



**AGENDA FOR THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER AND ELECTRONICALLY (HYBRID) FROM CITY HALL, 141 WEST 14<sup>TH</sup> STREET, NORTH VANCOUVER, BC, ON MONDAY, APRIL 3, 2023 AT 6:00 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)

*The City of North Vancouver acknowledges that this Council meeting is held on the traditional territories of the Squamish and Tsleil-Waututh Nations.*

**CALL TO ORDER**

**APPROVAL OF AGENDA**

1. Regular Council Meeting Agenda, April 3, 2023

**ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, March 27, 2023

**PROCLAMATIONS**

Autism Acceptance Month – April 2023

Health Care, Public Safety and Essential Service Workers Appreciation Month  
– April 2023

Green Shirt Day – April 7, 2023

**PUBLIC INPUT PERIOD**

**PRESENTATION**

Zoning for a Healthy City – Zoning Bylaw Project 2023-2024  
– Manager, Long Range and Community Planning and Holly Sovdi, Urban Strategies Inc.

*Information Report, March 22, 2023 – “Zoning for a Healthy City – Project Launch and Initiation of Public Engagement”*

**REPORTS**

3. Mobile Food Services Pilot Results and Suggested Approach
4. Public Art De-Accessioning – “White Winds” and “Beyond the Fountain”
5. Copperpenny Distilling Application for Change of Liquor Service Hours
6. 2023 Property Tax Increase Distribution Options
7. Growing Communities Reserve Fund

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

8. “Growing Communities Reserve Fund Bylaw, 2023, No. 8968”

**PUBLIC CLARIFICATION PERIOD**

**COUNCIL INQUIRIES / REPORTS**

**NEW ITEMS OF BUSINESS**

**NOTICE OF MOTION**

**RECESS TO CLOSED SESSION**

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

**ADJOURN**

## **CALL TO ORDER**

## **APPROVAL OF AGENDA**

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– April 2023

Green Shirt Day – April 7, 2023

## **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.

Speakers during the Public Input Period are permitted to join the meeting electronically via Webex or in person in the Council Chamber.

There are 2 ways to sign up to speak during the Public Input Period:

- 1) Speakers participating electronically must pre-register by 12:00 noon on the day of the Council meeting by completing the online form at [cnv.org/PublicInputPeriod](http://cnv.org/PublicInputPeriod), or by phoning 604-990-4230 to provide contact information. Pre-registrants will receive instructions via email or phone on the afternoon of the Council meeting, including a request to connect to the meeting 15-30 minutes before the meeting start time.
- 2) Speakers participating in person must sign the speaker list located outside the Council Chamber between 5:30 and 5:55 pm on the day of the Council meeting. No late speakers will be added to the list.

If a speaker has written material to accompany their comments, the material must be sent to the Corporate Officer at [clerks@cnv.org](mailto:clerks@cnv.org) no later than 12:00 noon on the day of the Council meeting.

The Public Input Period offers an opportunity to express comments only; Council is there to listen and questions will not be responded to. 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 listed in section 12.25(2).

Speakers are not to address matters from a concluded Public Hearing or Public Meeting. When a Public Hearing / Meeting is scheduled on the same evening’s agenda, speakers are asked to only provide input when that item comes forward for discussion on the agenda in order for the comments to be considered and form part of the official record.

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

## **PRESENTATION**

Zoning for a Healthy City – Zoning Bylaw Project 2023-2024  
– Manager, Long Range and Community Planning and Holly Sovdi, Urban Strategies Inc.

*Information Report, March 22, 2023 – “Zoning for a Healthy City – Project Launch and Initiation of Public Engagement”*

## **REPORTS**

3. Mobile Food Services Pilot Results and Suggested Approach  
– File: 15-7710-01-0001/2023

Report: Film and Community Events Coordinator, March 22, 2023

### **RECOMMENDATION:**

PURSUANT to the report of the Film and Community Events Coordinator, dated March 22, 2023, entitled “Mobile Food Services Pilot Results and Suggested Approach”:

THAT Option 2, Authorize a 12-month Pilot with expanded opportunities for Mobile Food Service operators year-round, be endorsed.

4. Public Art De-Accessioning – “White Winds” and “Beyond the Fountain”  
– File: 08-3010-01-0001/2023

Report: Public Art Officer, North Vancouver Recreation and Culture Commission, and Deputy Director, Strategic and Corporate Services, March 21, 2023

### **RECOMMENDATION:**

PURSUANT to the report of the Public Art Officer and Deputy Director, Strategic and Corporate Services, dated March 21, 2023, entitled “Public Art De-Accessioning – “White-Winds” and “Beyond the Fountain””:

THAT the public artworks entitled “White Winds” and “Beyond the Fountain”, integrated within the Lonsdale Quay Fountain, be de-accessioned from the City of North Vancouver’s public art collection, in tandem with the removal of the fountain from the site.



**REPORTS – Continued**

5. Copperpenny Distilling Application for Change of Liquor Service Hours  
– File: 13-6750-01-0001/2023

Report: Manager, Economic Development, March 22, 2023

**RECOMMENDATION:**

PURSUANT to the report of the Manager, Economic Development, dated March 22, 2023, entitled “Copperpenny Distilling Application for Change of Liquor Service Hours”:

THAT Option 1 be endorsed to support undertaking a public consultation process to solicit community feedback for this application for a permanent change of liquor service hours for Copperpenny Distilling;

THAT staff be directed to return and present the public feedback to Council, and seek feedback from Mayor and Council for this application;

AND THAT staff be directed to bring forward an amendment to the “Fees and Charges Bylaw, 1993, No. 6383”, specifically for the purpose of recovering administrative costs for undertaking the public consultation process for future applications related to permanently amending liquor service hours.

6. 2023 Property Tax Increase Distribution Options – File: 05-1970-05-0005/2023

Report: Chief Financial Officer, March 22, 2023

**RECOMMENDATION:**

PURSUANT to the report of the Chief Financial Officer, dated March 22, 2023, entitled “2023 Property Tax Increase Distribution Options”:

THAT an across the board 2023 Property Tax Increase of 5.24% be endorsed;

AND THAT staff be directed to bring forward a Tax Rate Bylaw (2023) that must be adopted before May 15, 2023, in accordance with the *Community Charter*.

7. Growing Communities Reserve Fund – File: 05-1705-01-0001/2023

Report: Chief Financial Officer, March 22, 2023

**RECOMMENDATION:**

PURSUANT to the report of the Chief Financial Officer, dated March 22, 2023, entitled “Growing Communities Reserve Fund”:

THAT “Growing Communities Reserve Fund Bylaw, 2023, No. 8968” be considered.

*Item 8 refers.*

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

8. “Growing Communities Reserve Fund Bylaw, 2023, No. 8968”

### **RECOMMENDATION:**

THAT “Growing Communities Reserve Fund Bylaw, 2023, No. 8968” be given first, second and third readings.

## **PUBLIC CLARIFICATION PERIOD**

The Public Clarification Period is limited to 10 minutes in total and is an opportunity for the public to ask a question regarding process or clarification on an item on the Regular Council Agenda. The Public Clarification Period concludes after 10 minutes and the Regular Council Meeting reconvenes.

## **COUNCIL INQUIRIES / REPORTS**

## **NEW ITEMS OF BUSINESS**

## **NOTICE OF MOTION**

## **RECESS TO CLOSED SESSION**

THAT Council recess to the Committee of the Whole, Closed Session, pursuant to the *Community Charter*, Section 90(2)(b) [negotiations with other level of government].

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

## **ADJOURN**



**MINUTES OF THE REGULAR MEETING OF COUNCIL HELD IN THE  
COUNCIL CHAMBER AND ELECTRONICALLY (HYBRID) FROM CITY  
HALL, 141 WEST 14<sup>TH</sup> STREET, NORTH VANCOUVER, BC, ON  
MONDAY, MARCH 27, 2023**

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**PRESENT**

**COUNCIL MEMBERS**

Mayor L. Buchanan  
Councillor H. Back  
Councillor D. Bell  
Councillor A. Girard  
Councillor J. McIlroy  
Councillor S. Shahriari  
Councillor T. Valente

**STAFF MEMBERS**

L. McCarthy, CAO  
K. Graham, Corporate Officer  
J. Peters, Acting Deputy Corporate Officer  
B. Pearce, Deputy CAO / Director, Strategic and Corporate Services  
E. Doran, Director, People and Culture  
C. Nichols, Manager, Human Resources  
B. Lightfoot, Manager, Real Estate  
K. Chan, Manager, Information Technology  
J. Roy, Manager, Civic Facilities  
L. Sawrenko, Chief Financial Officer  
D. Van Heerden, Manager, Financial Planning  
H. Granger, City Solicitor  
J. Draper, Acting Director, Planning and Development  
R. Basi, Manager, Development Planning  
M. Menzel, Planner  
E. Elliott, Manager, Transportation Planning  
B. Willock, Deputy Director, Infrastructure Management  
J. Hall, Manager, Public Realm Infrastructure  
D. Priestly, Section Manager, Parks Operations  
K. Kuzmanovski, Section Manager, Traffic Engineering  
L. Orr, Acting Director, Community and Partner Engagement  
J. Robertson, Sr. Manager, Communications and Engagement  
G. Schalk, Public Safety Director and Fire Chief  
D. Owens, Deputy Fire Chief, Prevention & Public Safety  
J. de Roy, Deputy Fire Chief, Operations & Support  
M. Hunter, Acting Director, Recreation and Culture, NVRC  
K. Bickford, Manager, Finance, NVRC  
D. Koep, Chief Librarian  
C. Bulman, Committee and Records Clerk

The meeting was called to order at 6:00 pm.

**APPROVAL OF AGENDA**

Moved by Councillor Girard, seconded by Councillor Bell

1. Regular Council Meeting Agenda, March 27, 2023

**CARRIED UNANIMOUSLY**

## **ADOPTION OF MINUTES**

Moved by Councillor Bell, seconded by Councillor Shahriari

2. Regular Council Meeting Minutes, March 6, 2023

**CARRIED UNANIMOUSLY**

## **PUBLIC INPUT PERIOD**

- Sean Mooney, 2000 Wolfe Street, North Vancouver, spoke regarding site access to 2000 Wolfe Street.

## **CONSENT AGENDA**

Moved by Councillor Valente, seconded by Councillor Girard

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

**CARRIED UNANIMOUSLY**

## **START OF CONSENT AGENDA**

- \*3. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. 8952” (Land Use Contract Legacy Regulations and New RG-2A Zone)

Moved by Councillor Valente, seconded by Councillor Girard

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. 8952” (Land Use Contract Legacy Regulations and New RG-2A Zone) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY)**

## **END OF CONSENT AGENDA**

## **PRESENTATION**

2023-2027 Financial Planning Update – Chief Financial Officer

The Chief Financial Officer provided a PowerPoint presentation regarding the “2023-2027 Financial Planning Update” and responded to questions of Council.

Mayor Buchanan left the meeting at 6:24 pm and returned at 6:27 pm.

## **REPORTS**

### 4. 2023-2027 Financial Planning Update – File: 05-1700-01-0001/2023

Report: Chief Financial Officer, March 15, 2023

Moved by Councillor McIlroy, seconded by Councillor Valente

PURSUANT to the report of the Chief Financial Officer, dated March 15, 2023, entitled “2023-2027 Financial Planning Update”:

THAT the following budgets and plans be endorsed:

- 2023-2027 Draft Financial Plan;
- 2023 Draft Operating Budget;
- 2023-2027 Draft Capital Plan;
- 2023 Draft Shipyards Budget;
- 2023 Draft Cemetery Budget;

AND THAT staff bring forward a Financial Plan Bylaw (2023 to 2027) that reflects an overall tax rate increase of 5.24%.

Moved by Councillor Shahriari, seconded by Councillor Bell

THAT the motion be amended to reduce the capital levy by one-quarter of one percent.

Amendment motion, **DEFEATED**

Mayor Buchanan, Councillor Back, Councillor Bell, Councillor Girard, Councillor McIlroy and Councillor Valente are recorded as voting in opposition to the amended motion.

Main Motion, **CARRIED UNANIMOUSLY**

### 5. 2023 Early Appropriations #2 – File: 05-1705-30-0019/2023

Report: Chief Financial Officer, March 15, 2023

Moved by Councillor Bell, seconded by Councillor Valente

PURSUANT to the report of the Chief Financial Officer, dated March 15, 2023, entitled “2023 Early Appropriations #2”:

THAT (Funding Appropriation #2303) an amount of \$2,401,622 be appropriated from the General Capital Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2304) an amount of \$50,000 be appropriated from the Sustainable Transportation Reserve for the purpose of funding the 2023-2027 Capital Plan;

*Continued...*

## **REPORTS – Continued**

5. 2023 Early Appropriations #2 – File: 05-1705-30-0019/2023 – Continued

THAT (Funding Appropriation #2305) an amount of \$250,000 be appropriated from the Fire Equipment Replacement Reserve for the purpose of funding the 2023-2027 Capital Plan;

AND THAT should any of the amounts remain unexpended as at December 31, 2026, the unexpended balances shall be returned to the credit of the respective fund.

**CARRIED UNANIMOUSLY**

6. Zoning Bylaw Amendment for 880 West 15<sup>th</sup> Street (Jadasi Development (880 W 15th) Ltd. / Gateway Architecture) – File: 05-1705-30-0019/2023

Report: Planner 2, March 15, 2023

Moved by Councillor McIlroy, seconded by Councillor Girard

PURSUANT to the report of the Planner 2, dated March 15, 2023, entitled “Zoning Bylaw Amendment for 880 West 15<sup>th</sup> Street (Jadasi Development (880 W 15th) Ltd. / Gateway Architecture)”:

THAT the application submitted by Jadasi Development (880 W 15th) Ltd. / Gateway Architecture, to rezone the property located at 880 West 15<sup>th</sup> Street from a CS-1 Zone to a Comprehensive Development Zone, be considered and no Public Hearing be held, in accordance with the *Local Government Act*;

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

AND THAT the community benefits listed in the report section “Density Bonus and Community Benefits” be secured through agreements at the applicant’s expense and to the satisfaction of staff.

**CARRIED UNANIMOUSLY**

## **PUBLIC CLARIFICATION PERIOD**

Nil.

## **COUNCIL INQUIRIES / REPORTS**

Nil.

## **NEW ITEMS OF BUSINESS**

Nil.

## **NOTICE OF MOTION**

Nil.

## **RECESS TO CLOSED SESSION**

Moved by Councillor Girard, seconded by Councillor Valente

THAT Council recess to the Committee of the Whole, Closed Session, pursuant to the *Community Charter*, Section 90(2)(b) [negotiations with other level of government].

**CARRIED UNANIMOUSLY**

The meeting recessed to the Committee of the Whole, Closed Session, at 7:23 pm and reconvened at 7:55 pm.

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

7. Negotiations with Other Level of Government – File: 01-0400-70-0001/2023

Report: Chief Administrative Officer, March 20, 2023

Moved by Councillor Valente, seconded by Councillor Back

PURSUANT to the report of the Chief Administrative Officer, dated March 20, 2023, regarding negotiations with other level of government:

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 Chief Administrative Officer, dated March 20, 2023, remain in the Closed session.

**CARRIED UNANIMOUSLY**

## **ADJOURN**

Moved by Councillor Back, seconded by Councillor Shahriari

THAT the meeting adjourn.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 7:56 pm.

*“Certified Correct by the Corporate Officer”*

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CORPORATE OFFICER

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

# *Proclamation*

## **AUTISM ACCEPTANCE MONTH**

*Whereas*

the City of North Vancouver is a place where all people are welcomed, included, and celebrated; and

*Whereas*

1 in 37 Canadian children between 6 and 18 years of age have been diagnosed with autism; and

*Whereas*

knowledge promotes acceptance because it allows people to understand how to be more inclusive, and build more supportive experiences; and

*Whereas*

during the month of April, we strive to advance the inclusion and self-determination of people on the autism spectrum, and advocate for more supports to ensure that each person with autism is able to reach their fullest potential;

*Now Therefore*

I, Linda Buchanan, Mayor of the City of North Vancouver, do hereby proclaim **April 2023** as **Autism Acceptance Month** in the City of North Vancouver, the traditional territories of the Squamish and Tsleil-Waututh Nations.

So proclaimed on Monday, April 3, 2023

*Linda C. Buchanan*

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Mayor Linda Buchanan



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

# *Proclamation*

## **HEALTH CARE, PUBLIC SAFETY AND ESSENTIAL SERVICE WORKERS APPRECIATION MONTH**

*Whereas*

during this rapidly changing time, health care and essential service workers are on the front lines keeping our communities moving, caring for the ill, providing essential services and ensuring public safety;

*Whereas*

COVID-19 has reaffirmed the critical role they play in Canadian society; and

*Whereas*

in recognition of the extraordinary measures being taken by health care, public safety and essential service workers, we would like to recognize these workers and thank them for their sacrifices and care;

*Now Therefore*

I, Linda Buchanan, Mayor of the City of North Vancouver, do hereby proclaim **April 2023 as Health Care, Public Safety and Essential Service Workers Appreciation Month** in the City of North Vancouver, the traditional territories of the Squamish and Tsleil-Waututh Nations.

So proclaimed on Monday, April 3, 2023

*Linda C. Buchanan*

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Mayor Linda Buchanan



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

# *Proclamation*

## **GREEN SHIRT DAY**

*Whereas*

the overwhelming majority of Canadians support organ donation, but less than half of all Canadians are registered as organ donors;

*Whereas*

following the Humboldt tragedy on April 6, 2018, over 100,000 Canadians were inspired to register as organ donors in what has become known as the “Logan Boulet Effect”;

*Whereas*

Green Shirt Day honours the memory of Logan Boulet and the impact of the generous act of donating his organs, and encourages Canadians to consider following his example by registering as organ donors; and

*Whereas*

our community supports the partnership of Logan’s family, Canadian Blood Services and the Canadian Transplant Association to memorialize this act of life-saving generosity with a day dedicated to organ donor awareness and registration;

*Now Therefore*

I, Linda Buchanan, Mayor of the City of North Vancouver, do hereby proclaim **April 7, 2023** as **Green Shirt Day** in the City of North Vancouver, the traditional territories of the Squamish and Tsleil-Waututh Nations.

So proclaimed on Monday, April 3, 2023

*Linda C. Buchanan*

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*Mayor Linda Buchanan*

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# Zoning for a Healthy City

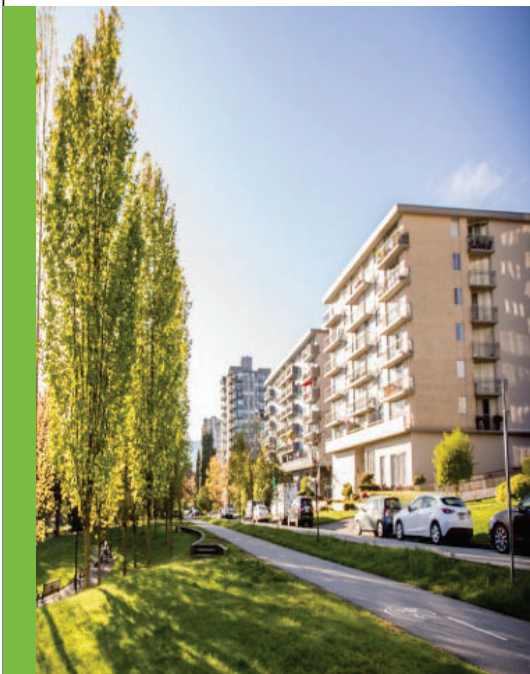
Zoning Bylaw Project 2023-2024

Presented to Council April 3, 2023

Planning and Development



## Agenda



1

**Where We Are Going as a City**

2

**The Existing Zoning Bylaw**

3

**A Modernized Zoning Bylaw**

4

**Next Steps**

# Where Are Going As A City

## A City for People

is welcoming, inclusive, safe, accessible and supports the health and well-being of all.

## A Liveable City

leads the way in climate action and acts as a steward of the environment for future generations.

## A Vibrant City

is where dynamic public spaces and places provide opportunities for connection and enable residents to engage with their community and celebrate their culture and history.

## A Connected City

provides active and sustainable ways for people and goods to move to, from and within the City safely and efficiently.

## A Prosperous City

supports a diverse economy by creating an environment where new and existing businesses can grow and thrive.



# City-Wide Policy Framework

## NEW STRATEGIES\*\* (2023)

### Policy Framework for building a Healthy City:

- Mobility
- Community Wellbeing \*
- Climate & Environment \*
- Economic Investment \*

\*draft

\*\* The Strategies exist outside of OCP as part of a "City Plan Series" (Like chapters in a book OR books in a series)

## ZONING BYLAW REVIEW (2023-2024)

### Implementation Tool:

- Streamlined process
- More enabling
- Form-based

## OCP REVIEW (2024-2026)

### Vision for the Physical City:

- Land Use Plan
- Urban Design focus
- Neighbourhood Planning

# A New Zoning Bylaw Will Support



Building Complete + Sustainable Communities



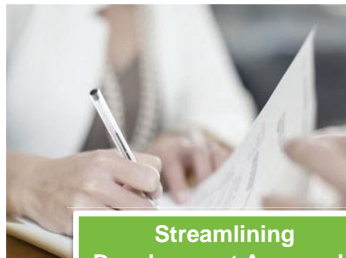
Housing Diversity + Livability



Contextualizing Parking Requirements



Improving the Building-Street Interface

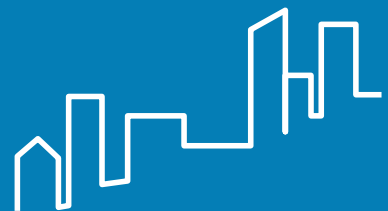


Streamlining Development Approvals



Future Opportunities

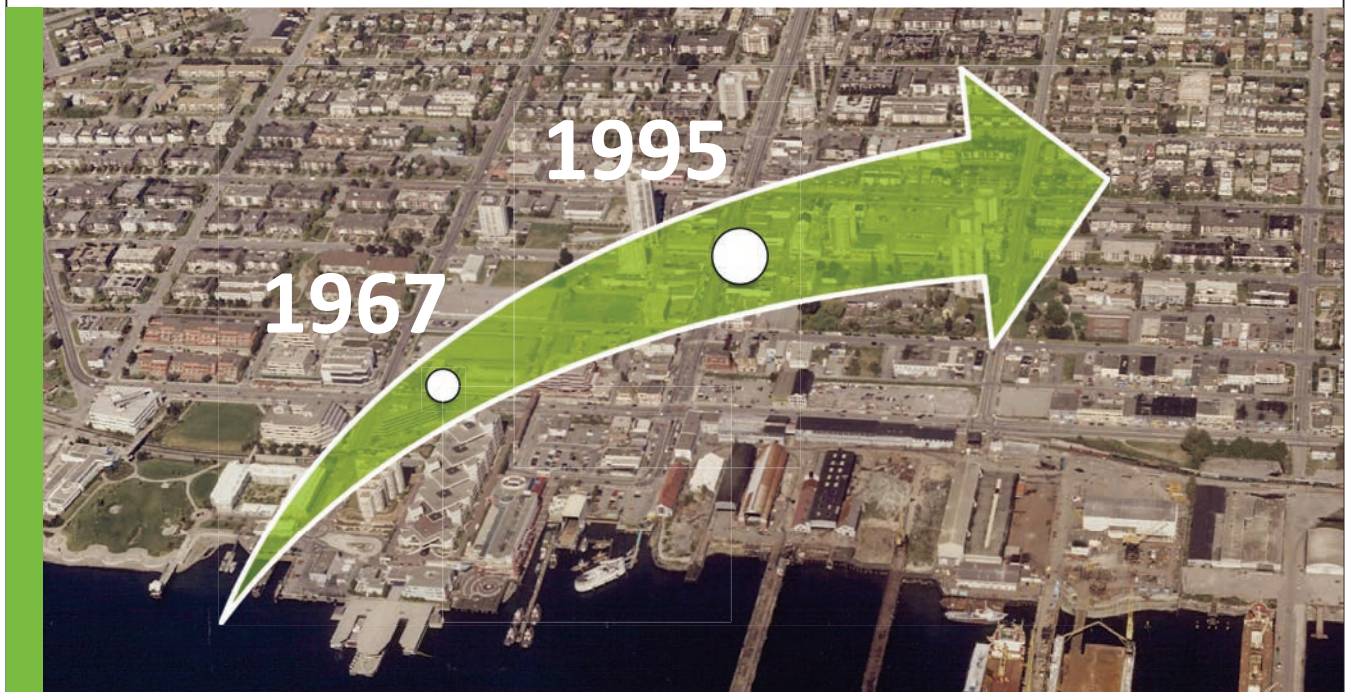
## THE EXISTING ZONING BYLAW



Zoning For A Healthy City



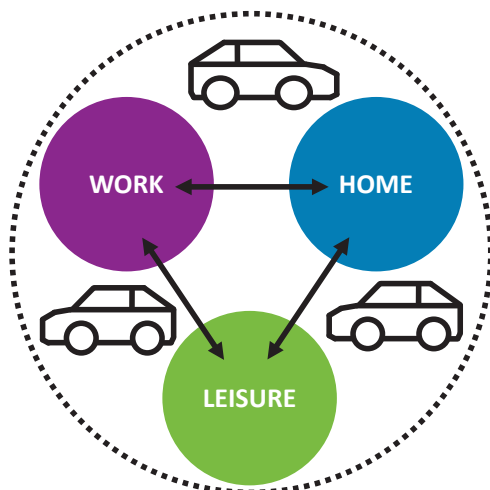
# Existing Zoning Bylaw



## Existing Zoning VS Current Needs

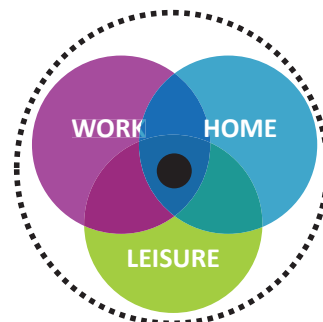
### SEGREGATED USE

As distances increase so does car-dependency.



