



**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 24, 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 24, 2023

**ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, April 17, 2023

**PROCLAMATIONS**

Day of Mourning – April 28, 2023

Polonia Day – May 2, 2023

**PUBLIC INPUT PERIOD**

**CONSENT AGENDA**

Items \*3, \*4, \*5, \*6 and \*7 are listed in the Consent Agenda and may be considered separately or in one motion.

**BYLAWS – ADOPTION**

- \*3. “Financial Plan for the Years 2023 to 2027 Bylaw, 2023, No. 8962”
- \*4. “Tax Rates Bylaw, 2023, No. 8963”
- \*5. “Inter-municipal Transportation Network Services Business Licence Agreement Bylaw, 2023, No. 8966” (Expanding the Inter-municipal TNS Business Licence to Hope, Kent and Mission)
- \*6. “Inter-municipal Transportation Network Services Business Licence Scheme Bylaw, 2023, No. 8967” (Expanding the Inter-municipal TNS Business Licence to Hope, Kent and Mission)

**REPORT**

- \*7. Appointment of North Shore Designate to E-Comm Board – 2023-2024 Term and Proxyholder for E-Comm Board Annual General Meeting

## **PRESENTATION**

Commemoration Policy and PS752 Memorial: Proposed Approach – Park Planner 2

## **REPORTS**

8. Commemoration Policy and PS752 Memorial: Proposed Approach
9. UBCM EOC Grant – Emergency Operations Centre (EOC) and Department Operations Centre (DOC) Interoperability Enhancements
10. UBCM Poverty Reduction Planning and Action Program – North Shore Poverty Reduction Strategy, North Shore Solutions Navigator Program Update and 2023 Action Grant Opportunity
11. Moodyville Traffic Signals Project (53250) – Funding Reallocation
12. 2023 Appropriations #1

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

13. “Development Cost Charge (Transportation) Reserve Fund Bylaw, 2023, No. 8972” (2023 Capital Plan Funding)
14. “Development Cost Charge (Parks) Reserve Fund Bylaw, 2023, No. 8973” (2023 Capital Plan Funding)

## **REPORTS**

15. CleanBC Better Homes Municipal Rebate Contribution and Jump on a New Heat Pump Program Update
16. Copperpenny Distilling Application for Permanent Change of Liquor Service Hours for the Lounge Area – Public Feedback and Recommendation
17. Development Variance Permit for 1253 Sutherland Avenue (James Stobie, Synthesis Design Inc.)
18. Zoning Bylaw Amendment for 125 Victory Ship Way (The Wallace Venue Corp.)
19. Rezoning Application: 275 East 2<sup>nd</sup> Street (Three Shores Management / Integra Architecture Inc.)
20. Council Code of Conduct

## **PUBLIC CLARIFICATION PERIOD**

## **COUNCIL INQUIRIES / REPORTS**

## **NEW ITEMS OF BUSINESS**

## **NOTICE OF MOTION**

## **ADJOURN**



## **CALL TO ORDER**

## **APPROVAL OF AGENDA**

1. Regular Council Meeting Agenda, April 24, 2023

## **ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, April 17, 2023

## **PROCLAMATIONS**

Day of Mourning – April 28, 2023

Polonia Day – May 2, 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”.

## **CONSENT AGENDA**

Items \*3, \*4, \*5, \*6 and \*7 are listed in the Consent Agenda and may be considered separately or in one motion.

### **RECOMMENDATION:**

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

## **START OF CONSENT AGENDA**

### **BYLAWS – ADOPTION**

- \*3. “Financial Plan for the Years 2023 to 2027 Bylaw, 2023, No. 8962”

### **RECOMMENDATION:**

THAT “Financial Plan for the Years 2023 to 2027 Bylaw, 2023, No. 8962” be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

- \*4. “Tax Rates Bylaw, 2023, No. 8963”

### **RECOMMENDATION:**

THAT “Tax Rates Bylaw, 2023, No. 8963” be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

- \*5. “Inter-municipal Transportation Network Services Business Licence Agreement Bylaw, 2023, No. 8966” (Expanding the Inter-municipal TNS Business Licence to Hope, Kent and Mission)

### **RECOMMENDATION:**

THAT “Inter-municipal Transportation Network Services Business Licence Agreement Bylaw, 2023, No. 8966” (Expanding the Inter-municipal TNS Business Licence to Hope, Kent and Mission) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

- \*6. “Inter-municipal Transportation Network Services Business Licence Scheme Bylaw, 2023, No. 8967” (Expanding the Inter-municipal TNS Business Licence to Hope, Kent and Mission)

### **RECOMMENDATION:**

THAT “Inter-municipal Transportation Network Services Business Licence Scheme Bylaw, 2023, No. 8967” (Expanding the Inter-municipal TNS Business Licence to Hope, Kent and Mission) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

## **CONSENT AGENDA – Continued**

### **REPORT**

- \*7. Appointment of North Shore Designate to E-Comm Board – 2023-2024 Term and Proxyholder for E-Comm Board Annual General Meeting  
– File: 01-0230-20-0016/2023

Report: Corporate Officer, April 19, 2023

### **RECOMMENDATION:**

PURSUANT to the report of the Corporate Officer, dated April 19, 2023, entitled “Appointment of North Shore Designate to E-Comm Board – 2023-2024 Term and Proxyholder for E-Comm Board Annual General Meeting”:

THAT District of North Vancouver Mayor Mike Little be nominated to serve as the North Shore designate to the E-Comm Board of Directors for the 2023-2024 term, such Board to be elected by the E-Comm Board of Directors at the Annual General Meeting on June 22, 2023;

AND THAT Mayor Mike Little be designated as nominee to attend the Annual General Meeting of the Shareholders for the purpose of voting the City of North Vancouver shares.

## **END OF CONSENT AGENDA**

### **PRESENTATION**

Commemoration Policy and PS752 Memorial: Proposed Approach – Park Planner 2

*Item 8 refers.*

### **REPORTS**

8. Commemoration Policy and PS752 Memorial: Proposed Approach  
– File: 12-6120-01-0001/2023

Report: Park Planner 2, April 12, 2023

### **RECOMMENDATION:**

PURSUANT to the report of the Park Planner 2, dated April 12, 2023, entitled “Commemoration Policy and PS752 Memorial: Proposed Approach”:

THAT the proposed approach to develop a City Commemoration Policy be endorsed;

AND THAT the Commemoration Policy be used to guide the delivery of the Flight PS752 memorial and all future related projects.

**REPORTS – Continued**

9. UBCM EOC Grant – Emergency Operations Centre (EOC) and Department Operations Centre (DOC) Interoperability Enhancements  
– File: 14-7130-01-0001/2023

Report: Manager, Operational Readiness, North Shore Emergency Management, April 12, 2023

**RECOMMENDATION:**

PURSUANT to the report of the Manager, Operational Readiness, North Shore Emergency Management, dated April 12, 2023, entitled “UBCM EOC Grant – Emergency Operations Centre (EOC) and Department Operations Centre (DOC) Interoperability Enhancements”:

THAT Council support the submission of the application to the Community Emergency Preparedness Fund (CEPF), under the stream of 2023 Emergency Operations Centres and Training, for the project entitled “Emergency Operations Centre (EOC) and Department Operations Centre (DOC) Interoperability Enhancements”;

AND THAT Council commit to the District of North Vancouver providing overall grant management for the project, on behalf of the City of North Vancouver and the District of West Vancouver.

10. UBCM Poverty Reduction Planning and Action Program – North Shore Poverty Reduction Strategy, North Shore Solutions Navigator Program Update and 2023 Action Grant Opportunity – File: 10-5080-20-0005/1

Report: Manager, Long Range and Community Planning, April 12, 2023

**RECOMMENDATION:**

PURSUANT to the report of the Manager, Long Range and Community Planning, dated April 12, 2023, entitled “UBCM Poverty Reduction Planning and Action Program – North Shore Poverty Reduction Strategy, North Shore Solutions Navigator Program Update and 2023 Action Grant Opportunity”:

THAT the North Shore Poverty Reduction Strategy be endorsed;

THAT staff be directed to work with the District of North Vancouver and District of West Vancouver to submit a regional application for the North Shore under the 2023 intake for Stream 2 of the UBCM Poverty Reduction Planning and Action Program;

THAT Council support the District of North Vancouver as the primary applicant for the North Shore to apply for, receive and manage the 2023 UBCM Poverty Reduction Planning and Action Program grant funding on the City of North Vancouver’s behalf;

AND THAT subject to confirmation that full funding is available, the project be authorized to proceed.

**REPORTS – Continued**

11. Moodyville Traffic Signals Project (53250) – Funding Reallocation  
– File: 11-5460-01-0001/2023

Report: Section Manager, Traffic Engineering, April 12, 2023

**RECOMMENDATION:**

PURSUANT to the report of the Section Manager, Traffic Engineering, dated April 12, 2023, entitled “Moodyville Traffic Signals Project (53250) – Funding Reallocation”:

THAT an amount of \$65,000 of existing funding be reallocated from Project 53263 “New Pedestrian Crossing Facilities – St. Andrews Avenue at Keith Road” for the purpose of funding the Moodyville Traffic Signals Project;

AND THAT an amount of \$20,000 of existing funding be reallocated from Project 53259 “Traffic Signal System Upgrades” for the purpose of funding the Moodyville Traffic Signals Project.

12. 2023 Appropriations #1 – File: 05-1705-30-0019/2023

Report: Chief Financial Officer, April 12, 2023

**RECOMMENDATION:**

PURSUANT to the report of the Chief Financial Officer, dated April 12, 2023, entitled “2023 Appropriations #1”:

THAT (Funding Appropriation #2306) an amount of \$4,100,746 be appropriated from the General Capital Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2307) an amount of \$3,295,750 be appropriated from the Civic Amenity Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2308) an amount of \$11,483,813 be appropriated from the Civic Amenity – Harry Jerome CRC Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2309) an amount of \$620,000 be appropriated from the Tax Sale Land Interest Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2310) an amount of \$365,883 be appropriated from the Carbon Fund Reserve for the purpose of funding the 2023-2027 Capital Plan;

*Continued...*

**REPORTS – Continued**

12. 2023 Appropriations #1 – File: 05-1705-30-0019/2023 – Continued

THAT (Funding Appropriation #2312) an amount of \$100,000 be appropriated from the Cemetery Fund Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2313) an amount of \$50,154 be appropriated from the Computer Equipment Fund Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2314) an amount of \$45,119 be appropriated from the General Building Fund Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2315) an amount of \$16,686 be appropriated from the General Equipment Replacement Fund Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2316) an amount of \$5,524 be appropriated from the Justice Administration Building Fund Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2317) an amount of \$515,000 be appropriated from the Engineering Equipment Replacement Fund Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT “Development Cost Charge (Transportation) Reserve Fund Bylaw, 2023, No. 8972” (2023 Project Plan Funding), a Bylaw to appropriate an amount of \$198,000 from the DCC (Transportation) Reserve Fund to fund the 2023 Project Plan, be considered;

THAT “Development Cost Charge (Parks) Reserve Fund Bylaw, 2023, No. 8973” (2023 Project Plan Funding), a Bylaw to appropriate an amount of \$371,250 from the DCC (Parks) Reserve to fund the 2023 Project Plan, be considered;

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.

*Items 13 and 14 refer.*

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

13. “Development Cost Charge (Transportation) Reserve Fund Bylaw, 2023, No. 8972” (2023 Capital Plan Funding)

### **RECOMMENDATION:**

THAT “Development Cost Charge (Transportation) Reserve Fund Bylaw, 2023, No. 8972” (2023 Capital Plan Funding) be given first, second and third readings.

14. “Development Cost Charge (Parks) Reserve Fund Bylaw, 2023, No. 8973” (2023 Capital Plan Funding)

### **RECOMMENDATION:**

THAT “Development Cost Charge (Parks) Reserve Fund Bylaw, 2023, No. 8973” (2023 Capital Plan Funding) be given first, second and third readings.

## **REPORTS**

15. CleanBC Better Homes Municipal Rebate Contribution and Jump on a New Heat Pump Update – File: 11-5280-14-0001/2023

Report: Planner 2, Environmental Sustainability, April 12, 2023

### **RECOMMENDATION:**

PURSUANT to the report of the Planner 2, Environmental Sustainability, dated April 12, 2023, entitled “CleanBC Better Homes Municipal Rebate Contribution and Jump on a New Heat Pump Update”:

THAT funds in the amount of \$80,000 be allocated within the Greening the Community Building Sector Project to continue to provide municipal top-up rebates for low carbon home energy retrofits through the CleanBC Better Homes Program;

AND THAT the Mayor and Corporate Officer be authorized to sign the Contribution Agreement Amendment with the Province of BC and BC Hydro and any other necessary documentation to give effect to this motion.

**REPORTS – Continued**

16. Copperpenny Distilling Application for Permanent Change of Liquor Service Hours for the Lounge Area – Public Feedback and Recommendation  
– File: 13-6750-01-0001/2023

Report: Manager, Economic Development, April 14, 2023

**RECOMMENDATION:**

PURSUANT to the report of the Manager, Economic Development, dated April 14, 2023, entitled “Copperpenny Distilling Application for Permanent Change of Liquor Service Hours for the Lounge Area – Public Feedback and Recommendation”:

THAT the application for extension of current closing hours to 12:00am, Sunday to Thursday, and 2:00am, Friday and Saturday, for liquor service in the lounge area, under Copperpenny Distilling Limited’s Liquor Manufacturer Licence, be approved, subject to the following conditions:

- In accordance with the provisions set out in the Outdoor Dining Agreement, the extension of liquor service hours shall not be applied to the current outdoor patio area. All service of food and beverages on the outdoor patio should cease by 10:00pm and the patio area should be cleared by 11:00pm; and
- Signage be posted in conspicuous locations on the business premises to advise patrons to be respectful of neighbours when leaving the premises;

AND THAT the Liquor and Cannabis Licensing Branch be informed of this resolution and that the application approval has been granted on the basis that:

- The impact of noise on the community in the immediate vicinity of the establishment, in general, is expected to be minimal if managed diligently;
- The proposed extension to liquor service hours is consistent with the vision for The Brewery District;
- The proposed extended liquor service hours will not result in the service area being operated in a manner that is contrary to the primary purpose of the business; and
- The results of the public feedback conducted by City staff found a majority of respondents in favour of the proposed liquor service hours.



**REPORTS – Continued**

17. Development Variance Permit for 1253 Sutherland Avenue (James Stobie, Synthesis Design Inc.) – File: 08-3400-20-0110/1

Report: Planner 1, April 12, 2023

**RECOMMENDATION:**

PURSUANT to the report of the Planner 1, dated April 12, 2023, entitled “Development Variance Permit for 1253 Sutherland Avenue (James Stobie, Synthesis Design Inc.)”:

THAT Development Variance Permit No. PLN2023-00001 (James Stobie, Synthesis Design Inc.) be considered for issuance under Section 498 of the *Local Government Act* and the Public Meeting be waived;

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

AND THAT the Mayor and Corporate Officer be authorized to sign the necessary documentation to give effect to this motion.

18. Zoning Bylaw Amendment for 125 Victory Ship Way (The Wallace Venue Corp.) – File: 08-3400-20-0100/1

Report: Planner 1, April 12, 2023

**RECOMMENDATION:**

PURSUANT to the report of the Planner 1, dated April 12, 2023, entitled “Zoning Bylaw Amendment for 125 Victory Ship Way (The Wallace Venue Corp.)”:

THAT the application submitted by The Wallace Venue Corp., to amend the CD-393 Zone for the property located at 125 Victory Ship Way, 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 Mayor and Corporate Officer be authorized to sign the necessary documentation to give effect to this motion.

**REPORTS – Continued**

19. Rezoning Application: 275 East 2<sup>nd</sup> Street (Three Shores Management / Integra Architecture Inc.) – File: 08-3400-20-0078/1

Report: Planner 1, April 12, 2023

**RECOMMENDATION:**

PURSUANT to the report of the Planner 1, dated April 12, 2023, entitled “Rezoning Application: 275 East 2<sup>nd</sup> Street (Three Shores Management / Integra Architecture Inc.)”:

THAT the application submitted by Three Shores Management / Integra Architecture Inc., to rezone the property located at 275 East 2<sup>nd</sup> Street from a RM-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.

20. Council Code of Conduct – File: 01-0530-01-0001/2023

Report: Corporate Officer and City Solicitor, April 18, 2023

**RECOMMENDATION:**

PURSUANT to the report of the Corporate Officer and City Solicitor, dated April 18, 2023, entitled “Council Code of Conduct”:

THAT at the Regular meeting of April 17, 2023, Council directed staff to bring forward a draft Code of Conduct regarding respectful behaviour and communications of and with Council, City staff, volunteers and members of the public when interfacing with one another and/or using City facilities or services;

THAT in accordance with the legislative requirements of the *Community Charter*, Council confirms that the following principles for Codes of Conduct have been duly considered and ratifies its decision to establish a Council Code of Conduct:

- a) Council members must carry out their duties with integrity;
- b) Council members are accountable for the decisions that they make, and the actions that they take, in the course of their duties;
- c) Council members must be respectful of others; and
- d) Council members must demonstrate leadership and collaboration;

AND THAT staff be directed to prepare a draft Code of Conduct based on the required principles set out above and in accordance with the resolution approved by Council on April 17, 2023, and bring it forward for Council consideration.

## **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**

## **ADJOURN**

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**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, APRIL 17, 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  
L. Sawrenko, Chief Financial Officer  
B. Johnson, Revenue Accountant  
H. Granger, City Solicitor  
T. Ryce, Chief Building Official  
R. Basi, Manager, Development Planning  
E. Elliott, Manager, Transportation Planning  
B. Underhill, Transportation Planner  
M. Menzel, Development Planner  
K. Magnusson, Director, Engineering, Parks and Environment  
L. Orr, Acting Director, Community and Partner Engagement  
P. Duffy, Manager, Bylaw Services  
J. Roy, Manager, Civic Facilities  
L. Gillies, Deputy Director, Project Management & Delivery, LEC  
N. Vilstrup, Deputy Director, Project Development and Implementation, LEC  
S. Wood, Accountant, LEC  
C. Bulman, Committee and Records Clerk

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

**APPROVAL OF AGENDA**

Moved by Councillor Back, seconded by Councillor Girard

1. Regular Council Meeting Agenda, April 17, 2023

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

Moved by Councillor Shahriari, seconded by Councillor Back

2. Regular Council Meeting Minutes, April 3, 2023

**CARRIED UNANIMOUSLY**

## **PUBLIC INPUT PERIOD**

- Tyla Doyle, 712 St. Andrews Avenue, North Vancouver, spoke regarding the St. Andrews Avenue Improvement Project and the public engagement process.
- Dennis Hilton, 818 St. Andrews Avenue, North Vancouver, spoke regarding the St. Andrews Avenue Improvement Project and the public engagement process.
- Robb Webb, 1415 East 18<sup>th</sup> Street, North Vancouver, spoke regarding healthy cities and 15-minute cities.

## **CONSENT AGENDA**

Moved by Councillor Bell, seconded by Councillor Shahriari

THAT Item 4 be removed from the Consent Agenda and the remaining recommendation listed within the Consent Agenda be approved.

**CARRIED UNANIMOUSLY**

## **START OF CONSENT AGENDA**

### **BYLAW – ADOPTION**

- \*3. “Growing Communities Reserve Fund Bylaw, 2023, No. 8968”

Moved by Councillor Bell, seconded by Councillor Shahriari

THAT “Growing Communities Reserve Fund Bylaw, 2023, No. 8968” be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY)**

## **END OF CONSENT AGENDA**

### **CORRESPONDENCE**

4. Board in Brief, Metro Vancouver Regional District, March 31, 2023  
– File: 01-0400-60-0006/2023

Re: Metro Vancouver – Board in Brief

Moved by Councillor Bell, seconded by Councillor Shahriari

THAT the correspondence from Metro Vancouver, dated March 31, 2023, regarding the “Metro Vancouver – Board in Brief”, be received and filed.

**CARRIED UNANIMOUSLY**

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

5. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. 8957” (Jadasi Development (880 W 15th) Ltd. / Gateway Architecture, 880 West 15<sup>th</sup> Street, CD-759)

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. 8957” (Jadasi Development (880 W 15th) Ltd. / Gateway Architecture, 880 West 15<sup>th</sup> Street, CD-759) be given first and second readings.

**CARRIED UNANIMOUSLY**

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. 8957” (Jadasi Development (880 W 15th) Ltd. / Gateway Architecture, 880 West 15<sup>th</sup> Street, CD-759) be given third reading.

**CARRIED UNANIMOUSLY**

6. “Housing Agreement Bylaw, 2023, No. 8958” (Jadasi Development (880 W 15th) Ltd. / Gateway Architecture, 880 West 15<sup>th</sup> Street, CD-759, Rental Housing Commitments)

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “Housing Agreement Bylaw, 2023, No. 8958” (Jadasi Development (880 W 15th) Ltd. / Gateway Architecture, 880 West 15<sup>th</sup> Street, CD-759, Rental Housing Commitments) be given first and second readings.

**CARRIED UNANIMOUSLY**

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT “Housing Agreement Bylaw, 2023, No. 8958” (Jadasi Development (880 W 15th) Ltd. / Gateway Architecture, 880 West 15<sup>th</sup> Street, CD-759, Rental Housing Commitments) be given third reading.

**CARRIED UNANIMOUSLY**

## **REPORT**

7. Expanding the Inter-Municipal Transportation Network Services Business Licence to Hope, Kent and Mission – File: 16-8330-01-0001/2023

Report: Planner 2, April 5, 2023

Moved by Councillor Valente, seconded by Councillor Girard

PURSUANT to the report of the Planner 2, dated April 5, 2023, entitled “Expanding the Inter-Municipal Transportation Network Services Business Licence to Hope, Kent and Mission”:

*Continued...*

## **REPORT – Continued**

7. Expanding the Inter-Municipal Transportation Network Services Business Licence to Hope, Kent and Mission – File: 16-8330-01-0001/2023 – Continued

THAT the participation of the District of Hope, District of Kent and City of Mission in the Inter-Municipal Transportation Network Services Business Licence (the “IMBL”) be approved, in principle;

THAT the following bylaws be considered:

- “Inter-municipal Transportation Network Services Business Licence Agreement Bylaw, 2023, No. 8966” (Expanding the Inter-municipal Transportation Network Services Business Licence to Hope, Kent and Mission);
- “Inter-municipal Transportation Network Services Business Licence Scheme Bylaw, 2023, No. 8967” (Expanding the Inter-municipal Transportation Network Services Business Licence to Hope, Kent and Mission)

AND THAT the Mayor and Corporate Officer be authorized to sign the necessary documentation to give effect to this motion.

**CARRIED UNANIMOUSLY**

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

8. “Inter-municipal Transportation Network Services Business Licence Agreement Bylaw, 2023, No. 8966” (Expanding the Inter-municipal TNS Business Licence to Hope, Kent and Mission)

Moved by Councillor Valente, seconded by Councillor Girard

THAT “Inter-municipal Transportation Network Services Business Licence Agreement Bylaw, 2023, No. 8966” (Expanding the Inter-municipal TNS Business Licence to Hope, Kent and Mission) be given first and second readings.

**CARRIED UNANIMOUSLY**

Moved by Councillor Valente, seconded by Councillor Girard

THAT “Inter-municipal Transportation Network Services Business Licence Agreement Bylaw, 2023, No. 8966” (Expanding the Inter-municipal TNS Business Licence to Hope, Kent and Mission) be given third reading.

**CARRIED UNANIMOUSLY**



## **BYLAWS – FIRST, SECOND AND THIRD READINGS – Continued**

9. “Inter-municipal Transportation Network Services Business Licence Scheme Bylaw, 2023, No. 8967” (Expanding the Inter-municipal TNS Business Licence to Hope, Kent and Mission)

Moved by Councillor Valente, seconded by Councillor Girard

THAT “Inter-municipal Transportation Network Services Business Licence Scheme Bylaw, 2023, No. 8967” (Expanding the Inter-municipal TNS Business Licence to Hope, Kent and Mission) be given first and second readings.

**CARRIED UNANIMOUSLY**

Moved by Councillor Valente, seconded by Councillor Girard

THAT “Inter-municipal Transportation Network Services Business Licence Scheme Bylaw, 2023, No. 8967” (Expanding the Inter-municipal TNS Business Licence to Hope, Kent and Mission) be given third reading.

**CARRIED UNANIMOUSLY**

## **REPORT**

10. 2023-2027 Financial Plan Bylaw – File: 05-1700-03-0001/2023

Report: Chief Financial Officer, April 5, 2023

Moved by Councillor Bell, seconded by Councillor Back

PURSUANT to the report of the Chief Financial Officer, dated April 5, 2023, entitled “2023-2027 Financial Plan Bylaw”:

THAT “Financial Plan for the Years 2023 to 2027 Bylaw, 2023, No. 8962” be considered.

**CARRIED UNANIMOUSLY**

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

11. “Financial Plan for the Years 2023 to 2027 Bylaw, 2023, No. 8962”

Moved by Councillor Bell, seconded by Councillor Back

THAT “Financial Plan for the Years 2023 to 2027 Bylaw, 2023, No. 8962” be given first and second readings.

**CARRIED UNANIMOUSLY**

Moved by Councillor Bell, seconded by Councillor Back

THAT “Financial Plan for the Years 2023 to 2027 Bylaw, 2023, No. 8962” be given third reading.

**CARRIED UNANIMOUSLY**

Councillor Girard left the meeting at 7:04 pm and returned at 7:07 pm.

## **REPORT**

12. 2023 Tax Rates Bylaw – File: 05-1970-05-0005/2023

Report: Chief Financial Officer, April 5, 2023

Moved by Councillor Shahriari, seconded by Councillor Back

PURSUANT to the report of the Chief Financial Officer, dated April 5, 2023, entitled “2023 Tax Rates Bylaw”:

THAT “Tax Rates Bylaw, 2023, No. 8963” be considered.

**CARRIED UNANIMOUSLY**  
(by members remaining)

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

13. “Tax Rates Bylaw, 2023, No. 8963”

Moved by Councillor Shahriari, seconded by Councillor Back

THAT “Tax Rates Bylaw, 2023, No. 8963” be given first and second readings.

**CARRIED UNANIMOUSLY**  
(by members remaining)

Moved by Councillor Shahriari, seconded by Councillor Back

THAT “Tax Rates Bylaw, 2023, No. 8963” be given third reading.

**CARRIED UNANIMOUSLY**  
(by members remaining)

## **REPORT**

14. Lonsdale Energy Corporation Loan – File: 05-1610-01-0001/2023

Report: Chief Financial Officer, April 5, 2023

Moved by Councillor McIlroy, seconded by Councillor Bell

PURSUANT to the report of the Chief Financial Officer, dated April 5, 2023, entitled “Lonsdale Energy Corporation Loan”:

THAT the loans currently outstanding and authorized by the City of North Vancouver be renewed and consolidated on a 5-year demand term and at an interest rate of 3.51% compounded quarterly, as of August 1, 2023;

*Continued...*

## **REPORT – Continued**

14. Lonsdale Energy Corporation Loan – File: 05-1610-01-0001/2023 – Continued

THAT a term be added to the loan requiring twelve-month's notice to Lonsdale Energy Corp. if the City of North Vancouver wishes to demand repayment of the loan prior to the endorsed debt repayment schedule;

AND THAT Lonsdale Energy Corp.'s proposed debt repayment schedule be endorsed.

**CARRIED UNANIMOUSLY**

## **NOTICE OF MOTION**

15. Council Code of Conduct and City of North Vancouver Respectful Communication Policy – File: 01-0530-01-0001/2023

Submitted by Council of the Whole

Moved by Councillor Bell, seconded by Councillor Girard

WHEREAS the City of North Vancouver has a priority to be a City for People that is welcoming, inclusive, safe, accessible and supports the health and well-being of all;

WHEREAS a Code of Conduct is a written document that sets shared expectations for conduct or behaviour;

WHEREAS responsible conduct that is grounded in agreed upon principles furthers a local government's ability to provide good governance to their community;

WHEREAS Council of the City of North Vancouver, as a group, wishes to lead through example that it sets for the City and the community;

WHEREAS the City of North Vancouver wishes to promote a safe, healthy, respectful and positive environment for all staff, members of the public and volunteers at its facilities, and has an obligation to provide a workplace free of violence, bullying and harassment;

AND WHEREAS civil discourse is essential to a free and functioning democracy now;

THEREFORE BE IT RESOLVED that staff be directed to bring forward for Council's consideration a Code of Conduct for the City of North Vancouver Council regarding respectful behaviour and communication between members of Council;

THAT staff be further directed to bring forward recommendations for a bylaw or policy for Council's consideration regarding respectful behaviour and communications of and with Council, City staff, volunteers and members of the public when interfacing with one another and/or using City facilities or services;

*Continued...*

## **NOTICE OF MOTION – Continued**

15. Council Code of Conduct and City of North Vancouver Respectful Communication Policy – File: 01-0530-01-0001/2023 – Continued

AND THAT the bylaw or policy include definitions of appropriate and inappropriate behaviour and communication and provide a clear process with assigned roles and authorities for City staff and Council members to address inappropriate communication when it occurs.

**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 Back, seconded by Councillor Shahriari

THAT Council recess to the Committee of the Whole, Closed Session, pursuant to the *Community Charter*, Sections 90(1)(a) [personal information], 90(1)(e) [land matter] and 90(1)(k) [proposed service].

**CARRIED UNANIMOUSLY**

The meeting recessed to the Committee of the Whole, Closed Session, at 7:20 pm and reconvened at 8:17 pm.

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

16. Land Matter – File: 06-2370-01-0001/2023

Report: Manager, Development Services, April 5, 2023

Moved by Councillor Back, seconded by Councillor Valente

PURSUANT to the report of the Manager, Development Services, dated April 5, 2023, regarding a land matter:

*Continued...*

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

16. Land Matter – File: 06-2370-01-0001/2023 – Continued

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 Manager, Development Services, dated April 5, 2023, remain in the Closed session.

**CARRIED UNANIMOUSLY**

17. Land Matter – File: 08-3030-20-0333/1

Report: Acting Director, Planning and Development, and Director, Engineering, Parks and Environment, April 11, 2023

Moved by Councillor Back, seconded by Councillor Valente

PURSUANT to the report of the Acting Director, Planning and Development, and Director, Engineering, Parks and Environment, dated April 11, 2023, regarding a land matter:

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

AND THAT the wording of the recommendation and the report of the Acting Director, Planning and Development, and Director, Engineering, Parks and Environment, dated April 11, 2023, remain in the Closed session.

**CARRIED UNANIMOUSLY**

18. Appointment to the Multicultural Community Festival Task Force  
– File: 01-0360-20-0117/2023

Report: Corporate Officer, April 5, 2023

Moved by Councillor Back, seconded by Councillor Valente

PURSUANT to the report of the Corporate Officer, dated April 5, 2023, entitled “Appointment to the Multicultural Community Festival Task Force”:

THAT Jon Bevan be appointed to represent the Lower Lonsdale Business Improvement Area for the remainder of the term of the Task Force;

AND THAT the report of the Corporate Officer, dated April 5, 2023, entitled “Appointment to the Multicultural Community Festival Task Force”, remain in the Closed session.

**CARRIED UNANIMOUSLY**

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

19. Appointments to the Social Planning Advisory Committee  
– File: 01-0360-20-0088/2023

Report: Corporate Officer, March 27, 2023

Moved by Councillor Back, seconded by Councillor Valente

PURSUANT to the report of the Corporate Officer, dated March 27, 2023, entitled  
“Appointments to the Social Planning Advisory Committee”:

THAT Farnoosh Fallah and Liza Feris be appointed to the Social Planning Advisory  
Committee for the term commencing on April 18, 2023 and concluding on January  
31, 2025;

AND THAT the report of the Corporate Officer, dated March 27, 2023, entitled  
“Appointments to the Social Planning Advisory Committee”, remain in the Closed  
session.

**CARRIED UNANIMOUSLY**

## **ADJOURN**

Moved by Councillor Bell, seconded by Councillor Girard

THAT the meeting adjourn.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:18 pm.

*“Certified Correct by the Corporate Officer”*

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CORPORATE OFFICER



## Office of the Mayor

CITY OF NORTH VANCOUVER  
BRITISH COLUMBIA

# Proclamation

## DAY OF MOURNING

*Whereas*

the Parliament of Canada passed the Workers Mourning Day Act in 1991, making April 28 an official Day of Mourning;

*Whereas*

in British Columbia alone, 181 workers lost their lives in 2022 as a result of workplace injury and occupational disease;

*Whereas*

annual observance of this day provides an opportunity to raise public awareness of occupational health and safety and strengthen our resolve for the business community to establish safe and healthy conditions in the workplace; and

*Whereas*

the Day of Mourning honours the memory of those who have lost their lives, been injured or suffered from work related incidents or disease;

*Now Therefore*

I, Linda Buchanan, Mayor of the City of North Vancouver, do hereby proclaim **April 28, 2023** as **Day of Mourning** in the City of North Vancouver, the traditional territories of the Squamish and Tsleil-Waututh Nations.

So proclaimed on Monday, April 24, 2023

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Mayor Linda Buchanan



## Office of the Mayor

CITY OF NORTH VANCOUVER  
BRITISH COLUMBIA

# Proclamation

## POLONIA DAY

*Whereas*

The City of North Vancouver residents represent many different traditions, cultures and languages from around the world;

*Whereas*

The City of North Vancouver recognizes the United Nations' declaration regarding "the inherent dignity of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world";

*Whereas*

The City of North Vancouver is home to a large Polish-Canadian community that has contributed significantly to the social and economic vitality of the City;

*Whereas*

Polonia Day celebrates the Polish diaspora around the world that encompasses many Polish traditions, values and Polish heritage; it is a significant time in the Polish community to celebrate Polish heritage; and

*Whereas*

Polonia Day acknowledges and celebrates the contributions of the Polish Community for whom May 2<sup>nd</sup> is a significant time and integral to their identity;

*Now Therefore*

I, Linda Buchanan, Mayor of the City of North Vancouver, do hereby proclaim **May 2, 2023** as **Polonia Day** in the City of North Vancouver, the traditional territories of the Squamish and Tsleil-Waututh Nations.

So proclaimed on Monday, April 24, 2023

*Linda C. Buchanan*

Mayor Linda Buchanan



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

**BYLAW NO. 8962**

**Financial Plan for the Years 2023 to 2027**

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 “**Financial Plan for the Years 2023 to 2027 Bylaw, 2023, No. 8962**”.
2. Schedule “A” attached hereto is the Financial Plan of The Corporation of the City of North Vancouver for the period commencing January 1, 2023, and ending December 31, 2027.

READ a first time on the 17<sup>th</sup> day of April, 2023.

READ a second time on the 17<sup>th</sup> day of April, 2023.

READ a third time on the 17<sup>th</sup> day of April, 2023.

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

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MAYOR

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CORPORATE OFFICER

**SCHEDULE "A" TO BYLAW NO. 8962  
CITY OF NORTH VANCOUVER FINANCIAL PLAN  
FOR THE YEARS 2023 – 2027**

**(1) 2023 – 2027 Financial Plan (\$000's)**

<b>For the year ended December 31</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Revenue</b>					
Property Value Tax	75,715	78,124	80,605	83,153	85,772
Levies (Storm and Eco)	4,143	4,447	4,773	5,171	5,533
Revenue from Fees and Services	49,976	53,142	56,556	60,286	63,466
Revenue from Other Sources	3,929	3,804	3,842	3,880	3,919
	133,763	139,517	145,776	152,490	158,690
<b>Transfers</b>					
Collections for Other Governments	57,415	58,563	59,734	60,929	62,148
Transfer from Reserves	63,796	83,621	51,462	45,845	42,754
External Contributions	28,719	5,328	3,822	3,120	3,751
Transfer from Capital Assets	17,700	18,054	163,415	18,783	19,159
	167,630	165,566	278,433	128,677	127,813
<b>Total Revenues</b>	<b>301,393</b>	<b>305,083</b>	<b>424,209</b>	<b>281,167</b>	<b>286,503</b>
<b>Expenditures</b>					
<b>Operating Expenses</b>					
General Government	27,607	28,297	29,004	29,729	30,472
Transportation and Transit	8,344	8,552	8,766	8,985	9,210
Health, Social Services, Housing	4,000	4,100	4,203	4,308	4,416
Development Services	8,307	8,515	8,728	8,946	9,170
Protective Services	31,247	32,029	32,830	33,651	34,492
Parks, Recreation and Culture	26,489	27,151	27,830	28,526	29,239
Water	12,053	18,246	20,861	20,697	22,523
Sewer	12,514	18,871	22,788	24,862	26,655
Solid Waste	4,098	4,210	4,327	4,446	4,570
	134,658	149,971	159,337	164,150	170,747
<b>Capital Expenditures</b>	<b>76,443</b>	<b>64,316</b>	<b>27,547</b>	<b>23,055</b>	<b>20,895</b>
<b>Transfers</b>					
Collections for Other Governments	57,415	58,563	59,734	60,929	62,148
Equity	19,525	18,819	19,289	19,771	20,265
Reserves	13,352	9,414	45,302	13,262	12,448
Debt Servicing	0	4,000	113,000	0	0
	90,292	90,796	237,325	93,962	94,861
<b>Total Expenditures</b>	<b>301,393</b>	<b>305,083</b>	<b>424,209</b>	<b>281,167</b>	<b>286,503</b>

**SCHEDULE "A" TO BYLAW NO. 8962  
CITY OF NORTH VANCOUVER FINANCIAL PLAN  
FOR THE YEARS 2023 – 2027**

**(2) Revenue Proportions by Funding Source**  
(Excluding Transfers)

	(\$000's)									
	2023	%	2024	%	2025	%	2026	%	2027	%
Property Value Tax	75,715	57	78,124	56	80,605	55	83,153	55	85,772	54
Levies (Storm and Eco)	4,143	3	4,447	3	4,773	3	5,171	3	5,533	4
Revenue from Fees and Services	49,976	37	53,142	38	56,556	39	60,286	39	63,466	40
Revenue from Other Sources	3,929	3	3,804	3	3,842	3	3,880	3	3,919	2
Total Revenues	133,763	100	139,517	100	145,776	100	152,490	100	158,690	100

**Background:** Property Taxes are CNV's major source of revenue. CNV's reliance on property tax as a source of revenue has increased gradually over the past several years. This trend is partially due to the lack of access to other types of revenues. Where feasible, CNV charges user fees for services, however this is not possible for many services. The 2023-2027 Financial Plan projects the percentage of revenue coming from property taxes to decrease gradually, due to the assumptions in place surrounding growth of revenue from Fees and Services, particularly within Utilities where rate increases need to account for significant future costs from Metro Vancouver.

**Policy:** The City will continue to look for ways to reduce the overall percentage of revenue that comes from property tax, by pursuing alternate revenue sources, and remains committed to charging user fees for services where feasible.

**(3) Distribution of Property Taxes among the Property Classes**

Property Class and Description		Tax Allocation %	
		2022	2023
1	Residential	56.38%	56.79%
2	Utilities	0.49%	0.45%
3	Major Industry – Capped	10.70%	10.53%
4	Major Industry – Non capped	0.62%	0.61%
5	Light Industry	1.02%	0.94%
6	Business	30.74%	30.63%
8	Recreation/Non-Profit	0.05%	0.05%

**Background:** In 2008 Council adopted a Long Term Property Tax Strategy to shift taxes from the business and light industrial tax classes to the residential tax class. The goal of this strategy was to move CNV's tax rates and tax rate multiples to a competitive position within the Metro Vancouver Region, while maintaining principles of fairness and equity. As CNV's tax rates and tax rate multiples are now competitive within the region, Council endorsed an across the board tax rate increase for 2023.

**Policy:** CNV will continue to distribute property taxes among the various property classes to keep tax rates and tax rate multiples competitive within the Metro Vancouver Region, while maintaining the principles of fairness and equity.

**SCHEDULE “A” TO BYLAW NO. 8962  
CITY OF NORTH VANCOUVER FINANCIAL PLAN  
FOR THE YEARS 2023 – 2027**

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**(4) Use of Permissive Tax Exemptions**

**Background:** Council currently allows permissive tax exemptions to organizations within the City, in accordance with eligibility criteria defined under the Community Charter. This criteria shows various types of institutions as eligible, including religious institutions, providers of social housing, and not for profit societies and service organizations.

**Policy:** CNV has adopted a policy that includes a set of criteria for approving permissive tax exemptions. This criteria links taxation exemptions to desired community needs and outcomes. Applications are also assessed on whether or not uses are available to a significant portion of community residents, if there is ongoing involvement of community volunteers, if benefiting organizations have competent management, and if funding comes from multiple sources. Council also carefully considers the total amount of permissive tax exemptions granted each year when reviewing the annual Property Tax Exemption bylaw, giving consideration to the equity of shifting the exempted tax burden to other property owners in the City.

All existing permissive tax exemptions are reviewed each year and staff continue to work with all organizations who receive a Permissive Tax Exemption to ensure that their services align with CNV's goals and objectives.

# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 8963

### **A bylaw for imposing property value taxes on land and improvements in the City of North Vancouver for the year 2023.**

**WHEREAS** it is provided under Section 197(1) of the *Community Charter* being, that the Council must, each year after adoption of the financial plan but before the 15<sup>th</sup> day of May, subject to the provisions and restrictions of the *Community Charter* contained, pass a bylaw to impose property value taxes on all land and improvements according to the assessed value thereof, for the purpose enumerated and set forth in Section 197(1) of the *Community Charter*,

**WHEREAS** the Council of The Corporation of the City of North Vancouver deems it necessary and expedient to pass a bylaw for imposing a property value tax on all taxable land and improvements, according to the assessed value thereof, on the last Revised Assessment roll for The Corporation of the City of North Vancouver, the rates thereafter imposed and levied for purpose hereinafter stated;

**WHEREAS** for General and Debt purposes, according to the last Revised Assessment Roll of the City, the amount of the assessed value of the taxable land and taxable improvements is \$33,153,589,748;

**AND WHEREAS** for the Regional Hospital purposes, according to the last Revised Assessment roll of the City, the amount of the assessed value of the taxable land and taxable improvements is \$33,176,894,948;

**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 “**Tax Rates Bylaw, 2023, No. 8963**”.
2. The following rates are hereby imposed and levied for the year 2023:
  - A. For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing on Schedule “A” attached hereto and forming a part hereof.
  - B. For the storm drainage purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing on Schedule “B” attached hereto and forming a part hereof.
  - C. For the eco levy purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing on Schedule “C” attached hereto and forming a part hereof.
  - D. For the City’s appropriate share of the monies required for the operating fund of the Metro Vancouver Regional District for the year 2023, on the assessed value of land and improvements taxable for Regional Hospital District purposes, rates appearing on Schedule “D” attached hereto and forming a part hereof.

3. The minimum amount of taxation upon a parcel of real property shall be One Hundred Dollars (\$100.00) for property owners 65 years of age and over and Three Hundred and Fifty Dollars (\$350.00) for property owners under 65 years of age.

READ a first time on the 17<sup>th</sup> day of April, 2023.

READ a second time on the 17<sup>th</sup> day of April, 2023.

READ a third time on the 17<sup>th</sup> day of April, 2023.

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

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MAYOR

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CORPORATE OFFICER

SCHEDULE "A"

2023 Tax Rates (\$'s of tax per \$1,000 taxable value)

Property Class		Municipal General
1.	Residential	1.55077
2.	Utilities	37.95873
4.	Major Industry	26.09662
4.	Major Industry (With Provincial Cap)	26.09662
4.	Major Industry (With Provincial Cap for new investment)	21.35178
5.	Light Industry	4.91562
6.	Business	4.91562
8.	Recreation/Non Profit	1.74179

SCHEDULE "B"

2023 Tax Rates (\$'s of tax per \$1,000 taxable value)

Property Class		Storm Drainage
1.	Residential	0.05619
2.	Utilities	1.37549
4.	Major Industry	0.94565
4.	Major Industry (With Provincial Cap)	0.94565
4.	Major Industry (With Provincial Cap for new investment)	0.77372
5.	Light Industrial	0.17813
6.	Business	0.17813
8.	Recreation/Non Profit	0.06312



SCHEDULE "C"

2023 Tax Rates (\$'s of tax per \$1,000 taxable value)

Property Class		Eco Levy
1.	Residential	0.02720
2.	Utilities	0.66578
4.	Major Industry	0.45773
4.	Major Industry (With Provincial Cap)	0.45773
4.	Major Industry (With Provincial Cap for new investment)	0.37450
5.	Light Industry	0.08622
6.	Business	0.08622
8.	Recreation/Non Profit	0.03055

SCHEDULE "D"

2023 Tax Rates (\$'s of tax per \$1,000 taxable value)

Property Class		Metro Vancouver Regional District
1.	Residential	0.05233
2.	Utilities	0.18315
4.	Major Industry	0.17791
5.	Light Industry	0.17791
6.	Business	0.12820
8.	Recreation/Non Profit	0.05233

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8966

**A Bylaw to enter into an agreement among the Participating Municipalities regarding an Inter-municipal Transportation Network Services Business Licence Scheme**

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 “**Inter-municipal Transportation Network Services Business Licence Agreement Bylaw, 2023, No. 8966**” (Expanding the Inter-municipal TNS Business Licence to Hope, Kent and Mission).
2. Council hereby authorizes the City to enter into an Agreement with the Participating Municipalities substantially in the form and substance of the Agreement attached to this Bylaw as Schedule A, and also authorizes the Mayor and Corporate Officer to execute the Agreement on behalf of the City, and to deliver it to the Participating Municipalities on such terms and conditions as the City Solicitor and Director of Community and Partner Engagement deem fit.
3. “Inter-Municipal Transportation Network Services Business Licence Agreement Bylaw, 2020, No. 8766” and all amendments are repealed upon adoption of this bylaw.

READ a first time on the 17<sup>th</sup> day of April, 2023.

READ a second time on the 17<sup>th</sup> day of April, 2023.

READ a third time on the 17<sup>th</sup> day of April, 2023.

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

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MAYOR

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CORPORATE OFFICER

## Schedule A

### Inter-municipal Transportation Network Services Business Licence Agreement

WHEREAS the City of Abbotsford, the Village of Anmore, the Bowen Island Municipality, the City of Burnaby, the City of Chilliwack, the City of Coquitlam, the City of Delta, the Village of Harrison Hot Springs, the District of Hope, the District of Kent, the Corporation of the City of Langley, the Corporation of the Township of Langley, the Village of Lions Bay, the City of Maple Ridge, the City of Mission, the Corporation of the City of New Westminster, the Corporation of the City of North Vancouver, the Corporation of the District of North Vancouver, the City of Pitt Meadows, the Corporation of the City of Port Coquitlam, the City of Port Moody, the City of Richmond, the District of Squamish, the City of Surrey, the City of Vancouver, the Corporation of the District of West Vancouver, the Resort Municipality of Whistler, and the Corporation of the City of White Rock (the “Participating Municipalities”), wish to permit transportation network services (“TNS”) businesses to operate across their jurisdictional boundaries thereby eliminating the need to obtain a separate municipal business licence in each jurisdiction;

NOW THEREFORE the Participating Municipalities agree as follows:

1. The Participating Municipalities agree to establish an Inter-municipal TNS Business Licence scheme among the Participating Municipalities, pursuant to section 14 of the *Community Charter* and section 192.1 of the *Vancouver Charter*.
2. The Participating Municipalities will request their respective municipal Councils to each ratify this Agreement and enact a bylaw to implement an Inter-municipal TNS Business Licence scheme effective June 1, 2023.
3. In this Agreement:

“Accessible Vehicle” means a motor vehicle designed and manufactured, or converted, for the purpose of transporting persons who use mobility aids;

“Administrative Costs” means the direct and indirect costs and investments attributable to setting up and administering the Inter-municipal TNS Business Licence scheme, including wages, materials, corporate overhead and rent;

“Business” has the same meaning as in the *Community Charter*;

“Community Charter” means the *Community Charter*, S.B.C. 2003, c. 26, as may be amended or replaced from time to time;

“Inter-municipal TNS Business” means a TNS Business that has been licenced to operate in the Region 1 operating area by the Passenger Transportation Board;

“Inter-municipal TNS Business Licence” means a business licence that authorizes an Inter-municipal TNS Business to be carried on within the jurisdictional boundaries of any or all of the Participating Municipalities;

“Inter-municipal TNS Business Licence Bylaw” means the bylaw adopted by the Council of each Participating Municipality to implement the Inter-municipal TNS Business Licence scheme contemplated by this Agreement;

“Mobility Aid” has the same meaning as in the Passenger Transportation Act, S.B.C 2004, c. 39, as may be amended or replaced from time to time;

“Municipal Business Licence” means a licence or permit, other than an Inter-municipal TNS Business Licence, issued by a Participating Municipality that authorizes a Business to be carried on within the jurisdictional boundaries of that Participating Municipality;

“Participating Municipality” means any one of the Participating Municipalities;

“Premises” means one or more fixed or permanent locations where the TNS Business ordinarily carries on Business;

“TNS Business” means a person carrying on the business of providing Transportation Network Services;

“Transportation Network Services” has the same meaning as in the Passenger Transportation Act, S.B.C 2004, c. 39, as may be amended or replaced from time to time;

“Vancouver Charter” means the *Vancouver Charter*, S.B.C. 1953, c. 55, as may be amended or replaced from time to time; and

“Zero Emission Vehicle” means a motor vehicle that is exclusively propelled by electricity or hydrogen from an external source.

4. Subject to the provisions of the Inter-municipal TNS Business Licence Bylaw, each Participating Municipality will permit a TNS Business that has obtained an Inter-municipal TNS Business Licence to carry on the Business of providing Transportation Network Services within that Participating Municipality for the term authorized by the Inter-municipal TNS Business Licence without obtaining a Municipal Business Licence for the TNS Business in that Participating Municipality.
5. All Inter-municipal TNS Business Licences will be issued by the City of Vancouver.
6. The City of Vancouver may issue an Inter-municipal TNS Business Licence to a TNS Business if the TNS Business is an Inter-municipal TNS Business and meets the requirements of the Inter-municipal TNS Business Licence Bylaw, in addition to the requirements of the City of Vancouver’s Licence Bylaw No. 4450.
7. Notwithstanding that a TNS Business may hold an Inter-municipal TNS Business Licence that would make it unnecessary to obtain a Municipal Business Licence for the TNS Business in the Participating Municipalities, the TNS Business must still comply with all orders and regulations under any municipal business licence bylaw in addition to those under any other bylaws, regulations, or provincial or federal laws that may apply within any jurisdiction in which the TNS Business carries on Business.
8. Any Participating Municipality may require that the holder of an Inter-municipal TNS Business Licence also obtain a Municipal Business Licence for any Premises that are maintained by the licence holder within the jurisdiction of the Participating Municipality.
9. The annual Inter-municipal TNS Business Licence fee is \$155, plus \$150 for each vehicle operating under the authority of the Inter-municipal TNS Business, except that the per

vehicle fee for Zero Emission Vehicles will be \$30, and there will be no per vehicle fee charged for Accessible Vehicles.

10. The fee for any additional vehicles that begin operating under the authority of an Inter-municipal TNS Business Licence holder after the annual licence fee is paid will be the per vehicle fee set out in section 9, pro-rated by dividing the applicable annual per vehicle fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.
11. The City of Vancouver will distribute the revenue generated from Inter-municipal TNS Business Licence fees amongst all Participating Municipalities based on the City of Vancouver retaining an amount to cover its Administrative Costs, with the remaining fees to be distributed proportionally to the Participating Municipalities, including the City of Vancouver, based on the number of pick-ups and drop-offs in that Participating Municipality. The City of Vancouver will provide the other Participating Municipalities with an itemized accounting of the fees collected and disbursed, including an accounting of its Administrative Costs, at the time it distributes the remaining fees to those Participating Municipalities.
12. The revenue generated from Inter-municipal TNS Business Licence fees collected from January 1 to December 31 inclusive that is to be distributed to the Participating Municipalities in accordance with section 11, including the fees collected for any additional vehicles under section 10, will be distributed by the City of Vancouver by February 28 of the year following the year in which fees were collected.
13. The length of term of an Inter-municipal TNS Business Licence is 12 months, except that the length of term of the initial Inter-municipal TNS Business Licence issued to an Inter-municipal TNS Business by the City of Vancouver may be less than 12 months in order to harmonize the expiry date of the Inter-municipal TNS Business Licence with the calendar year, in which case the annual fee will be pro-rated by dividing the applicable annual licence fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.
14. An Inter-municipal TNS Business Licence will be valid within the jurisdictional boundaries of all of the Participating Municipalities until its term expires, unless the Inter-municipal TNS Business Licence is suspended or cancelled. If a Participating Municipality withdraws from the Inter-municipal TNS Business Licence scheme among the Participating Municipalities in accordance with the Inter-municipal TNS Business Licence Bylaw, then the Inter-municipal TNS Business Licence will cease to be valid within the jurisdictional boundary of that former Participating Municipality.
15. A Participating Municipality may exercise the authority of the City of Vancouver as the issuing municipality and suspend an Inter-municipal TNS Business Licence in relation to conduct by the holder within the Participating Municipality which would give rise to the power to suspend a business licence under the Community Charter or Vancouver Charter or under the business licence bylaw of the Participating Municipality. The suspension will be in effect throughout all of the Participating Municipalities and it will be unlawful for the holder to carry on the Business authorized by the Inter-municipal TNS Business Licence in any Participating Municipality for the period of the suspension.
16. A Participating Municipality may exercise the authority of the City of Vancouver as the issuing municipality and cancel an Inter-municipal TNS Business Licence in relation to

conduct by the holder within the Participating Municipality which would give rise to the power to cancel a business licence under the Community Charter or Vancouver Charter or the business licence bylaw of the Participating Municipality. The cancellation will be in effect throughout all of the Participating Municipalities.

17. The suspension or cancellation of an Inter-municipal TNS Business Licence under section 15 or 16 will not affect the authority of a Participating Municipality to issue a Municipal Business Licence, other than an Inter-municipal TNS Business Licence, to the holder of the suspended or cancelled Inter-municipal TNS Business Licence.
18. Nothing in this Agreement affects the authority of a Participating Municipality to suspend or cancel any Municipal Business Licence issued by that municipality or to enact regulations in respect of any category of Business under section 15 of the Community Charter or sections 272, 273, 279A, 279A.1, 279B, and 279C of the Vancouver Charter.
19. A Participating Municipality may, by notice in writing to each of the other Participating Municipalities, withdraw from the Inter-municipal TNS Business Licence scheme among the Participating Municipalities, and the notice must:
  - (a) set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of Inter-municipal TNS Business Licences, which date must be at least 6 months from the date of the notice; and
  - (b) include a certified copy of the municipal Council resolution or bylaw authorizing the municipality's withdrawal from the Inter-municipal TNS Business Licence scheme.
20. Nothing contained or implied in this Agreement shall fetter in any way the discretion of the Councils of the Participating Municipalities. Further, nothing contained or implied in this Agreement shall prejudice or affect the Participating Municipalities' rights, powers, duties or obligations in the exercise of their functions pursuant to the Community Charter, Vancouver Charter, or the Local Government Act, as amended or replaced from time to time, or act to fetter or otherwise affect the Participating Municipalities' discretion, and the rights, powers, duties and obligations under all public and private statutes, bylaws, orders and regulations, which may be, if each Participating Municipality so elects, as fully and effectively exercised as if this Agreement had not been executed and delivered by the Participating Municipalities.
21. Despite any other provision of this Agreement, an Inter-municipal TNS Business Licence granted in accordance with the Inter-municipal TNS Business Licence Bylaw does not grant the holder a licence to operate in any jurisdiction other than within the jurisdictional boundaries of the Participating Municipalities. Furthermore, a business licence granted under any other Inter-municipal TNS Business licence scheme is deemed not to exist for the purposes of this Agreement even if a Participating Municipality is a participating member of the other Inter-municipal TNS Business Licence scheme.
22. This Agreement may be executed in several counterparts, each of which shall be deemed to be an original, and may be delivered by email or facsimile transmission, and each such counterpart, howsoever delivered, shall be deemed to be an original. Such counterparts together shall constitute one and the same instrument, notwithstanding that all of the Participating Municipalities are not signatories to the original or the same counterpart.

23. This Agreement replaces and supercedes the Inter-municipal TNS Business Licence Agreement entered into by the City of Abbotsford, the Village of Anmore, the Bowen Island Municipality, the City of Burnaby, the City of Chilliwack, the City of Coquitlam, the City of Delta, the Village of Harrison Hot Springs, the Corporation of the City of Langley, the Corporation of the Township of Langley, the Village of Lions Bay, the City of Maple Ridge, the Corporation of the City of New Westminster, the Corporation of the City of North Vancouver, the Corporation of the District of North Vancouver, the City of Pitt Meadows, the Corporation of the City of Port Coquitlam, the City of Port Moody, the City of Richmond, the District of Squamish, the City of Surrey, the City of Vancouver, the Corporation of the District of West Vancouver, the Resort Municipality of Whistler, and the Corporation of the City of White Rock in 2020.
24. In the event that the municipal Council of a Participating Municipality other than the City of Vancouver does not ratify this Agreement, then that municipality will not be considered a Participating Municipality for the purposes of this Agreement, and the terms and conditions of this Agreement shall be effective as among the other Participating Municipalities.

Signed and delivered on behalf of the Participating Municipalities, the Councils of each of which have, by Bylaw, ratified this Agreement and authorized their signatories to sign on behalf of the respective Councils, on the dates indicated below.

The City of Abbotsford

Mayor \_\_\_\_\_

Corporate Officer \_\_\_\_\_

Date \_\_\_\_\_

Village of Anmore

Mayor \_\_\_\_\_

Corporate Officer \_\_\_\_\_

Date \_\_\_\_\_

Bowen Island Municipality

Mayor \_\_\_\_\_

Corporate Officer \_\_\_\_\_

Date \_\_\_\_\_



City of Burnaby

City Clerk

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Date

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City of Chilliwack

Mayor

---

Corporate Officer

---

Date

---

City of Coquitlam

Mayor

---

City Clerk

---

Date

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City of Delta

Mayor

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City Clerk

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Date

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Village of Harrison Hot Springs

Mayor

---

Corporate Officer

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Date

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The District of Hope

Mayor

---

Corporate Officer

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Date

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The District of Kent

Mayor

---

Chief Administrative Officer

---

Date

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The Corporation of the City of Langley

Mayor

---

Corporate Officer

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Date

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The Corporation of the Township of Langley

Mayor

---

Township Clerk

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Date

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Village of Lions Bay

Mayor

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Corporate Officer

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Date

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City of Maple Ridge

Presiding Member

---

Corporate Officer

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Date

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The City of Mission

Mayor

---

Corporate Officer

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Date

---

The Corporation of the City of New Westminster

Mayor

---

City Clerk

---

Date

---

The Corporation of the City of North Vancouver

Mayor

---

Corporate Officer

---

Date

---

The Corporation of the District of North Vancouver

Mayor

---

Municipal Clerk

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Date

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The City of Pitt Meadows

Mayor \_\_\_\_\_

Corporate Officer \_\_\_\_\_

Date \_\_\_\_\_

The Corporation of the City of Port Coquitlam

Mayor \_\_\_\_\_

Corporate Officer \_\_\_\_\_

Date \_\_\_\_\_

City of Port Moody

Mayor \_\_\_\_\_

Corporate Officer \_\_\_\_\_

Date \_\_\_\_\_

The City of Richmond

Chief Administrative Officer \_\_\_\_\_

General Manager \_\_\_\_\_

Corporate and Financial Services \_\_\_\_\_

Date \_\_\_\_\_

District of Squamish

Mayor \_\_\_\_\_

Corporate Officer \_\_\_\_\_

Date \_\_\_\_\_

City of Surrey

Mayor

\_\_\_\_\_

City Clerk

\_\_\_\_\_

Date

\_\_\_\_\_

The City of Vancouver

Director of Legal Services

\_\_\_\_\_

Date

\_\_\_\_\_

The Corporation of the District of West Vancouver

Mayor

\_\_\_\_\_

Corporate Officer

\_\_\_\_\_

Date

\_\_\_\_\_

Resort Municipality of Whistler

Mayor

\_\_\_\_\_

Municipal Clerk

\_\_\_\_\_

Date

\_\_\_\_\_

The Corporation of the City of White Rock

Mayor

\_\_\_\_\_

Director of Corporate Administration

\_\_\_\_\_

Date

\_\_\_\_\_

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# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 8967

### **A Bylaw to to enter into an Inter-municipal Transportation Network Services Business Licence Scheme**

**WHEREAS** the municipalities that have entered or will enter into the 2023 Inter-municipal TNS Business Licence Agreement (the “Participating Municipalities”) wish to permit licenced transportation network services (“TNS”) businesses to operate across their jurisdictional boundaries thereby eliminating the need to obtain a separate municipal business licence in each jurisdiction;

**AND WHEREAS** each of the Participating Municipalities has or will adopt a similar bylaw to implement the Inter-municipal TNS Business Licence scheme;

**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 “**Inter-municipal Transportation Network Services Business Licence Scheme Bylaw, 2023, No. 8967**” (Expanding the Inter-municipal TNS Business Licence to Hope, Kent and Mission).

2. There is hereby established an Inter-municipal TNS Business Licence scheme among the Participating Municipalities, pursuant to section 14 of the *Community Charter* and section 192.1 of the *Vancouver Charter*.

3. In this Bylaw:

“Accessible Vehicle” means a motor vehicle designed and manufactured, or converted, for the purpose of transporting persons who use mobility aids;

“Business” has the same meaning as in the Community Charter;

“Community Charter” means the *Community Charter*, S.B.C. 2003, c. 26, as may be amended or replaced from time to time;

“Inter-municipal TNS Business” means a TNS Business that has been licenced to operate in the Region 1 operating area by the Passenger Transportation Board;

“Inter-municipal TNS Business Licence” means a business licence which authorizes an Inter-municipal TNS Business to be carried on within the jurisdictional boundaries of any or all of the Participating Municipalities;

“Mobility Aid” has the same meaning as in the Passenger Transportation Act, S.B.C 2004, c. 39. as may be amended or replaced from time to time;

“Municipal Business Licence” means a licence or permit, other than an Inter-municipal TNS Business Licence, issued by a Participating Municipality that authorizes a Business to be carried on within the jurisdictional boundaries of that Participating Municipality;

“Participating Municipality” means any one of the Participating Municipalities;

“Premises” means one or more fixed or permanent locations where the TNS Business ordinarily carries on Business;

“TNS Business” means a person carrying on the business of providing Transportation Network Services;

“Transportation Network Services” has the same meaning as in the Passenger Transportation Act, S.B.C 2004, c. 39, as may be amended or replaced from time to time;

“Vancouver Charter” means the *Vancouver Charter*, S.B.C. 1953, c. 55, as may be amended or replaced from time to time; and

“Zero Emission Vehicle” means a motor vehicle that is exclusively propelled by electricity or hydrogen from an external source.

4. Subject to the provisions of this Bylaw, each Participating Municipality will permit a TNS Business that has obtained an Inter-municipal TNS Business Licence to carry on the Business of providing Transportation Network Services within that Participating Municipality for the term authorized by the Inter-municipal TNS Business Licence without obtaining a Municipal Business Licence for the TNS Business in that Participating Municipality.
5. All Inter-municipal TNS Business Licences will be issued by the City of Vancouver.
6. The City of Vancouver may issue an Inter-municipal TNS Business Licence to a TNS Business if the TNS Business is an Inter-municipal TNS Business and meets the requirements of this Bylaw, in addition to the requirements of the City of Vancouver’s Licence Bylaw No. 4450.
7. Notwithstanding that a TNS Business may hold an Inter-municipal TNS Business Licence that would make it unnecessary to obtain a Municipal Business Licence for the TNS Business in the Participating Municipalities, the TNS Business must still comply with all orders and regulations under any municipal business licence bylaw in addition to those under any other bylaws, regulations, or provincial or federal laws that may apply within any jurisdiction in which the TNS Business carries on Business.
8. Any Participating Municipality may require that the holder of an Inter-municipal TNS Business Licence also obtain a Municipal Business Licence for any Premises that are maintained by the licence holder within the jurisdiction of the Participating Municipality.
9. The annual Inter-municipal TNS Business Licence fee is \$155, plus \$150 for each vehicle operating under the authority of the Inter-municipal TNS Business, except that the per vehicle fee for Zero Emission Vehicles will be \$30, and there will be no per vehicle fee charged for Accessible Vehicles.
10. The fee for any additional vehicles that begin operating under the authority of an Inter-municipal TNS Business Licence holder after the annual licence fee is paid will be the per vehicle fee set out in section 8, pro-rated by dividing the applicable annual per vehicle fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.



11. The length of term of an Inter-municipal TNS Business Licence is 12 months, except that the length of term of the initial Inter-municipal TNS Business Licence issued to an Inter-municipal TNS Business by the City of Vancouver may be less than 12 months in order to harmonize the expiry date of the Inter-municipal TNS Business Licence with the calendar year, in which case the annual fee will be pro-rated by dividing the applicable annual licence fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.
12. An Inter-municipal TNS Business Licence will be valid within the jurisdictional boundaries of all of the Participating Municipalities until its term expires, unless the Inter-municipal TNS Business Licence is suspended or cancelled. If a Participating Municipality withdraws from the Inter-municipal TNS Business Licence scheme among the Participating Municipalities in accordance with this Bylaw, then the Inter-municipal TNS Business Licence will cease to be valid within the jurisdictional boundary of that former Participating Municipality.
13. A Participating Municipality may exercise the authority of the City of Vancouver as the issuing municipality and suspend an Inter-municipal TNS Business Licence in relation to conduct by the holder within the Participating Municipality which would give rise to the power to suspend a business licence under the Community Charter or Vancouver Charter or under the business licence bylaw of the Participating Municipality. The suspension will be in effect throughout all of the Participating Municipalities and it will be unlawful for the holder to carry on the Business authorized by the Inter-municipal TNS Business Licence in any Participating Municipality for the period of the suspension.
14. A Participating Municipality may exercise the authority of the City of Vancouver as the issuing municipality and cancel an Inter-municipal TNS Business Licence in relation to conduct by the holder within the Participating Municipality which would give rise to the power to cancel a business licence under the Community Charter or Vancouver Charter or the business licence bylaw of the Participating Municipality. The cancellation will be in effect throughout all of the Participating Municipalities.
15. The suspension or cancellation of an Inter-municipal TNS Business Licence under section 12 or 13 will not affect the authority of a Participating Municipality to issue a Municipal Business Licence, other than an Inter-municipal TNS Business Licence, to the holder of the suspended or cancelled Inter-municipal TNS Business Licence.
16. Nothing in this Bylaw affects the authority of a Participating Municipality to suspend or cancel any Municipal Business Licence issued by that municipality or to enact regulations in respect of any category of Business under section 15 of the Community Charter or sections 272, 273, 279A, 279A.1, 279B, and 279C of the Vancouver Charter.
17. A Participating Municipality may, by notice in writing to each of the other Participating Municipalities, withdraw from the Inter-municipal TNS Business Licence scheme among the Participating Municipalities, and the notice must:
  - (a) set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of Inter-municipal TNS Business Licences, which date must be at least 6 months from the date of the notice; and

- (b) include a certified copy of the municipal Council resolution or bylaw authorizing the municipality's withdrawal from the Inter-municipal TNS Business Licence scheme.
18. The invalidity or unenforceability of any provision of this Bylaw shall not affect the validity or enforceability of any other provisions of this Bylaw and any such invalid or unenforceable provision shall be deemed to be severable.
19. Despite any other provision of this Bylaw, an Inter-municipal TNS Business Licence granted in accordance with this Bylaw does not grant the holder a licence to operate in any jurisdiction other than within the jurisdictional boundaries of the Participating Municipalities.
20. A business licence granted under any other Inter-municipal TNS Business licence scheme is deemed not to exist for the purposes of this Bylaw, even if a Participating Municipality is a participating member of the other Inter-municipal TNS Business licence scheme.
21. "Inter-Municipal Transportation Network Services Business Licence Scheme Bylaw, 2020, No. 8767" and all amendments are repealed upon adoption of this bylaw.
22. This Bylaw shall come into force and take effect on June 1, 2023.

