instructor:</b>	Alison McNeil, John Leeburn
<b>Staff Partner:</b>	Adam Vasilevich (City of North Vancouver)

The City of North Vancouver is planning a major renewal of their Waterfront Park. They would like to know how the municipality can engage diverse sections of the population on this project. Students developed a public engagement strategy for the Waterfront Park renewal project, focusing on the following demographics: youth (13-18 years old), non-English as a first language speakers, particularly those who may be new to Canada and/or community, children (12 and under) and City of North Vancouver population beyond the direct vicinity of the park (e.g. Central Lonsdale).



## HUBBUB Showcase Project: Waterfront Park Renewal Engagement Strategy

Using elements from all of the steps in the IAP2 ladder, our teams public engagement proposal empowers the public to create a Waterfront Park that they desire.

### Team:

Jacqueline Pilcher – 3rd year, Bachelor in Business Administration.  
Tony Pham – 4th, Bachelor in Business Administration.  
Eliza Moat – 2nd year, Applied Behaviour Analysis – Autism.



# Studio Moments

## Exploring the Shipyards

On October 31 2019, students were given a tour of the new Shipyards development. The information shared by Magda Kwaterska (City of North Vancouver) and Terry Hood (North Vancouver Museum & Archives) helped to inform their research and ideation around projects and events that could help bring the site to life.



## Trip to Beans on 5th Parklet

On Thursday November 7 2019, students from the class visited Bean Around the World at 5th and Chesterfield in North Vancouver. During the visit, they heard from Beans on 5th owners Annette Kim and Alexander Hayne about their experience as participants in the current parklet initiative.



(Photos: Capilano University)



### ***Public Art in the City***

On February 6th, 2020 students from Sandra Seekins' AHIS 330 (Art and Trauma) class braved the rain to discover four pieces of public art in North Vancouver. Led by Lori Phillips, Public Art Officer for the North Vancouver Recreation and Culture Commission, this field trip was an opportunity for the class to learn more about these artworks, their purpose and the different people involved in their creation.



### ***Economic Health Cluster Visit***



On February 28th 2020, students from Laurie Prange Martin's Managing Change class explored the future "Economic Health Cluster" of North Vancouver and heard about the area's importance to key health and safety stakeholders such as the local RCMP detachment and the Lions Gate Hospital, including the role of public space in promoting wellbeing.

### ***Community Centre Dialogue***

On February 24th, 2020 students from Laurie Prange Martin's BADM 460 class (Business and Society) visited the John Braithwaite Community Centre to hear from Facility Program Supervisor, Colleen Huskisson, about the facilities and programming at the centre. They were joined by two representatives from the North Shore Neighbourhood House, leading to a discussion around youth engagement in the community.



# HUBBUB #1

HUBBUB is a celebratory showcase during which students, City staff, elected officials and university faculty members connect and learn about each-other's work. At the end of each term, the most creative and exciting projects generated from CityStudio collaborations are displayed, and visitors can vote for their favourites. A judging panel selects the most impactful, relevant and promising projects, with prizes to celebrate the students' hard work.

HUBBUB #1 took place on December 5, 2019 at the North Vancouver City Hall and featured seven student projects. HUBBUB #2 was our first ever online project showcase. Considering the impacts of Covid 19, the event was transformed into an online webinar-style interactive event that featured eight student projects.

(Photo: Capilano University)

“This event was an experience completely different from past university presentations because we could meet with employees of the City and community, and deliver an elevator pitch about our project in the City Hall of North Vancouver. Personally, I enjoyed going out of my comfort zone during the one minute pitch in front of the client – you could say that CityStudio really made me overcome my fear!

Tatjana Steck, CityStudio Alum

## HUBBUB in Numbers

	HUBBUB #1	HUBBUB #2
Showcase Projects	7	8
Showcase Student Presenters	17	16
Total Attendees	110	131
Municipal Staff	33	12
Faculty Members	19	52
CityStudio Representatives	6	5
Students	11	15



## The Hubbub Experience

Imagine walking into City Hall on an average Thursday morning; something feels a little different. There's excitement in the air and you hear a buzz of activity down the hall - a wayfinding sign tells you that "CityStudio Hubbub #1" is this way. Around the corner, you see a crowd of people milling about. You approach a table hosted by two volunteers who welcome you and provide you with three origami stars. These are your voting stars: you will give them to the student groups that you think came up with the most exciting, creative, and impactful ideas for the City of North Vancouver.

You grab a cup of coffee and a scone from the refreshments table, then begin to make your way around. Students are standing near large posters, holding green voting receptacles labeled "Vote here." They are keen to tell you about the projects they worked on this term, and they use a lot of hand gestures to convey with excitement why their idea is innovative, creative, and could help to make North Vancouver a better place. The crowd is an unusual mix of university faculty members, students, city staff, municipal officials and community members. You overhear many questions: how would this work?

Inspired by the new ideas and questions all around, you start to imagine how some of your own work challenges could be tackled in new and innovative ways. All sorts of new possibilities spring up organically in a kind of collective brainstorm. Luckily, there is an "Idea Generation Station" set up for you to capture them. You write several thoughts on sticky notes and add them to the large piece of paper set out for this purpose. As a thank-you for your contribution, a volunteer hands you a sour "key to the city" candy.







(Photos: Capilano University)

At 11AM, everyone is invited into the Council Chamber to kick off the second part of the event. Adele Therias, the CityStudio North Vancouver Project Lead, describes the enthusiasm and innovation the initiative has already inspired across the city and the university, and introduces three keynote speakers who played a pivotal role in bringing CityStudio North Vancouver to life.

Duane Elverum, co-founder and Executive Director of CityStudio, speaks about the philosophy behind the model: how can we connect two of the largest institutions (cities and universities) that almost never speak to each other? One of the catalysts that informed the original idea of CityStudio was the potential to fill this gap. As Mayor Linda Buchanan shares the vision for North Vancouver to become the healthiest small city in the world, and her deep wish for the city to be a place where students can imagine their future, Capilano President Paul Dangerfield emphasizes the importance of having the university be invested in the wellbeing of the community. It becomes apparent that the CityStudio pilot is starting to deliver on Duane's original vision.

After these thoughtful speeches, it is time for the student pitches! Groups are called up one by one to share a 1-minute pitch of their idea. Finally, the top 3 audience choice winners are announced and are called up to receive their prizes: gift cards to local businesses as well as skating, fitness and swimming passes to local community centres. You leave City Hall with a bit of spring in your step, feeling hopeful about how this kind of collaboration and creativity could help us address some of the most complex and urgent challenges facing our cities.

## Congratulations to our Hubbub #1 Audience Choice winners!

### First Place: Protect our Nature

In order to raise awareness about a Park Regulation Bylaw that prohibits fire or lit material in parks, Kalli Christianson, Michelle Abbott and Negar Issari developed a video prototype that shows the devastation caused by forest fires and offers an alternative “reality” in which park users follow the bylaw and the environment stays pristine.



(Photo: Capilano University)

### Second Place: Illuminate the Shipyards



(Photo: Capilano University)

In an effort to ideate engaging ways to animate the new Shipyards development, Melissa Phillips and Vanessa Kong developed a proposal for “Illuminate the Night,” a public art light installment for the Burrard Dry Dock Pier. The installation is designed to promote safety along the Pier by The Shipyards and increase evening traffic so that the Pier can be fully appreciated day and night.

### Third Place: Digital Interactive Information Board

In brainstorming ideas to engage the public with the Shipyards, Alex McCorquodale, Anne Horst, Sam Connors, Tracey Barnard & Victoria Bohl developed a proposal for a permanent, interactive, digital information board in the Shipyards. The goal of this interactive information board would be to address improvements identified in the 2018 Roving Ambassador survey by providing more information on events, histories, directions, and create a greater sense of community.



(Photo: Capilano University)

## HUBBUB #2

On April 16 2020, we hosted CityStudio North Vancouver's first ever online HUBBUB project showcase. Considering the impacts of COVID-19, the event was transformed from its usual format at City Hall to an online webinar-style interactive event.