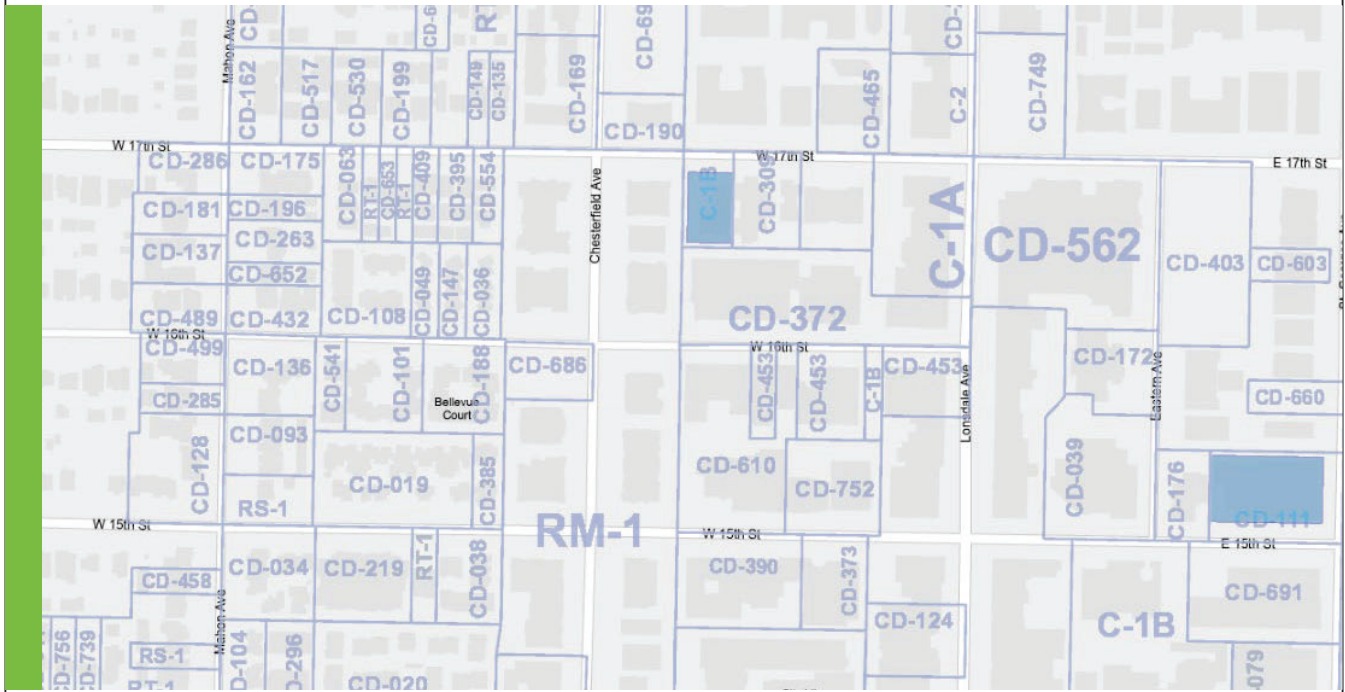
### MIXED USE

Reducing distances enables more mobility options.

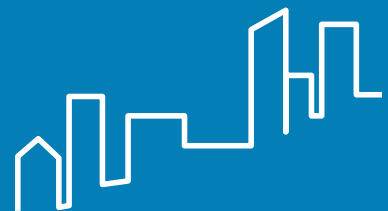




# Our Development Practices



## A MODERNIZED ZONING BYLAW



Zoning For A Healthy City

# Project Objectives

This project is guided by five objectives:

1

Quality Urban Design

2

Engaging + Accessible

3

Easy to Use

4

Integrated Approach

5

Innovative + Enabling

# Project Scope

- New Definitions
- New Formatting
- New Organization
- New Zones
- New Digital User Interface

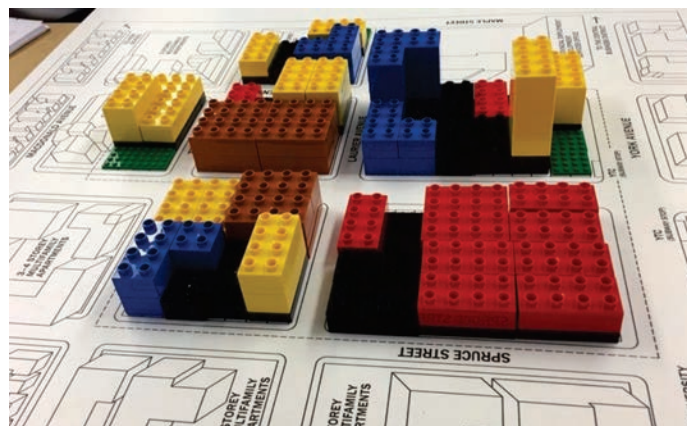


\* This is NOT an OCP Review but will set up opportunities for future considerations

# The Project Team



## Approach + Process



**PHASE 0:**  
Project Setup

**PHASE 1:**  
Information  
Gathering +  
Analysis

**PHASE 2:**  
Drafting the New  
Zoning Bylaw +  
Design Guidelines

**PHASE 3:**  
Approval +  
Implementation

**PHASE 4:**  
Evaluation



# What Is A Form-based Approach?

## TRADITIONAL ZONING BYLAW

**PART 6: COMMERCIAL ZONE REGULATIONS**

**601 USES IN C-1A CENTRAL LONSDALE COMMERCIAL A ZONES, C-1B CENTRAL LONSDALE COMMERCIAL B ZONES AND C-2 GENERAL COMMERCIAL AND C-2A NEIGHBOURHOOD COMMERCIAL ZONES**  
(Amended 2015, 2016)

Subject to the regulations contained in this Bylaw, the following uses and no others shall be permitted in the C-1A Central Lonsdale Commercial A Zone, C-1B Central Lonsdale Commercial B Zone, C-2 General Commercial and C-2A Neighbourhood Commercial Zones:

- (1) Retail-Service Group 1 Use:
  - (a) Accessory Apartment Use, subject to Section 607(1) of this Bylaw;
  - (b) Accessory Arcade Use, subject to Section 607(1) of this Bylaw;
  - (c) Accessory Off-Street Parking Use;
  - (d) Accessory Off-Street Loading Use.
- (2) Tourist Accommodation Use, subject to Section 607(8) of this Bylaw:
  - (a) Accessory Off-Street Parking Use;
  - (b) Accessory Off-Street Loading Use.
- (3) Off-Street Parking Use in the C-1B, C-2 and C-2A Zones only:  
(Refer to Part 7, 1990)
- (4) Off-Street Parking Use in the C-1B, C-2 and C-2A Zones only:  
(Refer to Part 7, 1990)

**602 USES IN C-3 LOCAL COMMERCIAL ZONES**

Subject to the regulations contained in this Bylaw, the following Uses and no others shall be permitted in the C-3 Local Commercial Zone:

- (1) Retail-Service Group 3 Use:
  - (a) Accessory One-Unit Residential Use, subject to Section 607(2) of this Bylaw;
  - (b) Accessory Off-Street Parking Use.

**603 USES IN C-3-1 SERVICE COMMERCIAL ZONES**

Subject to the regulations contained in this Bylaw, the following uses and no others shall be permitted in the C-3-1 Service Commercial Zones:

- (1) Retail Service Group 1 Use:



## FORM-BASED ZONING BYLAW

**CMX COMMERCIAL MIXED-USE**

**CMX-4**

Table 10-20-3 Development Standards for Commercial Districts

Use	Maximum Floor Area (sqm)	Maximum Height (m)	Maximum Lot Coverage (%)	Maximum Lot Area (sqm)	Maximum Lot Width (m)	Maximum Lot Depth (m)	Maximum Lot Area Ratio (%)	Maximum Lot Area Ratio (%)	Maximum Lot Area Ratio (%)
Public Use (C-1A, C-1B, C-2, C-2A, C-3, C-3-1)	10,000	15	100	10,000	100	100	100	100	100
Residential Use (C-1A, C-1B, C-2, C-2A, C-3, C-3-1)	10,000	15	100	10,000	100	100	100	100	100
Commercial Use (C-1A, C-1B, C-2, C-2A, C-3, C-3-1)	10,000	15	100	10,000	100	100	100	100	100
Office Use (C-1A, C-1B, C-2, C-2A, C-3, C-3-1)	10,000	15	100	10,000	100	100	100	100	100
Industrial Use (C-1A, C-1B, C-2, C-2A, C-3, C-3-1)	10,000	15	100	10,000	100	100	100	100	100
Through-Block Connections (C-1A, C-1B, C-2, C-2A, C-3, C-3-1)	10,000	15	100	10,000	100	100	100	100	100

**Form-based Standards**

1. Frontage Lot Line-Facing Facades
  - a. Facades that face a frontage lot line, including street-facing facades (Sec. 24.1.6.0), and when a Dual Frontage District (Dm. 20.8) is applied, special lot line-facing facades.
  - b. These facades shall meet the standards specified by the applied Frontage District (Part 20) for the frontage lot line and the facade facing street lot line, side street lot line or special lot line.
2. Lot Line-Facing Facades (Non-Frontage Lot Line)
  - a. Lot line-facing facades (Sec. 24.1.6.0) that do not face a frontage lot line and are:
    - i. Located vertically above the top of the 4th story; and
    - ii. Located 10 feet or more from a common lot line or cornering of an alley, measured horizontally.
  - b. Lot Line-Facing Facades (Non-Frontage Lot Line) facades shall meet the standards specified by the applied Frontage District (Part 20) for the side street lot line.

# Why Use A Form-based Approach?



Figure 10. 50-100 & Lot Typology Development Standards

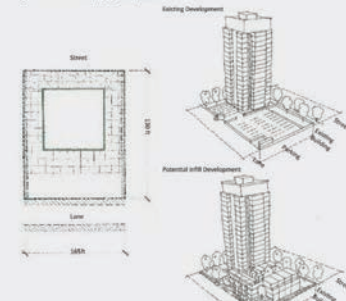
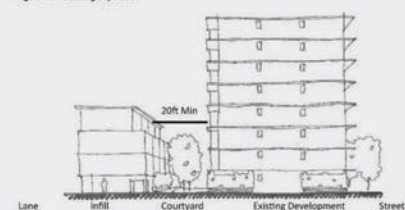


Figure 14. Building Separation



# Robust Engagement



PREPARE

RAISE  
AWARENESS

ENGAGE

REPORT  
BACK

# Aligned City Engagement

## Concurrent Draft Engagement Processes in 2023

### Project

St Andrews Improvements

Urban Forest Management Strategy

Curbside Management Framework (Phase I)

**ZONING BYLAW UPDATE**

CNV Engagement Strategy

Upper Levels Greenway (Phase II)

Climate and Environment Strategy (Phase II)

Micromobility Devices

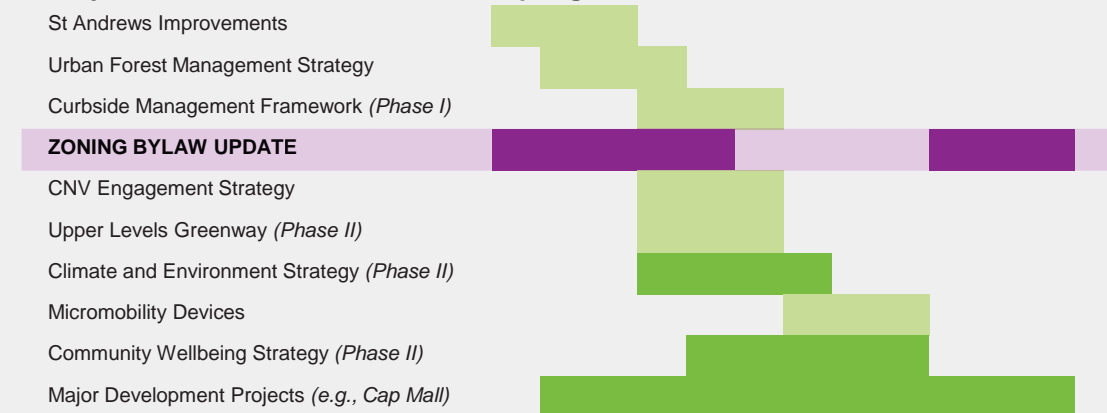
Community Wellbeing Strategy (Phase II)

Major Development Projects (e.g., Cap Mall)

Spring

Summer

Fall



*Engagement schedule is subject to change depending on Council milestones and aligning initiatives to minimize conflict.*

# NEXT STEPS



## The Path Forward

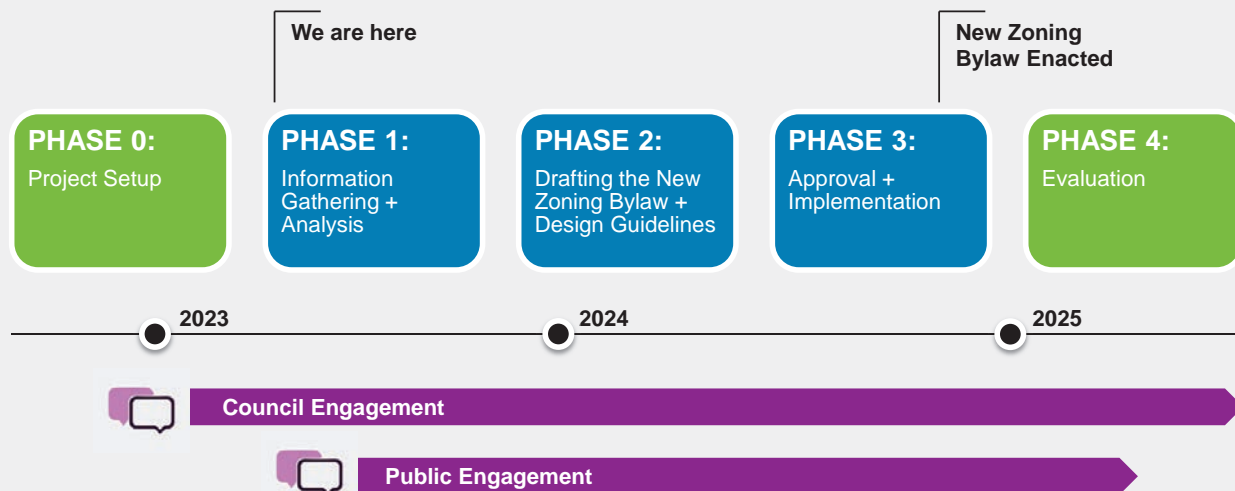
A  
Modernized  
Zoning Bylaw

### ZONING FOR A HEALTHY CITY



1. Building Complete + Sustainable Communities
2. Housing Diversity + Livability
3. Contextualizing Parking Requirements
4. Improving the Building-Street Interface
5. Streamlining Development Approvals
6. Future Opportunities

# Timeline



## Next Steps

### CONTINUED PHASE 1 WORK

**PHASE 1 ENGAGEMENT**  
(Spring / Summer 2023)

**REPORT BACK**  
(Fall 2023)










Thank you

**city**  
of north  
vancouver





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

**INFORMATION REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Renee de St. Croix, Manager, Long Range and Community Planning  
Rupinder Basi, Manager, Development Planning

Subject: ZONING FOR A HEALTHY CITY – PROJECT LAUNCH AND INITIATION  
OF PUBLIC ENGAGEMENT

Date: March 22, 2023 File No: 09-3900-30-0006/1

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**ATTACHMENTS**

1. Zoning for a Healthy City: Summary of Project Phases (CityDocs [#2343505](#))
2. Zoning for a Healthy City: Summary of Communications and Engagement Approach (CityDocs [#2342054](#))

**PURPOSE**

The Zoning Bylaw is the primary regulatory tool for city building and implementing the City's Official Community Plan (OCP) and vision to be the Healthiest Small City in the World. It communicates technical requirements related to land use, siting, density, and dimension of buildings and structures using prescribed setbacks, floor area, height, site coverage, and other regulations.

The existing Zoning Bylaw was adopted in 1995, however, it contains much of the same content and structure as the previous 1967 Zoning Bylaw. Despite numerous "housekeeping" amendments, a comprehensive review has never been undertaken.

The world and the way we undertake city building has changed. The existing Zoning Bylaw is cumbersome, antiquated, hard to navigate and understand for everyone (the public, Council, the development industry, businesses, staff, etc.), and is based on the principle of separating uses from the 1950's and 60's. While we have created mechanisms like Comprehensive Development Zones (CD Zones) to enable mixing of uses and better achieve Council's priorities, they do not solve the fundamental issue that the Zoning Bylaw is not meeting our current needs.

This project presents a significant opportunity to modernize the Zoning Bylaw and to address these challenges, make it more nimble and responsive to a changing world, increase certainty, usability, and clarity, streamline development review, and support the desired outcomes and vision of the City.

A modernized Zoning Bylaw will support:

- **Building Complete and Sustainable Communities** that enable access to daily needs with a focus on sustainable city building;
- **Housing Diversity and Livability** through design considerations and requirements;
- **Contextualizing Parking Requirements** including both conventional and electric mobility devices and right-sizing requirements based on context and mobility options as a whole - and in alignment with the mobility strategy;
- **Improving the Building and Street Interface** using a form-based focus to integrate built form, public realm, and mobility needs;
- **Streamlining Development Approvals** by making the bylaw itself more clear, accessible, and easy to use, including diagrams and visuals to explain requirements; and,
- **Future opportunities** by creating a new framework for the bylaw that enables innovation at Council's discretion (this could include future topics such as pre-zoning, affordable housing options, etc.).

The following sections outline the project team, approach and objectives, scope, process, engagement approach, and next steps.

## PROJECT TEAM

The project team is an integrated team of City staff and a consultant team, led by Urban Strategies Inc. Urban Strategies has extensive experience working with municipalities to produce modern form-based Zoning Bylaws. They will bring experience in drafting effective bylaw language, community engagement, understanding and responding to local needs, and supporting the graphic and communication aspects of the project.

## PROJECT APPROACH AND OBJECTIVES

The modernized Zoning Bylaw will be modeled on a form-based approach, which is considered a best practice compared to conventional zoning bylaws for regulating land development and achieving policy goals. By definition, a form-based code (or bylaw) is more design-focused with particular attention to how buildings frame the public realm (massing and urban design relationships). The bylaw itself can be communicated in more visual ways, with drawings and diagrams. This supports a user-friendly format, with more accessible language. A variety of lenses, such as universal design, sustainability, and equity analysis, can be used to assess the built environment and be reflected in design responses.



The following objectives will guide the creation of a modernized Zoning Bylaw:

- 1. Quality urban design and place-making** Greater focus on building form, with emphasis on strengthening the relationship between the street, public realm, and buildings.
- 2. Engaging and accessible** Limited technical jargon and highly accessible language, e.g. greater use of visual graphics, digital and print options, and a clarity of objectives and expectations.
- 3. Simple to use and easier to administer** Deliberate structuring and streamlining of the document to facilitate ease of use for residents, businesses, the design and development community, as well as for staff.
- 4. Integrated approach** Using a fully integrated approach to better tie in Official Community Plan and other policy and guideline objectives, e.g. livability, wellbeing, equity, climate and environment, mobility, the economy, and community benefits.
- 5. Innovative and enabling** Ensure flexibility and creativity to enable innovative and adaptable responses to emerging and future issues.

## PROJECT SCOPE

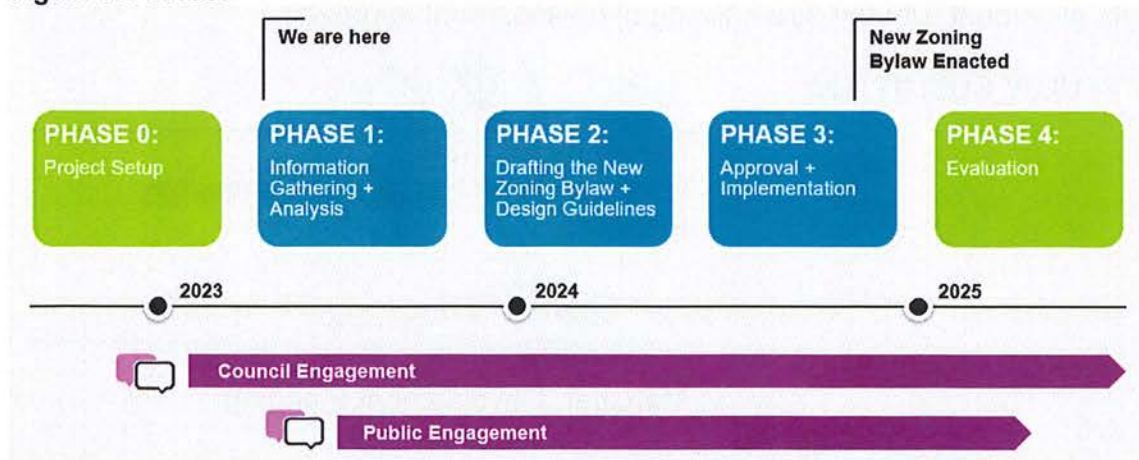
The scope of this project is to create a modernized Zoning Bylaw with new definitions, formatting, organization, zones, and digital user interface. It is not an OCP land use review, but it will enable opportunities for future considerations at Council's discretion.

It will be fully integrated and aligned with work that is underway or recently completed, including Council's Strategic Plan, the Official Community Plan, the four strategies (Mobility, Community Wellbeing, Climate and Environment, and Economic Development), as well as the development approvals process review and other policy work that may be influenced by or have influence on the Zoning Bylaw.

## PROJECT PROCESS

The project is organized around three main phases, with additional phases for project setup (now complete), and an evaluation phase after completion, shown in Figure 1. The timeline will be approximately two years (excluding the evaluation phase), completing in late 2024. Appendix 1 provides an outline of each phase and its activities.

Figure 1: Process



## PROJECT ENGAGEMENT APPROACH

The engagement approach will be robust and multi-dimensional, using a variety of methods, platforms, and opportunities for people to engage. Appendix 2 provides an outline of the anticipated activities and is supported by the City's Communications and Engagement division. The approach is based on best practices and will align with the City's upcoming Engagement Framework.

This is a technical and complex project. To this end, a lot of education and information materials will be shared to reduce barriers, bring people along and enable the public and stakeholders to fully participate in the process and provide meaningful feedback.

## CROSS-DEPARTMENTAL IMPLICATIONS

This project will involve working across the organization to ensure alignment with all aspects of the city-building process. A staff steering committee will support the delivery of the project and ensure strong organizational communication. As specific topic areas, issues, or opportunities arise, key staff experts will be involved to support the work.

Amendments to other City policies or bylaws may be necessary. As these are identified, staff will work together to bring forward these opportunities for Council consideration.

## NEXT STEPS

The next steps will involve undertaking Phase 1 activities, including:

- Public launch of the project page on the City website;
- Publish informative materials and advertise public engagement opportunities;
- Engage with community and stakeholders (Spring / Summer 2023)
- Complete Phase 1 activities and report to Council with findings (Late Fall 2023)

## FINANCIAL IMPLICATIONS

This project has a budget of \$375,000 and is funded through the 2022-2031 Capital Plan. In addition, the City received grant funding for the Development Approvals Process Review (DAPR) project, which included funds to support the Zoning Bylaw work and its alignment with the streamlining of development approvals.

RESPECTFULLY SUBMITTED:



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Renee de St. Croix  
Manager, Long Range and Community  
Planning



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Rupinder Basi  
Manager, Development Planning

## Zoning for a Healthy City: Summary of Project Phases

The table below provides a summary of the activities that will be undertaken by phase for the Zoning Bylaw Project.

Phase	Activities
<b>Phase 0: Project Setup</b>  <i>December 2022 – March 2023</i>	<p>This phase included refinement of the project timeline and workplan, creation of a Communications and Engagement Approach, and background research.</p> <p>Preliminary targeted engagement was undertaken to build understanding and awareness of the project. Information sessions and presentations were provided for City staff as well as internal and external committees.</p>
<b>Phase 1: Information Gathering and Analysis</b>  <i>April 2023 – November 2023</i>	<p>This phase is characterized by information gathering and analysis through engagement, research, and policy review. This includes:</p> <ul style="list-style-type: none"> <li>• Robust communications and engagement</li> <li>• Review of City policies</li> <li>• Audit of the existing Zoning Bylaw (issues and opportunities)</li> <li>• Best practice review</li> <li>• Investigation of legislative tools available for implementing the new Zoning Bylaw and design standards</li> </ul> <p>Engagement for this phase will include a range of both broad and deep methods to reach a diverse audience. It will focus on building awareness, education, and providing opportunities for meaningful input.</p>
<b>Phase 2: Draft the New Zoning Bylaw and Design Standards</b>  <i>November 2023 – September 2024</i>	<p>This phase entails the drafting of a modernized Zoning Bylaw, informed by the work undertaken in Phase 1. This includes:</p> <ul style="list-style-type: none"> <li>• Drafting the modernized Zoning Bylaw</li> <li>• Testing of draft Zoning Bylaw sections in terms of: <ul style="list-style-type: none"> <li>○ Financial viability</li> <li>○ Location-based testing using GIS</li> <li>○ User-testing of regulations and design standards</li> <li>○ Legal review</li> </ul> </li> <li>• Development of a digital approach for the Zoning Bylaw</li> <li>• Robust communications and engagement</li> <li>• Preliminary development of a “roll-out” plan for implementation</li> </ul> <p>Engagement will focus on gathering feedback on the draft content of the Bylaw. Methods will involve broader community input and receiving targeted feedback from stakeholders who work closely with the Zoning Bylaw.</p>



<p><b>Phase 3: Approvals and Implementation</b></p> <p><i>September 2024 – November 2024</i></p>	<p>This phase involves the refinement of the Zoning Bylaw for Council's consideration. This includes:</p> <ul style="list-style-type: none"> <li>• Completion of the draft Zoning Bylaw and Design Standards</li> <li>• Development of a staff training program</li> <li>• Completion of statutory consultation (e.g. Ministry of Transportation and Infrastructure, etc.)</li> <li>• Finalization of the "roll-out" plan for implementation</li> <li>• Council consideration of the draft Zoning Bylaw, including statutory public notice</li> <li>• Training for staff and communications to the public and stakeholders on the Zoning Bylaw</li> <li>• Determine key performance indicators for the evaluation period</li> </ul> <p>Engagement for this phase will focus on continued communications with the broader community. For key stakeholders, particularly those who work closely with the Zoning Bylaw, education and training opportunities and resources will be provided.</p>
<p><b>Phase 4: Evaluation</b></p> <p><i>November 2024 – November 2025</i></p>	<p>The modernized Zoning Bylaw will be evaluated in the year following adoption. This work will include:</p> <ul style="list-style-type: none"> <li>• Assessment of Key Performance Indicators (to be identified prior to adoption)</li> <li>• Meetings and interviews with staff to assess and ensure ease of use and functionality</li> <li>• Communications and evaluations with applicants (may include surveys, interviews, meetings)</li> <li>• A report to Council to present the findings and bring forward any amendments required to address clarification issues, errors, or omissions that may be discovered.</li> </ul> <p>Engagement for this phase will focus on collecting feedback from groups and individuals who use the Zoning Bylaw regularly to ensure it is meeting the desired objectives and outcomes.</p>

*\* Timelines are approximate and subject to change as required.*

## Zoning for a Healthy City: Communications and Engagement Approach

*The following provides a summary of the communications and engagement approach for the Zoning Bylaw project by phase, including the engagement objectives, deliverables, and proposed activities.*

### **Phase 0: Project Set-up and Logistics** (December 2022 - March 2023)

The engagement objectives of this phase were:

1. To build awareness and understanding within the project team of the City's geography, context, demographics, industry and cultures;
2. To identify the various City departments that will be involved in the project and introduce them to the project team;
3. To complete exercises and interviews to inform the Zoning Bylaw communications and engagement work.