READ a first time on the 17<sup>th</sup> day of April, 2023.

READ a second time on the 17<sup>th</sup> day of April, 2023.

READ a third time on the 17<sup>th</sup> day of April, 2023.

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

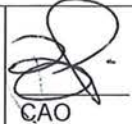
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MAYOR

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CORPORATE OFFICER



_____ Department Manager	_____ Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**CITY CLERK'S DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Karla Graham, Corporate Officer

Subject: APPOINTMENT OF NORTH SHORE DESIGNATE TO E-COMM BOARD  
– 2023-2024 TERM AND PROXYHOLDER FOR E-COMM BOARD  
ANNUAL GENERAL MEETING

Date: April 19, 2023 File No: 01-0230-20-0016/2023

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

**RECOMMENDATION**

PURSUANT to the report of the Corporate Officer, dated April 19, 2023, entitled "Appointment of North Shore Designate to E-Comm Board – 2023-2024 Term and Proxyholder for E-Comm Board Annual General Meeting":

THAT District of North Vancouver Mayor Mike Little be nominated to serve as the North Shore designate to the E-Comm Board of Directors for the 2023-2024 term, such Board to be elected by the E-Comm Board of Directors at the Annual General Meeting on June 22, 2023;

AND THAT Mayor Mike Little be designated as nominee to attend the Annual General Meeting of the Shareholders for the purpose of voting the City of North Vancouver shares.

**ATTACHMENTS**

1. Correspondence from E-Comm 9-1-1, dated March 29, 2023 (CityDocs [2355305](#))
2. Section 4.2 of the Members' Agreement (CityDocs [2355305](#))
3. Common Questions and Background (CityDocs [2355305](#))

## DISCUSSION

Richard Walton has served as the North Shore designate to the E-Comm Board of Directors since 2014. Mayor Mike Little has recently indicated his interest to serve on the Board and it is therefore recommended that he be appointed in place of Richard Walton, and also as proxyholder for the City.

RESPECTFULLY SUBMITTED:



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Karla Graham, MMC  
Corporate Officer

VIA EMAIL – [lbuchanan@cnv.org](mailto:lbuchanan@cnv.org)

March 29, 2023

Mayor Linda Buchanan and Council  
 City of North Vancouver  
 141 West 14th Street  
 North Vancouver, BC V7M 1H9

Dear Mayor Buchanan and Council,

**RE: E-Comm Board of Directors Designate — 2023-2024 Term**

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The Annual General Meeting (the “Meeting”) of the shareholders (the “Members”) of E-Comm *Emergency Communications for British Columbia Inc.* (“E-Comm”) will be held on Thursday, June 22, 2023 and, at that time, the Board of Directors (the “Board”) will be elected by the Members for the 2023-2024 term.

#### **Selection of Nominee for 2023-2024 Term**

The Members’ Agreement sets out how the Board of Directors will be elected. For your reference, we attach a copy of section 4.2 of the Members’ Agreement, headed “Designation and Election of Directors” as Schedule “A” of this letter.

Your organization falls into the Designated Grouping that is described in subsection 4.2.1.5. Under Section 4.2.1.5, your Designated Group of Members is entitled to nominate two mutually agreed upon individuals for election to the Board of Directors of E-Comm. At present, your grouping is comprised of these municipalities:

	Class A	Class B
<b>City of North Vancouver</b>	-	<b>3</b>
District of North Vancouver	1	-
District of West Vancouver	2	1
Village of Lions Bay	1	1

#### **Nominee Request**

Richard Walton represents your municipality on the E-Comm Board of Directors.

Since 2020, the E-Comm Board of Directors has seen 12 of the 18 nominated Directors turnover, affecting the Board’s ability to govern the organization effectively. Given the significant transformation underway at E-Comm and the considerable learning curve that new Directors experience before feeling fully engaged and able to contribute, the re-nomination of Richard Walton will provide the organization with consistency as we continue to move E-Comm forward.

Because your Designated Grouping must mutually agree upon your nominee, **we respectfully request that the City of North Vancouver confer with the other members of your grouping to confirm the re-nomination of Richard Walton for the coming term.**



### **Alternate Nominees**

In the event that the Designated Grouping does not re-nominate the current Director, it is requested that the nominee possess the experience, skills, and attributes to effectively serve the best interests of all Members and our other stakeholders. These nominees do not need to be elected officials and can be city staff or another individual connected to your municipality. E-Comm is specifically looking to fill the gaps identified in the Board of Directors 2022 Skills Matrix, which highlighted the need for Directors with the following expertise:

- Financial Literacy and Audit
- Information Technology
- Risk and Compliance
- Stakeholder Relations

### **Next steps**

Following discussion within your Designated Grouping, we kindly request that you reply to us with written confirmation by Monday, May 8, 2023, of your nominee's name and contact information to the E-Comm Board for the 2023-2024 term.

### **FAQ**

We have included an FAQ document which provides additional information regarding the nomination of Directors to the E-Comm Board as Schedule "B".

### **AGM Voting Representative**

Please note that nominating a director is a separate process from designating a representative to vote your share(s) at the Annual General Meeting (the "AGM") in June. As such, we will contact you again in mid-May with the Notice of AGM and request that you designate one individual to attend the Annual General Meeting of the Shareholders to vote the City of North Vancouver share(s). If you prefer, you can designate your nominee to vote your share(s), which is quite common amongst Shareholders.

If you have any questions, do not hesitate to get in touch with me using the contact information below.

Sincerely,



Sarah Sidhu  
Corporate Secretary

c | 236.334.2221  
e | sarah.sidhu@ecomm911.ca

cc Richard Walton, E-Comm Board Director  
Karla Graham, City of North Vancouver, Corporate Officer

being provided to Members and other Special Users, and anticipated to be provided to the Members then holding Class B Shares; and

- 3.7.2.3 the Special User Agreement effectively provides that the Special User will fulfil its financial obligations with respect to the Company Services received by it as if it were a Class A Member.

Subject to Section 4.11.3, a Special User Agreement may be executed between a Special User and the Company at any time notwithstanding when the Government Agency established for the purposes of holding a Class A Share in place of that Special User becomes a Member.

## **4. BOARD OF DIRECTORS**

### **4.1 BOARD OF DIRECTORS**

The Company shall have a Board comprised of not less than three nor more than twenty-five directors, with the actual number of directors as determined by the Class A Members as provided below.

### **4.2 DESIGNATION AND ELECTION OF DIRECTORS**

4.2.1 The Members shall be entitled to designate directors as hereinafter provided:

4.2.1.1 one individual designated by the BCEHS;

4.2.1.2 one individual designated by Vancouver;

4.2.1.3 one individual designated by the Vancouver Police Board;

4.2.1.4 one individual designated by the following group:

(a) each Police Board which directly holds a Class A Share or Class B Share, other than Vancouver Police Board and Delta Police Board; and

(b) each Police Board which has a Class A Share or Class B Share in respect of Police Services held by its respective municipality, other than Vancouver Police Board and Delta Police Board;

4.2.1.5 such number of individuals as are set forth below, to be designated by the following designated group of Class A Members or Class B Members (each group being called a "Designated Group of Members"), if one or more of the Municipalities within a Designated Group of Members is a Class A Member or a Class B Member, as hereinafter set forth:

No. of Individuals which may be Designated	Designated Group of Members
1	West Vancouver, North Vancouver City, North Vancouver District and Lions Bay

- |        |   |
|--------|---|
| 1 or 2 | 2 individuals if Burnaby, together with any one or more of New Westminster, Coquitlam, Port Moody, Port Coquitlam, Anmore and Belcarra are a Member; provided however that if Burnaby is not a Member, any one or more of New Westminster, Coquitlam, Port Moody, Port Coquitlam, Anmore and Belcarra which is a Member can designate 1 individual to be a director |
| 1      | Richmond  |
| 2      | Surrey, White Rock, Langley City and Langley District   |
| 1      | Delta and the Delta Police Board  |
| 1      | Maple Ridge, Pitt Meadows and Mission   |
| 1      | Abbotsford, Chilliwack and Fraser Valley Regional District  |
| 1      | Squamish, Lillooet and Sechelt;   |

and

- 4.2.1.6 One individual designated by all other Members holding Class A Shares and Metro Vancouver, other than as set forth in Sections 4.2.1.1 to 4.2.1.5, inclusive.
- 4.2.2 The RCMP, and in replacement therefor upon the Government Agency referred to in Section 3.7.1 becoming a Class A Member, that Government Agency, shall be entitled to designate one individual to act as director.
- 4.2.3 If provided in a Special User Agreement entered into pursuant to Section 3.7.2 or if otherwise authorized by the Board under Section 4.11.3, each Special User, and in replacement therefor upon the Government Agency for that Special User referred to in Section 3.7.2 becoming a Class A Member, that Government Agency, shall be entitled to designate one individual to act as director.
- 4.2.4 The group comprised of: the Capital Regional District and those Vancouver Island police agencies, including any RCMP detachment, to which the Company provides police dispatching services shall be entitled to designate one individual to act as director.
- 4.2.5 The Provincial government, acting through the Ministry of Public Safety and Solicitor General, whether it holds a Class A Share or not, shall be entitled to designate two individuals to act as directors.
- 4.2.6 Subject as hereinafter provided, the directors designated pursuant to Sections 4.2.1, 4.2.2, 4.2.3 and 4.2.4 shall designate four additional persons, independent from the Members, to be directors of the Company (the



"Independent Directors"), who have an interest or expertise in the Purpose or the Company Services to be provided by the Company.

- 4.2.7 The Members agree to vote their Class A Shares for the election as directors of the persons designated pursuant to Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5 and 4.2.6.
- 4.2.8 For the purposes of Section 4.2.1.5, upon anyone or more Municipalities within a Designated Group of Members becoming a Class A Member or a Class B Member, such Municipality or Municipalities will be entitled to designate the individual to be a director for the purposes of Section 4.2.1.5. As additional Municipalities within that Designated Group of Members become Class A Members or Class B Members, as the case may be, such additional Municipalities shall be deemed to have agreed to the individual as designated and elected a director for that Designated Group of Members and no changes will be required to be made with respect to any such individual, unless such individual shall cease to be a director in any other manner such as resignation, until the next following annual general meeting or annual consent resolution. Prior to any annual general meeting or annual consent resolution of the Class A Members, a Designated Group of Members shall agree on the individual to be designated by them for the purpose of Section 4.2.1.5 within a time period sufficient for that individual's name to be placed before the Class A Members, as determined by the Board.

#### **4.3 VACANCIES ON BOARD**

Any vacancies on the Board created by an individual designated under Section 4.2.1, 4.2.2, 4.2.3, 4.2.4 or 4.2.5 shall be filled by an individual designated by the Member or Members who designated the individual who is no longer a director, the Special User who designated the individual who is no longer a director, or the Provincial government, as the case may be, and any vacancies in any Independent Directors shall be filled by the remaining directors in accordance with Section 4.2.6.

#### **4.4 NO RESTRICTIONS ON AFFILIATION TO MEMBERS**

Directors designated pursuant to Section 4.2.1 may be appointed or elected officials from a Member or may be persons from the general public with no affiliation to a Member.

#### **4.5 REMUNERATION FOR DIRECTORS**

Directors shall be entitled to fees for acting as a director of the Company, as determined in an Authorized Operating Budget. All directors may be paid reasonable expenses incurred when acting as directors.

#### **4.6 QUORUM AT DIRECTORS MEETINGS**

The quorum for all meetings of the Board shall consist of a majority of the directors. Meetings of the Board shall be held in accordance with the Articles of the Company and this Agreement.

#### **4.7 EXECUTIVE MEMBER OF THE BOARD**

The President of the Company shall be an executive member of the Board and as such shall be entitled to be present at all meetings of the Board and to take part in all discussions at meetings

## Board of Directors: Common Questions & Background

**Q. How should the nominating resolution of our council/board read?**

- A. Exact wording is at the discretion of your organization; however council/board motions should include the name of the nominee, specification of the E-Comm of Directors (the “Board”) term (e.g. 2023-2024) and reference to election at the Annual General Meeting of E-Comm shareholders (the “Members”).

For example “THAT (enter municipality/board/organization) nominate (name) to serve as the nominee of (municipality/board/organization) to the Board for the 2023-2024 term, such Board to be elected by the Members at the June 22, 2023 Annual General Meeting.”

**Q. What is the role of the Board ?**

- A. The Board is responsible for stewardship of the entire E-Comm organization – it provides strategic oversight of the business and affairs of the company. The Directors are also the most senior representatives of the organization to the public and our stakeholders. To conduct its work efficiently, the Board has three standing committees: Finance, Governance and Public Affairs, and People and Culture (the “Committees”).

**Q. Who elects the Board?**

- A. The Members elect the Board at the Annual General Meeting (the “AGM”) of the Company. A members’ agreement among the Members (the “Members’ Agreement”) sets out who may select nominees to the Board. Nominating entities are expected to select their nominee and advise the Corporate Secretary of the name of their nominee by May 12, 2023 – the candidate is then put forward for election by the Members-at-large at the AGM in June 2023.

**Q. What time commitment is required of Directors?**

- A: The Board typically holds five regular meetings each year, during business days, typically for four hours. The meeting schedule is published well in advance. The Committees also meet five times each year, during the business day, for approximately two hours each meeting.

Two additional sessions occur annually: a Board orientation session for new Directors (typically half-day) and a strategic planning session (typically 1-2 full-days).

As a best governance practice, the Board does expect a high attendance rate from its Directors.

**Q. Why is the Directors term only one year? Can we nominate someone for more than one term?**

- A. E-Comm’s Articles specify a term of one year. Nominating entities may advise the Corporate Secretary in writing if they wish their nominee’s name to stand for election for a specific number of terms (e.g. four). However, the Corporate Secretary must confirm in writing each year that the standing nomination remains intact, however there will be no further action for the nominating entity unless they wish to make a change from their previous direction.

## **E-Comm Board of Directors: Common Questions & Background**

In the case of nominating entities that are part of a grouping, the Corporate Secretary must receive written confirmation from each nominating entity of the standing nomination, including specification of number of terms. The direction must be consistent among all members of the grouping; otherwise all members of the grouping must be contacted each year asking for confirmation of the nomination.

**Q. If my organization/municipality is part of a grouping, do we have to agree on the nominee?**

A. The Members' Agreement specifies that each designated group of members shall agree on their individual nominee. Consultation on a mutually-agreeable nominee should be undertaken prior to advising the Corporate Secretary of the name of the nominee.

**Q. What is the difference between nominating a Board Director and sending someone to the AGM?**

A. The individual board nominees, once elected at the AGM, will serve on the Board throughout the coming year, attending various board and committee meetings, and participating in the supervision of the organization's affairs. Your organization's representative at the AGM is simply the person who attends the AGM that day on behalf of your organization, and votes your share on any resolutions or votes which occur at the AGM that day. That person's role and duties cease after the AGM has adjourned.

**Q. Why do you contact us in March when the Board is not appointed by Members until June?**

A. We provide sufficient notice of the process to allow for conferring with other Members of Member groupings, council and or other motions that may be required.

**Q. What do Directors receive for remuneration?**

A. Meeting rates are \$397 per meeting (for Directors who are not full-time employees of a Member, the Provincial Government or special user), twice that amount for meetings longer than four hours in duration. Board meetings are generally less than four hours.

**Q. Who do I contact with questions?**

A. Sarah Sidhu, Corporate Secretary, 604-334-2221

## E-Comm Board of Directors: Common Questions & Background

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### About the annual general meeting

**Q. What is an AGM?**

A. A general meeting of all the Members is required to occur at least once annually under the *Business Corporations Act* (BC), which regulates E-Comm's corporate governance.

**Q. What happens at an AGM?**

A. The compulsory items on the agenda are the election of directors, the appointment (or reappointment) of the auditors, and the presentation of previous year's financial statements. Usually, a number of additional items are also placed on the agenda, such as a general report from the directors, or presentations on new initiatives. Special business items could also be dealt with (such as changing the Corporate Articles), but Members would receive notice of any special business with the notice of meeting.

**Q. Who should attend AGM?**

A. A representative of the Member should attend the AGM to vote on the matters listed above including electing the Board.

**Q. What are Members entitled to vote on?**

A. Holders of Class A shares have one vote per share on all matters requiring a vote at the AGM, including any items of special business. Class B shares are generally non-voting, except for matters which involve certain fundamental changes – these are listed and specified in the Articles.

**Q. What is the voting process at the AGM?**

A. Votes are conducted by a simple show of hands (voting cards) unless a Member demands at the meeting that a formal ballot or "poll" vote occur on a particular resolution.

**Q. What if no one can attend, can we proxy our vote?**

A. Yes. A Member can appoint a proxyholder (in writing) to attend and vote on the Member's behalf at the AGM. The proxyholder need not be a Member themselves.

Proxies must be in writing, must specify the name of the Member, the identity of the proxyholder, and reference the AGM in question. They must be signed by an authorized signatory of the Member. Proxies must be pre-registered with E-Comm at least 3 business days prior to the AGM.

**Q. How will my shares be voted if I return a proxy?**

A. Proxies usually grant the proxyholder the ability to vote on all matters at the meeting, in their discretion. If a Member wishes, it can restrict that discretionary power by stating in the proxy form that its shares

## **E-Comm Board of Directors: Common Questions & Background**

must be voted in a certain manner on specified resolutions or votes which it anticipates will be before the meeting. Such language, if included, needs to be clear and unambiguous.

**Q. Can a proxy be revoked?**

A. Once granted, proxies can also be revoked, but written revocation signed by the Member must be given to E-Comm at least one business day prior to the AGM.

**Q. Who chairs the AGM?**

A. E-Comm's Articles specify that the chair of the Board will also chair the AGM.

**Q. How important is it that we send someone?**

A. As a Member we strongly urge in-person attendance to ensure shares are represented.

**Q. What if I have a question about the AGM?**

A. Contact Sarah Sidhu, Corporate Secretary, 604-334-2221

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# Commemoration Policy and PS752 Memorial: Proposed Approach

April 2023

Engineering, Parks and Environment Department



## Presentation overview

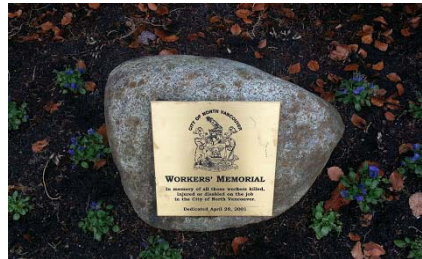
- Commemoration in the public realm
- Purpose of a commemoration policy
- Flight PS752 memorial
- Anticipated project outcomes and work program

## Commemoration in the public realm

- **Commemoration**, intentional act of acknowledging the memory of people, places, events and ideas
- **Monument**, a tangible or fixed asset that has intentional and symbolic commemorative significance
- **Memorial**, type of monument dedicated in recognition of those who have died
- **Plaque**, commemorative objective with a standard length and format

Source: Joint CoV/VPB Commemoration Framework Report, 2022

## Commemoration in the public realm





## Commemoration in the public realm



## Commemoration in the public realm



## Purpose of a commemoration policy

- Monuments and memorials create a narrative in the public realm
- Commemoration is an expression of community values
- We have a responsibility to look at who's stories are being told and who's aren't

## Flight PS752 memorial: global context

- January 8<sup>th</sup> 2020 Ukraine International Airlines flight 752 was shot down minutes after taking off from Tehran
- Federal government continues to work with international partners to hold Iran accountable



## Work program

- Policy scan and best practice review (*in progress*)
- Inventory and mapping existing commemorative works (*in progress*)
- Collaboration with the Squamish and Tsleil-Waututh Nations
- Engagement TBD: focus groups and interviews



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## Preliminary findings from policy review

Commonalities across policies:

- Criteria for site selection;
- Fair and equitable approval process;
- Narrative is relevant to the community;
- Addresses excluding equity-denied communities' histories;
- Designated length of time between occurrence of an event before commemoration.

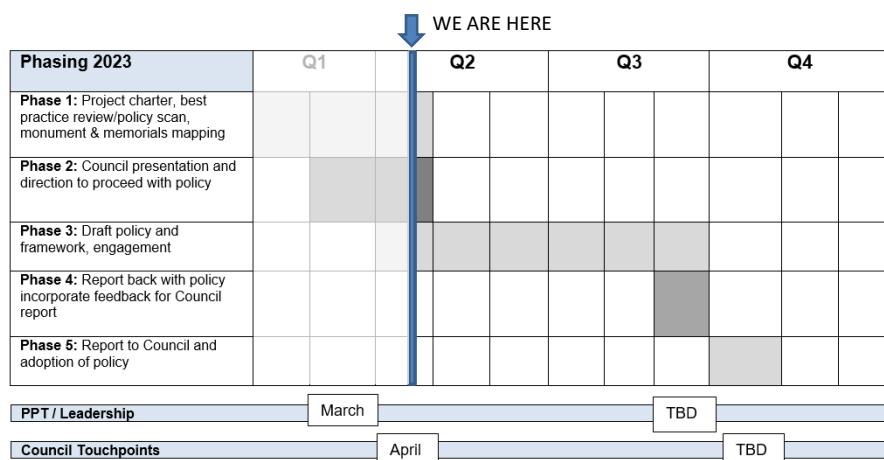


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## Emerging themes

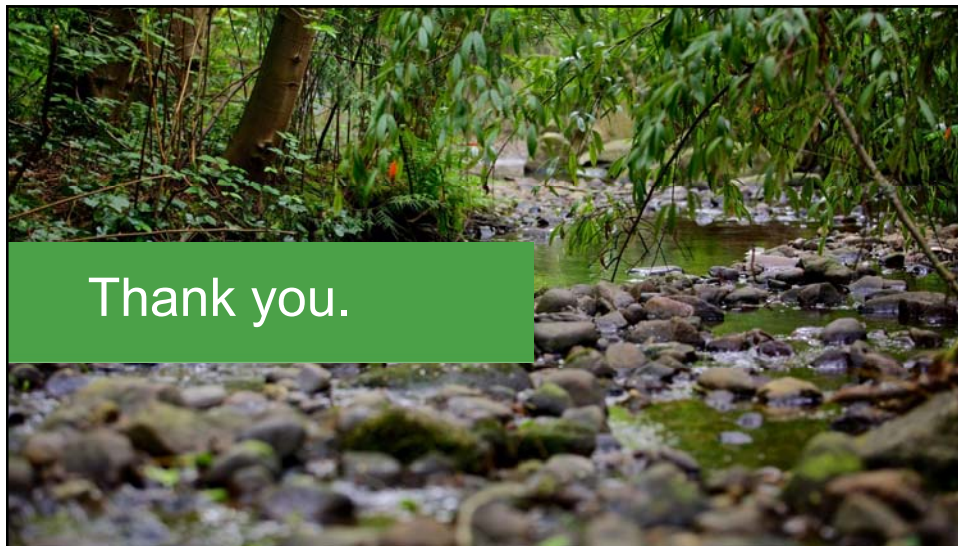
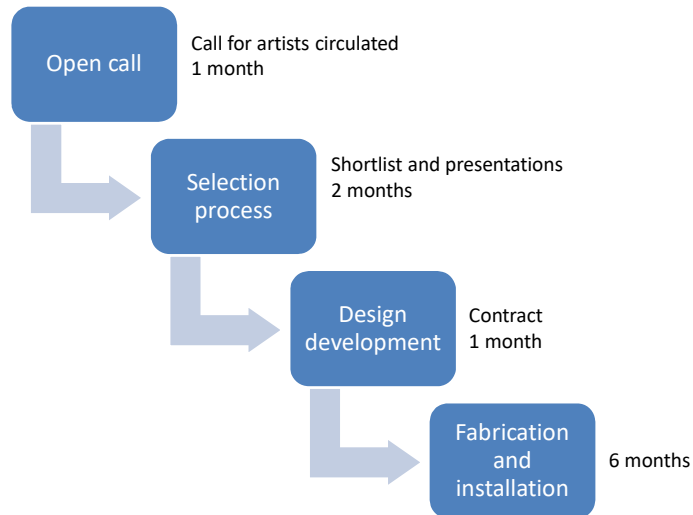
- Process for engagement with impacted/interested parties and opportunities for deliberation
- Governance structure (steering and selection committees)
- Impacted/interested party involvement in implementation decisions
- Address temporary memorials, donations, naming City assets

## Policy development timeline



*\*Timing subject to change depending on level of engagement*


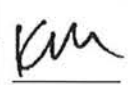

## Typical public art delivery process



Thank you.





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

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Chandra Lesmeister, Park Planner II

Subject: COMMEMORATION POLICY AND PS752 MEMORIAL: PROPOSED APPROACH

Date: April 12, 2023 File No: 12-6120-01-0001/2023

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

**RECOMMENDATION**

PURSUANT to the report of the Park Planner, dated April 12, 2023, entitled "Commemoration Policy and PS752 Memorial: Proposed Approach":

THAT Council endorse the proposed approach to develop a City Commemoration Policy;

AND THAT the Commemoration Policy be used to guide the delivery of the Flight PS752 memorial and all future related projects.

**PURPOSE**

The purpose of this report is to outline a proposed work program for the development of a City Commemoration Policy. This new policy will guide the creation of all future commemoration works, including the planned Flight PS752 memorial

**BACKGROUND**

The downing of Ukraine International Airlines Flight PS752 by Iranian surface to air missiles on January 8, 2020, was a significant and traumatic event. Fifty-five Canadian citizens and 30 permanent residents were among the 176 people killed. Seven of the victims were residents of the North Shore.

At the July 18, 2022, Regular Council Meeting, Mayor Buchanan's notice of motion that "City staff be directed to work with agencies, community groups and the community at-

*large on the creation of a permanent public art memorial dedicated to those who lost their lives in the downing of flight PS752, received unanimous support.*

The memorial is envisioned by Mayor and Council as “a place for people to gather, process their trauma, heal, and renew their spirits in the fight for justice” (Mayor Buchanan, January 8, 2023). At the recent 3<sup>rd</sup> Anniversary rally at the Shipyards, Premier Eby announced a contribution of \$100,000 for the memorial.

## DISCUSSION

As staff began to plan for the delivery of the PS752 memorial, it was evident that a longer-term, more policy-based approach is required. As such, preliminary work has been initiated, including a review of commemorative policies, best practices, and potential project outcomes.

### **Purpose of a commemoration policy**

There will continue to be events occurring locally, nationally, and globally that have a significant impact on our community. There have been and will continue to be calls for the commemoration and memorialization of these events in the public realm.

Commemoration is the intentional act of acknowledging the memory of people, places, events and ideas through monuments, memorials or plaques. Civic memory practices are typically expressed in the following forms:

- **Monument**, a tangible or fixed asset that has intentional and symbolic commemorative significance;
- **Memorial**, type of monument dedicated in recognition of those who have died;
- **Plaque**, commemorative objective with a standard length and format.

Source: Joint CoV/VPB Commemoration Framework Report, 2022

Collectively, monuments, memorials and plaques create a narrative in the public realm that expresses community and cultural values. In civic memory practices, the City is the decision maker and has a responsibility to understand with regards to whose stories are being told and whose are not.

Unlike other Canadian municipalities, the City of North Vancouver does not have policy to guide commemoration or memorial initiatives in the public realm. A policy-driven approach and decision-making framework can help to ensure an equitable, transparent process in the consideration and delivery of civic commemorative works. Policy can clarify the City's role to support, curate, and regulate civic memory practices. It can provide guidance and help to support a trauma-informed process.

### **Preliminary findings**

Many municipalities and agencies have completed or are in the process of developing commemorative policy. Criteria for site selection, addressing private donations, and a clear approval process are common elements among the policies reviewed to date. Other criteria such as, relevant narratives to the community and designation of a length of time to have passed after the occurrence of an event before commemoration. The Policy on



National Commemorative Monuments on Federal Lands and the City of Windsor are examples of policies that require a designated length of time. The City of Vancouver and Vancouver Parks Board are currently working on a joint policy to address pervasive patterns of erasing Host Nations' and excluding equity-denied communities' histories.

As a first step to understanding the commemorative landscape in the City of North Vancouver, staff are mapping and creating an inventory of existing monuments, memorials, and plaques in the City. When complete, the results will start to reveal the current commemorative narrative being expressed in the City. This work will also assist with location considerations for future works, and provide valuable data for the City's asset management program.

In preliminary correspondence with interested parties, policy themes and criteria have begun to emerge. These early concepts include:

- Clear governance structures (a process for steering and selection committees);
- Impacted and interested party involvement in implementation decisions;
- Process for engagement and opportunities for deliberation.

### **Next Steps**

Upon direction from City Council to proceed with developing a policy for Council consideration, staff will complete an engagement and communications plan that considers the unique perspectives of various interested and affected parties. The level of engagement with the broader community has yet to be determined. However, staff anticipate conducting targeted, equity-oriented engagement with focus groups, community members, historians and related field professionals. Staff will invite collaboration with the Squamish and Tsleil-Waututh Nations.

It is anticipated that staff will report back to Council with the draft Commemoration Policy for review and endorsement at the beginning of Q4 2023. Upon direction from Council to initiate this policy work, staff will provide updates and communicate timelines to all interested parties. In recognition of the significance of the fourth anniversary of the downing of Flight PS752, City staff will also work together with event organizers well in advance of the date to support event planning.

### **FINANCIAL IMPLICATIONS**

The development of the Commemoration Policy is not anticipated to result in any capital or operational funding costs. City staff will report back to Council if any additional funding is required for the delivery of the PS752 memorial.

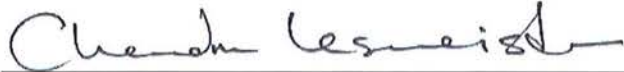
### **INTER-DEPARTMENTAL IMPLICATIONS**

The development of the new policy will be led by Engineering, Parks and Environment with the support of a staff working group comprised of staff representatives from Communications and Engagement, Planning and Development, and the North Vancouver Recreation Commission.

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

This report and recommendation supports Council's Strategic Plan priority to be "A City for People" that is welcoming, inclusive, safe, and accessible and supports the health and well-being of all. It also supports Council's priority to be "A Vibrant City" where dynamic public spaces and places provide opportunities for connection and enable residents to engage with their community and celebrate their culture and history.




RESPECTFULLY SUBMITTED:



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Chandra Lesmeister  
Park Planner II



 Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**NORTH SHORE EMERGENCY MANAGEMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Simon Svane Als, Manager, Operational Readiness, North Shore  
Emergency Management

Subject: UBCM EOC GRANT – EMERGENCY OPERATIONS CENTRE (EOC)  
AND DEPARTMENT OPERATIONS CENTRE (DOC)  
INTEROPERABILITY ENHANCEMENTS

Date: April 12, 2023 File No: 14-7130-01-0001/2023

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

**RECOMMENDATION**

PURSUANT to the report of the Manager, Operational Readiness, North Shore Emergency Management, dated April 12, 2023, entitled "UBCM EOC Grant – Emergency Operations Centre (EOC) and Department Operations Centre (DOC) Interoperability Enhancements":

THAT Council support the submission of the application to the Community Emergency Preparedness Fund (CEPF) under the stream of 2023 Emergency Operations Centres & Training for the project titled "Emergency Operations Centre (EOC) and Department Operations Centre (DOC) Interoperability Enhancements";

AND THAT Council commit to the District of North Vancouver (DNV) providing overall grant management for the project, on behalf of the City of North Vancouver (CNV) and the District of West Vancouver (DWW).

**ATTACHMENTS**

1. UBCM CEPF 2023 EOC Grant – Application ([CityDocs 2351680](#))
2. UBCM CEPF 2023 EOC Grant – Budget ([CityDocs 2351683](#))



## **SUMMARY**

North Shore Emergency Management (NSEM) plays a crucial role in coordinating emergency response efforts across the three municipalities in the North Shore region. However, the current infrastructure of the Emergency Operations Center (EOC) and Departmental Operations Center (DOC) requires upgrading to improve communication and response capabilities. To address this, NSEM proposes purchasing essential equipment for the EOC and DOC, such as monitors, satellite phones, radios, keyboards, mice, cables, and other accessories with the CEPF 2023 EOC grant. With this new equipment, EOC and DOC personnel will be able to communicate effectively with emergency responders, access critical information in real-time, and respond to emergencies swiftly. Improved communication and access to information will also enhance the EOC and DOC's ability to provide situational awareness to decision makers and other stakeholders. Ultimately, this project will significantly enhance NSEM's capacity to coordinate and respond to emergencies on the North Shore.

## **BACKGROUND**

During exercise Coastal Response 2023, NSEM found that the current practice of EOC/DOC staff bringing their own devices to a response created limitations when working for an extended period of time. EOC/DOC staff had to rely on small laptop screens, which made it difficult for them to work effectively while monitoring multiple pages and information channels simultaneously. By providing staff with two monitors and a more ergonomic setup, we can improve their ability to work long hours in the EOC/DOC while monitoring multiple sources of information simultaneously. Additionally, satellite phones are crucial for communication between the DOC and EOC during internet and phone outages. Finally, the Fire DOC would benefit from having a projector to enhance situational awareness as they currently do not have any digital displays.

## **DISCUSSION**

As technology advances, municipalities grow, and old solutions become outdated, making sure the equipment in the EOC and DOC is up to date and efficient to use is crucial to have a disaster ready EOC and DOC. This grant will provide a significant upgrade to EOC and DOC response capabilities, even in the event of an internet outage, as satellite phones and radios are a part of the grant.

Grant funding for the CEPF is provided by the Province of BC and administered by UBCM. The CEPF is a suite of funding programs intended to enhance the resilience of local governments and their residents in responding to emergencies. Specifically, this subject grant funding stream for EOC enhancement/training is to support eligible applicants to strengthen local authorities' abilities to respond to disasters and emergencies in their communities.

The 2023 CEPF application form was submitted for the March 2023 intake; but Council resolutions from all partners, which can be submitted after the fact, are required to complete the submission.

## **FINANCIAL IMPLICATIONS**

The maximum available funding for each municipality under this grant is \$30,000. This grant application has been submitted in partnership between the three North Shore municipalities. As a result of this partnership the total project funding request from UBCM is for a total of \$76,681.36, out of \$90,000 available.

## **INTER-DEPARTMENTAL IMPLICATIONS**

NSEM will lead the purchasing and implementation of the equipment, ensuring that the right equipment is installed at the right locations. Support from DNV IT and DNV finance is necessary for administrative purposes, but CNV Fire is the only CNV department that will support in the installation of relevant equipment in the Fire DOC, which is located at the CNV firehall.

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

The execution of the proposed project, and incorporation of its outcomes into NSEM's planning and operations, align with Council's vision and priority to be A City for People: welcoming, inclusive, safe, accessible and supporting the health and well-being of all.

RESPECTFULLY SUBMITTED:



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Simon Svane Als  
Manager of Operational Readiness,  
North Shore Emergency Management



## Community Emergency Preparedness Fund Emergency Operations Centres & Training 2023 Application Form

Please complete and return the application form by **March 31, 2023**. All questions are required to be answered by typing directly in this form. If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (250) 387-4470.

SECTION 1: Applicant Information	AP <span style="float: right;"><i>(for administrative use only)</i></span>
Local Government or First Nation Applicant: District of North Vancouver	Date of Application: March 31 <sup>st</sup> , 2023
Contact Person*: Emily Dicken	Position: Director
Phone: 604-916-2206	E-mail: <a href="mailto:edicken@nsem.ca">edicken@nsem.ca</a>

\* Contact person must be an authorized representative of the applicant (i.e. staff member or elected official).

SECTION 2: For <u>Regional Projects Only</u>
<p><b>1. Identification of Partnering Applicants.</b> For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 2 in the <i>Program &amp; Application Guide</i> for eligibility.</p> <p>District of West Vancouver, City of North Vancouver, District of North Vancouver.</p>
<p><b>2. Rationale for Regional Projects.</b> Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p> <p>North Shore Emergency Management (NSEM) is an emergency management agency serving and co-funded by the three North Shore municipalities. NSEM performs essential emergency management functions, including planning, Emergency Social Services (ESS), and maintaining a fully equipped Emergency Operations Center (EOC) for use by any of the municipalities, or all of them in larger cross-jurisdictional emergencies. Additionally, the North Shore fire departments work together as one, and during large-scale events, they establish a tri-municipal Fire Department Operations Center (Fire DOC) that collaborates closely with the North Shore EOC.</p> <p>This grant proposal aims to procure materials that will enhance response capabilities for all three municipalities, offer consistent operational equipment, and be cost-efficient simultaneously.</p>



### SECTION 3: Project Information

#### 3. Project Information

- A. Project Title: EOC and DOC interoperability enhancement
- B. Proposed start and end dates. Start: May 1<sup>st</sup> 2023 End: May 1<sup>st</sup> 2023

#### 4. Project Cost & Grant Request:

- A. Total proposed project budget: \$73,681.36
- B. Total proposed grant request: \$73,681.36
- C. Have you applied for, or received funding for, this project from other sources? If yes, please indicate the source and the amount of funding received or applied for.  
No

#### 5. Project Summary. Provide a summary of your project in 150 words or less.

North Shore Emergency Management (NSEM) plays a crucial role in coordinating emergency response efforts across the three municipalities in the North Shore region. However, the current infrastructure of the Emergency Operations Center (EOC) and Department Operations Centers (DOC) requires upgrading to improve NSEM's capabilities.

To address this, we propose purchasing essential equipment for the EOC and DOC, such as monitors, satellite phones, radios, keyboards, mice, cables, and other accessories. With this new equipment, EOC personnel will be able to communicate effectively with other emergency responders, access critical information in real-time, and respond to emergencies swiftly. Improved communication and access to information will also enhance the EOC and DOC's ability to provide situational awareness to decision-makers and other stakeholders.

Ultimately, this project will significantly enhance NSEM's capacity to coordinate and respond to emergencies on the North Shore.

#### 6. Emergency Plan. Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

In all three municipal emergency plans, NSEM is responsible for establishing and maintaining an EOC in the event of an emergency. The success of such an activation is heavily reliant on having the necessary equipment in the EOC. Additionally, the emergency plans highlight the importance of having Departmental Operation Centres to support on-site response efforts, which also require appropriate equipment to be effective. This equipment that is being applied for in this grant will support this.

### SECTION 4: Detailed Project Information

**7. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Section 6 of the *Program & Application Guide* for eligibility.

NSEM will procure and install the necessary equipment in both the EOC and DOCs to ensure that they are prepared to respond effectively to emergencies. The equipment will be utilized during future training exercises and response efforts to enhance our emergency management capabilities.

The equipment consists of:

- Satellite phones to communicate between DOCs and EOC.
- Handheld radios for site to DOC communication.
- Lightweight monitors and docking stations, keyboard and laptop stands to create improvised workplaces in the EOC and DOCs for staff bringing their own devices in.
- NSEM branded water bottles to distribute to EOC staff so they will drink water and stay hydrated.
- Projector for displaying situational information in the Fire DOC.

**8. Capacity Building.** Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.

During the Coastal Response 2023 exercise, we found that our current practice of EOC/DOC staff bringing their personal devices created limitations when working for an extended period of time. EOC staff had to rely on small laptop screens, which made it difficult for them to work effectively while monitoring multiple pages and information channels simultaneously. By providing staff with two monitors and a more ergonomic setup, we can improve their ability to work long hours in the EOC while monitoring multiple sources of information simultaneously. Additionally, satellite phones are crucial for communication between the DOC and EOC during internet and phone outages. Finally, the Fire DOC would benefit from having a projector to enhance situational awareness as they currently do not have any digital displays.

**9. Emergency Support Services.** Describe the extent to which the proposed project will consider large scale emergency support services scenarios.

A well-functioning EOC and DOC are critical for providing effective Emergency Support Services (ESS) during large-scale events. We have observed a rise in the occurrence of large apartment fires on the North Shore, resulting in the displacement of numerous individuals who require ESS support. By equipping the EOC with these additional resources, it will be easier to bring staff in to the EOC and respond to such emergencies in a more efficient and effective manner, which will benefit those affected by the situation.

**10. Transferability.** Describe the extent to which the proposed project may offer transferable resources and supplies to other local governments and/or First Nations (e.g. trained staff and/or equipment that will be made available to other communities, training resources, and exercise plans other communities will be invited to utilize, etc.).

During an EOC/DOC activation, several external agencies may participate, including FN and regional representatives. Upgrading our technology would not only benefit our own team but would also be advantageous for these agencies. Additionally, in case of a



localized emergency on North Shore First Nation land, our team at NSEM can transport the equipment to a FN EOC and provide necessary support during the response.

**11. Partnerships.** In addition to Question 1, if applicable, identify any partners you will collaborate with on the proposed project and specifically outline how you intend to work together.

N/A

**12. Evaluation.** How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes (i.e. tracking the number of training events and exercises, external evaluators, etc.)?

We will evaluate by doing EOC/DOC activation exercises and utilize the equipment. This will highlight any functionality issues that we can then take action on.

**13. Progress to Date.** If you received funding under the 2018 - 2022 Emergency Operations Centres & Training funding stream intakes, please describe the progress you have made in increasing EOC capacity.

N/A

**14. Additional Information.** Please share any other information you think may help support your submission.

To determine the supplies needed for this grant, we looked at the after action review of CR23 and consulted with departmental leads for Fire and Engineering to identify their top priorities. Based on this information, we have prepared a budget, which is attached for your reference. If this grant is approved, the equipment will be put to good use in an area where it is needed and desired.

## SECTION 5: Required Attachments

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:


- ☐ Local government Council or Board resolution, Band Council resolution, or First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- ☒ Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- ☐ For regional projects only: local government Council or Board resolution, Band Council resolution, or First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

**SECTION 6: Signature.** Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC.

I certify that: (1) to the best of my knowledge, all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) we understand that this project may be subject to a compliance audit under the program.

Name: Emily Dicken

Title: Director

Signature\*:   
A certified electronic or original signature is required.

Date: 03/31/2023

*\* Signatory must be an authorized representative of the applicant (i.e. staff member or elected official).*

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Quantity	Item	Unit cost	Total cost	Vendor	Notes
2	MSAT G2 Satellite phone and response kit	\$ 7,750.00	\$ 15,500.00	Chroma Communications	1 for DWV engineering, 1 for DNV Engineering
2	MSAT G2 Heavy Duty antenna stand c/w carry bag	\$ 420.00	\$ 840.00	Chroma Communications	1 for DWV engineering, 1 for DNV Engineering
6	XPR7350E portable radio	\$ 1,525.81	\$ 9,154.86	B.C. Communications	For DWV Engineering
6	Programming	\$ 20.00	\$ 120.00	B.C. Communications	For DWV Engineering
48	Docking stations	\$ 292.35	\$ 14,032.80	CDW Canada	40 for NSEM, 4 for DWV Engineering, 4 for CNV Fire DOC
48	Monitors	\$ 214.22	\$ 10,282.56	CDW Canada	40 for NSEM, 4 for DWV Engineering, 4 for CNV Fire DOC
48	Keyboard and mouse package	\$ 23.62	\$ 1,133.76	CDW Canada	40 for NSEM, 4 for DWV Engineering, 4 for CNV Fire DOC
48	Laptop stand	\$ 55.00	\$ 2,640.00	CDW Canada	40 for NSEM, 4 for DWV Engineering, 4 for CNV Fire DOC
1	MSAT antenna and mount	\$ 3,700.00	\$ 3,700.00	Morewave Communication	CNV Fire DOC
1	Antenna cabling	\$ 3,000.00	\$ 3,000.00	Morewave Communication	CNV Fire DOC
1	2x outdoor Cat6 cable for LEP/PtP wireless	\$ 1,000.00	\$ 1,000.00	Morewave Communication	CNV Fire DOC
100	NSEM branded 650 ml water bottles	\$ 11.34	\$ 1,134.00	Flashbay	For NSEM EOC
1	Shipping of bottles	\$ 39.00	\$ 39.00	Flashbay	Shipping fee
1	Epson Powerlite L250F Projector	\$ 3,209.95	\$ 3,209.95	CGM Electronics	CNV Fire DOC
	Total (Before tax)		\$ 65,786.93		
	GST		\$ 3,289.35		
	PST		\$ 4,605.09		
	Total grant application amount (After tax)		\$ 73,681.36		

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

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Renée de St. Croix, Manager, Long Range and Community Planning

Subject: UBCM POVERTY REDUCTION PLANNING AND ACTION PROGRAM –  
NS POVERTY REDUCTION STRATEGY, NS SOLUTIONS NAVIGATOR  
PROGRAM UPDATE, AND 2023 ACTION GRANT OPPORTUNITY

Date: April 12, 2023 File No: 10-5080-20-0005/1

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

**RECOMMENDATION**

PURSUANT to the report of the Manager, Long Range and Community Planning, dated April 12, 2023, entitled "North Shore Poverty Reduction Strategy and Action Grant Opportunity":

THAT Council endorse the North Shore Poverty Reduction Strategy (Attachment 1);

THAT staff be directed to work with the District of North Vancouver and District of West Vancouver to submit a regional application for the North Shore under the 2023 intake for Stream 2 of the UBCM Poverty Reduction Planning and Action Program;

THAT Council supports the District of North Vancouver as the primary applicant for the North Shore to apply for, receive, and manage the 2023 UBCM Poverty Reduction Planning and Action Program grant funding on the City of North Vancouver's behalf;

AND THAT subject to confirmation that full funding is available, the project be authorized to proceed.

**ATTACHMENTS**

1. North Shore Poverty Reduction Strategy (CityDocs [#2326103](#))



## PURPOSE

The purpose of this report is to seek Council's endorsement of the North Shore Poverty Reduction Strategy (2021 Stream 1 funded project) and to provide an update on the "Solutions Navigator Program" (2022 Stream 2 funded project). This report also seeks Council's authorization to pursue another funding opportunity under Stream 2 to further support poverty reduction action in partnership with the District of North Vancouver and District of West Vancouver. All three North Shore municipalities are providing reports to their Councils on this joint-work.

## BACKGROUND

In 2020, the Province of BC provided \$5 million over three years for the Poverty Reduction Planning and Action Program, administered by UBCM, which is intended to support reducing poverty at the local level and to support the Province's poverty reduction strategy – TogetherBC. The program includes two streams:

- **Stream 1: Poverty Reduction Plans and Assessments**

*North Shore Poverty Reduction Strategy (Oct 2021 to Feb 2023)*

On February 22, 2021, Council directed staff to submit a regional application for the North Shore under Stream 1. This successful application provided \$75,000 in grant funding to develop a Poverty Reduction Strategy for the North Shore.

- **Stream 2: Poverty Reduction Action**

*North Shore Solutions Navigator Program (Nov 2022 to Oct 2023)*

On February 14, 2022, Council directed staff to submit a regional application under Stream 2. This successful application provided \$150,000 in funding to create the "North Shore Solutions Navigator Program".

In addition, both Squamish Nation and Tsleil-Waututh Nation are partners in this work.

To date, the North Shore has received \$225,000 in poverty reduction funding from UBCM. An additional 2023 intake has been announced, for which the North Shore is proposing to apply.

## DISCUSSION

The following sections provide updates and information on the following:

1. North Shore Poverty Reduction Strategy and Next Steps
2. Update on the North Shore Navigator Program
3. Opportunity to Pursue Additional Poverty Reduction Action Funding
4. Next Steps and Timing

## 1. North Shore Poverty Reduction Strategy (Stream 1 Funded Project: Oct 2021 to Feb 2023)

Over almost 18 months, the five North Shore jurisdictions (City of North Vancouver, District of North Vancouver, District of West Vancouver, Squamish Nation, and Tsleil-Waututh Nation) worked together to develop a *North Shore Poverty Reduction Strategy*. The Strategy was developed with guidance from the Poverty Reduction Task Force and informed by over 200 residents who shared their experiences of poverty through deep and focused engagement activities. Task force members included representatives from organizations across the North Shore with mandates relevant to poverty reduction, and provided strategic advice, connections to people and groups to engage with, and ideas and opportunities to be included in the Strategy.

The *North Shore Poverty Reduction Strategy* (Attachment 1) outlines four priority areas (Table 1), 10 strategies, and 24 accompanying actions.

**Table 1: North Shore Poverty Reduction Strategy Priorities**

PRIORITY 1: CONTINUE TO WORK TOGETHER	PRIORITY 2: ENHANCE ACCESS TO SERVICES	PRIORITY 3: CREATE A MORE INCLUSIVE NORTH SHORE	PRIORITY 4: ADDRESS THE COST OF LIVING
Build on established relationships on the North Shore. Collaborate in key areas to address poverty at a local level, take action on opportunities to formalize ways of working together, take action on reconciliation, and advocate to other levels of government for broader program and system changes.	Create opportunities to support the social services sector, increase the provision of services, and enhance navigation services to help residents access the services they need.	Reduce barriers for people living in poverty to participate in civic life, build intergenerational connections, and nurture relationships. Generate awareness and educate the broader public on poverty, fostering a culture of compassion and allyship, build social connections, and create opportunities for everyone to participate in civic life.	Build on existing strengths and explore actions focused on the most acute cost of living issues such as housing, transportation, food, health care, and technology. While these topics are outside the jurisdiction of local governments and Nations, there is a role in advocacy, partnership, and influencing the local conditions to support systemic change.

Central findings taken from the *North Shore Poverty Reduction Strategy* are as follows:

- On the North Shore, 10.4% of the population is living below the poverty line;
- 40% of people living below the poverty line in B.C. are working;
- Structural barriers and systemic issues create additional challenges for people with intersecting identities (e.g. race, class, gender) that lead to higher rates of poverty;
- Households with low income are experiencing significant barriers to staying on the North Shore and are using social service programs to a greater degree than previous years;
- Cost of living increases are affecting a wide range of households and the impact of the increasing cost of housing, transportation, and food is significant;



- Accessing services can be challenging because people are not necessarily aware of all the services available or how to navigate the systems;
- Residents feel a sense of belonging when accessing local services, however the need for help is surpassing the capacity that organizations have to deliver services; and
- Because the North Shore is perceived as a wealthy community, people experiencing poverty can feel intense shame, stigma, and isolation.

The Strategy is an important first step to increase collaboration across the North Shore and guide poverty reduction efforts over the next 10 years.

City staff will be using the *North Shore Poverty Reduction Strategy* as a tool to create key actions that can be undertaken within the City. The intent is to provide City specific actions within the City's upcoming *Community Wellbeing Strategy*. In addition, staff will continue to work with North Shore partners and service providers under the umbrella of the *North Shore Poverty Reduction Strategy* to build relationships and work together to support and implement efforts to reduce poverty across the North Shore.

As a part of the UBCM funding requirements, District of West Vancouver (lead applicant) submitted the Strategy and outcome report to UBCM for Stream 1 on February 4, 2023.

## **2. Update on the North Shore Solutions Navigator Program (Stream 2 Funded Program: Nov 2022 to Oct 2023)**

Nearing the completion of the work on the *North Shore Poverty Reduction Strategy*, it was apparent that a key focus area for "action" was Priority #2: Enhancing Access to Services. It was recognized that accessing services can be challenging because people are not necessarily aware of the services available or how to navigate the often complex and multiple systems of support.

In 2022, the North Shore regional application for the Stream 2 Poverty Reduction Action through UBCM was funded to deliver a pilot *North Shore Solutions Navigator Program*.

The goal of the Program is to assist residents who face, or at risk of facing, conditions of poverty with accessing programs and services. Two part-time navigators have been hired and the program is hosted out of the North Shore Neighbourhood House, a welcoming, accessible, open to all community hub.

This low barrier Program provides individuals one-to-one support to identify goals and strengths, create an action plan, build skills, and access community resources and income-based supports. Dedicated follow up is a key component of the program to support individuals to break the cycle of poverty. The Program is responding directly to the challenges residents face when trying to navigate multiple systems and often compounding issues, such as healthcare, housing, food, child care, etc. when seeking support.



Staff from the City of North Vancouver, District of North Vancouver, District of West Vancouver and the North Shore Neighbourhood House meet regularly to guide the program and make process improvements as needed. The Navigators have supported approximately 60 clients with varying and often complex needs between the pilot launch in November 2022 up till March 1, 2023 (approximately 4 months).

Initial observations regarding support requests to-date include:

- Over 75% of clients requested housing assistance support;
- Over 50% of clients were not connected to any services on the North Shore;
- Clients need ongoing assistance due to physical and mental health challenges;
- Over half of clients served are living on low, fixed wages, or pensions; and
- Follow-up is important – Over 50% of clients have returned for additional support.

Feedback on the program from clients and partner agencies has been very positive. For example, a client returned with a handwritten note to thank the navigators for working so hard, sharing their burden, and giving them back hope in humanity.

"I was referred to NSNH in mid January, 2023 after becoming evicted, causing immediate homelessness. I had originally called 211 for immediate help. After being referred to services with a non-profit, I went to NSNH to access the food bank. I was under acute stress, very emotional and afraid. Under those circumstances, I had the most amazing experience with the Navigators as they allowed me to tell my story, cry and offered me so much compassion and help. I am actually at a loss for words trying to explain how important that moment was for me in the journey. They took me in without an appointment. They immediately offered resources, helped me figure out what I needed to do and were overall on my side, advocating, since the very beginning. I feel like I have a team!  
I am still homeless, but with their help I have been able to figure out the key things to helping me make it work, while living in my car. I am forever grateful and would like to say a heartfelt thank you to the NSNH navigator program."

- Navigator Program User

### **3. Opportunity to Pursue Additional Poverty Reduction Action Funding (Stream 2 Funded Program: 2023 Intake)**

UBCM has announced an additional 2023 intake for the Poverty Reduction Planning and Action Program.

The District of North Vancouver (lead applicant), in collaboration with the City of North Vancouver and the District of West Vancouver, have prepared an application to submit to the UBCM Poverty Reduction Planning and Action Program, Stream 2: Poverty Reduction Action. The District of North Vancouver, as the lead applicant, will submit the application on behalf of the three municipalities, as well as manage the funds and any associated contracts and/or disbursements. The application deadline is March 17, 2023. A Council resolution is required, and successful applicants will be notified within 90 days of the application deadline.



**PROPOSAL: North Shore Community Connectors Network  
(Stream 2 Funded Program: NEW 2023 Intake)**

To build on the early success of the Solutions Navigator Program, staff are requesting Council’s support for a new application under UBCM’s Stream 2 for an additional \$150,000 grant to create a North Shore Community Connectors Network.

The goal of this application is to enhance the Solutions Navigator Program by formalizing a network of “Community Connectors” from service providers to:

- enhance inter-agency relationships and strengthen staff relationships among the organizations that serve similar clients;
- improve the lines of communication and share information about available programs and services to better support clients; and,
- explore opportunities for collaboration amongst organizations to find efficiencies, better understand each other’s programs, and avoid service duplication.

The need to formalize a network was based on feedback with community partners and early learnings from the Solutions Navigator’s team, as well as work from the *North Shore Poverty Reduction Strategy*. This is intended to help respond to the increase in service demand and help residents reach the right services to meet their needs.

Staff representatives from the District of North Vancouver, City of North Vancouver, District of West Vancouver and the North Shore Neighbourhood House (Joint Management Team or “JMT”) would oversee the development of the network.

The key elements of the work are described in Table 2 below:

**Table 2: Key Elements of Stream 2 Poverty Reduction Action Grant 2023 Intake Proposal**

<b>Proposed Community Connectors Network</b>	
<b>1. Identify Connectors –</b>	The Community Connectors Network would be made up of partner point people (i.e. the “community connectors”) from participating partner agencies. The JMT would support partner agencies in selecting a Connector to represent them on the network. To date, the following partners have been identified: North Shore Community Resources Society, Impact North Shore, North Shore Disabilities Resources Centre, Lookout Housing and Health Society, Hollyburn Community Services Society, North Shore Libraries, and the Harvest Project.  Connectors would act as the knowledge holder for how their organization connects to the broader system of community social support. Connectors share a common purpose; they work with clients who require support to reduce their risk of poverty.
<b>2. Community of Practice –</b>	One or more of the partner agencies would be selected by the JMT to deliver quarterly in-person meetings for the network and help manage the network’s functioning over the course of the funding. The network would discuss specific topics at their meetings to learn from one another, in order to improve overall support for people experiencing poverty. Topics may include intake processes, integrated client management, collaborative grant applications, and inter-agency communication tools.

**3. North Shore Information Guide –**

This would be the creation of an informal guide created by the network that consolidates information about programs and services available for people experiencing conditions of poverty. The guide was identified during the Solutions Navigator Program as a way to expedite access to programs. It would also strengthen advocacy and outreach services. Connectors would be responsible for ensuring that information about their organization's services and programs is up-to-date and that this resource is shared with other staff within partner organizations.

***Continuation of North Shore Solutions Navigator Program***

**4. Solutions Navigator Program –**

The continuation of this program overseen by the JMT is also proposed as part of the new grant application. Initial feedback from partner agencies and clients demonstrates that this pilot program is already filling an important gap. Extending and enhancing the navigator program to continue concurrently with the Community Connectors Network would provide a two-year period (2022 to 2024) from which to assess the impact on helping community members who face conditions of poverty.

If funded, the North Shore Neighbourhood House (NSNH) would continue as the lead agency, providing the supervisory role and programming space. Funding from this grant would support continued operations of the Solutions Navigator Program and administration costs for the partner agencies who take leadership roles in developing the Community Connectors Network and delivering the Community of Practice.

The proposed North Shore Community Connectors Network represents an important evolution of the Solutions Navigator Program and is supported by the findings in the *North Shore Poverty Reduction Strategy*.

By building inter-agency relationships and collaboration, this network would support *Priority #1 Working Together* and *Priority #2 Enhancing Access to Services* in the *North Shore Poverty Reduction Strategy*. The proposed activities were developed in partnership with local agencies on the North Shore who are committed to poverty reduction and improving the quality of life for residents.

#### **4. Next Steps and Timing**

The following outlines the next steps and timing for each of the three components presented above:

- ***North Shore Poverty Reduction Strategy (Stream 1 funded Oct 2021 – Feb 2023)***  
District of West Vancouver, as the lead applicant, submitted the *North Shore Poverty Reduction Strategy* and required report to UBCM for Stream 1 on February 4, 2023. This completes Stream 1.
- ***North Shore Solutions Navigators (Stream 2 funded Nov 2022 – Oct 2023)***  
Staff will continue to support the pilot *North Shore Solutions Navigators Program* until the end of the funding for Stream 2 in October 2023. At that time, the required outcomes report will be prepared and submitted to UBCM.



- ***North Shore Community Connectors Network (Stream 2 – NEW 2023 Intake)***

The deadline for the new 2023 intake under Stream 2 for the proposed North Shore Community Connectors Network is March 17, 2023. A Council resolution is required, and successful applicants will be notified within 90 days of the application deadline. Typically, grant requirements stipulate that the project must be completed within one year. However, staff would propose to UBCM that the project period should be aligned with the existing Navigators project.

The District of North Vancouver and District of West Vancouver are also seeking approval from their Councils to submit the joint grant application for the North Shore Community Connectors Network.

## **FINANCIAL IMPLICATIONS**

The City's contribution to this work is comprised of in-kind staff resources to steward the programs. The new grant application request to UBCM is for \$150,000 and would be managed by the District of North Vancouver.

## **INTER-DEPARTMENTAL IMPLICATIONS**

This report has been shared with the Community and Partner Engagement, Strategic and Corporate Services, and Public Safety Departments.

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

All areas of the poverty reduction work presented above supports the Council Strategic Plan with respect to its priorities to create A City for People and A Prosperous City.

It further supports OCP Goal 3.1: Enhance well-being and quality of life for all community members, in particular:

- 3.1.6 Support community partners in providing a full continuum of support services to address issues related to mental health, addictions, health services, housing, employment, and food security, and to provide assistance for homeless people to facilitate their transition to independent living; and
- 3.1.7 Assist organizations and individuals that provide community supports through the responsible allocation of City resources.

RESPECTFULLY SUBMITTED:

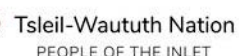


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Renee de St. Croix  
Manager, Long Range and Community  
Planning

# NORTH SHORE POVERTY REDUCTION STRATEGY

JANUARY 2023



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# LAND ACKNOWLEDGMENT

The City of North Vancouver, District of North Vancouver, and District of West Vancouver are on the traditional and unceded territories of the xʷməθkʷəy̓əm (Musqueam Indian Band), Skwxwú7mesh Úxwumixw (Squamish Nation), and səliwətaʔ (Tsleil-Waututh Nation). The North Shore local governments are committed to reconciliation with these Nations, who have lived on these lands since time immemorial. Discriminatory, racist, and colonial practices have had a lasting legacy and continue to create barriers for Indigenous people on the North Shore.

Skwxwú7mesh Úxwumixw and səliwətaʔ are partners in this work and key members of the project's Steering Committee. This involvement has helped to ground this strategy in truth, creating space for learning and healing. The work on reconciliation continues and this document will help to advance the conversation of poverty reduction on the North Shore.



# APPRECIATION

The people who work in the local and public services sector are acknowledged for their commitment to delivering services and programs to reduce poverty on the North Shore. Local governments continue to play a role in supporting service providers by creating an environment that fosters partnerships and collaboration.

The North Shore Poverty Reduction Strategy was made possible by the participation from people and organizations across the North Shore. Thank you to everyone who shared their personal stories and experiences of living in poverty. Thank you to the North Shore Poverty Reduction Strategy Task Force members for providing input into the Strategy, and to the Steering Committee who worked together throughout the process.

## NORTH SHORE POVERTY REDUCTION STRATEGY TASK FORCE

### Organizations

Canadian Mental Health Association  
Hollyburn Community Services Society  
Impact North Shore  
Lookout Housing and Health Society  
North Shore Crisis Services Society  
North Shore Disability Resource Centre Association  
North Shore Neighborhood House  
North Vancouver Chamber of Commerce  
Silver Harbour Centre  
West Vancouver Community Foundation

### Provincial and municipal-level support

District of West Vancouver  
(Youth and Seniors services)  
North Vancouver City Library  
North Vancouver Recreation and Culture Commission  
North Vancouver School District  
Vancouver Coastal Health  
West Vancouver Memorial Library  
West Vancouver Police Department  
West Vancouver School Schools

### Community Networks

North Shore Table Matters

## THE NORTH SHORE POVERTY REDUCTION STRATEGY STEERING COMMITTEE

District of West Vancouver  
City of North Vancouver  
District of North Vancouver  
səlilwətaɬ  
Skwxwú7mesh Úxwumixw

## THE CONSULTANT TEAM

CitySpaces Consulting

## THE GRANT FUNDER

This work was funded by the Province through the Union of BC Municipalities' **Poverty Reduction Planning and Action program**. The intent of the program was to support local governments in reducing poverty at the local level and to support the Province's poverty reduction strategy, **TogetherBC**.





# EXECUTIVE SUMMARY

This 10-year Poverty Reduction Strategy is a first for the North Shore. Its purpose is to build a movement to address poverty at the local level so residents can experience abundance in all areas of their lives. While many not-for-profit organizations and public service agencies have been working to support the community, this strategy represents a multi-jurisdictional approach that aims to support and enhance efforts on the North Shore, and how we can all work together to reduce poverty.

## WHAT WE DID

With financial support from the Union of British Columbia Municipalities (UBCM), the City of North Vancouver, District of North Vancouver, District of West Vancouver, Skwxwú7mesh Úxwumixw, səliwətaʔ, and the North Shore Poverty Reduction Strategy Task Force worked together to create this Poverty Reduction Strategy.

To inform the strategy, the project team researched existing policies and initiatives, and conducted targeted engagement. Over 200 participants were engaged, including representatives from the social services sector and people with lived experience with poverty.

## WHAT WE LEARNED

Poverty is when someone does not have enough money to pay for necessities such as food, clothing, transportation, and housing. Poverty also means not being able to have opportunities to be part of a community. There is no singular experience of poverty and poverty on the North Shore is not always visible. Poverty on the North Shore can look like someone experiencing homelessness, or people living in houses without enough money for their rent, food, and social activities. Poverty can also look like a new Canadian not able to find a job because they are still learning English or a single parent challenged to leave work on time to pick up their kids from daycare. There are many circumstances that may lead to people experiencing poverty.

Central findings from the North Shore Poverty Reduction Strategy process are as follows:

- On the North Shore, 10.4% of the population (19,545 people) is living below the poverty line compared to 10.8% in B.C.<sup>1</sup>
- Based on income measures, 40% of people living below the poverty line in B.C. are working.<sup>2</sup>
- Structural barriers and systemic issues create additional challenges for people with intersecting identities (e.g. race, class, gender) leading to experiencing higher rates of poverty.
- Households with low income are experiencing significant barriers to stay on the North Shore and are using social service programs to a greater degree than previous years.