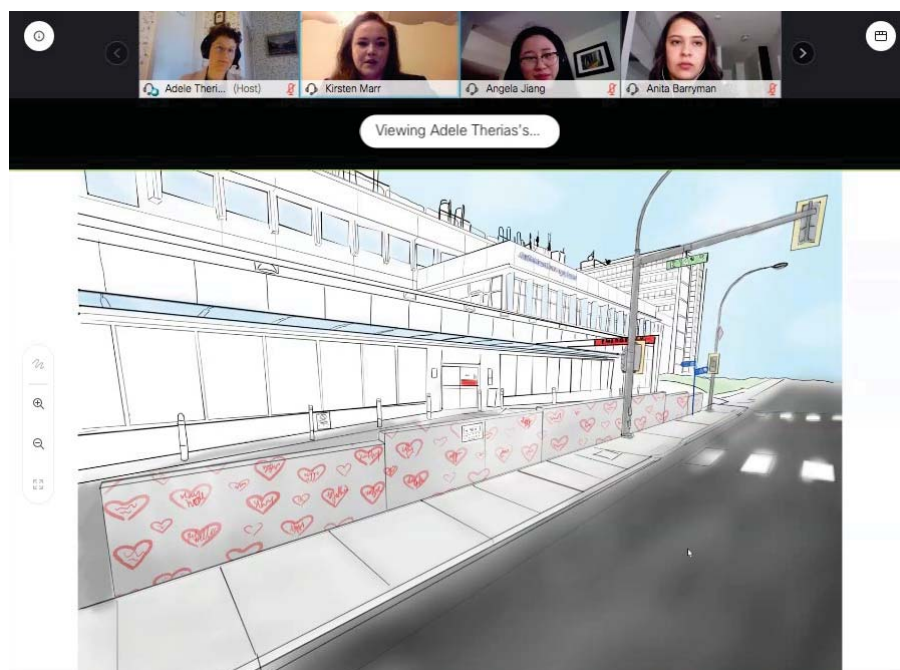
“ I felt proud that our group was one of the showcase groups. Despite the event being online, it still felt important and a good learning experience.

Mikaela Johnson, CityStudio Alum

Our biggest priority was to celebrate the hard work of CityStudio students while acknowledging that shifting timetables and priorities required a different form of engagement. For this reason, the Hubbub agenda was highly flexible, allowing attendees to tune in and contribute when they are able. The event was launched with pitches from eight student pitches, one from each of the participating courses.

The pitches were followed by longer moderated Q&A sessions with each presenter. Attendees could submit questions in real time to learn more about the different projects. A panel of judges with representatives from Capilano University and the City of North Vancouver were part of the audience and evaluated each team's work to recognize the most innovative, impactful and exciting projects. Throughout the event, participants voted in real time for their favourite projects and the Audience Choice Award was announced at the end of the event.

Congratulations to the winning teams for their outstanding contribution to the work of the City of North Vancouver, the North Vancouver Recreation and Culture Commission, and the RCMP.





## Congratulations to our Hubbub #2 Winners!

### First Place and Audience Choice Award: Love Letters and Secret Gardens

Kirsten Marr, Michelle Zhen and Angela Jiang developed a placemaking project that would contribute to an Economic Health Cluster by featuring a mural of love notes from the community to the emergency and health care workers of the North Shore and a public greenway perfect for a gentle stroll or peaceful lunch.



### Second Place: Just Click. It's Quick.



In order to address the RCMP's goal of inspiring proactive approaches to auto theft prevention, Marina Subach, Mikaela Manuel, Geraldine Yaris, Alex Chen, Joyce Chan, Rocio Palomar Robisco, Thea Pham and Emma Harris designed an outreach campaign that juxtaposes the amount of time it takes for auto-theft to occur with how easy it is to prevent it.

### Third Place: QR codes for public art

Emily Bridge, Jenifer Davis, Aliz Revoczi and Grace Dumasquier suggested a project that uses storytelling via QR codes to bring to life the Strength and Remembrance Pole. Their project emphasizes the ongoing impacts of gender-based and colonial violence on these lands, and provokes reflection in a sensitive and trauma-informed manner.



# Student Experience

*At the end of the year, a post-project survey was sent out to all students who participated in a CityStudio project and 27 students responded. Student participants were also encouraged to write reflective blog posts on their experience with the initiative, which were published on the CityStudio North Vancouver website.*

**Average rating of the CityStudio experience: 4.3 out of 5.**

Students felt that their work contributed to the community in a meaningful way and found it valuable to connect with their staff partner. Several students recommended that projects be started earlier in the term with more field trip opportunities.

**Average rating of the HUBBUB experience: 4.5 out of 5.**

Students enjoyed the opportunity to share their work with more City employees and the wider community. While the online HUBBUB was more challenging, students were pleased that it went ahead. Students requested that more groups be invited to showcase their work.

**70% of students were likely or very likely to enroll in another CityStudio course.**

Many students noted they would participate again if they were continuing their studies. Others suggested that CityStudio projects be made a larger part of final marks in order to reflect the level of effort involved.

“ My group wasn't chosen [for HUBBUB] but our idea was so well liked that they'd like us to create it anyways. Having an opportunity to create something positive in the community is important to me as a student and citizen.

Anonymous CityStudio Alum



# Partner Experience

*At the end of the Fall 2019 term, interviews were scheduled with all eight faculty and staff partner in order to gather their feedback as the first partner participants. At the end of the year, a survey was sent out to all 22 partners who collaborated on a CityStudio project and eight partners responded. Feedback from faculty members and staff was welcomed throughout each term in order to continually adapt the initiative.*

**Average rating of the project development experience: 4.4 out of 5.**

Partners noted the importance of ensuring all faculty and staff are aware of the expectations prior to the beginning of term. It was noted that courses in which students choose whether or not to do the project are more complicated to navigate.

**Average rating of the class visit experiences: 4.1 out of 5.**

Partners observed that it is helpful when the instructor helps to provide the context of the course and assignment prior to visits. Interactive activities were found helpful to increase engagement. Staff found it helpful to view student work prior to visits.

**Average rating of the HUBBUB experience: 4.2 out of 5.**

Some instructors suggested that HUBBUB be hosted during the last week of classes rather than during the exam period. Interactive tools helped to bring the online event to life and should be refined further, but in-person connection was missed.

**Relevance to courses: 5 / 5**

**Student engagement: 4.75 / 5**

**Relevance to City goals: 4.75 / 5**

**Usefulness of deliverables: 3.25 / 5**

Partners suggested that CityStudio coach instructors and staff on the assignment types that could best meet City needs. It was noted that having higher quality and prototyped deliverables would make them more useful.

**“ I made some great connections with students and I think we built some excitement around the experience, program and future opportunities.**

**Anonymous CityStudio Partner**

## Our Team



**Aurelea Mahood**  
Director, Academic  
Initiatives & Planning  
Capilano University



**Adele Therias**  
CityStudio Project Lead



**Larry Orr**  
Deputy Director, Community  
and Partner Engagement  
City of North Vancouver

## Looking Ahead

As we prepare for the Fall 2020 term, the CityStudio team is anticipating how a remote learning environment will affect future experiences of the initiative. While experiential learning is likely to look very different, the digital tools and creativity at our disposal are helping us to form projects that are meaningful, engaging, and deeply aligned with the goals guiding the City of North Vancouver council and staff. We are exploring how online platforms can augment the reach and impact of the initiative in unexpected ways, such as facilitating collaborations across multiple courses and sharing project stories more broadly.

Faculty members from across the university are approaching us in search of tangible learning opportunities that will keep students engaged despite the virtual nature of courses. City partners, while managing changing priorities and limited capacity, are maintaining their commitment to innovation by offering both urgent and important project opportunities for students to explore.

As our local and global communities grapple with challenges and changes, we are excited and proud to continue establishing the CityStudio North Vancouver initiative and contributing to a healthier, more sustainable and more resilient City of North Vancouver. Thank you for being part of the journey.