Engagement for this phase is now complete. It focused on onboarding the consultant team and creating opportunities for inter-departmental dialogue on the objectives of the Zoning Bylaw project. This engagement helped to inform the Communication and Engagement Approach beginning with stakeholder mapping and interviews with representatives of key groups to inform approaches for the different stakeholders.

The following engagement was conducted:

- Initial presentation to Advisory Planning Commission
- Internal City staff presentations and survey
- Initial presentation to Urban Land Institute and HAVAN

Deliverables	Activities
<ul style="list-style-type: none"> <li>• Communications and Engagement Approach</li> <li>• Project branding and visual identity</li> </ul>	<ul style="list-style-type: none"> <li>• Internal Stakeholder Mapping Exercise</li> <li>• Pre-Engagement Interviews</li> <li>• Staff Survey and Information Sessions</li> </ul>

## **Phase 1: Information Gathering and Analysis**

(April 2023 – November 2023)

The engagement objectives of this phase are:

1. To publicly launch the project and build awareness of the scope, key terms, ideas, and approaches;
2. To develop relationships with stakeholders and members of the public;
3. To gather initial feedback and grow interest in the project;
4. To investigate specific topics and ideas through a mix of broad and deep engagement.



At the start of phase 1, the project team will create several visually-engaging backgrounders. These will be an essential resource for communications and education throughout the project as they will equip stakeholders and the broader community with the knowledge and language to participate more meaningfully in engagement opportunities. Communications will include website content and other outreach tools which will disseminate key messages and promote upcoming engagement events. During this phase, we will host the first of several Interactive Workshops with key stakeholders and a Public Open House with the wider community. The project team will also provide presentations to various City departments and Advisory Committees to continue to build awareness and gather initial input.

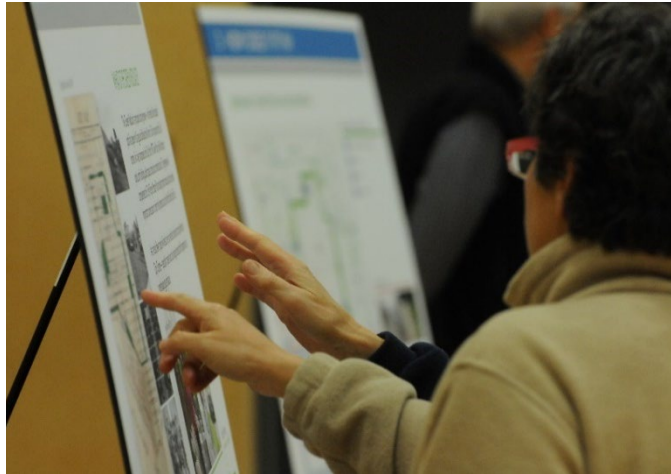
Deliverables	Activities
<ul style="list-style-type: none"><li>• Zoning backgrounders</li><li>• Phase 1 Engagement Plan and materials</li><li>• Phase 1 Engagement Summary Report</li><li>• Project Web Page (hosted on CNV website)</li></ul>	<ul style="list-style-type: none"><li>• Presentations to CNV Staff #1</li><li>• Key Stakeholder Workshop #1</li><li>• Interactive Open House #1: Public Launch Event</li></ul>



## ***Phase 2: Developing the New Zoning Bylaw*** *(November 2023 – September 2024)*

The engagement objectives of this phase are:

1. Maintain relationships with key stakeholders and the broader community through ongoing engagement;
2. To obtain feedback on draft content, including structure, graphics, and language.



During Phase 2, the project team will prepare a draft of the modernized Zoning Bylaw. The draft Bylaw will be the focus of the next phase of public engagement, beginning with an interactive workshop with key stakeholders to invite feedback on key attributes of the new bylaw, such as its structure and graphic language. Following initial feedback, key City staff will be engaged before diving deeper into public engagement with a third interactive stakeholder workshop and second Public Open House.

The Project Team will prepare a Zoning Bylaw Information and Communications Plan to ensure the document is accessible and understandable by the public. The project web content will be updated with a digital, interactive copy of the draft Zoning Bylaw, and notification of upcoming public engagement events to collect further feedback.

Using a “go to where the people are” approach, a transportable “Engagement Roadshow” will be developed with interactive materials to engage residents across the City of North Vancouver at public and community events.

Key Deliverables	Engagement Activities
<ul style="list-style-type: none"><li>• Draft Zoning Bylaw</li><li>• Zoning Bylaw Information and Communications Strategy</li><li>• Phase 2 Engagement Plan and materials</li><li>• Phase 2 Engagement Summary Report</li></ul>	<ul style="list-style-type: none"><li>• Key Stakeholder Interactive Workshop #2</li><li>• Presentation to CNV Staff #2</li><li>• Key Stakeholder Interactive Workshop #3</li><li>• Open House #2: Draft Zoning Bylaw Review</li><li>• Engagement Roadshow: Draft Zoning Bylaw Review</li></ul>

### ***Phase 3: New Zoning Bylaw Approvals and Implementation*** *(September 2024 – November 2024)*

The engagement objectives of this phase are in two stages:

1) Objectives Prior to Council Consideration:

- Broad awareness-building of the proposed Zoning Bylaw;
- Meeting all legislated requirements for public input prior to adoption of a Bylaw.






2) Objectives After Adoption:

- Education for various user-groups (City staff, applicants) prior to the enactment date;
- Ongoing education through production of helpful materials for applicants, including handout sheets and updated City webpages.

Based on Phase 2 public feedback and engagement with City staff, the project team will prepare the final Zoning Bylaw, develop Zoning Bylaw training materials, and an implementation or “roll-out” plan. During Phase 3, the project webpage will be updated with the final draft of the Zoning Bylaw for comment, as well as information regarding upcoming engagement events and opportunities for input. These events will include the statutory public engagement requirements.

Key Deliverables	Engagement Activities
<ul style="list-style-type: none"><li>• Phase 3 Engagement Plan and materials</li><li>• Phase 3 Engagement Summary Report</li><li>• Zoning Bylaw Training Program and materials</li><li>• Implementation or “roll-out” plan</li></ul>	<ul style="list-style-type: none"><li>• Presentations to CNV Staff #3</li><li>• City Council Presentation and Public Hearing</li><li>• General staff availability to support questions and respond to any issues</li></ul>



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

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Clare Husk, Film and Community Events Coordinator

Subject: MOBILE FOOD SERVICES PILOT RESULTS AND SUGGESTED APPROACH

Date: March 22, 2023 File No: 15-7710-01-0001/2023

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

**RECOMMENDATION**

PURSUANT to the report of the Film & Community Events Coordinator, dated March 6, 2023, entitled "Mobile Food Services Pilot Results and Suggested Approach";

THAT Option 2, Authorize a 12-month Pilot with expanded opportunities for Mobile Food Service operators year-round as outlined in this report, be endorsed.

**ATTACHMENTS**

1. Summary of the 2022 Mobile Food Services Program (CityDocs [2330828](#))
2. Mobile Food Services report to Council, May 2022 (CityDocs [2186844](#)) (including the previous Food Trucks and Food Cart policies)

**SUMMARY**

The following report and attachments provide an overview of the Mobile Food Services Pilot Programs that have been implemented over the last three summers. Analysis of the key challenges, feedback from the community and operators, and key issues are provided for Council's consideration.

Mobile Food Services is the designated industry classification for businesses which operate Food Trucks and/or Food Carts. As per industry standards, Food Carts are smaller, have limited food preparation and can be placed on sidewalks. Food Trucks are



either vehicular or are trailers attached to vehicles and require two staff (minimum) to prepare and dispense food. During this report, unless specified, the term Mobile Food Services (MFS) will be used to refer to both.

## **BACKGROUND**

For the last three years, the City of North Vancouver has tried various iterations of MFS Pilot Programs in the summer months.

The City's existing approach to the operation of MFS is governed by separate City policies regarding Food Trucks and Food Carts adopted in 2016 and 2017, respectively (Attachment #2). MFS are currently permitted on a case-by-case basis for events on City property. The Food Cart policy approved in 2017 also permits Food Carts to apply to operate in one of eight designated locations for a three-year term based on an annual application and lottery process.

In addition to these governing policies, there are provisions in multiple bylaws relating to the designated areas (zoning), operations (business licencing), and use of City property and lands (street and traffic, and parks) that restrict where and how MFS can operate.

During the COVID crisis, there was an acute need for residents to safely socialize in an outdoor setting. In 2020, one location on the 300 block of East Esplanade, in the Brewery District, was offered in the month of August. Six food trucks registered throughout the month. Operators reported that no dates except for Friday and Saturday were financially viable.

In the summer of 2021 (with the continuation of COVID restrictions), the "Summer Food Truck Program" focused on park areas to avoid direct competition with existing restaurants. Five locations were made available, three days a week. There was a low uptake of locations. With reportedly poor sales, several food trucks booked locations but did not attend. These "no-shows" meant that City Communications staff were unable to effectively promote the pilot, and residents were frustrated by unreliable availability.

In 2022 the City, with the experience of the previous two summers, undertook a more expansive summer pilot with an earlier launch, plenty of outreach to the operators, and social media advertising. The City increased the selection of allocated spaces and reduced fees. By charging a modest fee it was hoped to negate the "no shows", and also meant that the program costs (e.g. material and labour for "truck parking" signage) would not be a cost to the City.

### **2022 Pilot Program Results**

The 2022 Pilot Program implemented a streamlined process that allowed MFS to apply for selected locations and specific time periods. This allowed the program to broaden opportunities for operators while managing increased food capacity to peak times only in support of existing food service establishments.

The number of designated locations for operators, including locations close to "alcohol allowed" zones, was increased to capitalize on anticipated market demand. The fee



structure was designed to be accessible for operators who may wish to operate on only a few occasions.

The other variation was to accept applications for MFS to be permitted on private property for specific events through the issuance of a Special Event Permit. This included private parking lots in shopping areas, churches, etc. in addition to residential homes for private functions.

The Shipyards was the most sought after location in the 2022 Pilot due to likely pedestrian traffic and the public expectation of Food Trucks at this venue. The Shipyards also has two of the successful alcohol allowed zones, which supported those that wish to bring their own beverage while enjoying food outdoors.

Staff at The Shipyards noted that in the final month of the Pilot (October 2022), depending on the day of the week, there were occasions when Food Trucks made minimal sales and would not return even though locations were booked.

No Food Carts took part in the 2022 Pilot Program.

### **EVENTS - Permitted Food Trucks**

The Food Truck policy approved by Council in April 2016 provided for their operation on City land on a case-by-case basis for events with a City permit. Under this policy, the City processed 16 requests in 2022 (outside of events at The Shipyards). Inviting Food Trucks to be part of special events is a popular element of City policy. In 2022 adding in the option to situate on private property increased opportunities and maximized use of private spaces (with a cost to the organizer of \$50 +GST for a Special Event Permit).

Since 2021, several breweries have utilized Street Use Permits to create an extension to their serviceable area and/or invite a Food Truck to their event. The sidewalk closure requires an occupancy permit from the Fire Department, approval from the Liquor and Cannabis Regulation Branch (LCRB), plus signatures from impacted businesses. Cost for this permit is \$84 (extra if the City requires the installation of "no parking" signage). Businesses reported that the LCRB approval often had a greater impact on their costs relative to City fees.

### **SURVEY- Responses to the Food Truck Pilot Program**

In November, a survey was issued to all operators of Food Trucks and promoted to the public through social media and the CNV website to solicit feedback on the MFS Pilot Program. Disappointingly, there was only one response to the online survey from an operator of a Food Truck.

Residents were more enthusiastic. There were 211 resident responses received and all stated they saw community benefits to having food trucks. MFS appeal to residents especially if they offer unique or innovative food. Additionally, 148 respondents liked the diversity of food offerings, which tied with 148 that found mobile food vendors affordable.



In total, respondents visited The Shipyards location most frequently (200 submissions), followed by 59 responses from visitors to the Brewery District location. Less than five responses mentioned the parks. A frequently raised complaint from the survey respondents was the lack of diversity and lack of alternatives (e.g. vegetarian options), particularly at The Shipyards. Only five respondents stated they did not enjoy frequenting Food Trucks.

Of the 10 local businesses that provided input, they reported equally that Food Trucks increased (18.2%) or decreased (18.2%) their revenues. Other comments included a lack of Food Trucks coming to the Brewery District and the lack of variety of food choices.

To complement survey results, staff solicited direct feedback from MFS operators in January 2023. MFS operators that have held either a current or past City business licence in the last four years were contacted. Six respondents have since ceased operations, and of the remaining 14 responses, few issues were identified with the most recent Pilot Program (apart from a lack of customers) or the administrative process. Nearly all wanted the scheme to continue, but stated they only wanted to operate at The Shipyards.

## **DISCUSSION**

MFS that operate in the City of North Vancouver are required to have a City of North Vancouver business licence; this has been a consistent requirement throughout the standard and Pilot Programs. Currently, this business licence limits MFS to operating solely on public property at City approved events, at the City's plazas and/or parks. The business licence does not allow open vending on City streets as this is currently restricted under both the Zoning and the Street and Traffic Bylaws.

The Pilot Programs in 2020/21/22 sought to give the Food Truck and Cart operators greater flexibility in where they could vend, while at the same time limiting potential negative impacts on the existing 'bricks and mortar' food and beverage establishments. City staff have researched best practices in other jurisdictions while striving to understand local conditions and context that impact the viability of this particular business sector.

The City's goal is to create a dynamic year-round vibrant City and offer MFS opportunities that animate select public spaces and support local operators where possible. After three successive pilots, and considering the responses from the food truck operators, the current proposal is to undertake one last pilot that will be implemented for one year and reviewed before considering a permanent shift in policy. Ideally a year-round approach can be developed to provide consistency to the business operators and community at large while balancing the needs of the existing business sectors, community programming and activation, and the impact on City staff resources to implement the program.

## **MOVING FORWARD**

The 2020/2021 Pilots ensured that Food Trucks had to have a City of North Vancouver business licence, but there was no other fee. The City authorized dedicated parking and



paid for signage as the intent was to try and draw foot traffic to the trucks. However, operators reported a lack of sales which led to unreliability (booking slots and not appearing) and consequently the City could not adequately promote locations on social media.

The 2022 Pilot had more staff involved, a larger program (including a modest fee for improved slots), and a communications campaign that was picked up extensively in the local media. The resulting lack of engagement by MFS operators was disappointing, but also similarly reported in other municipalities that have tried to increase opportunities for MFS to operate. Despite executing three successive summer pilots to provide increased opportunities for MFS, there has not been a significant increase in the active participation of these business operators in the City. A key challenge to developing a revised permanent policy remains the balance between administrative implementation and associated staff and resource costs with the goal of providing a flexible program to encourage commercial opportunities and vibrancy of public spaces. In the medium term, opportunities to modify existing restrictions in several Bylaws may provide additional scope for reducing costs and simplifying procedures.

During the 2022 Pilot City staff were responsive to the one complaint received from a business that objected to the removal of street parking. The assigned parking was removed, with a view to put it back in place if booking requests were received. No other complaints were received from businesses or the public about MFS operations outside of events.

The residents' survey responses show that they believe that MFS help create vibrant public spaces. In response to the question "What do you feel are the benefits to having food trucks in the community?" 155 responded that they contribute to a dynamic local community, and 133 felt they improved community socialization and connection. As MFS are pedestrian-oriented, they bring more feet onto the street. It is hoped that more foot traffic will increase commercial opportunities for local businesses, including customers for bricks-and-mortar businesses.

While public support for the increasing presence of MFS in public spaces is clear, there does not seem to be a compelling commercial opportunity for the operators themselves. Significant and frequent foot traffic is required for any MFS to be successful and the locations outside of The Shipyards do not have the requisite footfall to draw new or existing operators to these areas. However, staff do not see an advantage in restricting opportunities for operators that may want to try the opportunity. There is also a desire to support increased opportunities for Food Carts that are more easily incorporated into public spaces due to their size. In 2022, City staff received two inquiries from owners of existing bricks-and-mortar establishments that expressed an interest in operating Food Carts in active public areas in order to provide a limited food service offering (e.g. frozen dessert).

Based on experience to date, staff recommend a revised approach which removes the date and time limitations and slot allocation fees to create a year-round open approach for MFS. Both Food Trucks and Food Carts would be required to maintain a valid CNV business licence to operate at any time in the City. Once an operator identified a date and location in the City (utilizing the pre-designated 16 locations from the 2022 Pilot or a



location on private property) they would apply through the existing Street Use Permit or Special Event Permit system, thereby reducing the need for new staff administration processes. The existing permits will be modified to ensure appropriate inclusion of MFS elements, including time-limited exemptions from relevant clauses in specific Bylaws. Fees will remain the same and efforts to reduce signage costs will be undertaken.

The Shipyards staff would like to see more variety in the MFS offerings and increased inclusion of local vendors where possible. In 2022, the two main weekend events (The Garden Beer Market on Saturday and the Shipyards Live on Friday), used the same contractor to book the Food Trucks resulting in the same vendors appearing on consecutive nights and consecutive weeks. The Shipyards team is actively looking at ways to increase variety of vendors at The Shipyards and have indicated desire for the option to invite MFS operators to animate the site and to support outdoor activations throughout the season.

## **STAFF RECOMMENDATION**

Staff are proposing two possible options for Council consideration:

**Option 1. Revert to the existing policies from 2016 and 2017 which only allow Food Trucks at permitted events and Food Carts at set locations for 3-year periods** (not recommended).

This option will not permit Food Trucks to operate at an event at a private location (such as at malls or school grounds with a special event permit) and would not allow MFS to operate at The Shipyards outside of events.

**Option 2. Authorize a new 12-month Pilot with expanded opportunities for MFS operators year-round** (recommended).

This option would continue allowing MFS operators to vend at City-permitted events and add the inclusion of events on private property; offer year-round application to the 16 previously designated locations without time/ date restrictions; give MFS operators the option to suggest alternate street locations (some restrictions apply), and allow staff to consider MFS operators year-round at The Shipyards outside of planned events.

This option will also allow food trucks to operate at an event at a private location (such as at Malls or school grounds with a special event permit). Approval of all MFS submissions would be at the discretion of City staff to ensure complementarity with existing events and to ensure a variety of food offerings in any given area. The Pilot could commence immediately with an initial intake of April 11<sup>th</sup> and thereafter applications accepted on a rolling basis. All requests for the location at The Shipyards would be passed to the Shipyards team to manage. However, as there are costs to The Shipyards to manage parking and utilities on site, there will be additional fees for Shipyard locations.

Building on the results of the survey and direct feedback, staff would amplify advertising of this initiative and undertake extensive outreach to all MFS operators in an attempt to increase participation.

If this proposed pilot goes ahead, staff will be reviewing the results in 2024 and reporting back to Council with policy recommendations which may include amendments



to existing bylaws. Staff had noted in the Mobile Food Services report to Council, May 2022 (attachment #2), that there is potentially a need for a more permanent change.

### **FINANCIAL IMPLICATIONS**

The 2022 pilot program was revenue neutral. Revenue obtained through slot allocation fees offset the expenses of staff time to administer and oversee the Pilot Program. Additional fees for The Shipyards slot allocation covered staff time to ensure safe access and egress into the designated area as well as The Shipyards utility costs.

Moving forward with Option 2 will require staff resources to administer; however, given the limited uptake in previous Pilots, this cost will be absorbed through the existing Business Licencing revenue.

### **INTER-DEPARTMENTAL IMPLICATIONS**

Staff comments from Legal, Planning and Development, Parks and Environment, and Bylaw Services have contributed to this report.

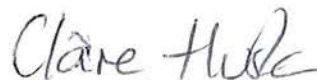
### **STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS**

The City is supportive of business growth that reinforces increased community engagement and use of public spaces, particularly for seasonal activation. This report supports the vision and priorities from the Council Strategic Plan for a vibrant city where dynamic public spaces provide opportunities for connection and enable residents to engage with their community, as well as a prosperous City which supports a diverse economy by creating an environment where new and existing businesses can grow and thrive.

### **CONCLUSION**

Over the past two decades, the MFS sector has grown in large urban centres. MFS adds vibrancy and amenity to the public realm and builds community through supporting the gathering of people. The MFS sector also supports entrepreneur-led micro businesses in the region. The offerings of MFS have proven to be extremely popular with North Shore residents as evidenced by the line-ups at The Shipyards events and survey responses. MFS can offer a wide selection of diverse food choices at a reasonable price point, enriching the City of North Vancouver's foodie scene. The City continues to support the exploration of different models for MFS to operate and will endeavour to collect insights through the implementation of a flexible, annual Pilot Program. Staff will report back to Council with a review of the successes and challenges at the end of the new Pilot season.

RESPECTFULLY SUBMITTED:



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Clare Husk  
Film and Community Events

### **Summary - 2022 Mobile Food Services Pilot Program**

The 2022 Pilot Program provided available slots for Mobile Food Service (MFS) operators from June 1 – October 31 at 16 locations in the City. Fees for slot allocations were assigned based on average property taxes for bricks-and-mortar food service establishments in the City and pro-rated to establish a reasonable daily rate. The daily rate varied from \$50 to \$125 (the latter being at The Shipyards) with a cap on the fee for multiple bookings. Excluding Waterfront Park, park locations were allocated street parking adjacent to the parks.

The 16 Locations were as follows:

<b>Location</b>		<b>Truck or Cart</b>	<b>Cart only</b>
Lonsdale & 14 <sup>th</sup>	West side only. Sidewalk frontage by the Continuum or at Civic Plaza		<input checked="" type="checkbox"/>
Lonsdale & 17 <sup>th</sup>	Southeast corner (1650 Lonsdale)		<input checked="" type="checkbox"/>
Lonsdale & 19 <sup>th</sup>	Northwest corner (1905 Lonsdale)		<input checked="" type="checkbox"/>
Lonsdale & 21 <sup>st</sup>	Southeast corner (2032 Lonsdale)		<input checked="" type="checkbox"/>
East Esplanade	South side only. 300 block	<input checked="" type="checkbox"/>	
Kings Mill Walk Park	On the street at Harbourside Place	<input checked="" type="checkbox"/>	
Heywood Park	North west corner of Hamilton Ave near the washrooms	<input checked="" type="checkbox"/>	
Jack Loucks Court			<input checked="" type="checkbox"/>
Mahon Park	North side of 400 Block W16th St	<input checked="" type="checkbox"/>	
Moodyville Park	Moody Ave at E2nd Street	<input checked="" type="checkbox"/>	
Mosquito Creek Park	East side 1600 block Fell	<input checked="" type="checkbox"/>	
Ray Perrault Park	Grand Boulevard West	<input checked="" type="checkbox"/>	
Rogers Plaza			<input checked="" type="checkbox"/>
Victoria Park West	On the street near the washrooms	<input checked="" type="checkbox"/>	
Waterfront Park	No vehicle access (close to the Gazebo)		<input checked="" type="checkbox"/>
The Shipyards		<input checked="" type="checkbox"/>	

The dates and locations set in the Pilot Program allowed approximately 300 potential bookings in any given month. However July to September saw only 14 or 15 bookings per month. The 55 bookings made in October were all at The Shipyards, due to the conclusion of the summer programming, the location had more availability for Food Trucks and Carts.