**Poverty is when someone does not have enough money to pay for necessities such as food, clothing, transportation, and housing. Poverty also means not being able to have opportunities to be part of a community.**

<sup>1</sup> Statistics Canada. 2022. (table). Census Profile. 2021 Census of Population. Statistics Canada Catalogue no. 98-316-X2021001. Ottawa. Released November 30, 2022

<sup>2</sup> TogetherBC, British Columbia's Poverty Reduction Strategy, 2018

- Cost of living increases are affecting a wide range of households, especially the cost of housing, transportation, and food. People with lived experience highlighted the community's strengths and the desire to continue living on the North Shore, while recognizing the challenges in doing so from an affordability perspective.
- Residents feel a sense of belonging when accessing local services. However, the need for help is surpassing the capacity and resources available to the organizations that deliver these services.
- Because the North Shore is perceived as a wealthy community, people experiencing poverty can feel intense shame, stigma, and isolation.
- COVID-19 highlighted the impact of government income supports in reducing poverty. On the North Shore, the proportion of people living in poverty declined between 2016 and 2021 from 13.8% to 10.4%, principally because 67% of North Shore residents received some form of COVID-19 pandemic benefit.<sup>3,4</sup> The uptake of benefits provides further evidence that providing income supports to households with lower incomes has a direct positive impact on reducing poverty.

## WHAT'S NEXT

The vision is to build a movement that reduces poverty and removes barriers to services, based on the values of creating an inclusive, equitable, anti-racist, thriving and just community. Guided by the 10-year strategy, collaboration will help achieve this strategy's vision to enhance access to services, address the cost of living, reduce barriers, and provide equitable opportunities. The four priorities of this strategy are:

### PRIORITY 1: CONTINUE TO WORK TOGETHER

Build on established relationships on the North Shore. Collaborate in key areas to address poverty at a local level, take action on opportunities to formalize ways of working together, take action on reconciliation, and advocate to other levels of government for broader program and system changes.

### PRIORITY 2: ENHANCE ACCESS TO SERVICES

Create opportunities to support the social services sector, increase the provision of services, and enhance navigation services to help residents access the services they need.

### PRIORITY 3: CREATE A MORE INCLUSIVE NORTH SHORE

Reduce barriers for people living in poverty to participate in civic life, build intergenerational connections, and nurture relationships. Generate awareness and educate the broader public on poverty, fostering a culture of compassion and allyship, build social connections, and create opportunities for everyone to participate in civic life.

### PRIORITY 4: ADDRESS THE COST OF LIVING

Build on existing strengths and explore actions focused on the most acute cost of living issues such as housing, transportation, food, health care, and technology. While these topics are outside the jurisdiction of local governments and Nations, there is a role in advocacy, partnership, and influencing the local conditions to support systemic change.

<sup>3</sup> Scott, "An unexpected consequence of the pandemic: Poverty declined sharply in Canada", *The Monitor, An unexpected consequence of the pandemic: Poverty...* | [The Monitor \(monitormag.ca\)](https://www.monitormag.ca/).

<sup>4</sup> For this statistic, the number of North Shore residents does not include residents living on-reserve as low-income data for 2016 was suppressed for on-reserve populations for privacy reasons.



# INTRODUCTION

The North Shore Poverty Reduction Strategy was created with financial support from the Union of British Columbia Municipalities (UBCM), and in collaboration with the City of North Vancouver, District of North Vancouver, District of West Vancouver, Skwxwú7mesh Úxwumixw, səlilwətaɬ, and the North Shore Poverty Reduction Strategy Task Force. The strategy outlines what we know about local poverty and identifies priorities and actions to guide future initiatives. A glossary of key terms used throughout this strategy can be found in Appendix A.

## PROCESS OVERVIEW

To develop the Poverty Reduction Strategy, the Steering Committee and North Shore Poverty Reduction Strategy Task Force met regularly from October 2021 to October 2022.

The Steering Committee was comprised of representatives from the City of North Vancouver, District of North Vancouver, District of West Vancouver, Skwxwú7mesh Úxwumixw and səlilwətaɬ. The Steering Committee provided direction to the project team on the overall process and content of this strategy.

The North Shore Poverty Reduction Strategy Task Force was comprised of representatives from organizations across the North Shore with mandates relevant to poverty reduction. The role of the task force was to provide strategic advice and input into the process, including suggestions for people and groups to engage.

The process to develop the strategy involved the following key components:

### INFORMATION MAPPING ON POLICIES AND INITIATIVES

underway or completed on the North Shore, such as housing strategies, Housing Needs Reports, Child Care Action Plans, and transportation planning. Key indicators of poverty on the North Shore were also researched.

### TARGETED ENGAGEMENT

was a focus of the process. A total of 205 people, including people with lived experience, participated through sensitive listening interviews, workshops, focus groups, a questionnaire, and telephone calls.

This strategy summarizes the contributing factors of poverty on the North Shore and presents strategies and actions informed by the above noted research and engagement process.

# UNDERSTANDING POVERTY

## WHAT IS POVERTY?

Poverty is when someone does not have enough money to pay for necessities such as food, clothing, and shelter. However, poverty is about much more than not having enough money.

The provincial Poverty Reduction Strategy, TogetherBC, outlines four guiding principles to consider in poverty reduction efforts – affordability, opportunity, reconciliation, and social inclusion. When people are excluded within a society, prevented from accessing education and employment opportunities, or have a higher incidence of illness, there are negative consequences for society. Everyone pays the price of poverty due to the increased costs on the healthcare system, justice system, and other institutions that provide supports to those living in poverty. Society benefits by providing opportunities for everyone to reach their full potential. Isolated seniors, children without lunch, and families without shelter have deep and long-lasting impacts on the individual, as well as families, friends, neighbours, and society as a whole.

### NORA AND ROY'S EXPERIENCE

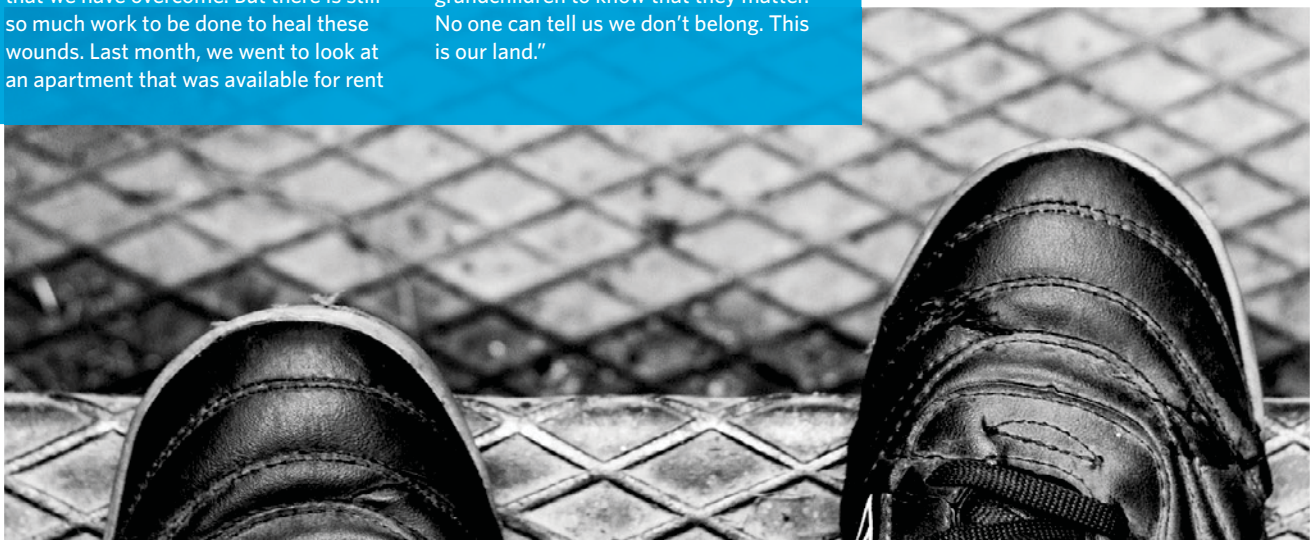
"We are a resilient people. My husband and I are Squamish and Elders in our community. We are both residential school survivors and have lived through many traumas since childhood. But what keeps me angry is that this trauma does not stop. We are still treated differently because of who we are. And my husband also has a disability, so it is even more difficult for us to access services. We are strong and capable and need to be recognized for all that we can do and all that we have overcome. But there is still so much work to be done to heal these wounds. Last month, we went to look at an apartment that was available for rent

off-reserve. As soon as we got to the building, the property manager told us the units weren't available. She looked us up and down and I could tell in her eyes she did not trust us because of who we are. This isn't fair. It is racism, pure and simple. But what can we do? It's so hard to prove these things. And these experiences aren't uncommon – many of our relatives struggle to access housing and healthcare because of our identity. I am proud to be Squamish and I want my grandchildren to know that they matter. No one can tell us we don't belong. This is our land."

Poverty is hunger. Poverty is lack of shelter. Poverty is being sick and not being able to see a doctor. Poverty is not having access to school and not knowing how to read. Poverty is not having a job, is fear for the future, living one day at a time.

Poverty has many faces, changing from place to place and across time, and has been described in many ways. Most often, poverty is a situation people want to escape. So poverty is a call to action – for the poor and the wealthy alike – a call to change the world so that many more have enough to eat, adequate shelter, access to education and health, protection from violence, and a voice in what happens in their communities.

The World Bank Organization

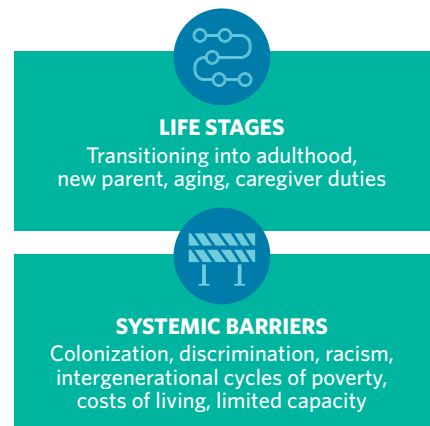


# WHAT CAUSES POVERTY?

Poverty could be the result of a single or many contributing factors, and the outward expressions are different in every instance. Generally, there are four factors that can make someone susceptible to experiencing poverty: disruptive events, personal vulnerabilities, systemic barriers, and life stages.

Poverty doesn't affect all people equally. Indigenous people and visible minorities experience poverty at greater rates due to structural barriers and systemic issues related to race in society. The relationship between colonization and poverty can be described as "poverty by design" as displacement of Indigenous people from their lands and forced assimilation through residential schools have led to their dependency on the state.<sup>5</sup> Chronic underfunding and lack of investment on reserves continues to perpetuate poverty among Indigenous communities. Stereotypes, bias, and discrimination also present barriers and can prevent Indigenous people and visible minorities from excelling at school, being hired or promoted, and finding housing.<sup>6</sup>

People with disabilities are more likely to be living in poverty because of ableism. People with disabilities have experienced, and continue to experience abuse, neglect, exclusion, marginalization, and discrimination.



The links between poverty, risk of homelessness, and living with disabilities are well documented and many people experiencing homelessness are disabled or diagnosed with a mental illness.<sup>7</sup> In addition to housing insecurity, employment can be a major challenge for people with disabilities because of discrimination and barriers.

There is no singular experience of being poor. Legal scholar Kimberlé Crenshaw coined the term "intersectionality" in 1989 to describe how systems of oppression overlap to create distinct experiences for people with multiple identity categories. Intersectionality means that social identities work on many levels, resulting in unique experiences, opportunities, and barriers for each person.

For a single parent living in poverty, there can be additional challenges or barriers based on gender identity or expression, ethnicity, education, religion, sexual orientation, age, physical or mental ability, and many other intersecting identities. Navigating social programs and government policy comes with its own set of challenges, distinct from the experience of someone with a different gender or without children.

To effectively address poverty, strategies must recognize structural barriers and systemic issues by applying an equity-centred lens.

<sup>5</sup> Brittain, Melisa and Blackstock, Cindy; First Nations Child Poverty: A Literature Review and Analysis, 2015.

<sup>6</sup> Ontario Association of Children's Aid Societies, Library Guides: Poverty in Indigenous and Racialized Communities.

<sup>7</sup> Homeless Hub, People with Disabilities



## WILLIAM JR'S EXPERIENCE

"You can really feel the connection we have to this place. My grandfather is a residential school survivor. Because of the abuse he experienced as a kid, he started drinking as an adult and wasn't really there for my dad, William.

My dad ended up leaving school early to work construction and make a living. He was doing pretty good but then his leg got crushed at work and he went on long-term disability. This is when things got tough for us...the disability payments weren't enough and my dad started using drugs because of his pain. My mom got another job, but it was hard and sometimes we didn't have enough food. But my dad got better...he met some friends at the rez and started helping in community.

I think culture is important because I've seen how much it helped my dad. Being with our people, the People of the Inlet, is so powerful. You can really feel the connection we have to this place. I am the first person in my family to finish high school and I want to keep helping my community and make it better for our people."

Photo © Japheth Mast, Unsplash

## WHO IS RESPONSIBLE FOR ADDRESSING POVERTY?

The path to addressing poverty is complex and no government, public agency, or not-for-profit organization can do it alone.

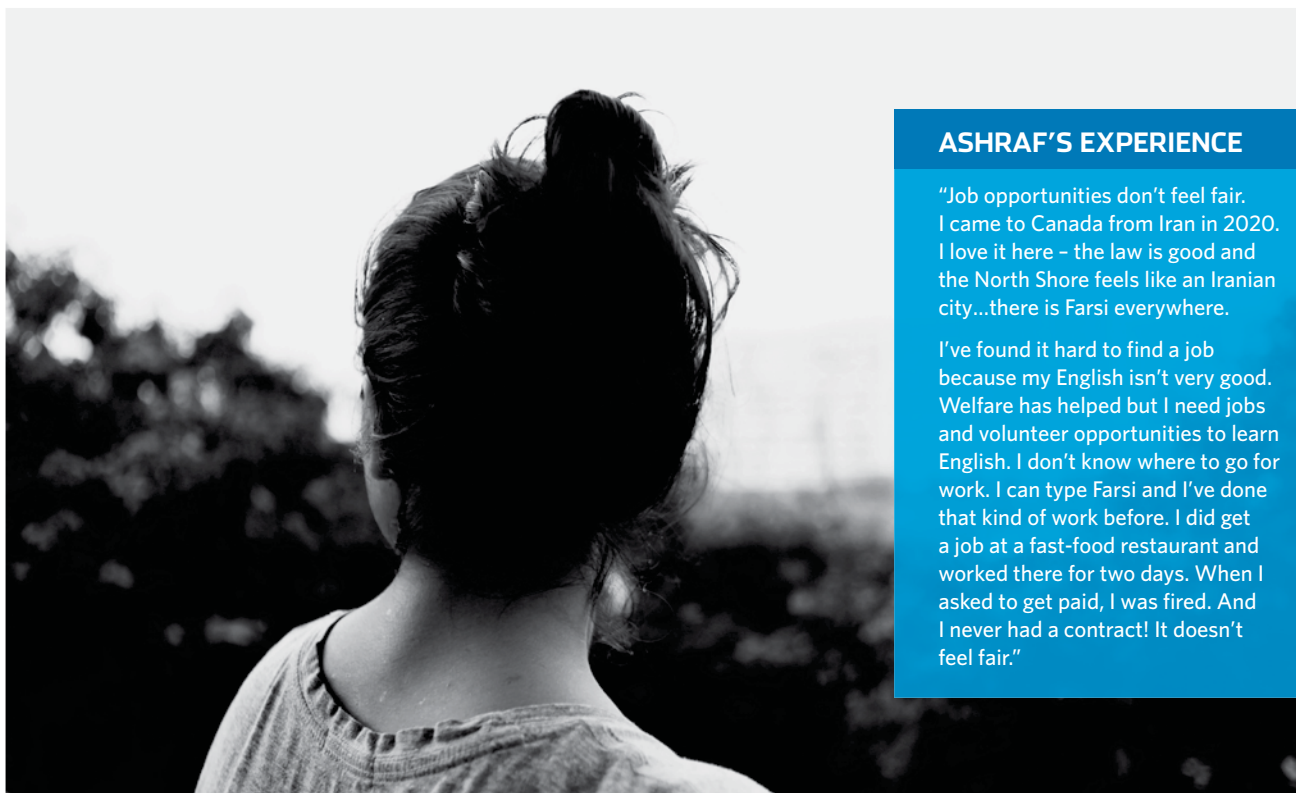
The social services sector (e.g. not-for-profit organizations, faith-based organizations, and registered societies) and public agencies do much of the important daily work with residents and the community to reduce and mitigate poverty. This group is essential in shaping the response to reduce poverty. By advocating for change and highlighting where resources should be focused, service providers and public agencies can help define priority areas for policy development and programming focus.

It is also important to have diverse community representation of people to inform the direction of poverty reduction approaches, including Indigenous voices, persons with lived experience, racialized groups, youth, new Canadians, business organizations, and not-for-profit organizations, given how wide the spectrum of impact can be.

Given that each level of government has different responsibilities and jurisdiction, coordination is needed to ensure governments are working together to solve the root causes of poverty.

**“I have difficulty making ends meet – I have to make decisions about what to eat.”**

**Quote from person with lived experience**



### ASHRAF'S EXPERIENCE

“Job opportunities don't feel fair. I came to Canada from Iran in 2020. I love it here – the law is good and the North Shore feels like an Iranian city...there is Farsi everywhere.

I've found it hard to find a job because my English isn't very good. Welfare has helped but I need jobs and volunteer opportunities to learn English. I don't know where to go for work. I can type Farsi and I've done that kind of work before. I did get a job at a fast-food restaurant and worked there for two days. When I asked to get paid, I was fired. And I never had a contract! It doesn't feel fair.”



Photo © Nico Smit, Unsplash

The roles and responsibilities for poverty reduction among the various levels of government can be strategically coordinated with the understanding about local needs in order to advance purposeful and meaningful action for poverty reduction on the North Shore. This strategy, and ongoing collaborative work together, clarifies the areas for priority, action, and advocacy on the North Shore.

- The Federal Government creates macro-level economic policies and social programs and are responsible for transferring funding for provincial programs.
- The Skwxwú7mesh Úxwumixw and səliłwətał can share diverse indigenous perspectives and inform culturally safe and relevant actions, advice, and participation.
- The Provincial Government oversees social programs including healthcare, social housing,

education, and income and disability assistance. It has significant influence on how funding is provided and directed.

- The Local Government role complements senior government roles through advocacy, delivery of accessible and inclusive programs and services, creation of an environment to address poverty at the local level through strategies, plans, land use, and collaboration with partners, and offering of grants to support local initiatives.

The roles and responsibilities of government, public agencies, and the social service sector are further explored in Appendix B: Roles and responsibilities.





# POVERTY ON THE NORTH SHORE

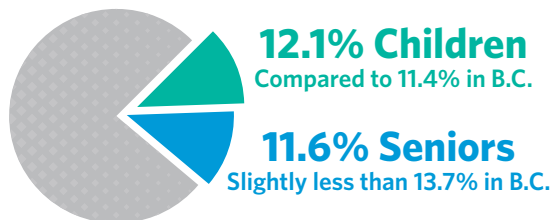
## WHO IS EXPERIENCING POVERTY ON THE NORTH SHORE?

On the North Shore, 10.4% of the population is living below the poverty line compared to 10.8% across B.C.<sup>8</sup> Certain groups are more at risk of living in poverty because of structural barriers and systemic issues.

On this page are some statistics about poverty on the North Shore (data for B.C. is referenced if North Shore specific data was unavailable).

Local service providers observed that poverty on the North Shore is increasingly visible, especially during the COVID-19 pandemic, challenging the assumption of it being an affluent area. In addition to people experiencing homelessness, there are also people living in houses without enough money for their rent, food, and social activities.

### LIVING IN POVERTY ON THE NORTH SHORE

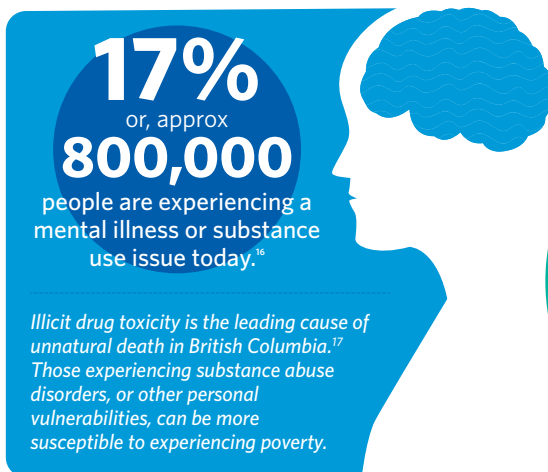


B.C. has one of the highest child poverty rates in the country, with approximately 99,000 children living in poverty.<sup>10</sup>

Children in single parent families are three times more likely to live in poverty than children in two parent families in B.C.<sup>12</sup>

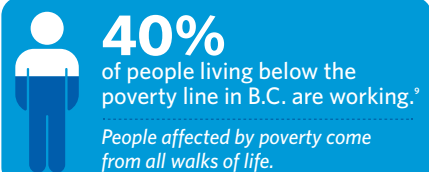


**1100 Youth**  
46% of whom are Indigenous<sup>13</sup>  
transition to adulthood from government care each year in B.C.

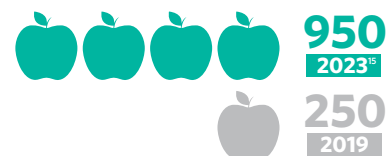


Indigenous peoples and people with disabilities are

**2x**  
as likely to live in poverty in B.C.<sup>11</sup>



**NUMBER OF PEOPLE ACCESSING THE FOOD BANK PER WEEK**  
at the North Shore Neighbourhood House



<sup>8</sup> Statistics Canada. 2022. (table). Census Profile. 2021 Census of Population. Statistics Canada Catalogue no. 98-316-X2021001. Ottawa. Released November 30, 2022

<sup>9</sup> TogetherBC, British Columbia's Poverty Reduction Strategy, 2018

<sup>10</sup> Ibid

<sup>11</sup> Ibid

<sup>12</sup> Ibid

<sup>13</sup> Historic help for youth from care will support strong transitions to adulthood | BC Gov News

<sup>14</sup> Statistics Canada. 2022. (table). Census Profile. 2021 Census of Population. Statistics Canada Catalogue no. 98-316-X2021001. Ottawa. Released November 30, 2022

<sup>15</sup> Communication with Executive Director, North Shore Neighbourhood House, January 17, 2023

<sup>16</sup> Facts and Figures (cmha.bc.ca)

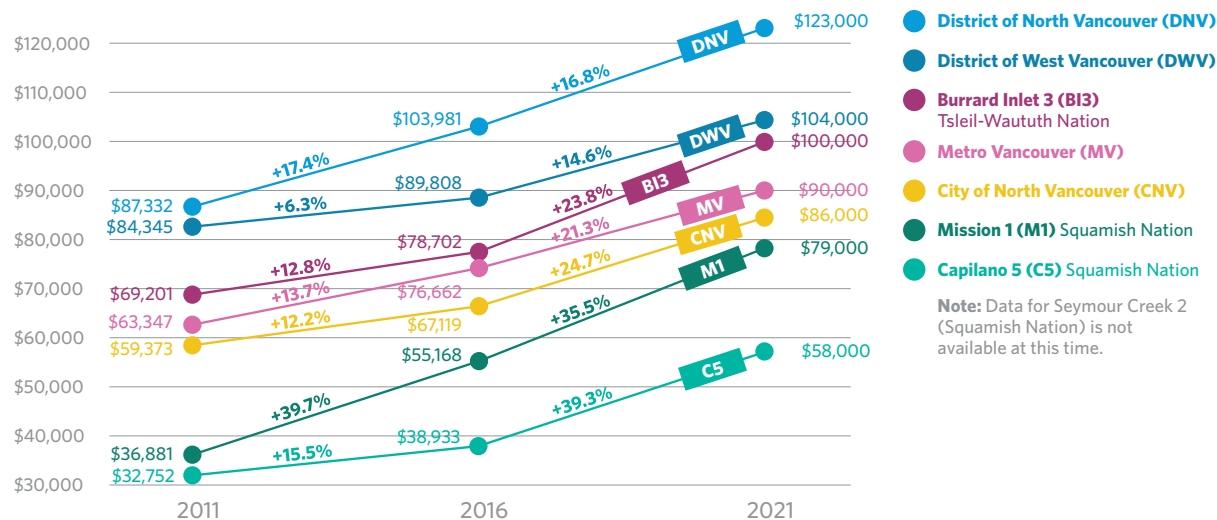
<sup>17</sup> At least 179 lives lost to toxic drugs in B.C. in October 2022 | BC Gov News

# COST OF LIVING AND HOMELESSNESS

The cost of living on the North Shore is becoming increasingly unaffordable. The median total household income on the North Shore varies by geographical area with the City of North Vancouver and Squamish Nation (Mission 1 and Capilano 5) below the regional average. Despite some areas having household incomes well above the regional average, the perception of the North Shore as an exclusively higher-income community is not representative of the data on inequity and the lived experiences of local residents. Plus, a person's income can only go so far when combined with high inflation (a 6.9% increase from October 2021 to October 2022).<sup>18</sup>

**Figure 1: Median Total Household Incomes (Before Tax) on the North Shore, 2021 Census**

Source: Statistics Canada, Census of Population, 2016, 2021 & National Household Survey, 2011



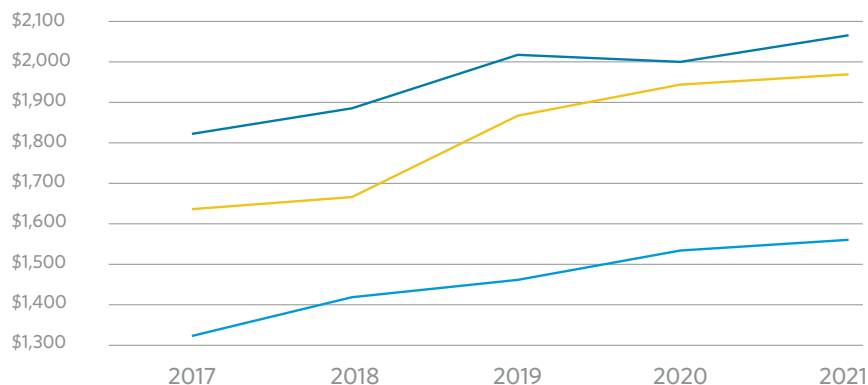
In 2021, the median bench sale price of a single detached dwelling was over 1.5 million dollars<sup>19</sup>, making home ownership out of reach for many. The average cost of rent is also steadily increasing (Figure 2, next page).

<sup>18</sup> Consumer Price Index, Statistics Canada, 2022

<sup>19</sup> Real Estate Board of Greater Vancouver, 2017-2021

**Figure 2: Average Rent (All Bedrooms), 2011-2021**

Source: CMHC Rental Market Reports, 2017-2021



District of West Vancouver (DWV)  
City of North Vancouver (CNV)  
District of North Vancouver (DNV)

West Vancouver Foundation's 2022 Vital Signs report provides grades for different aspects of community life in West Vancouver based on survey data. Housing in West Vancouver received an "F" for having housing choices that meet the needs of different types of residents and housing situations. Housing continues to be a crisis issue and impacts many of the other elements of a livable community.

The rising cost of living, especially housing, may be contributing to the increase in homelessness on the North Shore. Homeless count data indicates the number of people experiencing homelessness has increased between 2017 and 2020<sup>20</sup>. During the most recent homeless count (2020), an extended count was held that found 212 people experiencing homelessness on the North Shore.<sup>21</sup>

Through the engagement process, service providers and people with lived experience expressed how challenging

it has become to afford to live on the North Shore, especially for someone earning less than the median income. As people can no longer afford to stay in a community, gentrification may occur (when more affluent people move to or invest in historically less affluent neighbourhoods). Gentrification frequently leads to negative impacts such as forced displacement, a fostering of discriminatory behaviour by people in power, and a focus on spaces that exclude low-income individuals and visible minorities.<sup>22</sup> While poverty has existed on the North Shore for decades, households with low income are now experiencing significant barriers to stay on the North Shore and are using social service programs to a greater degree. For example, the number of families accessing the food bank has increased significantly from approximately 250 people per week in 2019 (pre-Covid) to over 950 people per week in 2023.<sup>23</sup>

## WILLOW'S EXPERIENCE

"I feel stuck. I don't like living in shelters. I'm treated as a child and management doesn't like me. But I don't have enough money to live anywhere else. I don't like being here. I get sick coming home just thinking about it. What are you supposed to do with \$375 a month? I cried for three hours when the coordinator was mean to me. I'm bipolar. I just want my own home.

I was a foster kid and have been homeless for so long. Housing is the answer but there is nothing anywhere. I also have PTSD from an abusive relationship. I don't want to leave the North Shore because my community is here. But the community is changing. There are too many people here now. We need more housing on the North Shore! I just get so frustrated there is nowhere else I can go."

<sup>20</sup> Homeless Count in Metro Vancouver, 2020

<sup>21</sup> Ibid

<sup>22</sup> Chong, "Examining the Negative Impacts of Gentrification", Georgetown Law, 2017

<sup>23</sup> Communication with Executive Director, North Shore Neighbourhood House, January 17, 2023

My biggest issue is housing.  
The North Shore rental market  
is so crazy...

## INCOME INEQUALITY

Based on data from 2020, the three North Shore municipalities have more inequality than regional, provincial, and national values (Figure 3). The Gini index is one way to measure inequality, where a value of 0 represents a society with no discrepancy in income, and a value of 1 represents total inequality (e.g. a society where one individual has all the income).

**Figure 3: A Comparison of Gini Indexes (Total Income) in the City of North Vancouver, District of North Vancouver, District of West Vancouver, Metro Vancouver, British Columbia, and Canada, 2020**  
Source: Statistics Canada, Census of Population, 2021

Geography	Gini Index 2020 (Total Income)
City of North Vancouver	0.369
District of North Vancouver	0.402
District of West Vancouver	0.574
Metro Vancouver	0.366
British Columbia	0.346
Canada	0.347

### ALEX'S EXPERIENCE

"I need housing before I can work. I was living in a shelter in Burnaby, but it wasn't working for me. There was too much drug use and partying...I didn't feel safe there.

Since I left that shelter, I've been living in my car and I have my dog with me which makes it difficult. There was even ice inside the car earlier this year! It's really tough. And how do you cook when you're living in a car? I don't have a stove or a kitchen so I'm always buying food which is expensive.

My biggest issue is housing. The North Shore rental market is so crazy – and things got even crazier with Airbnb. It is nice being back on the North Shore – all my friends are here. I want to stay here! I just don't know how I'll find a home I can afford. I want part time work but it's hard to get a job because I don't have a house. I'm not sleeping very well in my car so I'm worried I might not be a good staff person. You really need a home base before you can get a job."



Photo © Tyler Rutherford, Unsplash

**"95% of my income goes to rent. It's almost impossible."**

Quote from person with lived experience

## LIVED EXPERIENCES OF POVERTY

North Shore residents graciously shared their lived experiences with poverty to help inform this strategy (refer to Appendix C for more information on engagement). Some challenges that were shared include:

- Seniors finding it difficult to afford food and medication with the rising cost of living.
- Intergenerational trauma and residential schools undermining the Indigenous way of life, disrupting families, and contributing to a general loss of language and culture.
- Young people unable to stay on the North Shore given the cost of housing.
- Single parent families feeling excluded from the community.
- Single adults struggling and not always served by government programs that focus on priority populations (e.g. families).
- Newcomers having difficulties navigating a new city and finding employment.
- Experiencing shame and stigma for accessing support.
- Long line ups at food banks.
- Wait lists for BC Housing units.
- Difficulty finding and affording mental health services.

During one of the engagement sessions at the West Vancouver Youth Hub<sup>24</sup>, participants explained they do not see themselves living on the North Shore once they grow up due to the cost of housing.

The biggest barrier and challenge of living on the North Shore referenced in most conversations was unaffordable housing. When asked what people need to thrive, more affordable housing was the most frequent answer provided.

From a local Indigenous perspective, the experience of poverty is a loss of spirit and disconnection from the land, family, food, and culture. It is also the experience of continuously losing important cultural sites because of growth and development on the North Shore – a loss that may never be regained. The experience of poverty is a source of immense grief for members of Skwxwú7mesh Úxwumixw and səliłwətał.

Some people experiencing poverty shared they feel intense shame and stigma for accessing services. The North Shore Women's Centre has a weekly food program run out of the rear of their building. When interviewing clients at that centre, several people indicated they would not access this service if food was distributed from the street entrance because they do not want to be seen accessing a food bank. Among these clients and other people with lived experience there was a feeling that they no longer belong on the North Shore.

### SANDRA'S EXPERIENCE

"I have some money, but not enough. I'm 85 years old. I've been a single mother since my kids were little. But I've never been on welfare. I worked as a nurse for 40 years and I've done fairly well up until recently. But I was evicted from my apartment a few years ago and became homeless. I can't believe it happened to me, but it did. I stayed with my daughter but it wasn't ideal. I tried so hard to find a place but nothing is affordable. And I couldn't qualify for SAFER even though I can't afford rent. It's like you need to be making no money at all to qualify for help...but what about people with a little bit of money who still can't afford anything in the market?"

I have a very small pension, but I still can't afford housing. I'm working odd jobs here and there and I volunteer pretty often. Why don't we create a system where parents can drop their kids off with seniors at the mall when they do their errands and us seniors can watch their kids and make a bit of money?

People just really don't understand that low-income people exist. Especially when you have kids and one working parent. There just wasn't much money. And I had a good job."

<sup>24</sup> West Vancouver Youth Hub





## SERVICE PROVIDER'S EXPERIENCE

City Library staff do their best to assist patrons who are struggling with issues related to poverty, whether it is helping with finding housing or emergency shelter, connecting people with community resources, or simply providing a space for people to get out of adverse weather. With the Open Door Community Hub (ODCH) program, funded by the *Strengthening Communities* grant, the library has been able to be more intentional with supports with a dedicated, staffed space and specialized programming for individuals experiencing homelessness or who are in vulnerable housing situations.

In the first ten months since it began in November 2021, there have been 1,604 visits to the ODCH. Visitors are provided with snacks, care packages, opportunities to connect and socialize, or simply a comfortable place to sit. In addition, attendees of the ODCH have participated in programming such as foot care clinics, and are regularly connected with community resources for employment, housing and mental health supports. Some success stories we've seen through ODCH programming include:

- Staff assisted an attendee with applying for social assistance. The individual returned a few months

*later to let staff know that he had secured full-time employment due to the stability that social assistance had provided.*

- Staff helped reconnect a couple who had become separated from one another. Staff were able to assist the couple in obtaining cell phones so they wouldn't have to worry about becoming separated again.
- Staff provided basic first aid for an attendee who had cut his finger. The individual later shared that the kind attention shown him by library staff helped him get through a tough time he was having.

Photo © Monica Melton, Unsplash



## COVID-19 AND POVERTY

The North Shore Poverty Reduction Strategy Task Force emphasized the impact of COVID-19 in bringing experiences of poverty to the surface. The COVID-19 pandemic demonstrated how close many North Shore residents are to not being able to afford housing or other essential costs of living. Service providers acknowledged the impacts of COVID-19 on poverty, but stressed that poverty was already a growing issue before the pandemic.

Recent Census data indicates the rate of poverty has declined on the North Shore (Figure 4). This is likely in large part due to COVID-19 pandemic benefits, as supports provided to Canadians during COVID-19 contributed to the largest one-year reduction in poverty in nearly 50 years.<sup>25</sup> Similar trends were seen across Canada, with poverty declining in every province – the largest reductions were in Manitoba and B.C.

COVID-19 pandemic benefits are highlighted below:

- Working-age adults and families with children were a primary focus of federal government support, including two Canada Child Benefit (CCB) payments.
- Emergency benefits (mostly federal) reached two-thirds of adults (aged 15+) across Canada.
- Households received an average of \$8,920 in federal emergency benefits and \$560 in top-ups, while the provinces sent out an average of \$520 per household.<sup>26</sup>

B.C. had the second highest reduction in poverty and highest take-up of benefits: 75% of B.C. residents received some form of COVID-19 pandemic support, with 56% receiving one or more provincial benefits – the highest level in the country – illustrating the impact of government income supports

in reducing poverty and the potential challenges in maintaining a decline in poverty without continued COVID-19 pandemic benefit programs.<sup>27</sup>

For comparison, on the North Shore, 67% of residents received some form of COVID-19 pandemic support, with 48% receiving one or more provincial benefits<sup>28</sup>.

<sup>25</sup> Scott, “An unexpected consequence of the pandemic: Poverty declined sharply in Canada”, *The Monitor*, An unexpected consequence of the pandemic: Poverty... | The Monitor ([monitormag.ca](http://monitormag.ca)).

<sup>26</sup> Ibid.

<sup>27</sup> Ibid.

<sup>28</sup> Statistics Canada. Table 98-10-0093-01 Distribution of COVID-19 reliefs to Canadians: Canada, provinces and territories, census divisions and census subdivisions.



## MEASURING POVERTY

Figure 4 explores the percentage of the population living in low income based on Low Income Measure-Based Households (LIM), which is an internationally used measurement based on 50% of the median family income. In Canada, the federal government publishes LIM based on 50% of median income after tax and adjusts this measurement according to household size. In addition to LIM, Low Income Cut-Off and the Market Basket Measure are common metrics used to define poverty.

- **Low Income Cut-off (LICO):**  
identifies the income level at which a household spends significantly more disposable income on basic goods in comparison to the average household. The basis of LICO has not been updated since 1992.
- **Market Basket Measure (MBM):**  
refers to the measure of low income based on the cost of a specific basket of goods and services (e.g. food, clothing, shelter, transportation) that individuals

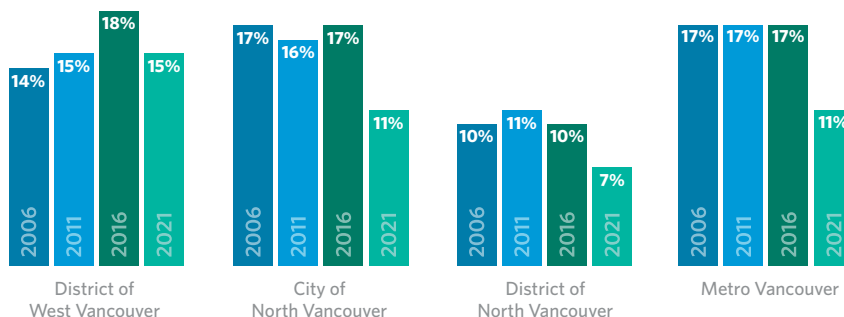
and families require to meet their basic needs and achieve a modest standard of living across 53 communities. These costs are compared to the disposable income of families to determine whether or not they fall below the poverty line.

Income-based measures of poverty all provide a limited understanding of poverty but can be used to interpret some trends over time. For this strategy, the LIM (after tax)

is referenced to demonstrate the relationship between low-income and poverty. When monitoring the outcomes of the implementation of this strategy, a different metric to measure poverty may be considered.

**Figure 4: Percentage of Population Living in Low Income (LIM-AT), 2006-2020**

Source: Statistics Canada, Census of Population, 2006, 2016, 2021 & National Household Survey, 2011



## COMMUNITY STRENGTHS AND CHALLENGES

The North Shore is a place of opportunity, with many social service programs, beautiful natural amenities, and strong social networks. Through the engagement, participants noted the social services sector has many strengths, but would benefit from a more centralized approach to service delivery. People with lived experience with poverty shared a desire to continue living on the North

Shore, because of family, friends, and connection to the outdoors, while also recognizing the challenges in doing so from an affordability perspective. While many people recognized the community's strengths, there is also stress and pessimism about the future. Concerns about traffic congestion, reduced quality of life, affordability (housing/taxes), and negative social change were highlighted.

**"The safety I feel living on the North Shore... so safe in my community. There is still a small community feeling about it."**

Quote from person with lived experience

## EXISTING LOCAL POLICIES AND PROGRAMS THAT MAY SUPPORT POVERTY REDUCTION EFFORTS

Although this is the North Shore's first Poverty Reduction Strategy, there are many existing policies and programs which future poverty reduction efforts can build from:

- All three North Shore municipalities have completed Housing Needs Reports. These reports build from previous housing work such as Housing Action Plans and associated policy initiatives to highlight particular areas of housing need such as tenant assistance programs. Skwxwú7mesh Úxwumixw prepared "Bringing Our People Home", a summary of recent initiatives the Nation has taken to bring members back to the community.  
*In 2021, the North Shore Homelessness Task Force released the Homelessness Community Action Strategy, a community-informed plan outlining an approach to reduce the impacts of poverty and homelessness on the North Shore.*
- All three North Shore municipalities have completed Child Care Action Plans. At Skwxwú7mesh Úxwumixw, Ayás Mełmen provides proactive prevention and education strategies to all Skwxwú7mesh Úxwumixw families with children aged 0-6. The Child and Family Development Centre at səilwətaʔ provides holistic, quality care for children from six months to five years old.
- Official Community Plans and Strategic Plans outline municipal and Nation priorities and the associated policies and land use framework that will help to achieve listed objectives.
- The three North Shore municipalities collaborated on the Dementia-Friendly North Shore Action Plan to facilitate and provide more dementia-friendly policies, resources, programs, and services. Related policy work was recently completed in the City of North Vancouver around integrating multicultural seniors in an age-friendly community.
- The three North Shore municipalities applied for and received funding from UBCM for Poverty Reduction Planning and Action Program to support the creation of a North Shore Solutions Navigator position to provide individuals experiencing poverty one-to-one support in navigating resources and supports.
- The three North Shore municipalities, in partnership with Skwxwú7mesh Úxwumixw, səilwətaʔ, Lookout Housing and Health Society, City Library, and the North Shore Neighbourhood House, received funding through the Strengthening Community's Services Program to support unsheltered homeless populations and address related community impacts by providing people-centred regional programs and services across the North Shore.
- There are a multitude of programs provided by local governments, service providers, and the Nations that help to reduce poverty on the North Shore, some of which are listed in the table on the following page.
- North Shore Connects (formerly, integrated North Shore Transportation Planning Project) outlines findings and recommendations for improving mobility and access for the North Shore.
- Other areas of policy development include arts and cultural planning, child care planning, regional planning, economic development, sustainability, and technology. Many of these policy documents contain strategies that overlap and complement the actions outlined in this Poverty Reduction Strategy.

The priority areas identified in this strategy build from a strong policy foundation already in-place on the North Shore. This strategy will enhance and strengthen initiatives that may be already underway, while suggesting new areas of focus.



## WHO IS LEADING THE CHARGE TO ADDRESS POVERTY ON THE NORTH SHORE?

Poverty reduction work is already underway on the North Shore. Tackling poverty is a shared responsibility between the social services sector, faith-based organizations, public agencies, all levels of government, Nations, and the private sector. Much of the work related to poverty reduction currently rests with the social services sector (e.g. not-for-profit organizations, faith-based organizations, and registered societies) and public agencies. These organizations can access government and other types of grants to support their programming needs. With over 60 social service agencies on the North Shore, there are many programs and services available to people with low incomes experiencing affordability challenges.

While it is not possible to highlight the extent of the North Shore social services sector within this report, several organizations centrally involved in poverty reduction are profiled below. In addition to the social services sector, poverty reduction work and related initiatives are being led by the North Shore public service agencies including school districts, libraries, Vancouver Coastal Health, District of West Vancouver (youth, senior, and recreation services), and community centres, as well as close collaboration with the North Shore Chambers of Commerce, North Vancouver RCMP, and West Vancouver Police.

**With over 60 social service agencies on the North Shore, there are many programs and services available to people with low incomes experiencing affordability challenges.**

SOCIAL SERVICES SECTOR ON THE NORTH SHORE	
<b>Canadian Mental Health Association</b>	A nationwide organization that promotes mental health and supports people recovering from mental illness.
<b>Capilano Community Services Society</b>	Offers outreach and onsite programs and support services for people of all ages to increase social connections, stay active, and improve health and wellbeing.
<b>Family Services of the North Shore</b>	A not-for-profit accredited organization committed to providing compassionate, professional, and affordable social services to those who live or work on the North Shore.
<b>Harvest Project</b>	An urban relief organization that assists residents challenged by family breakdown, illness, job-loss, and poverty – providing coaching and counsel, a rent bank, groceries, and clothing support, along with a social-enterprise thrift shop.
<b>Hollyburn Community Services Society</b>	Provides a range of professional counselling services to individuals, couples, and families, support to families of children with autism spectrum disorder and other pervasive developmental disorders, residential care for children and adults with developmental disabilities and mental health challenges, and training and support to foster parents and extended families.

## SOCIAL SERVICES SECTOR ON THE NORTH SHORE *continued*

<b>Impact North Shore</b>	A for-purpose, social impact organization creating opportunities for success for immigrants and newcomers.
<b>Lookout Housing and Health Society</b>	A not-for-profit charitable organization that offers a range of programs, housing, and health solutions to vulnerable adults living with multiple challenges. They operate the North Shore shelter.
<b>North Shore Community Resources</b>	A registered not-for-profit that designs and delivers programs and services to enhance individual and community well-being, social connections, empowerment, and community participation.
<b>North Shore Crisis Services Society</b>	Provides shelter and support services to women and their children experiencing abuse.
<b>North Shore Disability Resource Centre Association</b>	Provides assistance to anyone, regardless of age, with any kind of disability.
<b>North Shore Neighbourhood House</b>	A registered not-for-profit charity with a goal to work together to enhance the lives of our neighbours, especially the most vulnerable.
<b>North Shore Table Matters Network</b>	Has been building relationships between local governments and community groups with interests in food security, urban agriculture, and local food systems since 2005.
<b>North Shore Women's Centre</b>	Dedicated to improving the social, economic, legal, and political status of women and encourages and supports self-empowerment by acting as a resource and catalyst for change, from a feminist perspective.
<b>North Vancouver Recreation and Culture Commission</b>	Improves the health and well-being of all North Vancouver individuals, families, and communities, inspiring residents through quality recreation and arts opportunities.
<b>District of West Vancouver - Community Services</b>	Offers a range of youth, seniors, and recreation services.
<b>Parkgate Society</b>	Provides community-inspired and community-supported low-cost and no-cost programs and services.
<b>Silver Harbour Centre</b>	Their vision is a community that honours and celebrates aging and mission is to collaborate in offering adults 55+ social, creative, physical, and learning opportunities in a welcoming and inclusive environment.



## HOW CAN WE ADDRESS POVERTY?

Multi-faceted solutions are needed to reduce poverty. Addressing affordability challenges is paramount, particularly in urban centres where the cost of food and shelter can be quite high. Reducing poverty also requires systems, programs, and supports that provide people experiencing poverty with the tools and services they need. This may include counselling and healing programs to process trauma, and health services to combat illness and promote healthy living. It may also include community programming and spaces for intergenerational connection to build community, and courses and training that provide a pathway to sustainable employment opportunities. This Poverty Reduction Strategy outlines a framework to work collaboratively together on addressing poverty on the North Shore.



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# VISION

**Now is the time to take action on reducing poverty.**

**This requires the whole community to work together under a shared vision and a commitment to make a collective impact.**

The vision is to build a movement that reduces poverty and enhances access to services, based on the values of creating an inclusive, equitable, anti-racist, thriving, and just community.

The movement will also work towards building a complete service continuum: integrated local services designed to meet the needs of people on the North Shore. Figure 5 illustrates the values that can be considered to

develop a strong service continuum to ensure no one is left behind and everyone has the opportunity to thrive. Building from existing relationships, the North Shore social services sector will work closely together to connect people experiencing challenges with the support they need. Barriers and gaps will be identified and discussed as a group and highlighted to senior government when further assistance is required.

Working towards a complete service continuum will require input from a range of social service organizations, faith-based groups, local governments, the two Nations, private sector businesses, and public agencies involved in poverty reduction and feedback from people with lived experience. Poverty reduction efforts will continually centre the perspective of Indigenous people and visible minorities who are disproportionately represented among people experiencing poverty because of structural barriers.

The vision translates to four priority areas, which incorporate the 10 strategies, described in further detail on the following pages:

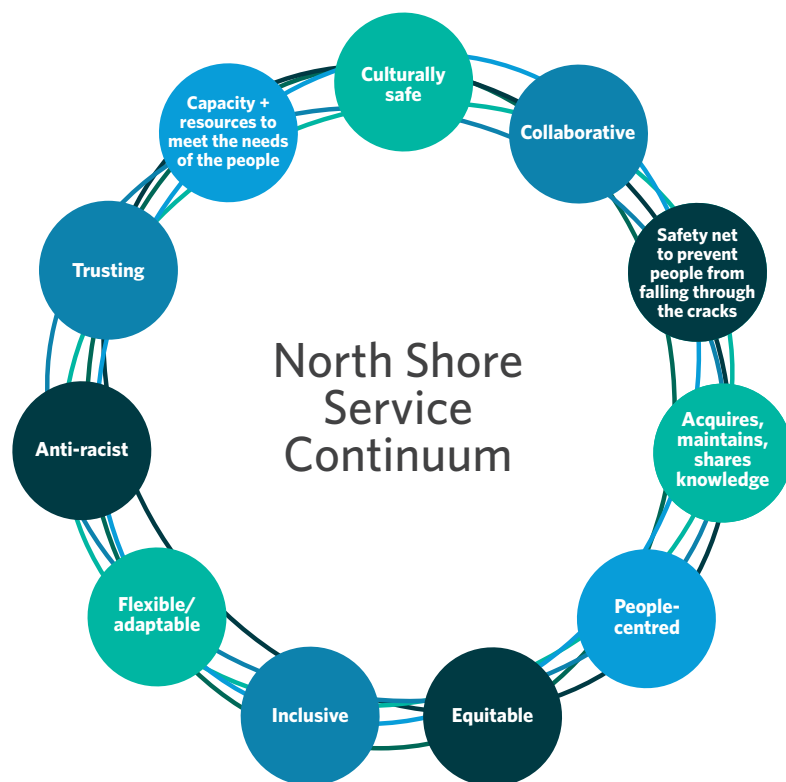
**Priority 1:**  
**Continue to Work Together**

**Priority 2:**  
**Enhance Access to Services**

**Priority 3:**  
**Create a More Inclusive North Shore**

**Priority 4:**  
**Address the Cost of Living**

**Figure 5: Core values of a complete service continuum**



# PRIORITIES AND ACTIONS

## PRIORITY 1: CONTINUE TO WORK TOGETHER

The two Nations, three local governments, public agencies, and social services sector already collaborate to address poverty at the local level. However, the implementation of programs and services to address poverty are largely delivered by the social services sector, often with the financial support from the local, provincial, and federal governments, foundations, charities, and private donors.

Building on the established relationships that exist on the North Shore, this priority continues collaboration in areas such as affordable housing, reconciliation, child care, food security, and transportation. Emerging opportunities include creating a structure to strengthen and formalize ways of working together, taking action on reconciliation, and advocating to other levels of government for broader program and system changes.

PRIORITY 1: CONTINUE TO WORK TOGETHER			
STRATEGIES		ACTIONS	
1	Create a structure to work together	1.1	Create a structure to work together to evolve the actions and the implementation plan. Ensure the structure has administrative support and includes diverse community representation such as Indigenous voices, persons with lived experience, racialized groups, youth, new Canadians, business organizations, and not-for-profit organizations.
		1.2	Create opportunities for the two Nations, three local governments, public agencies, and social services sector to network, learn about each others' services and programs, and collect and share data.
		1.3	Support the use of an equity framework to ensure ongoing and future initiatives unfold through an equity lens to ensure fairness and opportunities for all community members.
2	Take action on reconciliation	2.1	Identify ways to advance the Truth and Reconciliation Commission's Calls to Action through poverty reduction initiatives.
3	Continue to work on key policy areas	3.1	Using the structure developed under Action 1.1, identify and prioritize key policy areas and invest in opportunities that allow for collaboration between local governments, Nations, and the social services sector.



## PRIORITY 2: ENHANCE ACCESS TO SERVICES


The North Shore has a strong public agency and social services sector that delivers a wide range of programs to people in need. North Shore residents feel a sense of community when they access services and are grateful for the support they receive from a compassionate and caring social services sector.

The need for help, however, is surpassing the capacity and resources available to organizations that deliver services. The sector is chronically under-resourced, resulting in issues such as underpaid staff, burnout, and turnover. Funding streams favour short-term programs, which limits continuity of services. The COVID-19 pandemic led to a surge in the number of people needing help, placing further pressure on an already overstretched sector. While the social services sector pivoted their operations and demonstrated resiliency and a strong ability to collaborate, more funding is required to increase staffing levels to meet the growing demand for services.

At the same time, some residents are not aware of existing programs and services because there is not one direct resource or hub that provides this information. This points to the need to generate awareness about the services available on the North Shore. The three North Shore municipalities applied for and received one year of funding from UBCM to create two North Shore Solutions Navigator positions to provide individuals experiencing poverty free one-to-one support in navigating resources and supports.

This approach is distinctly different from the majority of existing support programs available as most require individuals to meet certain criteria to be able to access services (e.g. be a certain age, family situation, type of issue).

This priority strives to create opportunities to support the social services sector, increase the provision of services, and enhance navigation services to help residents access the services they need.



**"I thought about moving to a different community, but I can't move. All my supports are on the North Shore."**

**Quote from person with lived experience**



## PRIORITY 2: ENHANCE ACCESS TO SERVICES **cont.**

PRIORITY 2: ENHANCE ACCESS TO SERVICES			
STRATEGIES		ACTIONS	
4	<b>Increase awareness of services</b>	4.1	In partnership with the social services sector, build awareness about the Solutions Navigator Program and other initiatives that support people and service providers with navigating local systems, programs, and services.
		4.2	Work with local service providers to create and enhance communication material to educate the community on available services.
5	<b>Increase capacity to deliver services</b>	5.1	Create a flexible framework to document and track gaps along the service continuum.
		5.2	Support service providers with collaborating on shared grant writing and joint applications to funding opportunities.
		5.3	Advocate to funders to align grants, core funding, and other financial investments with poverty reduction initiatives such as the strategies and actions outlined in this Poverty Reduction Strategy.
		5.4	To build capacity of service providers to meet the needs of Skwxwú7mesh Úxwumixw and səlilwətaʔ consider a human-centred design approach that could better reflect the interests and cultures of these Nations.



## PRIORITY 3: CREATE A MORE INCLUSIVE NORTH SHORE

The experience of poverty can lead to residents not having the opportunity to engage with their community. Disconnection can be traumatic and dispiriting, causing harm and bringing about isolation and loneliness. A best practice in addressing poverty includes reducing barriers to participating in civic life, building intergenerational connections, and nurturing relationships.

A barrier to creating a more inclusive North Shore is the stigma, stereotypes, isolation, and poverty myths that exist in the community. This priority looks address these misconceptions. It involves generating awareness and educating the broader public on poverty, fostering a culture of compassion and allyship, building social connections, and creating opportunities for everyone to participate in civic life.

### PRIORITY 3: CREATE A MORE INCLUSIVE NORTH SHORE

STRATEGIES		ACTIONS	
6	<b>Inspire the broader community to take action</b>	6.1	Create North Shore Community Profiles with baseline indicators that can be monitored and evaluated over time. Share these profiles with the community to help foster an understanding of poverty on the North Shore.
		6.2	Explore opportunities to establish a granting program for clients/members of service providers and Nations aimed at removing barriers (e.g. provide training) to participating at advisory or decision-making tables such as Council committees or not-for-profit boards.
7	<b>Expand awareness of Indigenous culture and support cross-cultural relationship building</b>	7.1	Explore opportunities to facilitate community discussions between Indigenous and non-Indigenous residents to increase understanding and improve relationships.
		7.2	Support cultural learning opportunities that showcase the traditions of the Skwxwú7mesh Úxwumixw and səlilwətaʔ.
8	<b>Increase access to low-barrier facilities<sup>29</sup></b>	8.1	Explore opportunities to create inclusive community gathering facilities that provide washrooms, showers, laundry, cooking facilities, and other supports.
		8.2	Strive for low-barrier facilities to be safe and welcoming spaces, free of discrimination (e.g. sexual orientation, physical and mental ability, and drug use) and racism.

<sup>29</sup> Low-barrier facilities encourage individuals to seek resources by eliminating obstacles (e.g. no identification required, assistance with cumbersome paperwork, sobriety not required)

## PRIORITY 4: ADDRESS THE COST OF LIVING

The cost of living is increasing and residents are feeling the effects. Paying for basic necessities is a source of stress for many households due to the rising prices of goods at an accelerating rate, combined with insufficient incomes to cover costs. Households with low income are less likely to access personal services, recreational activities, and educational opportunities because it is too expensive. Many North Shore residents are unable to afford health services including prescription medication, mental health services, and dental care.

Local service providers, public agencies, the two Nations, and three local governments have a variety of programs and services that help residents with accessing basic necessities. However, contributing factors occurring at the national and global scale are creating conditions that make it challenging for local services to keep up – such as inflation which continues to be elevated (6.9% in October 2022)<sup>30</sup>.

Addressing the cost of living will require advocating to senior levels of government and other agencies to make changes in areas within their jurisdiction. The opportunities are extensive and include consideration to increase the minimum wage to a livable wage, increase income and disability assistance, explore universal basic income, fast-track credential recognition, regulate payday loan institutions, expand Medical Services Plan (MSP) coverage, and expand the \$10 per day child care program.

This priority builds on existing strengths and explores actions focused on the most acute cost of living issues such as housing, transportation, food, health care, and technology. While these topics are outside the jurisdiction of local governments and Nations, there is a role in advocacy, partnership, and influencing the local conditions to support systemic change.

*See table next page.*

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<sup>30</sup> Consumer Price Index, Statistics Canada, 2022



## PRIORITY 4: ADDRESS THE COST OF LIVING **cont.**

PRIORITY 4: ADDRESS THE COST OF LIVING			
STRATEGIES		ACTIONS	
9	<b>Increase access to affordable housing, transportation, food, and technology</b>	9.1	Continue to leverage collective capacity by partnering on joint projects, funding applications, and advocating as one voice.
		9.2	Explore additional emergency accommodations that can meet diverse needs, including seniors and families in crisis.
		9.3	Advocate to TransLink to provide free public transit for households with low income, seniors, students, and persons with disabilities.
		9.4	Work with existing providers to support the equitable access and coordination of food to people in need.
		9.5	Explore opportunities and investment options into infrastructure and equipment that creates equitable access to technology, such as free wifi in public spaces, public charging stations, etc.
10	<b>Initiate change to broader systems</b>	10.1	<p>Advocate to senior levels of government for improvements to systems and programs outside of the local government and Nation's jurisdiction, such as healthcare, education, employment and training. Examples include:</p> <ul style="list-style-type: none"> <li>▪ Increase the minimum wage to a livable wage</li> <li>▪ Increase income and disability assistance</li> <li>▪ Explore universal basic income</li> <li>▪ Fast-track credential recognition</li> <li>▪ Regulate payday loan institutions</li> <li>▪ Expand Medical Services Plan (MSP) coverage (e.g. dental care, pharmacare)</li> <li>▪ Expand the \$10 per day and fee reduction child care programs</li> </ul>
		10.2	Explore opportunities to work with the North Vancouver and West Vancouver Chambers of Commerce to create opportunities to connect employers with under/un-employed residents.



# IMPLEMENTATION PLAN AND MONITORING

The North Shore Poverty Reduction Strategy is a first step to addressing poverty at the local level. The community will need to come together to further evolve strategies and actions, integrate new and emerging issues, and build on achievements as progress is made.

The strategy provides the vision and framework to guide future poverty reduction initiatives.

A collective approach frames the process of implementation, meaning that all sectors are invited to come together to build a movement and reduce poverty. This collective approach builds on a shared understanding of what poverty is on the North Shore, fostering a commitment to the implementation and outcomes of the strategy, and continuous collaboration across jurisdictions and sectors.

## PRINCIPLES FOR IMPLEMENTATION OF THE STRATEGY

A common and collaborative approach among the partners will make positive change toward reducing poverty. The Tamarack Institute's collective impact framework includes five "core conditions" that could be referenced by the group implementing this strategy:

- **A common agenda:** All participants have a shared vision for change including a common understanding of the problem and joint approach to solving it through agreed upon actions.
- **Shared measurement:** Collecting data and measuring results consistently across all participants ensures efforts remain aligned and participants hold each other accountable.

- **Mutually reinforcing activities:** Participant activities must be differentiated while still being coordinated through a mutually reinforcing plan of action.
- **Continuous communication:** Consistent and open communication is needed across the many participants to build trust, assure mutual objectives, and appreciate common motivation.
- **Backbone support:** Creating and managing collective initiatives requires a dedicated staff and specific set of skills to serve as the backbone for the entire initiative and coordinate participating organizations and agencies.

Given the multi-jurisdictional nature of this work, staff from the three municipalities and two Nations will continue to work together on poverty reduction efforts and within each jurisdiction. Staff may bring forward budgeting and resourcing requests to their respective Councils to support the implementation of this strategy as needed.

The collaborative and consistent work that is needed to implement this strategy will require administrative support and stewardship from a group of agency and government representatives on the North Shore. Existing North Shore committees with complementary mandates and memberships could be expanded to

include creation and implementation of the poverty reduction strategy.

## MONITOR PROGRESS

### Three year updates

In order to monitor progress, it is recommended that updates or reports be provided every three years to summarize the implementation progress of the North Shore Poverty Reduction Strategy. The information will be made available to the local governments, social services sector and the broader community, and may be used to support strategies related to community education and awareness. Information may include:

- A list of strategies and actions that have been implemented or are in progress;
- A summary of the impact that the Poverty Reduction Strategy has had so far;
- Gaps along the service continuum, based on the ongoing monitoring and tracking form;
- Select number of indicators that could illustrate success and change (or stagnation); and
- Considerations of emergent issues.

Indicators in the reports could include:

INDICATOR		SOURCE
1	Number of persons experiencing homelessness	Metro Vancouver Point-in-Time Homeless Count (available in 2023 and 2027)
2	Number of affordable housing units - built	BC Housing, municipal, and First Nations records
3	Number of subsidized child care spaces	Child Care Resource and Referral Centre (available monthly)

*This list of indicators is a starting point. Additional indicators can be selected and tracked to align with individual jurisdictional needs. Many of the indicators can provide information for multiple priorities. A distribution and balance of indicators that measure progress toward each of the priorities of this strategy should be selected.*

Additional longer-term indicators that may be considered include:

INDICATOR		SOURCE
1	Percentage of population living in low income (LIM-AT) or other appropriate income measure	Census, 2026 (available 2027)
2	Percentage of households by income distribution	
3	Percentage of households in core housing need	
4	Percentage of lone parent led families	
5	Unemployment rate	
6	Percentage of people with a family doctor	Vancouver Coastal Health survey instrument (e.g. My Health, My Community)
7	Percentage of people who experience food insecurity	
8	Children's developmental vulnerability	Human Early Learning Partnership, Early Development Instrument (new data wave every three years)
9	Municipality Health Profiles	Provincial Health Services Authority (updated every few years)
10	Number of approved joint-funding applications	Manual tracking
11	Total dollars secured for poverty reduction actions	
12	Sense of belonging	Vital Signs, West Vancouver Foundation (available annually)
13	Health and wellness	





## FUTURE REVIEW

This strategy is intended to cover the next 10 years. In 2033, it is suggested that the strategy is reviewed to broadly evaluate progress based on both quantitative and qualitative indicators, timed with the release of 2031 Census data. The review may involve:

- **Preparing a list of strategies and actions** that have been implemented or are in progress;
- **Preparing a summary of the impact** that the Poverty Reduction Strategy has had so far;
- **Identifying gaps** along the service continuum, based on the ongoing monitoring and tracking form;
- **Engaging** with stakeholders and those with lived experience;
- **Summarizing a select number of indicators** that could illustrate success and change (or stagnation);
- **Considerations** of emergent issues;
- **Reflection** on the capacity, resources, roles, and structure of the Poverty Reduction Plan implementation including the role of the Poverty Reduction Planning Table, the 2022-2023 Community Navigator Team project funded through UBCM, and other coordination efforts; and
- **Recommendations** for the future (e.g. continue current path, launch a comprehensive update).



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# JOIN THE MOVEMENT

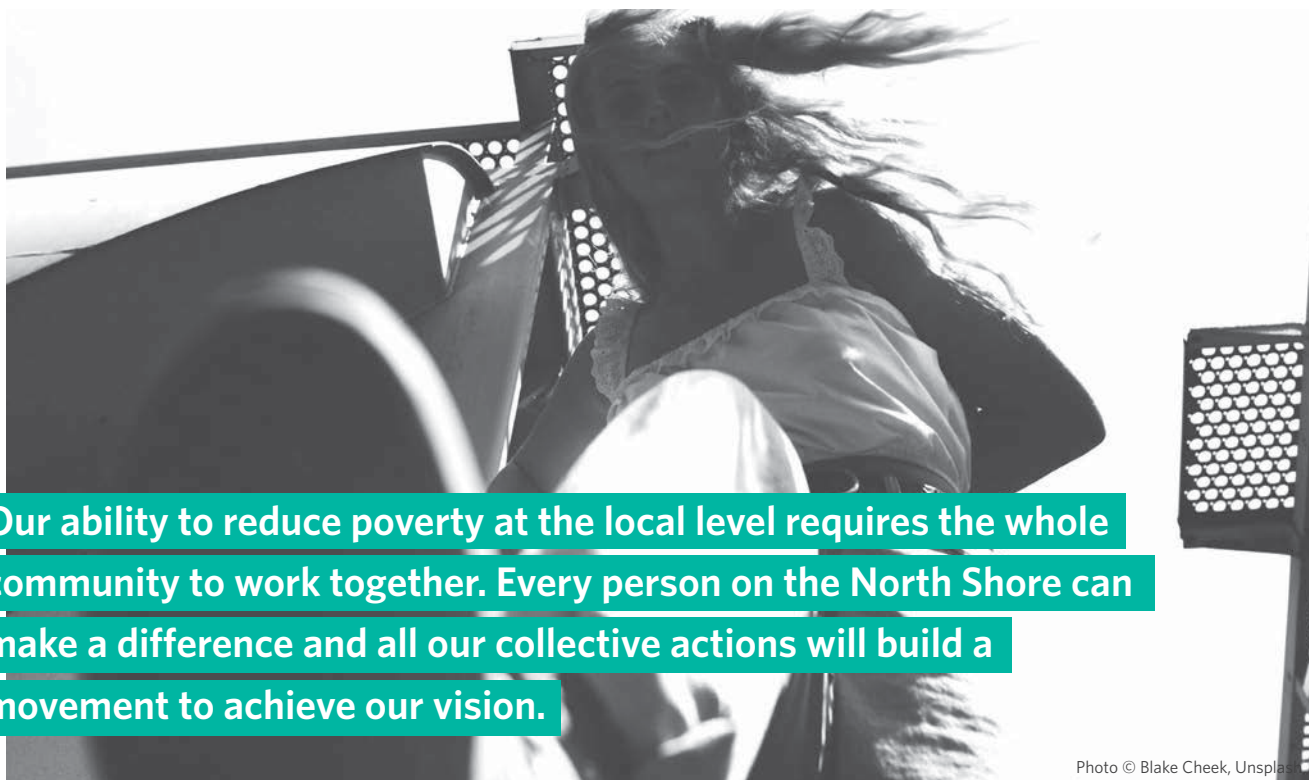


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**Our ability to reduce poverty at the local level requires the whole community to work together. Every person on the North Shore can make a difference and all our collective actions will build a movement to achieve our vision.**

## **This Poverty Reduction Strategy is a guiding framework to encourage the entire North Shore community into taking action.**

Priority 3 of this strategy outlines directions and actions to engage the community in the movement to reduce poverty. Engagement will be achieved by generating awareness and curiosity among residents, at an individual level, to learn more about poverty and understand the value of inclusion on the North Shore. The points below are part of an inspired call to action to the people who live on the North Shore to support this movement, and will be referenced in community awareness and engagement activities.