# Thank You

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## Other Champions

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Bean around the World

**Superintendent Ghalib Bhayani**

**Corporal Dave Potts**

**Corporal Crystal Shostak**

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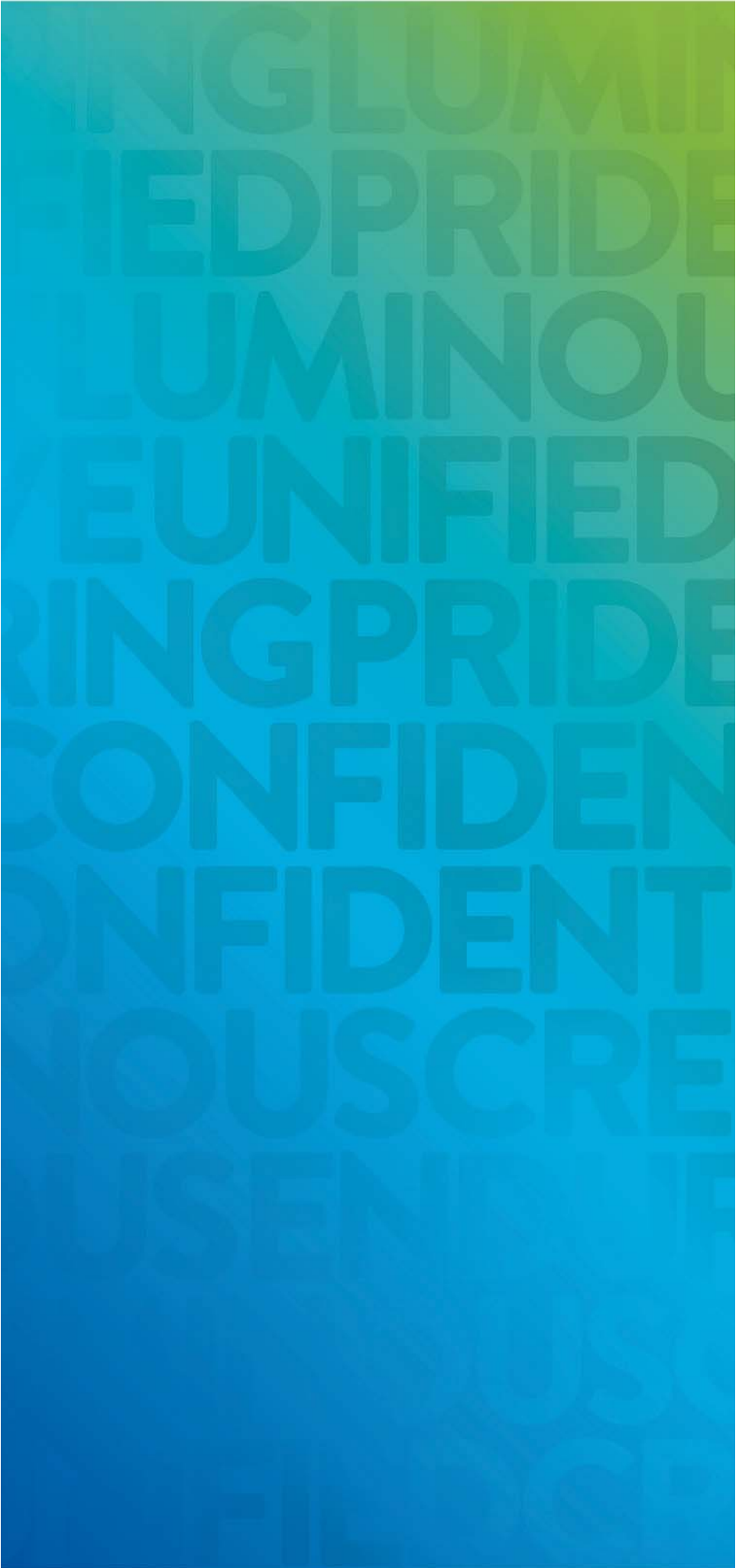
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 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**FINANCE DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Ben Themens, Director of Finance

Subject: 2021 PERMISSIVE TAX EXEMPTIONS

Date: September 16, 2020 File No: 05-1970-07-0001/2020

*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 September 16, 2020, entitled "2021 Permissive Tax Exemptions":

THAT; staff bring forward a Permissive Tax Exemption Bylaw for the years 2021, 2022 and 2023 for Council consideration.

**ATTACHMENTS**

1. Excerpt from the Community Charter - Division 7, General Authority for Permissive Exemptions (CityDoc#[1321033](#))
2. Permissive Tax Exemptions requested for 2021 Tax Year (CityDoc#[1945909](#))
3. Estimated 2021 Municipal Permissive Tax Exemptions by Category (CityDoc#[1943432](#))
4. Permissive Tax Exemption (PTE) Policy (CityDoc#[1323187](#))

**BACKGROUND**

Section 224 of the Community Charter (**Attachment 1**) gives Council the authority to exempt certain lands or improvements or both, of property located in the City of North Vancouver from municipal taxation. If this exemption is granted, related legislation also exempts the properties from some regional, school, and transit taxes. The municipal tax exemption bylaw must be adopted by October 31<sup>st</sup> of the year prior to the exemption being granted.

An updated PTE Policy was presented to Council at the regular Council meeting of July 22<sup>nd</sup>, 2019. The PTE Policy grants PTE's for four year period to coincide with the term of Council. However, Council endorsed the Policy for a period of only one year and

requested that staff return to Council with options to limit the long-term financing impacts to the City. In line with this direction, Taxation Exemption Bylaw, 2019, No. 8713 was adopted by Council October 22, 2019 providing PTE's for 2020.

A review of the City's PTE Policy had been included in the 2020 work plan and it had been staff's intention to review with Council potential options to limit the value of PTE's granted by the City in the spring of 2020. Unfortunately, due to the COVID-19 pandemic, this review had to be deferred.

This year, per the PTE Policy, staff has considered PTE applications received from all PTE recipients for the 2020 tax year and up-to-date annual declarations from PTE recipients for the 2021 tax year. The annual declarations confirm that the exempt property continues to be used for the purposes for which the PTE has been granted.

Annual declarations have been received for all 2020 PTE recipients with the exception of the land surrounding the Assembly of Christians (Gospel Hall) as the property, 133 East 4<sup>th</sup> Street, is being sold and will not eligible for a PTE.

In addition to the Gospel Hall, the North Vancouver Lawn Bowling Club is also being removed from the proposed 2021 permissive tax exemption listing. As part of the redevelopment of the Harry Jerome Neighbourhood Lands, the Club's occupancy of the current site is to terminate on October 30<sup>th</sup>, 2020, which makes the site ineligible for a PTE in 2021. As the site is owned by the City it will be statutorily exempt until a lease with the developer is registered with the Land Titles Office. In 2022, once the Club is relocated to the new site adjacent to the Mickey McDougall CRC, the Club will be required to apply for a new PTE for that location.

## **DISCUSSION**

### **New Applicants**

The City has received one new application for PTE for the 2021 tax year:

#### **1. North Vancouver Museum and Archives Commission (NVMA) – New Museum** (leased from City of North Vancouver)

Property Address: 131 – 115 West Esplanade

Property Use: Community history museum operated by a paramunicipal agency for the purpose of educational and community programs and activities.

Funding Sources: City of North Vancouver, District of North Vancouver, senior government grants, foundation grants, donations and program activities.

The North Vancouver Museum and Archives Commission could qualify under section 224(2) (b) of the Community Charter,



- (b) land or improvements that
- (i) are owned or held by a municipality, regional district or other local authority, and
  - (ii) the council considers are used for a purpose of the local authority;

The estimate of municipal taxes forgone for the 2021 PTE is \$86,553.

If the City chose to occupy the site and use it for municipal purposes, rather than lease it to NVMA, it would be statutorily exempt. As the NVMA is a commission created by and is significantly funded by the City it is recommended that a PTE be granted for the property. The current Community History Centre at 3203 Institute Road is statutorily exempt and the NVMA receives a PTE from the District of North Vancouver for its location at 1480 & 1482 Columbia Street.

### Analysis of CNV PTE's

The following table shows the estimated financial impact of for 2021

	Municipal Taxes	Other Tax Levies	Gross Taxes
Actual Value of Permissive Tax Exemptions for 2020	\$ 1,360,752	\$ 688,130	\$ 2,048,882
Add: New PTE's			
North Vancouver Museum and Archives Commission	\$ 86,553	\$ 45,913	\$ 132,466
Total New PTE's	\$ 86,553	\$ 45,913	\$ 132,466
Deduct: Assembly of Christians (Gospel Hall) - Property Selling	\$ 3,205	\$ 2,003	\$ 5,208
North Vancouver Lawn Bowling club	\$ 512,021	\$ 213,246	\$ 725,267
Total Deducted PTE's	\$ 515,226	\$ 215,249	\$ 730,475
Total Estimated Value of Permissive Tax Exemptions for 2021*	\$ 932,079	\$ 518,794	\$ 1,450,873
Total \$ Increase	\$ (428,673)	\$ (169,336)	\$ (598,009)
Total % Increase	-31.50%	-24.61%	-29.19%
*The 2021 estimate does not include any potential tax rate increases and is based on 2020 assessments.			