<b>Month</b>	<b>Locations selected</b>	<b>Potential # Bookings</b>	<b>Available Dates</b>	<b>Dates Selected</b>	<b>Total # of Bookings</b>
June	1	208	13	1	1
July	4	368	23	11	15
August	3	336	21	10	14
September	1	240	15	15	15
October	1	224	14	14	55

**MINUTES OF THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER AND ELECTRONICALLY (HYBRID) FROM CITY HALL, 141 WEST 14<sup>TH</sup> STREET, NORTH VANCOUVER, BC, ON **MONDAY, MAY 16, 2022****

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**REPORT**

13. Mobile Food Services – File: 15-8100-20-0001/2022

Report: Manager, Economic Development, May 4, 2022

Moved by Councillor McIlroy, seconded by Councillor Girard

PURSUANT to the report of the Manager, Economic Development, dated May 4, 2022, entitled “Mobile Food Services”:

THAT the Mobile Food Services Policy: Pilot Program be adopted to allow for the implementation of a Pilot Program to expand mobile food service opportunities in the City for 2022;




THAT the enforcement of provisions in the City’s “Zoning Bylaw, 1995, No. 6700”, “Street and Traffic Bylaw, 1991, No. 6234”, “Real Property Regulation Bylaw, 2006, No. 7831” and “Parks Regulation Bylaw, 1996, No. 6611”, which would prohibit mobile food services on City property, City streets or private property be temporarily suspended to the extent necessary to permit a temporary Pilot Program to expand mobile food services until October 30, 2022 or until Council adopts a resolution to cancel such suspension of enforcement;

THAT staff be directed to develop and implement an application and permitting process for the Pilot Program that ensures the protection and appropriate use of public lands, including plazas, streets and parks;

AND THAT staff be directed to report back to Council at the end of the Pilot Program with proposed amendments to relevant bylaws and policies to establish a permanent policy framework for mobile food services in the City, following a more formal review of the commercial and community impacts including public and business input.

**CARRIED UNANIMOUSLY**



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

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Siobian Smith, Manager Economic Development

Subject: MOBILE FOOD SERVICES

Date: May 4, 2022 File No: 15-8100-20-0001/2022

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

**RECOMMENDATION**

PURSUANT to the report of the Manager, Economic Development, dated May 4, 2022, entitled "Mobile Food Services":

THAT Council adopt the Mobile Food Services Policy: Pilot Program (Attachment #2) to allow for the implementation of a Pilot Program to expand mobile food service opportunities in the City for 2022;

THAT the enforcement of provisions in the City's Zoning Bylaw, 1995, No. 6700, Street and Traffic Bylaw, 1991, No. 6234, Real Property Regulation Bylaw, 2006, No. 7831 and Parks Regulation Bylaw, 1996, No. 6611 which would prohibit mobile food services on City property, City street or private property be temporarily suspended to the extent necessary to permit a temporary Pilot Program to expand mobile food services until October 30, 2022 or until Council adopts a resolution to cancel such suspension of enforcement;

THAT staff be directed to develop and implement an application and permitting process for the Pilot Program that ensures the protection and appropriate use of public lands, including plazas, street and parks;

AND THAT staff be directed to report back to Council at the end of the Pilot Program with proposed amendments to relevant bylaws and policies to establish a permanent policy framework for mobile food services in the City following a more formal review of the commercial and community impacts including public and business input.



## ATTACHMENTS

1. Mobile Food Services: Background Information (CityDocs [2174185](#))
2. Proposed Policy for 2022 Pilot Program (CityDocs [2177311](#))
3. Summary and FAQ: MFS Pilot Program 2022 (CityDocs [2172049](#))
4. Mobile Food Vendors Policy, April 2016 (CityDocs [1350209](#))
5. Mobile Food Cart Policy, April 2017 (CityDocs [1451236](#))

## SUMMARY

Over the past 2 decades, the Mobile Food Service (MFS) sector has grown exponentially in large urban centres across North America. Food trucks and food carts add vibrancy and amenity to the public realm and build community through supporting the gathering of people. The MFS sector provides employment and supports entrepreneur-led micro business in the region. The offerings of MFS have proved to be extremely popular with North Shore residents as evidenced by the line-ups at the Shipyards Friday Night Market prior to the pandemic. MFS can offer a wide selection of multi-cultural ethnic food at a reasonable price point, enriching the City of North Vancouver's foodie scene.

This report presents for Council's consideration and approval, a MFS Pilot Program for the 2022 summer season. A new Pilot Program will allow for the immediate operation of Food Trucks and Food Carts in the City. Lessons learned and feedback from the business community and residents following the 2022 Pilot Program would inform bylaw amendments and be incorporated into revised longer-term policy. This report also addresses requests received from business owners/ operators in The Shipyards Brewery District to permit the operation of Food Trucks in support of their businesses, as well as from event organizers looking to place Food Trucks on private property for specific events. The proposed pilot would increase the number of locations where MFS can operate, allow for a seasonal slot allocation process to allow flexibility and diversity and permit both Food Trucks and Carts to apply for event activation on private property. The main differences between current policy and the proposed 2022 Pilot Program are listed below:

CURRENT PROGRAM		PROPOSED 2022 PILOT PROGRAM
Food Trucks permitted for events; only on City property	→	Food Trucks and Carts permitted for events; both City and private property
Food Trucks not permitted except for events	→	Food Trucks permitted seasonally at 8 locations; individual slot allocations
Food Carts permitted seasonally at 8 locations; term for 3 years	→	Food Carts permitted seasonally at 16 locations; individual slot allocations
Food Truck Fee structure: Single licence fee attached to single event	→	One annual Business Licence fee plus an individual fee for each slot up to a maximum threshold

## **Proposed 2022 Pilot Program Framework**

In the interim period until bylaws and policy can be revised and formally adopted, and public input can be solicited, a new Pilot Program would allow for immediate activation during the 2022 summer season. Policy guidance for a new Pilot Program (Attachment #2), incorporates existing policy guidance and good practice employed by the City, with the following modifications:

- Implement a streamlined, single-window process that allows most types of MFS to apply through the same application procedures;
- Increase the number of designated locations for MFS to operate to allow for a broad understanding of market demand;
- Allow a rolling intake process for submission of applications following the initial allocations;
- Separate the business licencing process from the slot allocation process;
- Accept applications for MFS to be permitted on private property for specific events, through the issuance of a Special Event Permit;
- Introduce a fee structure for MFS that aims to level the playing field with brick-and-mortar food operators and is accessible for MFS operators who may wish to operate on only a few occasions;
- City-led promotion of the Pilot Program through a public calendar and social media posts.

Given the depth of review and analysis required in any one application, a recommendation to allow for Food Trucks on private property on a regular ongoing basis is not included in this pilot. The operation of any new business on private property must be reviewed against the designated zoning. Where the requested use is not permitted, discussion and feedback from City staff is required on a preliminary proposal through a Pre-Consultation Application.

## **BACKGROUND**

### **Current Policy**

Current policy on the operation of Mobile Food Services (MFS) is quite restrictive; both Food Trucks and Carts are governed by City policies adopted in 2016 and 2017 respectively (Attachments #4 and #5). Under current policy, Food Trucks are only permitted on a case-by-case basis for singular events on City property. Food Carts are currently permitted in eight designated locations for a three-year term based on an annual application and lottery process. In addition to these policies, there are provisions in multiple bylaws relating to the designated areas (zoning), operations (business licencing), and use of City property and lands (streets, traffic, and parks) that restrict where and how MFS can operate.

### **Previous Pilot Programs**

In response to the pandemic, permitting of Food Trucks and Food Carts was adjusted in March 2020. Informal Pilot Programs were implemented in both 2020 and 2021 to allow



Food Trucks to operate seasonally. The 2020 and 2021 pilot programs supported Public Health Orders that limited public and private gathering and provided amenity to the residents that were encouraged to more time outside in the community. The Food Cart program was suspended during the pandemic. Details on past Pilot Programs can be found in Attachment #1.

## **ANALYSIS**

### **Food Truck Policy in Neighbouring Jurisdictions**

In some neighbouring jurisdictions, MFS are permitted to operate year-round under specific conditions, including in relation to times and proximity to permanent food establishments. As communities experience a gradual lifting of pandemic restrictions, many municipalities are investigating policy options to allow for the increased operation of Food Trucks. Concern has been raised by the public and businesses related to displacing business from existing food service providers occupying brick-and-mortar establishments and increased noise within residential neighbourhoods. Development of any longer-term City policy needs to take these concerns into account and aim to mitigate negative impacts in the community.

### **The Shipyards Brewery District**

Staff have recently engaged with MFS operators, event organizers and The Shipyards Brewery District operators to better understand concerns and suggestions related to a new policy. Input and feedback was mixed and without unanimous support for a singular approach. Concerns were raised about the placement of Food Trucks on private property on a regular basis, given that some locations may adversely impact local residents and businesses, impede already-limited parking options, and shift the intended zoning of a property without due process and consideration. Suggestions were also made regarding the rotation of Food Truck/Cart operators to increase opportunities at high-traffic locations and ensure a variety of food options throughout the City. Recommendations were divided with regard to the breadth of locations; one suggested option was to limit the locations to The City's Shipyards and the Shipyard Brewery District areas while other feedback supported increasing locations throughout the City. In addition to requests from The Shipyards Brewery District, the City has received requests for the operation of Food Trucks on private property to support outdoor festivals and events. The City's Shipyards division has indicated a desire for the option to include Food Trucks to animate the site and to support outdoor activations throughout the season, in addition to already planned events.

## **CONSIDERATIONS**

### **Next Steps**

Implementing a new 2022 Pilot Program will allow the City time to evaluate the merits and challenges of a new approach, provide baseline data and enable the development of longer term policy for Council's consideration. Informed decision-making regarding a longer-term approach would include analysis of the following elements:



- Market demand;
- Peak demand at various locations;
- Impact on other operators within the business community, specifically businesses in the surrounding area and brick-and-mortar food service establishments;
- Challenges to the safety, protection and prescribed use of our public spaces;
- Impact on residents;
- Capacity and capabilities of MFS operators;
- Efficiency and best practice in licencing and permitting processes; and
- Associated impacts on existing City regulations and policies.

Input from residents and the business community should also be incorporated into a modified approach, which would require many weeks to allow for surveying, analysis, reporting and recommendations to be brought forward to Council.

## **FINANCIAL IMPLICATIONS**

There would be no net loss of revenue to the City. Revenue obtained through slot allocation fees would offset the expenses of staff time to administer and oversee the Pilot Program and required signage in certain areas. Additional fees for The Shipyards slot allocation would cover staff time for the access and egress into the designated area as well as utility costs. Fees for slot allocations were also assessed against tax assessments for brick-and-mortar food service establishments in the City and pro-rated to establish a reasonable daily rate.

## **INTER-DEPARTMENTAL IMPLICATIONS**

This report and approach has been reviewed by staff in Strategic and Corporate Services, Engineering Parks and Environment and Community and Partner Engagement.

## **CONCLUSION**

The City is supportive of business growth that reinforces increased community engagement and use of public spaces, particularly for seasonal activation. Over the last two years of the pandemic, implementation of City policy regarding MFS operating in the City has been suspended with limited opportunities for outdoor food services. Implementing a new Pilot Program for the summer season of 2022 will provide an opportunity to better understand market demand, community engagement, resident and business feedback, and overall success of the program implementation.

RESPECTFULLY SUBMITTED:



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Siobian Smith  
Manager, Economic Development

## **Background Information for Pilot Program 2022 Mobile Food Services**

### **Definitions**

“Business Licence Bylaw, 2018, 8640” currently provides the following definitions for various types of mobile food services:

“Food Truck, Mobile” means a vehicle with cooking equipment that produces smoke or grease laden vapours in a confined compartment.

“Mobile Cart” shall mean any wagon, cart, kiosk, table or vehicle other than a Food Truck located on private property at approved locations from which merchandise, food, confectionary or beverage is offered for sale.

“Mobile Food Carts – On Street” shall mean any wagon, cart, or kiosk, or vehicle other than a Food Truck from which merchandise, food, confectionary or beverage is offered for sale on City streets at approved locations as per City Policy.

“Zoning Bylaw, 1995, 6700” defines food trucks and other mobile food vehicles as “Mobile Carts”, which are a prohibited use in all zones as per Section 402(3)(c). There is, however, a provision for “Accessory Mobile Food Vending Use” that provides for the sale of prepared foods and beverages intended for immediate consumption as an “Accessory Use to a retail building supply establishment”.

### **Mobile Food Services in the City**

Under the Zoning Bylaw, MFS are significantly restricted within the City. Currently, “Mobile Carts” are prohibited in all properties and zones unless specified otherwise. As of today, “Mobile Carts” are permitted in the M-3 industrial zones only as an accessory use to a principal retail building supply store. They are also permitted within several designated CD zones, each having specific siting and conditions for use. These zones are primarily located around The Shipyards, Lonsdale Quay and Harbourside areas of the City. Currently there are no provisions for any MFS to operate on private properties outside of these specific zones.

Under the current Business Licencing Bylaw, five different types of MFS are defined. The primary differentiation between the various types of MFS is related to the ability to prepare and cook food within the vehicle and the permitted location where the vehicle may operate.

Over the last five years and through Council approved policies, the City has modified its approach to permitting MFS to operate within the City<sup>1</sup>. A Council Policy introduced in April 2016 authorized Mobile Food Vendors (Food Trucks) to operate on City-land on a case-by-case basis or at events organized by the City. In April 2017, a second policy was introduced to permit Food Carts to operate at eight designated locations in the City where the Food Cart operator would park curbside or on City property (revised June 2019).

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<sup>1</sup> Prior to 2016 the City operated under Street Vending Guidelines for Mobile Food Services.

Under this second policy, an annual Expression of Interest process was conducted to determine the selected vendor and location, allocated for three-year increments.

While MFS may be viewed as negative disruptors in the food service industry, they may also be viewed as critical to bolster local service capacity and to support activation of community spaces or neighbourhoods that have more limited food options. An updated policy framework would be able to moderate time and space for MFS to operate, possibly focusing on peak demand periods and in designated locations only.

Current challenges to operating MFS in the City include:

- No private property siting is permitted, limiting opportunities for potentially suitable locations such as parking lots and open areas to be utilized;
- The operation of a Food Truck is permitted only at specific events, thereby significantly restricting their operation;
- The operation of Food Carts is permitted only at a limited number of locations;
- Once allocated, Food Cart designated locations are for a three-year period thereby 'locking' a location for an extended period of time;
- The operating times and locations for Food Trucks to operate are approved on a case-by-case basis, creating ambiguity and uncertainty for business owners;
- The permitting of MFS in the City have differing application processes rather than offering a simple and efficient single-window process.

### **Pilot Programs: 2020/2021**

With the gradual lifting of COVID-19 restrictions, staff initiated a Pilot Summer Food Truck Program for the month of August in 2020 and again during July/August in 2021. The purpose of the programs was to support the continued safe use of outdoor spaces and to respond to the increased use of City parks, as well as to assess local market demand for outdoor dining options.

An invitation was sent out to all Food Truck owners that had received a City Business Licence in the previous two years. Designated locations where the Food Trucks could operate were selected based on a number of criteria including popularity of the area, availability of space for eating and access to safe parking.

**2020 Pilot:** For 2020, one curbside location on 300 E Esplanade (in The Shipyards Brewery District) was selected to be operational seven days a week for the month of August. Six Food Trucks registered for various dates throughout the month. Some did not return to their assigned dates on the Monday to Thursday and on Sunday as sales were limited; Saturday was reported to be the most profitable day. This August 2020 pilot indicated limited public demand on weekdays.

**2021 Pilot:** The approach expanded for 2021 with five locations available but only operating for three days a week. There was a total of six Food Trucks that signed up to take part in the 2021 pilot. The format was as follows:

- Days: Friday, Saturday & Sunday from July 1 to August 31

- Time: Friday 3pm – 9pm / Saturday and Sunday 11am – 9pm
- Curbside Locations:
  - Ray Perrault Park (Grand Boulevard West)
  - East Esplanade (300 Block East Esplanade)
  - Waterfront Park (South side of West Esplanade)
  - Mahon Park (18<sup>th</sup> & Jones)
  - The Shipyards

The program for 2021 was discouraging as there was inconsistent participation from Food Truck operators which made it challenging to promote the daily/weekly offerings for each location. Anecdotal feedback from the operators was that they experienced less than profitable numbers of customers.

**COUNCIL POLICY**

XX Community and Partner Engagement

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<b>Policy Name</b>	Mobile Food Services Policy: Pilot Program
<b>Policy Number</b>	XXXX
<b>Effective Date</b>	May 17 2022
<b>Approved By</b>	Council

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**PURPOSE**

This policy provides an interim framework for the approval of the operation of Mobile Food Service (MFS) operators (commonly referred to as Food Trucks and Food Carts) at designated sites within the City. This policy supersedes the previously issued policies: Mobile Food Vendors (2016) and the Mobile Food Carts (2017).

**POLICY**

Administration of this Policy is delegated by Council to the Department Director, Community and Partner Engagement. The Director, Community and Partner Engagement has the authority to approve or deny any application received under this policy.

This policy regulates the permitting of two types of MFS operators – Food Trucks and Food Carts. Mobile Food Canteens and Ice-Cream Vendors are excluded from this policy.

This policy establishes a Pilot Program for 2022 that permits MFS operators to operate in approved locations and on select dates, referred to as slots, for seasonal activation. This policy also streamlines the application process for MFS operators at City of North Vancouver-approved events and at private functions where operators may be required to be sited on City or private land. For private events where operators are requested on private property that is not permissible under *Zoning Bylaw, 1995, No 6700*, an additional Special Event Permit will be required.

Outside of approved events, MFS operators may only operate at designated and approved slots through the application process noted below in Section 4. For events, applications are considered on a rolling basis throughout the year and permitted following approval by City staff and North Vancouver Recreation and Culture staff where relevant. Not all locations in the City indicated in Schedule A are accessible for all types of MFS operators; some designated sites will be permitted for Food Carts only.

For events that are utilizing MFS operators to feed their patrons/guests, a list of operators with valid City-issued Business Licences may be requested from City staff. MFS operators without valid City Business Licences will not be able to operate in the City.



## Policy Summary:

Type of MFS Operator	Permitted Operation	Process
Food Truck Or Food Cart	- At approved events; on City or private property	- Open to applications all year - Street Use permit may be required
	- Designated slots in seasonal pilot	- Applications before May 30, 2022; seasonal slots allocated June 6, 2022. Remaining slots with open intake until October 30.

## CURRENT DEFINITIONS

The definitions noted below are extracted from the *Business Licensing Bylaw, 2018, 8640*.

Food Truck, Mobile means a vehicle with cooking equipment that produces smoke or grease laden vapours in a confined compartment;

Mobile Food Cart shall mean any wagon, cart, kiosk, table or vehicle other than a Food Truck from which food, confectionary or beverage is offered for sale;

## REQUIREMENTS

### 1.0 Primary Jurisdiction

- 1.1 Event organizers for events on public (City-owned) and private property that wish to have MFS operators are to ensure that the operators conform to all municipal requirements.
- 1.2 Municipal approval is required for all events on City-owned property.

### 2.0 General Requirements for all Mobile Food Service operators

- 2.1 MFS that operate in the City of North Vancouver are required to have a valid City of North Vancouver business licence for each vehicle.
- 2.2 As a requirement to obtain a business licence, each MFS operator must carry Commercial General Liability Insurance coverage that names the City of North Vancouver as an additional insured to the policy. MFS owners are required to provide and maintain liability insurance coverage that meets the following minimum requirements. Should you have any questions regarding insurance requirements, please contact the Insurance and Risk Advisor at 604-983-7302.
  - Inclusive limit of \$5,000,000;
  - Cross Liability Clause;
  - \$2 million automobile liability insurance;
  - City of North Vancouver named as an Additional Insured; and

- 30 day written notice of any material change or cancellation of Policy.
- 2.3 The Business Licence must be displayed on the vehicle while in operation. The business licence does NOT give the MFS operator the right to vend food ad hoc on the City's streets as per the City's Street and Traffic Bylaw.
- 2.4 Any MFS operator carrying out business in the City of North Vancouver also has to have:
- City of North Vancouver Fire Department approval by meeting all the requirements contained within Section 705 (4) of the Fire Bylaw No. 7709;
  - BC Health Authority "Permit to Operate" (This can be issued by any Health Authority in BC and confirms the food handling practices meet provincial health standards);
  - Clearance letter and in good standing from WorkSafeBC (or exemption).
- 2.5 MFS operators must prevent the disposal of any materials, including rinse or wash waters, any spilled materials or any waste, into catch-basins, streets, gutters, storm drains, or creeks.
- 2.6 No MFS operator or other vehicle or equipment cleaning or maintenance is to be performed on site. Vehicles and equipment must be free of leaking fluids.
- 2.7 Operators must conduct daily cleanup of the location within a 10 metre radius of the vehicle location. Garbage and waste will be recycled or disposed of properly off-site by the operator. Use of City garbage/recycling receptacles is prohibited. Disposal of any liquid waste into adjacent bodies of water or City drains is prohibited.
- 2.8 MFS operators must provide their own independent sources of potable water and power except for operations at the Shipyards.
- 2.9 The vehicle or cart is restricted to the specific location that has been designated and approved by the City and is prohibited from remaining overnight. Vehicles and carts must not be left unattended.
- 2.10 Storage is limited to the vehicle. Free-standing storage units are prohibited.
- 2.11 Vehicle pick-up and drop-off must occur from the adjacent street or approved parking lots. Vehicles are prohibited from driving on sidewalks or pathways to access the designated locations. For loading and unloading, vehicles must obey all street and traffic bylaw provisions and obey all posted signs and restrictions.

- 2.12 Relocation of an MFS may be required on a temporary basis to accommodate City approved events or construction/repairs of City infrastructure in or close to the designated locations. Advance notice of such relocations will be given when possible.
- 2.13 Vehicles must be maintained in good operating condition as well as with a high standard of appearance.
- 2.14 Approval of the Business Licence Inspector is required before making any changes to the vehicle. Display boards are considered to be part of the vehicle and must be approved.
- 2.15 Failure to comply with one or more of the above conditions may result in enforcement action against the Business Licence.

### **3.0 Specific Requirements**

#### **3.1 Mobile Food Service operators at Events**

- 3.11 The business licence must be on display for the specific MFS operator at all events and must be provided to the event organizer on request.
- 3.12 MFS operators may park only in locations approved by the event organizer, in conjunction with City Staff, in order to ensure that they are located in a safe and accessible manner, do not block fire hydrants, sidewalks, or fire lanes, do not interfere with traffic or event/other activities; and are consistent with all City parking rules, regulations and other policies.
- 3.13 MFS operators must comply with all requests of City staff related to the safety of the venue or the proper functioning of a City event, including requests to leave the venue or relocate.

#### **3.2 Food Carts**

- 3.21 Each Food Cart is allowed two folding chairs for customers and a tent/canopy for weather protection; no additional furniture or objects are permitted.
- 3.22 Food carts will be designed to meet the following dimensions:
  - Maximum 1.5 metres (5') in overall length.
  - Maximum 1.2 metres (4') in overall width.
  - Maximum 1 metre (3' 3") solid bottom of kiosk with additional 1 metre (3' 3") of clear open structure above.

## **PROCESS**

### **4.0 Application Requirements**

#### **4.1 Slot Allocations**

- 4.1.1 Applicants must be the owner of the business.
- 4.1.2 Applicants must hold a valid Business Licence for the City of North Vancouver.
- 4.1.3 All requirements set out in Section 2 must be met prior to submitting an application.

#### **4.2 Event Applications**

- 4.2.1 Applications may be submitted through an event organizer on behalf of the MFS operator. A Special Event Permit is required.
- 4.2.2 Applicants must hold a valid Business Licence for the City of North Vancouver.
- 4.2.3 If a private event requires MFS operators to be located on City property that is curbside, the event organizer is required to apply for a Street Use Permit.

### **5.0 Application Process**

- 5.1 Submit an application for preferred slot(s) by May 30, 2022. Inquiries should be addressed to the Business Licence Inspector.
- 5.2 The following information must be included with the application for a slot(s):
  - A colour photo or detailed plan of the vehicle;
  - Dimensions of the vehicle;
  - Proposed signage;
  - A description of the proposed products to be sold and methods of preparation/storage;
  - Identification of preferred slot(s). See Map of Locations for approved locations.
- 5.3 Available slots that have more than one applicant who meet all the MFS operator requirements will be awarded by random draw. Applicants may be present to witness the draw and all applicants will be notified of the resulting status of their application by June 6, 2022.

- 5.4 No more than 16 slots will be issued per applicant. A second round of additional slots may be considered and approved if no other application(s) is/are received for the desired location after June 15, 2022.
- 5.5 MFS operators will be required to pay a fee for allocated slots at the time of confirmation. Each slot allocation will be charged at a rate indicated in Schedule C.
- 5.6 Applications for the slot allocation at the Shipyards must not prepare and serve food that is deemed to be in competition with the food services provided in the immediate vicinity.