## **WHAT CAN YOU DO?**

### **Learn**

Set aside time to review information about poverty and ask questions to better understand the issues. Become familiar with the local services and programs available on the North Shore – they might help you, or someone you know.

### **Spread awareness**

Share this report and information about local services with your network.

### **Show up**

If and when you have time, consider participating in poverty reduction engagement and awareness activities. Provide feedback on what you are seeing and experiencing that needs to be addressed. Consider volunteering with local services which support people living on the North Shore.

## **Celebrate**

Acknowledge and share any achievement, big or small, that helps reduce poverty and create a more inclusive community on the North Shore. Every achievement adds momentum and encourages others to take action.

There is a lot of ground to cover over the next ten years and creating the North Shore Poverty Reduction Strategy is the first step. Having the whole community working together can bring about success and positive change. Believe in the vision and join the movement.

# APPENDIX A

## GLOSSARY



## Poverty:

- **From the World Health Organization:** Poverty is hunger. Poverty is lack of shelter. Poverty is being sick and not being able to see a doctor. Poverty is not having access to school and not knowing how to read. Poverty is not having a job, is fear for the future, living one day at a time. Poverty has many faces, changing from place to place and across time, and has been described in many ways. Most often, poverty is a situation people want to escape. So, poverty is a call to action – for the poor and the wealthy alike – a call to change the world so that many more have enough to eat, adequate shelter, access to education and health, protection from violence, and a voice in what happens in their communities.
- **Local Indigenous Perspective of Poverty:** Poverty is about not having the opportunities to be part of a community. The experience of poverty is a loss of spirit and disconnection from the land, family, food, and culture. It is also the experience of continuously losing important cultural sites because of growth and development on the North Shore – a loss that may never be regained. The experience of poverty is a source of immense grief for members of Skwxwú7mesh Úxwumixw and səlilwətaʔ.
- **Poverty Line:** In this strategy, households with low income as defined by Statistics Canada’s Low Income measure after-tax (LIM-AT) are considered to be living below the poverty line.

**Affordable Housing:** Housing is considered “affordable” if it costs less than 30% of a household’s before-tax income. Many people think the term “affordable housing” refers only to rental housing that is subsidized by the government. In reality, it’s a very broad term that can include housing provided by the private, public, and not-for-profit sectors. It also includes all forms of housing tenure: rental, ownership, and co-operative ownership, as well as temporary and permanent housing. (CMHC)

**Core Housing Need:** A household is in core housing need if its housing does not meet one or more of the adequacy, suitability, or affordability standards and it would have to spend 30% or more of its before-tax income to pay the median rent (including utility costs) of alternative local market housing that meets all three standards:

- **Affordable housing:** Housing has shelter costs equal to less than 30% of total before-tax household income.
- **Adequate Housing:** Does not require any major repairs, according to residents. Major repairs include those to defective plumbing or electrical wiring, or structural repairs to walls, floors, or ceilings.
- **Suitable:** Suitable housing has enough bedrooms for the size and make-up of resident households, according to guidelines outlined in National Occupancy Standard (NOS). For example, enough bedrooms based on NOS means one bedroom for each cohabiting adult couple, one for unattached household member 18 years of age and over, and one for each same-sex pair of children under age 18. A household of one individual can occupy a bachelor unit (i.e. a unit with no bedroom) (CMHC).



**Cross-Cultural:** The interaction, communication, or other processes between people or entities from two or more different cultures.

**Cultural Safety:** An outcome that results from respectful interactions and engagements that recognize and seek to address social power imbalances. This process creates environments free of racism and discrimination, and participants feel safe.

**Equity:** Providing support and resources based on an individual's level of need, instead of providing everyone with the same level of support. In both community planning and public health, equity is rooted in social justice and the desire for fairness and equal opportunities for all community members (BC Healthy Communities).

**Equity Framework:** A frame of reference to navigate the complex territory of equity challenges and to develop the capacity to engage in purposeful action. It can be a set of tools, habits, lenses, and processes to improve equitable outcomes.

**Food Security:** When people, at all times, have physical, social and economic access to sufficient, safe, and nutritious food that meets their dietary needs and food preferences for an active and healthy life.

**Health and Well-being:** Health refers to a state where the physical body is free from disease, while wellness refers to an overall balance of a person's physical, social, spiritual, emotional, intellectual, environmental, and occupational well-being.

**Homelessness:** Homelessness describes the situation of an individual, family, or community without stable, safe, permanent, appropriate housing, or the immediate prospect, means, and ability of acquiring it. It is often the result of what is known as systemic or societal barriers, including a lack of affordable and appropriate housing, the individual/household's financial, mental, cognitive, behavioural, or physical challenges, and/or racism and discrimination (CMHC).

**Intergenerational Wealth:** The assets that the older generation of the family passes to the younger one. The assets may include family businesses, stocks, bonds, other financial securities, property, and commodities.

**Intersectionality:** Legal scholar, Kimberlé Crenshaw coined the term "intersectionality" in 1989 to describe how systems of oppression overlap to create distinct experiences for people with multiple identity categories. Intersectionality means that social identities work on many levels, resulting in unique experiences, opportunities, and barriers for each person.

**Livable Wage:** The living wage is the hourly amount that each of two working parents with two young children must earn to meet their basic expenses (including rent, child care, food, and transportation) once government taxes, credits, deductions, and subsidies are taken into account. It does not include debt repayment or savings for future plans (Living Wage for Families BC).

**Lived Experience:** Expertise and knowledge possessed by those who have had direct, first-hand experience of the issue at hand.





**Low Income Cut-off (LICO):** Low income cut-offs (LICOs) are income thresholds, determined by analysing family expenditure data, below which families will devote a larger share of income to the necessities of food, shelter and clothing than the average family would. To reflect differences in the costs of necessities among different community and family sizes, LICOs are defined for five categories of community size and seven of family size.

**Low Income Measure-Based Households (LIM):** An internationally used measurement based on 50% of the median family income. In Canada, the federal government publishes LIM based on 50% of median income after tax and adjusts this measurement according to household size. The LIM (after tax) is often referenced to demonstrate the relationship between low-income and poverty. The LIM is one measurement that can be used to monitor progress on the strategies and outcomes outlined in this strategy.

**Low-Barrier:** A way to “meet people where they are,” meaning providing an environment where people can be who they are culturally and emotionally, as well as when there are no or limited requirements for accessing a non-punitive resource or service.

**Market Basket Measure (MBM):** The MBM refers to the measure of low income based on the cost of a specific basket of goods and services (e.g. food, clothing, shelter, transportation) that individuals and families require to meet their basic needs and achieve a modest standard of living across 53 communities. It currently excludes Nations on-reserve and the territories. These costs are compared to the disposable income of families to determine whether or not they fall below the poverty line.

**Minimum Wage:** The lowest wage permitted by law or by a special agreement (such as a labour union). In British Columbia, the minimum wage is \$15.65 per hour (as of June 1, 2022).

**Sense of Belonging:** Refers to a human emotional need to gain acceptance, reciprocity, and support from other members of a group.

**Stigma or Stigmatization:** When people experience judgement or discrimination by others based on perceived differences. Stigma may result in social exclusion, low self-worth or shame, lack of agency, barriers to participation in society, and discourages access to solutions and support that may be available. People experiencing poverty can experience stigmatization when others assume that there is moral or ethical failure causing their experience, without using empathy or recognizing poverty as a systemic issue.

**Structural Barriers and Systemic Issues:** Obstacles that collectively affect a group disproportionately and perpetuate or maintain stark disparities in outcomes. Structural barriers and systemic issues can be policies, practices, and other norms that favor an advantaged group while systematically disadvantaging a marginalized group.





# APPENDIX B

## ROLES AND RESPONSIBILITIES



# WHO IS RESPONSIBLE FOR POVERTY REDUCTION?

## FEDERAL GOVERNMENT

The Government of Canada plays a lead role in addressing poverty by influencing macro-level economic policies and investing in broad social programs such as the Canada Child Benefit and Employment Insurance. The Government of Canada also transfers funding to provincial social programs including market rental and non-market housing projects.

***Opportunity for All (2018), Canada's first poverty reduction strategy, aims to reduce poverty by 30% by 2030.***

## Skwxwú7mesh Úxwumixw and səlilwətaʔ

The involvement of Skwxwú7mesh Úxwumixw and səlilwətaʔ, as well as urban Indigenous communities, provides invaluable insight for reducing poverty on the North Shore. Working with Indigenous partners creates opportunities to learn about diverse Indigenous perspectives and definitions of poverty, the impact of ongoing colonial legacies, and culturally-safe and relevant actions that can be taken together.

Skwxwú7mesh Úxwumixw and səlilwətaʔ have existing programming available to their community members that aim to reduce poverty, such as housing assistance, food programs, employment support, and other initiatives. These programs can also be expanded and strengthened as the need for support is often more than the Nations can provide.

## PROVINCIAL GOVERNMENT

The Province of British Columbia oversees social programs including healthcare, social housing, education, and income and disability assistance. North Shore residents identified opportunities for the Province to take action and address issues that contribute to experiences of poverty including increasing income assistance, improving access to affordable healthcare, integrating supports in the school system, and addressing housing issues.

***TogetherBC (2019) targets a 25% reduction in overall poverty and 50% in child poverty rates by 2024.***

## **PUBLIC SERVICE AGENCIES**

This includes the libraries, school districts, Vancouver Coastal Health, recreation centres, and other publicly funded agencies that deliver accessible and inclusive programs and services to support people experiencing poverty and work to reduce poverty on the North Shore.

# **SUPPORTING POVERTY REDUCTION**

## **LOCAL GOVERNMENT**

The City of North Vancouver, District of North Vancouver, and District of West Vancouver can complement senior government roles through advocacy, delivering accessible and inclusive programs and services, providing grants or supportive funding for services, and creating an enabling environment to address poverty at the local level through strategies, plans, land use, and collaboration with partners. While the local governments do not have a specific mandate for poverty reduction, municipalities are the closest level of government to the people and feel the impacts of poverty most directly. It is critical to work with senior levels of government to create supportive policy and funding mechanisms that enable programs and services as well as address general affordability at the local level.

## **SERVICE SECTOR**

The local service sector relies on government funding, fundraising, and donations to deliver important community services. This sector is well-established on the North Shore with multiple organizations providing essential services related to housing, child care, food security, wellness, newcomer services, justice, safety, and other community programs. Funding parameters are typically set by government, but the implementation and provision of social services is frequently the responsibility of the local service sector. There are opportunities to build from the strong foundation on the North Shore and identify new opportunities and partnerships, as further outlined in the Strategy.



# APPENDIX C

## ENGAGEMENT SUMMARY

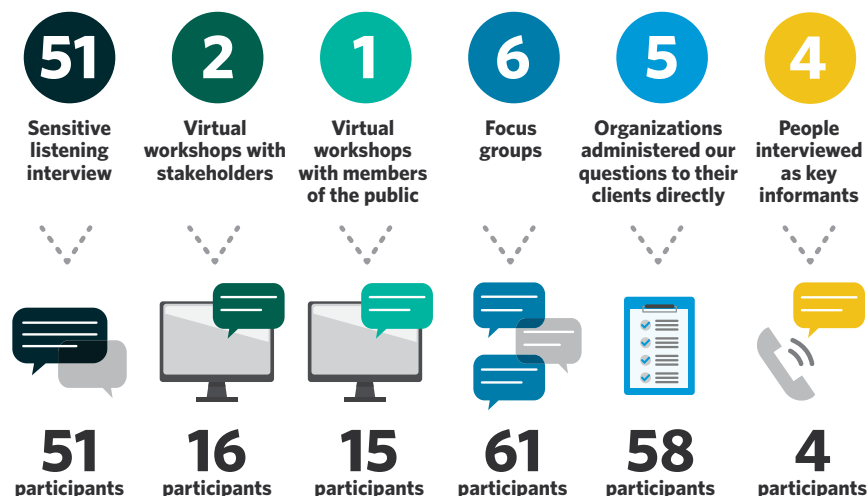


# THE ENGAGEMENT PROCESS

Statistics only tell part of the story. To learn more about how poverty affects people on the North Shore, a robust engagement plan was developed with input from the North Shore Poverty Reduction Strategy Task Force. The approach to engagement involved a mix of methods to hear from people experiencing poverty and service providers working closely with those experiencing poverty. During March and April 2022, the project team (the consultants and staff from the three municipalities and two Nations) convened multiple conversations across the North Shore, which included in-person events and virtual discussions. The engagement process is summarized below and Table 1 provides a detailed list of participants.

## ENGAGEMENT AT-A-GLANCE

In total we engaged with 205 people



Engagement focused on connecting with people with lived experience of poverty. As people can experience setbacks and challenges that lead to poverty at many life stages in their lives, a diverse selection of North Shore residents was interviewed including people experiencing homelessness, single parents, newcomers, youth, Indigenous people, families, and seniors. Interviews were structured to foster trust and connection, including meeting people 'where they were at'<sup>31</sup> to learn from their experiences.

As a first step, the Task Force identified organizations that work with people experiencing poverty. The project team then connected with many of these organizations to ask how they would like to be engaged and if their clients would also be interested in meeting with members of the project team.

<sup>31</sup> The idea of meeting people where they are at considers present circumstances, past experiences, personality, and mental and physical health needs. This concept recognizes the unique challenges someone may experience and prioritizes building a connection and relationship that is effective for them.

Several different approaches to engagement were provided to participants based on these conversations:

### **SENSITIVE LISTENING INTERVIEWS (EMPATHETIC AND TRAUMA INFORMED LISTENING)**

The project team connected with several different groups to organize interviews with their clients. These interviews took place in a variety of settings, as directed by the social service organizations interfacing with their clients on a regular basis. The project team interviewed people in-person at existing drop-in centres and programs, as well as virtual settings where people were meeting online. Certain organizations felt it would be beneficial if their staff facilitated the interview, given the sensitive nature of the subject matter and their existing relationships and trust. Transcripts and notes from these interviews were then provided to the project team. In total, 51 people with lived experience of poverty were interviewed. Many participants had associated challenges including homelessness, housing precarity, mental health issues, food insecurity, discrimination, and stigma, as well as language barriers.

### **VIRTUAL WORKSHOPS WITH STAKEHOLDERS**

The project team convened two virtual workshops with service providers to delve into poverty in greater detail. A total of 16 participants attended these virtual sessions. Using a digital whiteboard, a lively discussion occurred between participants. The guiding principles from TogetherBC were used to structure the conversation, providing space for dialogue on opportunity, reconciliation, affordability, and social inclusion.

### **VIRTUAL WORKSHOP WITH MEMBERS OF THE PUBLIC**

A virtual workshop with members of the public was also held to learn about and better understand their experiences on the North Shore. A total of 15 participants attended this session.

### **FOCUS GROUPS**

Certain organizations indicated a preference for shared discussion, particularly where established support groups already met on a regular basis. These sessions allowed for in-depth dialogue and discussion among participants, in addition to direct facilitation from members of the project team. In total, six focus groups were held with a total of 61 participants.

### **ORGANIZATIONS ADMINISTERED OUR QUESTIONS TO THEIR CLIENTS DIRECTLY**

Several organizations indicated their preferred method of interaction with their clients to be through a questionnaire. Certain organizations frequently use questionnaires and, given the sensitivity of the subject matter, were preferred over in-person conversations. Questionnaires also provided an opportunity for translation into different languages (i.e. Farsi, Chinese, Korean). Impact North Shore helped to facilitate this translation process. In total, five organizations administered a questionnaire to their clients and 58 participants completed questionnaires.

**"I want to learn more about reconciliation. When we talk about reconciliation in school it feels forced sometimes and like it only matters when Indigenous stuff is in the news. It should be something we are always learning about – not just something that we talk about once or twice a year.**

**There should be opportunities to come together and learn...maybe even intergenerational learning. We should ask Indigenous groups what they want. I think we will learn more when we have that personal connection and we can meet people who have that experience.**

**We went out on a canoe with people from Tsleil-Waututh Nation and learned some of their language and it was the coolest thing we've done in school. I learned so much that day. Maybe we could have more days like that."**

**Quote from person with lived experience**



## PEOPLE INTERVIEWED AS KEY INFORMANTS

For many service providers, it can be challenging to find time to engage in in-depth discussions, given the complexity and demands of their work. For organizations unable to participate in longer workshops, the project team connected virtually for structured discussions to gain their perspective. This avenue was effective in meeting people 'where they are at', as many organizations referenced capacity limitations as a barrier to their participation in longer discussions. In total, four people were interviewed as key informants.

## KEY THEMES

Through these conversations, key themes began to emerge. Engagement highlighted the passion that people have about their community – people want to stay on the North Shore but feel increasingly challenged to do so because of the cost of living. The existing social service programs are incredibly impactful – many people highlighted the sense of community and connection they experience visiting the libraries or local not-for-profits.

There was a feeling that more could be done to support the social service sector to provide additional programs to more residents as the need is exceeding the sector's capacity to respond. Participants highlighted the importance of working closely with local Nations to provide culturally-safe services, which starts with relationship building.

Feedback also focused on inclusivity, as poverty is about more than not having enough money to pay for food and shelter. People experiencing poverty felt like they did not belong on the North Shore and that other residents did not know they exist. More needs to be done to highlight these realities. These themes are explored in more detail below.

### GROWING CONCERNS ON COST OF LIVING

- Rising price of food and gas is a source of stress
- Housing expenses are not manageable
- Trade-offs are happening as people cannot afford rent (e.g. food)
- People feel as though they will not be able to stay on the North Shore
- Disconnect between cost of living and income, including people working and experiencing poverty

### PHYSICAL AND MENTAL HEALTH SERVICES ARE NOT AFFORDABLE

- Limited low-cost mental health services
- Prescription medication is very costly
- Dental care is not available to people with low incomes
- Recreation programs are not accessible for people with low incomes



## **INSUFFICIENT INCOME AND DISABILITY ASSISTANCE**

- Hard to break the cycle of poverty, especially when earning more income means not qualifying for certain subsidies
- Child care costs are significant, and for some people it is cheaper to stay home than return to work

## **HOUSING IS NOT AFFORDABLE AND THERE IS LIMITED AVAILABILITY**

- Housing costs are a source of stress among all engaged
- Frustration with high cost of rent
- Lack of subsidized rental housing
- Gap between subsidized rental and market units is extreme, as people ineligible for subsidized units cannot afford market rates
- Desire for housing that meets need (e.g. intergenerational, higher-barrier shelters, livable units)
- Rate of change is perceived as significant, with feelings that there is 'more growth than we can handle', and concerns related to foreign investment

## **DISCRIMINATION IS A BARRIER TO ACCESSING HOUSING AND STABLE EMPLOYMENT**

- Challenging for single parents to find family-friendly housing
- New immigrants in precarious employment positions
- Credential recognition is a major barrier to accessing good paying jobs
- Concern that jobs are not going to those living in the North Shore

## **ACCESS TO GOOD JOBS IS A CRITICAL PATH OUT OF POVERTY**

- Positive impact of hiring people with lived experience
- Employment training programs are highly beneficial
- People need stable and secure housing before they can apply for work
- Language programs are essential for newcomers looking to learn English (often a work requirement)

## **IMPROVEMENTS TO PUBLIC TRANSIT NEEDED**

- Desire for dedicated rapid transit from Downtown Vancouver to the North Shore – the lack of this service is a source of stress and anxiety for single parents
- Challenging to access services and programs without a car
- Congestion is becoming a major issue
- Additional transit to outdoor recreation opportunities would be beneficial



## **GREATER AWARENESS OF EXISTING PROGRAMS IS NEEDED**

- Opportunity for organizations to collaborate to ensure appropriate referrals are provided and/or explore centralized service provision
- Interest in embedding a human-centred approach to service provision
- People experiencing poverty are not always aware of which programs are available
- Organizations have capacity limitations and cannot always advertise their services

## **EDUCATION AND AWARENESS ARE PART OF POVERTY REDUCTION**

- Desire for communication campaigns to decrease stigma around homelessness, poverty, mental health, and substance use
- Need for recognition that there is not one face of poverty
- Prevailing attitude that poverty does not exist on the North Shore

## **PRIORITIZE RECONCILIATION**

- Build capacity of Indigenous communities
- Invest in relationship building with Indigenous communities as trust needs to be built
- Create opportunities for cultural exchange
- Provide training opportunities for non-Indigenous staff
- Implement the Calls to Action
- Explore changes to the education curriculum for students to learn from Indigenous people on the land

## **POVERTY CAN BE AN ISOLATING EXPERIENCE**

- Sentiments that people experiencing poverty are a 'forgotten segment of society'
- More support is needed for people experiencing poverty with distinct needs (e.g. parents of children with disabilities)
- Interest in events/activities that bring people together
- Desire for intergenerational exchange and learning
- Stigma and shame can keep people from accessing services

## **STRONG SOCIAL SERVICES SECTOR**

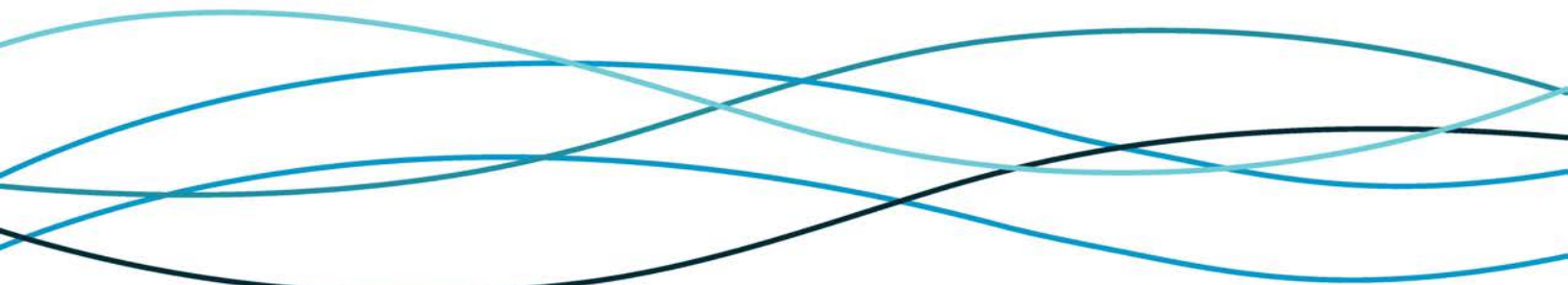
- Recognition of the many important organizations in the North Shore
- People feel a sense of community when visiting different organizations
- Connection to community is strong – people do not want to leave the North Shore
- Opportunity for a more centralized approach to service provision



**Table 1: Engagement Participation at-a-Glance**

Participant	Sensitive Listening Interviews	Service Provider Administered Questionnaire	Focus Groups	Key Informant Interviews	Virtual Workshops	Task Force	Steering Committee
North Shore Homelessness Taskforce				✓			
North Shore Neighbourhood House					✓	✓	
North Shore Restorative Justice Society						✓	
North Shore Table Matters					✓		
North Shore Women's Centre	✓		✓				
North Vancouver Chamber of Commerce						✓	
North Shore City Library	✓					✓	
North Vancouver Recreation and Culture Commission					✓		
North Vancouver Schools		✓				✓	
Parkgate Community Services Society					✓		
Quest Food Exchange				✓			
RCMP				✓			
Silver Harbour Centre	✓					✓	
Spectrum Mothers Support Society			✓				
Vancouver Coastal Health						✓	
West Vancouver Child and Family Hub			✓				
West Vancouver Memorial Library					✓		
West Vancouver Police						✓	
West Vancouver Schools						✓	
West Vancouver United Church					✓		

Participant	Sensitive Listening Interviews	Service Provider Administered Questionnaire	Focus Groups	Key Informant Interviews	Virtual Workshops	Task Force	Steering Committee
City of North Vancouver - Planning						✓	✓
District of North Vancouver - Community Planning					✓	✓	✓
District of West Vancouver - Access Services						✓	
District of West Vancouver - Community Services	✓				✓	✓	
District of West Vancouver - Youth Hub					✓	✓	✓
District of West Vancouver - Youth Outreach			✓				
Skwxwú7mesh Uxwumixw (Squamish Nation)						✓	
salilwata† (Tsleil-Waututh Nation)	✓					✓	✓
Avalon Women's Centre	✓				✓	✓	✓
Canadian Mental Health Association North and West Vancouver		✓			✓		
Community Living BC				✓			
Family Services of the North Shore					✓		
Harvest Project		✓					
Hollyburn Community Services					✓		
Impact North Shore						✓	
Lookout Housing and Health Society		✓				✓	
North Shore Alliance Church	✓				✓	✓	
North Shore Community Resources					✓		
North Shore Crisis Services Society					✓		
North Shore Disability Resource Centre	✓					✓	





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

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Kliment Kuzmanovski, Section Manager – Traffic Engineering

Subject: MOODYVILLE TRAFFIC SIGNALS PROJECT (53250) – FUNDING  
REALLOCATION

Date: April 12, 2023 File No: 11-5460-01-0001/2023

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

**RECOMMENDATION**

PURSUANT to the report of the Section Manager – Traffic Engineering, dated April 12, 2023, entitled “Moodyville Traffic Signals Project (53250) – Funding Reallocation”:

THAT an amount of \$65,000 of existing funding be reallocated from Project 53263 “New Pedestrian Crossing Facilities – St Andrews Avenue at Keith Road” for the purpose of funding the Moodyville Traffic Signals Project;

AND THAT an amount of \$20,000 of existing funding be reallocated from Project 53259 “Traffic Signal System Upgrades” for the purpose of funding Moodyville Traffic Signals Project.

**SUMMARY**

In 2019 and 2020, Council approved funding for the Moodyville Traffic Signals project. Design and construction of the new traffic signals has been completed at three of the four intersections, namely St. Davids Avenue at East 3<sup>rd</sup> Street, Moody Avenue at East 3<sup>rd</sup> Street and Queensbury Avenue at East 3<sup>rd</sup> Street. Significant increases in labour and material costs over past years is resulting in an \$85,000 shortfall in funding to complete the signal work at Ridgeway Avenue and East 3<sup>rd</sup> Street.

## BACKGROUND

The intersection upgrade with a new pedestrian activated flashing light on St. Andrews Avenue at Keith Road was completed in 2022. The project has been completed under budget, resulting with a surplus of over \$65,000.

The scope of the Traffic Signal System Upgrades Project is estimated to be completed with a surplus of over \$20,000.


Following this transfer of \$85,000, staff will proceed with the required traffic signal upgrades at the south corners of Ridgeway Avenue at East 3<sup>rd</sup> Street intersection which will place poles in the correct long term location and attach pole signal arms with the correct reach to locate the signal head over the general purpose travel lane in the eastbound direction as per standard design guidelines. This will conclude the Moodyville Traffic Signals Project.

Currently, due to the addition of left turn bays, the poles are blocking the east bound bus lane creating delays for transits users. Completing this work expeditiously will enhance safety and return the service level for transit users.




## FINANCIAL IMPLICATIONS

The New Pedestrian Facilities – St. Andrews Avenue at Keith Road project was completed in 2022 under budget with a \$69,840 surplus. As such, \$65,000 of the remaining funds are available to be applied to similar projects and there are no financial implications for this transfer. The Traffic Signal System Upgrades Project will be completed with a surplus of over \$20,000, and there will be no financial implications for this transfer. Finance staff have reviewed and supported this transfer. Any remaining funds will be returned to the credit of the respective funds. If the recommended transfer of funds is not supported, staff will postpone project construction phase until the required funds are secured through a revised budget, or a new project funding request.

RESPECTFULLY SUBMITTED:

  
\_\_\_\_\_  
Kliment Kuzmanovski, P. Eng.  
Section Manager – Traffic Engineering



 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 APPROPRIATIONS #1

Date: April 12, 2023 File No: 05-1705-30-0019/2023

*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 April 12, 2023, entitled "2023 Appropriations #1":

THAT (Funding Appropriation #2306) an amount of \$4,100,746 be appropriated from the General Capital Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2307) an amount of \$3,295,750 be appropriated from the Civic Amenity Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2308) an amount of \$11,483,813 be appropriated from the Civic Amenity – Harry Jerome CRC Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2309) an amount of \$620,000 be appropriated from the Tax Sale Land Interest Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2310) an amount of \$365,883 be appropriated from the Carbon Fund Reserve for the purpose of funding the 2023-2027 Capital Plan;



THAT (Funding Appropriation #2312) an amount of \$100,000 be appropriated from the Cemetery Fund Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2313) an amount of \$50,154 be appropriated from the Computer Equipment Fund Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2314) an amount of \$45,119 be appropriated from the General Building Fund Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2315) an amount of \$16,686 be appropriated from the General Equipment Replacement Fund Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2316) an amount of \$5,524 be appropriated from the Justice Administration Building Fund Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT (Funding Appropriation #2317) an amount of \$515,000 be appropriated from the Engineering Equipment Replacement Fund Reserve for the purpose of funding the 2023-2027 Capital Plan;

THAT "Development Cost Charge (Parks) Reserve Fund Bylaw, 2023, No. 8973" (2023 Project Plan Funding) a Bylaw to appropriate an amount of \$371,250 from DCC (Parks) Reserve to fund 2023 Project Plan, be considered;

THAT "Development Cost Charge (Transportation) Reserve Fund Bylaw, 2023, No. 8972" (2023 Project Plan Funding) a Bylaw to appropriate an amount of \$198,000 from DCC (Transportation) Reserve Fund to fund 2023 Project Plan, be considered;

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

## ATTACHMENTS

1. Project Descriptions and Funding Allocations (CityDoc [2351910](#))
2. Information Report by the Manager, (Acting), Parks & Environment, re: Funding Appropriation – Cemetery Provision (CityDoc [2352208](#))
3. Information Report by the Section Manager – Traffic Engineering, re: Funding Appropriation – New Pedestrian Crossing Facilities (CityDoc [2347396](#))
4. Information Report by the Project Manager – Public Realm Infrastructure, re: Funding Appropriation – Upper Level Greenway (CityDoc [2348446](#))
5. Information Report by the Manager – Public Realm Infrastructure, re: Funding Appropriation – New Sidewalks to complete pedestrian network (CityDoc [2350866](#))

6. Information Report by the Sr. Project Manager, Strategic Initiatives re: Harry Jerome Community Recreation Centre and Silver Harbour Seniors Activity Centre (CityDoc [2340391](#))
7. Information Report by the Manager, Civic Facilities re: Reconfigure Gateway Welcome Desk, Atrium and Public Access (CityDoc [2349577](#))
8. Draft DCC Parks Bylaw 8973 (CityDoc [2351731](#))
9. Draft DCC Transportation Bylaw 8972 (CityDoc [2351720](#))

## **SUMMARY**

This report follows the 2023-2027 Financial Plan endorsed by Council March 27, 2023 and Financial Plan Bylaw considered by Council on April 17<sup>th</sup> and, provides details of projects where appropriations are recommended.

## **DISCUSSION**

This report recommends that funds be appropriated so work can begin on some of the projects included in the Plan. This step is to allow staff to take advantage of early project tendering and to respond to immediate needs. The attachments provide additional information regarding each project.

## **FINANCIAL IMPLICATIONS**

Sections 173(1) and 173(2) of the Community charter specifies that a municipality must not make an expenditure unless it is included in its Financial Plan for that year. Funding for the recommended expenditures is included in CNV's current 2023-2027 Financial Plan.

Sufficient funding is available in the specified reserves for the recommended appropriations.

Appropriation is the final step in the funding of these projects and, if approved, will allow funds to be expended.

## **INTER-DEPARTMENTAL IMPLICATIONS**

The Financial Plan is a reflection of CNV's policies and the work plans of all CNV departments. Finance staff relied on their close working relationships with all departments in the development of this Report and its recommendations.

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

The preparation and approval of a Financial Plan is consistent with the requirements of the Community Charter and several of the objectives of the City's 2014 Official

Community Plan. Financial Plans are also prepared taking into consideration the 2018-2022 Council Strategic Plan.

RESPECTFULLY SUBMITTED:



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Larry Sawrenko  
Chief Financial Officer



# PROJECT DESCRIPTIONS AND FUNDING ALLOCATIONS

Attachment 1

Ref #	Project Name	Dept	Lead	Total 2023 Project Amount	Previously Appropriated	Appropriation # 1	Remaining Balance	Description
<b>Appropriation 2306 - General Capital Reserve</b>								
02 - 01	Maintenance, Repair & Replacement - City Hall	Strategic & Corporate Services	Joel Roy	310,881	-	310,881	-	Funding for essential maintenance, repair and replacement of equipment and building components at City Hall. Project is partially funded from General Building Fund.
02 - 02	Maintenance, Repair & Replacement - Gerry Brewer Building	Strategic & Corporate Services	Joel Roy	74,869	-	74,869	-	Funding for essential maintenance, repair and replacement of equipment and building component of the Gerry Brewer Building. This project is co-funded by DNV as part of a cost sharing agreement covering police services. Project is partially funded from Justice Administration Building Fund.
02 - 03	Maintenance, Repair & Replacement - Fire Hall	Strategic & Corporate Services	Joel Roy	49,000	-	49,000	-	Funding for essential maintenance, repair and replacement of equipment and building components of the Fire Hall
02 - 05	Maintenance, Repair & Replacement - Parks Buildings	Strategic & Corporate Services	Joel Roy	33,000	-	33,000	-	Funding for essential maintenance, repair and replacement of equipment and building components relating to City Parks.
02 - 10	Maintenance, Repair & Replacement - John Braithwaite Community Centre	NVR&CC	Howard Kiang	150,000	-	100,000	50,000	This project will deliver functional upgrades and planned major components replacement to the John Braithwaite Community Centre.
02 - 17	City Hall Facility Projects	Strategic & Corporate Services	Joel Roy	70,000	-	70,000	-	Funding to address functional requirements and operational changes for City Hall business and operations. Includes renovations / reconfiguration of welcome desks/public access, meeting Rooms, CAO & Clerks area, HVAC improvements as well as general upgrades to accommodate growth / operational changes.
02 - 21	Reconfigure Gateway Welcome Desk, Atrium and Public Access	Strategic & Corporate Services	Joel Roy	535,000	-	535,000	-	Renovations and reconfiguration of atrium welcome desks and public access to accommodate operational changes, improve safety for staff and public. Project details will also include allowing the atrium space to be used for ongoing public/special events.
02 - 26	Civic Plaza additional Flagpoles	Strategic & Corporate Services	Joel Roy	27,000	-	27,000	-	There are currently 3 flagpoles in civic plaza, one each for the federal, provincial, and municipal government. To advance reconciliation with the Squamish and Tsleil-Waututh Nations, 2 new flag poles are proposed.
03 - 09	Transit Improvement Program	Engineering: Streets	Justin Hall	50,000	-	50,000	-	This program will support technical study, design and implementation of transit priority interventions like bus lanes, signal priority and bus bulges as well as accessibility upgrades to improve access to transit.
03 - 17	Street Light and Traffic Signal Pole Replacement	Engineering: Traffic	Kliment Kuzmanovski	200,000	-	200,000	-	Planned replacement of deteriorated street light and traffic signal poles as prioritized based on 2022 condition assessment. The City's inventory of street light and traffic signal poles comprises approximately 2000 poles, with associated foundations/bases and electrical circuits.
04 - 20	Dog Friendly City - Phase 2	Engineering: Parks & Environment	Margaret Shipley	75,000	-	75,000	-	Completion of the Dog Friendly City project, initiated in 2022. Phase 2 will build upon the Actions endorsed by Council in June 2022, including preparation of education campaigns to promote responsible dog ownership; identifying new opportunities for off-leash and/or dog relief zones in underserved areas; design typologies, management and access; and prepare the final Dog Friendly City plan for endorsement by Council.
06 - 04	Civic Buildings - Furniture and Equipment	Strategic & Corporate Services	Joel Roy	112,314	-	112,314	-	Funding to enable the replacement / purchase of furniture and equipment in all civic buildings. Maintains suitable working conditions and ensures timely replacement of equipment as required. Project is partially funded from General Equipment Fund.
06 - 05	Gerry Brewer Furniture & Equipment	Strategic & Corporate Services	Joel Roy	24,527	-	24,527	-	Budgetary provision for replacement / purchase of furniture and equipment in the Gerry Brewer building.

## PROJECT DESCRIPTIONS AND FUNDING ALLOCATIONS

Ref #	Project Name	Dept	Lead	Total 2023 Project Amount	Previously Appropriated	Appropriation # 1	Remaining Balance	Description
06 - 08	NVRC Recreation Program Equipment	NVR&CC	Howard Kiang	285,000	-	195,000	90,000	Program equipment such as weight room, sports & activities equipment, activity room furnishings & equipment, theatre performance equipment for Centennial Theatre and John Braithwaite Community Centre. The ice resurfacers at Harry Jerome CRC is at the end of its useful life and will need to be replaced before the new centre opens in 2025. Fitness room equipment will need to be replaced each year to ensure safe and reliable equipment for program participation.
06 - 15	Automated Materials Handling & RFID System Replacements	Library	Kat Lucas	56,750	-	15,000	41,750	Replace end-of-life automated materials handling and radio frequency identification (RFID) system components including the automated sorting machine, sort bins, RFID security gates, RFID antennae and self-service checkouts.
07 - 01	User Device Replacements	Strategic & Corporate Services	Shawna Peters	119,846	-	119,846	-	Planned replacement of desktop computers, laptops, and tablets. Desktops and laptops have a 4 year lifespan, and tablets have a 3 year lifespan. As a device reaches end of life it is replaced; CNV currently has approximately 288 laptops, 242 desktops, and 68 tablets. Project is partially funded from Computer Equipment Fund.
07 - 02	Data Centre Infrastructure	Strategic & Corporate Services	Shawna Peters	370,000	-	370,000	-	To maintain the CNV data centre infrastructure, network and private cloud, while growing the infrastructure as the City grows. Maintenance includes adding storage, servers, switches, cable management, etc. Upgrade and replacement of infrastructure items will be needed as they reach end of life.
07 - 03	Fibre Infrastructure Improvement	Strategic & Corporate Services	Shawna Peters	50,000	-	50,000	-	To maintain the CNV existing fibre infrastructure that interconnects City buildings with CNV services while also growing that infrastructure as the CNV grows.
07 - 04	Cyber Security Enhancements	Strategic & Corporate Services	Kimberly Chan	125,000	-	125,000	-	To continue improving cyber security for the CNV information, business applications, and delivery of services.
07 - 05	Enterprise Applications	Strategic & Corporate Services	Amy Chiang	225,000	-	225,000	-	To continue modernizing and enhancing the City's enterprise applications, enabling the enterprise applications to grow with the City. This includes system upgrades, changes to use new features, new enhancements installation and configuration, and may include the purchase of new modules.
07 - 06	OpenData & 3D Modeling	Strategic & Corporate Services	Kimberly Chan	100,000	-	100,000	-	This creates the framework for self-serve downloadable datasets by members of the public tailored to specific parameters as entered. Specialised software is required to provide an on demand online service which delivers datasets tailored to specific parameters entered by the public.
07 - 07	eProcurement	Strategic & Corporate Services	Amy Chiang	60,000	-	60,000	-	Software to allow for online bid submissions, online evaluation, purchasing dashboard and online access portal will align with BC Bid and allow notification of interested bidders who have viewed the bid opportunities
07 - 09	Electronic Grants Software & Supportive Community Funding Review	Planning & Development	Renee de St. Croix	40,000	-	40,000	-	Acquisition and implementation of a Electronic Grants Software, including a comprehensive review of all supportive funding the CNV provides, including all grants, core funding, permissive tax exemptions, and other financial mechanisms. The intent is to create a singular clear, consistent, and transparent funding framework.
07 - 13	Integrated Library Systems (ILS) Renewal	Library	Kat Lucas	28,000	-	28,000	-	Maintain and update the Integrated Library System that runs the bulk of City Library's day-to-day business of cataloguing and circulation of library materials, by completing periodic system evaluation and optimization and ensuring critical hardware and software systems are replaced or upgraded at end of life.
07 - 14	A/V, Multimedia & Instructional Systems Renewal	Library	Kat Lucas	8,000	-	8,000	-	Replace end-of-life A/V, multimedia and instructional systems in heavily-used community meeting rooms and public spaces. The Library's meeting and program rooms are used by residents, local businesses, and community organizations - playing host to approximately 500 community meetings and over 1,000 library programs each year, in addition to paid private bookings.

## PROJECT DESCRIPTIONS AND FUNDING ALLOCATIONS

Ref #	Project Name	Dept	Lead	Total 2023 Project Amount	Previously Appropriated	Appropriation # 1	Remaining Balance	Description
08 - 02	Park Operations - Urban Forestry, Natural Areas and Facilities Fleet Vehicles	Engineering: Parks & Environment	Derek Priestley	260,000	-	260,000	-	Provides the funding necessary for purchase of two net new vehicles (purchase one three-tonne roll-off dump truck and one 3/4 ton crewcab flat deck truck ) that help ensure Engineering, Parks and Environment Operations has an adequate number of vehicles available to meet operational demand.
10 - 08	Block Funding - Transportation	Engineering: Traffic	Kliment Kuzmanovski	30,000	-	30,000	-	Block funding is a capital account to be used by the Transportation Division to fund small unforeseen capital projects which arise each year. Examples of possible projects are geometry improvements, traffic signal designs, signal coordination, minor street and signal system improvements, equipment costs under \$10,000 each.
10 - 09	Block Funding - Public Safety - Police Equipment	Public Safety: Police	Claire Thompson	22,710	-	22,710	-	These funds are typically used for replacement, maintenance and repair of small office equipment and gym equipment.
10 - 15	Block Funding - NVRC	NVR&CC	Howard Kiang	50,000	-	30,000	20,000	Block funding for minor capital projects less than \$10,000 each.
11 - 02	Maintenance, Repair & Replacement - Mickey McDougall Community Recreation Centre	NVR&CC	Howard Kiang	15,000	-	15,000	-	Capital maintenance from 2023 to 2025. Funding is intended to cover critical work required to ensure the safety of the public and staff and to ensure uninterrupted building operations and to address any unforeseen maintenance repair/replacement until the facility is handed back to CNV in 2024/2025. This request amount should be enough to cover plugged/clogged drains, boiler components failure, HVAC components failure, or minor electrical issues.
11 - 07	Public Realm Improvements	Engineering: Streets	Christel Lindgren	115,000	-	50,000	65,000	Provides streetscape elements to enhance the experience of the public realm. Elements may include, but are not limited to benches, shelters, signage, water fountains, garbage cans, bike racks and holiday lighting.
11 - 20	Financial Systems Health Check	Finance	Pierre Manarovici	45,000	-	45,000	-	This project aims to review the effective and efficient utilization of the CNV's financial Enterprise Resource Planning (ERP) system. The system is used to track, record and report on all the City's financial transactions and financial reports within an enterprise internal control framework. The ERP system was implemented approximately 20 years ago and several other modules have been added since then. A review of the overall systems functionality and optimization is timely, and will identify opportunities for the Department to be a better business partner to the organization.
11 - 30	Climate and Environment Strategy Implementation	Planning & Development	Mike Friesen	50,199	-	50,199	-	The Climate and Environment Strategy (CES) Implementation project will consist of CES finalization and implementation of high priority actions to reduce carbon pollution, improve resiliency, protect and enhance our natural systems and demonstrate leadership in corporate facilities and operations. Guided by the CES, this project will include actions to reduce carbon pollution from CNV buildings and fleet, accelerate the transition to electric vehicles in the City, address consumption-based emissions and embodied carbon, and increase the health and biodiversity of our natural areas. Project is partially funded from Carbon Fund.
11 - 31	Cooling Requirements for Residential Buildings	Planning & Development	Mike Friesen	50,000	-	50,000	-	The Cooling Requirements for residential building projects will consist of supportive studies to identify opportunities to require, incentivize and support the construction of homes and the retrofit of existing homes so that they are adequately prepared for our present and future climate context, including enhanced cooling systems for extreme heat events in response to Council's "Homes that Meet Today's Climate Context" Notice of Motion. In particular, this project will explore potential opportunities to incorporate cooling into multi-family buildings, including those serviced by the Lonsdale Energy Corporation.
11 - 32	Greening the Community Building Sector	Planning & Development	Larisa Lensink	100,000	-	100,000	-	This project supports initiatives to transition privately-owned buildings in the City to be zero carbon and climate resilient through higher standards for new construction and decarbonisation of existing buildings (LEC and retrofits).
11 - 44	Book Bike Staffing and Outreach	Library	Sarah Tarcea	28,000	-	28,000	-	The continuation of the Book Bike service delivery and community-based programming. Includes temporary staffing for full-time book bike service in the summer and part-time programming at the Shipyards during the rest of the year.

## PROJECT DESCRIPTIONS AND FUNDING ALLOCATIONS

Ref #	Project Name	Dept	Lead	Total 2023 Project Amount	Previously Appropriated	Appropriation # 1	Remaining Balance	Description
11 - 46	City Library Equity, Diversity, Inclusion & Accessibility Planning	Library	Deb Hutchison Koep	25,000	-	25,000	-	This project will complete an equity, diversity and inclusion (EDI) audit and framework for action for City Library, integrated and coordinated with the CNV work on the same. In addition, as required by the Accessible BC Act, this project will incorporate a further scope of work to develop a three-year accessibility plan for City Library.
11 - 47	IPS Systems Coordinator	City Clerks	Karla Graham	197,400	-	197,400	-	Temporary staffing to directly support key data components in Infor Public Sector (IPS) to provide CNV-wide support.
11 - 48	Equity Diversity & Inclusion initiatives	Strategic & Corporate Services	Edwina Doran	100,000	-	100,000	-	This is for support of the CNV equity, diversity & inclusion initiatives. Funding will support staff training, ongoing development of the CNV action plan, and support of Council's EDIR Framework.
11 - 49	Staff Development initiatives	Strategic & Corporate Services	Edwina Doran	100,000	-	100,000	-	Development of leadership and management training and support program; development of succession planning program, and internal communications support.
<b>Total Appropriation 2306 - General Capital Reserve</b>				<b>\$ 4,367,496</b>	<b>\$ -</b>	<b>\$ 4,100,746</b>	<b>\$ 266,750</b>	

### Appropriation 2307 - Civic Amenity Reserve

03 - 01	Neighbourhood Traffic Safety and Infrastructure Improvements Program	Engineering: Traffic	Kliment Kuzmanovski	615,000	-	615,000	-	This project will address site-specific safety issues in various City neighbourhoods and develop a new approach to neighbourhood traffic safety and access to guide future improvement plans. Works may include, but are not limited to, the installation of new and updated traffic signs, pavement markings, intersection safety improvements, traffic calming elements (speed bumps, bump outs) and pedestrian beacon installation. Public requests for improvements received are prioritized through data collection and analysis prepared by City Staff.
03 - 02	New Pedestrian Crossing Facilities	Engineering: Traffic	Kliment Kuzmanovski	1,615,000	-	1,615,000	-	Existing pedestrian and vehicular traffic volume warrants installation of new pedestrian crossing facilities at major intersections. The requested funds are needed for design and construction of new pedestrian crossing treatments. For detailed information refer to the attached Information Report.
03 - 04	Upper Levels Greenway	Engineering: Streets	Mo Bot	378,750	-	378,750	-	This project will complete alternatives assessment, design, community engagement and construction of a new All Ages and Abilities mobility route that is identified by the Priority Mobility Network Strategy (2019). The project will engage with the First Nations, local residents, and other stakeholders to assess needs and navigate trade-offs to deliver a route that aligns with the WalkCNV and Safe Mobility Strategy goals and objectives. Project is partially funded from Parks DCC Reserve.
03 - 07	New Sidewalks To Complete the Pedestrian Network	Engineering: Streets	Justin Hall	202,000	-	202,000	-	This project will enable the design, public engagement and construction of new sidewalk segments to complete the pedestrian network. Project is partially funded from Transportation DCC Reserve.
03 - 13	Pedestrian and Roadway Lighting Implementation	Engineering: Traffic	Kliment Kuzmanovski	450,000	-	450,000	-	Design and construction of new roadway and pedestrian level lighting throughout the City as per the street lighting implementation plan completed in 2019.
03 - 14	Installation of Accessible Pedestrian Units	Engineering: Traffic	Kliment Kuzmanovski	35,000	-	35,000	-	Installation of Accessible Pedestrian Signal (APS) devices at various signalized intersections within the City (audible signals).
<b>Total Appropriation 2307 - Civic Amenity Reserve</b>				<b>\$ 3,295,750</b>	<b>\$ -</b>	<b>\$ 3,295,750</b>	<b>\$ -</b>	

### Appropriation 2308 - Civic Amenity HJCRC

02 - 12	Harry Jerome Community Recreation Centre and Silver Harbour Seniors Activity Centre	Strategic & Corporate Services	Dianna Foldi	11,483,813	-	11,483,813	-	Tendering, construction and commissioning of remainder of above grade components including exterior envelope, interior finishes, Fixtures, Furniture & Equipment, hard and soft landscaping, skate park and off-site works for the new Harry Jerome Community Recreation Centre and Silver Harbour Seniors' Activity Centre.
<b>Total Appropriation 2308 - Civic Amenity HJCRC</b>				<b>\$ 11,483,813</b>	<b>\$ -</b>	<b>\$ 11,483,813</b>	<b>\$ -</b>	

## PROJECT DESCRIPTIONS AND FUNDING ALLOCATIONS

Ref #	Project Name	Dept	Lead	Total 2023 Project Amount	Previously Appropriated	Appropriation # 1	Remaining Balance	Description
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### Appropriation 2309 - Tax Sale Land Interest

03 - 15	Traffic Signal System Upgrades	Engineering: Traffic	Kliment Kuzmanovski	320,000	-	320,000	-	Upgrade of existing traffic signal poles, underground wiring, signal communication systems, and controllers in the City. Locations and project details to be determined per results from various traffic engineering analysis and based on needs for upgrading traffic signal equipment.
03 - 16	Traffic Signal LED Replacement	Engineering: Traffic	Kliment Kuzmanovski	300,000	-	300,000	-	Replacement of the traffic signal LEDs required every 7 years.
<b>Total Appropriation 2309 - Tax Sale Land Interest</b>				<b>\$ 620,000</b>	<b>\$ -</b>	<b>\$ 620,000</b>	<b>\$ -</b>	

### Appropriation 2310 - Carbon Fund

11 - 08	Living City Tree Program	Engineering: Streets	Christel Lindgren	200,000	-	80,000	120,000	The program will plant trees on streets that currently have few or no street trees, and include a three year pilot project along Lonsdale with supportive infrastructure to promote long-term tree health. Response to a rapid decline in street tree health on Lonsdale Ave that has resulted in stunted tree growth, regular removal of dead trees and degradation of street character because of tree loss.
11 - 30	Climate and Environment Strategy Implementation	Planning & Development	Mike Friesen	285,883	-	285,883	-	The Climate and Environment Strategy (CES) Implementation project will consist of CES finalization and implementation of high priority actions to reduce carbon pollution, improve resiliency, protect and enhance our natural systems and demonstrate leadership in corporate facilities and operations. Guided by the CES, this project will include actions to reduce carbon pollution from CNV buildings and fleet, accelerate the transition to electric vehicles in the City, address consumption-based emissions and embodied carbon, and increase the health and biodiversity of our natural areas.
<b>Total Appropriation 2310 - Carbon Fund</b>				<b>\$ 485,883</b>	<b>\$ -</b>	<b>\$ 365,883</b>	<b>\$ 120,000</b>	

### Appropriation 2312 - Cemetery Fund

04 - 23	City Cemetery Program	Engineering: Parks & Environment	Derek Priestley	100,000	-	100,000	-	Dedicated funding from the Cemetery Reserve to finance the replacement of existing cemetery infrastructure as well as the provision of new cemetery services to meet community needs.
<b>Total Appropriation 2312 - Cemetery Fund</b>				<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	

### Appropriation 2313 - Computer Equipment Fund

07 - 01	User Device Replacements	Strategic & Corporate Services	Shawna Peters	50,154	-	50,154	-	Planned replacement of desktop computers, laptops, and tablets. Desktops and laptops have a 4 year lifespan, and tablets have a 3 year lifespan. As a device reaches end of life it is replaced; CNV currently has approximately 288 laptops, 242 desktops, and 68 tablets.
<b>Total Appropriation 2313 - Computer Equipment Fund</b>				<b>\$ 50,154</b>	<b>\$ -</b>	<b>\$ 50,154</b>	<b>\$ -</b>	

### Appropriation 2314 - General Building Fund

02 - 01	Maintenance, Repair & Replacement - City Hall	Strategic & Corporate Services	Joel Roy	45,119	-	45,119	-	Funding for essential maintenance, repair and replacement of equipment and building components at City Hall.
<b>Total Appropriation 2314 - General Building Fund</b>				<b>\$ 45,119</b>	<b>\$ -</b>	<b>\$ 45,119</b>	<b>\$ -</b>	

## PROJECT DESCRIPTIONS AND FUNDING ALLOCATIONS

Ref #	Project Name	Dept	Lead	Total 2023 Project Amount	Previously Appropriated	Appropriation # 1	Remaining Balance	Description
<b>Appropriation 2315 - General Equipment Replacement Fund</b>								
06 - 04	Civic Buildings - Furniture and Equipment	Strategic & Corporate Services	Joel Roy	16,686	-	16,686	-	Funding to enable the replacement / purchase of furniture and equipment in all civic buildings. Maintains suitable working conditions and ensures timely replacement of equipment as required.
<b>Total Appropriation 2315 - General Equipment Replacement Fund</b>				<b>\$ 16,686</b>	<b>\$ -</b>	<b>\$ 16,686</b>	<b>\$ -</b>	
<b>Appropriation 2316 - Justice Administration Building Fund</b>								
02 - 02	Maintenance, Repair & Replacement - Gerry Brewer Building	Strategic & Corporate Services	Joel Roy	5,524	-	5,524	-	Funding for essential maintenance, repair and replacement of equipment and building component of the Gerry Brewer Building. This project is co-funded by DNV as part of a cost sharing agreement covering police services.
<b>Total Appropriation 2316 - Justice Administration Building Fund</b>				<b>\$ 5,524</b>	<b>\$ -</b>	<b>\$ 5,524</b>	<b>\$ -</b>	
<b>Appropriation 2317 - Engineering Equipment Replacement Fund</b>								
08 - 01	Engineering, Parks and Environment Operations Vehicle/Equipment Replacement Program	Engineering: Equipment	Bruce Bowman	665,000	150,000	515,000	-	Engineering, Parks and Environment Operations vehicle and equipment replacement. In 2023, vehicles and equipment to be replaced include six 1/2 ton and 3/4 ton pickup or flat-bed trucks, one riding turf mower, and one solid waste refuse truck. The solid waste refuse truck is the third of three trucks that are up for replacement.
<b>Total Appropriation 2317 - Engineering Equipment Replacement Fund</b>				<b>\$ 665,000</b>	<b>\$ 150,000</b>	<b>\$ 515,000</b>	<b>\$ -</b>	
<b>Parks DCC Bylaw 8973</b>								
03 - 04	Upper Levels Greenway	Engineering: Streets	Mo Bot	371,250	-	371,250	-	This project will complete alternatives assessment, design, community engagement and construction of a new All Ages and Abilities mobility route that is identified by the Priority Mobility Network Strategy (2019). The project will engage with the First Nations, local residents, and other stakeholders to assess needs and navigate trade-offs to deliver a route that aligns with the WalkCNV and Safe Mobility Strategy goals and objectives.
<b>Total Parks DCC Bylaw 8973</b>				<b>\$ 371,250</b>	<b>\$ -</b>	<b>\$ 371,250</b>	<b>\$ -</b>	
<b>Transportation DCC Bylaw 8972</b>								
03 - 07	New Sidewalks To Complete the Pedestrian Network	Engineering: Streets	Justin Hall	198,000	-	198,000	-	This project will enable the design, public engagement and construction of new sidewalk segments to complete the pedestrian network.
<b>Total Transportation DCC Bylaw 8972</b>				<b>\$ 198,000</b>	<b>\$ -</b>	<b>\$ 198,000</b>	<b>\$ -</b>	
<b>Grand Total</b>				<b>\$ 21,704,675</b>	<b>\$ 150,000</b>	<b>\$ 21,167,925</b>	<b>\$ 386,750</b>	





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

**INFORMATION REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Derek Priestley, Manager (Acting), Parks & Environment

Subject: 2023-2032 CAPITAL PLAN: CITY CEMETERY PROVISION – FUNDING APPROPRIATION (PROJECT 4-23)

Date: April 12, 2023 File No: 09-4100-01-0001/2023

	2023	2024	2025	2026	2027	Total
City Funding	\$100,000	\$0	\$0	\$0	\$0	\$0
External Contrib.	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>

## PURPOSE

The purpose of this report is to present the rationale for the appropriation of \$100,000 for funding the City Cemetery Provision (4-23) to fund the ongoing demand for additional burial and commemoration plots at the North Vancouver Cemetery.

## DISCUSSION

In order to maximize available space and meet the ongoing demand for burial and commemoration plots at the North Vancouver Cemetery, funds are requested to allow staff to proceed with cemetery infill, which includes a tender process and the construction of double-depth crypts and cremation lots. Locations and the infill design plan have been completed by CNV staff based on site analysis and survey data. The appropriation of funds would allow staff to proceed with the tender and construction. This would allow the work to occur during optimal weather conditions and also ensure the project completion for 2023-2024.

Date: April 12, 2023

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## FINANCIAL IMPLICATIONS

A total of \$100,000 in 2023 has been requested from the Cemetery Reserve in the Capital Plan to contribute to the existing project budget to fund the infill construction of new burial and commemoration plots. This reserve is funded by net cemetery revenues.

RESPECTFULLY SUBMITTED:



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Derek Priestly  
Manager (Acting), Parks & Environment



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

**INFORMATION REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Kliment Kuzmanovski, Section Manager – Traffic Engineering

Subject: 2023-2027 CAPITAL PLAN – PROJECTS OVER \$500,000: NEW PEDESTRIAN CROSSING FACILITIES – FUNDING APPROPRIATION (PROJECT 3-2)

Date: April 12, 2023 File No: 11-5210-01-0001/2023

	2023	2024	2025	2026	2027	Total
City Contributions	\$1,615,000	\$900,000	\$300,000	\$300,000	\$300,000	\$3,415,000
External Contrib.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$1,615,000</b>	<b>\$900,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$3,415,000</b>

## PURPOSE

The purpose of this report is to provide rationale for funding the New Pedestrian Crossing Facilities project (3-2) as part of the 2023-2027 Capital Plan.

## DISCUSSION

This report is to request appropriation for \$1,615,000 for the 2023 project – New Pedestrian Crossing Facilities.

Roadway safety is a primary goal of the City's traffic engineering projects and programs. Intersections are the locations where the highest number of motor vehicle collisions and collisions involving vulnerable road users (pedestrian and cyclists) occur. Implementation of new pedestrian crossing facilities is expected to significantly reduce collisions. The projects would include initiatives including: the design and construction of new civil and electrical infrastructure including corner bulges, letdowns, new metal poles and bases equipped with flashers, push buttons, signal heads and other equipment; and associated traffic safety studies, conflict analysis and other tasks that have been shown to improve the safety of pedestrians and cyclists crossing roads. These projects will result in improved sightlines and/or reduced crossing distances for pedestrians through the modification of intersection geometry, street lighting improvements and the installation of new equipment with proven safety benefits for all road users.



Appropriation of funds for this project are being requested at this time as the traffic engineering group is ready to begin the tendering process work immediately.

Table 1 summarizes locations that will be upgraded with funding appropriated under New Pedestrian Crossing Facilities project:

No.	Intersection	Treatment
1.	Chesterfield Ave at W 16 <sup>th</sup> St	RRFB*
2.	Chesterfield Ave at W 18 <sup>th</sup> St	RRFB
3.	Chesterfield Ave at W 22 <sup>nd</sup> St	RRFB
4.	St Georges Ave at E 29 <sup>th</sup> St	Special Crosswalk
5.	St Mary's Ave at E 29 <sup>th</sup> St	RRFB
6.	East Grand Blvd at E 9 <sup>th</sup> St	Special Crosswalk
7.	East Grand Blvd at E 11 <sup>th</sup> St	Special Crosswalk
8.	East Grand Blvd at E 17 <sup>th</sup> St	Special Crosswalk

\*RRFB – Pedestrian Activated Rectangular Rapid Flashing Beacons

## FINANCIAL IMPLICATIONS

A total of \$1,615,000 in 2023 has been requested in the Capital Plan to fund design and construction of new pedestrian crossing facilities. Future budget requests will be the subject of future reports and will be refined through future budget processes.

Insurance Corporation of British Columbia (ICBC) supports this approach to improving safety and may contribute funding, but the amount and probability of a contribution is unknown at this time.

RESPECTFULLY SUBMITTED:



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Kliment Kuzmanovski  
Section Manager – Traffic Engineering



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

**INFORMATION REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Mo Bot, Project Manager – Public Realm Infrastructure

Subject: 2023-2027 CAPITAL PLAN – PROJECTS OVER \$500,000:  
 UPPER LEVELS GREENWAY – FUNDING APPROPRIATION  
 (PROJECT 3-04)

Date: April 12, 2023 File No: 16-8350-20-0039/1

	2023	2024	2025	2026	2027	Total
City Including DCC	\$750,000	\$3,200,000	\$0	\$0	\$0	\$3,950,000
External Contrib.	\$725,000	\$1,980,000	\$0	\$0	\$0	\$2,705,000
<b>Total</b>	<b>\$1,475,000</b>	<b>\$5,180,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,655,000</b>

## PURPOSE

The purpose of this report is to present the rationale for funding the ongoing Upper Levels Greenway Project (3-04) as part of the 2023-2027 Capital Plan to advance route development, design and public engagement.

## BACKGROUND

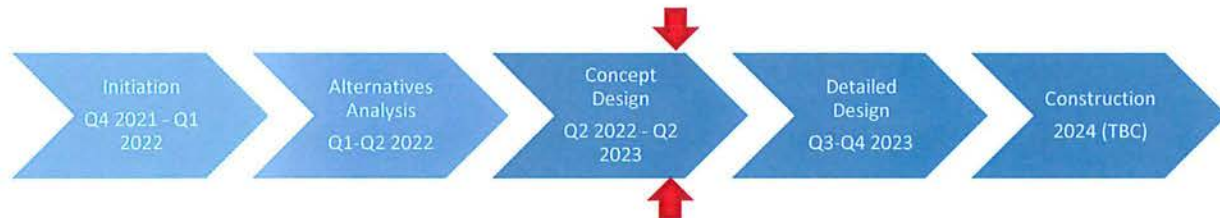
The Upper Levels Greenway is being developed as part of the City's commitment to provide active transportation and recreation options that support and enhance the health and well-being of all community members. The Upper Levels Greenway will stretch from Lynn Valley Road to Westview Drive along 25<sup>th</sup> Street and through Tempe Park for approximately three kilometres. Once complete, it will give people more choice in how they move around the City by enhancing access to parks, recreation spaces, community amenities and other destinations.

## DESIGN AND ENGAGEMENT PROCESS

The Upper Levels Greenway project team has conducted two rounds of public engagement through 2022 which focussed on shared objectives, issues and opportunities and then on possible route alignments to accomplish the shared objectives. Council was



presented with the possible route options and the results of the community feedback which highlighted a preferred alignment that had a few areas of technical challenges to consider. Staff have been advancing that work and incorporating all of the community feedback into the development of two concept design options for the corridor. The concepts will be brought forward to the community for feedback before a preferred concept and engagement summary is presented to Council. Staff will seek Council direction on the preferred option and design elements that will confirm scope for detailed design.



An April appropriation of funds is required to prepare for the Q3 detailed design phase of the engineering consulting services contract which will prepare the project for construction readiness. The community and Council will have future opportunities to provide feedback on the project design as detailed design on the preferred concept is advanced. Construction is tentatively scheduled for 2024.

## INTER-DEPARTMENTAL IMPLICATIONS

The Upper Levels Greenway Project involves a variety of technical components including parks design, transportation planning, and overall road works coordination. The project will be delivered through the Public Realm Infrastructure group with a multi-department team from Parks, Environment, Engineering Design, Development Planning, Transportation Planning, Communications, and Finance contributing throughout the process to support corporate alignment across all departments

## FINANCIAL IMPLICATIONS

The total estimated cost for design and construction of the Upper Levels Greenway Project is \$6,665,000 – subject to Council approval. However, it should be noted that these are preliminary cost estimates and actual project costs and delivery approach will be refined through the ongoing planning and design process.

As with past active mobility projects, the project costs shown for the years 2023-2024 are based on the potential availability of external funding from senior government infrastructure grants. The City has been successful in accessing these grants for similar projects in the past, and staff will continue to pursue all external funding opportunities. As of this appropriation report, \$573,000 has been secured from TransLink.

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

This project supports a Connected City, provides active and sustainable ways for people to move to, from and within the City safely and efficiently and will result in the increase of active transportation mode share, while also supporting the health and well-being of all.



In addition, the development and implementation of the City's Priority Mobility Network Project aligns with and advances key principles of the Safe Mobility Strategy, WalkCNV, and established City goals and objectives. Specific OCP objectives include:

- Objective 2.1: Prioritize walking, cycling, transit and goods movement over single-occupancy vehicles;
- Objective 3.1: Enhance well-being and quality of life for all community members; and
- Objective 5.2: Support, enhance and maintain recreation as a vital aspect of a healthy community.