The municipal portion of the PTE's is estimated to decrease by \$428,673 or 31.50% from \$1,360,752 in 2020 to a total estimated value of \$932,079 in 2021. This represents 1.4% of 2020 tax revenue.

The following table shows the estimated municipal property exemptions by category for 2021 including the new PTE application. A detailed listing by category is included in **Attachment 3**.



Category	2020 Estimated Municipal PTE's		% of Total 2020 PTE's
Community Care & Assisted Living	\$	53,041	5.7%
Daycare - Not for Profit	\$	13,262	1.4%
General Social Services	\$	108,666	11.7%
Non-Market Housing	\$	119,620	12.8%
Public Worship (areas surrounding)	\$	53,859	5.8%
Recreation and Culture	\$	312,681	33.5%
Service Clubs	\$	138,021	14.8%
Social Housing	\$	21,100	2.3%
Tourism and Business	\$	111,829	12.0%
<b>Total</b>	<b>\$</b>	<b>932,079</b>	<b>100%</b>

The table below illustrates that the City's top 5 PTE recipients represent 39% of the total PTE value. This is reduced from 59% for 2020 primarily due to the removal of the North Vancouver Lawn Bowling Club from the PTE listing.

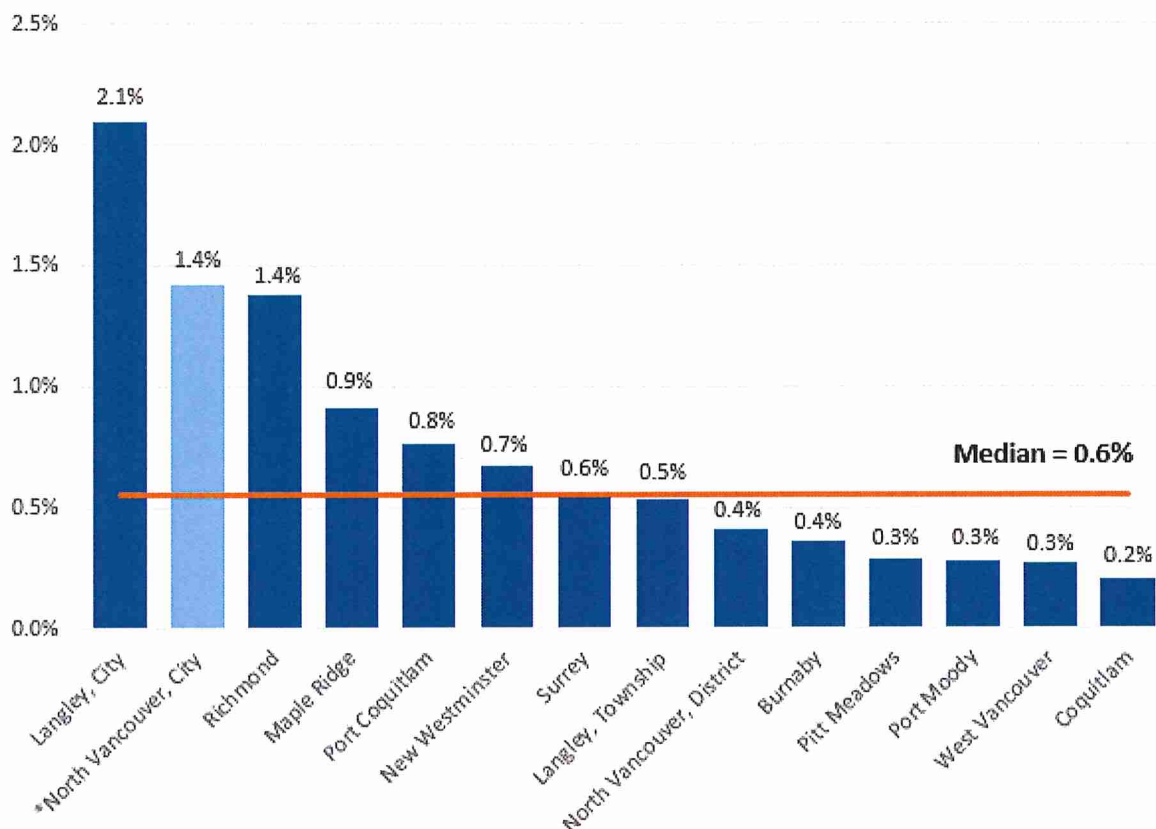
Organization	Use	Estimated 2020 PTE\$	% of PTE Value
North Vancouver Museum and Archives Commission	Cultural	\$ 86,553	9%
Silver Harbour Centre	Recreational	\$ 81,636	9%
Presentation House Cultural Society	Cultural	\$ 72,393	8%
BC Photography & Media Arts Society	Cultural	\$ 65,033	7%
City of North Vancouver - The Shipyard Commons	Tourism & Business	\$ 57,830	6%
		\$ 363,445	39%

In 2019, the assessed values for the North Vancouver Lawn Bowling and Silver Harbour Centre sites increased by 534.31% and 443.80% respectively as a result of the rezoning approved through the Harry Jerome Community Recreation Centre renewal process. This increase in assessed value also increased the value of the sites' PTE's. While the Lawn Bowling Club has been removed from the PTE listing, Silver Harbour remains with an elevated assessed value and corresponding PTE. It is expected that this increase is temporary and that the assessed values and corresponding PTE value for Silver Harbour will decrease once they are relocated.

## Regional Comparison

Looking regionally, the City's exemption level of 1.4% of property taxes is at the high end but is in line with the City's historical average.

## 2019 Survey Data



\* 2021 estimated PTE value/2020 property tax revenue

On the North Shore, both Districts offer PTE's. For 2021 it is proposed that the City grant PTE's to 44 organizations owning or occupying 71 properties; the table below provides a high level summary of the PTE's granted by DNV and DWV for 2019.

District of North Vancouver	District of West Vancouver
• 37 organizations	• 17 organizations
• 68 properties	• 20 properties
• Value: \$440,325	• Value: 202,245
• Regional/NS organizations:	• Regional/NS organizations:
○ Canadian Mental Health Assoc.	○ NS Disability Resource Ctr. Assoc.
○ City of North Vancouver	
○ Family Services of the NS	
○ Greater Vancouver Comm. Svcs. Soc.	
○ GVWD	
○ NS Connexions Society	
○ NS Crisis Services	
○ NS Disability Resource Ctr. Found.	
○ NS Disability Resource Ctr. Assoc.	

○ NS Neighbourhood House	
○ School District 44	
○ Harvest Project	

The District of North Vancouver compares well to the City in regards to the number of organizations, properties and regional agencies granted PTE's, however, the dollar value of the District's exemptions is less than that of the City's (2019 DNV - \$430K, 2021 CNV proposed - \$932K). The table below provides the number and distribution of the PTE's granted by the District and proposed by the City and illustrates that the majority of the PTE value differential between the two municipalities can be attributed to the City's top 5 PTE recipients noted above. The table also illustrates that achieving a meaningful reduction in the value of the PTE's granted by the City would be challenging without eliminating or reducing the PTE's granted to those properties.

-----DNV-----			-----CNV-----			
Value of PTE	# PTE	\$ PTE	# PTE	\$ PTE		
0-2,000	9	\$ 6,978	13	\$ 13,704	\$412,972	
2,001-4,000	32	\$ 82,771	24	\$ 71,817		
4,001-6,000	8	\$ 40,046	5	\$ 24,304		
6,001-8,000	4	\$ 29,900	3	\$ 22,673		
8,001-10,000	3	\$ 26,320	5	\$ 44,455		
10,001-12,000	2	\$ 23,240	2	\$ 21,516		
12,001-14,000	2	\$ 24,273	2	\$ 27,335		
14,001-16,000	2	\$ 30,412	2	\$ 30,056		
16,001-18,000	1	\$ 17,877	2	\$ 35,400		
18,001-20,000	1	\$ 18,099	2	\$ 38,382		
20,001-30,000	1	\$ 27,359	2	\$ 47,931		
30,001-40,000	2	\$ 67,361	1	\$ 35,400		
40,001-50,000	1	\$ 45,689	-	\$ -		
50,001-60,000	-	\$ -	4	\$213,492	\$519,107	
60,001-70,000	-	\$ -	1	\$ 65,033		
70,001-80,000	-	\$ -	1	\$ 72,393		
80,001-90,000	-	\$ -	2	\$168,189		
	68	\$440,325	\$ 71	\$932,079		

## Next Steps

Latest forecasts estimate that the new normal and challenges created by COVID-19 will be around until 2022. COVID-19 has had a significant impact and has challenged many organizations including those receiving a PTE.