#### DOCUMENT HISTORY

Date	Action	By



## **Schedule A**

(See Map)

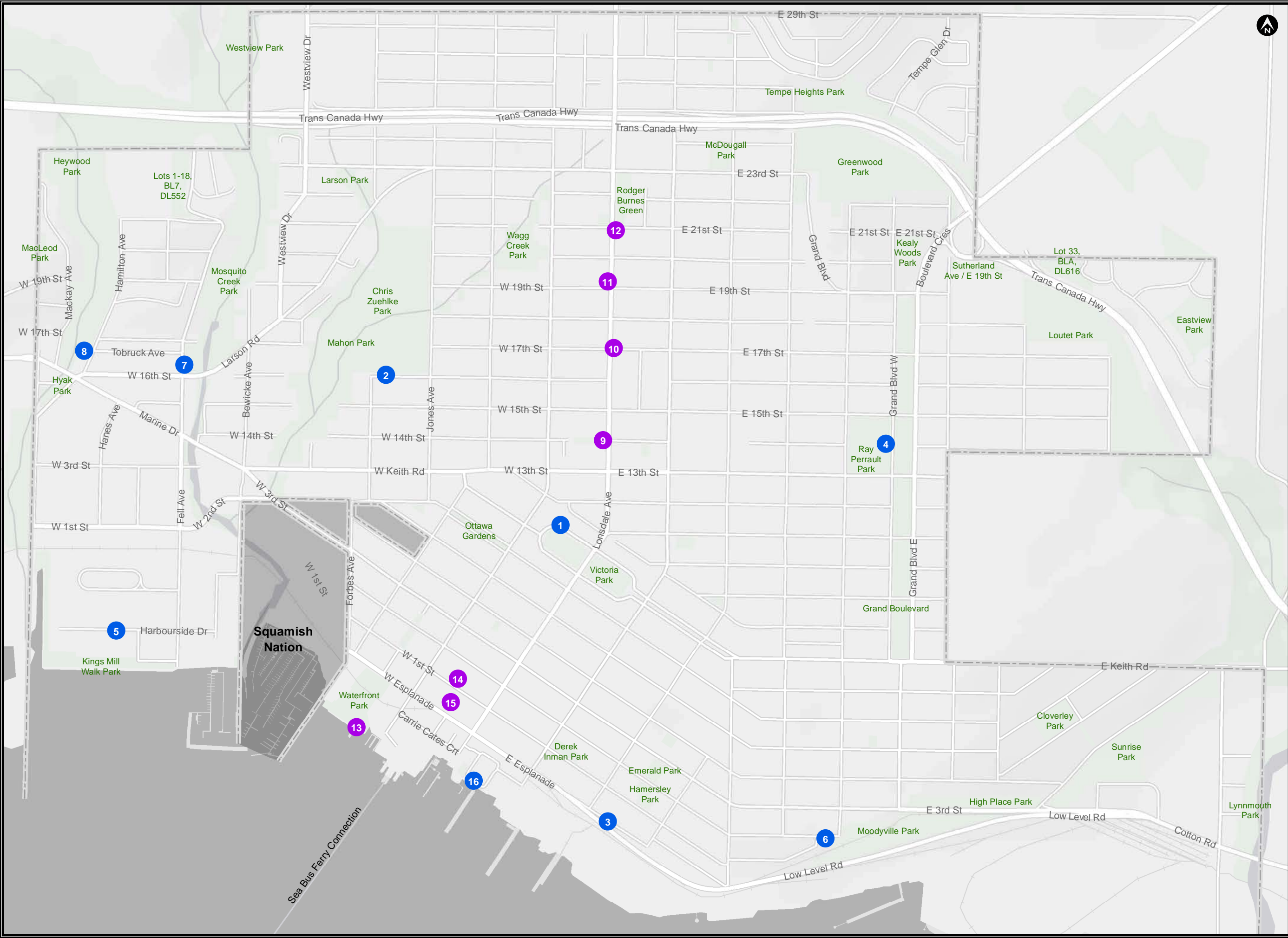
### **Designated Locations for 2022 Mobile Food Services Pilot Program**

Address	Zone
<b>FOOD TRUCKS AND FOOD CARTS PERMITTED</b>	
1. Victoria Park (West side near washrooms)	P-1
2. Mahon Park (North side of 400 Block W 16th St)	P-1
3. 300 E Esplanade	M-4
4. Ray Perrault Park (at Grand Blvd W)	P-1
5. Kings Mill Walk Park (at Harbourside Pl)	P-1
6. Moodyville Park (Moody Ave at E 2nd St)	P-1
7. Mosquito Creek Park (East side of 1600 Block Fell Ave)	P-1
8. Heywood Park	P-1
<b>FOOD CARTS ONLY PERMITTED</b>	
9. Lonsdale Ave at 14th St, Civic Plaza (141 W 14th St) or Lonsdale Sidewalk frontage	Part of the plaza is zoned CD-505
10. Lonsdale Ave at 17th St, Southeast corner (1650 Lonsdale Ave)	CD-562
11. Lonsdale Ave at 19th St, Northwest corner (1905 Lonsdale Ave)	C-2
12. Lonsdale Ave at 21st St, Southeast corner (2032 Lonsdale Ave)	C-2
13. Waterfront Park near Goldsworthy Pier ( no vehicle access)	P-1
14. Jack Loucks Court	CD-450
15. Rogers Plaza	CD-430
16. Shipyards	CD-393

**Each application must clearly identify their preferred location(s).**

\*Shipyards operates with unique slots and fees

SOME LOCATIONS MAY PERMIT MULTIPLE VENDORS; TO BE DETERMINED BY STAFF



City of North Vancouver

Food Truck and Food Cart Locations

Legend

- # Truck or Cart
- # Cart only

1. Victoria Park (near 130 W Keith Rd)
2. Mahon Park (North side of 400 Block W 16th St)
3. 300 Block E Esplanade (South side of road, across from 322-330 E Esplanade)
4. Ray Perrault Park (at Grand Blvd W)
5. Harbourside Dr (near 889 Harbourside Dr)
6. Moodyville Park (Moody Ave at E 2nd St)
7. Mosquito Creek Park (East side of 1600 Block Fell Ave)
8. Heywood Park
9. Lonsdale Ave at 14th St, Civic Plaza (141 W 14th St) or Lonsdale Sidewalk frontage
10. Lonsdale Ave at 17th St, Southeast corner (1650 Lonsdale Ave)
11. Lonsdale Ave at 19th St, Northwest corner (1905 Lonsdale Ave)
12. Lonsdale Ave at 21st St, Southeast corner (2032 Lonsdale Ave)
13. Waterfront Park near Goldsworthy Pier
14. Jack Loucks Court
15. Rogers Plaza
16. The Shipyards (Wallace Mews South)



**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

PUBLISHED: May 02, 2022  
FILE: FoodTrucks\_11x17  
PATH: H:\CNV\_Maps\Community\_and\_Partners\Engagement\StreetVending\  
COORDINATE SYSTEM: NAD 1983 UTM Zone 10N



## **Schedule B**

### **Designated dates when Mobile Food Services may operate: 2022**

MONTH	DAYS OF THE WEEK	SPECIFIC DATES
June	Thursday, Friday, Saturday	2, 3, 4, 9, 10, 11, 16, 17, 18, 23, 24, 25, 30
July	Wednesday, Thursday, Friday, Saturday, Sunday	1, 2, 3, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 20, 21, 22, 23, 24, 27, 28, 29, 30, 31
August	Wednesday, Thursday, Friday, Saturday, Sunday	3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26, 27, 28, 31
September	Thursday, Friday, Saturday	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30
October	Thursday, Friday, Saturday	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 27, 28, 29

### **Designated hours of operation for Mobile Food Services: 2022**

MONTH	DAYS OF THE WEEK	SPECIFIC HOURS
June	Thursday, Friday, Saturday	11am – 9pm
July	Wednesday, Thursday, Friday, Saturday, Sunday	Wed, Thu, Sun: 11am – 9pm Fri – Sat: 11am – 10pm
August	Wednesday, Thursday, Friday, Saturday, Sunday	Wed, Thu, Sun: 11am – 9pm Fri – Sat: 11am – 10pm
September	Thursday, Friday, Saturday	11am – 9pm
October	Thursday, Friday, Saturday	11am – 9pm

### **Shipyards Location ONLY: 2022**

*Shipyards location will have regular festival and event programming outside of the Pilot Program*

MONTH	DAYS OF THE WEEK	SPECIFIC HOURS
July	Sunday	12pm-9pm
August	Sunday	12pm-9pm
September	Monday through Sunday	12pm-9pm
October	Monday through Sunday	12pm-9pm

## **Schedule C**

### **Designated Fees for Mobile Food Services Pilot Program: 2022**

Annual Food Truck Business Licence	\$200.00
Food Truck Slot Allocation per day	\$50.00
Food Truck Slot Allocation per day - Shipyards	\$125
Annual Food Cart Business Licence	\$105.00
Food Cart Slot Allocation per day	\$25.00
Special Event Permit	\$50
Street Use Permit	\$80 + \$4 GST

Maximum fees to be charged as part of the Pilot Program are as follows. Special event permits will be an additional fee as indicated in the table above:

- Food Truck:  $\$200 + \$650 = \$850$  (Business Licence plus maximum slot fees to be charged)
- Food Cart:  $\$105 + \$325 = \$430$  (Business Licence plus maximum slot fees to be charged)

## MOBILE FOOD SERVICES - PILOT PROGRAM 2022

### What is the Mobile Food Services Pilot Program for 2022?

The Pilot Program builds on existing City policy to permit Mobile Food Services. The Pilot Program will permit Food Trucks and Food Carts to operate at 16 designated approved locations through the City of North Vancouver (see attached Map). The Program also allows for Food Trucks and Food Carts to apply to locate on private property, in addition to public property, for special events.

### How does it work?

Licensed operators can apply to operate on certain dates and times (slots) at designated locations throughout the City. Food Trucks will be able to apply for up to 8 locations and Food Carts can apply to operate at all 16 locations. The City will post on social media and the City website to keep the public updated with locations and vendors.

For events, applications will continue as per usual practice with the City. A valid Business Licence is required and a Street Use Permit or a Special Event Permit may need to be issued upon review from City staff.

### Who can apply?

Any Food Truck or Food Cart operator with a valid City of North Vancouver Business Licence can apply. Operators do not need to be a resident business in the City to apply.

### How are the selections made for each slot allocation?

Food Truck/ Cart operators must submit a completed application form on or before May 30. Staff will assign slots and confirm allocations with the applicants directly. If more than one application is received for the same slot, staff will strive to ensure equity and transparency especially for anticipated high-traffic locations. In some locations, there may be opportunity to situate more than one vendor. Staff will make the appropriate recommendation based on considerations of safety and use of public property. All applicants will be notified of slot allocations by June 6; payments will be due within 7 days.

### When and where will the Pilot Program operate?

The Pilot Program will operate from May 17 to October 30, 2022. Locations where Food Trucks and Food Carts can apply to operate can be seen in the attached map.

May 17 - May 30	June 3-6	June 15	October 30
Applications accepted	Slot allocations confirmed	Open for rolling applications	Program closes

### How will the community know what Food Trucks and Carts will be operating?



The City will post updated information on social media and the City website to keep the public current with locations and vendors.

## **FAQs**

### **1. What is a Food Truck?**

- As defined in the Business Licencing Bylaw, a Food Truck means a vehicle with cooking equipment that produces smoke or grease laden vapours in a confined compartment.

### **2. What is a Food Cart?**

- As defined in the Business Licencing Bylaw, a Food Cart means any wagon, cart, kiosk, table or vehicle other than a Food Truck from which food, confectionary or beverage is offered for sale.

### **3. When and where can I operate my Food Truck?**

- For a singular event, you can apply at any time and request a specific date and time to operate. A minimum of two weeks advance notice is suggested. Typically event organizers will submit this request on behalf of the Food Truck operator(s). You may apply for any location on City or private property; each request is reviewed by staff for location-specific safety and community concerns.
- To participate in the 2022 Pilot Program, you can apply for a slot allocation for a specific location (16 locations) on a specific date (Pilot Program runs from May 17, 2022 – October 30, 2022). See the Map of Locations in the Policy.

### **4. How do I apply?**

- All Food Truck/ Cart operators require a valid City of North Vancouver Business Licence to apply. If you do not have a current Business Licence, you may submit an application for a Licence together with your Pilot Program submission.
- An application form for the Pilot Program must be submitted for each Food Truck/Cart. One application is required, whether you are requesting one slot or multiple slots. Application forms can be downloaded from the City of North Vancouver website, or emailing [gateway@cnv.org](mailto:gateway@cnv.org) or calling 604-985-7761.
- Applications for initial slot allocations will be accepted between May 17-30, 2022. Slot allocations will be issued the week of June 6, 2022. Each Food Truck/Cart may apply for an initial maximum of 16 slots. A second round of slot allocations will be made after June 15.

### **5. How do I get a City of North Vancouver business licence?**

- Apply through the City online: <https://www.cnv.org/Property-and-Development/Business-Licences/Applying-for-a-Business-Licence>
- Call Gateway at 604-985-7761 for assistance or email [gateway@cnv.org](mailto:gateway@cnv.org).

**6. Do I need to have a City of North Vancouver business address?**

- Food Truck/Cart operators do not need to be a business resident in the City of North Vancouver.

**7. When does the Pilot Program start and finish?**

- The Pilot Program will launch following approval from Council in May 2022.
- The Pilot Program will be in operation from May 17 – October 30, 2022.

**8. What is a slot?**

- A slot is a designated date, time and location for a Food Truck or Food Cart to operate during the Pilot Program.

**9. How much does a slot cost? When do I pay?**

- There are 3 different types of rates for individual slots:
  - i. Food Truck slot rate: \$50 to a maximum charge of \$650
  - ii. Food Cart slot rate: \$25 to a maximum charge of \$325
  - iii. Shipyards slot rate: \$125
- Once the maximum charge is reached, operators will not pay for additional slot allocations assigned during the Pilot Program.
- Payment for slots are due 7 days following confirmation from City staff regarding slot allocations.

**10. How do I cancel a slot?**

- If you have been approved for a slot and need to cancel the booking, email [licence@cnv.org](mailto:licence@cnv.org) or call 604-985-7761.
- Refunds will be provided if 72 hours of notice is provided.
- Slots that are cancelled will become immediately available to other Food Truck/Cart operators for booking.
- Operators that do not show up for their designated slots will forfeit their remaining slot allocations following two or more “no-shows”.

**11. How many slots can I apply for?**

- During the first round of applications (May 17 – 31, 2022) operators may apply for a maximum of 16 slots.
- Once staff have assigned slots through this initial application process, all remaining open slots will be made available to interested MFS operators through a second round of allocations.

**12. Why does it cost more for a slot at The Shipyards?**

- The Shipyards location provides utility hook-ups for Food Trucks to operate, and staff are required to be present to provide access and egress support as well as maintain public seating, waste management and cleaning of public washrooms.

**13. What happens if I paid for a slot but I can't use it?**

- If you are unable to utilize your slot, please let the City know as soon as possible. See FAQ #11 above.
- Refunds will be provided if 72 hours of notice is provided.
- Slots that are cancelled will become immediately available to other Food Truck/Cart operators for booking.
- Operators that do not show up for their designated slots may be required to forfeit their remaining slot allocations following two or more "no-shows".

**14. Why is the program only seasonal?**

- This Pilot Program will allow for the City to try out a more flexible, broad program to determine the opportunities and challenges with operating an annual Mobile Food Services program.
- Lessons learned during the pilot, together with input from residents and businesses in our community, will be incorporated into a fulsome report back to Council in fall 2022 in order to develop an annual program and make necessary regulatory and policy changes.



# COUNCIL POLICY

02 Business and Community Partnerships

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<b>Policy Name</b>	Mobile Food Vendor (Food Truck) Policy
<b>Policy Number</b>	C57D
<b>Effective Date</b>	April 4, 2016
<b>Approved By</b>	Council

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## PURPOSE

This policy is to provide the framework for the approval of Mobile Food Vendors (commonly referred to as Food Trucks) at City Approved Events on City Land and private events where Food Trucks are required to park on City land.

## POLICY

The purpose of this Policy Statement is to regulate the permitting of Mobile Food Vendors at City of North Vancouver approved events and at private functions where mobile food vendors may be required to be sited on City land.

For Events that are hosting mobile food vendors to feed their patrons/guests, a list of vendors with City Business Licences will be provided by City Staff. Mobile Food Vendors without City Licences will not be able to operate in the City.

With the exception of Mobile Food Canteens at Construction and Film Production sites, Mobile Food Vendors may only sell at times and locations approved by City staff (and North Vancouver Recreation and Culture staff for City of North Vancouver Parks).

Mobile Food Canteens which service construction sites and film productions are exempt from this policy and are governed by the Business Licence Bylaw. Food Carts are covered by pre-existing City of North Vancouver guidelines.

## DEFINITIONS

**Mobile Food Canteen** - prepares and/or serves food but does not cook and/or produce grease laden vapours.

**Mobile food vendor** - includes but is not limited to vehicles, trailers, and carts with cooking equipment that produce smoke or grease laden vapours in a confined compartment.

## PROCEDURE

### 1.0 Primary Jurisdiction

Event Organisers for events on public (City-owned) and private property that wish to have mobile food vendors that must be parked on public land are to ensure that the mobile food vendors conform to all municipal requirements.

Municipal approval is required for all events on City-owned property.

## **2.0 General Requirements for all Mobile Food Vendors**

1. Mobile Food Vendors that operate in the City of North Vancouver are required to have a valid City of North Vancouver business licence.
2. This business licence permit limits the operation of mobile food vendors to specifically named and permitted events.
3. The business licence does NOT give the Mobile Food Vendor Operator the right to vend food on the City's streets as per the City's Street and Traffic Bylaw.
4. Any mobile food vendor operating in the City of North Vancouver has to have:
  - City of North Vancouver Fire Department approval by meeting all the requirements contained within Section 705 (4) of the Fire Bylaw No. 7709.
  - BC Health Authority "Permit to Operate". (This can be issued by any Health Authority in BC and confirms the food handling practices meet provincial health standards.)
  - BC Safety Authority "Mobile Outdoor Food Service Certification".
5. The Mobile Food Vendor business licence must be on display for the specific vehicle at all events.
6. The mobile food vendor operator should be aware that they need approval from the event organiser to be there.
7. All mobile food vendors operating at events will need to show the event organizer the Business Licence from the City.
8. Mobile Food Vendors may park only in locations approved by the Event Organizer, in conjunction with City Staff, in order to ensure that they are located in a safe and accessible manner, do not block fire hydrants, sidewalks, or fire lanes, do not interfere with traffic or event/other activities; and are consistent with all City parking rules, regulations and other policies.
9. If a private event requires mobile food vendors to be located on Wallace Mews, the event organizer is required to pay for a Street Use Permit and signage to permit the mobile food vendor to park where metered parking is impacted. This permit is to be obtained from the office of the Manager, Business Services.
10. Mobile Food Vendors must comply with all requests of City officials/staff related to the safety of the venue or the proper functioning of the City event, including requests to leave the venue or relocate.
11. Each Mobile Food Vendor must carry Commercial General Liability Insurance coverage that names the City of North Vancouver as an additional insured to the policy, in an amount to be determined by the City of North Vancouver's Insurance and Risk Advisor.
12. Mobile Food Vendors must prevent the disposal of any materials, including rinse or wash waters, any spilled materials or any waste, into catch-basins, streets, gutters, storm drains, or creeks.



13. No mobile food vendor or other vehicle or equipment cleaning or maintenance is to be performed on site.
14. Vehicles and equipment must be free of leaking fluids.

### **3.0 Construction Site & Film Production Mobile Food Canteens**

Mobile Food Canteens serving construction sites and Film productions are only allowed within project boundaries and to specific productions and only by direct invitation of the construction site superintendent or the Film Location Manager. Therefore they are to be considered to be subcontractors or invitees of the construction contractor, and this policy does not apply to them.

#### **DOCUMENT HISTORY**

<b>Date</b>	<b>Action</b>	<b>By</b>
April 4, 2016	Approved	Council



# COUNCIL POLICY

## 02 Business and Community Partnerships

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<b>Policy Name</b>	Mobile Food Cart Policy
<b>Policy Number</b>	2017-002
<b>Effective Date</b>	April 3, 2017
<b>Approved By</b>	Council

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### PURPOSE

The purpose of this policy is to provide a standard for approving and regulating Mobile Food Carts in the City of North Vancouver with the goal to contribute to the animation of public spaces. A Mobile Food Cart is defined as any wagon, cart or kiosk from which food, confectionary or beverage is offered for sale on approved City streets, plazas, parks or other public locations.

### POLICY

Administration of this Policy is delegated by Council to the Director of Community and Partner Engagement Department. The Director, Community and Partner Engagement has the authority to deny any application received under this Policy.

### PROCEDURE

#### A. Application Requirements

1. Submit an Expression of Interest letter for preferred location(s) by Friday, of the first week in October (decision may be awarded by random draw process - see section A5 below). Letters to be addressed to the Business Licence Inspector.
2. Applicants must be the owner of the business.
3. The following information must be included with the Expression of Interest for a Mobile Food Cart location(s):
  - A colour photo or detailed plan of the proposed Mobile Food Cart;
  - Dimensions of the Food Cart;
  - Proposed signage;
  - A description of the proposed products to be sold and methods of preparation/storage;
  - Identification of preferred location(s) (see Schedule A for approved locations);
4. Once locations have been allocated a separate business licence application for each location must be submitted. The following are conditions of the Business Licence:
  - Valid BC Health Authority Mobile Food Permit to Operate (Section B3);
  - Inspection and confirmation that the "General Fire Safety Requirements" from the City of North Vancouver Fire Department have been met (Section B4);
  - Appropriate design dimensions (Section C2); and
  - Valid insurance policy as determined by the City of North Vancouver (Section E1).

5. Available locations that have more than one applicant who meet all the Mobile Food Cart Policy requirements will be awarded by random draw. Applicants may be present to witness the draw and all applicants will be notified of the resulting status of their application.
6. No more than two (2) locations will be issued per owner. Additional locations may be considered and approved if no other application(s) is/are received for the desired location.
7. Mobile Food Carts operating in The Shipyards and Foot of Lonsdale will be required to meet Sections B2, B3, B4 and E of this Policy.

B. Operational Requirements

1. Vendors must commit to operate at approved locations. Vendors must initiate operations from the location no later than 10 days after suitable weather begins in the spring/summer months and operate a minimum of 5 hours a day, 5 out of 7 days per week weather permitting. As the goal is to animate public spaces regular operating hours and days is essential.
2. Vendors must comply with the "Mobile Food Premises" Guidelines issued by Vancouver Coastal Health (VCH). For more information contact VCH Environmental Health at 604-983-6700 or [www.vch.ca](http://www.vch.ca).
3. Vendors must have a valid Mobile Food Permit issued by a B.C. Health Authority.
4. Vendors must comply with the "General Fire Safety Requirements" for Mobile Food Vendors issued by the North Vancouver City Fire Department. For more information contact the North Vancouver City Fire Department at 604-980-5021 or [www.cnv.org](http://www.cnv.org).
5. Garbage and waste will be recycled or disposed of properly off-site by the operator. Use of City garbage/recycling receptacles is prohibited. Disposal of any liquid waste into adjacent bodies of water or City drains is prohibited.
6. Mobile Food Carts must provide their own independent sources of potable water and power.
7. Vendors must conduct daily cleanup of the location within a 10 metre radius of the vending cart.
8. The Mobile Food Cart is restricted to the specific location that has been designated and approved by the City.
9. The Mobile Food Cart is prohibited from remaining overnight.
10. Storage is limited to the Mobile Food Cart. Free-standing storage units are prohibited.
11. The sale of popcorn, bird seed and any other loose confectionery seed product (e.g. sunflower seeds) is prohibited.
12. Mobile Food Carts licensed to operate at Waterfront locations must receive approval from the event organizer if the area is booked for an event.
13. Mobile Food Cart pick-up and drop-off must occur from the adjacent street or approved parking lots. Vehicles are prohibited from driving on sidewalks or pathways to access the designated locations.

14. Relocation of a Mobile Food Cart may be required on a temporary basis to accommodate City approved events or construction/repairs of City infrastructure in or close to the designated locations. Advance notice of such relocations will be given when possible.
15. Mobile Food Carts must be maintained in good operating condition as well as with a high standard of appearance.
16. Business Licence Inspector approval is required before making any changes to the Mobile Food Cart. Display boards are considered to be part of the food cart and must be approved.
17. Mobile Food Carts shall not be left unattended.
18. Each Mobile Food Cart is allowed two folding chairs and a tent/canopy for weather protection; no additional furniture or objects are permitted.
19. Deep frying is prohibited.

Failure to comply with one or more of the above conditions may result in enforcement action against the Business Licence.

#### C. Cart Design

1. Food carts must be constructed with the consultation and approval of the City of North Vancouver, Business Licence Inspector (604-983-7356) and a B.C. Health Authority For more information contact Vancouver Coastal Health at (604-983-6700).
2. Food carts will be designed to meet the following dimensions:
  - Maximum 1.5 metres (5') in overall length.
  - Maximum 1.2 metres (4') in overall width.
  - Maximum 1 metre (3' 3") solid bottom of kiosk with additional 1 metre (3' 3") of clear open structure above.

#### D. Business Licence

1. The Mobile Food Cart Business Licence is not transferable to another owner/operator.
2. The Business Licence must be displayed on the food cart while in operation.
3. Operators must submit an Expression of Interest letter annually by the deadline noted in A1 above. For operators that have held a business licence in the previous year, automatic renewals will be allowed for three additional consecutive years subject to compliance with this Policy. At the end of the three years locations will be available to all interested parties and decided as per Section A5 above.

Applications will be received at any time during the year for locations that have not been allocated as per Section A5.

#### E. Insurance

1. Mobile Food Cart owners are required to provide and maintain liability insurance coverage that meets the following minimum requirements:



- Inclusive limit of \$5,000,000;
- Cross Liability Clause;
- City of North Vancouver named as an Additional Insured; and
- 30 day written notice of any material change or cancellation of Policy.

2. A Business Licence will not be issued until proof of insurance has been received and approved by the Business Licence Inspector. Should you have any questions regarding insurance requirements, please contact the Insurance and Risk Advisor at 604-983-7302.

## AUTHORITY

Specify what body or legislation grants the rights to impose the policy (i.e. federal, provincial or local regulation) (e.g. Community Charter, SBC, 2003 or Local Government Act, RSBC, 1996)

## REFERENCES

List known documents linked to the policy document, such as corporate bylaws, reports, guides and the policy procedure.