RESPECTFULLY SUBMITTED:



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Mo Bot  
Project Manager – Public Realm Infrastructure



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

**INFORMATION REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Justin Hall, Manager, Public Realm Infrastructure

Subject: 2023-2027 CAPITAL PLAN – PROJECT OVER \$500,000: NEW  
 SIDEWALKS TO COMPLETE PEDESTRIAN NETWORK – FUNDING  
 APPROPRIATION (PROJECT 3-7)

Date: April 12, 2023 File No: 05-1705-30-0019/2023

	2023	2024	2025	2026	2027	Total
City Including DCC	\$400,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,400,000
External Contrib.	\$80,000	\$0	\$0	\$0	\$0	\$80,000
<b>Total</b>	<b>\$480,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$2,480,000</b>

## PURPOSE

The purpose of this report is to present the rationale for the appropriation of \$400,000 for funding the New Sidewalks to Complete the Pedestrian Network project (3-7) as part of the 2023-2027 Capital Plan.

## DISCUSSION

Since 2015, capital budgets brought forward for Council's consideration have included funding to complete the sidewalk network – recognizing providing safe and comfortable infrastructure encourages residents to choose to walk for transportation and recreation within the City. To prioritize our efforts, staff have developed a ranking system, assessing the context of missing sidewalk segments with consideration for:

- Pedestrian safety – traffic volume, truck traffic, missing sidewalks on one or both sides of the street;
- Proximity to important destinations – transit stops, schools, parks, commercial areas;
- Pedestrian demand; and
- Constructability.

Sidewalk projects require intensive staff effort and attention to deliver effectively. To ensure staff's efforts yield the greatest impact, the program's current focus is filling missing sidewalk segments around, and connecting to schools. In 2023, there will be an

emphasis on completing missing connections in Lower Lonsdale and on Chesterfield Avenue.

Funding is being requested for appropriation at this time as project design has been completed and the project is ready to proceed with tender and construction.

### **FINANCIAL IMPLICATIONS**

Included in the 2023-2027 Capital Plan, a total of \$2,480,000 has been identified for design and construction of sidewalks to complete the pedestrian network. Through a combination of targeted sidewalk construction by this program and complimentary capital projects, staff are working to accelerate the delivery of a complete sidewalk network in the City.




RESPECTFULLY SUBMITTED:



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Justin Hall  
Manager, Public Realm Infrastructure



 Department Manager	 Director	 CAO
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**The Corporation of THE CITY OF NORTH VANCOUVER  
STRATEGIC & CORPORATE SERVICES DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Dianna Foldi, Sr. Project Manager, Strategic Initiatives

Subject: 2023-2027 CAPITAL PLAN – PROJECTS OVER \$500,000: HARRY JEROME COMMUNITY RECREATION CENTRE AND SILVER HARBOUR SENIORS' ACTIVITY CENTRE - FUNDING APPROPRIATION (PROJECT 2-12)

Date: April 6, 2023 File No: 02-0800-30-0028/1

## SUMMARY

The below table represents the required funding amount as shown in the 2023-2027 Capital Plan, needed to continue with the project construction:

HJCRC and SH:

	2023	2024	2025	2026	2027	Total
City Funding	\$11,483,813	\$26,068,121	\$611,871	\$0	\$0	\$38,163,805
Total	\$11,483,813	\$26,068,121	\$611,871	\$0	\$0	\$38,163,805

## BACKGROUND:

The purpose of this report is to provide rationale for the appropriation of funds indicated for the year 2023, in the amount of \$11,483,813 and to allow staff to proceed with award of contracts within the approved \$230M budget, in order to fund the Harry Jerome Community Recreation Centre ("HJCRC") and Silver Harbour Seniors' Activity Centre ("SH") projects, as per the 2023-2027 Capital Plan.

## DISCUSSION:

An appropriation of \$11,483,813 for HJCRC and SH combined project for 2023 has been included in the 2023-2027 Capital Plan to allow for award of backfill and civil works,



external utilities contracts, associated project oversight, consultant contracts, third party fees and contingency. This provision is based on previously tendered scope of work in 2022 and subsequent value engineering that informs the overall HJCRC and SH combined target project budget of \$230 million. Previously in June 2022, Council approved an appropriation request in the amount of \$150,671,040 for purposes of funding the main building construction works as identified in the 2022-2026 Capital Plan.

The funding is being requested at this time as part of the next stage of construction activities in order to maintain the project schedule.

#### **FINANCIAL IMPLICATONS:**

The financial implication of the \$11,483,813 appropriation is the award of outstanding backfill and civil works and associated project oversight contracts for HJCRC and SH to ensure the project remains on schedule. The remaining un-tendered amounts include interior finishes, Fixtures Finishes and Equipment (FF&E) hard and soft landscaping and off-site surface works, which will be tendered in 2024 as identified in the 2023 - 2027 Financial Plan.

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

This report has been developed in consultation with the Finance Department.

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

After serving the community of North Vancouver for more than 55 years, the existing centre, built in 1966 is quickly approaching the end of its useful life. The new Harry Jerome Community Recreation centre embraces the CNV's vision of *A Healthy City for All* by creating a welcoming, vibrant, and social heart of the community. Future generations of North Shore residents will enjoy the rejuvenation of this important amenity. This state of the art facility will help our citizens maintain or improve health and wellness within our community, and inspire residents to be active and connected throughout their lives.



RESPECTFULLY SUBMITTED:

*Dianna Foldi*

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Dianna Foldi, Sr. Project Manager,  
Strategic Initiatives



Department Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**STRATEGIC & CORPORATE SERVICES DEPARTMENT**

**INFORMATION REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Joel Roy, Manager, Civic Facilities

Subject: 2023-2027 CAPITAL PLAN – PROJECTS OVER \$500,000:  
 RECONFIGURE GATEWAY WELCOME DESK, ATRIUM AND PUBLIC  
 ACCESS – FUNDING APPROPRIATION (PROJECT 2-21)

Date: March 31, 2023 File No: 02-0800-01-0001/2023

	2023	2024	2025	2026	2027	Total
City Funding	\$535,000	\$264,000	-	-	-	\$799,000

## PURPOSE

The purpose of this report is to provide the rationale for the appropriation of funds for the year 2023, in the amount of \$552,000. This will allow staff to proceed with the design, implementation and award of contracts within the approved budget, in order to fund the City Hall Service Centre and Atrium project, as per the 2023-2027 Capital Plan.

## DISCUSSION

A provision of \$799,000 to reconfigure Gateway welcome desk, atrium, and public access at City Hall has been included in the 2023-2027 Capital Plan to undertake feasibility and design reviews, and construction of improvements to address operational pressures and functional requirements. Public access to City Hall was limited due to the pandemic. A temporary service counter has been in place for approximately 2 years that has allowed CNV to implement a consolidated service centre. In order to open City Hall to broader access, the temporary service counter will be removed and the west counter will be modified to serve as the new consolidated service centre. This will also allow public access through the re-opening of the 13<sup>th</sup> Street entrance.



## FINANCIAL IMPLICATONS

The \$535,000 appropriation enables the award of design services, code and security reviews, as well as general construction. This work will include items such as interior finishes, Fixtures Finishes and Equipment ("FF&E"), millwork modifications, doorways and security systems.

## INTER-DEPARTMENTAL IMPLICATIONS

This report has been developed in consultation with CNV's Planning and Development, Engineering Parks and Environment, Finance and CAO/Clerk's offices.

RESPECTFULLY SUBMITTED:

  
\_\_\_\_\_  
Joel Roy,  
Manager, Civic Facilities

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8972

**A Bylaw to authorize the expenditure of monies from the  
Development Cost Charge (Transportation) Reserve Fund  
for the 2023 Capital Plan Appropriations.**

**WHEREAS** the entire City is listed in “Development Cost Charges Bylaw, 2016, No. 8471” as an area where development cost charges for transportation will be levied;

**AND WHEREAS** the development of highway facilities, other than off street parking, is a capital cost permitted to be paid using Development Cost Charge funds under Section 566 of the *Local Government Act*;

**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 “**Development Cost Charge (Transportation) Reserve Fund Bylaw, 2023, No. 8972” (2023 Capital Plan Funding)**.”
2. The following amount is hereby appropriated from the Development Cost Charge (Transportation) Reserve Fund for the purpose of funding:
  - A. \$198,000 for the “New Sidewalks To Complete the Pedestrian Network” project.

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MAYOR

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CORPORATE OFFICER

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8973

**A Bylaw to authorize the expenditure of monies from the  
Development Cost Charge (Parks) Reserve Fund  
for the 2023 Capital Plan Appropriations.**

**WHEREAS** the entire City is listed in “Development Cost Charges Bylaw, 2016, No. 8471” as an area where development cost charges for parks will be levied;

**AND WHEREAS** the development of park land is a capital cost permitted to be paid using Development Cost Charge funds under Section 566 of the *Local Government Act*;

**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 “**Development Cost Charge (Parks) Reserve Fund Bylaw, 2023, No. 8973**” (2023 Capital Plan Funding).
2. The following amount is hereby appropriated from the Development Cost Charge (Parks) Reserve Fund for the purpose of funding:
  - A. \$371,250 for the “Upper Levels Greenways” project.

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MAYOR

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CORPORATE OFFICER

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

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Larisa Lensink, Planner 2, Environmental Sustainability

Subject: CLEANBC BETTER HOMES MUNICIPAL REBATE CONTRIBUTION  
AND JUMP ON A NEW HEAT PUMP PROGRAM UPDATE

Date: April 12, 2023 File No: 11-5280-14-0001/2023

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

**RECOMMENDATION**

PURSUANT to the report of the Planner 2, Environmental Sustainability, dated April 12, 2023, entitled "CleanBC Better Homes Municipal Rebate Contribution and Jump on a New Heat Pump Update":

THAT funds, in the amount of \$80,000 be allocated within the Greening the Community Building Sector Project to continue to provide municipal top-up rebates for low carbon home energy retrofits through the CleanBC Better Homes Program;

AND THAT the Mayor and Corporate Officer be authorized to sign the Contribution Agreement Amendment with the Province of BC and BC Hydro and any other necessary documentation to give effect to this motion.

**ATTACHMENTS**

1. Minute Clip and Report to Council from the Planner 2, Environmental Sustainability and Planning Assistant, entitled "CleanBC Go Electric and Better Homes Municipal Rebate Contributions", dated November 2, 2022 (CityDocs [#2352157](#))
2. CleanBC Better Homes Municipal Contribution Agreement Amendment April 2023 (CityDocs [#2348701](#))

## PURPOSE

The purpose of this report is to seek direction from Council to commit an additional \$80,000 towards heat pump top-up rebates through a Municipal Contribution Agreement Amendment with the Province of BC and BC Hydro, and to provide an update on the success of the Jump on a New Heat Pump Program which supports heat pump retrofits in homes.

## BACKGROUND

### Role of Heat Pumps in Achieving Climate Targets

Heat pumps, powered by low carbon electricity, are the central technology in the global transition to secure and sustainable heating<sup>1</sup>. Heat pumps are three times more energy efficient than natural gas furnaces and boilers, reducing the energy required to heat a home. They also provide cooling, eliminating the need for a separate air conditioner and improving the resiliency of homes to warmer temperatures and heat events.

In the City, carbon pollution from buildings account for 43% of community-wide emissions, and 14% of these emissions are attributed to residential homes and buildings (excluding those serviced by the Community Energy System), primarily from natural gas used for space and water heating. Replacing natural gas furnaces and boilers with heat pumps in homes (heat pump retrofits) is a key strategy in addressing emissions from the building stock and achieving the City's target of net zero by 2050.

### City Top-Ups to CleanBC Better Homes Rebates for Heat Pumps

Since 2018, the City has been providing top-ups to the Province's CleanBC Better Homes Rebate Program to address capital cost barriers and encourage heat pump retrofits. The rebates and top-up rebates are accessed through the Province's CleanBC Better Homes online hub for homeowners and administered by BC Hydro, through a Municipal Contribution Agreement. Over time, the City's Agreement with the Province has been renewed and amended to reflect programmatic changes and to maintain the City's top-up rebates. Since the beginning of the program, the City has committed \$160,000 in two installments towards top-up rebates for heat pumps replacing fossil fuel-powered heating systems. The most recent contribution of \$80,000 was made in November 2022 as detailed in Attachment #1.

The following table outlines the rebates currently available to City residents living in single family houses, duplexes and ground-oriented townhouses:

Upgrade	CleanBC Rebate	City Top-Up Rebate	Combined Rebate Value
Heat pump replacing fossil fuel-powered space heating system	Up to \$6,000	\$2,000	Up to \$8,000
Heat pump replacing fossil fuel-powered water heating system	\$1,000	\$1,000	\$2,000

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<sup>1</sup> International Energy Agency, *The Future of Heat Pumps* (2022), <https://www.iea.org/reports/the-future-of-heat-pumps>.



Electrical service upgrade required for installation of electric space or water heating system	\$500	\$500	\$1,000
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The City coordinates with the Districts of North and West Vancouver to provide heat pump top-up rebates that are consistent in value to residents across the North Shore.

## **Jump on a New Heat Pump Phases 1 and 2**

Despite incremental capital costs being largely addressed by the CleanBC Better Homes rebates and City top-ups, uptake of heat pumps remained quite low. A number of barriers to heat pump adoption persisted including contractor capacity to install heat pumps in retrofit contexts, the high cost of electricity relative to natural gas, low consumer awareness and perceptions about noise.

In 2020, to encourage the switch from natural gas powered space heating systems to heat pumps on the North Shore, the City launched the Jump on a New Heat Pump program in partnership with the Districts of North and West Vancouver and funding from BC Hydro.

The first phase of the program consisted of two components to address barriers to heat pump retrofits:

1. An Industry Capacity-Building Initiative: Outreach to local heating, ventilation and air conditioning (HVAC) contractors to gauge level of experience with heat pump retrofits and connect them with training resources.
2. A Consumer Awareness Campaign: Development of informational guides for homeowners and an illustrated video explaining how heat pumps work and their benefits, and delivery of a social media campaign and a webinar for homeowners to learn more about heat pumps and available rebates.

The second phase of the program added a virtual home energy check-up service providing one-on-one support for homeowners tailored to their individual needs. The service consisted of a video or telephone call with an energy expert to discuss goals for energy efficiency upgrades and details of the existing home heating system, and a report providing recommendations for pursuing home energy upgrades including heat pump installations.

## **DISCUSSION**

### **Acceleration of Heat Pump Retrofits**

Over the past two years, demand for home energy retrofits has spiked as a result of a number of converging factors including increased investment in home upgrades during the pandemic, heat events driving a need for cooling, rising costs of natural gas and growing consumer awareness. Recently, high demand for heat pumps has led to delays in homeowners accessing quote and securing installation dates as contractors are challenged to keep up with demand. This trend of increasing adoption of heat pump retrofits is reflected in the uptake of City top-up rebates (Figure 1). To date, 64 heat pump retrofits have been supported with \$124,000 of City top-up rebates, with 42 of these being completed in the last nine months.

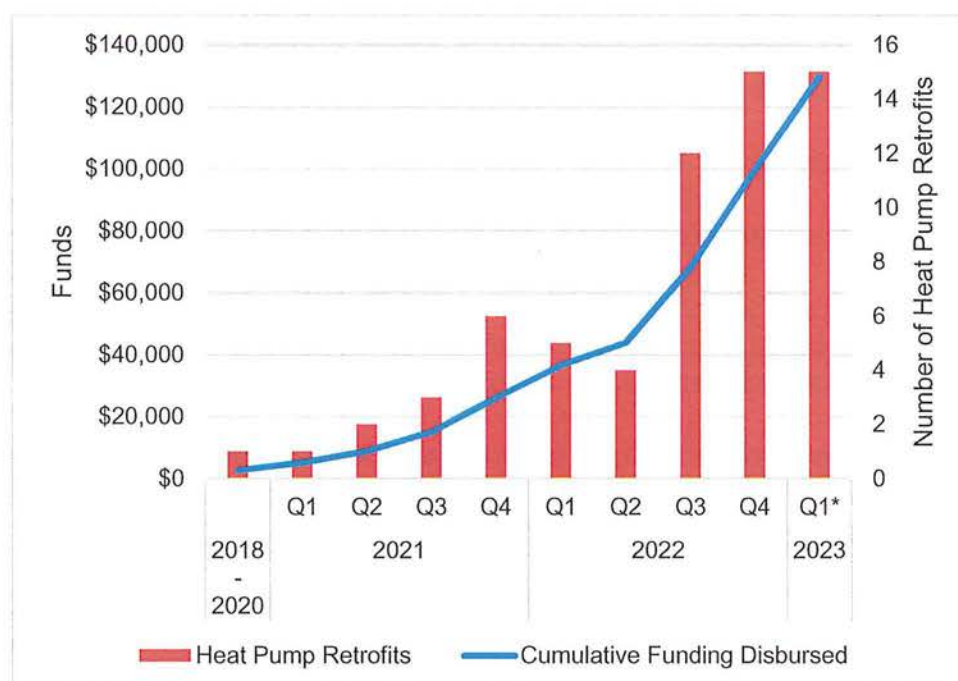


Figure 1. Number of heat pump retrofits completed and value of City top-up rebates disbursed since the launch of the program (\*draft).

The recent increase in uptake of heat pump retrofits in the City represents significant progress towards the objective of transitioning to low carbon, climate-resilient heating systems. In a single family home, switching from a natural gas system to an electric heat pump saves approximately 2.8 tonnes greenhouse gas emissions per year. The 64 heat pump retrofits completed in the City represents an annual savings of approximately 180 tonnes CO<sub>2</sub>e, roughly equivalent to taking 50 cars off the road. Lower density housing forms are the most carbon-intensive, requiring a larger amount of energy to heat than smaller, compact housing forms; supporting heat pump retrofits of single family homes, duplexes and ground-oriented townhouses is a high-impact action for reducing emissions from existing buildings in the City.

Adoption of heat pumps is beginning to accelerate, and this trend needs to continue and grow further in order to meet retrofit rates required to achieve local and provincial climate targets. Based on recent quarters, approximately 15 homes are accessing the top-up rebates every quarter, which would result in 60 heat pump retrofits a year. Greenhouse gas modeling completed recently for the City indicates that approximately 110 ground-oriented homes should undergo heat pump retrofits in 2023, and this number needs to increase annually and reach 320 units in 2030 in order to be on track to achieve the City's climate targets. The recent increase in heat pump retrofit uptake is a step in the right direction and further investment is needed to ensure this trend continues to accelerate and meet the targets required to achieve net zero by 2050. Continuation of the top-up rebate program, and additional education and guidance for residents through the Jump on a New Heat Pump program will support the City's residents in achieving these targets and the transition to a more climate resilient housing stock.



## **CleanBC Better Homes Municipal Contribution Agreement Amendment**

The City's current contribution of \$80,000 is now over 50% subscribed and at the current rate, is likely to be fully exhausted by May 2023. To continue providing top-up rebates through the Province's CleanBC Better Homes Rebate Program, a new contribution commitment and amendment to the City's current municipal contribution agreement (Attachment #2) is required. A new contribution of \$80,000 is recommended to continue to promote acceleration of heat pump retrofits by supporting residents in switching to low carbon heat pumps which have higher up-front costs than natural gas systems.

### **Jump on a New Heat Pump Phase 3**

To support continued acceleration of heat pump retrofits, the City is preparing to launch the third phase of Jump on a New Heat Pump, in partnership with the Districts of North and West Vancouver with funding from BC Hydro. The third phase of Jump on a New Heat Pump aims to fill gaps in existing homeowner resources and provide expanded decision-support services through various stages of the retrofit journey to empower homeowners to switch to a heat pump.

Building upon previous program phases, the third phase of the program will consist of the following three components:

1. Research and Resource Development:
  - Outreach to HVAC contractors and previous program participants to understand current motivations and barriers to heat pump retrofits
  - Review of existing homeowner resources from Jump on a New Heat Pump and other leading retrofit-support programs to identify gaps
  - Development of new educational materials and tools for homeowners
2. A Consumer Awareness Campaign:
  - New homeowner testimonial videos featuring local experiences of heat pump retrofits
  - Interactive webinar for homeowners to learn about heat pump retrofits, Jump on a New Heat Pump services and available rebates
  - Social media and print ad campaign to increase awareness of heat pump retrofits and Jump on a New Heat Pump services
3. Expanded Virtual Home Energy Support Services:
  - Virtual Home Energy Check-ups (continued from Phase 2)
  - Follow-up support by phone or email for homeowners navigating later steps in the retrofit process, including finding a qualified energy advisor, undertaking and understanding an EnerGuide assessment, finding qualified contractors, understanding quotes, obtaining information required to apply for rebates and navigating municipal permitting processes

The expanded virtual home energy support services are anticipated to launch in May 2023, alongside an initial promotional push, in advance warmer summer temperatures.

## FINANCIAL IMPLICATIONS

The City's additional contribution commitment of \$80,000 for heat pump top-up rebates can be accommodated within the existing appropriated funds of the Greening the Community Building Sector Project.

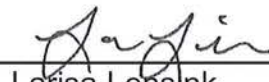
## NEXT STEPS

Should the recommendations of this report be endorsed, staff will coordinate the finalization of the required municipal contribution agreement amendment with the Province and BC Hydro to enable continuation of the top-up rebates. Staff will work with the City's Communications team to deliver the third phase of Jump on a New Heat Pump to encourage heat pump retrofits. Staff will monitor rebate uptake and assess the role of continued rebates beyond 2023, in coordination with the Districts of North and West Vancouver.

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

Transitioning to low carbon buildings through heat pump adoption is a key strategy in achieving the City's climate targets and advancing Council's Livable City priority.

RESPECTFULLY SUBMITTED:



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Larisa Lensink  
Planner 2, Environmental Sustainability



**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, NOVEMBER 14, 2022****

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**REPORT**

7. CleanBC Go Electric and Better Homes Municipal Rebate Contributions  
– File: 11-5280-14-0001/2022

Report: Planner 2, Environmental Sustainability, and Planning Assistant,  
Environmental Sustainability, November 2, 2022

Moved by Councillor Bell, seconded by Councillor McIlroy

PURSUANT to the report of the Planner 2, Environmental Sustainability, and the Planning Assistant, Environmental Sustainability, dated November 2, 2022, entitled “CleanBC Go Electric and Better Homes Municipal Rebate Contributions”:




THAT the City enter into an agreement under the CleanBC Go Electric Rebate Program, to provide municipal top-up rebates for electric vehicle ready plans and infrastructure in multi-family buildings;

THAT additional funds, in the amount of \$80,000, be allocated from the Environment Strategy Implementation Project to continue to provide municipal top-up rebates for low carbon home energy retrofits through the CleanBC Better Homes Program;

AND THAT the Mayor and Corporate Officer be authorized to sign the Contribution Agreements with the Province of BC and BC Hydro, and any other necessary documentation to give effect to this motion.

**CARRIED UNANIMOUSLY**



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

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Larisa Lensink, Planner 2, Environmental Sustainability  
Anu Garcha, Planning Assistant, Environmental Sustainability

Subject: CLEANBC GO ELECTRIC AND BETTER HOMES MUNICIPAL REBATE  
CONTRIBUTIONS

Date: November 2, 2022 File No: 11-5280-14-0001/2022

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

**RECOMMENDATION**

PURSUANT to the report of the Planner 2, Environmental Sustainability and Planning Assistant, dated November 2, 2022, entitled "CleanBC Go Electric and Better Homes Municipal Rebate Contributions":

THAT the City enter into an agreement under the CleanBC Go Electric Rebate Program, to provide municipal top-up rebates for electric vehicle ready plans and infrastructure in multi-family buildings;

THAT additional funds, in the amount of \$80,000 be allocated from the Environment Strategy Implementation Project to continue to provide municipal top-up rebates for low carbon home energy retrofits through the CleanBC Better Homes Program;

AND THAT the Mayor and Corporate Officer be authorized to sign the Contribution Agreements with the Province of BC and BC Hydro and any other necessary documentation to give effect to this motion.

**ATTACHMENTS**

1. Report to Council from the Planner 2, Environmental Sustainability, entitled "CleanBC Better Homes Municipal Rebate Contribution", dated April 27, 2022 (CityDocs [#2182546](#))

2. CleanBC Go Electric EV Charger Rebate Program Municipal Contribution Agreement, November 2022 (CityDocs [#2241327](#))
3. CleanBC Better Homes Program Municipal Contribution Agreement Amendment, October 2022 (CityDocs [#2240097](#))
4. 2018 Electric Vehicle Strategy (CityDocs [#1696442](#))

## PURPOSE

The purpose of this report is to seek direction from Council to commit \$46,300 towards new top-up rebates for electric vehicle ready plans and infrastructure in existing multi-family buildings and an additional \$80,000 towards heat pump top-up rebates through Municipal Contribution Agreements with the Province of BC and BC Hydro.

## BACKGROUND

### Carbon Pollution from Vehicles and Homes

Transportation is the largest source of carbon emissions in the City, contributing 57% of community-wide emissions from gas and diesel use in vehicles. Buildings account for 40% of community-wide emissions, the second largest source of carbon pollution in the City. Accelerating the transition to zero emission modes of transportation, such as electric vehicles and heat pumps for heating are key strategies in achieving the City's climate targets of an 80% reduction in emissions below 2007 levels by 2040 and net zero by 2050.

### Electric Vehicle Charging Infrastructure in Existing Multi-Family Buildings

#### Roles of Home Charging and Electric Vehicle Ready Infrastructure

Access to at-home charging is a critical factor in the decision to switch to an electric vehicle (EV) and residents in multi-family buildings face additional barriers when installing EV charging infrastructure. Three out of four dwellings units in the City are in multi-family buildings<sup>1</sup>, so support for these types of buildings will be critical in enabling broad EV adoption in the City.

Installing EV charging stations in multi-family buildings one at a time is costly and inefficient. In many cases, installations following this piecemeal approach will quickly use up spare electrical load in the building, preventing future installations without costly electrical upgrades.

In contrast, equipping every parking space with an energized outlet for EV charging through a holistic approach called "EV ready" retrofits is a cost-effective and equitable way to implement EV charging in existing multi-family buildings. An EV ready plan, completed by a qualified electrical contract or engineer, can determine how to equip every parking stall with EV ready infrastructure to fit within a building's electrical capacity, avoiding costly electrical upgrades. EV ready infrastructure equips a building

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<sup>1</sup> Statistics Canada, City of North Vancouver 2021 Census Profile



to accommodate high levels of future EV charging, enabling all residents to easily install a charger when needed to prepare for widespread EV adoption.

#### Current Rebate Offerings

The Province offers rebates EV charging installations through the CleanBC Go Electric Program, administered by BC Hydro, to support EV adoption and recently launched rebates for EV ready plans and infrastructure. The rebates available for multi-family buildings are:

- EV Ready Plan: Up to \$3,000 (75% of costs);
- EV Ready Infrastructure: Up to \$120,000 (50% of costs); and
- EV Charging Stations: Up to \$14,000 (50% of costs).

### **Heat Pump Installations in Existing Homes**

#### Jump on a New Heat Pump Program

In 2020, the City launched the Jump on a New Heat Pump program in partnership with the Districts of North and West Vancouver and support from BC Hydro to increase uptake of heat pump installations replacing fossil fuel heating systems in homes on the North Shore. The program delivers consumer awareness campaigns educational guides, and interactive webinars. Most recently, the program expanded to offer a virtual home energy check-up service for homeowners to receive tailored advice about energy retrofits of their homes. The program complements and promotes the CleanBC rebate programs for homeowners switching from fossil fuel heating systems to heat pumps.

#### Current Rebate Offerings

Since 2018, the City has been providing municipal top-up rebates through the Province's CleanBC Better Homes Rebate Program to support residents in completing low carbon home energy retrofits to address emissions from buildings in the City. The Program offers a range of rebates for energy efficiency and fuel-switching upgrades to reduce greenhouse gas emissions from existing buildings. The rebates and top-up rebates are accessed through the Province's CleanBC Better Homes Rebate Program and administered by BC Hydro, through a Municipal Contribution Agreement. The history of the City's participation in the program and most recent contribution agreement can be found in Attachment #1.

The following rebates are currently available to City residents for heat pump installations replacing fossil fuel space heating systems through federal, provincial and municipal rebate programs:

Canada Greener Homes Rebate	Up to \$5,000
CleanBC Better Homes Rebate	Up to \$6,000
City Top-Up Rebate	\$2,000
<b>Total Combined Rebate Value</b>	<b>Up to \$13,000</b>

Separately, the City provides top-ups to the CleanBC rebates for heat pump water heaters and electrical services upgrades required for heat pump installations, as well as an incentive to contractors undertaking fuel-switching heat pump installations.

### Rebate Uptake to Date

After relatively low participation in the initial years of the program, staff are pleased to report that uptake of top-up rebates has increased significantly in the last year (Figure 1). The top-up rebates accessed to date represent the installation of 22 heat pump replacing fossil fuel systems in homes in the City. The third quarter of 2022 saw the highest uptake of top-up rebates since the start of the program. The increase in program participation can be attributed in part to a number of public awareness campaigns that have been active in the region recently, including the North Shore's Jump on a New Heat Pump Program.

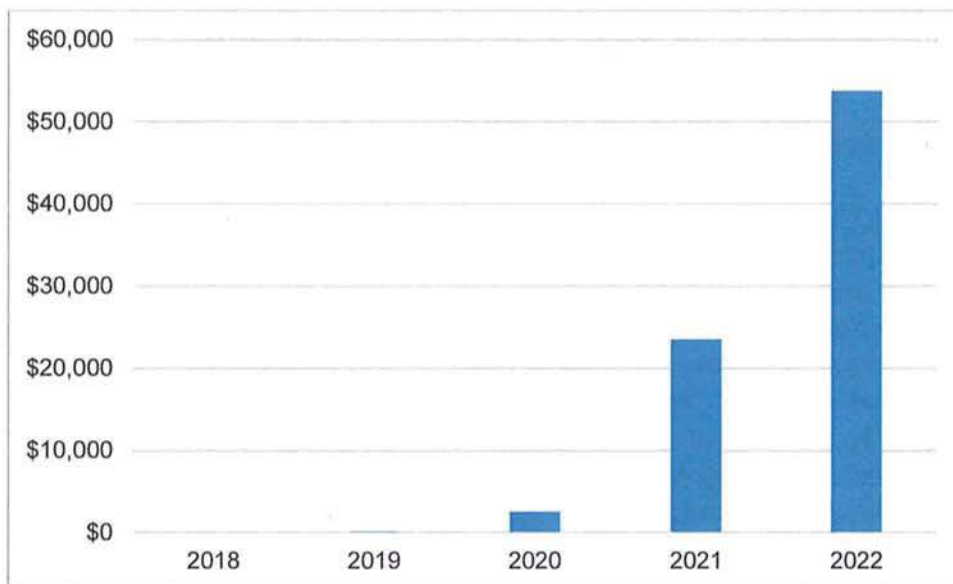


Figure 1. Total value of City top-up rebates accessed each year since the launch of the program.

## **DISCUSSION**

### **CleanBC Go Electric EV Charger Rebate Program Municipal Contribution Agreement**

Even with the CleanBC rebates, cost barriers to EV ready plans and infrastructure remain; to support residents in multi-family buildings transition to EVs, the City can provide top-up rebates through the Province's Go Electric EV Charger Rebate Program. A municipal contribution agreement (Attachment #2) with the Province and BC Hydro is required to launch municipal top-up rebates, which will provide additional funding for EV ready plans and the installation of EV ready infrastructure.

Should Council endorse the recommendations of this report, the City will commit \$46,300 towards the program to be distributed as rebates, which are accessed by residents through the CleanBC Go Electric EV Charger Rebate Program. This contribution commitment will exhaust remaining EV Strategy Implementation Project funds and is expected to support EV ready plans and retrofits for approximately 7 to 12 multi-family buildings, depending on the number of parking stalls. The maximum top-up rebate amount for EV ready infrastructure for each building of \$6,000 will be able to support 100% of parking spaces at buildings with up to 60 parking stalls - capturing



approximately 80% of multi-family buildings in the City - and provide partial support for buildings with over 60 parking stalls. The City's contribution will be directed towards comprehensive retrofits that benefit the entire building through EV ready plans and infrastructure, and at this time will not be directed to individual charging stations.

The following table outlines the CleanBC rebates and proposed municipal top-up rebates included in the new municipal contribution agreement:

	<b>EV Ready Plans</b>	<b>EV Ready Infrastructure Installation</b>
CleanBC Go Electric Rebate	Up to \$3000 (75% of costs)	Up to \$120,000 (50% of costs)
Municipal Top-Up Rebate	\$1000	\$100 per parking stall (Up to \$6,000 per building)
<b>Total Combined Rebate Value</b>	<b>Up to \$4,000</b>	<b>Up to \$126,000</b>

Supporting EV ready retrofits of multi-family buildings through top-up rebates will increase access to home charging and prepare buildings for a future of widespread EV adoption facilitated by the Province's increasing EV sales targets to achieve 100% by 2035.

### **CleanBC Better Homes and Home Renovation Rebate Program Municipal Contribution Agreement Amendment**

The City's current contribution commitment of \$80,000 is fully subscribed as of this fall. To continue providing top-up rebates through the Province's CleanBC Better Homes Rebate Program, a new contribution commitment and amendment to the City's current municipal contribution agreement (Attachment #3) is required. A new contribution of \$80,000 is recommended to continue to support residents in switching to low carbon heat pumps which have higher up-front costs than natural gas systems.

The transition to electric heat pumps for space and water heating is a critical strategy in reducing emissions from the building sector and provides increased resiliency through cooling. Given the 15-20+ year lifespan of heating equipment, it is important that when natural gas systems are being retired, they are being replaced with low carbon systems like heat pumps to achieve the emissions reductions required to be on the path to net zero by 2050. Supporting market transformation through incentives will help prepare homeowners for the upcoming provincial restriction on the sale of combustion-based fossil fuel powered space and water heating equipment in 2030.

### **FINANCIAL IMPLICATIONS**

The City's contribution commitments of \$46,300 for electric vehicle municipal top-up rebates and of \$80,000 for heat pump top-up rebates can be accommodated within the existing appropriated funds of the EV Strategy Implementation Project and Environment Strategy Implementation Project, respectively. Staff will monitor rebate uptake and barriers to adoption, and consider recommending additional funding for top-up rebates



through the capital plan process to continue the programs in future years as appropriate.

## NEXT STEPS

Should the recommendations of this report be endorsed, staff will coordinate the finalization of the required municipal contribution agreements with the Province and BC Hydro to enable the top-up rebates. Staff will work with the City's Communications team to promote the rebate programs through the Jump on a New Heat Pump campaign, develop new educational resources for EV ready retrofits of multi-family buildings, and monitor rebate uptake.

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The 2018 EV Strategy (Attachment #4) is the City's guide to accelerating EV adoption to address carbon pollution from passenger vehicles. The EV Strategy identifies 30 key actions to remove barriers to EV adoption. Many of the priority actions of the Strategy have been implemented; however, progress remains to be made in the key area of "Charging Infrastructure: Existing Buildings" to enable residents to switch to EVs. In particular, "providing funding through incentives or rebates to improve access to home charging for residents in existing multi-family buildings" is a remaining action of the EV Strategy which will be supported through the provision of top-up rebates as detailed in this report.

Further, investment in rebates for EV charging infrastructure aligns with policy direction set in the City's Mobility Strategy:

- Strategy 3: Make shared and zero-emission vehicles the easiest choice when we need to use a car.
  - B - Support the transition to zero-emission vehicles.
    - ii - Accelerate the implementation of actions from the City's Electric Vehicle Strategy.

Transitioning to low carbon buildings and transportation through heat pump and electric vehicle adoption are key strategies in achieving the City's climate targets.

RESPECTFULLY SUBMITTED:



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Larisa Lensink  
Planner 2, Environmental Sustainability



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Anu Garcha  
Planning Assistant, Environmental  
Sustainability

**CLEANBC BETTER HOMES AND HOME RENOVATION REBATE PROGRAM**

**MUNICIPAL CONTRIBUTION AGREEMENT AMENDMENT**

**Modification No. 2**

This **MUNICIPAL CONTRIBUTION AGREEMENT AMENDMENT** is made effective as of the \_\_\_\_ day of \_\_\_\_\_, 2023 (the “**Effective Date**”).

AMONG:

**BRITISH COLUMBIA HYDRO AND POWER AUTHORITY**, a British Columbia Crown Corporation with its head office at 333 Dunsmuir Street, Vancouver, BC V6B 5R3

(hereinafter “**BC Hydro**”)

AND:

**HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA**, represented by the Minister of ENERGY, MINES AND LOW CARBON INNOVATION, ENERGY EFFICIENCY BRANCH, having an office at 1810 Blanshard Street, Victoria, BC V8T 4J1

(the “**Province**”)

AND:

**CITY OF NORTH VANCOUVER**, having an office at 141 West 14<sup>th</sup> Street, North Vancouver, BC V7M 1H9

(hereinafter the “**Municipality**”)

**Background:**

- A. The parties entered into the Municipal Contribution Agreement dated April 1, 2022, as amended in Municipal Contribution Agreement Amendment No. 1 dated November 4, 2022 (collectively, the **"Agreement"**).
- B. The parties have agreed to modify the Agreement.

**Agreement:**

The parties agree as follows:

- 1. The attached revised section 2 replaces section 2 of the Agreement effective April 24, 2023.
- 2. The attached revised Schedule A replaces Schedule A of the Agreement effective April 24, 2023.
- 3. In all other respects, the Agreement is confirmed.

SIGNED AND DELIVERED on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ on behalf of the Province by its duly authorized representative:

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

SIGNED AND DELIVERED on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by or on behalf of the Recipient, BC Hydro (or by its authorized signatory or signatories if the Recipient is a corporation):

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

SIGNED AND DELIVERED on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by or on behalf of the Recipient, City of North Vancouver (or by its authorized signatory or signatories if the Recipient is a corporation):

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

## REVISED SECTION 2 – Funding

The Municipality has or will contribute funding to the Program for measures specified in Schedule A that shall not in any circumstances whatsoever exceed \$240,000, in accordance with the following funding contribution schedule.

Contribution Date	Contribution Amount
September 28, 2018	\$20,000
May 1, 2021	\$60,000
October 14, 2022	\$80,000
April 24, 2023	\$80,000
<b>Total</b>	<b>\$240,000</b>

The Program Delivery Provider will manage the funding and when the funding is exhausted, the Municipal Offer will no longer be available to participants in the Municipality unless this Agreement is amended to reflect additional funding. All of the funding will be applied and allocated within the Program solely for funding Municipal Offers. Any funding provided for the Program prior to the Effective Date will be applied to this Agreement.

## **REVISED SCHEDULE A**




### **Municipal Offers**

<b>Activities</b>	<b>Municipal Offer (\$/participant)</b>	<b>Offer Selection</b>	<b>Offer Start Date</b>	<b>Offer End Date</b>
Electrical Service Upgrade	\$500	<b>x</b>	October 1, 2019	March 31, 2024
<b>Heat Pump Water Heater Fuel Switching</b>				
Heat Pump Water Heater Option 1	\$350			
Heat Pump Water Heater Option 2	\$1,000	<b>x</b>	October 1, 2019	March 31, 2024
<b>Contractor Spiff Fuel Switching Heat Pump</b>				
Contractor Spiff Option 1	\$50	<b>x</b>	September 28, 2019 (retroactive)	March 31, 2024
Contractor Spiff Option 2	\$300			
<b>Heat Pump Fuel Switching (Includes Dual Fuel)</b>				
Heat Pump Option 1	\$350			
Heat Pump Option 2	\$2,000	<b>x</b>	October 1, 2019	June 30, 2023
<b>Removal of Fossil Fuel Primary Heating System (with Heat Pump Fuel Switch)</b>				
All-Electric Heat Pump (Fossil Fuel Removal) Option 1	\$350			
All-Electric Heat Pump (Fossil Fuel Removal) Option 2	\$2,000	<b>x</b>	July 1, 2023	March 31, 2024



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

**COUNCIL REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Siobian Smith, Manager, Economic Development

Subject: COPPERPENNY DISTILLING APPLICATION FOR PERMANENT  
CHANGE OF LIQUOR SERVICE HOURS FOR THE LOUNGE AREA –  
PUBLIC FEEDBACK AND RECOMMENDATION

Date: April 14, 2023 File No: 13-6750-01-0001/2023

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**RECOMMENDATION**

PURSUANT to the report of the Manager, Economic Development, dated April 14, 2023, entitled "Copperpenny Distilling Application for Permanent Change of Liquor Service Hours for the Lounge Area – Public Feedback and Recommendation":

THAT the application for extension of current closing hours to 12:00am, Sunday to Thursday; and 2:00am, Friday and Saturday for liquor service in the lounge area under Copperpenny Distilling Limited's liquor Manufacturer Licence, be approved subject to the following conditions:

- In accordance with the provisions set out in the Outdoor Dining Agreement, the extension of liquor service hours shall not be applied to the current outdoor patio area. All service of food and beverages on the outdoor patio should cease by 10:00pm and the patio area should be cleared by 11:00pm; and
- Signage be posted in conspicuous locations on the business premises to advise patrons to be respectful of neighbours when leaving the premises.

AND THAT the Liquor and Cannabis Licesning Branch be informed of this resolution and that the application approval has been granted on the basis that:

- The impact of noise on the community in the immediate vicinity of the establishment, in general, is expected to be minimal if managed diligently;
- The proposed extension to liquor service hours is consistent with the vision for The Brewery District;

- The proposed extended liquor service hours will not result in the service area being operated in a manner that is contrary to the primary purpose of the business; and
- The results of the public feedback conducted by City staff found a majority of respondents in favour of the proposed liquor service hours.

## **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. Council reviewed the application on April 3, 2023 and directed Economic Development staff to undertake a public consultation process to solicit public feedback for this application. Staff initiated the consultation process for a period of 10 days through direct mail notifications in the immediate vicinity as well as mounting a sign on the premises. Input received provided overwhelming support for the 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). The lounge endorsement currently provides for business closing hours everyday by 11:00pm. Copperpenny Distilling is seeking approval to extend its liquor service closing hours to 12:00am, Sunday to Thursday; and 2:00am, Friday and Saturday. As part of the process to apply for permanent change to a liquor licensee's current liquor service hours, LCRB notified the respective local government to conduct public consultation and table concerns or support for the application. The Council Report, dated March 22, 2023, provides detailed background and supporting documentation and can be accessed via City Doc No. [2351143](#).

In an effort to gauge potential impacts to the community, Council directed staff to undertake a public consultation process to solicit written feedback for this application. Staff reached out to the business operators, residents, and property owners (residential and commercial properties) that are situated within a 40-metre radius of the applicant's premises via issuance of physical letters. A sign was also placed in front of the applicant's establishment throughout the consultation period to invite public feedback.

## **PUBLIC FEEDBACK**

The City received a total of 58 responses in which a majority of the respondents (88%) conveyed support for the application from Copperpenny Distilling. These respondents underscored that the extension of liquor service hours would contribute toward animating the Brewery District. More than 13% of respondents provided more detailed responses emphasizing the current limited service options after midnight hours in the lower Lonsdale



neighbourhood. These respondents advocated that extending liquor service hours for the applicant may be a vital step to adding value and driving growth in the area.

A total of 6 respondents from nearby residences and a religious organization conveyed their opposition for the application from Copperpenny Distilling. These responses cited that an approval for the extension of liquor service hours would likely result in increased noise caused by patrons exiting the business after closing hours. Further concerns were cited about previous disruptive incidents with loud music during events at nearby business operators and a possible lack of parking if this application is approved. Specific complaints were received related to past incidents with Finch & Barley (Food Primary located at 250 E 1<sup>st</sup> Street – closing at 1:00am) and North Point Brewing (Brewery with Lounge located at 266 E 1<sup>st</sup> Street – closing at 11:00pm).

Of the 58 responses received, 33 were provided by respondents based in the City – constituting 57% of the total responses. The remaining 43% of responses were provided by respondents living elsewhere on the North Shore. Of the City-based respondents, 79% conveyed their support for the application. Of the 27 responses that came from the lower Lonsdale neighbourhood, 74% responded in support of this application. Further details are provided in Table 1 below.

Table 1: Breakdown of Responses

	Number of Respondents	Percentage
<b>Total No. of Respondents</b>	<b>58</b>	
No. of City-Based Respondents	33	<b>57%</b>
No. of Non City-Based Respondents	25	<b>43%</b>
<b>No. of City-Based Respondents</b>	<b>33</b>	
No. of Support	26	79%
No. of Support - Conditional	1	3%
No. of Opposition	6	18%
<b>No. of Lower Lonsdale Respondents</b>	<b>27</b>	
No. of Support	20	74%
No. of Support - Conditional	1	4%
No. of Opposition	6	22%

## DISCUSSION

Based on public response, the request from Copperpenny Distilling to extend its liquor service closing hours affirmed the increasing popularity of the Brewery District. The vast majority of feedback praised the contribution of breweries to the vibrancy and culture of the City and underscored the demand for liquor service beyond midnight hours on the North Shore in general.

While Copperpenny Distilling is situated immediately behind a residence, it has not been the subject of a complaint since its establishment in 2020. The public feedback received during this consultation confirmed that noise complaints were related to the food/liquor

service operators on East 1<sup>st</sup> Street. Further, it should be noted that, unlike Copperpenny Distilling, these business premises on East 1<sup>st</sup> Street exit directly onto the same block as the nearby residences.

On balance, staff consider that the proposed extension to liquor service hours is reasonable and consistent with the vision for the Brewery District as a vibrant community destination. The extension of hours is also consistent with the goal of maximizing economic opportunity in a light-industrial area on employment generating lands. As increasing densification in the City will inevitably bring residential and commercial areas into closer proximity, staff will continue to explore tools that support positive community integration within neighbourhoods including updates to and compliance with "Good Neighbour" agreements.

It should also be noted that staff have authority under the current Business Licence Bylaw to introduce additional conditions on the Business Licence should issues arise at a later date. The LCRB also monitors complaints about business operations for businesses with Provincial Liquor Licences and can take actions if warranted.

The following options are presented for Council's consideration:

**Option 1 - Recommended:** Approve the extended hours with conditions. For this option, the proposed motion would be:

*THAT Council approve the application for extension of current closing hours to 12:00am, Sunday to Thursday; and 2:00am, Friday and Saturday for liquor service in the lounge area under Copperpenny Distilling Limited's liquor Manufacturer Licence, subject to the following conditions:*

- In accordance with the provisions set out in the Outdoor Dining Agreement, the extension of liquor service hours shall not be applied to the current outdoor patio area. All services of food and beverages on the outdoor patio should cease by 10:00pm and the patio area should be cleared by 11:00pm; and*
- Signage be posted in conspicuous locations on the business premises to advise patrons to be respectful of neighbours when leaving the premises.*

*Application approval granted on the basis that:*

- The impact of noise on the community in the immediate vicinity of the establishment, in general, is expected to be minimal if managed diligently;*
- The proposed extension to liquor service hours is consistent with the vision for the Brewery District;*
- The proposed extended liquor service hours will not result in the service area being operated in a manner that is contrary to the primary purpose of the business; and*
- The results of the public feedback conducted by City staff found a majority of respondents in favour of the proposed liquor service hours.*



**Option 2 – Not Recommended:** Deny the application for extended hours at this time. For this option, the proposed motion would be:

*THAT the proposed Manufacturer Liquor Licence application with liquor service closing hours at 12:00am, Sunday to Thursday; and 2:00am, Friday and Saturday for Copperpenny Distilling Limited be denied at this time, given the potential negative impact of noise and neighbourhood disturbance from patrons on adjacent residential uses.*

## FINANCIAL IMPLICATIONS

There are no financial implications resulting from this report.

## INTER-DEPARTMENTAL IMPLICATIONS

The Planning Department, Business Licencing and Bylaw Services Division have been consulted on this application. Bylaws noted that with the late night operation of any liquor service establishment that noise complaints are anticipated. There is no anticipated impact for other City Departments.

RESPECTFULLY SUBMITTED:






Siobian Smith

Manager, Economic Development



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

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Huy Dang, Planner 1

Subject: DEVELOPMENT VARIANCE PERMIT FOR 1253 SUTHERLAND  
AVENUE (JAMES STOBIE, SYNTHESIS DESIGN INC.)

Date: April 12, 2023 File No: 08-3400-20-0110/1

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

**RECOMMENDATION**

PURSUANT to the report of the Planner 1, dated April 12, 2023, entitled "Development Variance Permit for 1253 Sutherland Avenue (James Stobie, Synthesis Design Inc.):

THAT Development Variance Permit No. PLN2023-00001 (James Stobie, Synthesis Design Inc.) be considered for issuance under Section 498 of the *Local Government Act* and the Public Meeting be waived;

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

AND THAT the Mayor and Corporate Officer be authorized to sign the necessary documentation to give effect to this motion.

**ATTACHMENTS**

1. Context Map (CityDocs [2344133](#))
2. Applicant's Variance Rationale (CityDocs [2329887](#))
3. Architectural Drawings, dated January 6, 2023 (CityDocs [2329885](#))
4. Public Consultation Summary Report (CityDocs [2346693](#))
5. Petition of Support, dated February 27, 2023 (CityDocs [2347102](#))
6. Development Variance Permit No. PLN2023-00001 (CityDocs [2347085](#))

## SUMMARY

Synthesis Design Inc., on behalf of the property owners at 1253 Sutherland Avenue, has applied for a Development Variance Permit (DVP) to vary the Principal Building siting requirements in order to authorize two existing non-conforming setbacks for a portion of their existing Principal Building. That portion, which includes an attached garage, appears to have been constructed without formal permits from the City. This was flagged by staff through the applicant and property owners' recent Building Permit for minor building additions and interior renovations to their home. It was determined through those reviews that the non-conforming setbacks would have to be rectified before they are able to proceed with the proposed building additions. A DVP would be one option to facilitate this without requiring the existing structure to be altered.

## BACKGROUND

Applicant:	James Stobie, Synthesis Design Inc.
Official Community Plan Designation:	Residential Level 1
Existing Zoning:	RS-1

### Building and Site History

The City has a limited record of past Building Permits for the property, dating back to 1982 as the last recorded set of building renovations, which do not include the attached garage portion that is present today. Staff note that available aerial imagery dating back to 2007 from Google Maps, appears to depict the same building envelope in place. As such, it is presumed that the attached garage portion was constructed sometime within this ~25 year window. The current property owners have indicated that they purchased the property in 2009.

The single-family dwelling as it appears today consists of two floors occupied by the principal owners, which includes an attached garage with a deck over top offering primary access off Sutherland Avenue. The owners have indicated they have no intention of converting the lower floor into a secondary suite and will continue to use the space as an additional recreational space.

Although the driveway access off the street is technically non-conforming given the available lane access, staff are not requiring that component be rectified at this point in time, as



**Figure 1.** Current Google Streetview image of the property from Sutherland Ave, depicting attached garage



the driveway location appears to have existed, as included in the Building Permit records, and the fact that vehicular access is not considered within the scope of their current Building Permit renovations to the building envelope. In the future, should the owner undertake significant renovations to the principal building and/or redevelop the property, staff will then likely require the vehicular access be moved exclusively off the lane. This is consistent with City staff's approach to dealing with other existing non-conforming driveways, including similar corner properties along Sutherland Avenue, as some nearby examples.

### Site Context and Surrounding Use

The property is surrounded predominantly by single-family dwellings, consistent with the Official Community Plan's Residential Level 1 designation. The property also borders the District of North Vancouver's municipal jurisdiction directly east across Sutherland Avenue, which also consists primarily of single-family dwellings (refer to Attachment 1).

## **DISCUSSION**

### Zoning Implications

In order to authorize current siting of the principal building's attached garage, the applicant is requesting a variance under the applicable One-Unit Residential 1 (RS-1) zone's Section 509(5), as outlined under Table 1 below. Staff note that any garages or carports attached to a principal building are to be considered as part of the principal building, and thus subject to the standard principal building siting requirements.

**Table 1. Proposed zoning variance comparison table**

Principal Building Setback	RS-1 Provisions	Proposed Variance via DVP
From Exterior Lot Line (Sutherland Avenue)	Lesser of 3.048 metres (10 feet) or 0.2 times the Lot width <b>(8.5 feet)</b>	0.26 metres (0.85 feet)
From Rear Lot Line (Lane)	Greater of 8 metres (26.2 feet) or 0.35 times the Lot depth <b>(51.4 feet)</b>	14.3 metres (46.75 feet)

Aside from the aforementioned driveway location, all other components of the site appear compliant with the RS-1 zone provisions. Staff note that the attached garage consists of one standard sized parking stall, in addition to one smaller stall, which complies with the minimum parking requirement of one stall on site.

### Alternative Options

Staff had assessed a number of options with the applicant to address the non-conformity, which included modifying the building configuration to either meet the zoning requirements outright or to be within 10% of the setback requirement in order to qualify as a "Minor" DVP. Submitting a Board of Variance application was also considered as a potential option. However, since the non-conformity cannot be attributed directly to any site-specific hardships, but rather unauthorized construction, it would be challenging to pose sufficient justification for hardship to the Board. Ultimately, the applicant and owner

determined the extent of modifications and costs required to modify the building and structure would be too onerous given the scope of their original renovation proposal, and decided on the standard DVP path as the most cost-effective course of action.

### Planning Analysis

Planning staff are supportive of the variances required to authorize the non-conforming setbacks, as the structure poses minimal disturbance and obstruction to adjacent neighbours. The structure also appears to have been in place from at least 2007 without any neighbourhood concerns or issues to staff's knowledge. A variance would allow the City to properly review and ensure that the unpermitted addition is structurally sound and 'legalized' as part of their current building permit.

The boulevard frontage along Sutherland Avenue is also fairly wide relative to other boulevards typically found in single-family neighbourhood (refer to Figure 1 and Attachment 1) which results in the encroachment not creating any blind spots for vehicles.

### **COMMUNITY CONSULTATION**

The owner and applicant were proactive with engaging surrounding neighbours in both the City and District of North Vancouver. This included assembling a petition of support with roughly 24 signatures from adjacent neighbours (Attachment 5).

Given the scope of the variance proposal, a Developer Information Session was waived by staff pending the feedback received in response to the site signage and mail-outs delivered to properties within 40 metres of the site (including those in the District). Only three formal responses were submitted within the comment period; none of which expressed any concern with the proposed variances as noted in the applicant's Public Consultation Summary Report (Attachment 4).

### **INTER-DEPARTMENTAL REVIEW**

Development Services has noted that any existing encroachments onto City property would need to be removed in anticipation of future plans to integrate a sidewalk on the respective boulevard along the west side of Sutherland Avenue. This would include any structures, fences and hedges, in addition to ensuring any City trees are maintained, which the applicant has addressed. These comments have been captured on the respective Building Permit, which also includes addressing potential grading and drainage considerations for the sidewalk integration down the line.

The Building Department has also noted that further structural modifications may be required as deemed necessary through the Building Permit, to the satisfaction of the Chief Building Official. Through the active Building Permit, staff will ensure that any proposed renovations and affected structures comply with standard regulations.



## CONCLUSION

Staff are supportive of the variances required to authorize a long-standing building addition originally constructed without permits, as the addition poses minimal concerns to adjacent neighbours.

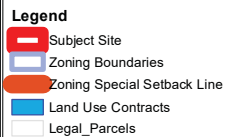
RESPECTFULLY SUBMITTED:



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Huy Dang  
Planner 1





**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

PLOTTED: 3/21/2023  
SOURCE: StaffMap  
COORDINATE SYSTEM: NAD 83 UTM Zone 18N

city  
of north  
vancouver



February 3<sup>rd</sup>, 2023

Mayor and Council  
City of North Vancouver  
141 West 14<sup>th</sup> Street,  
North Vancouver, BC  
V7M 1H9



To Whom It May Concern,

**Re: Development Variance Permit Application - 1253 Sutherland Avenue**

Kelly and Suzanne purchased the property at 1253 Sutherland Ave in December 2009.

The intention of this application is to retain the existing garage and renovate and add to the existing home within the realms of the Zoning bylaw. The proposed additions are compliant under the zoning bylaw, however the existing garage that is retained on the property currently has non-conforming rear and side yard setbacks. There are no records of the proposed garage within the City; Google Maps and the CNV's own CityMap only go back to 2007 and both show the garage as per the current layout. The City have confirmed the access to the garage, while currently non-conforming due to the existing lane, was permitted in the past.

**Design Rationale**

The existing home was originally built in 1956 prior to the current zoning bylaws. It is well positioned for a single-family building on a corner lot with large front yard setback and room on either side for the principal dwelling. The large setback of the property line from Sutherland Avenue allows for sufficient view corridor around the corner from East 13<sup>th</sup> Street, in addition the garage setback does not impose on the Avenue.

The renovation has been carefully designed with a primary focus on family and friends. Upon entrance from the front, the main floor consists of a small foyer, a powder room, master bedroom and bathroom, and direct access to the open plan living and dining room. Outside of the new and extended dining room, there will be new doors to the existing deck with a new covered portion creating an indoor and outdoor living environment.

The lower floor includes a full bathroom, bedroom, new bar, and recreational area. In addition, it consists of an existing gym and flex room and access to the existing garage. There are no 'additions' being added at the lower floor level and the focus is to renovate within the existing space.

The garden is very important to Suzanne and Kelly. They are keen outdoor people are hoping to improve on the current garden and planting area. If the garage is removed from its existing location, it would severely hinder the potential of the rear yard.

The site-imposed hardship is the location of the existing garage and its proximity and encroachment beyond the Rear and Side Yard setbacks (cross-hatched on the Site Plan). Kelly and Suzanne have inherited an existing non-conformity and should not be penalised for it. They are doing what they can to retain and improve upon their existing home within their existing footprint. They have designed a modest, well thought out addition complete with energy efficient upgrades within the existing footprint of their home. They are hoping for the support of council and staff to move forward.

Kind Regards,

A handwritten signature in black ink, appearing to read "James Stobie".

James Stobie

A handwritten signature in black ink, appearing to read "Pedro Serrano".

Pedro Serrano



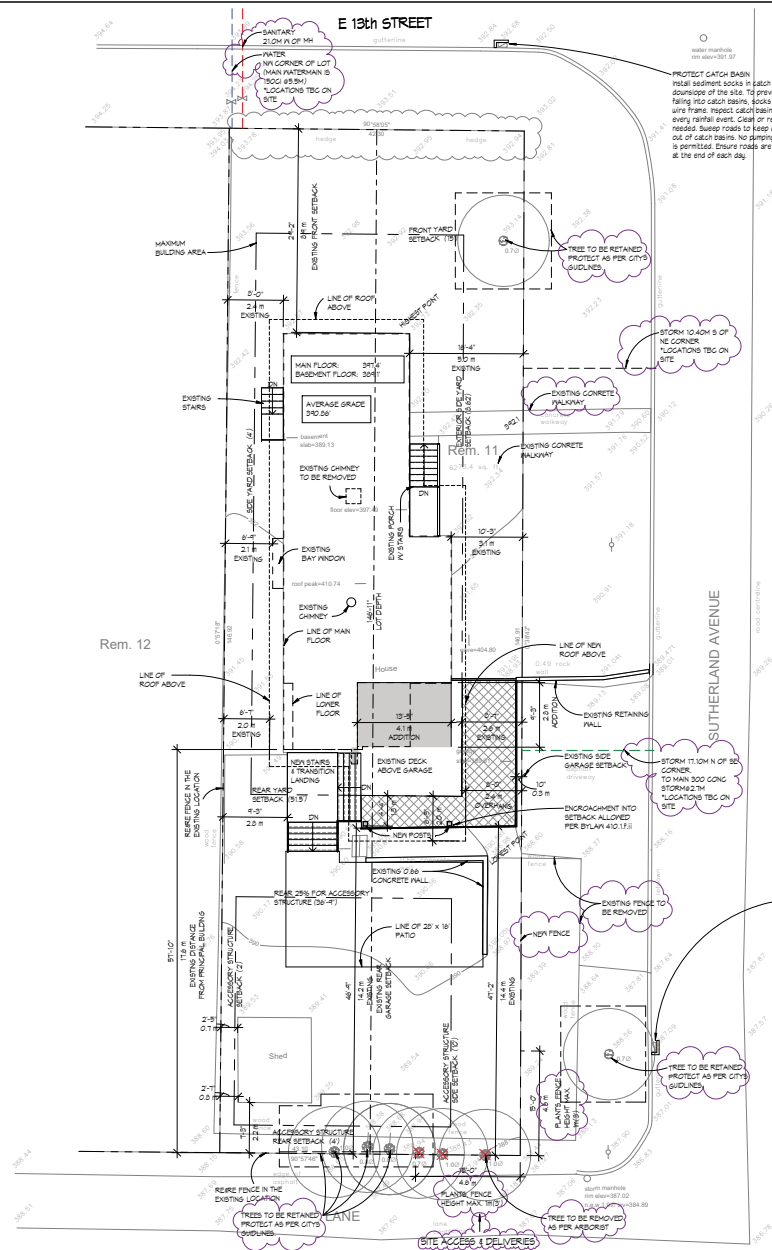
McKIBBIN-McLARTY RENOVATION / ADDITION

1253 Sutherland Ave. North Vancouver, BC

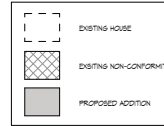
1.03.2023

# SITE PLAN

1/8" = 1'-0"



## LEGEND:



## SHAPING AND SITING ANALYSIS - RS-1 ZONING

LOT ADDRESS: 1253 Sutherland Ave, North Vancouver				
LOT AREA: 582.8 m <sup>2</sup> (6,273.4 sq. ft.)				
PRINCIPAL BUILDING	ALLOWED	EXISTING	PROPOSED	CONFORMS
FLOOR AREA		105.35 m <sup>2</sup>	11.6 m <sup>2</sup>	
LOWER FLOOR AREA (including garage)		(1,136 sqft)	(125 sqft)	
FLOOR AREA EXCLUSIONS (Basement built prior to 2019)		(1,562 sqft)	(1,110 sqft)	
TOTAL GROSS FLOOR AREA *		(2,698 sqft)	(1,527 sqft)	Y
LOT COVERAGE (Lot Area x 0.3)		(1,782 sqft)	(1,634 sqft)	Y
PRINCIPAL BUILDING HEIGHT		4.6m (15')	8.9m (29'2")	Y
PRINCIPAL BUILDING SETBACK		15.49m (51'5")	14.2m (46'7")	Y
Front Lot Line		2.42m (8'0")	0.26m (0'85")	ENC
Left (west) Side Lot Line (Exterior)		1.2m (4')	2.4m (8'0")	Y
Right (west) Side Lot Line (Interior)		1.2m (4')	2.4m (8'0")	Y
COACH HOUSE	ALLOWED	EXISTING	PROPOSED	CONFORMS
FLOOR AREA ****	58.27 m <sup>2</sup>	(627.3 sqft)	-	N/A
HEIGHT *****	4.6m (15')	-	-	N/A
ACCESSORY BUILDING SETBACK				
Shall be sited behind the front face of the Principal Building, and when exceeding 1018 sq. ft. in area, shall be sited in the rear 25% of the lot depth.				
Rear Lot Line		1.2m (4')	2.2m (7'23")	EXISTING Y
Exterior Left Side Lot Line		3.05m (10')	9.1m (29'92")	EXISTING Y
From Principal Building		3.05m (10')	8.29m (27'2")	EXISTING Y
Right Side Lot Line (Interior)		0.6m (2')	2.4m (8'0")	EXISTING Y
From Intersection of the Lot Lines along 2 streets/lanes/street & lane		4.6m (15')	-	Y
AVERAGE GRADE	HIGHEST	392.73	388.98	AVERAGE
				390.86

## EROSION AND SEDIMENT REQUIREMENTS

- No water leaving the site shall meet or exceed the criteria for "Excessive Suspended Solids Discharge" as described in the Stream and Drainage System Protection Bylaw, No. 7541, 2003.
- Install a sediment trap or tank to treat sediment-laden water prior to discharging off-site. Check sediment trap or tank regularly and remove built-up sediment as needed.
- Collect and dispose of concrete or cement wash-water appropriately or take off-site for disposal. Concrete wash-water must not be discharged into the storm drainage system. It is toxic and can alter the pH of the surrounding environment and result in the death of aquatic life.
- Ensure trees that will remain on site to be protected as per the city's guidelines.
- Fencing to be 1.2m tall above grade.
- Fencing to be 50mmx100mm wooden frame with cross braces to dimensions. Ensure posts are 450mm min. in to ground.
- Complisted with orange plastic snow fencing securely fastened to wood frame.
- Tree protection signage on fencing.
- Do not remove or relocate fencing during construction.
- No material or equipment to be stored within protected area.

## CONSTRUCTION

- Area to be affected by construction is mostly interior.
- Exterior area affected by construction will take place on the deck, above the garage. In addition a patio and landscaping at the rear yard only.
- Site Access to be allocated through the lane.
- Materials to be kept on site. Any deliveries should be through the rear lane.
- Contractor must park on site.