Staff is recommending and is seeking Council direction to bring forward for consideration a three year PTE bylaw granting property tax exemptions for the taxation years 2021, 2022 and 2023. The three year PTE will provide some certainty for the organizations during uncertain times. The removal of the Lawn Bowling Club from the PTE listing has already significantly reduced the value of PTE's granted by the City.

Should council wish to reduce the period for which PTE's are granted, the resolution could be amended to reflect the desired exemption years.



As required by the PTE Policy, annual declarations will be required from PTE recipients for the years 2022 and 2023. A full application and review will be required for 2024.

## **FINANCIAL IMPLICATIONS**

The granting of permissive tax exemptions does not reduce the property tax requirement for the City. When an exemption is granted the taxes are collected from the other properties in the class.

## **STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS**

The granting of PTE's is a tool available to Council to support organizations operating within the municipality whose work will progress the priorities of the Council Strategic Plan.

- A City for People
- A Connected City
- A Liveable City
- A Vibrant City
- A Prosperous City

RESPECTFULLY SUBMITTED:



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Ben Themens  
Director of Finance

## EXCERPT FROM THE COMMUNITY CHARTER SBC CHAP. 26-2003

## Division 7 - Permissive Exemptions

## General authority for permissive exemptions

- 224.** (1) A council may, by bylaw in accordance with this section, exempt land or improvements, or both, referred to in subsection (2) from taxation under section 197(1)(a) [*municipal property taxes*], to the extent, for the period and subject to the conditions provided in the bylaw.
- (2) Tax exemptions may be provided under this section for the following:
- (a) land or improvements that
    - (i) are owned or held by a charitable, philanthropic or other not for profit corporation, and
    - (ii) the council considers are used for a purpose that is directly related to the purposes of the corporation;
  - (b) land or improvements that
    - (i) are owned or held by a municipality, regional district or other local authority, and
    - (ii) the council considers are used for a purpose of the local authority;
  - (c) land or improvements that the council considers would otherwise qualify for exemption under section 220 [*general statutory exemptions*] were it not for a secondary use;
  - (d) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if
    - (i) the land or improvements are owned by a public authority or local authority, and
    - (ii) the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization;
  - (e) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if
    - (i) the land or improvements are owned by a person who is providing a municipal service under a partnering agreement,
    - (ii) an exemption under section 225 [*partnering and other special tax exemption authority*] would be available for the land or improvements in relation to the partnering agreement if they were used in relation to the service,
    - (iii) the partnering agreement expressly contemplates that the council may provide an exemption under this provision, and
    - (iv) the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization;
  - (f) in relation to property that is exempt under section 220 (1)(h) [*buildings for public worship*],
    - (i) an area of land surrounding the exempt building,
    - (ii) a hall that the council considers is necessary to the exempt building and the land on which the hall stands, and
    - (iii) an area of land surrounding a hall that is exempt under subparagraph (ii);
  - (g) land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that the council considers is necessary to land or improvements so used or occupied;
  - (h) in relation to property that is exempt under section 220 (1) (i) [*seniors' homes*], (j) [*hospital*], or (1) [*private schools*], any area of land surrounding the exempt building;
  - (h.1) in relation to land or improvements, or both, exempt under section (220) (1) (l) [*independent schools*], any area of surrounding the exempt land or improvements;
  - (i) land or improvements owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes;
  - (j) land or improvements owned or held by a person or organization and operated as a private hospital licensed under the *Hospital Act* or as a licensed community care facility, or registered assisted living residence, under the *Community Care Facility Act*;
  - (k) land or improvements for which a grant has been made, after March 31, 1974, under the *Housing Construction (Elderly Citizens) Act* before its repeal;
- (3) The authority under subsection (2)(e) and (g) to (j) is not subject to section 25 (1) [*prohibition against assistance to business*].
- (4) Subject to subsection (5), a bylaw under this section
- (a) must establish the term of the exemption, which may not be longer than 10 years,
  - (b) may only be adopted after notice of the proposed bylaw has been given in accordance with section 227 [*notice of permissive tax exemptions*], and
  - (c) does not apply to taxation in a calendar year unless it comes into force on or before October 31 in the preceding year.
- (5) Subsection (4)(a) and (b) does not apply in relation to exemptions under subsection (2)(f) and (h).
- (6) If only a portion of a parcel of land is exempt under this section, the bylaw under this section must include a description of the land that is satisfactory to the British Columbia Assessment Authority.
- (7) A bylaw under this section ceases to apply to property, the use or ownership of which no longer conforms to the conditions necessary to qualify for exemption and, after this, the property is liable to taxation.



PERMISSIVE TAX EXEMPTIONS -COMMUNITY CHARTER, SECTION 224  
EXEMPTIONS REQUESTED FOR THE 2021 TAX YEAR  
ESTIMATED IMPUTED TAXES ON EXEMPT PROPERTIES