## DOCUMENT HISTORY

Date	Action	By
April 3, 2017	Approved	Council
June 24, 2019	Revised	Council

# Schedule A

## Street Food Vending Locations




1. Lonsdale Avenue at 14<sup>th</sup> Street, Civic Plaza (141 West 14<sup>th</sup> Street) **or** Lonsdale Sidewalk frontage
2. Lonsdale Avenue at 17<sup>th</sup> Street, Southeast corner (1650 Lonsdale)
3. Lonsdale Avenue at 19<sup>th</sup> Street, Northwest corner (1905 Lonsdale)
4. Lonsdale Avenue at 21<sup>st</sup> Street, Southeast corner (2032 Lonsdale)
5. Waterfront Park near Goldsworthy Pier
6. Foot of Harbourside Place **or** Fell Avenue in Harbourside Business Park
7. Jack Loucks Court
8. Rogers Plaza

**Each application must clearly identify their preferred location(s).**



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 Director	 Deputy CAO	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**NORTH VANCOUVER RECREATION & CULTURE COMMISSION**  
**STRATEGIC & CORPORATE SERVICES**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Lori Phillips, Public Art Officer, North Vancouver Recreation & Culture Commission  
Robert Skene, Deputy Director, Strategic and Corporate Services

Subject: PUBLIC ART DE-ACCESSIONING – “WHITE WINDS” AND “BEYOND THE FOUNTAIN”

Date: March 21, 2023 File No: 08-3010-01-0001/2023

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

**RECOMMENDATION**

PURSUANT to the report of the Public Art Officer and the Deputy Director, Strategic and Corporate Services dated March 21, 2023, entitled “Public Art De-Accessioning – “White-Winds” and “Beyond the Fountain” “

THAT the public artworks entitled “White Winds” and “Beyond the Fountain” integrated within the Lonsdale Quay Fountain be de-accessioned from the City of North Vancouver’s public art collection, in tandem with the removal of the fountain from the site.

**PURPOSE**

In accordance with the City of North Vancouver’s Public Art Policy and Procedures, removal of any public artworks held in the City’s collection requires the approval of Council.

**EXISTING POLICY:**

City of North Vancouver Public Art Policy and Procedures: Section “I” De-accessioning, states that:



“The North Vancouver Public Art Advisory Committee (NVPAAC) will periodically review the City’s public art inventory and make recommendations back to municipal Council on artworks that may require de-accessioning”.

## DISCUSSION

Since 1989, the City has partnered with the Quay North Urban Development on maintaining the South Quay Plaza Fountain (Fountain) and the South Plaza. (Plaza) The 37 year old Fountain is considered at end of its service life and has been out of commission since a full mechanical system failure occurred in late 2020. The Fountain needs to be substantially retrofitted or deconstructed. The costs to retrofit the Fountain to current safety, health and environmental standards are prohibitive and expected to be in excess of \$300,000. The City is planning to deconstruct the Fountain in anticipation of future Plaza improvements. Staff have submitted a project sheet for \$200,000 in the 2023 Capital Plan for Quay Plaza Improvements that would include the demolition of the Fountain.

A De-accessioning Review Panel was convened by the City’s Public Art Program in response to a request from City Staff to potentially remove the large circular fountain located on the Plaza south of the Quay Market building. The fountain features two public artworks: “White Winds” and “Beyond the Fountain”. The basis of the request points to the aging infrastructure of the fountain, coupled with future plans to upgrade and redesign the Plaza area.



Figure 1: Lonsdale Quay Fountain

### **“White Winds”, Gerald Gladstone (1985)**

The white metal sculptures at the centre of the fountain represent sail forms celebrating recreational boating in Burrard Inlet and waterways beyond. The sails lean into the wind amidst gentle 3’ water fountain plumes. The artist Gerald Gladstone (1929- 2005) was a prominent Canadian sculptor who left a legacy of public art works in Toronto, Montreal and Vancouver.

### **“Beyond the Fountain”, (2001)**

The ocean and city-themed mosaic featured in the fountain basin was the result of a Studio in the City youth employment project led by mosaic artist Bruce Walther. As part



of that program, local youth worked with the artist to design and install the colourful mosaic. Bruce Walther is a glass and mosaic artist who has lived and worked in Vancouver for over 25 years.

## The De-accessioning Review Process

The ad hoc Public Art De-accessioning Review Panel (PADRP) consisted of the following representation:

- One member from the art community;
- Two members from the NVPAAC;
- One community-at-large member; and
- Two City of North Vancouver facilities staff.

The panel was provided with the City’s Public Art De-accessioning criteria which outlines multiple reasons/situations sufficient to recommend the removal of a public artwork. The three most applicable to this situation are:

- The ongoing good condition or security of the artwork cannot be reasonably guaranteed;
- The artwork has been damaged and repair is either impractical or not feasible;
- The site is no longer accessible to the public or the physical setting is to be re-developed.

The first meeting of the PADRP (December 3, 2020) focused on gaining an understanding of the specific reasons for the request and to have an opportunity to discuss the artwork and its current condition with artist Bruce Walther. While everyone was in agreement that the artworks were in good or repairable condition, it was acknowledged that the fountain itself is an aging infrastructure that is at the end of its lifespan. The PADRP requested more specific information be compiled about the costs associated with the potential refurbishment of the fountain.

At the second meeting (July 6, 2022), the PADRP was provided with the requested estimates associated with fully upgrading the fountain’s operational systems to today’s building and environmental protection standards. The work required is significant and includes installing a new pump, stopping the fountain from draining into the ocean, removing the confined mechanical space under the fountain for safety reasons, creating a new electrical room, redirecting electrical power off of TransLink property, fixing mosaic damage and bringing plumbing up to present day pool standards.

After careful consideration of the situation and a review of the estimated costs for the upgrades, the PADRP was in agreement that further attempts to repair or refurbish the fountain were impractical and essentially not feasible. With this understanding the panel passed the following recommendations for City Council:

**“THAT the De-accessioning Review Panel support the request to remove the Lonsdale Quay Fountain, including “White Winds” and the “Beyond the Fountain” mosaic due to costs associated with its full refurbishment;**

**THAT every effort be made to repurpose “White Winds” and the artistic tiles on site;**

**THAT the fountain art be properly documented and archived;**

**AND THAT the City and the Lonsdale Quay be strongly encouraged to continue to financially support high caliber community public art projects in and around Lonsdale Quay.”**

**(CARRIED)**

The PADRP’s recommendations were presented to the North Vancouver Public Art Advisory Committee for their comment at the August 11, 2022 meeting. Upon consideration of the matter the committee included a motion of support for the PADRP’s recommendations.

#### **FINANCIAL IMPLICATIONS:**

While the two public artworks are in reasonable condition, they are integrated within a fountain that is considered at end of its service life. To retain the artworks the City would be required to cover the cost to retrofit the fountain. The estimate to refurbish the fountain’s mechanical systems to bring the entire system up to current safety, health and environmental standards has been estimated at \$300,000.

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

Municipal staff from the following departments have been actively participating in the review of this de-accessioning request: Strategic & Corporate Services, Engineering Parks & Environment, and North Vancouver Recreation and Culture Commission.

The PADRP’s recommendations regarding the documenting and repurposing of the artworks have been noted and will be considered within the parameters of the City of North Vancouver’s Public Art Policy and Procedures, as well as its recommendation regarding the continued support for public art in the Lonsdale Quay area.

RESPECTFULLY SUBMITTED:



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Lori Phillips, Public Art Officer,  
North Vancouver Recreation & Culture  
Commission



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Robert Skene, Deputy Director,  
Strategic & Corporate Services





 Division 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: Siobian Smith, Manager, Economic Development

Subject: COPPERPENNY DISTILLING APPLICATION FOR CHANGE OF  
LIQUOR SERVICE HOURS

Date: March 22, 2023 File No: 13-6750-01-0001/2023

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**RECOMMENDATION**

PURSUANT to the report of the Manager, Economic Development, dated March 22, 2023, entitled "Copperpenny Distilling Application for Change of Liquor Service Hours":

**THAT** Option 1 be endorsed to support undertaking a public consultation process to solicit community feedback for this application for a permanent change of liquor service hours for Copperpenny Distilling;

**THAT** staff be directed to return and present the public feedback to Council, and seek feedback from Mayor and Council for this application;

**AND THAT** staff be directed to work with the Finance Department of the City to include a fee in the "Fees and Charges Bylaw, 1993, No. 6383", specifically for the purpose of recovering administrative costs for undertaking the public consultation process for future applications related to permanently amending liquor service hours.

**ATTACHMENTS**

1. Current licenced manufacturers, liquor primaries and clubs in the City (City Doc: [2341001](#))
2. Map of local area with zoning indicated (City Doc: [2341003](#))

## **SUMMARY**

Copperpenny Distilling submitted an application to the Liquor and Cannabis Regulation Branch (LCRB) to permanently change the current hours of liquor service for its lounge. In accordance with LCRB's standing regulations, applications for change of liquor service hours must receive a response from the respective local government. This report seeks direction from Mayor and Council on a response for this application.

## **BACKGROUND**

Copperpenny Distilling holds a valid Food Manufacturing business licence and currently operates the only distillery with a lounge in the City of North Vancouver (the City). To date, the City is home to eight breweries, one distillery, one winery, and one cidery<sup>1</sup>. Nine of these operators have formed a local industry association – The Shipyards Brewery District. In addition to creating job opportunities, the success of these craft manufacturers has attracted positive publicity and reinforced the City's value proposition as the vibrant, urban centre of the North Shore.

Copperpenny Distilling received endorsement from the LCRB for its lounge in August 2021, which allows the distillery to sell its alcoholic beverages for immediate consumption in the approved lounge area. The lounge endorsement provides for business closing hours everyday by 11:00pm. Copperpenny Distilling is now seeking approval to extend its liquor service closing hours to 12:00am, Sunday to Thursday; and 2:00am, Friday and Saturday. The distillery noted that no changes will be made to the currently approved floor plan and occupant capacity which includes the outdoor patio. Current approvals from the City and the LCRB permit 55 patrons in the lounge and 25 patrons on the exterior patio. The Outdoor Dining Agreement (Licence to Use Agreement) issued by the City to Copperpenny in July 2022 authorizes use of the exterior patio until 11:00pm. This application for extension of service hours will not apply to the exterior patio service area.

Copperpenny Distilling underscored that the request for extension of liquor service hours is being sought to cope with customer demand for late hours of liquor servicing past midnight, particularly on Friday and Saturday nights. An extension of the liquor service hours, as proposed by the distillery, is intended to provide flexibility to adjust its business operation and staffing plans, including to adapt to an increase in requests for hosting special events in the lounge such as hosting private functions and family events. In these instances with the current authorized hours, the distillery must apply to the LCRB for one-off special event permits and obtain individual approvals for an extension of liquor service hours. It should be noted that the LCRB typically does not approve more than six special event permits per year for a liquor licenced establishment.

## **CONSIDERATIONS**

The LCRB provides guidance to local government in the consideration of specific factors for applications that permanently amend liquor service hours. In the process of framing comments for an application, local governments are asked to highlight impact of noise on

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<sup>1</sup> Breweries: Beere, Black Kettle, Braggot, House of Funk, La Cerveceria Astilleros, North Point, Shaketown, Streetcar; Winery: Garden of Granite; Cidery: Windfall; Distillery: Copperpenny



nearby residents and the impacts on the community if the application is approved. This is an opportunity for local governments to table concerns or support for an application; however, the standing LCRB Liquor Policy requires that local governments complete both the public consultation process (part 1) and provide comments (part 2) in order to participate in the decision-making process for an application. Local governments that do not complete both parts of the process will be considered to have opted out. This also means that the onus will be on the LCRB to solicit feedback from the public should they determine it is needed and will conclude a decision for this application, while keeping the City informed of the outcome.

## **1. Location of the Premises**

Copperpenny Distilling is located in the 200 block of east Esplanade - zoned under Industrial-Commercial (M-4) with provisions for “accessory manufacturing retail use” and “accessory lounge use” (reference Attachment #2 for a map of the location with zoning details). The manufacturing of distilled beverages and the sale of these beverages for immediate consumption in the lounge area is permitted in the current zone. The M-4 zone spans across three and half blocks on east Esplanade and east First Street – bordered by a cluster of Comprehensive Development zones, residential zones, and two (2) parks – Derek Inman Park (north-west) and Hamersley Park (north-east).

The immediate surrounding area within a 40-metre radius<sup>2</sup> is populated by a diversity of light-industrial businesses including alcoholic beverage producers, automobile repair services, furniture restoration, shipping services, marketing and advertisement, and outdoor equipment sales and repair.

There are no recreational or public facilities situated in the immediate vicinity of Copperpenny Distilling. In the 200 block of east Esplanade, however, there is a private, non-profit religious organization (Lighthouse Harbour Ministries). At the corner of east First Street and St. Andrews Avenue (95 St. Andrews Avenue), there is a senior housing facility managed by the Metro Vancouver Housing Corporation with 15 dwelling units.

## **2. Hours of Liquor Service and Occupant Load**

Copperpenny Distilling is seeking approval to extend its current liquor service hours to 12:00am, Sunday to Thursday; and 2:00am, Friday and Saturday. The distillery currently has approval from the LCRB to operate up to 11:00pm everyday. In terms of occupancy, the distillery has an approved indoor seating capacity for 55 patrons and 25 patrons for its outdoor dining area. The distillery will not be making changes to its floor plan, nor its current occupancy load.

Currently no alcoholic beverage manufacturers are authorized to operate beyond 11:00pm in the City. Windfall Cider and Co., located at 250 east Esplanade, is the only alcoholic beverage producer with approved closing hours at 12:00am (Thursday to Sunday), however in practice, the cidery closes its operation by 11:00pm throughout the week including on the weekends. The closest Liquor Primary licensee to Copperpenny Distilling is the Gull Bar & Kitchen, located at 175 east First Street, which operates up to

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<sup>2</sup> The 40 metre radius is the designated range used by our Planning Department for public consultation.



11:00pm on Fridays and Saturdays; however, the Gull has approval from the LCRB to serve liquor up to 1:00am.

Presently, Sailor Hagar's Brew Pub, at 86 Semisch Avenue, is the only premises serving liquor in the City that closes at 2:00am on Fridays and Saturdays. It should be noted that the LCRB has granted approval to Jack Lonsdale's Pub and the Lonsdale Quay Hotel to serve liquor up to 2:00am for selected days in a week – with the remaining Liquor Primary premises authorized to operate up to 1:00am. In practice, however, these Liquor Primary premises currently close no later than 12:00am.

### **3. Impact of Noise and Any Related Issues**

In the past two years, the Bylaw Services team has received numerous complaints related to noise caused by patrons of the alcoholic beverage manufacturers after closing hours, primarily attributed to patrons waiting for transportation. Specifically, complaints were received from residents of 95 St. Andrews Avenue related to noise from the patrons of the 200 block of east First Street and the 300 block of east Esplanade. The noise-related complaints also involved special one-off events. Similarly, the Bylaw Services team has received noise complaints attributed to the Liquor Primary Clubs located on the east and west sides of Third Street, as well as the brewpub at 86 Semisch Avenue.

It should be noted that Copperpenny Distilling and other similar operators located in the 200 block of east Esplanade, have not been the subject of specific disturbances or complaints.

## **DISCUSSION**

The popularity and recognition of the Shipyards Brewery District is a testament to the City's efforts to foster a diverse economy by facilitating integrated use of a light industrial area that offers a diverse range of services for the growing local community. Staff acknowledge that an extension of liquor service hours may potentially support further activation of the Shipyards Brewery District; however, there may also be an increase in community disturbances caused by patrons of the alcoholic beverage manufacturers after closing hours. While Copperpenny Distilling has not been the subject of complaints since its establishment, it is located immediately behind a housing facility for seniors.

In an effort to better gauge potential impacts to the community, staff recommend undertaking a public consultation process to solicit feedback for this application. This would provide an opportunity for the public, including business operators, residents, and property owners (residential and commercial properties) that are situated within a 40-metre radius of the applicant's premises, to provide specific feedback toward this application. Feedback received may also prove informative should other local brewery operators seek similar extensions to operating hours within the vicinity of this operator.

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The following options are presented for Council's consideration:

**Option 1:** (recommended) Staff undertake a public consultation process that involves soliciting written feedback from business operators, residents, and property owners (residential and commercial properties) that are situated within a 40-metre radius of the applicant's premises. Notification to the public will be done via social media along with the issuance of physical letters. In this instance, the letters will include stakeholders in the 200 and 300 block of east Esplanade, as well as the 200 block of east First Street. Staff will return and present the feedback from the public to Council and seek feedback from Mayor and Council for this application.

Staff will also work with the Finance Department of the City to include a fee in the "Fees and Charges Bylaw, 1993, No. 6383", specifically for the purpose of recovering administrative costs for undertaking the public consultation process for applications related to amending liquor service hours.

**Option 2:** (not recommended) The City opts out of the public consultation process. In this instance, the City does not solicit any feedback from the public for this application and provides a response to the LCRB indicating no comments to the application. This means that the onus will be on the LCRB to solicit feedback from the public should they determine it is needed, and they will conclude a decision for this application. The City will be informed of the outcome.

## FINANCIAL IMPLICATIONS

If Council approves Option 1, the City will incur some costs for staff time and resources to draft consultation letters and social media posts, as well as the costs for the mail-out of letters. Moving forward, staff propose that a nominal fee be included in the Fees and Charges Bylaw on a direct cost-recovery basis.

## INTER-DEPARTMENTAL IMPLICATIONS

The Bylaw Services Division has been consulted on this application. There is no anticipated impact for other City Departments.

RESPECTFULLY SUBMITTED:



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Siobian Smith  
Manager, Economic Development

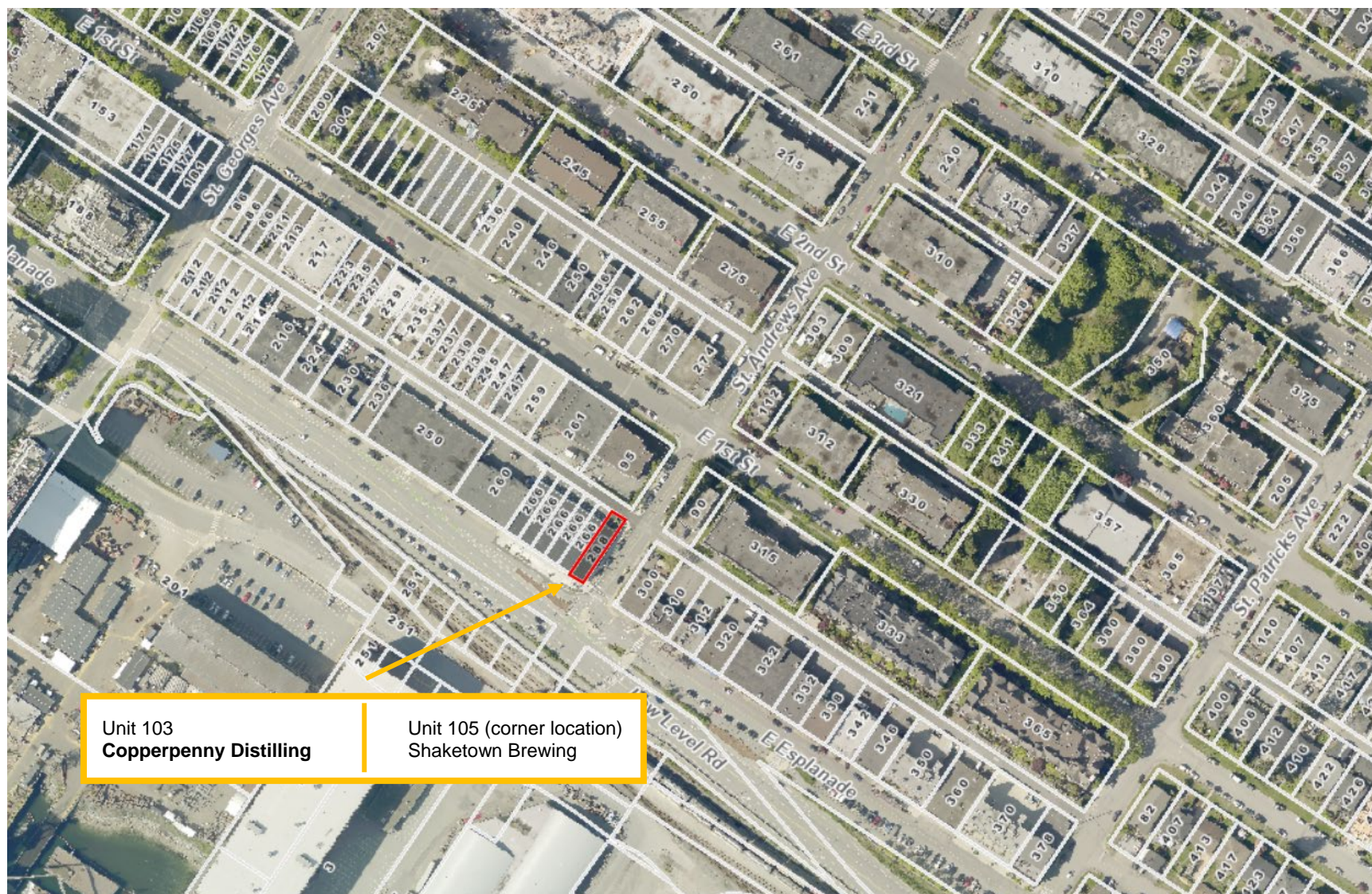
## Attachment 1 - Current Licenced Manufacturers, Liquor Primaries and Clubs in the City

Business Name	LCRB Licence Type	Address	CNV		CNV/ LCRB	Premises Current Closing Hours			Closing Hours Approved by LCRB		
			Bus. Lic. Number	Business Licence Category	Registered Patio	Friday	Saturday	Sunday	Friday	Saturday	Sunday
1 Streetcar Brewing	Manufacturer - Brewery	123 1st Street E, Unit A	BUS-0027810	Food Manufacturing	temporary	11:00 PM	11:00 PM	9:00 PM	11:00 PM	11:00 PM	11:00 PM
2 North Point Brewing	Manufacturer - Brewery	266 1st Street E	BUS-30403	Food Manufacturing	temporary	11:00 PM	11:00 PM	9:00 PM	11:00 PM	11:00 PM	11:00 PM
3 La Cerveceria Astilleros	Manufacturer - Brewery	226 Esplanade E	BUS-30401	Food Manufacturing	under review	10:00 PM	10:00 PM	8:00 PM	11:00 PM	11:00 PM	11:00 PM
4 Windfall Cider	Manufacturer - Cidery	250 Esplanade E, No. 101	BUS-31419	Food Manufacturing	permanent	11:00 PM	11:00 PM	10:00 PM	12:00 AM	12:00 AM	12:00 AM
5 Garden of Granite	Manufacturer - Winery	228 Esplanade E	BUS-0029451	Food Manufacturing	n/a				5:00 PM	5:00 PM	5:00 PM
6 Copperpenny Distilling	Manufacturer - Distillery	288 Esplanade E, No. 101 & 103	BUS-31394	Food Manufacturing	permanent	11:00 PM	11:00 PM	11:00 PM	11:00 PM	11:00 PM	11:00 PM
7 Shaketown Brewing	Manufacturer - Brewery	288 Esplanade E, No. 105	BUS-31262	Food Manufacturing	permanent	11:00 PM	11:00 PM	9:00 PM	11:00 PM	11:00 PM	11:00 PM
8 Beere Brewing Company	Manufacturer - Brewery	312 Esplanade E	BUS-0027716	Food Manufacturing	temporary	11:00 PM	11:00 PM	8:00 PM	11:00 PM	11:00 PM	9:00 PM
9 House of Funk Brewing Company	Manufacturer - Brewery	350 Esplanade E, No. 101	BUS-0027879	Food Manufacturing	temporary	11:00 PM	11:00 PM	8:00 PM	11:00 PM	11:00 PM	11:00 PM
10 Braggot Brewing	Manufacturer - Brewery	370 Esplanade East, No. 102	BUS-31582	Food Manufacturing	n/a	10:00 PM	10:00 PM	9:00 PM	11:00 PM	11:00 PM	11:00 PM
11 Black Kettle Brewing Company	Manufacturer - Brewery	720 Copping Street, No. 105-106	BUS-30404	Food Manufacturing	temporary	9:00 PM	9:00 PM	8:00 PM	11:00 PM	11:00 PM	11:00 PM
1 Sailor Hagar's Brew Pub	Liquor Primary	86 Semisch Avenue	BUS-32353	Liquor Primary	under review	2:00 AM	2:00 AM	11:00 PM	2:00 AM	2:00 AM	1:00 AM
2 The (Rusty) Gull Bar & Kitchen	Liquor Primary	175 East First Street	BUS-0028212	Liquor Primary	under review	11:00 PM	11:00 PM	closed	1:00 AM	1:00 AM	12:00 AM
3 The Polygon Gallery	Liquor Primary	101 Carrie Cates Court	BUS-0028376	Liquor Primary	temporary	5:00 PM	5:00 PM	5:00 PM	1:00 AM	1:00 AM	1:00 AM
4 Lonsdale Quay Hotel	Liquor Primary	123 Carrie Cates Court	BUS-0021724	Liquor Primary	n/a				2:00 AM	2:00 AM	12:00 AM
5 Jack Lonsdale's Pub	Liquor Primary	1433 LONSDALE AVE, No. 127	BUS95-06549	Liquor Primary	temporary	12:00 AM	12:00 AM	11:00 PM	2:00 AM	2:00 AM	1:00 AM
6 Presentation House	Liquor Primary	333 CHESTERFIELD AVE	BUS-32058	Liquor Primary	n/a	8:00 PM	8:00 PM	8:00 PM	1:00 AM	1:00 AM	12:00 AM
7 Centennial Theatre Centre	Liquor Primary	2300 LONSDALE AVE	none	Liquor Primary	permanent	5:00 PM	5:00 PM	5:00 PM	1:00 AM	1:00 AM	12:00 AM
1 Army, Navy & Air Force Veterans in Canada No. 45	Liquor Primary Club	119 E 3rd ST	none	Civic Organization	n/a	12:00 AM	12:00 AM	7:00 PM	12:00 AM	12:00 AM	12:00 AM
2 Fraternal Order of Eagles No. 2638	Liquor Primary Club	170 W 3rd St	none	Civic Organization	permanent	12:00 AM	12:00 AM	8:00 PM	2:00 AM	2:00 AM	12:00 AM
3 Royal Canadian Legion, Branch No. 118	Liquor Primary Club	123 W 15th St	none	Civic Organization	permanent	11:00 PM	11:00 PM	7:00 PM	1:00 AM	1:00 AM	12:00 AM
4 Burrard Yacht Club	Liquor Primary Club	10 GOSTICK PLACE	BUS-34147	Civic Organization	n/a	4:00 PM	closed	closed	2:00 AM	2:00 AM	12:00 AM