## LEGAL DESCRIPTION

TOPOGRAPHIC SURVEY PLAN OF:  
PLAN OF LOT 11, EXCEPT THE SOUTH 10 FEET NON LANE,  
BLOCK 74, DISTRICT LOT 890, PLAN 1904  
CIVIC ADDRESS:  
1253 Sutherland Ave, North Vancouver  
P.I.D. 009-880-881

FOR ADDITIONAL SITING INFORMATION REFER TO SURVEY PROVIDED BY:

PROFESSOR:  
Professional Land Survey Inc.  
202-1100 Westwood St, Coquitlam, BC  
Tel: (604) 464-8998  
Fax: (604) 464-8904

JOB DIRECTORY:  
FEB. 1986 P. - M -  
MUNICIPALITY: CNV

REVISIONS	#	BY
City Sign Comments	2	POS
01.06.2023		

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McKIBBIN-McCLARTY RENOVATION / ADDITION  
1253 Sutherland Ave.  
North Vancouver, BC

Drawing File  
SITE PLAN

Date: 1.03.2023  
Scale: 1/8" = 1'-0"  
Drawn: PCS  
Job No: 22011  
Sheet: A-1

Of 10 Sheets





REVISIONS	#	BY
Day Comments	1	POS
11.16.2022		

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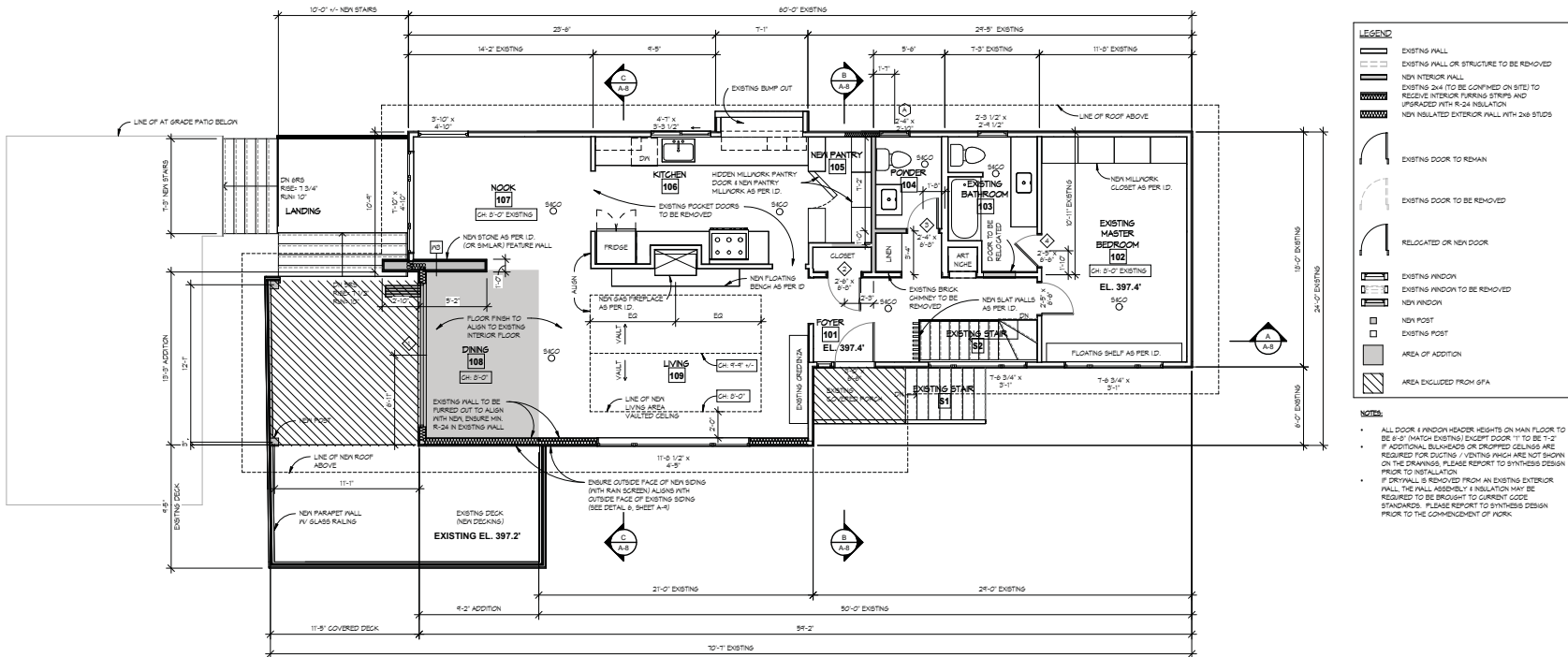
Synthesis Design Inc.  
255 West 1st Street  
North Vancouver, BC  
Canada V6L 1S3  
Tel: (604) 680-0087  
www.synthesdesign.ca

**McKIBBIN-McCLARTY RENOVATION / ADDITION**  
1253 Sutherland Ave.  
North Vancouver, BC

Drawing Title  
**MAIN FLOOR PLAN**

Date 1.03.2023  
Scale 1/4" = 1'-0"  
Drawn PCS  
Job No. 22011  
Sheet **A-3**

Of 10 Sheets



## MAIN FLOOR PLAN

1/4" = 1'-0"

MAIN FLOOR: 1134 SQ.FT (105.35M<sup>2</sup>)  
MAIN FLOOR ADDITION: 125 SQ.FT (11.6M<sup>2</sup>)  
TOTAL = 1,259 SQ.FT (116.96 M<sup>2</sup>)

100% COUNTABLE

EXCLUDED FROM GFA CALCULATION:  
COVERED DECK: 144 SQ.FT (13.38 M<sup>2</sup>)  
COVERED PORCH: 30 SQ.FT (2.78 M<sup>2</sup>)

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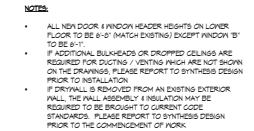
All dimensions shall be verified on site prior to commencement of work.

synthesis design inc.  
258 east 1st street  
north vancouver, bc,  
canada v7L 1B3  
tel. (604) 980-2087  
www.synthesisdsgn.ca

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Date	1.03.2023
Scale	1/4" = 1'-0"
Drawn	PCS
Job No.	22011
Sheet	<b>A-4</b>

f	10	Sheets
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1/4" = 1'-0"  
TOTAL LOWER FLOOR: 1582 (146.9M2)  
EXCLUSIONS: 1190 SQ.FT (110.5 M2)  
TOTAL: 392 SQ.FT (36.4 M2)

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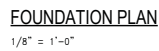
**McKIBBIN-McLARTY RENOVATION / ADDITION**  
1253 Sutherland Ave.  
North Vancouver, BC

Drawing Title  
FOUNDATION &  
ROOF PLANS

Date	1.03.2023
Scale	1/8" = 1'-0"
Drawn	PCS
Job No.	22011
Sheet	<b>A-5</b>

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Of 10 Sheets

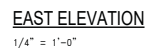


**LEGEND**

- FOUNDATION WALL
- C/M RIGID INSULATION
- FOOTING
- SHADED AREA INDICATES NEW ROOF

**FOUNDATION NOTES:**

1. FOUNDATION PLAN FOR LOCATION ONLY.  
FOR ALL TECHNICAL INFORMATION REFER  
TO STRUCTURAL ENGINEER DRAWINGS.
2. ALL SLAB ON GRADE ELEVATIONS TO BE  
MEASURED TO THE TOP OF CONCRETE.



**EAST SPATIAL SEPARATION**

**AREA OF FACE**  
908 sq.ft. (84.2 m2)

**LIMITING DISTANCE**  
33.6 ft. (10.2 m)

**ALLOWABLE OPENINGS**  
34% x 908 ft sq. = 301 sq.ft.

**AREA OF OPENING**  
33.5 sq.ft.

**CONFORMS**  
YES

[illegible]

REVISIONS	#	E
Citys Comments 11.18.2022	1	Pl
City Eng. Comments 01.06.2023	2	Pl

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[www.synthesdesign.com](http://www.synthesdesign.com)

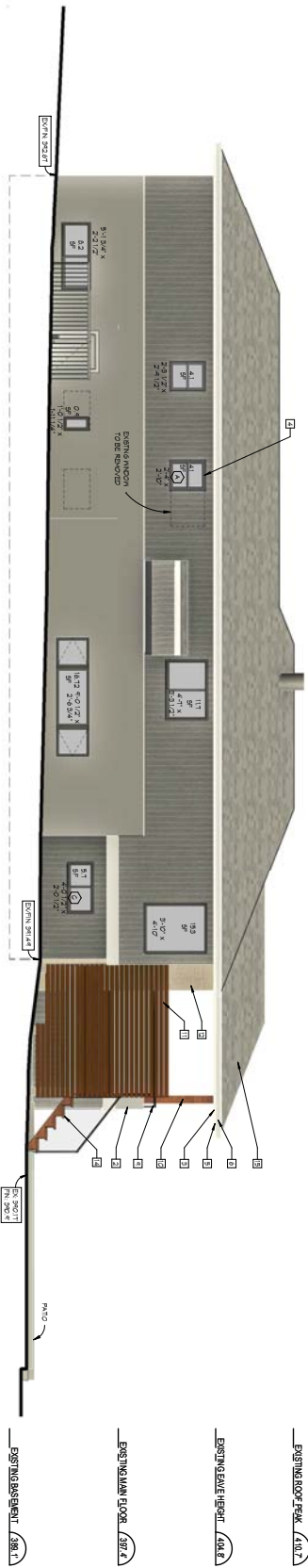
McKIBBIN-McLARTY RENOVATION / ADDITION  
1253 Sutherland Ave.  
North Vancouver, BC

Drawing Title  
NORTH & EAST  
ELEVATIONS

Date	1.03.2023
Scale	1/4" = 1'-0"
Drawn	PGS
Job No.	22011
Sheet	<b>A-6</b>

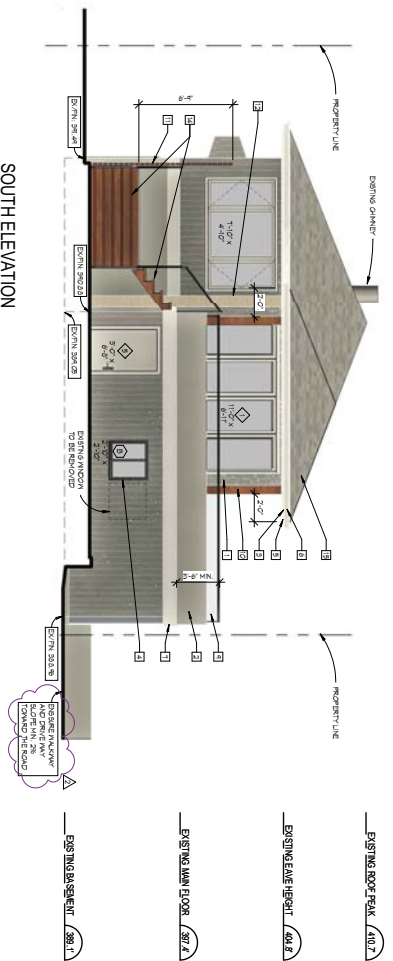
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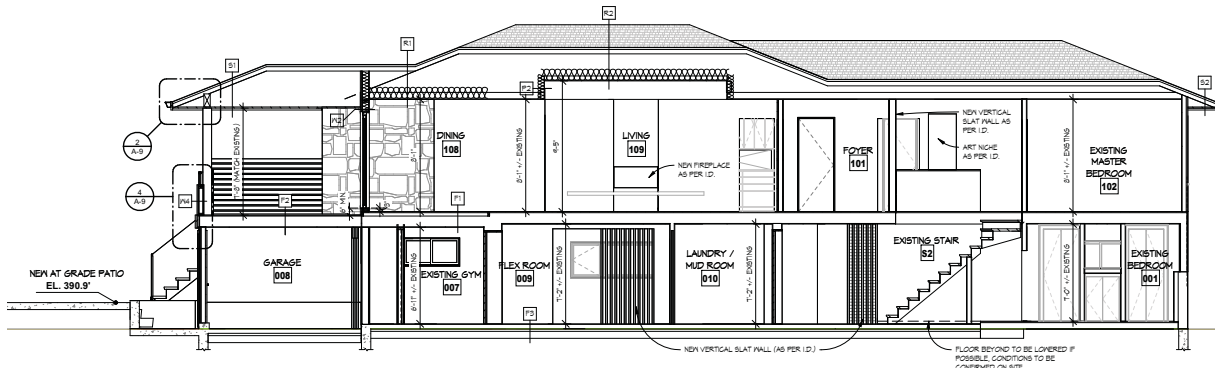
WEST ELEVATION  
1/4" = 1'-0"

SOUTH ELEVATION  
1/4" = 1'-0"

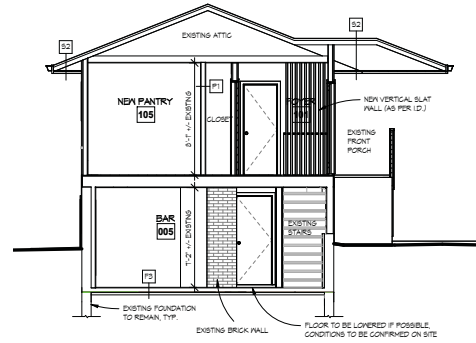


**WEST ELEVATION**  
 1. EXISTING ROOF PEAK / 481.7  
 2. EXISTING EAVE HEIGHT / 481.8  
 3. EXISTING MAIN FLOOR / 481.4  
 4. EXISTING BASEMENT / 480.1

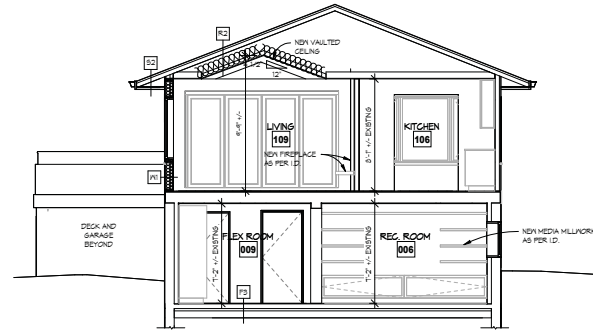
MATERIAL LEGEND	
1	EXISTING ROOF PEAK / 481.7
2	EXISTING EAVE HEIGHT / 481.8
3	EXISTING MAIN FLOOR / 481.4
4	EXISTING BASEMENT / 480.1
5	EXISTING ROOF PEAK / 481.7
6	EXISTING EAVE HEIGHT / 481.8
7	EXISTING MAIN FLOOR / 481.4
8	EXISTING BASEMENT / 480.1
9	EXISTING ROOF PEAK / 481.7
10	EXISTING EAVE HEIGHT / 481.8
11	EXISTING MAIN FLOOR / 481.4
12	EXISTING BASEMENT / 480.1
13	EXISTING ROOF PEAK / 481.7
14	EXISTING EAVE HEIGHT / 481.8
15	EXISTING MAIN FLOOR / 481.4
16	EXISTING BASEMENT / 480.1
17	EXISTING ROOF PEAK / 481.7
18	EXISTING EAVE HEIGHT / 481.8
19	EXISTING MAIN FLOOR / 481.4
20	EXISTING BASEMENT / 480.1



**SECTION A**  
1/4" = 1'-0"



**SECTION B**  
1/4" = 1'-0"



**SECTION C**  
1/4" = 1'-0"

**NOTE: ALL RAIN SCREEN DETAILS TO BE CONFIRMED ON SITE WITH BUILDING INSPECTOR**

**EFFECTIVE INSULATION REQUIREMENTS (MINIMUM)**  
ROOF: R-30  
WALL: R-15  
FLOOR: R-25  
GLAZING: U-0.35  
(CONFORM WITH MANUFACTURER SPECIFICATIONS)

Exterior Walls - W2	Effective Thermal Resistance
Exterior Siding	0.03
Exterior Air	0.14
Cedar Siding	0.14
1/2" Air Cavity	0.16
1/2" Plywood	0.09
2x4 Studs @ 16" o.c.	4.2
R-24 Batt Insulation	0.07
Interior Air	0.17
<b>Total</b>	<b>4.829</b>
Minimum Required	2.78
Complies	Yes

Roofing - R1	Effective Thermal Resistance
Exterior Air	0.14
Fiberglass Shingles	0.05
1/2" Plywood	0.09
2x4 Studs @ 16" o.c.	4.2
R-30 Batt Insulation	0.07
Interior Air	0.17
<b>Total</b>	<b>4.67</b>
Minimum Required	2.78
Complies	Yes

WALL ASSEMBLIES	
Exterior	
P1	EXISTING VERTICAL CEDAR SIDING, BUILDING PAPER AND EXTERIOR BRICKWORK TO REMAIN IF POSSIBLE. CONDITIONS TO BE CONFIRMED ON SITE. -EXISTING 2x4 STUDS TO BE FURRED OUT TO 2x6 -NEW R-24 BATT INSULATION -NEW 1/2" CONTINUOUSLY CALKED POLY VAPOR BARRIER -NEW 1/2" GIB
P2	-VERTICAL CEDAR SIDING (MATCH EXISTING) -VERTICAL 1 1/2" x 1/2" TREATED PLYWOOD VERTICAL FURRING STRIPS @ 12" O.C. -2 LAYERS 30 MIN. BUILDING PAPER, LAP SEAMS -1/2" PLYWOOD SHEATHING -2x4 STUDS @ 16" O.C. R-24 BATT INSULATION -8 MIL CONTINUOUSLY CALKED POLY VAPOR BARRIER -1/2" GIB
P3	-TOP STONE VENEER (PLAYED AND BRUSHED BASALT, "ORIGO" OR BASALTINA / STYLE AS PER I.D.) (PROVIDE VENTING HOLES AT TOP & BOTTOM) -MORTAR -FIRE MESH -1/2" PLYWOOD -VERTICAL 1 1/2" x 1/2" TREATED PLYWOOD VERTICAL FURRING STRIPS @ 12" O.C. -2 LAYERS 30 MIN. BUILDING PAPER, LAP SEAMS -1/2" PLYWOOD SHEATHING -PT STUDS AS PER STRUCTURAL ENGINEER -1/2" PLYWOOD SHEATHING -2 LAYERS 30 MIN. BUILDING PAPER, LAP SEAMS -VERTICAL 1 1/2" x 1/2" TREATED PLYWOOD VERTICAL FURRING STRIPS @ 12" O.C. -1/2" PLYWOOD -FIRE MESH -TOP STONE VENEER (PLAYED AND BRUSHED BASALT, "ORIGO" OR BASALTINA / STYLE AS PER I.D.) (PROVIDE VENTING HOLES AT TOP & BOTTOM) -ACRYLIC STUCCO
P4	-ACRYLIC STUCCO -FIRE MESH -KEENE DRIFWALL (OR EQUIVALENT) TO PROVIDE 10mm AIR GAP -2 LAYERS 30 MIN. BUILDING PAPER, LAP SEAMS -1/2" PLYWOOD SHEATHING -2x4 STUDS @ 16" O.C. -1/2" PLYWOOD SHEATHING -2 LAYERS 30 MIN. BUILDING PAPER, LAP SEAMS -KEENE DRIFWALL (OR EQUIVALENT) TO PROVIDE 10mm AIR GAP -FIRE MESH -ACRYLIC STUCCO
Interior	
P1	-1/2" GIB -2x4 STUDS @ 16" O.C.
P2	-1/2" GIB -2x4 STUDS @ 16" O.C.
FLOOR ASSEMBLIES	
F1	-NEW FLOOR FINISH (STYLE AS PER I.D.) -NEW 1/2" 1/4" PLYWOOD - GULF & SCARVED -EXISTING DECK JOISTS TO BE FURRED OUT TO MATCH HEIGHT OF EXISTING FLOOR JOISTS -EXISTING FLOOR JOISTS TO REMAIN IF POSSIBLE. CONDITIONS TO BE CONFIRMED ON SITE BY P.E. -EXISTING INTERIOR FINISH LAYER TO REMAIN
F2	-NEW VINYL FLOORING (STYLE AS PER I.D.) -EXISTING DECK SHEATHING AND JOISTS TO REMAIN IF POSSIBLE. CONDITIONS TO BE CONFIRMED ON SITE BY P.E. -EXISTING INSULATION TO REMAIN -EXISTING INTERIOR FINISH LAYER TO REMAIN
F3	-NEW FLOOR FINISH (STYLE AS PER I.D.) -EXISTING CONCRETE SLAB, FIRE MESH, SAND, AND GRAVEL TO REMAIN IF POSSIBLE. CONDITIONS TO BE CONFIRMED ON SITE BY P.E.
ROOF ASSEMBLIES	
Roof	
R1	-FIBERGLASS LAMINATE SHINGLES (MATCH EXISTING) -APPROVED ROOFING UNDERLAY -1/2" PLYWOOD SHEATHING C/N 1/4" CLPS -RAFTERS PER STRUCTURAL ENGINEER -R-30 BATT INSULATION -CEILING JOISTS AS PER STRUCTURAL ENGINEER -8 MIL CONTINUOUSLY CALKED POLY VAPOR BARRIER -1/2" GIB
R2	-EXISTING FIBERGLASS LAMINATE SHINGLES, ROOFING UNDERLAY, SHEATHING, AND RAFTERS TO REMAIN IF POSSIBLE. CONDITIONS TO BE CONFIRMED ON SITE BY P.E. -NEW R-30 BATT INSULATION -NEW CEILING JOISTS AS PER STRUCTURAL ENGINEER -NEW 8 MIL CONTINUOUSLY CALKED POLY VAPOR BARRIER -NEW 1/2" GIB
Skirt Roof Overhang	
S1	-FIBERGLASS LAMINATE SHINGLES (MATCH EXISTING) -APPROVED ROOFING UNDERLAY -1/2" PLYWOOD SHEATHING C/N 1/4" CLPS -RAFTERS PER STRUCTURAL ENGINEER -BACK FRAMING AS REQUIRED -1x4 TIGHT KNOT STAIN GRADE V-GROOVE CEDAR SOFFIT (PROVIDE CONTINUOUS VENTING PARALLEL TO THE EXTERIOR WALL)
S2	-EXISTING FIBERGLASS LAMINATE SHINGLES, ROOFING UNDERLAY, SHEATHING, RAFTERS, AND BACK FRAMING TO REMAIN IF POSSIBLE. CONDITIONS TO BE CONFIRMED ON SITE BY P.E. -NEW 1x4 TIGHT KNOT STAIN GRADE V-GROOVE CEDAR SOFFIT (PROVIDE CONTINUOUS VENTING PARALLEL TO THE EXTERIOR WALL)

REVISIONS	#	BY
Day Comments	1	POS
11.16.2023		

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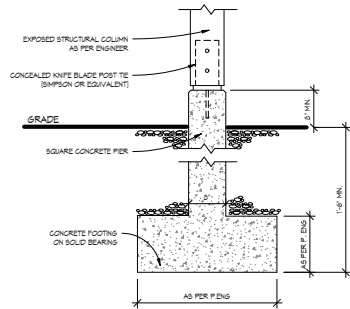


Synthesis Design Inc.  
2550 East 1st Street  
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Tel: (604) 680-0807  
www.synthesistd.com

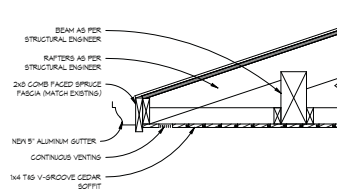
**McKIBBIN-McCLARTY RENOVATION / ADDITION**  
1253 Sutherland Ave.  
North Vancouver, BC

Drawing Title  
**SECTIONS & ASSEMBLIES**

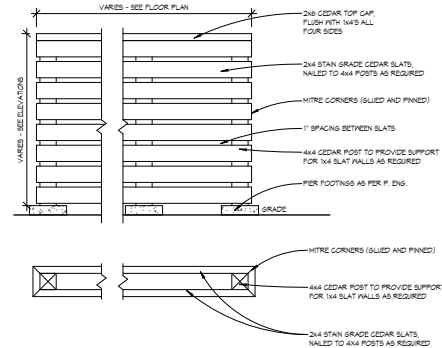
Date: 1.03.2023  
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Drawn: PCS  
Job No: 22011  
Sheet: A-8



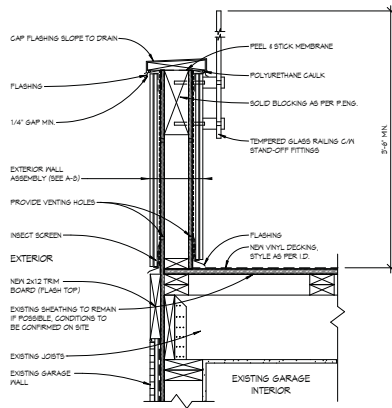
1 PIER FOOTING DETAIL  
1" = 1'-0"



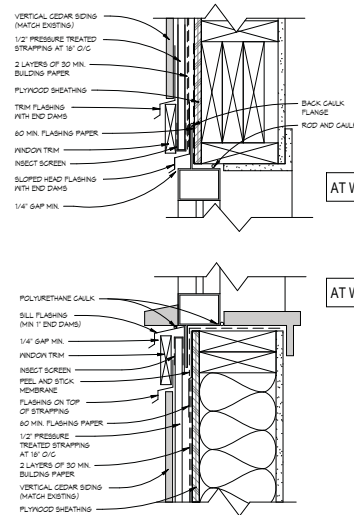
2 ROOF VENT DETAIL  
A-8 1" = 1'-0"



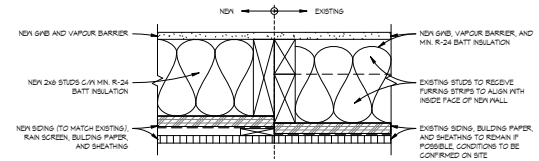
3 SLAT WALL DETAIL  
1" = 1'-0"



4 DECK PARAPET WALL DETAIL  
A-8 1 1/2" = 1'-0"



5 RAIN SCREEN DETAIL  
3" = 1'-0"



6 WALL JOINT DETAIL  
3" = 1'-0"

DO NOT ORDER DOORS UNTIL ROUGH DIMENSIONS ARE CONFIRMED ON SITE

DOOR SCHEDULE							
ID	COUNT	WIDTH	HEIGHT	FAMILY	MATERIAL	ASSEMBLY	NOTES
1	1	11'-0"	6'-11"	Exterior, New Wall	Wood's tempered glass	Solid core	Stain grade, weather stripping, style as per I.D.
2	2	2'-4"	6'-8"	Interior, Single Swing	Wood	Solid core	Paint grade, style as per I.D. (match existing)
3	1	2'-4"	6'-8"	Interior, Single Swing	Wood	Solid core	Paint grade, style as per I.D. (match existing)
4	1	2'-0"	6'-8"	Interior, Single Swing	Wood	Solid core	Existing door in new opening
5	1	3'-0"	6'-8"	Exterior, Swing, Single	Fiberglass	Solid core	Weather stripping, style as per I.D. (match existing)
6	1	2'-0"	6'-8"	Interior, Pocket, Single	Wood	Solid core	Paint grade, style as per I.D. (match existing)
TOTAL: 7							

DO NOT ORDER WINDOWS UNTIL ROUGH DIMENSIONS ARE CONFIRMED ON SITE

DO NOT SCALE DRAWINGS

WINDOWS SUPPLIER TO ENSURE ALL APPLICABLE WINDOWS MEET EGRESS REQUIREMENTS

WINDOW SCHEDULE							
ID	COUNT	WIDTH	HEIGHT	FAMILY	MATERIAL	NOTES	
A	1	2'-4"	2'-10"	Single Hung, Single	Vinyl	Obscure glass, style as per I.D. (match existing)	
B	1	2'-10"	2'-10"	Sliding, Double	Vinyl	Style as per I.D. (match existing)	
C	1	4'-0 1/2"	2'-0 1/2"	Sliding, Double	Vinyl	Style as per I.D. (match existing) (Use existing opening)	
TOTAL: 3							

EFFECTIVE INSULATION REQUIREMENTS (MINIMUM)

DOORS / WINDOWS U-VALUE: 1.0

MIN. WALL: 17, 0.35

(CONFIRM WITH MANUFACTURER SPECIFICATIONS)

REVISIONS	#	BY
Day Comments	1	POS
11.16.2022		

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All dimensions shall be verified on site prior to commencement of work.



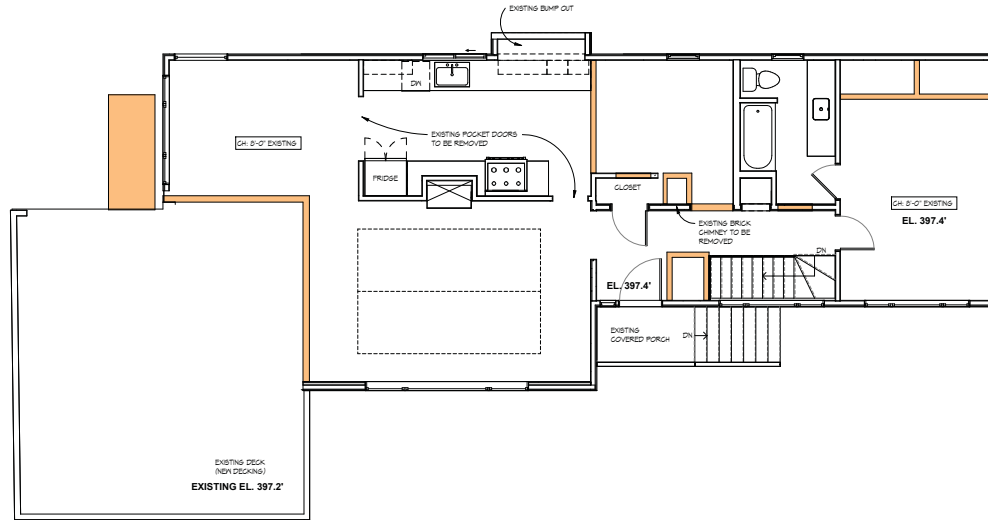
McKIBBIN-McLARTY RENOVATION / ADDITION  
1253 Sutherland Ave.  
North Vancouver, BC

Drawing Title  
DETAILS & SCHEDULES

Date: 1.03.2023  
Scale: As Indicated  
Drawn: PCS  
Job No: 22011  
Sheet: A-9

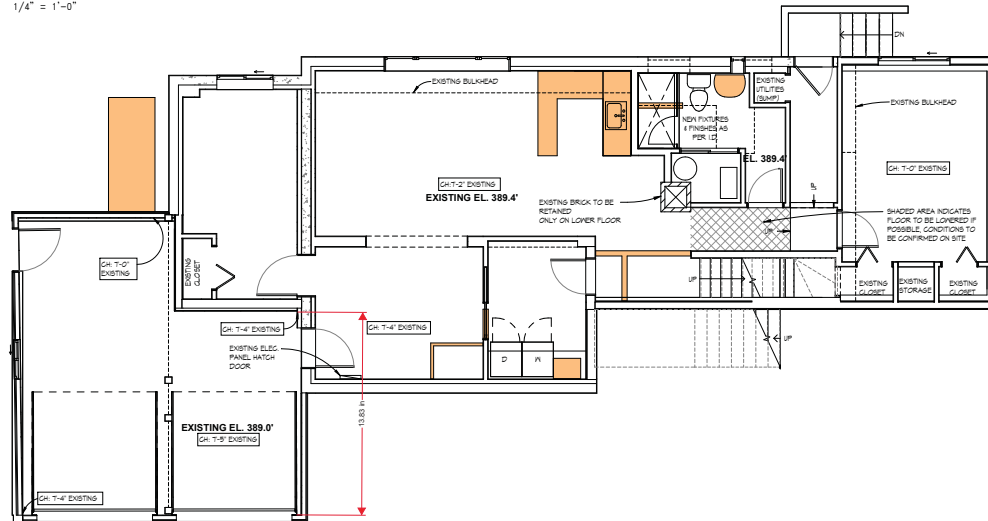
Of 10 Sheets

2023-02-02  
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MAIN FLOOR PLAN

1/4" = 1'-0"



LOWER FLOOR PLAN

1/4" = 1'-0"

LEGEND	
	EXISTING WALL
	EXISTING WALL STRUCTURE, ITEM TO BE REMOVED
	EXISTING DOOR TO REMAIN
	EXISTING DOOR TO BE REMOVED
	NEW PROPOSED DOOR TO REMAIN
	EXISTING WINDOW
	EXISTING WINDOW TO BE REMOVED
	EXISTING POST
	EXISTING POST TO BE REMOVED

**NOTES**

- IF DRYWALL IS REMOVED FROM AN EXISTING EXTERIOR WALL, THE WALL ASSEMBLY & INSULATION MUST BE REQUIRED TO BE BROUGHT TO CURRENT CODE STANDARDS. PLEASE REPORT TO SYNTHESIS DESIGN PRIOR TO THE COMMENCEMENT OF WORK.

REVISIONS	#	BY
Rev Comments	1	PCS
11/16/2022		

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All dimensions shall be verified on site prior to commencement of work.

**SYN THE SIS**

Synthesis Design Inc.  
255 West 1st Street  
North Vancouver, BC  
Canada V8S 1B3  
Tel: (604) 680-0887  
www.synthesdesign.ca

**McKIBBIN-McLARTY RENOVATION / ADDITION**  
1253 Sutherland Ave.  
North Vancouver, BC

Drawing Title  
**MAIN FLOOR DEMO**

Date: 1.03.2023  
Scale: 1/4" = 1'-0"  
Drawn: PCS  
Job No: 22011  
Sheet: **A-10**

Of 10 Sheets

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## S Y N T H E S I S D E S I G N I N C

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> TRANSMITTAL | <input type="checkbox"/> BY MAIL             | <input type="checkbox"/> FOR REVIEW                 |
| <input type="checkbox"/> FAX COVER              | <input type="checkbox"/> BY HAND             | <input checked="" type="checkbox"/> FOR INFORMATION |
| <input type="checkbox"/> MEMO                   | <input checked="" type="checkbox"/> BY EMAIL | <input type="checkbox"/> FOR APPROVAL               |

TO	CC	CONTACT	ROLE	PHONE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Huy Dang	Planner	604-990-4216
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Suzanne and Kelly	Client	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	James / Pedro	Synthesis Design	587-834-5240 / 604-980-2087

**SYN  
THE  
SIS**  
DESIGN

**PROJECT:** 1253 Sutherland Avenue, North Vancouver  
**RE:** Public Input Summary

Huy,

Public input for this rezoning application has been sought through several means. Prior to applying, Kelly and Suzanne contacted the immediate neighbours. Upon the application, immediate neighbours were then provided with a Development Application Mailout and directed to the website for the proposal information. All neighbours were provided with direct contact information for the applicant.

The formal process included the installation of 1 sign at the corner of the property which was installed on March 3<sup>rd</sup>, 2023. Handouts were distributed to nearby properties in accordance with City requirements. Mail-outs were delivered on March 1<sup>st</sup>, 2023.

Prior to the mail-outs, Kelly and Suzanne made contact and presented 11x17 copies of the plans to the surrounding neighbours. They received a number of signatures from surrounding neighbours who are in support of the project.

The DIS meeting requirement was waived by the CNV on February 21<sup>st</sup>, 2023.

Further comments on the project include 3 remarks left on the City of North Vancouver's website. All 3 comments were positive in nature and supportive of the retention of the existing garage. The comment provided on March 1<sup>st</sup>, which sought clarifications on what was being proposed, was clarified over the phone by the applicant and the proposal was discussed directly with the neighbour and the submitted drawings. The neighbours supportive response was forwarded to the Planner on March 6<sup>th</sup>.

Communication with neighbours will continue to ensure continued support and clarify any further comments, or concerns.

James Stobie and Pedro Serrano



# SYN THE SIS

DESIGN

## NEIGHBOURS SUPPORT

1253 SUTHERLAND AVE, North Vancouver

Feb.1.2023

We are seeking your support for a development variance permit (DVP). The proposed work within our property includes interior renovation and a small addition at the back over the existing deck, which will be conforming. However, a portion of the garage is existing non-conforming due to rear and side set back. We ask for your support in order to maintain the existing condition of the garage.

ADDRESS	NAME	SUPPORT	DO NOT OPPOSE	NOT SUPPORT	SIGNATURE
1276 Sutherland	Karen Topham	✓			[Redacted Signature]
632 E 13th	Dylan and Jody McHuire	✓			[Redacted Signature]
629 E 13th	Sherry Johansen	✓			[Redacted Signature]
1254 Sutherland Ave	Shay Henits	✓			[Redacted Signature]
1216 SUTHERLAND	ALEX HUDSON	✓			[Redacted Signature]
623 12th Street	Scott Desaut	✓			[Redacted Signature]
622 12th ST. E. N.V.	GLENNYS FEDERSEN	✓			[Redacted Signature]
618 E 12th N-VAN	Dianne & Aileen	✓			[Redacted Signature]
625 E 13th NV	Francis Hall	✓			[Redacted Signature]



ADDRESS	NAME	SUPPORT	DO NOT OPPOSE	NOT SUPPORT	SIGNATURE
626 E 13th	Charlotte Sirota	Yes			
707 E 13th	MARILYN MARILYN	YES			
630 E 12th	Erin Dineen	YES			
756 E 12th	J. ANN PUJILLO	YES			
762 E 12th	Shannon Swig	yes!			
714 E 11th	K. CRAVEN	Yes			
628 E 14th	Joe Bruzzone	Yes			
747 E 13th	BRIAN SCHRAEDER	Yes			

Thank you!

Kelly and Suzanne

## NEIGHBOURS SUPPORT

1253 SUTHERLAND AVE, North Vancouver

Feb.1.2023

We are seeking your support for a development variance permit (DVP). The proposed work within our property includes interior renovation and a small addition at the back over the existing deck, which will be conforming. However, a portion of the garage is existing non-conforming due to rear and side set back. We ask for your support in order to maintain the existing condition of the garage.

ADDRESS	NAME	SUPPORT	DO NOT OPPOSE	NOT SUPPORT	SIGNATURE
1230 Sutherland Ave	Nick Sheffield	✓			
1230 Sutherland Ave - back	Iwona Hughes	✓			
1340 Sutherland North Vancouver	Lizthy Yong	✓			
624 E 13th N. Van BC	Anna M. Ben	✓			
618 E 13th N VAN	J. Popp	✓			
613 E 13th N. VAN	M. SITTER	✓			



## THE CORPORATION OF THE CITY OF NORTH VANCOUVER

### DEVELOPMENT VARIANCE PERMIT

Permit No. PLN2023-00001

File: 08-3400-20-0110/1

Issued to owner(s): **Suzanne Ingrid McLarty and Kelly Ann McKibbin**

Respecting the lands located at **1253 Sutherland Avenue**, North Vancouver, BC, legally described as:

**LOT 11, EXCEPT THE SOUTH 10 FEET NOW LANE, BLOCK 79 DL 550 PLAN 1904  
PID: 005-968-551**

(the “Lands”)

#### List of Attachments:

Schedule “A”: List of Plans

#### Authority to Issue:

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

#### Bylaws Supplemented or Varied:

2. The provisions of the City of North Vancouver “Zoning Bylaw, 1995, No. 6700” are hereby varied as follows:
  - A. Section 509(5)(b) shall be varied such that an attached garage on the Principal Building shall not be sited less than 14.3 metres (46.75 feet) from the Rear Lot Line;
  - B. Section 509(5)(d) shall be varied such that an attached garage on the Principal Building shall not be sited less than 0.26 metres (0.85 feet) from the Exterior Lot Line.

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

3. The Buildings and Structures shall be developed in accordance with the proposed setbacks and plans dated and listed on the attached Schedule A “List of Plans” and filed in the offices of the City, approved by Council, and in compliance with the regulations and conditions listed hereunder including:
    - A. Any future modifications to the property beyond the scope of the works described as part of this Development Variance Permit, which would include significant floor area additions, a secondary suite or coach house addition, or vehicular access or parking modifications, may be subject again to a comprehensive assessment of the property in respect to maintaining the intent of this particular Development Variance Permit.
  4. No variances other than those specifically set out in this permit are implied or to be construed.
  5. All plans attached to this Permit and specifications referred to above are subject to any changes required by the Building Inspector or other officials of the City where such plans and specifications do not comply with any bylaw or statute, and such non-compliance is not specifically permitted by this Development Variance Permit. The Lands may be subject to additional regulations, restrictive covenants and agreements which may affect their use, development and amenities, if any section or lesser portion of this Development Variance Permit is held invalid for any reason the invalid portion shall be severed from this Development Variance Permit and the validity of the remainder of the Development Variance Permit shall not be affected.
- 

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

6. Pursuant to Section 504 of the *Local Government Act*, this Permit lapses if the work authorized herein is not commenced within 24 months following issuance of this Development Variance Permit. In the event the Owner is delayed or interrupted or prevented from commencing or continuing the construction on or about the subdivision by reason of any Act of God, labour unrest (including strike and lockouts), weather conditions or any similar cause reasonably beyond the control of the Owner, the time for the completion of the works shall be extended for a period equal to the duration of the contingency that occasioned the delay, interruption or prevention, provided that the commercial or financial circumstances of the Owner shall not be viewed as a cause beyond the control of the Owner.
7. This Development Variance Permit shall not vary the permitted uses or densities of land use in the applicable zoning bylaw nor a flood plain specification designated under Section 524(3) of the *Local Government Act*.



8. Nothing in this Permit shall in any way relieve Land Owner/Developers obligation to ensure that the development proposal complies in every way with the statutes, regulations, requirements, covenants and licences applicable to the undertaking.
  9. Nothing in this Permit shall in any way relieve the Land Owner/Developers obligation to comply with all setback regulations for construction of structures or provision of on-site services pursuant to the *Health Act*, the *Fire Services Act*, the *Electrical Energy Inspection Act*, and any other provincial statutes.
- 

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

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

\_\_\_\_\_  
Karla D. Graham, Corporate Officer

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

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Note: As required by Section 503 of the *Local Government Act*, the City of North Vancouver shall file a notice of this permit in the Land Title Office stating that the land described in this Permit is subject to Development Variance Permit No. PLN2023-00001.

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

THIS IS NOT A BUILDING PERMIT

**Schedule A**  
**List of Plans – 1253 Sutherland Avenue**

<b>Designer</b>	<b>Project Name</b>	<b>Sheet Description</b>	<b>Sheet No.</b>	<b>Sheet Date</b>	<b>CityDocs File Number</b>
Synthesis Design Ltd.	McKibbin-McLarty Renovation / Addition	Site Plan	A-1	January 3, 2023	2329885
Synthesis Design Ltd.	McKibbin-McLarty Renovation / Addition	Specifications	A-2	January 3, 2023	2329885
Synthesis Design Ltd.	McKibbin-McLarty Renovation / Addition	Main Floor Plan	A-3	January 3, 2023	2329885
Synthesis Design Ltd.	McKibbin-McLarty Renovation / Addition	Lower Floor Plan	A-4	January 3, 2023	2329885
Synthesis Design Ltd.	McKibbin-McLarty Renovation / Addition	Foundation & Roof Plans	A-5	January 3, 2023	2329885
Synthesis Design Ltd.	McKibbin-McLarty Renovation / Addition	North & East Elevations	A-6	January 3, 2023	2329885
Synthesis Design Ltd.	McKibbin-McLarty Renovation / Addition	South & West Elevations	A-7	January 3, 2023	2329885
Synthesis Design Ltd.	McKibbin-McLarty Renovation / Addition	Sections & Assemblies	A-8	January 3, 2023	2329885
Synthesis Design Ltd.	McKibbin-McLarty Renovation / Addition	Details & Schedules	A-9	January 3, 2023	2329885
Synthesis Design Ltd.	McKibbin-McLarty Renovation / Addition	Main Floor Demo	A-10	January 3, 2023	2329885



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

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Huy Dang, Planner 1

Subject: ZONING BYLAW AMENDMENT FOR 125 VICTORY SHIP WAY (THE WALLACE VENUE CORP.)

Date: April 12, 2023 File No: 08-3400-20-0100/1

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

**RECOMMENDATION**

PURSUANT to the report of the Planner 1, dated April 5, 2023, entitled "Zoning Bylaw Amendment for 125 Victory Ship Way (The Wallace Venue Corp.)":

THAT the application submitted by The Wallace Venue Corp., to amend the CD-393 Zone for the property located at 125 Victory Ship Way, 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 Mayor and Corporate Officer be authorized to sign the necessary documentation to give effect to this motion.

**ATTACHMENTS**

1. Context Map (CityDocs [2338245](#))
2. Existing Floor Plans, dated August 2018 (CityDocs [2346114](#))
3. Public Consultation Summary (CityDocs [2334379](#))
4. "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. 8964" (CityDocs [2338252](#))

**SUMMARY**

The Wallace Venue Corp. has applied for a Zoning Bylaw Amendment to vary the permitted uses for the property at 125 Victory Ship Way, in order to allow for a Liquor Primary Licence at the third/uppermost floor's commercial unit of the existing northwest

block building for their event-hosting venue. If approved, the applicant and property owner could then apply to have their facility licensed with the Province for the serving and sale of liquor alongside individual events. No modifications to the existing exterior and interior building configuration are proposed.

## BACKGROUND

Applicant:	Jodi Daigneault, The Wallace Venue Corp.
Owner:	City of North Vancouver, leased to the Shipyards Development Ltd.
Official Community Plan Designation:	Mixed-Use Level 4A
Existing Zoning:	CD-393 (Parcel 9)

## Project Description

### Applicant and Operation Background

The Wallace Venue Corp. is owned and managed by the Quay North Urban Development Group and have been operating their event-hosting venue (“The Wallace”) at 125 Victory Ship Way since 2019. The 503.8 sq.m. (5,423.0 sq.ft.) space, which includes an additional 223.6 sq.m. (2407.0 sq.ft.) exterior terrace, is located at the top floor of the northwest block building adjacent to the Shipyard Commons (see Figure 1 below), which features an outdoor patio portion. The Wallace is used most commonly for weddings, as well as film and photo shoots, and can generally be booked between the hours of 9:00 AM to 12:00 AM as per their website information.



**Figure 1.** (Left) Site plan depicting subject unit location at third floor; (Right-Top) Photo of exterior terrace; (Right-Bottom) Photo of interior unit space.



### Site Context and Surrounding Use

The property at 125 Victory Ship Way is located within the City's Shipyards District and consists of three main building 'blocks' that all surround a covered plaza. Each 'block' consists of several commercial retail units that currently include restaurants, boutique retail stores, a café, ice cream store, as well as the Seaside Hotel and some Capilano University classroom facilities. The subject unit, "The Wallace", is located at the third/uppermost floor of the northwest 'block'.

The Wallace Mews public walkway surrounds the perimeter of the property connecting it to many popular public areas along the City's premier waterfront. The buildings and land uses immediately surrounding the property are further described in Table 1 below.

**Table 1. Surrounding Uses**

Direction	Address	Description	Zoning
North	12 to 18 Lonsdale Avenue; 119 to 129 E. Esplanade; 108 to 138 Victory Ship Way	11-storey mixed-use commercial, hotel, and strata building	CD-393 (Parcel 5)
South	n/a	Waterfront	n/a
East	175 & 185 Victory Ship Way	10-storey strata apartment buildings	CD-393 (Parcel 11)
West	115 Victory Ship Way	Indoor venue ("The Pipe Shop Venue")	CD-393 (Parcel 8)

As noted above, no exterior or interior renovations are anticipated to support the proposed Liquor Primary Licence use.

### Current Liquor Use Provisions

Any use in the City involving the sale or serving of liquor must be licenced by the Province's Liquor and Cannabis Regulation Branch (LCRB). The LCRB manages several types of licences that permit liquor use through varying business and/or event types.

Currently, licensed liquor uses in the City are typically permitted through either a restaurant use (i.e. with a "Food Primary Licence"), hotel use, or through an accessory lounge use accompanying a brewery or distillery. Serving liquor as a primary use; however, (i.e. with a "Liquor Primary Licence"), is generally prohibited in all zones unless a particular zone states otherwise as per Section 402(19) of the Zoning Bylaw.

There are several Comprehensive Development (CD) Zones in the City that permit Liquor Primary Licences, including the "Polygon Gallery", which allows for a Liquor Primary Licence through an "Accessory Banquet Facility" that would be accessory to the principal gallery use. Most commonly, Liquor Primary Licences are permitted through a public house/pub use. An example of some of these CD zones are outlined in Table 2 below.



**Table 2. Example of Existing CD Zones that permit a Liquor Primary Licence**

Address	Description	Zoning	Liquor Primary Licence Provision Via
101 Carrie Cates Court	The Polygon Gallery	CD-642	Accessory Banquet Facility
175 E 1 <sup>st</sup> Street	The Gull Restaurant and Bar	CD-52	Neighbourhood pub
86 Semisch Ave	Sailor Hagars Pub	CD-71	Neighbourhood pub
1433 Lonsdale Ave	Jack Lonsdale's Public House	CD-125	Neighbourhood pub

In addition to the aforementioned Zoning Bylaw provisions, individual event organizers can also apply for event-specific liquor permits such as “Special Event Permits” (SEPs) through the Province’s LCRB, or attain a licensed caterer that is authorized to serve and sell liquor. These options are common for event organizers renting venue spaces like the Wallace. However, given their temporary and event-specific nature, SEPs are typically reviewed and approved solely by the Provincial LCRB and local governments are not typically consulted on the reviews, although they are notified. The LCRB can only approve a limited number of SEPs for a given establishment or residence, which is generally 24 per year. The Wallace has been issued 7 SEPs thus far in 2023 as per our records.

Requiring event organizers to acquire individual SEPs or attain licensed caterers poses general limitations on the venue in terms of the number of events that can occur where liquor is served and is also onerous as it requires SEP applications for each individual event. The LCRB suggests applicants apply for SEPs at least 30 days in advance of their event, which can also limit the flexibility of renting out the venue on shorter notice for liquor-serving events. There are also administrative responsibilities for individual event organizers as well, in terms of requiring signage and potential security plans for each SEP which contributes to the time and fees associated. These are reasons behind why a more long-term solution is being pursued to amend the existing zone to allow the Wallace to acquire the Liquor Primary Licence for their establishment.

## **PLANNING ANALYSIS**

The Wallace venue is sited in a premier location overlooking the Shipyards District and North Vancouver waterfront. The unit, which includes an outdoor terrace (Attachment 2), is an opportune rental site for weddings and gatherings, and it is common for event organizers to acquire SEPs in order to allow for the serving and sale of liquor during their event.

Through a Liquor Primary Licence provision, the current and any future venue operator will then be able to acquire the licence themselves that would be appropriate for their re-occurring use. As an example, the owner and applicant have indicated that they would be pursuing an “event-driven” Liquor Primary Licence, that allows the establishment to be licensed but with limited hours of liquor service only in conjunction with an event, similar



to SEPs and other temporal liquor permits. These limited hours generally span from one hour before to one hour after an event. Event organizers can still apply for individual liquor permits (i.e. SEPs) for licenced establishments, however the establishment would need to apply for temporary de-licensing and that is typically limited to 6 occasions per year. This is typically only for instances where an event organizer is proposing alternative liquor use provisions (e.g. hours of service) beyond the scope of an approved Liquor Primary Licence for an establishment.

With a permitted Liquor Primary Licence, the City would be able to further monitor the facility through the business licensing process to ensure that it is operated in accordance with City bylaws as a perpetual use

In order to ensure this proposed use is maintained as intended going forward, staff have worded the CD-393 Zone amendment in a manner that limits the Liquor Primary Licence use to a "event venue" use, specific to the current floor space allocation for the Wallace (refer to Attachment 4). Any further adjustments to the intended use would require a Zoning Bylaw Amendment and again be subject to public consultation and Council consideration.

Recognizing the limitations of Liquor Primary Licence provisions in our Zoning Bylaw, this particular rezoning proposal also demonstrates an opportunity to better address liquor use provisions more comprehensively through a City-wide study. In the meantime, similar proposals will need to be assessed and reviewed by staff and Council on a case-by-case basis.

## **COMMUNITY CONSULTATION**

A Developer Information Session was held on January 18, 2023. There were two members of the public in attendance and the discussion was primarily centered around the anticipated operation plans, which the applicant clarified would remain unchanged.

One additional email from a resident, along with a comment form, was received outside of the Developer Information Session, which both expressed concern with ongoing activity and noise disruptions from the facility.

Staff note that the City's "Noise Control Bylaw, 2021, No. 8885" will continue to apply to the business operations at the site regardless of the use. The applicant has acknowledged that they intend to continue ensuring renters/hosts abide within Noise Control Bylaw regulations in consideration of the proximity to residences. By having an event-driven Liquor Primary Licence, this would also ensure more consistency in terms of hours of liquor sales or service during events.

## **INTER-DEPARTMENTAL REVIEW**

In consultation with the Community and Partner Engagement Department, the benefits of the proposed rezoning for the Wallace Venue will help facilitate a more consistent process for hosting events with liquor servicing for this venue. As a recognized permitted use, this would allow the City more oversight into the ongoing business operations through standard regulatory and licensing procedures, which is key in consideration of the

proximity to the residential and variety of commercial uses in the Shipyards District. This initiative will result in positive exposure for the City as a suitable and accommodating destination which offers an opportunity for increased economic activity and event planning/programming opportunities within the Shipyards district. This will increase the City's ability to offer flexible meeting and event space in a convenient and attractive location, in line with Destination BC's advocacy for the enhancement and addition of meeting/event spaces across Metro Vancouver.

## **FINANCIAL IMPLICATIONS**

This rezoning proposal poses no further financial costs incurred by the City, and would benefit the operator in regards to alleviating the time and costs associated with requiring individual event organizers to undergo an SEP or similar process.

## **POLICY IMPLICATIONS**

The proposed Liquor Primary Licence use conforms with the Official Community Plan's Mixed-Use Level 4A designation for the property, which allows for a mix of commercial uses alongside residential uses. Staff note that the current CD-393 Zone also permits an Accessory Liquor Primary Licence Use for a Lounge as part of a principal Hotel Use for the same parcel.

## **CONCLUSION**

The proposed Liquor Primary Licence provision, which would be exclusive to the subject event-hosting venue, would permit the facility to apply to the Province's LCRB and remove the barrier for venue renters to individually acquire permits for liquor use; a process that the City and local governments are typically not consulted on. This will allow the City to better monitor and regulate the associated liquor use using our standard regulatory and licensing procedures for this prominent venue on the City's waterfront.

RESPECTFULLY SUBMITTED:



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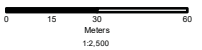
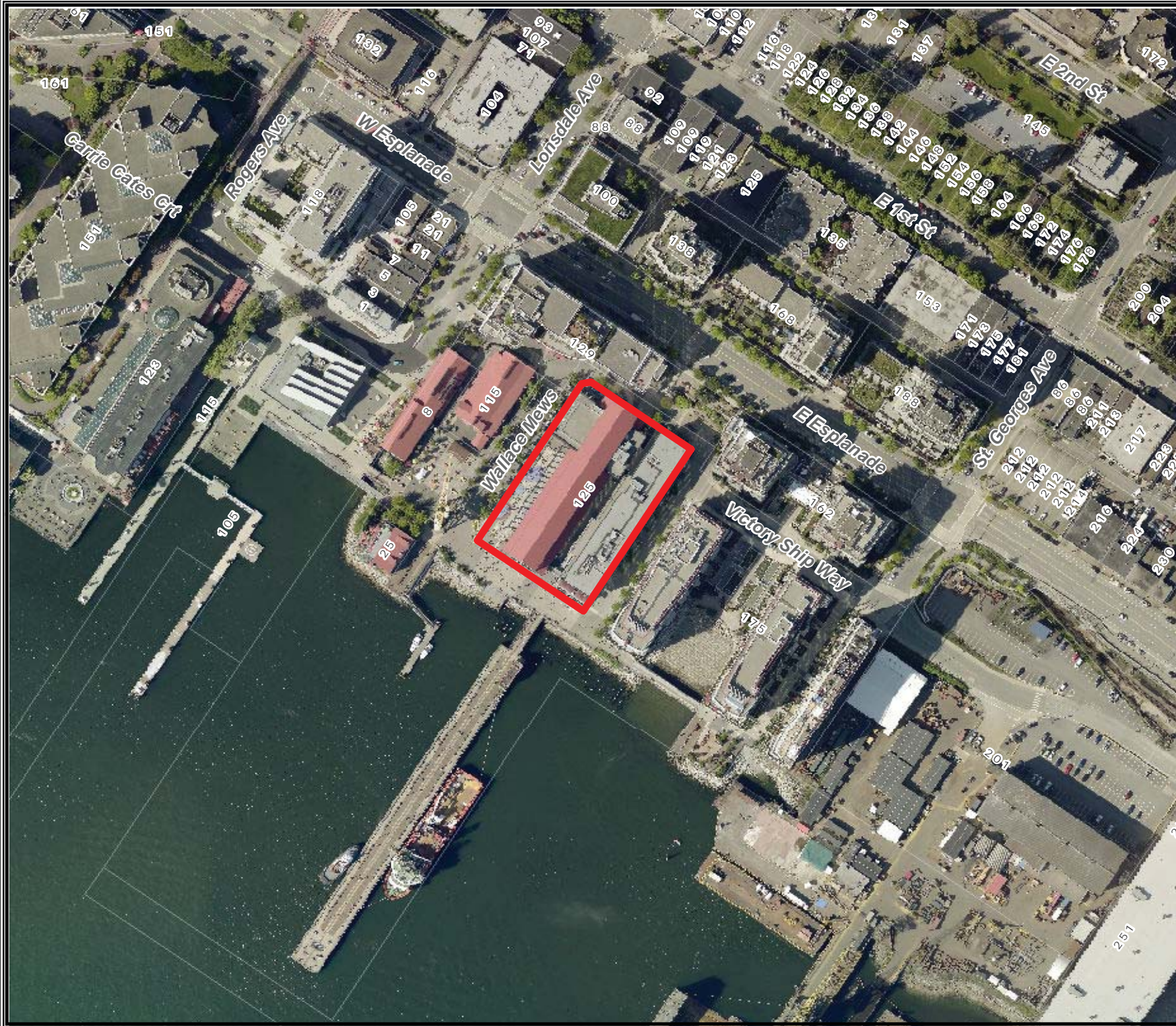
Huy Dang  
Planner 1



City of North Vancouver  
125 Victory Ship Way

**Legend**

- Subject Site
- Legal\_Parcels



**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

PLOTTED: 3/20/2013  
SOURCE: Various  
COORDINATE SYSTEM: NAD 83, UTM Zone 18











PLN2022-00028

The Wallace Venue Corp.

Subject Site: #300 – 125 Victory Ship Way

#### Virtual Developer Information Session Summary

**Date:** Wednesday, January 18, 2023

**Time:** 6:00pm – 8:00pm

**Held Via:** Zoom

**Attendees:** 5 Total

*2 Members of the Public*

*1 City of North Vancouver Staff Member*

*2 Members of the Development Team for The Wallace Venue Corp.*

Topics, questions, and comments discussed and reviewed during the Developer Information Session:

Q1: How many more staff members are you planning to hire?

A1: With the addition of liquor service, we anticipate that need for we will have 4-5 staff members onsite for the full duration of the events versus the one employee currently. The employees will be mandated to ensure that the Venue's operational guidelines are adhered which includes being considerate of the surrounding neighbours.

Q2: Have there been any ongoing issues with drinking to date?

A2: No, we have not.

Q3: Is there outdoor music?

A3: There is no live music on the outdoor terrace. Typically, there is background music played on the terrace during the wedding ceremony portion of events only.

Q4: Do you plan to allow live music on the terrace?

A4: No, we do not anticipate making any changes to our current operational guidelines.

Q4: Is the last call for alcohol going to remain 11:30pm?

A4: Yes, our intention is to maintain these hours of operation, which take into consideration the surrounding neighbourhood and the Venue's proximity to the residential buildings. The Venue currently ends all events earlier than the restaurants in the surrounding area.

Q5: What time does alcohol service begin in the morning?

A5: The typical start time for alcohol service is 11am at the Venue; the liquor licence may allow for service to begin earlier, depending on the type of event being held.

General comments from both members of the public in attendance to close out the session were that they were in support of the Development Proposal as it does not appear that there will be changes made to the current operations which would impact the local residents.

Mail-In Comments Received:

**Do you support the project?**

Comment 1: No, as I understand it the Venue is already serving liquor without a licence.

Response 1: All guests holding events at The Wallace Venue which serve alcohol are required to obtain a Special Event Permit or utilize their caterer's licence, and we require proof that one of these requirements have been met prior to allowing the event to proceed.

**Do you have any concerns about the proposed project?:**

Comment 2: Since the loosening of COVID restrictions on gatherings, The Wallace Venue has been the setting for many gatherings. When these gatherings end a large number of people spill out onto Victory Ship Way, with several being intoxicated and loud. This impacts residents in the area. In addition, rental vehicles arrive between 1200-0300 in the morning to clean out the venue. Providing The Wallace Venue with a zoning change that allows a Primary Liquor license will just lead to more frequent and regular larger parties that will cause more disturbances during the night.

Response 2: The Venue has been in operation since 2019 with alcohol service permitted by way of our clients obtaining a Special Event Permit or utilizing their caterer's licence. With the issuance of a Liquor Primary Licence the only change to the current operation would be that alcohol service would be managed by our team and allow for greater controls to be implemented to minimize the potential for guests being over served and adhering to service hours, age verification processes, etc. There is also the added benefit of additional Venue staff being onsite during all events and working with onsite security when necessary.

The City of North Vancouver's Bylaw and Engineering Department has confirmed that the late-night loading does not infringe on the City's Bylaws; however, we have requested that all vendors/suppliers that all late-night loading be carried out on Wallace Mews instead of Victory Ship Way in order to minimize the impact to the residents in the area.

Comment 3: Yes, There is a lot of noise especially in the summer on the terrace.

Response 3: Our hours of operation for all events require that all activity on the terrace cease by 11pm, after which guests are only permitted to be inside the venue. There is no live music on the outdoor terrace. Typically, there is background music played on the terrace during the wedding ceremony portion of events only.

**What would you suggest to change or improve the proposed project?**

Comment 4: The provided information provides no information on The Wallace Venue intent in applying for a Liquor Primary License. Residents and the CNV should be aware of the Venue's intent for their license application. For example, will they provide a permanent Family Foodservice, Catering, Minors, or Hours of Service. The CNV

should only allow this zoning change if there are real limits on the parameters surrounding The Wallace Venue license application.

Response 4: With the issuance of a Liquor Primary Licence, The Wallace Venue will adhere to all requirements and restrictions set out by the Liquor and Cannabis Regulation Branch with respect to food service and catering, minors, and hours of service.

Comment 5: There must be strict noise control especially late at night on the terrace in the summer.

Response 5: With the addition of liquor service, we anticipate that need for we will have 4-5 staff members onsite for the full duration of the events versus the one employee currently. The employees will be mandated to ensure that the Venue's operational guidelines are adhered which includes being considerate of the surrounding neighbours.

#### **Any additional comments?**

Comment 6: We understand that the CNV wants the Shipyards to have activities planned year-round and that event venues such as The Wallace Venue are an integral part of this plan. However, late night events featuring alcohol sales must be weighed against their venue being in the middle of a high-density residential area.

Response 6: The land use designation for the subject site is Mixed-Use Level 4A (MU4A) which supports a mix of higher-density multi-family and commercial uses. The proposal to include a Liquor Primary is supportable under the current designation within the Official Community Plan.

The site is currently zoned CD-393 and the subject unit falls within Parcel 9, as per CD-393's Schedule 58, which does currently support Liquor Primary Licence uses as an accessory provision to a Hotel Use. As there is currently no event space located at the hotel onsite, we feel The Wallace Venue provides the community and the hotel guests with the venue space which was intended to be part of the hotel.

#### **General Comment received via email:**

I am in favour of any alcohol liberation that reflects more a European model.

## **PROPOSAL SUMMARY**

The Development Proposal is requesting a Zoning Bylaw Text Amendment to allow for a Liquor Primary Licence to be issued for the subject site, The Wallace Venue. The Liquor Licence which will be pursued is Event Driven, for events hosted within the venue only; similar to how the Polygon Gallery operates their event venue space.

As outlined in the Official Community Plan, the land use designation for the subject site is Mixed-Use Level 4A (MU4A), which supports a mix of higher-density multi-family and commercial uses. The proposal to include a Liquor Primary is supportable under the current designation.

The site is currently zoned CD-393 and the subject unit falls within Parcel 9, as per the CD-393's Schedule 58, which does currently support Liquor Primary Licence uses as an accessory provision to a Hotel Use. The hotel onsite currently does not have event space.

The intent of the Development Proposal is to provide The Wallace Venue with the ability to ensure more consistent control of liquor service with the desired outcome of improving our guests' experience while aligning with the dynamic of our neighbourhood.

The Wallace Venue has been in operation since 2019 and alcohol is currently permitted to be served by the guests that rent the venue obtaining a Special Event Permit or by using their Caterer's Licence. The alcohol service is managed by the guests or their caterers. With the proposed change to the zoning, the alcohol service would be managed directly by The Wallace Venue's team, allowing for greater control to minimize the potential for guests being over served and adhering to service hours, age verification, etc. The Liquor Primary Licence which will be obtained from the Liquor and Cannabis Regulation Branch (LCRB) requires that a variety of snacks and non-alcoholic beverages be available; having Venue staff members onsite will help to enforce that all LCRB regulations. There would also be the added benefit of The Wallace Venue staff being onsite during all events and working with onsite security when necessary.

For all events, activity on the outdoor terrace ends at 11pm and guests are required to remain inside the venue. The last call for alcohol service is at 11:30pm and all events are required to end by 12am. We do not expect that changes will be made to these hours of operation.

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

**BYLAW NO. 8964**

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

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

1. This Bylaw shall be known and cited for all purposes as **“Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. 8964” (The Wallace Venue Corp., 125 Victory Ship Way, CD-393).**
2. Part 11 of Division V: Comprehensive Development Regulations of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by the following changes to the Comprehensive Development 393 (CD-393) Zone:
  - A. Subsection (3) in reference to Parcels 9 and 10, is hereby amended to include the following use in bold:

“(3) The following uses and no others shall be permitted:

*On Parcels 9 and 10: [Bylaw 8493, July 25, 2016]*

- Waterfront Commercial Use, including a Use located in a Mobile Cart
- Secondary Waterfront Commercial Use. A Secondary Waterfront Commercial Use shall only be permitted above the main floor.
- Pier Commercial Use
- Hotel Use, including an accessory Liquor Primary Licence (Lounge) Use
- **Liquor Primary Licensed event-hosting venue limited to one 728.4 square meter (7,840 square feet) unit located at the third/uppermost floor of the northwest building block on Parcel 9**
- Civic Use
- Child Care Use, subject to Section 607 (9)
- Accessory Off-Street Loading Use
- Accessory Off-Street Parking Use
- Off-Street Parking Use
- Off-Site Parking Use”

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



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

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Bram van der Heijden, Planner 1

Subject: REZONING APPLICATION: 275 EAST 2ND STREET (THREE SHORES  
MANAGEMENT / INTEGRA ARCHITECTURE INC.)

Date: April 12, 2023 File No: 08-3400-20-0078/1

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

**RECOMMENDATION**

PURSUANT to the report of the Planner 1, dated April 12, 2023, entitled  
"Rezoning Application: 275 East 2<sup>nd</sup> Street (Three Shores Management / Integra  
Architecture Inc.):

THAT the application submitted by Three Shores Management / Integra  
Architecture Inc., to rezone the property located at 275 East 2<sup>nd</sup> Street from a  
RM-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.

**ATTACHMENTS**

1. Context Map (Doc# [2346678](#))
2. Architectural Plans, dated March 30, 2023 (Doc# [2348001](#))
3. Landscape Plans, dated March 15, 2023 (Doc# [2348007](#))
4. Advisory Design Panel Resolution, dated May 20, 2022 (Doc# [2347001](#))
5. Public Consultation Summary (Doc# [2192164](#))
6. Tenant Relocation Plan (Doc# [2348299](#))

7. "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. 8970"  
(Doc# [2348305](#))
8. "Housing Agreement Bylaw, 2023, No. 8971" (Doc# [2348308](#))

## SUMMARY

This report presents a rezoning application over the subject site at 275 East 2<sup>nd</sup> Street to permit a 5-storey rental apartment building consisting of 79 units, 8 of which would be mid-market rental units.