a

ORGANIZATION	CLASS	PROPERTY ADDRESS	ROLL #	LEGAL DESCRIPTION	ASSESSMENT VALUES			TOTAL PTE MUNICIPAL	TOTAL OTHER TAX AGENCIES	TOTAL
					LAND	IMPROVEMENTS	TOTAL			
1 Anavets Senior Citizens Housing	1	245 3rd St. East	142001.100	D/L 274 BL 142 LOT 1 PL BCP48496	\$9,426,000	\$17,475,000	26,901,000	\$50,360	\$37,655	\$88,015
2 Army, Navy Air Force Veterans in Canada	6B/8	119 East 3rd Street	141011.000	D/L 274 BL 141 LOT 11 PL 878	\$4,444,000	\$6,300	\$4,450,300	\$19,493	\$10,519	\$30,012
3 The Auxiliary to the Lions Gate Hospital	6	128 15th Street West	038029.000	D/L 548 BL 38 LOT E PL 18002	\$2,155,000	\$3,300	\$2,158,300	\$11,387	\$4,742	\$16,129
4 BC Photography and Media Arts Society	6B	105 Carrie Cates Court	177035.301	D/L 271 LOT A PLAN EPP30713	\$3,903,000	\$8,424,000	\$12,327,000	\$65,033	\$34,498	\$99,532
5 Canadian Mental Health Association	6	300-1835 Lonsdale Ave	019033.100	D/L 548/549 LOT A PL EPP22742	\$423,000	\$531,000	\$954,000	\$5,033	\$2,096	\$7,129
6 The Cascadia Society for Social Working	1	325 West 19th Street	021010.001	D/L 547 BL 21 LOT H PL 20988	\$1,900,000	\$10,000	\$1,910,000	\$3,576	\$2,674	\$6,249
7 The Cascadia Society for Social Working	1	351 West 19th Street	021004.001	D/L 547 BL 21 LOT F PL 20141	\$1,203,000	\$478,000	\$1,681,000	\$3,147	\$2,353	\$5,500
8 The Cascadia Society for Social Working	1	348 West 19th Street	004081.000	D/L 547 BL 4 LOT G 3846	\$1,731,000	\$10,000	\$1,741,000	\$3,259	\$2,437	\$5,696
9 Community Living Society	1	317 & 319 East Keith Road	116003.000	D/L 274 BL 116 LOT 4 PL 878	\$1,882,000	\$112,000	\$1,994,000	\$3,733	\$2,791	\$6,524
10 Community Living Society	1	1003-555 West 28th Street	990531.021	D/L 544 SL21 PL LMS531	\$633,000	\$44,300	\$677,300	\$1,268	\$948	\$2,216
11 CNV (Pipe Shop)	6B	115 Victory Ship Way	175100.400	D/L 274 BL 176 LOT 4 PL BCP39824	\$5,084,000	\$1,626,000	\$6,710,000	\$35,400	\$18,779	\$54,178
12 City of North Vancouver - The Shipyard Commons	6/8	125 Victory Ship Way	175100.500	D/L 274 BL 176 LOT 5 PL BCP39824	\$14,948,000	\$5,425,000	\$20,373,000	\$57,830	\$32,901	\$90,731
13 Family Services North Shore	6	1109-1117 Lonsdale Avenue	086015.100	D/L 548/549 BL 86 LOT G PL LMP29334	\$2,266,000	\$1,098,000	\$3,364,000	\$17,747	\$7,391	\$25,139
14 Fraternal Order of Eagles, North West Aerie 2638	6	170 West 3rd Street	992790.001	D/L 274 LOT 1 PL BCS2970	\$390,000	\$83,800	\$473,800	\$2,500	\$1,326	\$3,826
15 Fraternal Order of Eagles, North West Aerie 2638	6	168 West 3rd Street	992790.002	D/L 274 LOT 2 PL BCS2970	\$478,000	\$104,000	\$582,000	\$3,070	\$1,629	\$4,699
16 Fraternal Order of Eagles, North West Aerie 2638	6	166 West 3rd Street	992790.003	D/L 274 LOT 3 PL BCS2970	\$472,000	\$103,000	\$575,000	\$3,034	\$1,609	\$4,643
17 Fraternal Order of Eagles, North West Aerie 2638	6	164 West 3rd Street	992790.004	D/L 274 LOT 4 PL BCS2970	\$478,000	\$104,000	\$582,000	\$3,070	\$1,629	\$4,699
18 Fraternal Order of Eagles, North West Aerie 2638	6	162 West 3rd Street	992790.005	D/L 274 LOT 5 PL BCS2970	\$513,000	\$113,000	\$626,000	\$3,303	\$1,752	\$5,055
19 Girl Guides of Canada	6B	Unit 107- 252 Esplanade W	994482.220	D/L 271 LOT 220 PL EPS4482	\$1,307,000	\$272,000	\$1,579,000	\$8,330	\$4,419	\$12,749
20 Girl Guides of Canada	6B	Unit 108- 252 Esplanade W	994482.221	D/L 271 LOT 221 PL EPS4482	\$1,294,000	\$270,000	\$1,564,000	\$8,251	\$4,377	\$12,628
21 Girl Guides of Canada	6B	Unit 109- 252 Esplanade W	994482.222	D/L 271 LOT 222 PL EPS4482	\$2,463,000	\$492,000	\$2,955,000	\$15,590	\$8,270	\$23,859
22 Girl Guides of Canada	6B	Unit 207- 252 Esplanade W	994482.229	D/L 271 LOT 229 PL EPS4482	\$1,217,000	\$253,000	\$1,470,000	\$7,755	\$4,114	\$11,869
23 Girl Guides of Canada	6B	Unit 208- 252 Esplanade W	994482.230	D/L 271 LOT 230 PL EPS4482	\$1,296,000	\$270,000	\$1,566,000	\$8,262	\$4,383	\$12,644
24 Girl Guides of Canada	6B	Unit 209- 252 Esplanade W	994482.231	D/L 271 LOT 231 PL EPS4482	\$2,286,000	\$456,000	\$2,742,000	\$14,466	\$7,674	\$22,140
25 Hollyburn Family Services Society	1	104-210 West 13th Street	994407.004	D/L 548 LOT 4 PL BCS4407	\$368,000	\$100,000	\$468,000	\$876	\$655	\$1,531
26 Hollyburn Family Services Society	1	106-210 West 13th Street	994407.006	D/L 548 LOT 6 PL BCS4407	\$415,000	\$120,000	\$535,000	\$1,002	\$749	\$1,750
27 Hollyburn Family Services Society	1	107-210 West 13th Street	994407.007	D/L 548 LOT 7 PL BCS4407	\$415,000	\$120,000	\$535,000	\$1,002	\$749	\$1,750
28 Hollyburn Family Services Society	1	205-210 West 13th Street	994407.013	D/L 548 LOT 13 PL BCS4407	\$466,000	\$123,000	\$589,000	\$1,103	\$824	\$1,927
29 Hollyburn Family Services Society	1	206-210 West 13th Street	994407.014	D/L 548 LOT 14 PL BCS4407	\$448,000	\$121,000	\$569,000	\$1,065	\$796	\$1,862
30 Hollyburn Family Services Society	1	207-210 West 13th Street	994407.015	D/L 548 LOT 15 PL BCS4407	\$448,000	\$122,000	\$570,000	\$1,067	\$798	\$1,865
31 Hyad Housing for Young Adults with Disabilities	1	2130 Chesterfield Avenue	206011.400	D/L 545 BL206 Lot545 DISTRICT LOT 545	\$620,000	\$1,012,000	\$1,632,000	\$3,055	\$2,284	\$5,340
32 Kiwanis North Shore Housing Society	1	170 West 2nd Street	139026.000	D/L 271 BL 139 LOT D PL 13604	\$18,673,000	\$9,745,000	\$28,418,000	\$53,200	\$39,778	\$92,978
33 Kiwanis North Shore Housing Society	1	1480 St. Andrews	052100.100	D/L 550 BL 52 Lot 1 PI BCP23494	\$668,000	\$1,317,000	\$1,985,000	\$3,716	\$2,779	\$6,495
34 Lighthouse Harbour Ministries	6	1 - 260 East Esplanade	980786.001	D/L 274 SL1 PL VR786	\$998,000	\$73,200	\$1,071,200	\$5,651	\$2,354	\$8,005
35 The Lonsdale Creek Daycare Society	1	230 West 21st Street	205008.000	D/L 545 BL 205 LOT 8/14 PL 3181	\$3,180,000	\$2,231,000	\$5,411,000 *	\$10,130	\$7,574	\$17,704
36 Lookout Emergency Aid Society, NS Shelter	1	705 West 2nd Street	510061.300	D/L 265 LOT 2 PL BCP8797	\$5,972,000	\$4,118,000	\$10,090,000	\$18,889	\$14,123	\$33,012
37 Chesterfield House Society	1	1415 Chesterfield Avenue	048019.000	D/L 548 BL E.48 LOT A PL 12729	\$1,246,000	\$837,000	\$2,083,000	\$3,899	\$2,916	\$6,815
38 Marineview Housing Society	1	1053 Grand Blvd	091008.000	D/L 550 BL 91 LOT 8 PL 1647	\$1,370,000	\$999,000	\$2,369,000	\$4,435	\$3,316	\$7,751
39 Marineview Housing Society	1	1057 Cloverley Street	605012.000	D/L 272 BL 5 LOT 12 PL 3875	\$1,170,000	\$126,000	\$1,296,000	\$2,426	\$1,814	\$4,240
40 Navy League of Canada	6	1555 Forbes Ave	003004.000	D/L 547 LOT 27 BL 27 PL 12205	\$2,433,000	\$200,000	\$2,633,000	\$13,891	\$5,785	\$19,676