**Note:** LCRB - Temporary Extended Service Area (T ESA) Patio is valid until December 31, 2024.

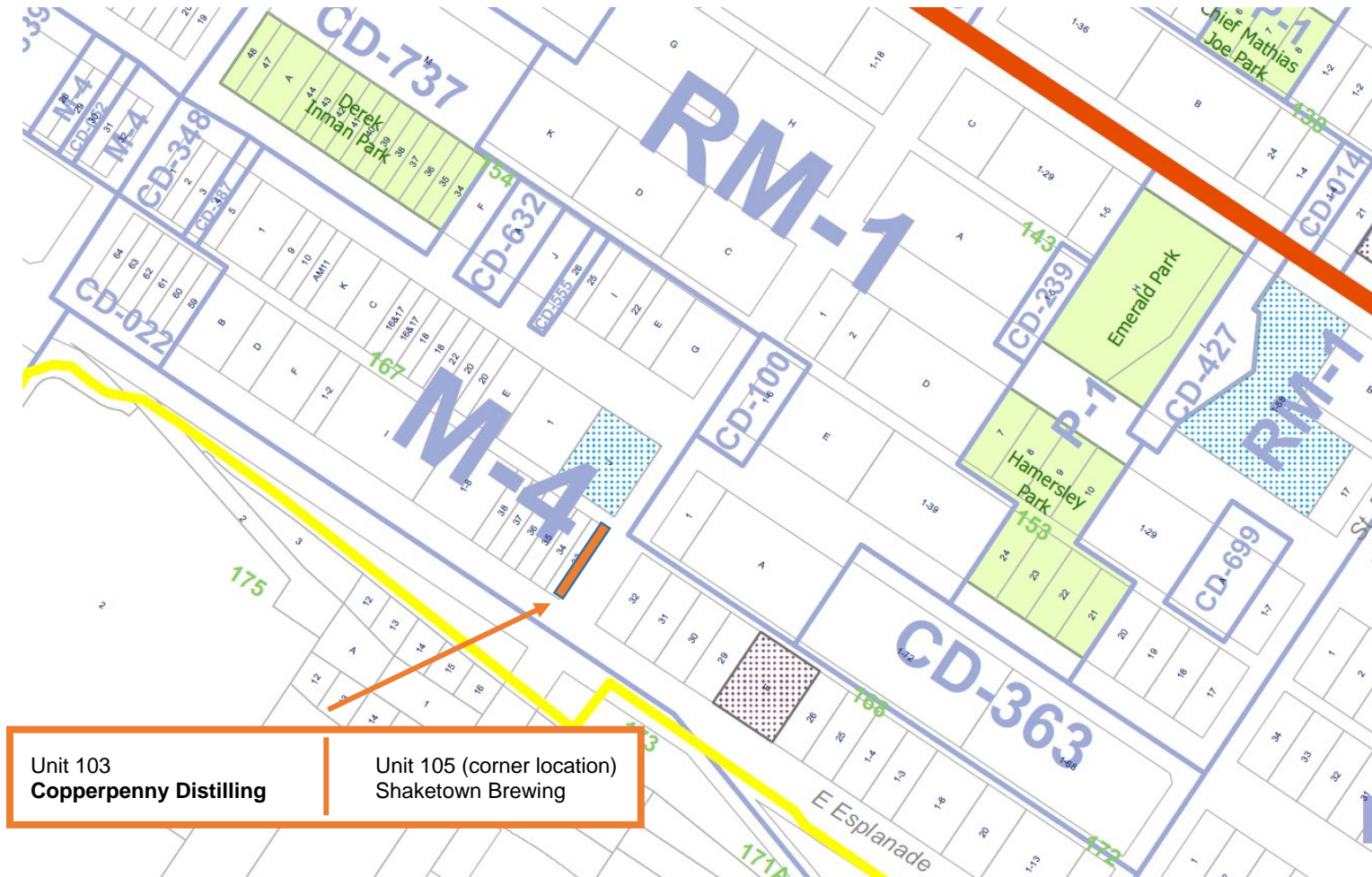


**Attachment 2: Map of Local Area with Zoning Indicated**  
Aerial View





## View of the Establishment and Zones



Unit 103  
**Copperpenny Distilling**

Unit 105 (corner location)  
**Shaketown Brewing**

### LEGEND

**CD-#** Comprehensive Development Zone

**M-4** Industrial Commercial Zone

**RM-1** Medium Density Apartment Residential 1 Zone



 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: Larry Sawrenko, Chief Financial Officer

Subject: 2023 PROPERTY TAX INCREASE DISTRIBUTION OPTIONS

Date: March 22, 2023 File No: 05-1970-05-0005/2023

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

**RECOMMENDATION**

PURSUANT to the report of the Chief Financial Officer, dated March 22, 2023, entitled "2023 Property Tax Increase Distribution Options":

THAT an across the board 2023 Property Tax Increase of 5.24% be endorsed.

AND THAT staff bring forward a Tax Rate Bylaw (2023) that must be adopted before May 15, 2023 in accordance with the *Community Charter*.

**ATTACHMENTS**

1. Option 1 – 5.24% Overall, Across the Board (CityDocs [#2344013](#))
2. Option 2 – 5.24% Overall, 3.09 Business/Residential Ratio (CityDocs [#2344012](#))

**BACKGROUND**

The purpose of this report is to discuss the distribution of the City's 2023 tax rate increase among property classes.

The Community Charter requires the preparation and adoption of a Tax Rates Bylaw after adoption of a financial plan but before May 15 each year. The property tax rates are set each year to enable CNV to collect the tax levy that is required in the Financial Plan. During the 2023 financial planning process, Council supported an overall 5.24% tax rate increase.



### ***How Property Taxes Are Calculated***

CNV uses a standard, four-step property tax calculation methodology to calculate the property tax rate (referred to as the conventional method throughout this report).

1. The first step is to calculate the base tax rate for each class. The base tax rate is the tax rate required to collect the same tax dollars from the same pool of properties as the prior year. This process adjusts the tax rate for market fluctuations. For instance, if the assessed values rise then the tax rate to collect the same level of taxes decreases accordingly.
2. CNV then applies the base tax rate to the 'growth' component of the roll to determine the taxes available from the assessed value new to the roll. This estimate of new taxes then becomes a new source of funds for CNV's Financial Plan.
3. The recommended Financial Plan is then presented to Council, with explanations for any recommended tax increases. Once Council has endorsed CNV's Financial Plan and any tax rate increase, this endorsed tax rate increase is then used to adjust the tax rates.
4. A final step is consideration of tax shifting. Options in this regard are typically presented to Council and, if a shifting option is adopted, rates are adjusted to reflect the selected shift.

An example calculation of the 2023 tax rate for the Residential Class is shown below:

2022			2023			
A	B	C=A/1,000 x B	D	E	F=D-E	G= C/Fx1,000
Assessed Value (\$)	Tax Rate (\$ per \$000)	Tax Levy (\$)	Assessed Value (\$)	Growth (\$)	Value W/O Growth (\$)	Tax Rate (\$ per \$000)
25,445,534,831	1.59647	40,623,033	27,882,806,231	323,747,200	27,559,059,031	1.47404

Assuming no tax increase, the above calculations illustrate how the 2023 Residential Class tax rate decreased from 1.59647 to 1.47404 to account for the market increase in assessed values. Under the conventional method and assuming all other variables constant, a rate increase of 5.24% would be applied to this new rate and the tax rate for the Residential class would be about 1.55128 per \$1,000 of assessment in 2023 [ $1.47404 \times (1 + 5.24\%)$ ].

It is the goal of CNV's Long Term Property Tax Strategy that the City's:

- Business Tax Rate be equalized with its Light Industry Tax Rate, and
- Business/Light Industrial to Residential tax rate ratio be at or below the median for the region.

Step 4 in CNV's property tax calculation methodology is there to enable consideration of tax shifting as needed to help CNV achieve its strategy.

### ***Tax Shifting Within the Residential Class (Class 1)***

Even if there were no tax increase, the amount of taxes paid by each property would usually change as a result of the change in the assessed value of a property. That is, properties with assessment increases in excess of the average increase of the property class would see their tax bill increase while properties with an assessment increase lower than the average would see a reduction of the amount of tax owed.

The average 2023 taxable assessment increase of the Residential Class is 8.8%. An average multi-unit dwelling's taxable assessment increased 9.4%. The taxable assessment of an average "Residential Other" dwelling (mostly properties that are apartment units that are not strata) increased 6.6%. If there was no annual tax increase, the average multi-unit dwelling taxpayer would see a slight increase in their tax invoice, while, an average "Residential Other" dwelling owner would see a decrease in the amount of taxes owed. This explains the differences in average tax rate increases (decreases) of both types of residential property in the analysis contained in the following sections of the report.

Subclass	2023		Change in Avg. Taxable Value	
	#	Avg. \$	\$	%
Residential Strata	13,279	929,517	80,151	9.4%
Residential Single Family	5,561	2,052,837	176,952	9.4%
Residential Other	343	11,422,040	702,630	6.6%
Residential Vacant	273	755,179	(114,714)	(-13.2%)
	19,456	1,433,121	115,451	8.8%

- The average taxable assessed value for the "Residential Vacant" subclass experienced a decrease in average assessed value as a number of properties transitioned to other subclasses as site development progressed.

It is important to note that such shifts are the result of market fluctuations and changes in the assessment roll. As legislation only allows for a single tax rate per class, it is not possible for steps to be taken to mitigate these shifts.

### ***Business and Other Class (Class 6) Assessment Breakdown***

Within the Business and Other property class there is a great deal of variation both in the nature of the properties and their assessed values. Taxable assessed values range from \$18.4K for a commercial strata lot parking spot to almost \$100M for a shopping mall. Total assessed values in this class are \$4,752M in 2023, an increase of \$417M vs 2022 values of \$4,335M. Assessment data indicates a 9.39% average increase for Class 6.



### ***Business to Residential Tax Rate Ratio***

The following table compares the ratio of Business Class to Residential Class 2022 tax rates for a representative group of lower mainland municipalities.

<b>Average Business Taxes – 2022 Tax Ratio</b>			
Municipality	Business Class Tax Rate (Mill Rate)	Residential Class Tax Rate (Mill Rate)	Ratio of Business to Residential Class
West Vancouver	3.33	1.53	2.17
Richmond	4.00	1.66	2.41
Surrey	4.15	1.50	2.76
District of North Vancouver	4.39	1.57	2.80
Vancouver	4.73	1.53	3.09
<b>City of North Vancouver</b>	<b>5.11</b>	<b>1.60</b>	<b>3.20</b>
Burnaby	5.12	1.55	3.31
New Westminster	8.99	2.61	3.44
Coquitlam	7.39	1.94	3.80
<b>Median</b>	<b>4.73</b>	<b>1.57</b>	<b>3.09</b>

Source – Province of BC (2022 Local Gov't Data Entry Forms, Schedule 702)

CNV's ratio has been near the regional median for the past few years.

## **DISCUSSION**

Should tax shifting be considered, the approved increase would be allocated differently between the residential and non-residential classes, as demonstrated in the Property Tax Distribution Options section below.

### ***Property Tax Distribution Options***

Options for the distribution of the 2023 general municipal tax rate increase are presented below. The options have been calculated based on the BC Assessment Completed Roll. The same amount of taxes is collected under each option.

#### **OPTION 1: 5.24% Across the Board Tax Increase - RECOMMENDED**

This option would apply the tax increase evenly over all the available property classes, with the exception of Utilities (Class 2) and Major Industry (Class 4), which are mostly capped by provincial legislation. Under this option, the rate for all Major Industry properties is capped.

The municipal tax impact under Option 1 on the residential and business class is the following:

<u>(\$000s)</u>	<b>2022</b>	<b>2023</b>	<b>\$ Change</b>	<b>% Change</b>
Average Multi-Dwelling Unit	1,356	1,442	86	6.34%
Average Single Dwelling Unit	2,995	3,185	190	6.34%
Average Residential Other	17,113	17,718	605	3.54%
Average Residential Vacant	1,389	1,172	(217)	(15.64%)
<b>Residential Property Class (Avg.)</b>	<b>2,112</b>	<b>2,223</b>	<b>111</b>	<b>5.24%</b>
<b>Business Property Class</b>	<b>16,157</b>	<b>17,004</b>	<b>847</b>	<b>5.24%</b>

Under Option 1, the ratio of the Business Class to Residential Class tax rates decreases slightly, from 3.20 in 2022 to 3.16 in 2023. The assessed values for the residential property class as a whole (8.76%) have increased slightly less than the increase of the business property class (9.39%) causing the slight reduction in the multiple.

**Attachment #1** provides the impact of Option 1 on the various types of residential and business properties, as well as the other property classes.

## OPTION 2: Tax Shift to Residential

Option 2 is based on moving the Business to Residential tax rate ratio exactly to the 2022 regional median ratio of 3.09. This option results in a 2023 tax rate increase of 3.69% for the Business & Light Industrial Class, versus an increase of 5.24% for these classes under Option 1. The corresponding 2023 tax rate increase for Residential Class under this option would increase from 5.24% to 6.10%. On a percentage basis, the Residential class increase is less than the Business and Light Industrial Class decrease, given the greater values in the Residential class vs the Business and Light Industrial classes.

The municipal tax impact under Option 2 is the following:

<u>(\$000s)</u>	<b>2022</b>	<b>2023</b>	<b>\$ Change</b>	<b>% Change</b>
Average Multi-Dwelling Unit	1,356	1,454	98	7.21%
Average Single Dwelling Unit	2,995	3,211	216	7.20%
Average Residential Other	17,113	17,863	750	4.38%
Average Residential Vacant	1,389	1,181	(208)	(14.96%)
<b>Residential Property Class (Avg.)</b>	<b>2,113</b>	<b>2,241</b>	<b>128</b>	<b>6.10%</b>
<b>Business Property Class</b>	<b>16,157</b>	<b>16,753</b>	<b>596</b>	<b>3.69%</b>

**Attachment #2** provides the impact of Option 2 to the residential and business properties, as well as the other property classes.



## Option Summary

A summary of the above options is as follows:

<u>(\$000s)</u>	<b>Taxes 2022</b>	<b>Option 1 2023</b>	<b>% Change</b>	<b>Option 2 2023</b>	<b>% Change</b>
Average Multi-Dwelling Unit	1,356	1,442	6.34%	1,454	7.21%
Average Single Dwelling Unit	2,995	3,185	6.33%	3,211	7.20%
Average Residential Other	17,113	17,718	3.54%	17,863	4.38%
Average Residential Vacant	1,389	1,172	(15.64%)	(208)	(14.96%)
<b>Residential Property Class (Avg.)</b>	2,112	2,223	5.24%	2,231	6.10%
<b>Business Property Class</b>	16,157	17,004	5.24%	16,753	3.69%
<b>Business/Residential Ratio</b>	3.20	3.16		3.09	

## Staff Recommendation

Staff have considered the following when developing the recommended option:

- 1. Business/Residential Ratio** – The practice of shifting of all or part of the approved tax rate increase was initiated as a strategy for CNV to meet the goal of the Long Term Property Tax Strategy of having a business/residential ratio at the regional median. Both option 1 and option 2 leave the City's ratio close to the 2022 median.
- 2. Neutrality** – The percentage tax increases applied to each property class is in alignment with the percentage increase communicated through the public input period and discussion in open Council meetings, and treats each class as consistently as possible.
- 3. Timing** – Staff are currently updating the City's Economic Development Strategy, and a distribution option consistent with Council's decisions over the last few years to implement across the board increases is considered appropriate until the completion of this strategy.
- 4. Combined Taxes and Utilities** – Finally, the average amount paid by City of North Vancouver residential property owners in combined municipal taxes and utilities in comparison to others in the region should also be considered. The following table provides a summary of the 2022 combined tax and utility charges for a representative single family dwelling in the region. The differences between Options 1 and 2 for a single family unit is \$26 (ie. 0.4% of the total 2022 municipal taxes and utilities), so is not significantly different in terms of competitiveness.

Municipality	2022 Representative House (\$)		
	Municipal Taxes	Municipal Utilities	TOTAL
West Vancouver	5,467	2,383	7,850
New Westminster	3,718	3,663	7,381
Vancouver	3,814	1,819	5,633
District of North Vancouver	3,248	1,920	5,168
Richmond	3,060	1,480	4,540
City of North Vancouver	2,995	1,481	4,475
Coquitlam	2,975	1,467	4,442
Burnaby	2,800	1,340	4,140
Surrey	2,310	1,772	4,082

Source – Province of BC (2022 Local Government Data Entry Schedule 704)

Staff is recommending **Option 1 (5.24% Across the Board Tax Increase)** for Council consideration. This option keeps the Business to Residential Ratio near the regional median, is a neutral approach, and keeps the combined municipal tax and utility levels for the representative house in the region competitive.

### **Next Steps**

Pending Council's consideration, staff will be bringing forward the 2023-2027 Financial Plan Bylaw and the 2023 Tax Rate Bylaw to the Regular Council Meeting of April 17, 2023 for first three readings. CNV's Economic Development Strategy continues to progress and, once complete, work to update CNV's Long Term Property Tax Strategy will commence.

### **FINANCIAL IMPLICATIONS**

Financial implications are discussed throughout the report.

### **INTER-DEPARTMENTAL IMPLICATIONS**

CNV's Community and Partnership Engagement ("CPE") Department continues to advance the CNV's Economic Development Strategy. Once complete, CPE and Finance plan to update CNV's Long Term Property Tax Strategy for Council consideration.

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

The tax distribution recommended by staff in this report is based on the objectives of the City's Long Term Property Tax Strategy, which, as part of the City's Economic Development Strategy, was developed in consultation with the community to support the City's economic objectives.

RESPECTFULLY SUBMITTED:



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Larry Sawrenko  
Chief Financial Officer



**The City of North Vancouver**  
**Property Tax Impact on 2023 Tax Distribution**  
Option 1 - 5.24 % Overall, Across the Board

### RESIDENTIAL CLASS

#### Multi Dwelling Unit

	2022	2023	Change	
Average Assessed value <sup>1</sup>	\$ 849,366	\$ 929,517	\$ 80,151	9.44%
Property Tax	\$ 1,356	\$ 1,442	\$ 86	6.34%
Drainage Levy	\$ 49	\$ 52	\$ 3	6.69%
Eco Levy	\$ 25	\$ 25	\$ -	2.57%
Water Levy	\$ 320	\$ 343	\$ 23	7.19%
Sewer Levy	\$ 309	\$ 342	\$ 33	10.68%
	\$ 2,059	\$ 2,204	\$ 145	7.09%

#### Single Dwelling Unit

	2022	2023	Change	
Average Assessed value <sup>1</sup>	\$ 1,875,885	\$ 2,052,837	\$ 176,952	9.43%
Property Tax	\$ 2,995	\$ 3,185	\$ 190	6.34%
Drainage Levy	\$ 108	\$ 115	\$ 7	6.69%
Eco Levy	\$ 54	\$ 56	\$ 2	2.57%
Water Levy	\$ 545	\$ 584	\$ 39	7.16%
Sewer Levy	\$ 496	\$ 549	\$ 53	10.69%
Solid Waste and Green Can	\$ 277	\$ 297	\$ 20	7.22%
	\$ 4,475	\$ 4,786	\$ 311	6.93%

#### Residential Other

	2022	2023	Change	
Average Assessed value <sup>1</sup>	\$ 10,719,410	\$ 11,422,040	\$ 702,630	6.55%
Property Tax	\$ 17,113	\$ 17,719	\$ 606	3.54%
Drainage Levy	\$ 618	\$ 642	\$ 24	3.88%
Eco Levy	\$ 311	\$ 311	\$ (0)	-0.13%
	\$ 18,042	\$ 18,672	\$ 630	3.49%

#### Residential Vacant

	2022	2023	Change	
Average Assessed value <sup>1</sup>	\$ 869,893	\$ 755,179	\$ (114,714)	-13.19%
Property Tax	\$ 1,389	\$ 1,171	\$ (217)	-15.64%
Drainage Levy	\$ 50	\$ 42	\$ (8)	-15.36%
Eco Levy	\$ 25	\$ 21	\$ (5)	-18.63%
	\$ 1,464	\$ 1,234	\$ (230)	-15.69%

### BUSINESS CLASS

	2022	2023	Change	
Average Assessed value <sup>1</sup>	\$ 3,169,004	\$ 3,466,428	\$ 297,424	9.39%
Property Tax	\$ 16,157	\$ 17,004	\$ 847	5.24%
Drainage Levy	\$ 584	\$ 616	\$ 32	5.38%
Eco Levy	\$ 294	\$ 298	\$ 4	1.31%
	\$ 17,035	\$ 17,918	\$ 883	5.18%

### LIGHT INDUSTRY CLASS

	2022	2023	Change	
Average Assessed value <sup>1</sup>	\$ 4,009,956	\$ 4,183,471	\$ 173,516	4.33%
Property Tax	\$ 19,499	\$ 20,521	\$ 1,022	5.24%
Drainage Levy	\$ 740	\$ 743	\$ 3	0.51%
Eco Levy	\$ 372	\$ 360	\$ (12)	-3.37%
	\$ 20,611	\$ 21,624	\$ 1,013	4.91%

Note 1: 2023 Average Assessed Values calculated based on BC Assessment Completed Roll

**The City of North Vancouver**  
**Property Tax Impact on 2023 Tax Distribution**  
Option 2 - 5.24 % Overall, 3.09 Business/Residential Ratio

### RESIDENTIAL CLASS

#### Multi Dwelling Unit

	2022	2023	Change	
Average Assessed value <sup>1</sup>	\$ 849,366	\$ 929,517	\$ 80,151	9.44%
Property Tax	\$ 1,356	\$ 1,454	\$ 98	7.21%
Drainage Levy	\$ 49	\$ 53	\$ 4	7.56%
Eco Levy	\$ 25	\$ 25	\$ -	3.40%
Water Levy	\$ 320	\$ 343	\$ 23	7.19%
Sewer Levy	\$ 309	\$ 342	\$ 33	10.68%
	\$ 2,059	\$ 2,217	\$ 158	7.69%
	\$ 702.61	\$ 763.14	\$ 59.70	28.83%

#### Single Dwelling Unit

	2022	2023	Change	
Average Assessed value <sup>1</sup>	\$ 1,875,885	\$ 2,052,837	\$ 176,952	9.43%
Property Tax	\$ 2,995	\$ 3,211	\$ 216	7.20%
Drainage Levy	\$ 108	\$ 116	\$ 8	7.55%
Eco Levy	\$ 54	\$ 56	\$ 2	3.40%
Water Levy	\$ 545	\$ 584	\$ 39	7.16%
Sewer Levy	\$ 496	\$ 549	\$ 53	10.69%
Solid Waste and Green Can	\$ 277	\$ 297	\$ 20	7.22%
	\$ 4,475	\$ 4,813	\$ 338	7.55%
	\$ 1,460.56	\$ 1,602.56	\$ 122.02	36.01%

#### Residential Other

	2022	2023	Change	
Average Assessed value <sup>1</sup>	\$ 10,719,410	\$ 11,422,040	\$ 702,630	6.55%
Property Tax	\$ 17,113	\$ 17,863	\$ 750	4.38%
Drainage Levy	\$ 618	\$ 647	\$ 29	4.72%
Eco Levy	\$ 311	\$ 313	\$ 2	0.68%
	\$ 18,042	\$ 18,823	\$ 781	4.33%

#### Residential Vacant

	2022	2023	Change	
Average Assessed value <sup>1</sup>	\$ 869,893	\$ 755,179	\$ (114,714)	-13.19%
Property Tax	\$ 1,389	\$ 1,181	\$ (208)	-14.96%
Drainage Levy	\$ 50	\$ 43	\$ (7)	-14.68%
Eco Levy	\$ 25	\$ 21	\$ (4)	-17.97%
	\$ 1,464	\$ 1,245	\$ (219)	-15.00%

### BUSINESS CLASS

	2022	2023	Change	
Average Assessed value <sup>1</sup>	\$ 3,169,004	\$ 3,466,428	\$ 297,424	9.39%
Property Tax	\$ 16,157	\$ 16,753	\$ 596	3.69%
Drainage Levy	\$ 584	\$ 607	\$ 22	3.83%
Eco Levy	\$ 294	\$ 294	\$ -	-0.18%
	\$ 17,035	\$ 17,654	\$ 619	3.63%

### LIGHT INDUSTRY CLASS

	2022	2023	Change	
Average Assessed value <sup>1</sup>	\$ 4,009,956	\$ 4,183,471	\$ 173,516	4.33%
Property Tax	\$ 19,499	\$ 20,219	\$ 720	3.69%
Drainage Levy	\$ 772	\$ 732	\$ (40)	-5.08%
Eco Levy	\$ 388	\$ 355	\$ (33)	-8.74%
	\$ 20,659	\$ 21,306	\$ 647	3.13%

Note 1: 2023 Average Assessed Values calculated based on BC Assessment Completed Roll

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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: Larry Sawrenko, Chief Financial Officer

Subject: GROWING COMMUNITIES RESERVE FUND

Date: March 22, 2023 File No: 05-1705-01-0001/2023

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

**RECOMMENDATION**

PURSUANT to the report of the Chief Financial Officer, dated March 22, 2023, entitled "Growing Communities Reserve Fund":

THAT "Growing Communities Reserve Fund Bylaw, 2023, No. 8968" be considered.

**ATTACHMENTS**

1. Growing Communities Reserve Fund Bylaw, 2023, No. 8968 (CityDocs [2344075](#))
2. Growing Communities Fund - signed letter and Q&A, Ministry of Municipal Affairs (CityDocs [2344078](#))

**SUMMARY**

The purpose of this report is to recommend creation of a segregated reserve fund to receive and assist in the management of a \$10,986,000 grant provided to CNV by the Province of B.C from its Growing Communities Fund.