## BACKGROUND

Applicant:	Three Shores Management
Architect:	Integra Architecture Inc.
Official Community Plan Designation:	Residential Level 5 (R5)
Existing Zoning:	Medium Density Apartment Residential 1 (RM-1)
Applicable Guidelines:	None

## DISCUSSION

### Site Context and Surrounding Use

The subject site has a total size of 1,700 sq.m. (8,298 sq.ft.), with a frontage of approximately 45.8 m (150.2 ft.) along West 2nd Street. The site slopes downward approximately 4.9 m (16 ft.) from the northeast corner (front boundary — East 2nd Street) to the south-west corner (rear boundary — lane). The proposal would replace the existing 23 unit, 3-story rental apartment building.

The site is located at the south-east corner of the 700 block of East 2<sup>nd</sup> Street, at the intersection with St. Andrews Avenue. It is within close proximity to frequent transit and within walking distance to commercial and recreational amenities.

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

**Table 1. Surrounding Uses**

Direction	Address	Description	Zoning
North	215 St. Andrews Avenue	Medium Density Apartment Building	RM-1
South	255 East 2nd Street	Medium Density Apartment Building	RM-1
East	303 East 2nd Street	Single family dwelling	RM-1
West	95 St. Andrews Avenue	Employment/Light Industrial	M-4



## Policy Context

The subject site is designated Residential Level 5 in the Official Community Plan (OCP). This designation allows for residential uses with a maximum density of 2.6 FSR (including a bonus FSR of 1.0). A maximum height of 6 storeys is permitted.

## Project Description

The application proposes a 5-storey rental apartment building with secured rental residential units and indoor and outdoor amenity spaces for residents. Parking access is provided off the rear lane to the south.

The following table provides an overview of the proposed development:

**Table 2:** *Development proposal overview*

Element	Proposal
Density	2.6 FSR
Unit Mix	79 residential rental units, including <ul style="list-style-type: none"><li>• 21 studio units;</li><li>• Thirty-eight one-bed units;</li><li>• Ten two-bed units; and</li><li>• 10 three-bed units (13%).</li></ul>
Mid Market Rental	8 units (10%)
Adaptable Units	28, Level 2 adaptable units (35%)
Residential Amenity	Indoor — 132 square metres (1,425 square feet) Outdoor — 450 square metres (4,845 square feet)

Eight of the units (10%) are proposed as mid-market units and 28 of the units (35%) are proposed to meet Level 2 of the Adaptable Design guidelines. All units would be secured through the Housing Agreement for the life of the building.

## PLANNING ANALYSIS

### **Policy Alignment**

The proposal is consistent with the OCP land use designation and below the OCP height limits for the site. The proposed density is 2.6 FSR, which is consistent with the OCP Residential Level 5 land use designation.

The proposal is in alignment with the OCP by providing additional secured rental housing within proximity to frequent transit and close to commercial services and employment opportunities.

The proposed mix of unit types meets key actions of the Housing Action Plan for mid-market rental units and family-friendly units. The proposal also exceeds the Zoning

Bylaw minimum requirement for 25% of units to meet Level 2 Adaptable Design. The proposal addresses the Active Design Guidelines through enhanced stairwell design and the provision of indoor and outdoor amenity spaces.

### ***Built Form and Urban Design***

The proposed built form is consistent with the character of the neighbourhood. The proposed height at 17.23 m (56.5 ft.) and 5 storeys complies with the OCP and will ensure the building integrates with future developments on adjoining lots. The proposal establishes a strong street wall along East 2<sup>nd</sup> Street and St. Andrews Avenue, with a reasonable setback to the rear laneway to establish suitable building separation to the existing employment uses of the Brewery District to the south.

A high level of laneway activation and casual surveillance is also achieved through enhanced landscaping and the split level ground oriented units with secondary pedestrian access from the lane and patios facing the lane. Considering that the lane leads to the planned park adjacent to the future North Shore Neighbourhood House, laneway activation is considered a priority to ensure a pedestrian-friendly connection.

The façade of the building has been designed with appropriate articulation through the use of steps and recesses along the elevations, and through the use of attached balcony structures that work to break up the building form and reduce the perceived bulk. The proposed development also features suitable landscaping treatments within the project design to further soften the visual impacts of the built form.

The corner accent in the massing and enhanced materiality of corrugated metal siding allows the building to frame the street corner, while providing a contextual reference to the adjacent Brewery District. Additionally, public art will be integrated within the building and/or site design. The exact form shall be determined through the public art plan that is to be approved by the Public Art Commission prior to the issuance of the building permit.

### ***Tree Replacement***

There are currently 6 trees on the site, of which the Austrian Pine at the centre of the lot is the largest tree with a diameter of 70 cm. Although the tree is of a significant size, it is not a native species and was evaluated as being in fair condition according to the arborist report. Due to the location of the tree, its retention would limit development on the site to the current building footprint. Additionally, the application was received before the Tree Bylaw was adopted and therefore does not apply to this rezoning application.

Although the Tree Bylaw does not apply, on-site replacement of trees exceeds the bylaw requirements of 1 to 3 replacements. In total, 18 trees are required to offset the loss of the 6 on-site trees. In total, 22 on-site trees are proposed of which 10 would be distributed around the building at the ground level, 5 on the podium level and 7 on the rooftop level.



In addition to on-site trees, the 6 trees on the neighbouring lot will be retained and 14 new street trees are proposed adjacent to the site where there are currently no street trees present along this section of 2<sup>nd</sup> Street.

In total an increase of 30 trees would be provided through this development proposal.

### ***Proposed Zoning Changes***

The proposed Comprehensive Development Zone will be based on the Medium Density Apartment RM-1 zone, consistent with the proposed use types and recent developments within proximity to the site, including at 365 East 2<sup>nd</sup> Street (CD-699), 207–225 East 2<sup>nd</sup> Street (CD-737) as well as the North Shore Neighbourhood House development on the west side of the block. To allow for the proposed massing, the proposed Zoning Amendment Bylaw would include the following modifications to the RM-1 zone base:

**Table 3.** *Summary of Proposed Zoning Changes*

	<b>BASE RM-1 ZONE</b>	<b>PROPOSED CD-761 ZONE</b>
<b>Density Maximum</b>	1.6 FSR	2.6 FSR (in accordance with OCP)
<b>Lot Coverage Maximum</b>	50 percent	72 percent
<b>Height Maximum</b>	3 storeys and 13.0 m (42.65 ft.)	5 storeys and 17.23 m measured from the northern boundary (56.5 ft.) (in accordance with OCP)
<b>Siting</b>	<b>Front Lot Line Setback</b> 6.1 m (20 ft.)	3.1 m (10.2 ft.)
	<b>Exterior Side Lot Line Setback</b> 4.57 m (15 ft.)	3.2 m (10.5 ft.)
	<b>Interior Side Lot Line Setback</b> 4.57 m (15 ft.)	3.1 m (10.2 ft.) Bay Windows Unenclosed Balconies, and Open Appendages shall not project beyond the face of the Principal Building toward the Interior Side Lot Line.
	<b>Rear Lot Line Setback</b> 6.1 m (20 ft.) 6.1 m (20 ft.)	3.9 m (13.1 ft.)
<b>Building Width and Length</b>	Maximum 30.48 metres (100 feet) above second storey	Waived
<b>Floor area exclusions Basement</b>	"Basement" means the space between two floor levels, the lower floor of which is more than one foot but less than five feet below Average Grade.	"Basement" means the floor levels, located below the First Storey; Open to Below Areas shall not be counted twice; No more than 684.0 sq. m (7,363.0 Sq ft) of Rental Apartment Residential Use Floor Area shall be excluded in basement areas.

### Lot Coverage

The application seeks a variation to the lot coverage requirements set for the RM-1 zone, specifically being 50%. The application proposes a lot coverage of 72%.

This proposed increase in lot coverage is supported by staff given the steeply sloping nature of the lot which results in the basement and parkade levels of the proposed development having to extend above ground resulting in a volume that is considered part of the lot coverage calculation. Where the project to be located on a flat site, these floors would be located fully below ground and considered underground structures which are not included in the lot coverage calculation. If these basement and areas were to be excluded from lot coverage, the development would have an approximate lot coverage of 53% instead of 72%. This is consistent with similar Residential Apartment Buildings approved by the City in areas with R5 OCP designation.

### Siting

The proposed development will result in a variation to the siting requirements for the RM-1 zone, as follows:

Front Setback from	6.1 m (20 ft.) to 3.1 m (10.2 ft.)
Interior Side Setback from	4.57 m (15 ft.) to 3.1 m (10.2 ft.)
Exterior Side Setback from	4.57 m (15 ft.) to 3.2 m (10.5 ft.)
Rear Setback from	6.1 m (20 ft.) to 3.9 m (13.1 ft.)

The proposed setback variances are considered appropriate and consistent with similar rental apartment buildings in the R5 Residential areas. The reduced setbacks allow the development to be designed with a building height of 5 storeys, which is less than the 6-storey limit imposed by the OCP. Additionally the reduced setback still allows for suitable landscaping with tree plantings on all sides of the development.

### Building Width and Length

The proposed development will result in a variation to the building width and length requirements set for an Apartment Residential Use, specifically being 30.48 m (100 ft.). The proposed development results in a maximum building width of 46.43 m (152 ft.) above the third storey.

Despite not meeting the relevant building width and length requirement, the proposed elevations have been designed with articulation that visually breaks up the building façade into distinct sections. The building also adopts a contemporary design, which utilizes a variety of façade materials. These elements help reduce the perceived building bulk, despite the minor variance to building length and width.

The building width and length standards are regularly varied in individual Comprehensive Development Zones to ensure a functional built form outcome is established. Similar building widths and lengths have been permitted in a number of recent projects along East 2<sup>nd</sup> Street.



### Site-specific Basement Definition

According to the Zoning Bylaw, a “Basement” is defined as the floor directly below the main floor level. There are a number of uses that can be excluded from GFA if located within the basement level, including residential units in rental apartment buildings.

Given the steep sloping nature of the site, a site-specific definition for “basement” is proposed, which would allow for the exclusion of any residential GFA below the main level, which is allowable under the current definition of “Gross Floor Area”.

### ***Parking and Transportation***

The application proposes vehicle access to the underground parkade from the southern laneway.

The application meets the vehicle and bicycle parking requirements of the Zoning Bylaw. The relevant statistics are provided in Table 4.

**Table 4:** *Proposed Vehicle and Bicycle Parking*

<b>Car Parking</b>	<ul style="list-style-type: none"><li>• Total of 48 Resident parking spaces (including 3 accessibility spaces);<ul style="list-style-type: none"><li>○ 0.6 spaces per unit;</li></ul></li><li>• 8. Residential Visitor spaces (including one disability space).</li></ul>
<b>Bicycle Parking</b>	Residential: <ul style="list-style-type: none"><li>• Secure — 119 spaces (1.5 per unit);</li><li>• Short Term — 8 spaces.</li></ul>

### ***Off-Site Works and Infrastructure Upgrades***

The proposed development will provide required off-site streetscape upgrades consistent with the Subdivision and Development Control Bylaw. This includes the reconstruction of the frontages along East 2nd Street, St. Andrews Avenue, and the rear lane - with the installation of new sidewalk, curb and gutter, street trees, street lighting, and road and lane paving. A concrete pedestrian crossing with curb extensions will be installed at the lane intersection with St. Andrews Avenue to improve pedestrian safety.

In addition to the bylaw required works, the development will provide a \$100,000.00 contribution for future water main and sanitary sewer main upgrades on East 2nd Street, as the existing infrastructure is not adequately sized to meet current and future flow rates and does not meet current City standards.

These requirements will be secured through a Servicing Agreement with the City.

## **Density Bonus and Community Benefits**

The City's *Density Bonus and Community Benefits Policy*, in conjunction with the OCP, allows for density bonuses beyond 1.6 FSR in the Residential Level 5 designation, up to a maximum of 2.6 FSR.

The policy provides a number of community benefits options for projects seeking additional density and seeks to ensure the City receives value for additional density granted. The community benefit offered by this proposal is an increase of the City's rental housing stock by 55 units, 8 of which will be mid-market rental units, secured for the life of the building through a Housing Agreement with the City.

The value of the density bonus (1.0 FSR = 47,648 square feet) may be estimated at \$8,338,400 based on the standard rate of \$175/square foot.

In addition to secured market and mid-market rental units, staff are seeking Council direction to secure the following items as conditions of this rezoning:

- Provision of public art at a value of \$85,000
- \$100,000 contribution for sanitary sewer main upgrades.

## **Legal Agreements**

Should Council support this rezoning, the following legal agreements will be prepared prior to final adoption:

- Development Covenant;
- Housing Agreement;
- Servicing Agreement;
- Community Good Neighbour Agreement;
- Crane Swing and Shoring Agreement;
- Flooding Covenant; and
- Community Energy Agreement.

## **RESIDENTIAL TENANT RELOCATION**

In 2021, Council amended the *Residential Tenant Displacement Policy* to enhance protection and compensation to long-term residential tenants.

The existing building contains 23 units in total: 2 studio units, 15 one-bedroom units and 7 two-bedroom units. At the time of application submission, 23 of these units were occupied. Two tenants have lived there for 15 years or more, and four tenants have been there for more than 10 years.

The applicant has prepared a Tenant Relocation Plan that exceeds the requirements of the *2021 Residential Tenant Displacement Policy*, including compensation and relocation assistance. Tenants were first informed of the redevelopment plans in January 2022 with a letter, followed by a Tenant meeting in May. The letter and



meetings provided the existing tenants information on the compensation package of 4-months' rent plus moving expense compensation of \$1,000 for one-bedroom units and \$1250 for two-bedroom units. In addition, the applicant has voluntarily offered additional compensation for long-term tenants at the following rates:

- \$1,000 additional for tenancies between 5 and 10 years;
- \$2,000 additional for tenancies between 10 and 15 years;
- \$3,000 additional for tenancies between 15 and 20 years;
- \$4,000 additional for tenancies over 20 years.

A Relocation Coordinator has been communicating with tenants and providing information on available units in the general rental market, as well as resources for government housing programs. In April 2023, an update was provided by the Relocation Coordinator showing 13 of the 23 tenants had moved out since the rezoning application was submitted. A Tenant Relocation Update was sent to tenants in April 2023 with updated timelines, resources and a Tenant's Needs Survey to help inform relocation efforts.

Under the Provincial *Residential Tenancy Act*, final eviction notices cannot be delivered to tenants until a demolition permit has been issued. The notice must provide a minimum of four months prior to the eviction date. Before issuance of the demolition permit, staff will request an update from the Relocation Coordinator regarding the progress of relocating tenants and compensation as outlined in the Tenant Relocation Plan (attachment #7).

## **ADVISORY BODY INPUT**

The application was reviewed by the Advisory Design Panel (ADP) on June 14, 2022. The Panel recommended approval of the proposal subject to addressing the following issues to the satisfaction of staff:

- Further review and analysis of wayfinding to the rear units;
- Further design development for laneway privacy and screening concerns;
- Review the possibility of a children's play area within the rooftop amenity space;
- Further review of the potential for amenity connections to the rooftop space;
- Review materials relative to the use of cementitious panel percentage on the exterior;
- Further design development to consider variety in material uses relative to the massing articulation; and
- Design development and review of the entry way scale, massing and material selection choices.

Revised designs were subsequently submitted that address the above concerns to the satisfaction of staff.



## COMMUNITY CONSULTATION

A Developer's Information Session (DIS) was held on June 1, 2022, and was attended by 12 people. Four comment forms were submitted following the DIS. One of the comment forms received was opposed to the project.

Staff received one email outside of the DIS process.

The main reasons for support were

- Provision of rental housing;
- Outdoor amenity spaces; and
- Bicycle facilities.

The main concerns were:

- Removal of the mature trees on site;
- Attention to climate change adaptation.

The opinions about the façade treatments were mixed and ranged from very positive to some concerns regarding colour and vertical patterns in the façade.

A summary of the public consultation, as prepared by the applicant, is available in attachment #5.

### Staff Response

It is important to note that the application was made before the adoption of the Tree Bylaw. In coordination with staff, it was agreed that generous tree replacement will be provided on-site and off-site as outlined in the Tree Replacement paragraph of this report. The proposal will see a combined increase of 22 trees.

Additionally, the development meets the City's building standards and addresses a number of goals set out in the City's Sustainable Development Guidelines.

Further design development has taken place after the DIS, addressing comments from ADP and the public regarding the building design.

## PROCESS WHEN NO PUBLIC HEARING HELD

The *Local Government Act* assumes no Public Hearing is held for proposed zoning bylaw amendments if the bylaw is consistent with the OCP. A local government must pass a resolution if it wishes to hold a public hearing.

Given the proposal's consistency with the OCP, and minimal feedback from the public during the consultation period, staff recommend that no public hearing be held for this application.

Should Council wish to refer the application to a Public Hearing, the first active clause in the resolution should be amended to read as follows:

THAT "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. 8970" (Three Shores Management / Integra Architecture Inc., 275 East 2<sup>nd</sup> Street, CD-761) be considered and referred to a Public Hearing;

THAT "Housing Agreement Bylaw, 2023, No. 8971" (Three Shores Management / Integra Architecture Inc., 275 East 2<sup>nd</sup> Street, CD-761, Rental Housing Commitments) be considered and referred to the same Public Hearing;

## CONCLUSION

This proposal is in alignment with the goals and objectives of the OCP and Council Strategic Plan to intensify residential development within proximity of Frequent Transit, and increase rental and mid-market units in the City. The project will also contribute to the provision of new public art.



RESPECTFULLY SUBMITTED:

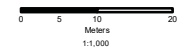
  
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Bram van der Heijden  
Planner I



City of North Vancouver  
275 East 2nd Street

Legend

-  Subject Site
-  Legal\_Parcels

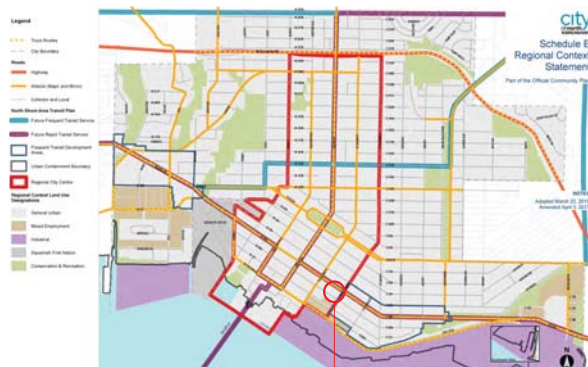


**DISCLAIMER**  
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GIS Division, Information Technology,  
City of North Vancouver





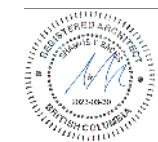


**SUBJECT SITE - ZONE: RM-1**

Client	Three Shores Development 2919 Alcantara Crescent West Vancouver, BC V7V 3B9	Barry Savage	604.505.8818	bsavage@threeshoresdevelopment.com
Architectural	Integra Architecture Inc. 2330-450 Granville Street Vancouver BC, V6C 1S4	Rhys Leitch	604.688.4220	rhysl@integra-arch.com
Civil	Binnie & Associates 300-4940 Canada Way Vancouver, BC V5C 4K6	Russell Warren	604.987.9070	rwarren@binnie.com
Landscape	Durante Kruex Ltd. 102-1637 West 5 <sup>th</sup> Avenue Vancouver, BC V6J 1N5	Stephen Vincent	604.684.4611	stephen@dkl.bc.ca
Code	MR Consulting 1221 2 <sup>nd</sup> Street West Vancouver, BC V7V 3Z4	Mark Roozbahani	604.764.7709	mark@codeconsultant.ca
Transportation	IBI Group 700 - 1285 West Pender St. Vancouver, BC V6E 4B1	Mladen Pecanac	604.683.8797	mladen.pecanac@biggroup.com



<b>A-0.000 Cover</b>	
A-0.000	COVER PAGE
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A-0.030	SITE CONTEXT
A-0.040	SITE CONTEXT PLAN
A-0.050	CONCEPT IMAGES
A-0.080	PERSPECTIVE
A-0.081	PERSPECTIVE
A-0.082	PERSPECTIVE
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A-1.000	SITE PLAN
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A-9.005	AREA OVERLAY - LEVEL 2
A-9.006	AREA OVERLAY - LEVEL 3
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A-9.008	AREA OVERLAY - LEVEL 5
A-9.009	AREA OVERLAY - ROOF LEVEL



### Three Shores Management

(PROJECT)

FAST 2ND ST

**EAST 2ND ST.**

275 East 2nd Street  
North Vancouver, B.C.

---

[TITLE]

COVER PAGE

21583 [PROJECT]

Thursday, March 30, 2023 [DATE]

DP / Rezoning - 7 [ISSUE]

[DRAWING]

**A-0.000**

## RENTAL HOUSING DEVELOPMENT

275 EAST 2ND STREET | NORTH VANCOUVER | BC | REZONING | DP SUBMISSION - 7

Project Name: 275 E 2nd St, North Vancouver, BC  
Client: Three Shores Management

Project: 21587  
Date: March 30/ 2023  
Issue: DP / Rezoning

#### PROJECT DATA

6-STORY PURPOSE BUILT RENTAL BUILDING  
COMBUSTIBLE 5-STORY (L1-L5) W/ ROOF TOP AMENITY & NON-COMBUSTIBLE BELOW L1 (BASEMENT & PARKADE)

EXISTING ADDRESS  
PROPOSED ADDRESS  
LEGAL DESCRIPTION

275 E 2nd St, North Vancouver, BC  
PID 008-717-231

PROJECT OWNER  
PROJECT ARCHITECT

THREE SHORES MANAGEMENT  
INTEGRA ARCHITECTURE

#### LOT DESCRIPTION

OCIP LAND USE DESIGNATION	Residential Level 5: Medium Density Apartment R5
EXISTING ZONING	RM-1
PROPOSED ZONING	CD
SITE AREA:	
Gross Site Area	18,298 sq.ft.
Read Dedications	TBC
Net Site Area	18,298 sq.ft.
Max FSR (Gross Site Area)	1.00 OCP Density
Max Bonus FSR	1.00 With Public Benefits
Max FSR (Gross Site Area)	2.60 Purpose Built Rental Housing
Total Proposed Floor Area	85,442 sq.ft.
Total Proposed Exclusions	38,149 sq.ft.
Proposed FSR (Gross Floor Area)	47,293 sq.ft.

#### LOT COVERAGE

Max Site Coverage	35%
Lot Coverage	72%

#### BUILDING HEIGHT:

	REQUIRED / PERMITTED	PROPOSED
Measured from Average Grade		
Average Finished Grade - Geodetic Elevation @ 28.09m (92.17ft)	92.2 ft	28.09 m geodetic
Geodetic Max. Allowed Height - 19 m	154.5 ft	47.09 m geodetic
Proposed Geodetic Height -	157.1 ft	47.93 m geodetic
Building Height from Average Grade -	59.0 - 62.3 ft	18-19 m
Average Finished Grade along North Property Line @ 30.66m (100.58ft)	59.0 - 62.3 ft	18-19 m
Building Height from Average Grade -	59.0 - 62.3 ft	18-19 m

#### SETBACKS:

	REQUIRED / PERMITTED	PROPOSED
FRONT YARD (E. 2nd St)	20.00 ft	6.10 m
SIDE YARD (St. Andrew)	15.00 ft	4.57 m
REAR YARD - EAST (Lane)	20.00 ft	6.10 m
INTERIOR SIDE YARD (West PL)	15.00 ft	4.57 m

#### UNIT SUMMARY:

Unit Type	Parkade	1st	2nd	3rd	4th	5th	Total	Average sqft / unit	Total Unit Area (sqft)	Total Unit Area (m2)	%	Unit Mix
A1 - Studio		1	1	1	1	1	5	403.2	2,015.9	187.3	6.3%	27%
A2 - Studio		1	1	1	1	1	5	420.0	2,100.0	195.1	6.3%	
A3 - Studio		1	1	1	1	1	5	416.5	2,082.7	193.5	6.3%	
A3.1 - Studio		1					1	425.0	425.0	39.5	1.3%	
A4 - Studio		1	1	1	1	1	5	409.2	2,046.1	190.1	6.3%	
B1 - 1Bed (Adaptable - Level 2)		2	5	5	5	5	22	540.0	11,880.0	1,103.7	27.8%	48.1%
B1.1 - 1Bed (Adaptable - Level 2)		1					1	545.0	545.0	50.6	1.3%	
B2 - 1Bed		1	1	1	1	1	5	471.6	2,358.0	219.1	6.3%	
B2 - 1Bed		1	1	1	1	1	5	454.1	2,270.25	210.6	6.3%	
B3 - 1Bed + Loft (Lane Unit)	4	1					1	1,344.4	5,377.68	499.6	5.1%	
B3.1 - 1Bed + Loft (Lane Unit)							1	1,468.9	1,468.92	136.5	1.3%	1 Bed
C1 - 2Bed (Adaptable - Level 2)			1	1	1	1	4	778.2	3,112.84	289.2	5.1%	
C1.1 - 2Bed (Adaptable - Level 2)		1					1	781.9	781.94	72.6	1.3%	
C2 - 2Bed		1	1	1	1	1	5	786.5	3,932.25	365.3	6.3%	
D1 - 3Bed		2	2	2	2	2	10	947.6	9,476.0	880.3	12.7%	
Total	5	14	15	15	15	15	79	49,872	4,633.3	100.0%	100.0%	3 Bed

#### ADAPTABLE UNIT PERCENTAGE:

Required Adaptable Units	20 Units	25% Minimum Percentage of Adaptable Units
Provided Adaptable Units	28 Units	35%

#### GFA CALCULATION:

GFA EXCLUSION (sq.ft.)	P2	P1	Basement	1st	2nd	3rd	4th	5th	Roof Patio	Total Exclusions	Total Exclusions
Access Stairs Toward Roof Patio				328.48	324.00	324.00	324.00	324.00	413.29	1,718.96	911.1 m2
Access Stair towards Indoor Amenity				79.55						79.55	7.35 m2
Parking	8,646.45	7,833.99								16,480.44	1,525.26 m2
Secure Bike Parking			2,500.58							2,500.58	232.65 m2
Access to Parking (Star + Star Vest)	465.15	392.5	392.61							1,250.26	116.25 m2
Basement/Cellar Mech/Elec & Elev Rm	289.98	361.36	623.86							1,275.20	118.25 m2
Basement/Cellar Storages Plus	161.08	2,534.21								2,695.29	249.52 m2
Lobby Areas L1 - Main Residential Lobby			589.25							589.25	54.52 m2
Common Recycling & Garbage Facilities	476.72									476.72	44.36 m2
Adaptable Units Level 2 (20 units)				80.00	120.00	120.00	120.00	120.00		560.00	51.76 m2
Amenity Area + Bike Workshop			1,718.99							1,718.99	159.42 m2
Dwelling Unit in Basement or Cellar	3,633.95	3,212.65								6,846.60	634.52 m2
Conductor Serving Lane Units		515.57								515.57	47.81 m2
Open to Below @ Lane Units - Basement		1,120.47								1,120.47	103.97 m2
Total Exclusions From FSR	9,402	12,859.60	12,519.94	1,077.28	444.00	444.00	444.00	444.00	413.29	38,149.99	3,544.1 m2

FLOOR AREA PER LEVEL	Residential Area	Common Areas	GFA Exclusion	Total Floor Area (Resident+Common)	Efficiency L1 - L5
Parkade P2	0.00 sq.ft.	9,404.95 sq.ft.	9,404.95 sq.ft.	9,404.95 sq.ft.	91.1 m2
Parkade P1	3,633.95 sq.ft.	4,984.26 sq.ft.	12,859.60 sq.ft.	13,128.21 sq.ft.	1,220 m2
Basement	3,212.65 sq.ft.	9,760.90 sq.ft.	12,618.94 sq.ft.	12,973.55 sq.ft.	1,205 m2
Floor Area - Level 1	6,091.41 sq.ft.	1,706.51 sq.ft.	1,077.28 sq.ft.	8,875.20 sq.ft.	82.6%
Floor Area - Level 2	8,733.41 sq.ft.	1,055.93 sq.ft.	444.50 sq.ft.	9,789.34 sq.ft.	89.2%
Floor Area - Level 3	8,733.41 sq.ft.	1,055.93 sq.ft.	444.50 sq.ft.	9,789.34 sq.ft.	89.2%
Floor Area - Level 4	8,733.41 sq.ft.	1,055.93 sq.ft.	444.50 sq.ft.	9,789.34 sq.ft.	89.2%
Floor Area - Level 5	8,733.41 sq.ft.	1,055.93 sq.ft.	444.50 sq.ft.	9,789.34 sq.ft.	89.2%
Floor Area - Roof Level	0.00 sq.ft.	579.72 sq.ft.	413.29 sq.ft.	993.01 sq.ft.	54 m2
Total Floor Area	49,872 sq.ft.	35,570 sq.ft.	38,149 sq.ft.	85,442 sq.ft.	87.9% Overall

NOTE: 'Common Areas' pertains to all areas that are considered non-residential. Basement, Levels P1 & P2 are part of GFA exclusions.

\* BASEMENT means the space between two floor levels, the lower floor of which is more than one foot but less than five feet below Average Grade.

\* CELLAR means the space directly below the first story, the lower floor of which is more than 1.52m (5 ft) below average grade and the area of which does not exceed the area of first story.

#### PARKING SPACES:

Minimum Parking Required	79 units @ 0.50 space/unit	39.5 spaces
Visitor Parking Required	79 units @ 0.10 space/unit	7.9 spaces
Parking Reduction	0%	0.0 spaces
Total Parking Required		47.4 spaces
Total Parking Provided		48 spaces
Accessible Parking Required:		
Level 1 - Adaptable Units	51 units @ 0.50 space/unit	25.5 spaces
Level 2 / 3 - Adaptable Units	28 units @ 0.50 space/unit	14 spaces
Disabled Parking Provided:		3 space
Max. Small Cars	35% of required spaces	17 spaces max
Provided Small Cars	23% of provided spaces	11 spaces

All Residence parking stalls shall be provided with Level 2 charging (excluding visitor parking stalls).

#### BICYCLE SPACES:

Required Secure Bicycle Parking	79 units	1.5 spaces/unit	119 spaces	long term
Provided Secure Bicycle Parking	79 units	1.5 spaces/unit	121 spaces	long term
Max Vertical parking Spaces	35% max (inclusive of req'd bicycle parking)		41 spaces	long term
Provided vertical parking Spaces	15%		18 spaces	long term
Required Short Term Bicycle Parking			8 spaces	short term
Provided Short Term Bicycle Parking			8 spaces	short term
Total			129 spaces	total bicycle spaces provided

Note 1: Final areas, allowable parking ratios, and parking count to be confirmed

Note 2: All areas are approximate and are for zoning purposes only

Note 3: Net & gross unit areas are measured to the center of pathways and to the exterior of sheathing of exterior walls

Note 4: Dedications and setbacks subject to City of North Vancouver approval

#### PROJECT SUMMARY:

ZONING EXISTING	REQUIRED / PERMITTED	PROPOSED	VARIANCE
OCIP LAND USE DESIGNATION - Medium Density Apartment R5	Residential Level 5	CD (RM-2)	
SITE AREA	18,298 sq.ft.	1,700 m2	18,298 sq.ft.
UNIT NUMBER	1.60 FSR	4,420 m2	2.58 FSR
OCIP DENSITY (w/ exclusions) Purpose Built Rental Housing	35%	695 m2	72%
SITE COVERAGE			
BUILDING HEIGHT			
Measured from Average Grade			
Average Finished Grade - Geodetic Elevation @ 28.09m (92.17ft)	92.2 ft	28.09 m geodetic	
Geodetic Max. Allowed Height - 19 m	154.5 ft	47.09 m geodetic	
Proposed Geodetic Height -	157.1 ft	47.93 m geodetic	
Building Height from Average Grade -	59.0 - 62.3 ft	18-19 m	
Average Finished Grade along North Property Line @ 30.66m (100.58ft)	59.0 - 62.3 ft	18-19 m	
Building Height from Average Grade -	59.0 - 62.3 ft	18-19 m	
FRONT YARD (E. 2nd St)	20.00 ft	6.10 m	10.43 ft
SIDE YARD (St. Andrew)	15.00 ft	4.57 m	10.50 ft
REAR YARD - EAST (Lane)	20.00 ft	6.10 m	13.09 ft
INTERIOR SIDE YARD (West PL)	15.00 ft	4.57 m	10.33 ft
PARKING SPACES	Rental Housing	0.60 space/ unit	47 spaces
EV CHARGING STATIONS	All Residential Parking Spaces	40 spaces	48 spaces
BICYCLE SPACES	1.50 space/ unit	119 Class A 8 Class B	121 Class A 8 Class B

#### PARKING DIMENSIONS

(no column encroachments)	Width	Length	Height
Standard Cars	2.500	8.20	5.486
Small Cars	2.500	8.20	4.650
Disabled Parking	4.000	13.12	5.486
Additional width at walls	0.305	1.00	

#### MINIMUM AISLE

	50 degrees	60 degrees	45 degrees
One-Way Traffic	6.700	21.98	5.280
Two-Way Traffic	6.700	21.98	6.096

#### GARBAGE (WEEKLY):

Multi-Family Residential	no. of units	Est. volume/unit	Total Volume	Container capacity	serviced twice/wk
Garbage	79 units	95 L	7,505 L	2294 L (3 cu yd)	3
NSRP Newspapers	79 units	8.5 L	672 L	360 L (95 gal)	2
NSRP Mixed Papers	79 units	15 L	1,185 L	360 L (95 gal)	2
NSRP Mixed Containers	79 units	9 L	711 L	360 L (95 gal)	2
Cardboard	79 units	30 L	2,370 L	1529 L (2 cu yd)	3
Food Scraps	79 units	14 L	1,106 L	240 L (64 gal)	5
Multi-Family Residential	no. of units	Space/unit	Total Space		
Minimum space required	79 units	0.486 m2	38.4 m2	413.27 sq.ft.	Mn11 m2
Max additional space required	79 units	0.486 m2	38 m2		
Max total space required	79 units	0.972 m2	77 m2		
Space proposed	79 units	0.972 m2	77 m2	421.74 sq.ft.	

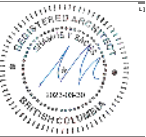


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(PROJECT TEAM)



(CLIENT)

Three Shores Management

(PROJECT)

EAST 2ND ST.

275 East 2nd Street  
North Vancouver, B.C.

(TITLE)

PROJECT  
STATISTICS

(PROJECT)

21583

(SCALE)

Thursday, March 30, 2023

(DATE)

DP / Rezoning - 7

(ISSUE)

(DRAWING)

A-0.010



**Legend**

**Property**

**Zoning**

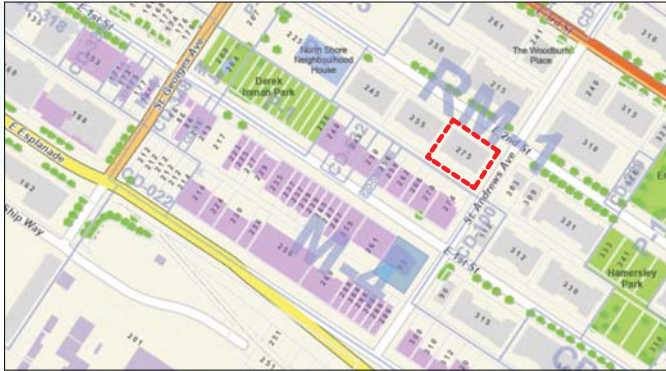
Zoning Boundaries

Setback Arc

Zoning Special Setback Line

**Land Use Contracts**

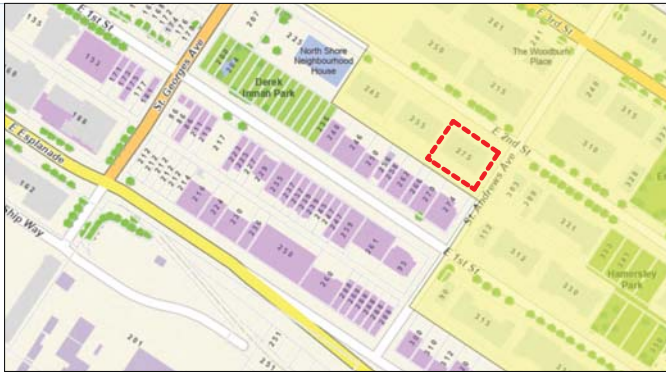
Land Use Contracts



**Legend**

E3rd/Moodyville Development Permit

Residential Apt Development Permit (Pending)



**Legend**

**Property**

**OCF 2014 Land Use**

2014 OCF Maximum Height Limits (m)

2014 OCF Special Study Areas

2014 OCF Land Use

Residential Level 1

Residential Level 2

Residential Level 3

Residential Level 4A

Residential Level 4B

Residential Level 5

Residential Level 6

Mixed Use Level 1

Mixed Use Level 2

Mixed Use Level 3

Mixed Use Level 4A

Mixed Use Level 4B

Harbourside Waterfront (Mixed Use)

Parks, Recreation & Open Space

School & Institutional

Commercial

Mixed Employment

Industrial



**Land Use Designation**

This map should be viewed in conjunction with the provisions of Sections 2.1 and 2.2 of Chapter 1

Land Use Designation	OCF FSR	Maximum Building Height (m)
Residential Level 1 (Low Density)	0.5	1.0
Residential Level 2 (Low Density)	0.5	1.0
Residential Level 3 (Low Density)	0.75	1.0
Residential Level 4A (Medium Density)	1.0	1.0
Residential Level 4B (Medium Density)	1.25	1.0
Residential Level 5 (Medium Density)	1.6	up to 1.0
Residential Level 6 (High Density)	2.3	up to 1.0
Mixed Use Level 1 (Low Density)	1.0	1.0
Mixed Use Level 2 (Medium Density)	2.0	up to 1.0
Mixed Use Level 3 (Medium Density)	2.3	up to 1.0
Mixed Use Level 4A (High Density)	2.6	up to 1.0
Mixed Use Level 4B (High Density)	3.0	up to 1.0
Harbourside Waterfront 2.05 (Mixed Use)	0.15	0.15

**Other Land Use Designations**

Parks, Recreation & Open Space

School & Institutional

Commercial

Mixed Employment

Industrial

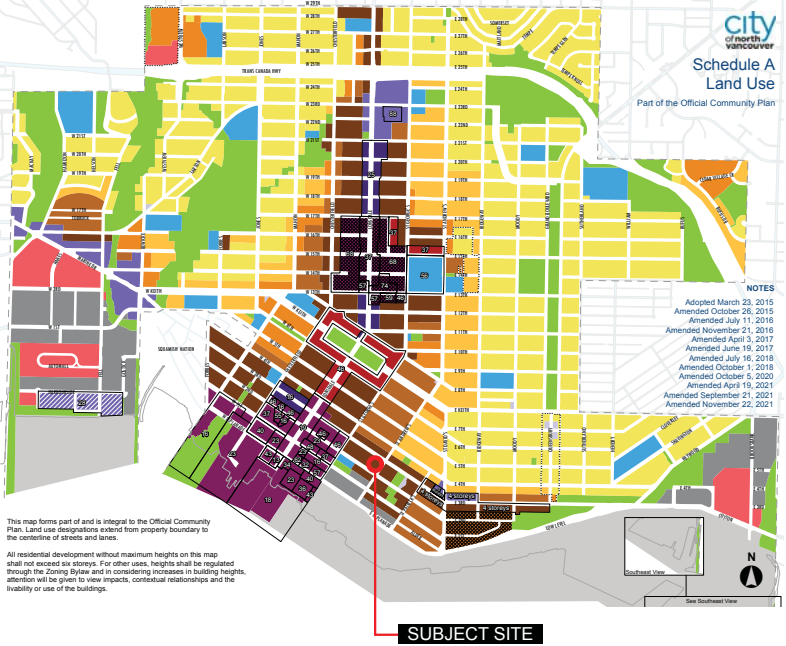
Maximum Building Heights in Metres

Special Study Area

City Boundary

**Example Height Equivalencies**

Metres	Approx. Storeys
12-13	4
15-16	5
18-19	6
21-22	7
24-25	8
27-28	9
30-31	10
33-34	11
36-37	12
39-40	13
42-43	14
45-46	15
48-49	16
51-52	17
54-55	18
57-58	19
60-61	20
63-64	21
66-67	22
69-70	23
72-73	24
75-76	25
78-79	26
81-82	27
84-85	28
87-88	29
90-91	30



## OCF - MID-RISE APARTMENT MEDIUM DENSITY R5:

- 1.6 FSR (MAX BONUS FSR 1.0)
- 1.0 FSR BONUS WITH PUBLIC BENEFITS:
  - 1) SECURE MARKET RENTAL HOUSING OR NON-MARKET RENTAL
  - 2) COMMUNITY AMENITY SPACE
- MAX HEIGHT 6 STOREY

## APPLICABLE GUIDELINES:

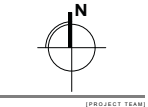
- 2018 DENSITY BONUS AND COMMUNITY BENEFITS POLICY
- ACTIVE DESIGN GUIDELINES
- ADAPTABLE DESIGN GUIDELINES
- SUSTAINABLE DESIGN GUIDELINES
- CPTD PRINCIPLES

**iA**

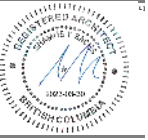
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(PROJECT TEAM)



(CLIENT)

**Three Shores Management**

(PROJECT)

**EAST 2ND ST.**

275 East 2nd Street  
North Vancouver, B.C.

(TITLE)

**ZONING OCF**

(PROJECT)

**21583**

(SCALE)

**Thursday, March 30, 2023**

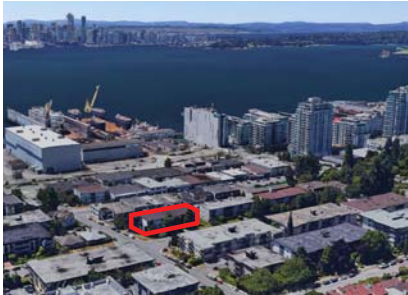
**DP / Rezoning - 7**

(DATE)

(DRAFTING)

**A-0.020**





3D Aerial View Looking West



3D Aerial View Looking North



View Along E 2nd St & St. Andrew's



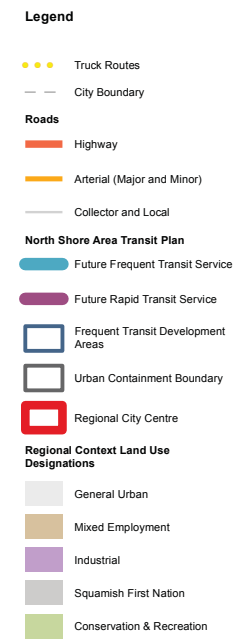
View Along St. Andrew's Looking North



View of Site from Lane



View Along E 2nd St

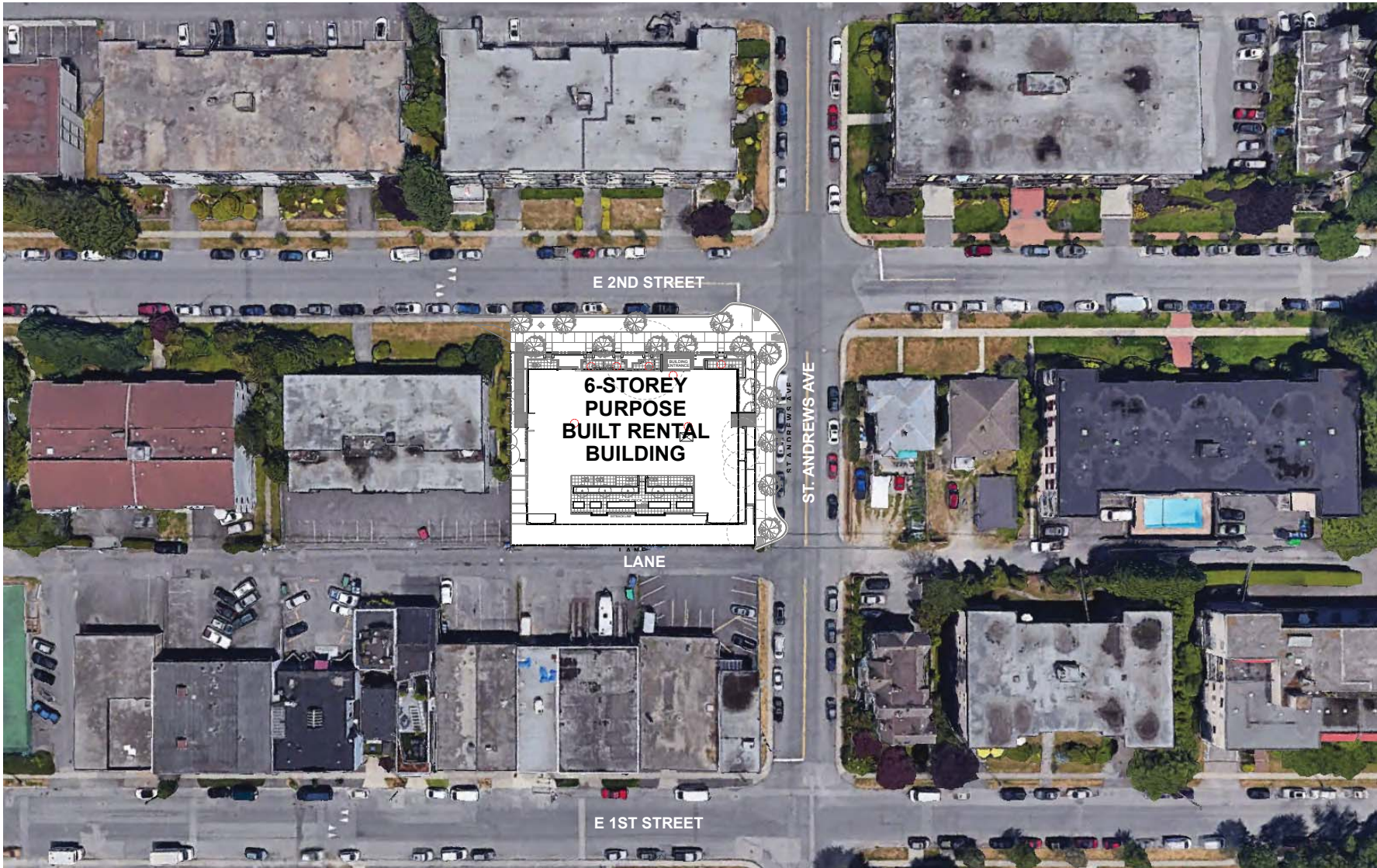


Elevation along St. Andrew's

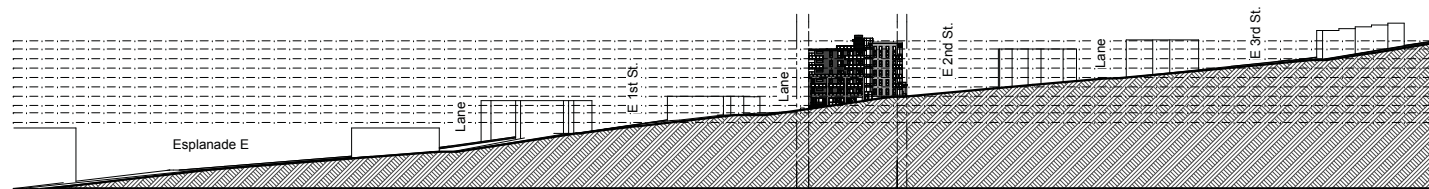


Elevation along E 2nd St





CONTEXT PLAN



CONTEXT SITE SECTION ALONG ST. ANDREWS AVE



## Integra

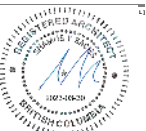
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(PROJECT TEAM)



(CLIENT)

### Three Shores Management

(PROJECT)

### EAST 2ND ST.

275 East 2nd Street  
North Vancouver, B.C.

(TITLE)

### SITE CONTEXT PLAN

(PROJECT)

21563

(SCALE)

Thursday, March 30, 2023

(DATE)

DP / Rezoning - 7

(ISSUE)

(DRAWING)

**A-0.040**





## APARTMENT CHARACTER

A tribute to CNV Brewery District  
Use of panels, painted boards  
& glass railings  
Modern, linear and open floor layouts



## OPEN SPACES

Inviting entrance, indoor and outdoor living  
Landscaped roof decks with seating areas

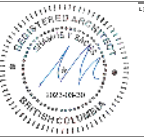


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Three Shores Management

(PROJECT)

EAST 2ND ST.

275 East 2nd Street  
North Vancouver, B.C.

(TITLE)

**CONCEPT  
IMAGES**

(PROJECT)

21583

(SCALE)

Thursday, March 30, 2023

(DATE)

DP / Rezoning - 7

(SHEET)

(DRAWING)

**A-0.050**

## NORTH VANCOUVER'S BREWERY DISTRICT







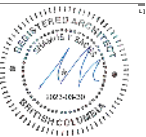
# Integra

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[PROJECT TEAM]



[CLIENT]

**Three Shores Management**

[PROJECT]

**EAST 2ND ST.**

275 East 2nd Street  
North Vancouver, B.C.

[STYLE]

**PERSPECTIVE**

[PROJECT]

**21583**

[SCALE]

**Thursday, March 30, 2023**

[DATE]

**DP / Rezoning - 7**

[ISSUE]

[DRAWING]

**A-0.080**





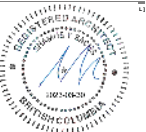
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[PROJECT TEAM]



[CLIENT]

**Three Shores Management**

[PROJECT]

**EAST 2ND ST.**

275 East 2nd Street  
North Vancouver, B.C.

[TITLE]

**PERSPECTIVE**

[PROJECT]

**21583**

[SCALE]

**Thursday, March 30, 2023**

[DATE]

**DP / Rezoning - 7**

[ISSUE]

[DRAWING]

**A-0.081**



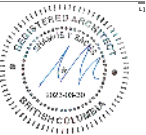
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[PROJECT TEAM]



[CLIENT]

Three Shores Management

[PROJECT]

EAST 2ND ST.

275 East 2nd Street  
North Vancouver, B.C.

[TITLE]

PERSPECTIVE

[PROJECT]

21583

[SCALE]

[DATE]

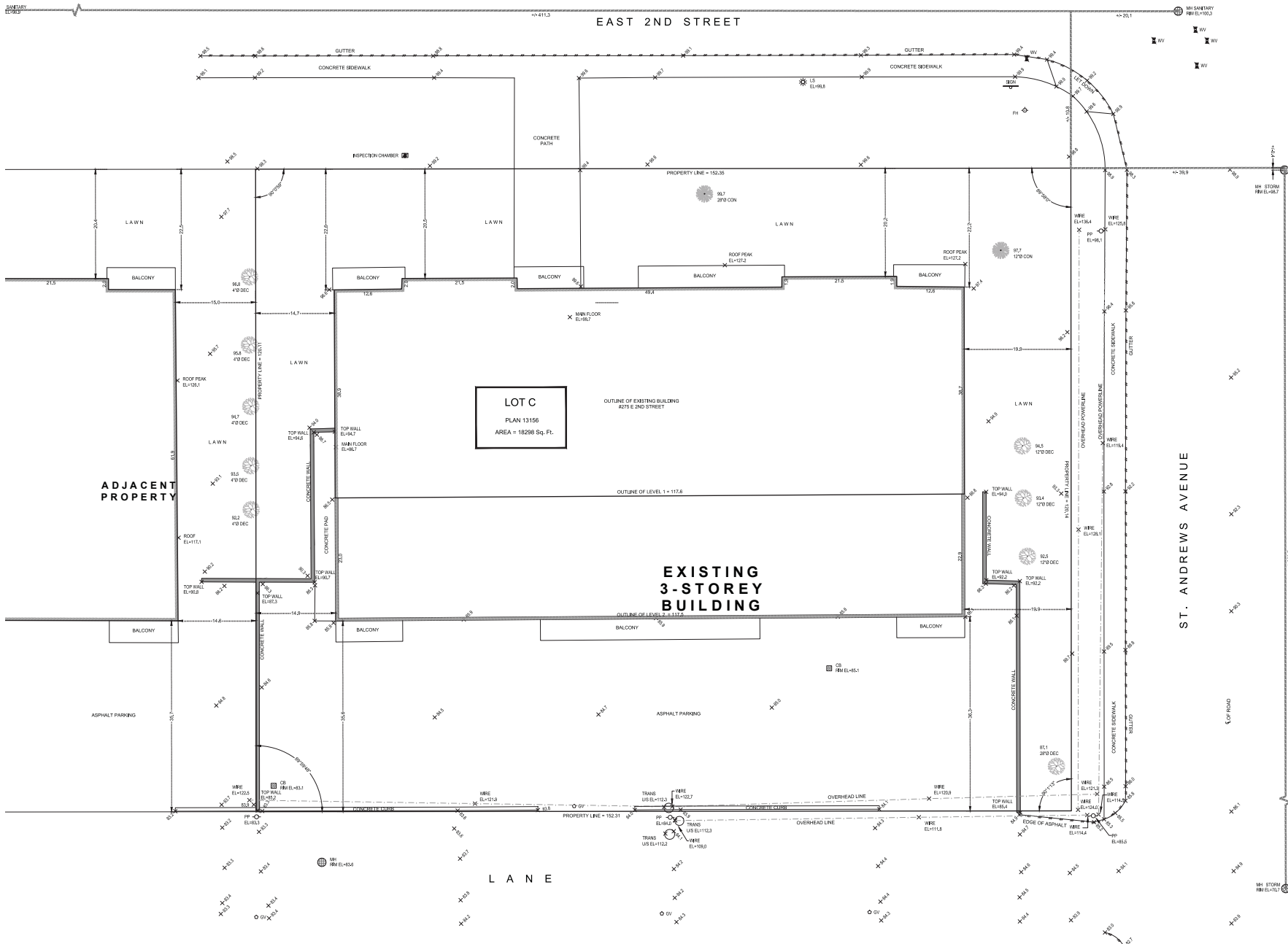
Thursday, March 30, 2023

[ISSUE]

DP / Rezoning - 7

[DRAWING]

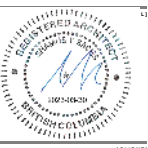
A-0.082



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**Three Shores Management**  
(PROJECT)

**EAST 2ND ST.**  
275 East 2nd Street  
North Vancouver, B.C.

**SURVEY  
(REFERENCE  
ONLY)**  
(PROJECT)

**21583**  
(SCALE)

**Thursday, March 30, 2023**  
(DATE)

**DP / Rezoning - 7**  
(DRAFTING)

**A-0.100**





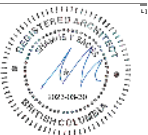
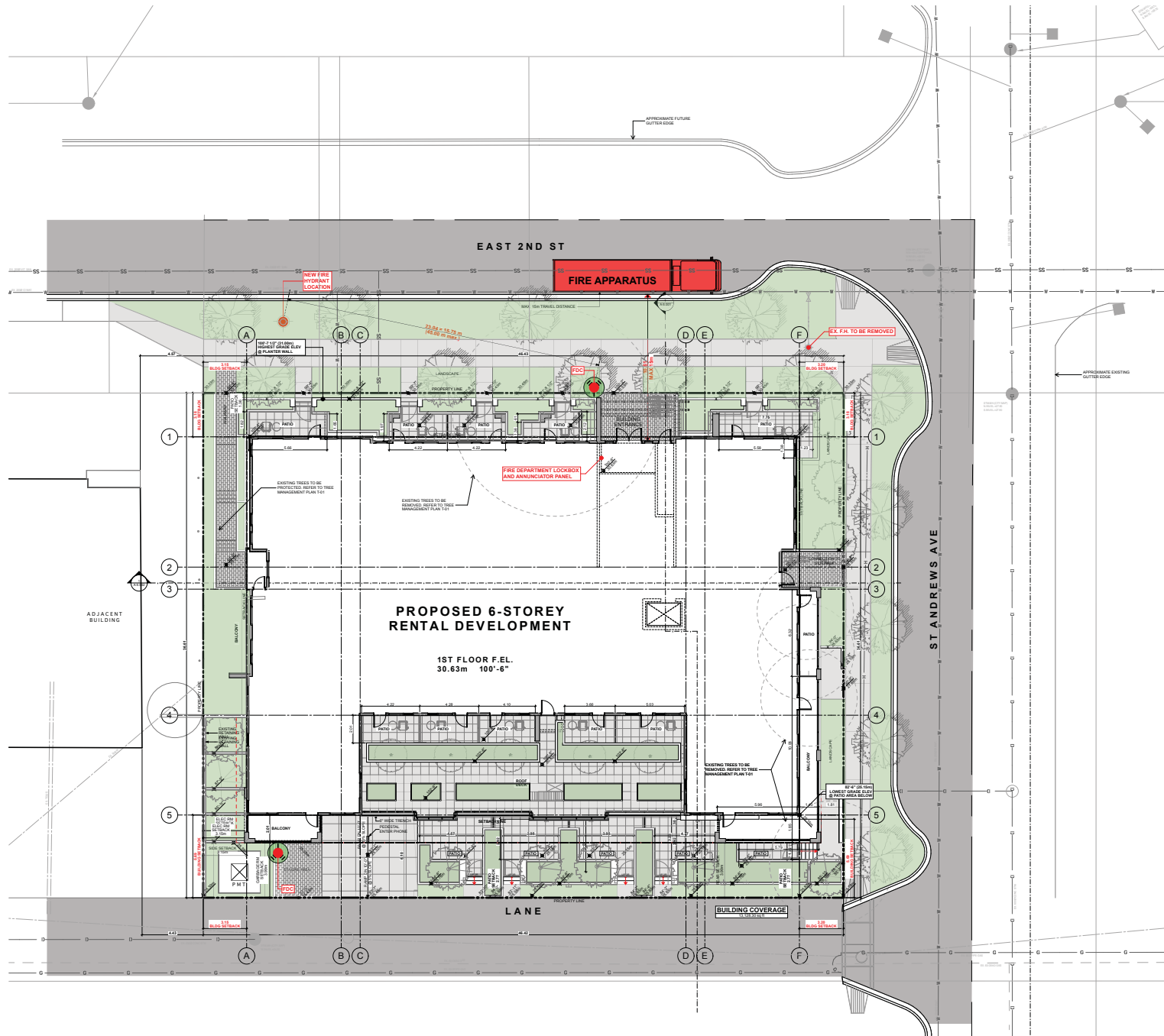
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(PROJECT TEAM)



(CLIENT)

**Three Shores Management**

(PROJECT)

**EAST 2ND ST.**

275 East 2nd Street  
North Vancouver, B.C.

(TITLE)

**SITE PLAN**

21583 (PROJECT)

3/32" = 1'-0" (SCALE)

Thursday, March 30, 2023 (DATE)

DP / Rezoning - 7 (ISSUE)

(DRAWING)

**A-1.000**





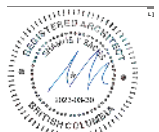




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ST ANDREWS AVE



A 0.000

**A-2.003**









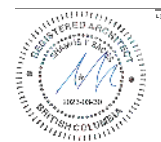
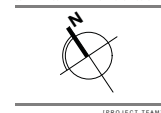






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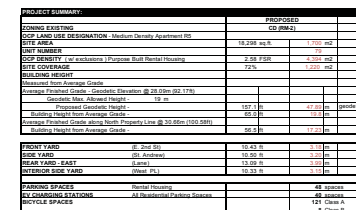
**EAST 2ND ST.**

275 East 2nd Street  
North Vancouver, B.C.

## (DRAWING)

**A-2.009**



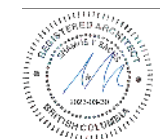


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(PROJECT TEAM)



CLIENT

### Three Shores Management

PROJECT

EAST 2ND ST.