41	North Shore Connexions Society	1	1924 Jones Avenue	004045.000	D/L 547 BL 4 LOT 2 PL 14515	\$1,205,000	\$85,900	\$1,290,900	\$2,417	\$1,807	\$4,224
42	The North Shore Disability Resource Centre Association	1	2412 Wilding Way	950001.218	D/L 616 BL B LOT 218 PL 20292	\$1,241,000	\$231,900	\$1,472,900	\$2,757	\$2,062	\$4,819
43	North Shore Multicultural Society	6	123 East 15th Street, Units 100,202,	050010.000	D/L 549 BL 50 LOT B PL 15169	\$9,657,000	\$219,000	\$9,876,000	\$52,103	\$21,700	\$73,802
44	North Shore Neighbourhood House	1/6	225 East 2nd Street	154001.002	D/L 274 BL 154 LOT M PL 22039	\$4,104,000	\$1,846,000	\$5,950,000	\$27,657	\$15,117	\$42,774
45	North Shore Neighbourhood (Centre view childcare)	1	143 14th Street East	061011.500	D/L 549 BL 61 LOT ASP4 PL EPP68325	\$559,000	\$1,114,000	\$1,673,000	\$3,132	\$2,342	\$5,474
46	N Shore Neighbourhood House (Community Garden)	8	207 East 2nd Street	154001.001	D/L 274 BL 154 Lot L PL 22039	\$1,642,000	\$0	\$1,642,000	\$2,789	\$1,743	\$4,532
47	North Shore Neighbourhood House	6	113 3rd St E	991235.06	D/L 274 LOT 63 PL EPS1235	\$30,000	\$60,000	\$90,000	\$475	\$252	\$727
48	North Vancouver Chamber of Commerce	6B	102-124 West 1st Street	994443.002	D/L 274 BL274 SL2 PL LMS4443	\$1,216,000	\$151,000	\$1,367,000	\$7,212	\$3,826	\$11,038
49	North Vancouver Masonic Temple	8	1140 - 1144 Lonsdale Avenue	085007.000	D/L 549 BL 85 LOT 4 PL 750	\$4,530,000	\$6,200	\$4,536,200	\$7,706	\$4,815	\$12,520
50	Presentation House Cultural Society	6B	333 Chesterfield Avenue	134013.000	D/L 271 BL 134 LOT 13 PL 735	\$13,250,000	\$472,000	\$13,722,000	\$72,393	\$38,402	\$110,795
51	North Vancouver Royal Canadian Legion	6	123 West 15th Street	994102.001	D/L 548 SL1 PL LMS4102	\$2,557,000	\$789,000	\$3,346,000	\$17,652	\$7,352	\$25,004
52	North Vancouver Royal Canadian Legion	8	121 West 15th Street	994102.002	D/L 548 SL2 PL LMS4102	\$795,000	\$176,000	\$971,000	\$1,649	\$1,031	\$2,680
53	Silver Harbour Centre	6	144 East 22nd Street	207050.000	D/L 545 BL207 Lot C PL 15014	\$14,988,000	\$486,000	\$15,474,000	\$81,636	\$34,000	\$115,636
54	St. Edmund's Parish	6/8	613 Mahon Avenue	071009.000	D/L 271 LOT B PL 8415	\$2,508,000	\$3,200	\$2,511,200	\$4,277	\$2,671	\$6,948
55	St Leonard's Society of North Vancouver	1	312 Bewicke Avenue	067027.000	D/L 547 BL 67 LOT 26 PL 750	\$897,000	\$284,000	\$1,181,000	\$2,211	\$1,653	\$3,864
56	Vancouver Coastal Health Authority- Magnolia House Residential Mental Health	1	720 East 17th Street	906073.000	D/L 616 BL 6 LOT 73 PL 1763	\$1,138,000	\$301,000	\$1,439,000	\$2,694	\$2,014	\$4,708
57	Vancouver Coastal Health Authority-	6	1601 Forbes Avenue	003002.100	D/L 547 LOT A PL LMP42825	\$2,514,000	\$1,329,000	\$3,843,000	\$20,274	\$8,444	\$28,718
58	Young Women's Christian Association	1	125 14th Street East	061011.600	D/L 549 LOT ASP5 PL EPP68325	\$162,000	\$1,083,000	\$1,245,000	\$2,331	\$1,743	\$4,073
<b>SUBTOTAL</b>									<b>\$791,667</b>	<b>\$ 439,230.26</b>	<b>\$ 1,230,897.38</b>
<b>Permissive Areas Surrounding Buildings for Public Worship</b>											
59	North Shore Bethel Christian Mennonite Brethren Chur	8	185 East Keith Road	114025.000	D/L 274 BL 114 LOT 19 PL 878	\$1,376,000	\$0	\$1,376,000 *	\$2,337	\$1,460	\$3,798
60	Holy Trinity Catholic Church	8	2705 Lonsdale Avenue	239066.100	D/L 545 BL 239 LOT 3 PL BCP45481	\$1,568,500	\$0	\$1,568,500 *	\$2,664	\$1,665	\$4,329
61	North Shore Alliance Church	8	201 East 23rd Street	208001.001	D/L 545/546 BL 208 LOT 1 PL 20958	\$2,889,000	\$0	\$2,889,000 *	\$4,908	\$3,066	\$7,974
62	North Shore Alliance Church	8	201 East 23rd Street	208001.002	D/L 545/546 BL 208 LOT 2 PL 20958	\$5,789,000	\$0	\$5,789,000 *	\$9,834	\$6,144	\$15,978
63	King's Temple Missionary Society (N S Christian Cent	8	1400 Sutherland Avenue	912009.001	D/L 616 BL 12 LOT C PL 21170	\$850,000	\$0	\$850,000 *	\$1,444	\$902	\$2,346
64	Parish of St. Agnes Anglican Church	8	530 East 12th Street	078014.100	D/L 5550 BL 78 LOT A PL LMP40523	\$322,000	\$0	\$322,000 *	\$547	\$342	\$889
65	Parish of St. John The Evangelist Anglican Church	8	209 West 13th Street	072001.001	D/L 548 BL 72 PL 20861	\$7,914,000	\$0	\$7,914,000 *	\$13,444	\$8,400	\$21,843
66	Salvation Army North Vancouver Community Church	8	105 West 12th Street	086009.001	D/L 548/549 BL 86 LOT C PL 1464	\$5,756,000	\$0	\$5,756,000 *	\$9,778	\$6,109	\$15,887
67	St. Andrew's & St. Stephen's Presbyterian Church	8	2641 Chesterfield Avenue	227100.000	D/L 545 BL 227A LOT A PL 2836	\$2,068,000	\$0	\$2,068,000 *	\$3,513	\$2,195	\$5,708
68	St. Andrew's United Church	8	1046 St. Georges Avenue	088003.000	D/L 549 BL 88 LOT B PL 4328	\$442,000	\$0	\$442,000 *	\$751	\$469	\$1,220
69	St. Andrew's United Church	8	1044 St. Georges Avenue	088038.000	D/L 549 BL 88 LOT 28/29 PL 4328	\$857,000	\$0	\$857,000 *	\$1,456	\$910	\$2,365
70	Sutherland (Bethel) Christian Church	8	630 East 19th Street	012028.000	D/L 550 BL 12 LOT C PL 9445	\$1,874,000	\$0	\$1,874,000 *	\$3,183	\$1,989	\$5,172
<b>SUBTOTAL</b>									<b>\$53,859</b>	<b>\$33,651</b>	<b>\$87,510</b>
<b>NEW APPLICATIONS</b>											
71	North Vancouver Museum and Archives Commission	6	115 Esplanade W	996231.13	D/L 271 LOT 131 PL ESP6231	\$13,677,000	\$2,729,000	\$16,406,000	\$86,553	\$45,914	\$132,466
<b>SUBTOTAL</b>									<b>\$86,553</b>	<b>\$45,914</b>	<b>\$132,466</b>
<b>GRANT TOTAL</b>									<b>\$932,079</b>	<b>\$518,794</b>	<b>\$1,450,873</b>

\*Assessments represents portion of total assessments relating to the particular roll number

## Estimated 2021 Municipal Permissive Tax Exemptions by Category

Organization	2021 Municipal PTE's
<b><u>Community Care and Assisted Living</u></b>	
Community Living Society	5,001
The Cascadia Society for Social Working	9,982
HYAD Housing for Young Adults with Disabilities	3,055
Marineview Housing Society Cloverley House	2,426
Marineview Housing Society- The Boulevard	4,435
North Shore Connexions Society	2,417
The North Shore Disability Resource Centre Association	2,757
Vancouver Coastal Health Authority - Magnolia House	2,694
Vancouver Coastal Health Authority - Margaret Fulton Adult Day Centre	20,274
<b>Subtotal - Community Care and Assisted Living</b>	<b>53,041</b>
<b><u>Daycare - Not for Profit</u></b>	
The Lonsdale Creek Daycare Society operating in Lonsdale Annex	10,130
North Shore Neighbourhood - Centreview Childcare Centre	3,132
<b>Subtotal - Daycare Not for Profit</b>	<b>13,262</b>
<b><u>General Social Services</u></b>	
Canadian Mental Health Association	5,033
Family Services North Shore	17,748
Lighthouse Harbour Ministries	5,651
North Shore Neighbourhood House (2 <sup>nd</sup> St)	27,657
North Shore Neighbourhood House ( Strata Unit 3 <sup>rd</sup> St)	475
North Shore Multicultural Society	52,102
<b>Subtotal - General Social Services</b>	<b>108,666</b>
<b><u>Non-Market Housing</u></b>	
Anavets Senior Citizens' Housing	50,360
Hollyburn Family Services Society	6,114
Kiwanis North Shore Housing Society	56,916
Marineview Housing Society - Chesterfield House	3,899
Young Women's Christian Association (YWCA)	2,331
<b>Subtotal - Non-Market Housing</b>	<b>119,620</b>
<b><u>Public Worship (areas surrounding)</u></b>	
North Shore Bethel Christian Mennonite Brethren Church	2,338
Holy Trinity Catholic Church	2,664
North Shore Alliance Church	14,742
King's Temple Missionary Society (N S Christian Centre)	1,444
Parish of St. Agnes Anglican Church	547
Parish of St. John The Evangelist Anglican Church	13,444
Salvation Army North Vancouver Community Church	9,778
St. Andrew's & St. Stephen's Presbyterian Church	3,513
St. Andrew's United Church	2,206
Sutherland Church	3,183
<b>Subtotal - Public Worship (areas surrounding)</b>	<b>53,859</b>