**BACKGROUND**

On February 10, 2023, the Ministry of Municipal Affairs (the "Ministry") announced the Growing Communities Fund ("GCF"), a \$1 billion one-time investment in B.C.'s 188 municipalities and regional districts. The principle objective of the GCF is to support communities that are increasing the local housing supply with funding to help them make new investments in community infrastructure and amenities. CNV's grant will be \$10,986,000, and this grant is expected to be received in March 2023.



## DISCUSSION

On March 16, 2023, CNV received a direction letter from the Ministry that outlined expectations for the management and use of the \$10,986,000 grant (**Attachment 2**).

### Eligible uses of the Funding:

The funding provided through the GCF should be limited to one-off costs needed to build infrastructure and amenities, rather than funding ongoing or operational activities. These funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects. Eligible projects are as follows:

- Public drinking water supply, treatment facilities and water distribution;
- Local portion of affordable/attainable housing developments;
- Childcare facilities;
- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities;
- Wastewater conveyance and treatment facilities;
- Storm water management;
- Solid waste management infrastructure;
- Public safety/emergency management equipment and facilities not funded by senior level government;
- Local road improvements and upgrades;
- Sidewalks, curbing and lighting;
- Active transportation amenities not funded by senior level government;
- Improvements that facilitate transit service;
- Natural hazard mitigation;
- Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
- Recreation-related amenities.

Further to the above-noted capital costs, other one-off costs can include:

- Costs of feasibility studies (including infrastructure capacity assessment);
- other early-stage development work;
- costs of designing, tendering and acquiring land (where it is wholly required for eligible infrastructure projects);
- constructing eligible infrastructure projects; and
- in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities.

The provincial government also anticipates that the funds will be expended within approximately five years of receipt.

Conditions of this funding:

- The grant must be placed in a segregated reserve fund established by bylaw under section 188 of the Community Charter for “the Capital and Planning purposes” of the GCF. This fund must be separate from other existing reserve funds.
- CNV will be required to annually report on how it spends this grant. This reporting will be part of its annual financial reporting on a new schedule to the audited financial statements. CNV must continue to report on the use of grant money until the funds are fully drawn down.
- An annual report that identifies work-related Housing Needs Reports and pre-zoning requirements, as applicable, is required.
- The Ministry must be consulted prior to any proactive media events or news releases related to funded projects.
- Funded projects must acknowledge the Ministry’s contribution through temporary and permanent on-site signage.

The Ministry encourages:

- projects that align with provincial priorities such as CleanBC and childcare;
- projects that align with the province’s Environmental, Social and Governance framework for capital projects; and
- municipalities to work closely and collaborate with local First Nations during project development.

The purpose of this report is to recommend creation of a segregated reserve fund established by bylaw under section 188 of the *Community Charter* to receive and assist in the management of CNV’s \$10,986,000 GCF grant as required by the Ministry.

## FINANCIAL IMPLICATIONS

Any request for appropriation of funds held in the reserve will require Council approval. It’s anticipated that requests for approval will be made through CNV’s financial planning process.

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

Staff propose a future Council discussion to determine the use of the grant that will best achieve Council’s priorities.

RESPECTFULLY SUBMITTED:



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Larry Sawrenko  
Chief Financial Officer

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

**BYLAW NO. 8968**

**A Bylaw to establish a reserve fund for the capital and planning purposes  
of the Growing Communities Fund.**

**WHEREAS** Section 188 of the *Community Charter* allows the establishment by Council of a Reserve Fund for a specified purpose;

**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 “**Growing Communities Reserve Fund Bylaw, 2023, No. 8968**”.
2. Monies received from the Government of BC, as a part of the Growing Communities Fund, shall be contributed to the Growing Communities Reserve Fund.
3. Monies in this Reserve Fund shall only be used for:
  - A. One-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. These funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects. Eligible costs are as follows:
    - (1) Public drinking water supply, treatment facilities and water distribution;
    - (2) Local portion of affordable/attainable housing developments;
    - (3) Childcare facilities;
    - (4) Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities;
    - (5) Wastewater conveyance and treatment facilities;
    - (6) Storm water management;
    - (7) Solid waste management infrastructure;
    - (8) Public safety/emergency management equipment and facilities not funded by senior level government;
    - (9) Local road improvements and upgrades;
    - (10) Sidewalks, curbing and lighting;
    - (11) Active transportation amenities not funded by senior level government;
    - (12) Improvements that facilitate transit service;
    - (13) Natural hazard mitigation;
    - (14) Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
    - (15) Recreation-related amenities.

- B. Costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and, in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities.

READ a first time on the <> day of <>, 2023.

READ a second time on the <> day of <>, 2023.

READ a third time on the <> day of <>, 2023.

ADOPTED on the <> day of <>, 2023.

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MAYOR

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CORPORATE OFFICER





March 16, 2023

Ref: 271994

Their Worship Mayor Linda Buchanan  
City of North Vancouver  
141 West 14th St  
North Vancouver BC V7M 1H9

Dear Mayor Buchanan:

The population of B.C. has increased consistently over the past decade and is projected to keep growing in the next 10 years. The provincial government understands the need to facilitate greater housing supply for our growing population. The province will support local governments in addressing the multiple funding and financing constraints to aid in the construction of infrastructure and amenities for all B.C. communities. Local governments' investment in core community infrastructure and amenities increases the amount of land that is ready to be developed to a higher density.

The Government of B.C. has invested considerable resources in infrastructure and amenities in the past 10 years and has strategically leveraged federal funding to that effect. More than \$1.6 billion in federal and provincial funding have been invested in our communities since 2018 through the Investing in Canada Infrastructure Program. However, as there is still more to be done for infrastructure and amenities, the provincial government is pleased to provide the Growing Communities Fund (GCF) for local governments province-wide.

As a one-time grant, the GCF will provide up to \$1 billion through direct grants to local governments to support all B.C. communities, with a focus on those communities that need to increase the pace and scale of housing supply. The principal objective of the GCF is to increase the local housing supply with investments in community infrastructure and amenities. Municipalities are encouraged to work closely with adjacent local First Nations, in recognition of the *Declaration on the Rights of Indigenous Peoples Act*, as this collaboration strengthens our communities and regions.

The funding provided through the GCF should be limited to one-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. These funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects.

Eligible costs are as follows:

- Public drinking water supply, treatment facilities and water distribution;
- Local portion of affordable/attainable housing developments;

.../2

- Childcare facilities;
- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities;
- Wastewater conveyance and treatment facilities;
- Storm water management;
- Solid waste management infrastructure;
- Public safety/emergency management equipment and facilities not funded by senior level government;
- Local road improvements and upgrades;
- Sidewalks, curbing and lighting;
- Active transportation amenities not funded by senior level government;
- Improvements that facilitate transit service;
- Natural hazard mitigation;
- Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
- Recreation-related amenities.

Further to the above-noted capital costs, one-off costs can include:

- Costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and, in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities.

I am pleased to advise you that the City of North Vancouver is the recipient of a \$10,986,000 grant under the Growing Communities Fund. This amount will be directly transferred to your local government by March 31, 2023.

Under part 7 of the Local Government Grants Regulations, the amount of the grant to each local government is set by the Minister of Municipal Affairs. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on three components: a flat funding amount, an “adjusted population” amount and a “population growth” amount. The flat amount is \$500,000. The “adjusted population” amount is \$365 per adjusted population. The population adjustment ensures smaller municipalities get a higher per capita share of funding despite larger municipalities receiving more funding in absolute dollars. The “population growth” amount is \$1,000 per capita population growth between 2016 and 2021.

As a condition of this funding, the grant must be placed in a segregated reserve fund established by bylaw under section 188 of the *Community Charter* for the Capital and Planning purposes of the GCF. This fund must be separate from other existing reserve funds. To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spends this grant. This will be part of the annual financial reporting required under section 167 of the *Community Charter*. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

Further to the financial reporting, an annual report that identifies work-related Housing Needs Reports and pre-zoning requirements, as applicable, is required. The province also encourages highlighting projects that align with provincial priorities such as CleanBC and childcare; as well as those that align with the province's Environmental, Social and Governance framework for capital projects.

Finally, requirements will include parameters for public recognition of the funding related to projects. The province must be consulted prior to any proactive media events or news releases related to the project. Funded projects must also acknowledge the province's contribution through temporary and permanent on-site signage. The provincial government anticipates that the funds will be expended within approximately five years of receipt.

If you have any questions or comments regarding this letter, please feel free to contact the Local Government Infrastructure and Finance Branch by email at: [LGIF@gov.bc.ca](mailto:LGIF@gov.bc.ca). Further information on the program will be available on the following webpage: <https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/bc-s-growing-communities-fund>.

The province welcomes this opportunity to support the growth of the supply of housing throughout British Columbia. We believe that this funding will contribute to the capacity of B.C. local governments to provide critical services as our province and economy grows.

Sincerely,



Anne Kang  
Minister

pc: Leanne McCarthy, Chief Administrative Officer, City of North Vancouver  
Larry Sawrenko, Chief Financial Officer, City of North Vancouver

**Attachment with Example Calculation for a Municipality with 15,000 People**

Population Range	From	To	Adjustment Factor
1. Very Small	0	2,000	100%
2. Small	2,001	5,000	80%
3. Small-Med	5,001	10,000	60%
4. Medium	10,001	20,000	40%
5. Large-Med	20,001	40,000	20%
6. Large	40,001	150,000	10%
7. Very Large	150,001	900,000	5%

To illustrate, for a city of 15,000 people, the adjusted population is:

- For this first 2,000 residents, adjustment of 100% =  $2,000 \times 100\% = 2,000$
- For the next 3,000 (up to 5,000), adjustment of 80% =  $3,000 \times 80\% = 2,400$
- For the next 5,000 (up to 10,000), adjustment of 60% =  $5,000 \times 60\% = 3,000$
- For the last 5,000 (up to 15,000), adjustment of 40% =  $5,000 \times 40\% = 2,000$

Thus, the city of 15,000 people has an adjusted population of 9,400 ( $=2,000 + 2,400 + 3,000 + 2,000$ ).

If the city grew by 4,500 people between 2016-2021, the total grant amount is calculated as follows:

Component	Calculation	Result
Flat Funding	\$500,000	\$500,000
Adjusted Population	$= 9,400 \times \$365$	\$3,431,000
Population Growth	$= 4,500 \times \$1,000$	\$4,500,000
Total Grant		\$8,431,000





<b>GROWING COMMUNITY FUND (GCF)</b> <b>Frequently Asked Questions (FAQ's) - Municipalities</b>	
<b>Program Description</b>	
<b>Question</b>	<b>Answer</b>
What is the purpose of the Growing Community Fund for local governments?	The GCF will provide a one-time grant to all 188 of B.C.'s municipalities and regional districts, which they can use to address their community's unique infrastructure and amenity demands.
What is the formula-based model used to allocate funding?	<p>For all municipalities, allocations are the sum of:</p> <ul style="list-style-type: none"> <li>• A flat amount of \$500,000;</li> <li>• A pro-rated funding amount based on an "adjusted population" basis;</li> <li>• A growth-based funding amount determined by total population increase between 2016-2021.</li> </ul> <p>See more detail in the Appendix.</p>
What is the "adjusted population" method?	<p>The <b>adjusted population method</b> ensures that smaller municipalities get a higher per capita share of funding despite larger municipalities receiving more funding in absolute dollars.</p> <p>This method groups municipalities by size categories (from "Very Small" - less than 2,000 people to "Very Large" - over 150,000). As a municipality's population increases it is incrementally adjusted downward by an "adjustment factor"</p>



What is the source of the population data?	<p>The source of the population data is from the BC population estimates (as of January 27, 2023).</p> <p>BC Stats population estimates are based on the Census, they also incorporate other information including provincial health records and tax records from CRA, and accordingly they have historically, on average, been higher than the Census baseline. Because of these reasons the federal and provincial governments have viewed population estimates as the more accurate of the two (e.g., population estimates are used to determine provincial health transfers from the federal government).</p>
<b>Use of Funds</b>	
<b>Question</b>	<b>Answer</b>
What are the eligible use of funds?	<p>Eligible infrastructure projects are as follows:</p> <ul style="list-style-type: none"> <li>• Public drinking water supply, treatment facilities and water distribution;</li> <li>• Development finance portions of infrastructure costs that support affordable/attainable housing. These may include DCCs or subdivision servicing charges payable or similar costs.</li> <li>• Childcare facilities;</li> <li>• Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities,</li> <li>• Wastewater conveyance and treatment facilities;</li> <li>• Storm water management;</li> <li>• Solid waste management infrastructure;</li> <li>• Public safety/emergency management equipment and facilities not funded by senior level government;</li> <li>• Local road improvements and upgrades;</li> <li>• Sidewalks, curbing and lighting;</li> </ul>



	<ul style="list-style-type: none"> <li>• Active transportation amenities not funded by senior level government;</li> <li>• Improvements that facilitate transit service;</li> <li>• Natural hazard mitigation;</li> <li>• Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and</li> <li>• Recreation related amenities.</li> </ul>
Can the funds only be used for costs other than capital?	Yes. Other eligible one-off costs include: costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering, and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities
Are expenditures on natural assets eligible?	Yes, provided the natural asset is providing, or part of providing, one of the services described in the eligible categories above.
Will receipt of the GCF affect our eligibility for other infrastructure grant programs?	No. The GCF will not affect decisions on eligibility for infrastructure grant funding. For local governments with approved projects the GCF funding cannot be used as their match as an incremental spend is required. The GCF could be used to offset cost overruns that exceed the grant amount and the local share.
Can local governments provide contributions to third parties from GCF?	No, with the exceptions of: <ul style="list-style-type: none"> <li>• municipal contributions to housing projects and infrastructure owned by a regional district when the municipality is a participant in that service.</li> <li>• First Nations infrastructure when it is a shared service or there is a service relationship.</li> </ul>
Can municipalities use these funds to support a regional response to an issue (i.e. municipal funds paid directly to a regional district)	Yes. While a municipality is generally not permitted to use GCF funding for any capital projects that they will not own, a municipality may contribute from its GCF reserves to a



	regional service if that municipality is a participant and the funding is dedicated for capital or planning purposes.
Can we claim staff time on projects?	Permitted in limited situations. Specifically for non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities
Can a local government use GCF funding for multi-year project that has already started?	Yes. The GCF can be used for any capital project that has not yet been completed. Projects completed prior to March 1st, 2023 are not eligible for GCF funding. GCF is designed to enable an incremental additional expenditures for local governments and not to replace existing capital commitments.
Can a municipality use GCF for a contribution to a regional project that they will not own?	Yes. While a municipality is generally not permitted to use GCF funding for any capital projects that they will not own, a municipality may contribute from its GCF reserves to a regional service if that municipality is a participant and the funding is dedicated for capital or planning purposes.
Can GCF be used for related planning projects?	Yes. Feasibility studies (including infrastructure capacity assessment); other early-stage development work are eligible costs.
What happens if funds are ineligibly allocated, if reporting requirements are not met or if funds remain unspent after five years?	The ministry may reclaim any grant funds that are not used for the intended purposes or meet the accountability requirements of the Growing Community Fund. However, the ministry will work with the local government to determine methods of expending it within eligible categories.
Can the funds be invested while being held in reserve?	The funds may be invested in any of the instruments permissible for local governments under section 183 of the <i>Community Charter</i> .
How will these grants impact DCCs and other development finance charges?	The intent of the Growing Community Fund grant is to support the delivery of projects that are





	<p>incremental to currently planned infrastructure. As such, the projects may not be part of the current DCC program. However, if the DCC program contains a project to which GCF funds will be allocated, the DCC bylaw must be amended so that the charges take the grant into account. Similar treatment should be used to adjust other development finance charges.</p>
<b>Timing</b>	
<b>Question</b>	<b>Answer</b>
When will the grants be disbursed?	This GCF will be directly transferred to local governments by March 31, 2023.
What is the timeline over which these grant funds must be expended?	The Provincial Government requests that the funds will be expended within approximately five years of receipt.
<b>Reporting</b>	
<b>Question</b>	<b>Answer</b>
What are the GCF reporting requirements for municipalities?	<p>The municipality must annually report on:</p> <ul style="list-style-type: none"> <li>• The amounts and uses of money expended from the GCF reserve fund over the calendar year, and</li> <li>• The balance of the reserve fund at the end of the calendar year.</li> </ul> <p>Municipalities must provide a separate report (schedule) to their annual audited financial statements. (as required under S.167 of the <i>Community Charter</i>) until the GCF funding is fully expended (drawn down to zero).</p> <p>Further to the financial reporting, an annual report that identifies work related to Housing Needs Reports and pre-zoning requirements as applicable, is required. The province also encourages highlighting projects that align with provincial priorities such as CleanBC and childcare; as well as those that align with the province's Environmental, Social and Governance framework for capital projects.</p>



	Templates for reporting will be posted on line at a later date
Will the schedule to the annual audited financial statements be left to the discretion of the municipality? Does the Ministry have authority to request additional information?	Yes, and yes. The form of the schedule to the annual audited financial statements will be left to the discretion of the municipality. The Ministry retains the right to request additional information from municipalities as required.
Is a separate auditors' report required for this schedule?	No. The Province does not require a separate auditor's report.
Am I required to acknowledge the provincial financial contribution towards funded projects?	Yes. Fund requirements will include parameters for public recognition of the funding related to capital projects.
<b>Reserve Funds</b>	
<b>Question</b>	<b>Answer</b>
Do municipalities need to segregate GCF funding from other funding sources?	Yes. The municipality must place its GCF grant in a separate dedicated reserve fund for capital and planning purposes (established under S.188 of the <i>Community Charter</i> ). This fund must be separate from other existing reserve funds. That said, the municipality may transfer other money into the GCF reserve fund but may not transfer money from this fund to other reserve funds or into general surplus.
Does interest earned on the GCF need to be tracked and added to the GCF amounts once the funds are allocated to reserve?	Yes. Interest earned in the GCF fund must be tracked and allocated back to the fund and may only be used for eligible purposes related to the GCF program. This is in accordance with S. 189(1) of the <i>Community Charter</i> .

#### Appendix: Detailed Calculation of Grants

##### Example Calculation for a Municipality with 15,000 People

Population Range	From	To	Adjustment Factor
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### Growing Communities Fund grants to local government

The Growing Communities Fund helps local governments prioritize local infrastructure and amenities projects, including supporting affordable housing, upgrading water management facilities and building recreation centres. Local governments are responsible for determining how the grants will be allocated based on the unique needs of their communities.

Municipalities	Grant (\$)
Abbotsford	27,420,000
Alert Bay	658,000
Anmore	1,730,000
Armstrong	2,450,000
Ashcroft	1,076,000
Barriere	1,316,000
Belcarra	759,000
Bowen Island	2,287,000
Burnaby	28,784,000
Burns Lake	1,208,000
Cache Creek	958,000
Campbell River	8,587,000
Canal Flats	817,000
Castlegar	3,094,000
Central Saanich	5,501,000
Chase	1,547,000
Chetwynd	1,464,000
Chilliwack	16,392,000
Clearwater	1,521,000
Clinton	718,000
Coldstream	4,148,000
Colwood	6,642,000
Comox	4,693,000
Coquitlam	18,635,000
Courtenay	7,655,000
Cranbrook	5,571,000
Creston	2,350,000
Cumberland	2,777,000
Daajing Giids	863,000
Dawson Creek	3,942,000
Delta	16,060,000
Duncan	2,135,000
Elkford	1,581,000
Enderby	1,707,000
Esquimalt	4,710,000
Fernie	2,626,000
Fort St. James	1,476,000



Municipalities	Grant (\$)
Fort St. John	5,724,000
Fraser Lake	850,000
Fruitvale	1,278,000
Gibsons	2,314,000
Gold River	969,000
Golden	2,159,000
Grand Forks	1,981,000
Granisle	616,000
Greenwood	767,000
Harrison Hot Springs	1,256,000
Hazelton	634,000
Highlands	1,661,000
Hope	2,874,000
Houston	1,759,000
Hudson's Hope	905,000
Invermere	2,032,000
Kamloops	15,692,000
Kaslo	919,000
Kelowna	26,228,000
Kent	2,742,000
Keremeos	1,446,000
Kimberley	3,414,000
Kitimat	2,968,000
Ladysmith	3,406,000
Lake Country	6,778,000
Lake Cowichan	1,936,000
Langford	16,464,000
Langley, City	7,186,000
Langley, District	24,306,000
Lantzville	1,910,000
Lillooet	1,282,000
Lions Bay	988,000
Logan Lake	1,538,000
Lumby	1,378,000
Lytton	619,000
Mackenzie	1,723,000
Maple Ridge	16,586,000
Masset	764,000
McBride	780,000
Merritt	2,891,000
Metchosin	2,438,000
Midway	763,000
Mission	8,839,000

<b>Municipalities</b>	<b>Grant (\$)</b>
Montrose	903,000
Nakusp	1,161,000
Nanaimo	16,088,000
Nelson	4,151,000
New Denver	704,000
New Hazelton	748,000
New Westminster	15,850,000
North Cowichan	7,686,000
North Saanich	4,459,000
North Vancouver, City	10,986,000
North Vancouver, District	10,254,000
Northern Rockies - REGM	1,920,000
Oak Bay	4,773,000
Oliver	2,769,000
One Hundred Mile House	1,265,000
Osoyoos	2,556,000
Parksville	4,789,000
Peachland	2,766,000
Pemberton	2,002,000
Penticton	7,177,000
Pitt Meadows	5,370,000
Port Alberni	5,269,000
Port Alice	783,000
Port Clements	600,000
Port Coquitlam	9,462,000
Port Edward	669,000
Port Hardy	1,971,000
Port McNeill	1,370,000
Port Moody	6,734,000
Pouce Coupe	819,000
Powell River	4,218,000
Prince George	12,498,000
Prince Rupert	4,068,000
Princeton	1,936,000
Qualicum Beach	3,346,000
Quesnel	3,217,000
Radium Hot Springs	900,000
Revelstoke	3,331,000
Richmond	20,354,000
Rossland	2,154,000

Municipalities	Grant (\$)
Saanich	14,634,000
Salmo	1,130,000
Salmon Arm	6,089,000
Sayward	622,000
Sechelt	3,759,000
Sechelt Indian Government	783,000
Sicamous	1,731,000
Sidney	3,820,000
Silverton	585,000
Slocan	624,000
Smithers	2,320,000
Sooke	5,939,000
Spallumcheen	2,398,000
Sparwood	2,025,000
Squamish	6,285,000
Stewart	673,000
Summerland	4,533,000
Sun Peaks	1,151,000
Surrey	89,928,000
Tahsis	650,000
Taylor	1,095,000
Telkwa	1,159,000
Terrace	4,633,000
Tofino	1,946,000
Trail	2,979,000
Tumbler Ridge	1,530,000
Ucluelet	1,489,000
Valemount	954,000
Vancouver	49,119,000
Vanderhoof	2,083,000
Vernon	9,575,000
Victoria	12,852,000
View Royal	4,665,000
Warfield	1,193,000
Wells	588,000
West Kelowna	10,212,000
West Vancouver	8,000,000
Whistler	4,962,000
White Rock	5,711,000
Williams Lake	3,728,000
Zeballos	553,000

Regional Districts	Grant (\$)
Alberni-Clayoquot	1,833,000
Bulkley-Nechako	1,764,000
Capital	11,559,000
Cariboo	3,947,000
Central Coast	830,000
Central Kootenay	4,025,000
Central Okanagan	6,950,000
Columbia Shuswap	3,796,000
Comox Valley	4,497,000
Cowichan Valley	5,649,000
East Kootenay	3,667,000
Fraser Valley	8,801,000
Fraser-Fort George	3,531,000
Kitimat-Stikine	2,064,000
Kootenay Boundary	1,774,000
Metro Vancouver	50,780,000
Mount Waddington	1,029,000
Nanaimo	7,929,000
North Coast	1,162,000
North Okanagan	3,953,000
Okanagan-Similkameen	4,483,000
Peace River	2,383,000
Qathet	1,367,000
Squamish-Lillooet	1,525,000
Strathcona	2,638,000
Sunshine Coast	2,221,000
Thompson-Nicola	5,441,000



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# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 8968

### **A Bylaw to establish a reserve fund for the capital and planning purposes of the Growing Communities Fund.**

**WHEREAS** Section 188 of the *Community Charter* allows the establishment by Council of a Reserve Fund for a specified purpose;

**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 “**Growing Communities Reserve Fund Bylaw, 2023, No. 8968**”.
2. Monies received from the Government of BC, as a part of the Growing Communities Fund, shall be contributed to the Growing Communities Reserve Fund.
3. Monies in this Reserve Fund shall only be used for:
  - A. One-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. These funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects. Eligible costs are as follows:
    - (1) Public drinking water supply, treatment facilities and water distribution;
    - (2) Local portion of affordable/attainable housing developments;
    - (3) Childcare facilities;
    - (4) Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities;
    - (5) Wastewater conveyance and treatment facilities;
    - (6) Storm water management;
    - (7) Solid waste management infrastructure;
    - (8) Public safety/emergency management equipment and facilities not funded by senior level government;
    - (9) Local road improvements and upgrades;
    - (10) Sidewalks, curbing and lighting;
    - (11) Active transportation amenities not funded by senior level government;
    - (12) Improvements that facilitate transit service;
    - (13) Natural hazard mitigation;
    - (14) Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
    - (15) Recreation-related amenities.

- B. Costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and, in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities.

READ a first time on the <> day of <>, 2023.

READ a second time on the <> day of <>, 2023.

READ a third time on the <> day of <>, 2023.

ADOPTED on the <> day of <>, 2023.

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MAYOR

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CORPORATE OFFICER