## Estimated 2021 Municipal Permissive Tax Exemptions by Category (Cont'd)

Organization	2021 Municipal PTE's
<b><u>Recreation and Culture</u></b>	
Presentation House Cultural Society	72,393
Silver Harbour Centre	81,636
St. Edmund's Parish	4,276
BC Photography and Media Arts Society	65,034
North Shore Neighbourhood House Community Garden	2,789
North Vancouver Museum and Archives <b>**NEW**</b>	86,553
<b>Subtotal - Recreation and Culture</b>	<b>312,681</b>
<b><u>Service Clubs</u></b>	
Army, Navy, Air Force Veterans in Canada	19,493
Fraternal Order of Eagles, North West Aerie 2638	14,977
Girl Guides of Canada	62,653
Navy League of Canada	13,891
North Vancouver Masonic Temple	7,706
North Vancouver Royal Canadian Legion	19,301
<b>Subtotal - Service Clubs</b>	<b>138,021</b>
<b><u>Social Housing</u></b>	
Lookout Emergency Aid Society, North Shore Shelter	18,889
St Leonard's Society of North Vancouver	2,211
<b>Subtotal - Social Housing</b>	<b>21,100</b>
<b><u>Tourism and Business</u></b>	
Auxiliary to the Lions Gate Hospital - Thrift Shop	11,387
North Vancouver Chamber of Commerce	7,212
City of North Vancouver - Pipe Shop	35,400
City of North Vancouver - The Shipyard Commons	57,830
<b>Subtotal - Tourism and Business</b>	<b>111,829</b>
<b>Total 2021 Municipal PTE's</b>	<b>\$932,079</b>

**City of North Vancouver  
COUNCIL POLICY**

Policy Name      Permissive Tax Exemptions  
Policy Number    P27

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**POLICY****General Policy**

The City recognizes permissive tax exemptions (“PTEs”) as a tool to support the City’s goals and guiding principles by supporting organizations in the community which provide services for the general public good. It is the City’s intention that organizations accessing PTEs are offering services for the general public good (as defined by the goals from the Social Plan and OCP Guiding Principles) and that the overall financial effect on the organization and the City are considered.

The policy establishes eligibility and criteria against for evaluating PTEs, and, if Council directs, provides that the total dollar value of exemptions may be limited to a fixed percentage of the total tax levies.

Relevant goals and guiding principles in the City’s Social Plan and Official Community Plan (“OCP”) will be supported through the provision of PTEs. In addition, all applications must be consistent with the City’s policies, plans, bylaws and regulations.

**Eligibility and Assessment Criteria**

PTE applicants will be asked to complete an application form. Applications will be assessed for eligibility and the City’s criteria: statutory and municipal compliance, community benefit, and the applicant’s financial organizational viability and financial position.

***1. Statutory and Municipal Compliance***

All applicants must meet the following eligibility criteria:

- Demonstrate and declare that the principal use of the property qualifies under the Section 224 of the Community Charter;
- Not in arrears with the City; and
- Using the property in a way that is consistent and in compliance with City policies, bylaws and legislation.



## *2. Community Benefit*

Applications will be evaluated on their overall benefit to the community and the public good:

(a) Link between the services provided on the property with City goals and objectives.

- The principal use of property is in alignment with relevant City goals and objectives
- Justify community need for the services offered
- Demonstrate active and regular community oriented use of the property

(b) Provision of services for the general public good and accessibility of services to City residents.

- Services and activities should be available to a significant proportion of City residents, or a broad and attainable membership

## *3. Ownership and Financial Position*

Applications will be evaluated on their financial position and viability:

- Ongoing involvement of community volunteers in the delivery of services
- Seeking funding from multiple sources
- Clear mandate and demonstration of competent management and administration

Recipients of PTEs must publicly acknowledge the exemption.

## **REASON FOR POLICY**

The Official Community Plan (Policy 1.3.7) states that the City will “Assist organizations and individuals that provide community supports through the responsible allocation of City resources.” This policy establishes criteria and procedures for consistent and accountable consideration of PTE applications.

## **Legislation**

Tax exemptions are either statutory or permissive and are both governed by the Community Charter, i.e. a property must qualify under the Community Charter to receive either of these exemptions.

Statutory tax exemptions are allowed under Section 220 of the Community Charter for properties such as provincially or municipally held buildings and land; public libraries; buildings set apart for public worship; public hospitals; and schools. Council does not have any authority over these statutory exemptions. Statutory exemptions are administered by the BC Assessment Authority and the exemption is applied automatically to the tax role without any intervention by Council. Generally, statutory exemptions are for building(s) and the land on which the building(s) stand(s), with some exceptions. For the surrounding lands and improvements to be exempt from taxation, a permissive exemption is required.

To receive consideration for a PTE, properties must qualify for an exemption under Sections 224 (general authority), 225 (special exemptions such as partnering and heritage) and 226 (revitalization exemptions) of the *Community Charter*. Should a property be eligible for an exemption under the *Charter*, the application for the PTE will be assessed according to this PTE Policy. The application form and associated submissions also form an integral part of this PTE Policy. PTEs are at the discretion of Council and are authorized by bylaw, for the period and subject to the conditions provided in the bylaw. PTEs apply to property taxes and other assessment based levies only and not user fees like water, sewer or solid waste. In addition to the exemption from City taxes and levies, related legislation also exempts the properties from some regional, school and transit taxes.

## **AUTHORITY TO ACT**

Administration of this policy is delegated to the Finance Department.

## **PROCEDURE**

The policy sets a four-year term for the exemption, with an intention to provide some multi-year certainty to PTE beneficiaries and ease administrative burden of the application process. Current legislation allows for up to 10 years; however four years was chosen to coincide with Council mandate. Permissive tax exemptions must be passed by bylaw prior to October 31 for the following taxation year.

The following procedure is used to implement this policy and may be amended at the discretion of the Finance Department.

## **Application Process**

Bylaws are in effect for four year terms. At the beginning of a new bylaw term, all organizations applying for PTE's must:

1. Use the prescribed City application form;
2. Declare under what sub-section(s) of the legislation they qualify;
3. Provide a full description of the organization and the programs, services and benefits delivered from the exempted property, including use by City residents;
4. Describe how the services provided link with the goals and objectives of the City as stated in this Policy;
5. Describe any third party use including user group names, fees charged and conditions of use (e.g. rental of space to third party);
6. State the percentage of funding by the provincial and federal governments or agencies;
7. Provide all required and supporting documentation;
8. Provide financial statements;
9. Complete all sections of the application; and,
10. Complete and submit the application within deadlines as published by the City of North Vancouver.

In year two, three and four of the bylaw, new applicants must follow the process above. Existing recipients must provide a copy of their most recent financial statements and complete a statutory declaration annually stating that the property is still being used for the purposes outlined in the full application.

### **PTE Review and Approval Process**

Subsequent to advertising the deadline for PTE application submissions:

1. City staff will notify existing PTE recipients of the application process and deadline.
2. City staff will receive and review all applications / declarations.
3. City staff will compile a list of qualified applicants.
4. City staff will provide notice of permissive tax exemptions as required by Section 227 of the Community Charter.
5. City staff will present a report and proposed tax exemption bylaw ("bylaw") to Council.
6. Council will approve the bylaw once every four years in the first year of their four year mandate. The bylaw will be in effect for four years and is supported by a thorough review of all applications over the four year term.
7. If there are no new applications in any of year two, three or four of a Council mandate, no Council action is required.
8. New applications received in year two, three or four of a Council mandate will be reviewed and considered as received, and a bylaw amendment presented to Council Public notice of the bylaw amendment will be provided as stated in point 3 above.
9. After the bylaw receives final adoption in Council, City staff will notify successful applicants by letter of the tax exemption received.

The City will present the approved list of PTE's in its Annual Municipal Report each year.

Approval date:	July 6, 2009	Approved by:	Council
Effective date:	July 6, 2009	Revision date:	September 14, 2015
			July 10, 2019