275 East 2nd Street  
North Vancouver, B.C.

[ TITLE ]

UPPER ROOF  
PLAN

1990-1991

21583

1/8" = 1'-0"

[ SCALE ]

Thursday, March 30, 2023

11546

DP / Rezoning - 7

[DRAWING]

**A-2.010**

## DESIGN ELEMENTS

	LEVEL ONE	LEVEL TWO	LEVEL THREE
<b>BUILDING ACCESS</b>	Outside stairs – maximum degree of colour contrast on nosing of each stair	Outside stairs – maximum degree of colour contrast on nosing of each stair	Outside stairs – maximum degree of colour contrast on nosing of each stair
<b>BUILDING ACCESS</b>	Curb cuts have tactile and visual cues	Curb cuts have tactile and visual cues	Curb cuts have tactile and visual cues
<b>BUILDING ACCESS</b>	Unobstructed access to main building entrances from street/sidewalks	Unobstructed access to main building entrances from street/sidewalks	Unobstructed access to main building entrances from street/sidewalks
<b>BUILDING ACCESS</b>	Unobstructed internal access: - from parking levels containing accessible parking (5' or 1500mm corners, 2' or 610mm clear wall space adjacent to door latch) - garbage and recycling receptacles and storage lockers - no stairs within building circulation including corridors on residential levels - accessible storage lockers for each unit	Unobstructed internal access: - from parking levels containing accessible parking (5' or 1500mm corners, 2' or 610mm clear wall space adjacent to door latch) - garbage and recycling receptacles and storage lockers - no stairs within building circulation including corridors on residential levels - accessible storage lockers for each Level 3	Unobstructed internal access: - from parking levels containing accessible parking (5' or 1500mm corners, 2' or 610mm clear wall space adjacent to door latch) - garbage and recycling receptacles and storage lockers - no stairs within building circulation including corridors on residential levels - accessible storage lockers for each Level 3
<b>BUILDING ACCESS</b>	Canopy over main building entrances (3' or 915mm) and entrance	Canopy over main building entrances (3' or 915mm) and entrance	Canopy over main building entrances (3' or 915mm) and entrance
<b>BUILDING ACCESS</b>	Provide automatic door opener for at least one building entry door at ground level as well as doors leading into the building on each underground parking level where disability parking is provided	Provide automatic door opener for at least one building entry door at ground level as well as doors leading into the building on each underground parking level where disability parking is provided	Provide automatic door opener for at least one building entry door at ground level as well as doors leading into the building on each underground parking level where disability parking is provided
<b>BUILDING ACCESS</b>	Disability Parking provided in accordance with zoning bylaw Figure B-4 as attached	Disability Parking provided in accordance with zoning bylaw Figure B-4 as attached	Disability Parking provided in accordance with zoning bylaw Figure B-4 as attached
<b>BUILDING ACCESS</b>	Flare thresholds through the building (maximum 5/8" or 13mm height)	3' or 915mm building and suite entry doors Flare thresholds through the building (maximum 5/8" or 13mm height)	3' or 915mm building and suite entry doors Flare thresholds through the building (maximum 5/8" or 13mm height)
<b>BUILDING ACCESS</b>	Accessible building entrance, call buttons and, where provided, suite door building	Accessible building entrance, call buttons and, where provided, suite door building	Accessible building entrance, call buttons and, where provided, suite door building

- 1 of 3-

- 1 of 3-

## DESIGN ELEMENTS

## FIXTURES AND FINISHES

	LEVEL ONE	LEVEL TWO	LEVEL THREE
<b>BASIC</b>	Easy to read building address numbers (max 4 or 100mm high in contrasted colours)	Easy to read building address numbers (max 4 or 100mm high in contrasted colours)	Easy to read building address numbers (max 4 or 100mm high in contrasted colours)
<b>BASIC</b>	Lighting levels to a minimum of 100 lux outside and inside main building entries and suite entries	Lighting levels to a minimum of 100 lux outside and inside main building entries and suite entries	Lighting levels to a minimum of 100 lux outside and inside main building entries and suite entries
<b>BASIC</b>	No polished finish on building entry flooring Provide flooring samples	No polished finish on building entry flooring Provide flooring samples	No polished finish on building entry flooring Provide flooring samples
<b>BASIC</b>	Except for pocket doors, sliding doors, or doors equipped with special lever door handles are required on all doors (provide notation on all doors (provide notation on door schedule))	Except for pocket doors, sliding doors, or doors equipped with special lever door handles are required on all doors (provide notation on door schedule))	Except for pocket doors, sliding doors, or doors equipped with special lever door handles are required on all doors (provide notation on door schedule))
<b>BASIC</b>	Garage throughout common areas has well contrasted colours	Garage throughout common areas has well contrasted colours	Garage throughout common areas has well contrasted colours
<b>BASIC</b>	Elevators have well contrasted control buttons	Elevators have well contrasted control buttons	Elevators have well contrasted control buttons
<b>CIRCULATION</b>			
<b>CIRCULATION</b>			
<b>COLOUR PALETTE/STYLING/AMENITY ROOMS</b>			
<b>UNIT ENTRIES</b>			
<b>UNIT ENTRIES</b>			
<b>UNIT ENTRIES</b>			
<b>UNIT FLOORING</b>			
<b>UNIT FLOORING</b>			
<b>PATIOS AND BALCONIES</b>			
<b>PATIOS AND BALCONIES</b>			

- 1 of 3

**Fixtures & Finisher**  
July 2005

DATE \_\_\_\_\_

## DESIGN ELEMENTS

[illegible]

- 2 of 3 -

- 2 of 3 -

## DESIGN ELEMENTS

KITCHEN		Minimum 4' or 1220mm floor space between base cabinets / walls (possible with removal of sink cabinet) *
MIN. ONE BATHROOM	Toilet located adjacent to wall (min 3' or 915mm length) *	Toilet located adjacent to wall (min 4' or 1219mm length) *
MIN. ONE BATHROOM	Provide turning radius within bathroom (may result from removal of vanity cabinet) *	Provide turning radius within bathroom (may result from removal of vanity cabinet) *
MIN. ONE BATHROOM	3' or 915mm clearance along full length of tub *	3' or 915mm clearance along full length of tub *
MIN. ONE BATHROOM	Tub control valve placed at outer edge of tub, with tub spout remaining in central position *	Tub control valve placed at outer edge of tub, with tub spout remaining in central position *
MIN. ONE BATHROOM	Accessible storage *	Accessible storage *
MIN. ONE BATHROOM	Provide pocket door or door swinging out *	Provide pocket door or door swinging out *
MIN. ONE BATHROOM	Space under sink minimum 2' or 610mm wide *	Space under sink minimum 2' or 610mm wide *
MIN. ONE BATHROOM	Provide for the possible future installation of an accessible shower stall, sized at least 2' 0" x 5' 0" or 1016 x 1500mm - refer to the 1998 IRC Building Access Handbook for details	Provide for the possible future installation of an accessible shower stall, sized at least 2' 0" x 5' 0" or 1016 x 1500mm - refer to the 1998 IRC Building Access Handbook for details
MIN. ONE BEDROOM	Sufficient manoeuvring room between street and double bed *	Sufficient manoeuvring room between street and double bed *
MIN. ONE BEDROOM	Provide 3' or 915mm access to window opening *	Provide 3' or 915mm access to window opening *
LAUNDRY FACILITIES	Provide front loading side-by-side washer / dryer in-hall or in common area *	Provide front loading side-by-side washer / dryer in-hall or in common area *
LAUNDRY FACILITIES	4' or 1220mm manoeuvring space in front of washer / dryer *	4' or 1220mm manoeuvring space in front of washer / dryer *

- 3 of 3-

- 3 of 3-

S:\COMMUNITY PLANNING\Adaptable Design\Handouts\Design Elements Handout.doc

## FIXTURES AND FINISHES

	LEVEL ONE	LEVEL TWO	LEVEL THREE
<b>BASIC</b>	Easy to read building address numbers (max 4 or 100mm high in contrasted colours)	Easy to read building address numbers (max 4 or 100mm high in contrasted colours)	Easy to read building address numbers (max 4 or 100mm high in contrasted colours)
<b>BASIC</b>	Lighting levels to a minimum of 100 lux outside and inside main building entries and suite entries	Lighting levels to a minimum of 100 lux outside and inside main building entries and suite entries	Lighting levels to a minimum of 100 lux outside and inside main building entries and suite entries
<b>BASIC</b>	No polished finish on building entry flooring Provide flooring samples	No polished finish on building entry flooring Provide flooring samples	No polished finish on building entry flooring Provide flooring samples
<b>BASIC</b>	Except for pocket doors, sliding doors, or doors equipped with special lever door handles are required on all doors (provide notation on all doors (provide notation on door schedule))	Except for pocket doors, sliding doors, or doors equipped with special lever door handles are required on all doors (provide notation on door schedule))	Except for pocket doors, sliding doors, or doors equipped with special lever door handles are required on all doors (provide notation on door schedule))
<b>BASIC</b>	Garage throughout common areas has well contrasted colours	Garage throughout common areas has well contrasted colours	Garage throughout common areas has well contrasted colours
<b>BASIC</b>	Elevators have well contrasted control buttons	Elevators have well contrasted control buttons	Elevators have well contrasted control buttons
<b>CIRCULATION</b>			
<b>CIRCULATION</b>			
<b>COLOUR PALETTE/STYLING/AMENITY ROOMS</b>			
<b>UNIT ENTRIES</b>			
<b>UNIT ENTRIES</b>			
<b>UNIT ENTRIES</b>			
<b>UNIT FLOORING</b>			
<b>UNIT FLOORING</b>			
<b>PATIOS AND BALCONIES</b>			
<b>PATIOS AND BALCONIES</b>			

- 1 of 3

**Fixtures & Finisher**  
July 2005

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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	LEVEL ONE	LEVEL TWO	LEVEL THREE	7 of 11
ELECTRICAL	Switches, controls, thermostats and the highest breaker in the sub panel, to be installed no higher than 48" or 1170mm above finished floor	Switches, controls, thermostats and the highest breaker in the sub panel, to be installed no higher than 48" or 1170mm above finished floor	Switches, controls, thermostats and the highest breaker in the sub panel, to be installed no higher than 48" or 1170mm above finished floor	
ELECTRICAL	Electrical outlets, cable outlets, telephone jacks not lower than 18" or 457mm above floor	Electrical outlets, cable outlets, telephone jacks not lower than 18" or 457mm above floor	Electrical outlets, cable outlets, telephone jacks not lower than 18" or 457mm above floor	
ELECTRICAL	Within suites a duplex outlet is required within 6' or 200mm of a telephone jack	Within suites a duplex outlet is required within 6' or 200mm of a telephone jack	Within suites a duplex outlet is required within 6' or 200mm of a telephone jack	
ELECTRICAL	Wiring for visual alarm systems in living room and minimum one bedroom, connected to the alarm system	Wiring for visual alarm systems in living room and minimum one bedroom, connected to the alarm system	Wiring for visual alarm systems in living room and minimum one bedroom, connected to the alarm system	
ELECTRICAL	Router switches	Router switches	Router switches	
ELECTRICAL			Double hot ceiling fans	
ELECTRICAL			Provide wiring for automatic door opener and strike at unit entry	
WINDOWS	Easy grasped and operated mechanism for opening and closing windows	Easy grasped and operated mechanism for opening and closing windows	Easy grasped and operated mechanism for opening and closing windows	
KITCHEN	Task lighting of at least 100 lux level of sink, stove and work areas in addition to general overhead lighting	Task lighting of at least 100 lux level of sink, stove and work areas in addition to general overhead lighting	Task lighting of at least 100 lux level of sink, stove and work areas in addition to general overhead lighting	
KITCHEN	Pushed wet faucets at 2" or 51mm height	Pushed wet faucets at 2" or 51mm height	Pushed wet faucets at 2" or 51mm height	
KITCHEN	Lever handle faucets and cabinet handles which can be easily used with an open hand eg. 2" or 2" cabinet handles	Lever handle faucets and cabinet handles which can be easily used with an open hand eg. 2" or 2" cabinet handles	Lever handle faucets and cabinet handles which can be easily used with an open hand eg. 2" or 2" cabinet handles	
KITCHEN	Adjustable shelves in all cabinets	Adjustable shelves in all cabinets	Adjustable shelves in all cabinets	
KITCHEN			Drawers storage in key areas	
KITCHEN			Provision for removal of sink cabinet and lowering of counter height	
KITCHEN			Provision in water supply and drain to allow for a 4" (100mm) drop in sink height (offset plumbing)	
KITCHEN			Provision for the future installation of at least one counter receptacle in front of cabinets	
KITCHEN			Where regular refrigerate installation initially provide adequate space for side by side model	
KITCHEN			Contrasting knobs on stove / cook top	

- 2 of 3

**Fixtures & Finisher**  
July 2005

[illegible]

	LEVEL ONE	LEVEL TWO	LEVEL THREE	8 of 11
MIN. ONE BATHROOM	Solid blocking provided in walls of tub / shower and toilet areas, and behind lower bars *	Solid blocking provided in walls of tub / shower and toilet areas, and behind lower bars *	Solid blocking provided in walls of tub / shower and toilet areas, and behind lower bars *	
MIN. ONE BATHROOM	Pressure balanced tub / shower valves	Pressure balanced tub / shower valves	Pressure balanced tub / shower valves	
MIN. ONE BATHROOM		Provision in water supply and drain to allow for a 4" (100mm) drop in vanity height (offset plumbing)	Provision in water supply and drain to allow for a 4" (100mm) drop in vanity height (offset plumbing)	
MIN. ONE BATHROOM		Provision for vanity sink removal	Provision for vanity sink removal	
MIN. ONE BATHROOM		Adjustable height shower head or hand-held shower head on adjustable bracket*	Adjustable height shower head or hand-held shower head on adjustable bracket *	
MIN. ONE BATHROOM			Water temperature regulator on tub / shower faucet	
LIVING ROOM		One switched electrical outlet	One switched electrical outlet	
BEDROOMS		Three-way switched outlet at bed area and doorway	Three-way switched outlet at bed area and doorway	
BEDROOMS		Provide light fixture in or adjacent to closet	Provide light fixture in or adjacent to closet	
BEDROOMS	Telephone jack	Telephone jack	Telephone jack	
IN-SUITE STORAGE		Provide light and electrical outlet	Provide light and electrical outlet	

- 3 of 3

Fixtures & Finisher  
July 2005

2330-200 Granville Street  
Vancouver, BC, V6C 1S4  
www.integra-arch.com  
Telephone: 604 688 4220

[PROJECT TEAM]



### Three Shores Management

[PROJECT]

EAST 2ND ST.

275 East 2nd Street  
North Vancouver, B.C.

[ TITLE ]

[PROJECT]

[ SCALE ]

Thursday, March 30, 2023 [DATE]

DP / Rezoning - 7 [ISSUE]

[DRAWING]

**A-3.001**

**A-3.001**





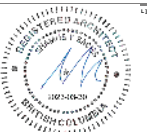
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(PROJECT TEAM)



(CLIENT)

Three Shores Management

(PROJECT)

EAST 2ND ST.  
275 East 2nd Street  
North Vancouver, B.C.

(TITLE)

## BUILDING ELEVATION - NORTH (2ND ST)

(PROJECT)

21583

(SCALE)

1/8" = 1'-0"

Thursday, March 30, 2023

(DATE)

DP / Rezoning - 7

(DRAWING)

A-4.001



## MATERIAL SCHEDULE

Building Elements	A	B	B1	B2	C
Cladding	Cladding	Cladding	Cladding	Cladding	Cladding
Colour	Gray/Brown Blend	Dark Blue	White	Dark Grey	Grey
Material	Thin Brick	Cementitious Lap Siding	Cementitious Lap Siding	Cementitious Lap Siding	Cementitious Panel Board w/ Rigid
Product	TBC	TBC	TBC	TBC	TBC
Colour to Match / Manufacturer Reference No.	Gray/Brown	Deep Ocean	White	Iron Grey	Pearl Grey
Manufacturer	TBC	TBC	TBC	TBC	TBC

Building Elements	C1	D	E	E1	E2
Cladding	Cladding	Cladding	Softs	Softs	Softs
Colour	Dark Grey	Silver	White	Black	Charcoal Grey
Material	Cementitious Panel Board w/ Rigid	Composite Sheet Metal	Hardie Siding 114" Gap Softs	Woodstone	Hardie Siding 114" Gap Softs
Product	TBC	TBC	TBC	TBC	TBC
Colour to Match / Manufacturer Reference No.	Iron Grey	Silver	White	Mountain Cedar	Iron Grey
Manufacturer	TBC	TBC	TBC	TBC	TBC

Building Elements	F	G	H	J	J1
Roof	Wood Trim @ Windows, Doors, Roof Edge, etc.	Flashing, Gutters, and down spouts	Aluminum Railing @ Balconies	Aluminum Railing @ Balconies	Aluminum Railing @ Balconies
Colour	Dark Grey	Charcoal Grey	Prefinished Charcoal Grey	Prefinished Charcoal Grey	Prefinished White
Material	SSS Roof	3/4" Thick dimensional lumber painted	Painted Aluminum	Painted Aluminum	Painted Aluminum
Product	TBC	TBC	TBC	TBC	TBC
Colour to Match / Manufacturer Reference No.	Charcoal Grey	Charcoal Grey	Charcoal Grey	Charcoal Grey	White
Manufacturer	TBC	TBC	TBC	TBC	TBC

Building Elements	J2	K	K1	L	L1
Painted Fence	Windows	Windows	Typical Unit Entry	Typical Balcony Entry	Typical Balcony Entry
Colour	Charcoal Grey	White	Charcoal Grey	Charcoal Grey	Black
Material	Painted Aluminum	Painted Vinyl	Painted Vinyl	Solid Wood Door w/ Glass Insert	Painted Vinyl
Product	TBC	TBC	TBC	TBC	TBC
Colour to Match / Manufacturer Reference No.	Charcoal Grey	Black	White	Charcoal Grey	Black
Manufacturer	TBC	TBC	TBC	TBC	TBC

Building Elements	L2	M	N		
Typical Balcony Entry	Garage Doors	Retaining Walls			
Colour	White	Dark Brown / Black	Grey		
Material	Painted Vinyl	Wood Panel / Painted Aluminum	C.I.P. Architectural Concrete		
Product	TBC	TBC	TBC		
Colour to Match / Manufacturer Reference No.	Black	Dark Brown / Black	Natural Concrete		
Manufacturer	TBC	TBC	TBC		



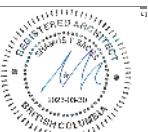


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(PROJECT TEAM)



(CLIENT)

Three Shores Management

(PROJECT)

EAST 2ND ST.

275 East 2nd Street  
North Vancouver, B.C.

(TITLE)

**BUILDING  
ELEVATION -  
SOUTH (LANE)**

(PROJECT)

21583

(SCALE)

1/8" = 1'-0"

(DATE)

Thursday, March 30, 2023

(ISSUE)

DP / Rezoning - 7

(DRAWING)

**A-4.002**



## MATERIAL SCHEDULE

Building Elements	A	B	B1	B2	C
Colour	Dark Grey	Dark Blue	White	Dark Grey	Grey
Material	Thin Brick	Cementitious Lap Siding	Cementitious Lap Siding	Cementitious Lap Siding	Cementitious Panel Board w/ Rigid
Product	TBC	TBC	TBC	TBC	TBC
Colour to Match / Manufacturer Reference No.	Grey/Brown Blend	Dark Grey	White	Dark Grey	Grey
Manufacturer	TBC	TBC	TBC	TBC	TBC

Building Elements	C1	D	E	E1	E2
Colour	Dark Grey	White	White	White	White
Material	Cementitious Panel Board w/ Rigid	Computer Sheet Metal	Hardie Siding 114" Gap Soffit	Woodstone	Hardie Siding 114" Gap Soffit
Product	TBC	TBC	TBC	TBC	TBC
Colour to Match / Manufacturer Reference No.	Dark Grey	White	White	White	White
Manufacturer	TBC	TBC	TBC	TBC	TBC

Building Elements	F	G	H	J	J1
Colour	Dark Grey	Charcoal Grey	Flashing, Gutters, and down spouts	Aluminum Railing @ Balconies	Aluminum Railing @ Balconies
Material	SBS Roof	3/4" Black dimensional lumber painted	Painted Aluminum	Painted Aluminum	Painted Aluminum
Product	TBC	TBC	TBC	TBC	TBC
Colour to Match / Manufacturer Reference No.	Charcoal Grey	Charcoal Grey	Charcoal Grey	Charcoal Grey	White
Manufacturer	TBC	TBC	TBC	TBC	TBC

Building Elements	J2	K	K1	L	L1
Colour	Charcoal Grey	White	White	Charcoal Grey	Charcoal Grey
Material	Painted Vinyl	Painted Vinyl	Painted Vinyl	Solid Wood Door w/ Glass Insert	Painted Vinyl
Product	TBC	TBC	TBC	TBC	TBC
Colour to Match / Manufacturer Reference No.	Charcoal Grey	Black	White	Charcoal Grey	Black
Manufacturer	TBC	TBC	TBC	TBC	TBC

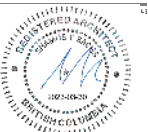
Building Elements	L2	M	N
Colour	White	Dark Brown / Black	Grey
Material	Painted Vinyl	Wood Panel / Painted Aluminum	C.I.P. Architectural Concrete
Product	TBC	TBC	TBC
Colour to Match / Manufacturer Reference No.	Black	Dark Brown / Black	Natural Concrete
Manufacturer	TBC	TBC	TBC



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[PROJECT TEAM]



[CLIENT]

Three Shores Management

[PROJECT]

**EAST 2ND ST.**  
275 East 2nd Street  
North Vancouver, B.C.

**BUILDING  
ELEVATION -  
EAST (ST.  
ANDREWS AVE)**

[PROJECT]

21563

[SCALE]

1/8" = 1'-0"

Thursday, March 30, 2023

[DATE]

DP / Rezoning - 7

[ISSUE]

[DRAWING]

**A-4.003**



## MATERIAL SCHEDULE

Building Elements	A	B	B1	B2	C
Colour	Cladding Gray/Brown Blend	Cladding Dark Blue	Cladding White	Cladding Dark Grey	Cladding Grey
Material	Thin Brick	Cementitious Lap Siding	Cementitious Lap Siding	Cementitious Lap Siding	Cementitious Panel Board w/ Rigid
Product	TBC	TBC	TBC	TBC	TBC
Colour to Match / Manufacturer Reference No.	Gray/Brown	Deep Ocean	White	Iron Grey	Pearl Grey
Manufacturer	TBC	TBC	TBC	TBC	TBC

Building Elements	C1	D	E	E1	E2
Colour	Cladding Dark Grey	Cladding Silver	Cladding White	Cladding Brown	Cladding Charcoal Grey
Material	Cementitious Panel Board w/ Rigid	Composite Sheet Metal	Hardie Siding 114" Gap Soffit	Woodstone	Hardie Siding 114" Gap Soffit
Product	TBC	TBC	TBC	TBC	TBC
Colour to Match / Manufacturer Reference No.	Iron Grey	Silver	White	Mountain Cedar	Iron Grey
Manufacturer	TBC	TBC	TBC	TBC	TBC

Building Elements	F	G	H	J	J1
Colour	Dark Grey	Charcoal Grey	Flashing, Gutters, and down spouts	Aluminum Railing @ Balconies	Aluminum Railing @ Balconies
Material	SSS Roof	3/4" thick dimensional lumber painted	Painted Aluminum	Painted Aluminum	Painted Aluminum
Product	TBC	TBC	TBC	TBC	TBC
Colour to Match / Manufacturer Reference No.	Charcoal Grey	Charcoal Grey	Charcoal Grey	Charcoal Grey	White
Manufacturer	TBC	TBC	TBC	TBC	TBC

Building Elements	J2	K	K1	L	L1
Colour	Painted Fence	Windows	Windows	Typical Unit Entry	Typical Balcony Entry
Material	Painted Vinyl	Painted Vinyl	Painted Vinyl	Solid Wood Door w/ Glass Insert	Painted Vinyl
Product	TBC	TBC	TBC	TBC	TBC
Colour to Match / Manufacturer Reference No.	Charcoal Grey	Black	White	Charcoal Grey	Black
Manufacturer	TBC	TBC	TBC	TBC	TBC

Building Elements	L2	M	N		
Colour	White	Dark Brown / Black	Grey		
Material	Painted Vinyl	Wood Panel / Painted Aluminum	C.I.P. Architectural Concrete		
Product	TBC	TBC	TBC		
Colour to Match / Manufacturer Reference No.	Black	Dark Brown / Black	Natural Concrete		
Manufacturer	TBC	TBC	TBC		

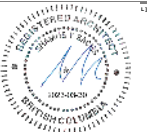


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(PROJECT TEAM)



(CLIENT)

Three Shores Management

(PROJECT)

**EAST 2ND ST.**  
275 East 2nd Street  
North Vancouver, B.C.

(TITLE)

**BUILDING  
ELEVATION -  
WEST**

(PROJECT)

**21583**  
1/8" = 1'-0"

(SCALE)

Thursday, March 30, 2023

(DATE)

DP / Rezoning - 7

(DRAWING)

**A-4.004**



## MATERIAL SCHEDULE

Building Elements	A	B	B1	B2	C
Colour	Cladding Gray/Brown Blend	Cladding Dark Blue	Cladding White	Cladding Dark Grey	Cladding Grey
Material	Thin Brick	Cementitious Lap Siding	Cementitious Lap Siding	Cementitious Lap Siding	Cementitious Panel Board w/ Roofing
Product	TBC	TBC	TBC	TBC	TBC
Colour to Match / Manufacturer Reference No.	Gray/Brown	Deep Ocean	White	Iron Grey	Pearl Grey
Manufacturer	TBC	TBC	TBC	TBC	TBC

Building Elements	C1	D	E	E1	E2
Colour	Cladding Dark Grey	Cladding Silver	Cladding White	Cladding Brown	Cladding Charcoal Grey
Material	Cementitious Panel Board w/ Roofing	Composite Steel Metal	Hardie Siding 114"	Woodstone	Hardie Siding 114"
Product	TBC	TBC	TBC	TBC	TBC
Colour to Match / Manufacturer Reference No.	Iron Grey	Silver	White	Mountain Cedar	Iron Grey
Manufacturer	TBC	TBC	TBC	TBC	TBC

Building Elements	F	G	H	J	J1
Colour	Dark Grey	Charcoal Grey	Flashing, Gutters, and down spouts	Aluminum Railing @ Balconies	Aluminum Railing @ Balconies
Material	SSS Roof	3/4" thick dimensional lumber painted	Painted Aluminum	Prefinished Charcoal Grey	Prefinished Charcoal Grey
Product	TBC	TBC	TBC	TBC	TBC
Colour to Match / Manufacturer Reference No.	Charcoal Grey	Charcoal Grey	Charcoal Grey	Charcoal Grey	White
Manufacturer	TBC	TBC	TBC	TBC	TBC

Building Elements	J2	K	K1	L	L1
Colour	Painted Fence	Windows	Windows	Typical Unit Entry	Typical Balcony Entry
Material	Painted Aluminum	Painted Vinyl	Painted Vinyl	Solid Wood Door w/ Glass Insert	Painted Vinyl
Product	TBC	TBC	TBC	TBC	TBC
Colour to Match / Manufacturer Reference No.	Charcoal Grey	Black	White	Charcoal Grey	Black
Manufacturer	TBC	TBC	TBC	TBC	TBC

Building Elements	L2	M	N		
Colour	White	Dark Brown / Black	Grey		
Material	Painted Vinyl	Wood Panel / Painted Aluminum	C.I.P. Architectural Concrete		
Product	TBC	TBC	TBC		
Colour to Match / Manufacturer Reference No.	Black	Dark Brown / Black	Natural Concrete		
Manufacturer	TBC	TBC	TBC		



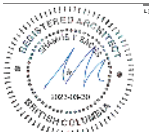
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(PROJECT TEAM)



(CLIENT)

Three Shores Management

(PROJECT)

EAST 2ND ST.

275 East 2nd Street  
North Vancouver, B.C.

N/S BUILDING  
SECTION &  
WALLSECTION @  
GARAGE

21583

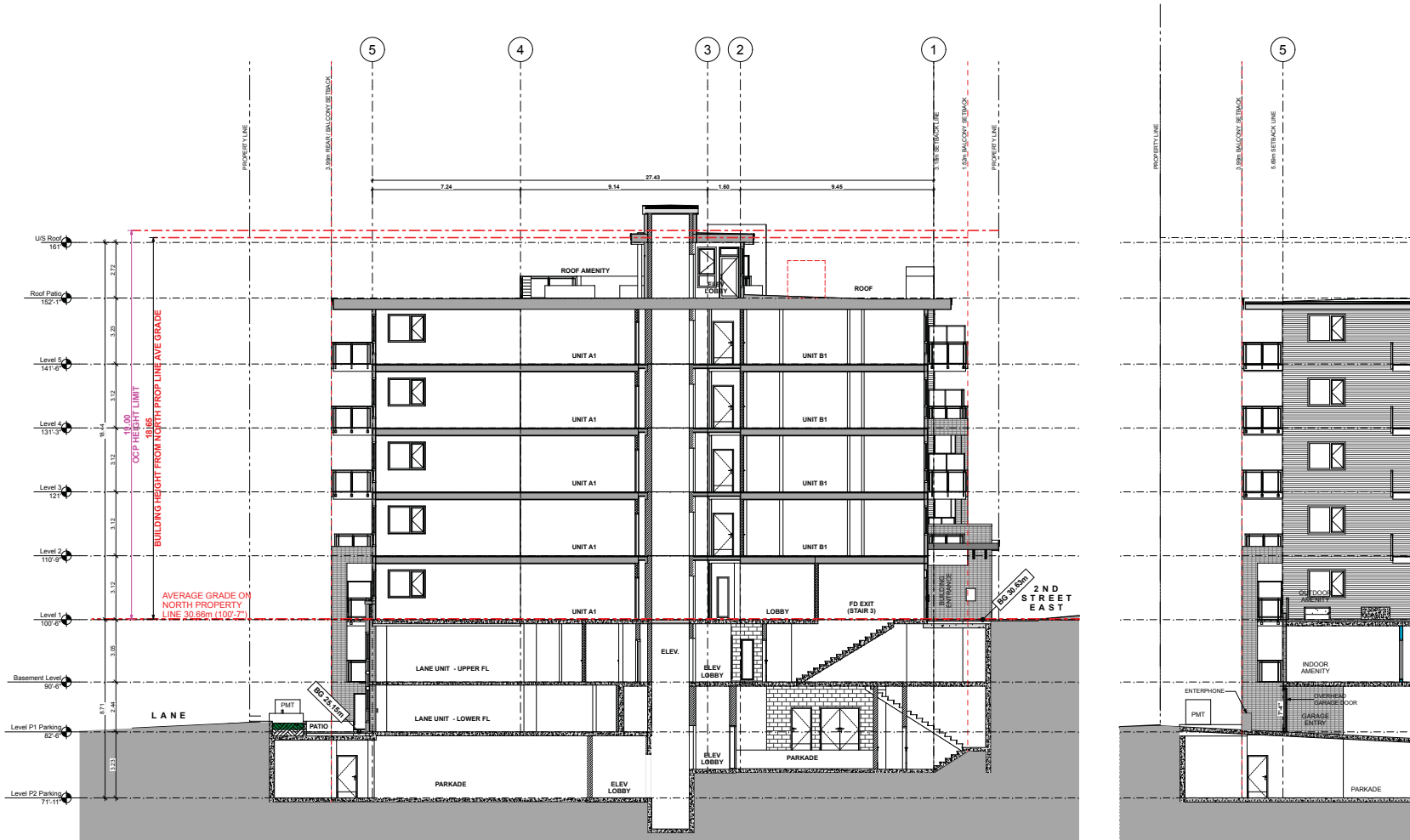
1/8" = 1'-0"

Thursday, March 30, 2023

DP / Rezoning - 7

(DRAWING)

A-5.001







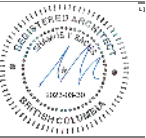
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[PROJECT TEAM]



[CLIENT]

Three Shores Management

[PROJECT]

EAST 2ND ST.

275 East 2nd Street  
North Vancouver, B.C.

[TITLE]

**E/W BUILDING  
SECTION**

[PROJECT]

21583

[SCALE]

1/8" = 1'-0"

[DATE]

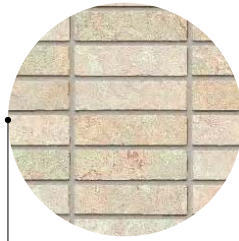
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[ISSUE]

DP / Rezoning - 7

[DRAWING]

**A-5.002**



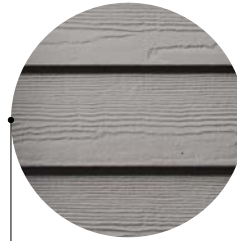
**A** THIN BRICK CLADDING  
colour: GREY / BROWN BLEND



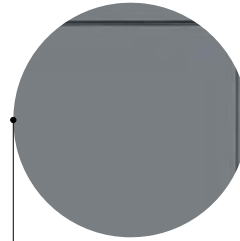
**B** CEMENTITIOUS LAP SIDING  
colour: DARK BLUE



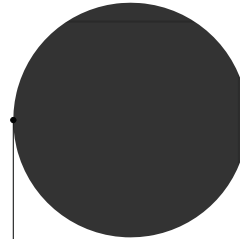
**B1** CEMENTITIOUS LAP SIDING  
colour: WHITE



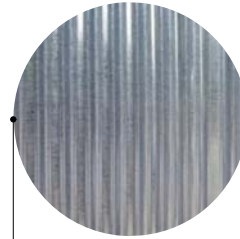
**B2** CEMENTITIOUS LAP SIDING  
colour: LIGHT GREY



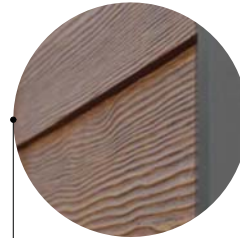
**C** CEMENTITIOUS PANEL BOARD  
W/ REVEAL  
colour: GREY



**C1** CEMENTITIOUS PANEL BOARD  
W/ REVEAL  
colour: DARK GREY



**D** CORRUGATED SHEET METAL  
colour: SILVER



**E1** CEMENTITIOUS SIDING SOFFT  
colour: BROWN



## MATERIAL SCHEDULE

	A	B	B1	B2	C
Building Elements	Cladding	Cladding	Cladding	Cladding	Cladding
Colour	Grey/Brown Blend	Dark Blue	White	Dark Grey	Grey
Material	Thin Brick	Cementitious Lap Siding	Cementitious Lap Siding	Cementitious Lap Siding	Cementitious Panel Board w/ Reveal
Product	TBC	TBC	TBC	TBC	TBC
Colour to Match / Manufacturer Reference No.	Gray/Brown	Deep Ocean	White	Iron Grey	Pearl Grey
Manufacturer	TBC	TBC	TBC	TBC	TBC

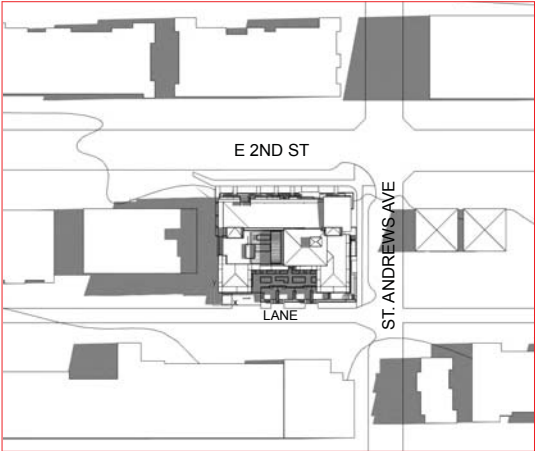
	C1	D	E	E1	E2
Building Elements	Cladding	Cladding	Soffit	Soffit	Soffit
Colour	Dark Grey	Silver	White	Brown	Charcoal Grey
Material	Cementitious Panel Board w/ Reveal	Corrugated Sheet Metal	Hardie Siding 1/4" Gap Soffit	Woodtone	Hardie Siding 1/4" Gap Soffit
Product	TBC	TBC	TBC	TBC	TBC
Colour to Match / Manufacturer Reference No.	Iron Grey	Silver	White	Mountain Cedar	Iron Grey
Manufacturer	TBC	TBC	TBC	TBC	TBC

	F	G	H	J	J1
Building Elements	Roof	Wood Tiles @ Windows, Doors, Roof Edge, etc.	Flashing, Gutters, and down spouts	Aluminum Railing @ Balconies	Aluminum Railing @ Balconies
Colour	Dark Grey	Charcoal Grey	Prefinished Charcoal Grey	Prefinished Charcoal Grey	Prefinished White
Material	SBS Roof	3/4" thick dimensional lumber painted	Painted Aluminum	Painted Aluminum	Painted Aluminum
Product	TBC	TBC	TBC	TBC	TBC
Colour to Match / Manufacturer Reference No.	Charcoal Grey	Charcoal Grey	Charcoal Grey	Charcoal Grey	White
Manufacturer	TBC	TBC	TBC	TBC	TBC

	J2	K	K1	L	L1
Building Elements	Picket Fence	Windows	Windows	Typical Unit Entry	Typical Balcony Entry
Colour	Charcoal Grey	Black	White	Charcoal Grey	Black
Material	Painted Aluminum	Painted Vinyl	Painted Vinyl	Solid Wood Door w/ Glass Insert	Painted Vinyl
Product	TBC	TBC	TBC	TBC	TBC
Colour to Match / Manufacturer Reference No.	Charcoal Grey	Black	White	Charcoal Grey	Black
Manufacturer	TBC	TBC	TBC	TBC	TBC

	L2	M	N		
Building Elements	Typical Balcony Entry	Garage Doors	Retaining Walls		
Colour	White	Dark Brown / Black	Grey		
Material	Painted Vinyl	Wood Panel / Painted Aluminum	C.I.P. Architectural Concrete		
Product	TBC	TBC	TBC		
Colour to Match / Manufacturer Reference No.	Black	Dark Brown / Black	Natural Concrete		
Manufacturer	TBC	TBC	TBC		

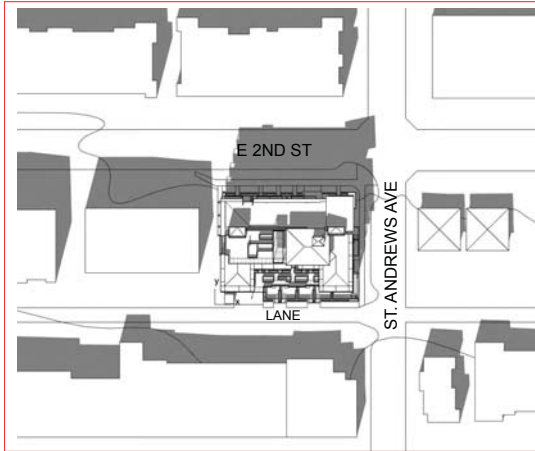
SPRING EQUINOX  
MARCH 21



10 AM

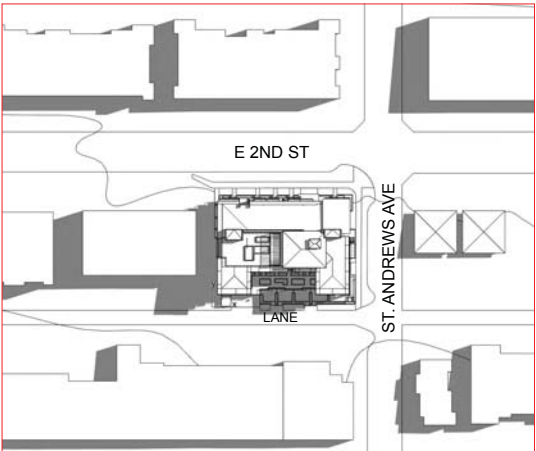


12 PM



2 PM

SUMMER SOLSTICE  
JUNE 21



10 AM



12 PM

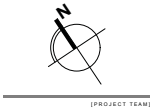


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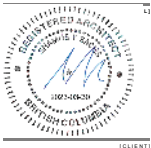


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[PROJECT TEAM]



[CLIENT]

**Three Shores Management**

[PROJECT]

**EAST 2ND ST.**

275 East 2nd Street  
North Vancouver, B.C.

[TITLE]

**SHADOW STUDY**

[PROJECT]

**21583**

[SCALE]

**Thursday, March 30, 2023**

[DATE]

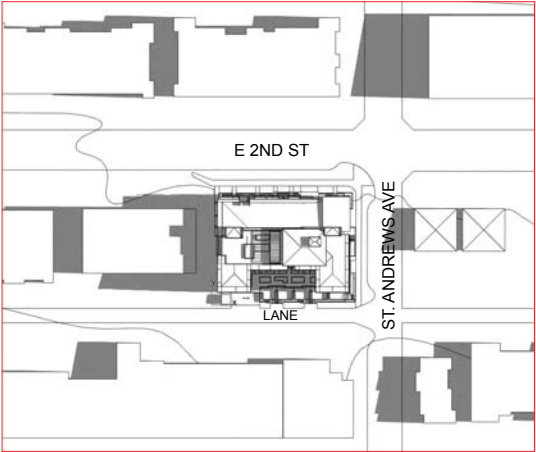
**DP / Rezoning - 7**

[ISSUE]

[DRAWING]

**A-8.500**

FALL EQUINOX  
SEPTEMBER 23



10 AM

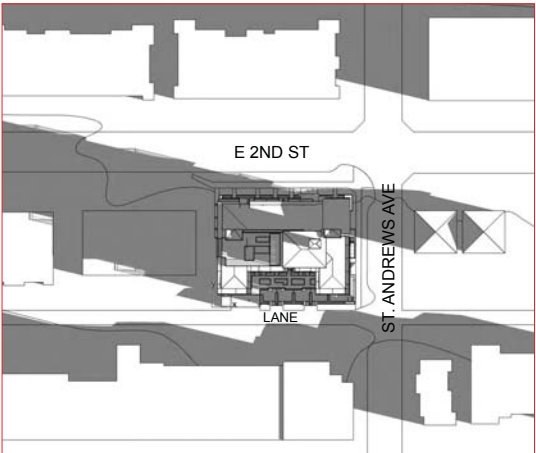


12 PM



2 PM

WINTER SOLSTICE  
DECEMBER 21



10 AM



12 PM



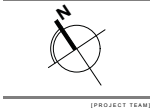
2 PM



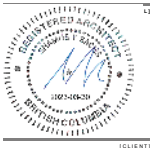
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[PROJECT TEAM]



[CLIENT]

**Three Shores Management**

[PROJECT]

**EAST 2ND ST.**

275 East 2nd Street  
North Vancouver, B.C.

[TITLE]

**SHADOW STUDY**

[PROJECT]

**21583**

[SCALE]

**Thursday, March 30, 2023**

**DP / Rezoning - 7**

[DRAWING]

**A-8.501**





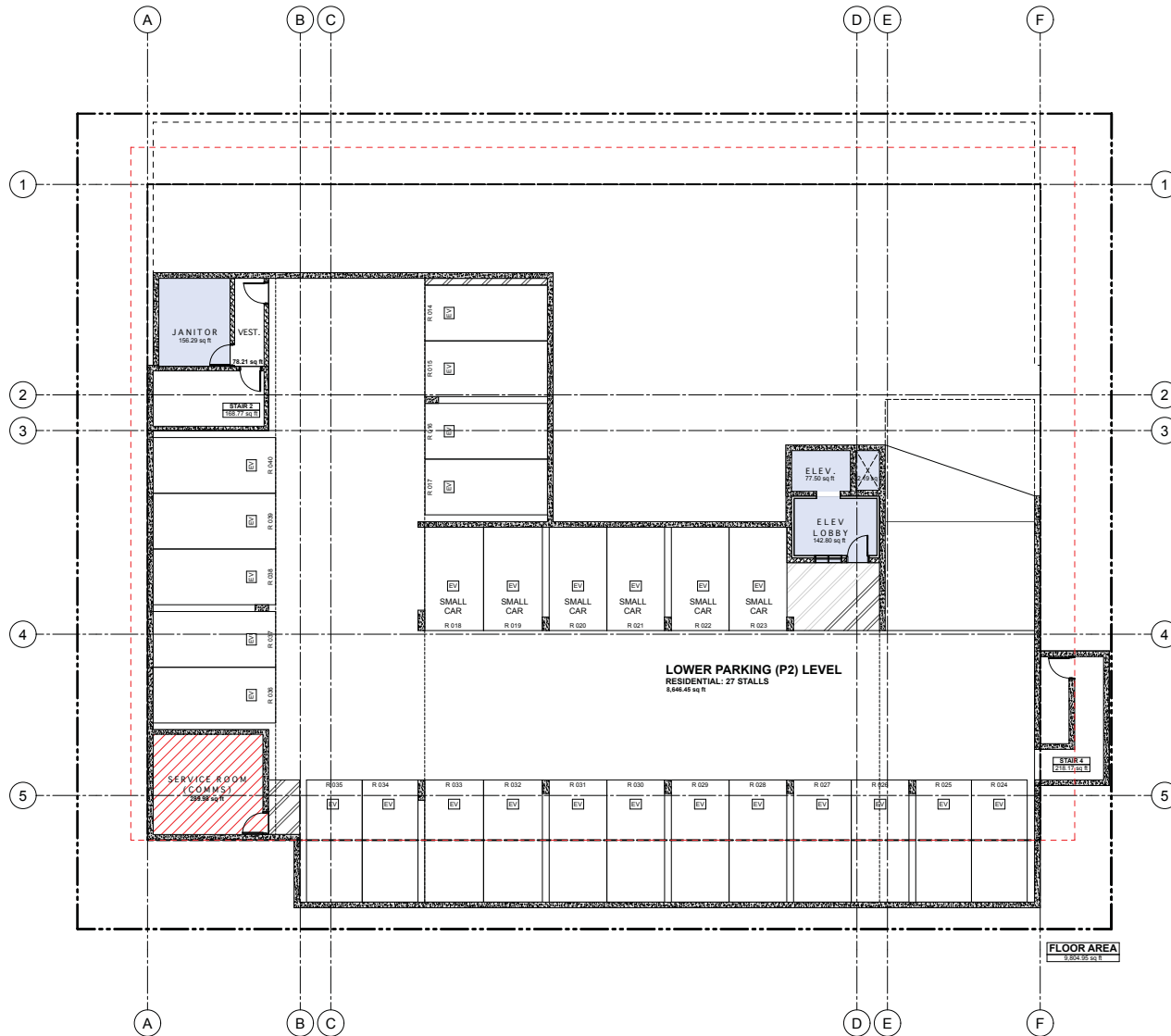
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[PROJECT TEAM]



#### AREAS INCLUDED IN FSR

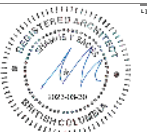
- AREA - LEVELS 1 TO ROOF TOP PATIO  
UNIT AREA  
RESIDENTIAL CORRIDOR & ELEVATOR SHAFT  
MECHANICAL SHAFTS, ELECTRICAL CLOSETS & JANITOR ROOM

#### AREAS OF GFA EXCLUSION

- AREA - ACTIVE DESIGN  
ACCESS STAIRS TOWARD ROOF PATIO  
ACCESS STAIR TOWARDS INDOOR AMENITY
- AREA - PARKING & CIRCULATION (GFA EXCLUSION 2)  
PARKING STALLS, WALKING PATHS & DRIVE AISLES  
SECURED BIKE PARKING (BIKE LOCKERS)  
ACCESS TO PARKING (STAIRS & VESTIBULE)
- AREA - SERVICE ROOMS (GFA EXCLUSION 5)  
COMMON MECHANICAL / ELECTRICAL ROOMS @ BASEMENT / CELLAR  
ELEVATOR MACHINE ROOM @ BASEMENT / CELLAR
- AREA - STORAGE & LOBBY AREAS (GFA EXCLUSION 12)  
STORAGES @ BASEMENT / CELLAR  
RESIDENTIAL LOBBY (LEVEL 1)
- AREA - GARBAGE ROOMS (GFA EXCLUSION 13)  
COMMON RECYCLING & GARBAGE FACILITIES
- AREA - ADAPTABLE UNITS (GFA EXCLUSION 14.a)  
ADAPTABLE UNITS - 20 UNITS PER UNIT
- AREA - AMENITY (GFA EXCLUSION 15)  
INDOOR AMENITY AREA  
BIKE WORKSHOP
- AREA - UNITS (GFA EXCLUSION 21)  
DWELLING UNITS @ BASEMENT CELLAR (LANE UNITS)  
CORRIDOR SERVING LANE UNITS  
OPEN TO BELOW @ LANE UNITS, BASEMENT LEVEL

#### AREAS NOT PART OF GFA CALCULATION

- AREA - BALCONY & PATIO  
INCLUDING LANDSCAPE AREA
- LOT COVERAGE



[CLIENT]

Three Shores Management

[PROJECT]

EAST 2ND ST.

275 East 2nd Street  
North Vancouver, B.C.

[TITLE]

**AREA OVERLAY -  
LEVEL P2  
PARKING**

[PROJECT]

21583

[SCALE]

1/8" = 1'-0"

[DATE]

Thursday, March 30, 2023

[ISSUE]

DP / Rezoning - 7

[DRAWING]

**A-9.001**



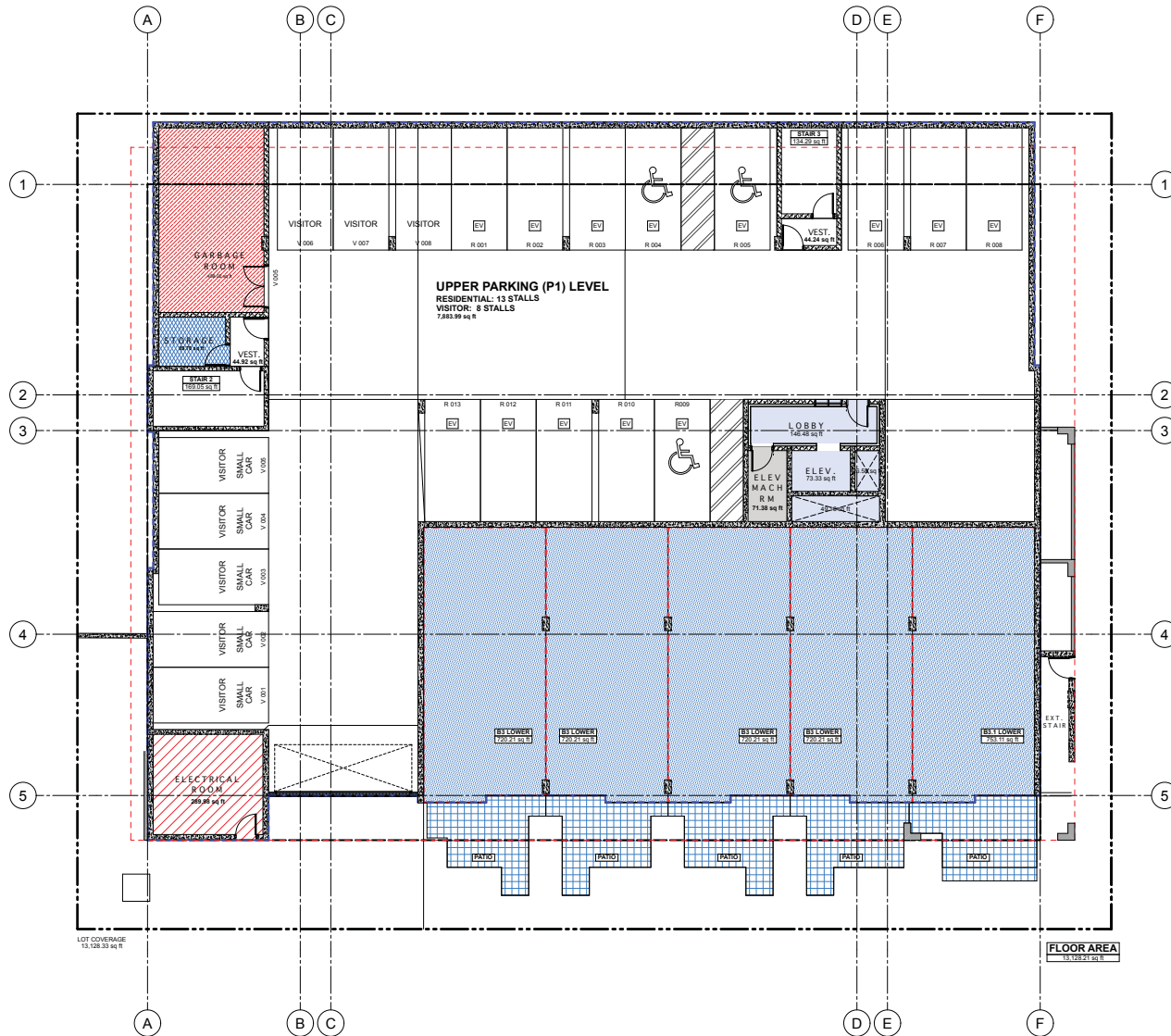
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(PROJECT TEAM)



**AREAS INCLUDED IN FSR**

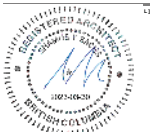
- AREA - LEVELS 1 TO ROOF TOP PATIO  
UNIT AREA  
RESIDENTIAL CORRIDOR & ELEVATOR SHAFT  
MECHANICAL SHAFTS, ELECTRICAL CLOSETS & JANITOR ROOM

**AREAS OF GFA EXCLUSION**

- AREA - ACTIVE DESIGN  
ACCESS STAIRS TOWARD ROOF PATIO  
ACCESS STAIR TOWARDS INDOOR AMENITY
- AREA - PARKING & CIRCULATION (GFA EXCLUSION 2)  
PARKING STALLS, WALKING PATHS & DRIVE AISLES  
SECURED BIKE PARKING (BIKE LOCKERS)  
ACCESS TO PARKING (STAIRS & VESTIBULE)
- AREA - SERVICE ROOMS (GFA EXCLUSION 5)  
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ELEVATOR MACHINE ROOM @ BASEMENT / CELLAR
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- AREA - ADAPTABLE UNITS (GFA EXCLUSION 14.a)  
ADAPTABLE UNITS - 20 APF PER UNIT
- AREA - AMENITY (GFA EXCLUSION 15)  
INDOOR AMENITY AREA  
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- AREA - UNITS (GFA EXCLUSION 21)  
DWELLING UNITS @ BASEMENT CELLAR (LANE UNITS)  
CORRIDOR SERVING LANE UNITS  
OPEN TO BELOW @ LANE UNITS, BASEMENT LEVEL

**AREAS NOT PART OF GFA CALCULATION**

- AREA - BALCONY & PATIO  
INCLUDING LANDSCAPE AREA
- LOT COVERAGE



**Three Shores Management**

**EAST 2ND ST.**

275 East 2nd Street  
North Vancouver, B.C.

**AREA OVERLAY -  
LEVEL P1 & LANE  
UNIT LOWER  
FLOOR**

21563

1/8" = 1'-0"

Thursday, March 30, 2023

DP / Rezoning - 7

**A-9.002**



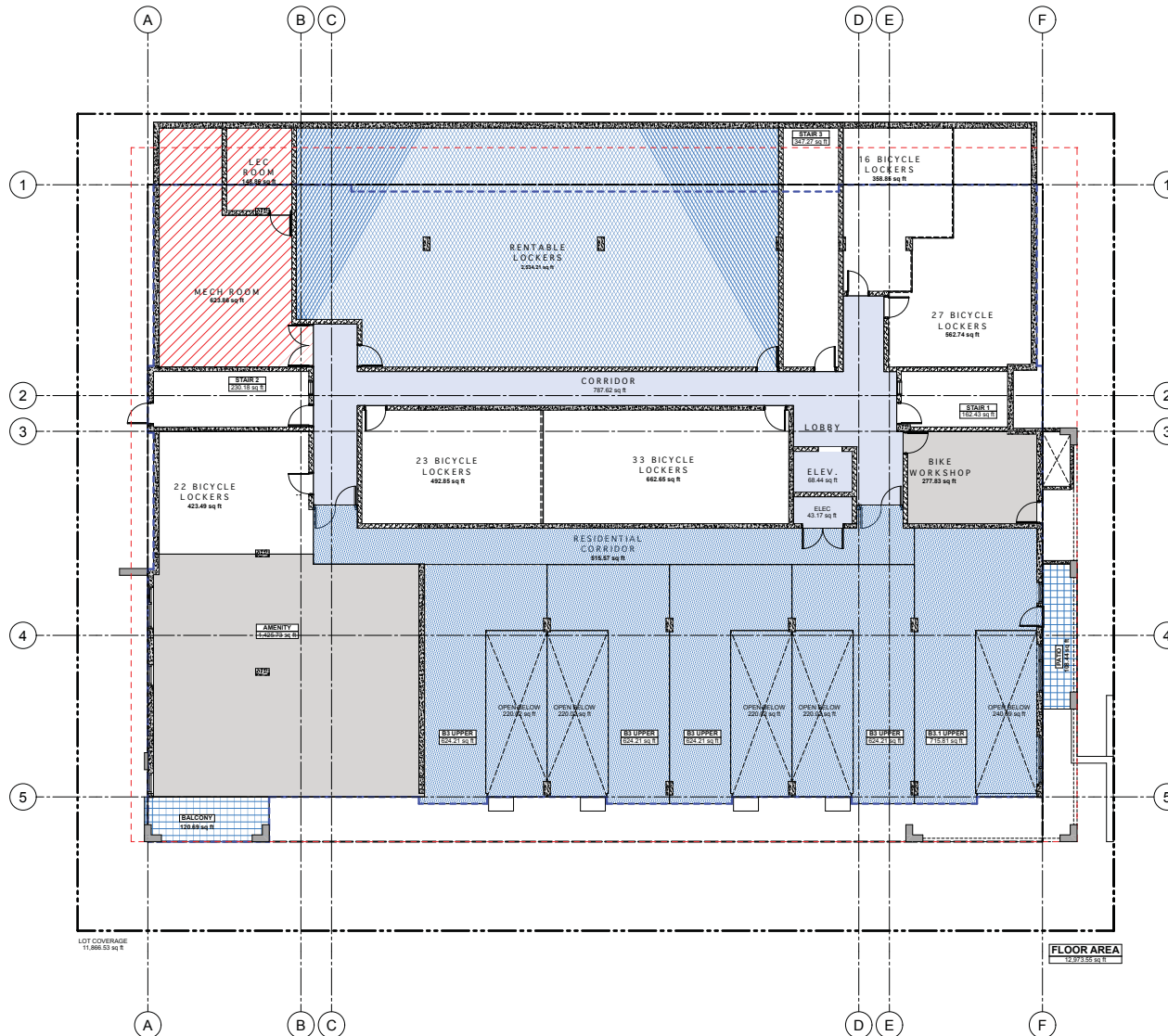
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[PROJECT TEAM]



**AREAS INCLUDED IN FSR**

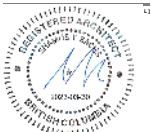
- AREA - LEVELS 1 TO ROOF TOP PATIO
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- CORRIDOR SERVING LANE UNITS
- OPEN TO BELOW @ LANE UNITS, BASEMENT LEVEL

**AREAS NOT PART OF GFA CALCULATION**

- AREA - BALCONY & PATIO
- INCLUDING LANDSCAPE AREA
- LOT COVERAGE



Three Shores Management

[PROJECT]

**EAST 2ND ST.**

275 East 2nd Street  
North Vancouver, B.C.

**AREA OVERLAY -  
BASEMENT &  
LANE UNIT  
UPPER FLOOR**

[PROJECT]

21583

1/8" = 1'-0" [SCALE]

Thursday, March 30, 2023 [DATE]

DP / Rezoning - 7 [ISSUE]

[DRAWING]

**A-9.003**



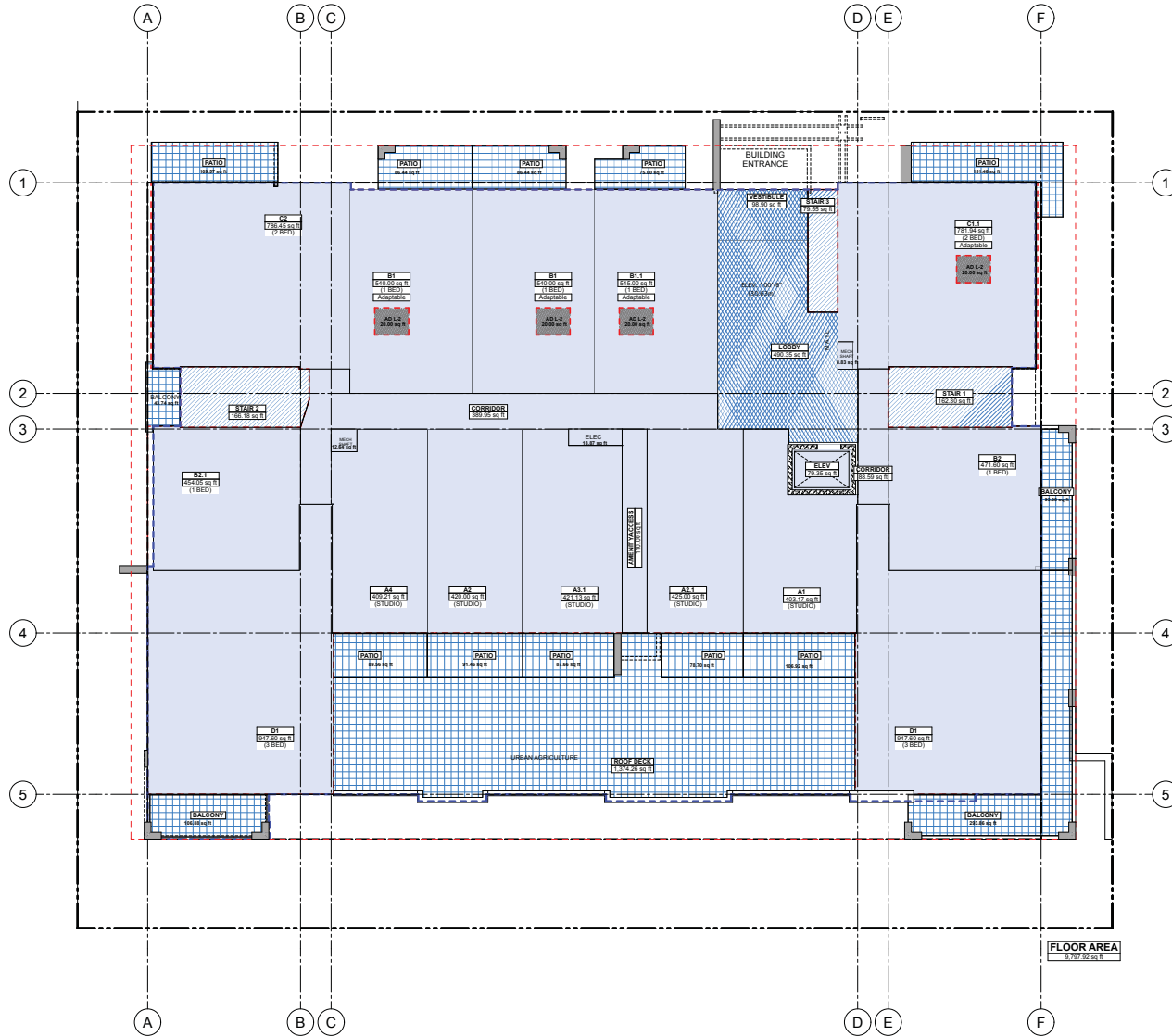
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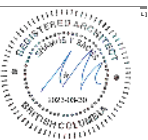
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[PROJECT TEAM]



- AREAS INCLUDED IN FSR**
- AREA - LEVELS 1 TO ROOF TOP PATIO
  - UNIT AREA
  - RESIDENTIAL CORRIDOR & ELEVATOR SHAFT
  - MECHANICAL SHAFTS, ELECTRICAL CLOSETS & JANITOR ROOM
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- AREAS NOT PART OF GFA CALCULATION**
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- LOT COVERAGE



Three Shores Management

[PROJECT]

EAST 2ND ST.

275 East 2nd Street

North Vancouver, B.C.

[TITLE]

**AREA OVERLAY -**

**LEVEL 1**

[PROJECT]

21583

1/8" = 1'-0"

Thursday, March 30, 2023

DP / Rezoning - 7

[DRAWING]

**A-9.004**





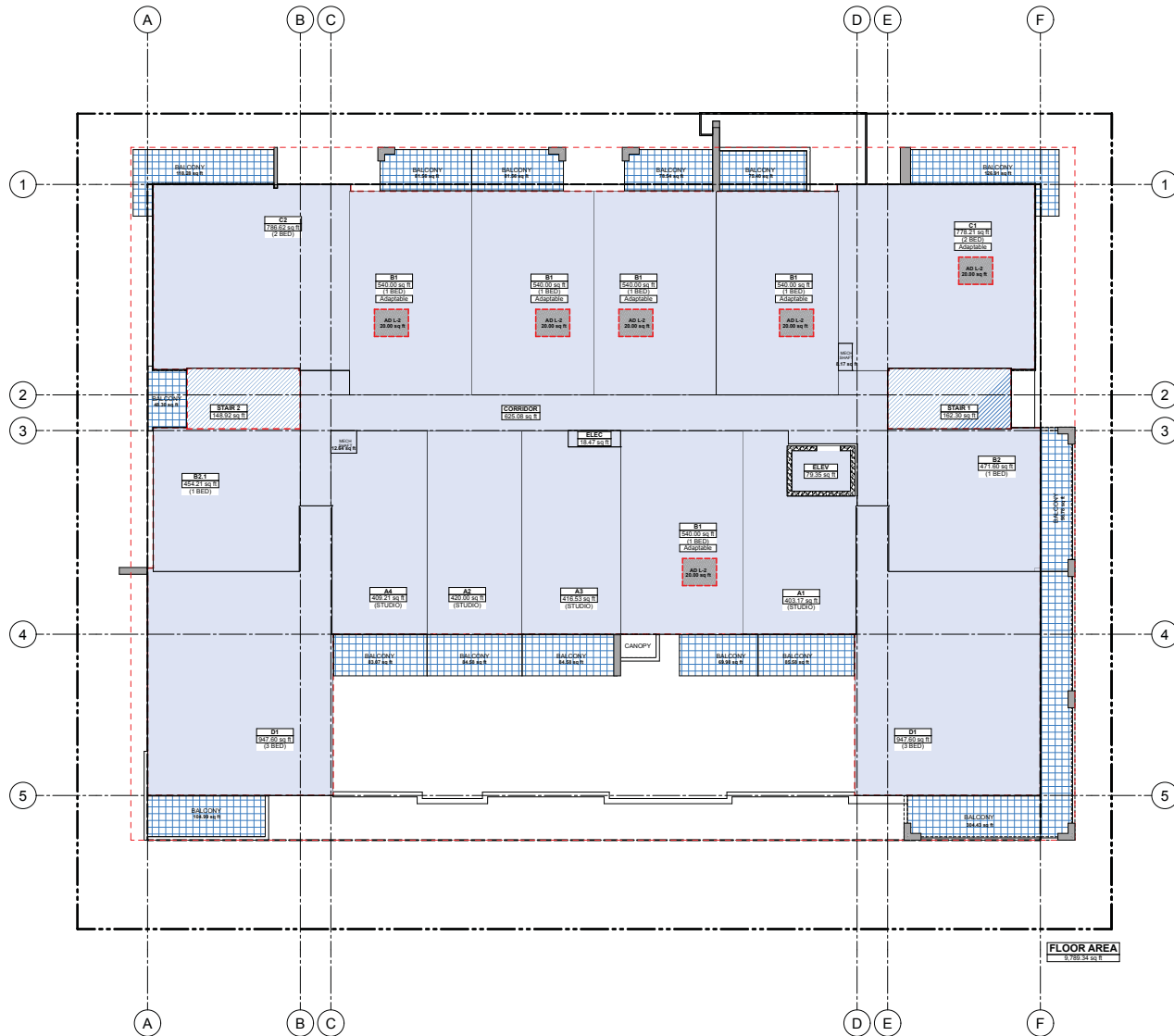
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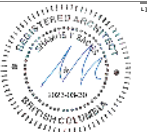
- AREA - LEVELS 1 TO ROOF TOP PATIO  
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**AREAS NOT PART OF GFA CALCULATION**

- AREA - BALCONY & PATIO  
INCLUDING LANDSCAPE AREA
- LOT COVERAGE



[CLIENT]

**Three Shores Management**

[PROJECT]

**EAST 2ND ST.**

275 East 2nd Street  
North Vancouver, B.C.

[TITLE]

**AREA OVERLAY -  
LEVEL 2**

21583 [PROJECT]

1/8" = 1'-0" [SCALE]

Thursday, March 30, 2023 [DATE]

DP / Rezoning - 7 [SUBJECT]

[DRAWING]

**A-9.005**



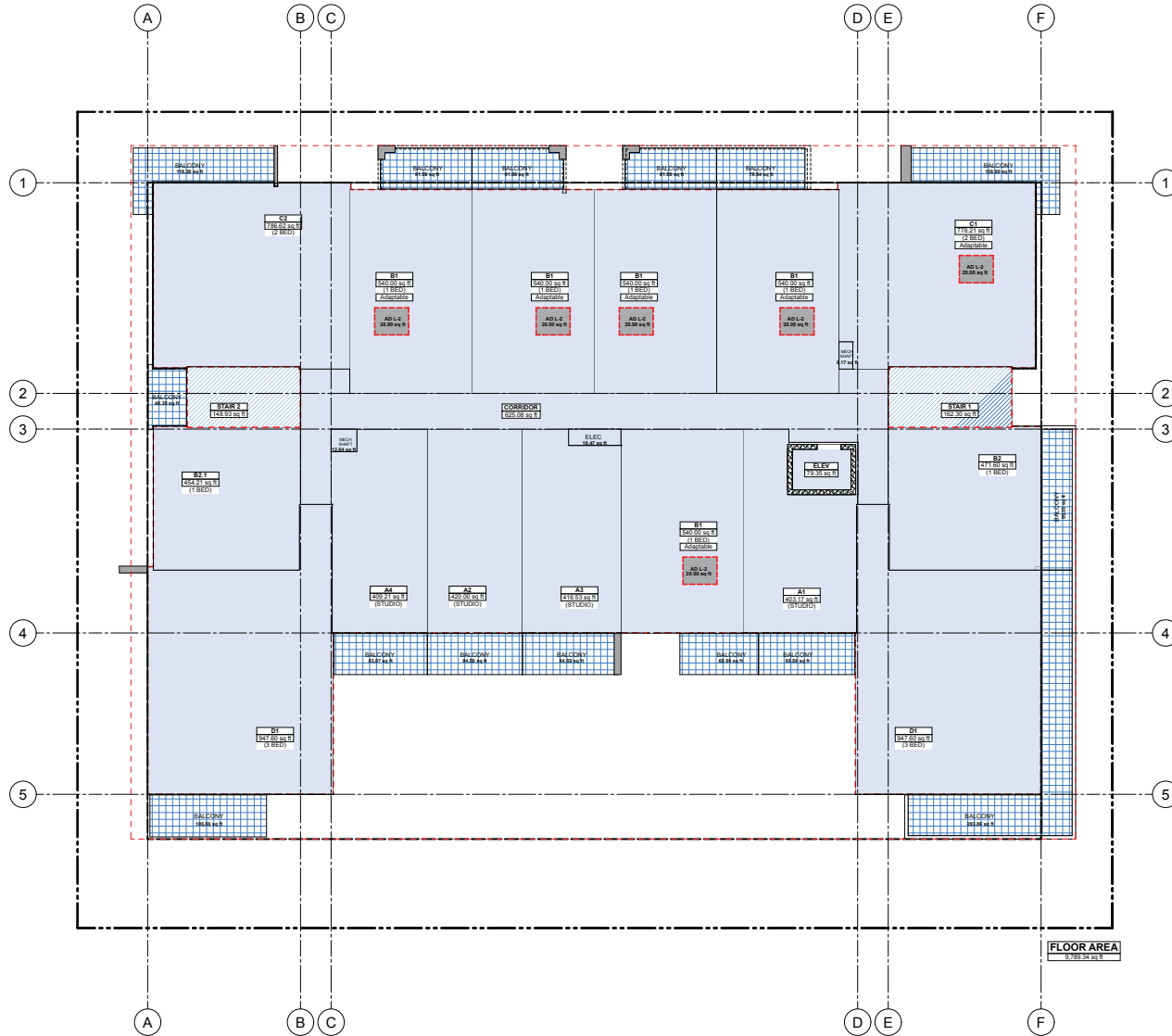
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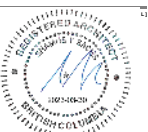
- AREA - LEVELS 1 TO ROOF TOP PATIO
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**AREAS NOT PART OF GFA CALCULATION**

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INCLUDING LANDSCAPE AREA
- LOT COVERAGE



[CLIENT]

**Three Shores Management**

[PROJECT]

**EAST 2ND ST.**

275 East 2nd Street  
North Vancouver, B.C.

[TITLE]

**AREA OVERLAY -  
LEVEL 3**

21583 [PROJECT]

1/8" = 1'-0" [SCALE]

Thursday, March 30, 2023 [DATE]

DP / Rezoning - 7 [SUBJECT]

[DRAWING]

**A-9.006**



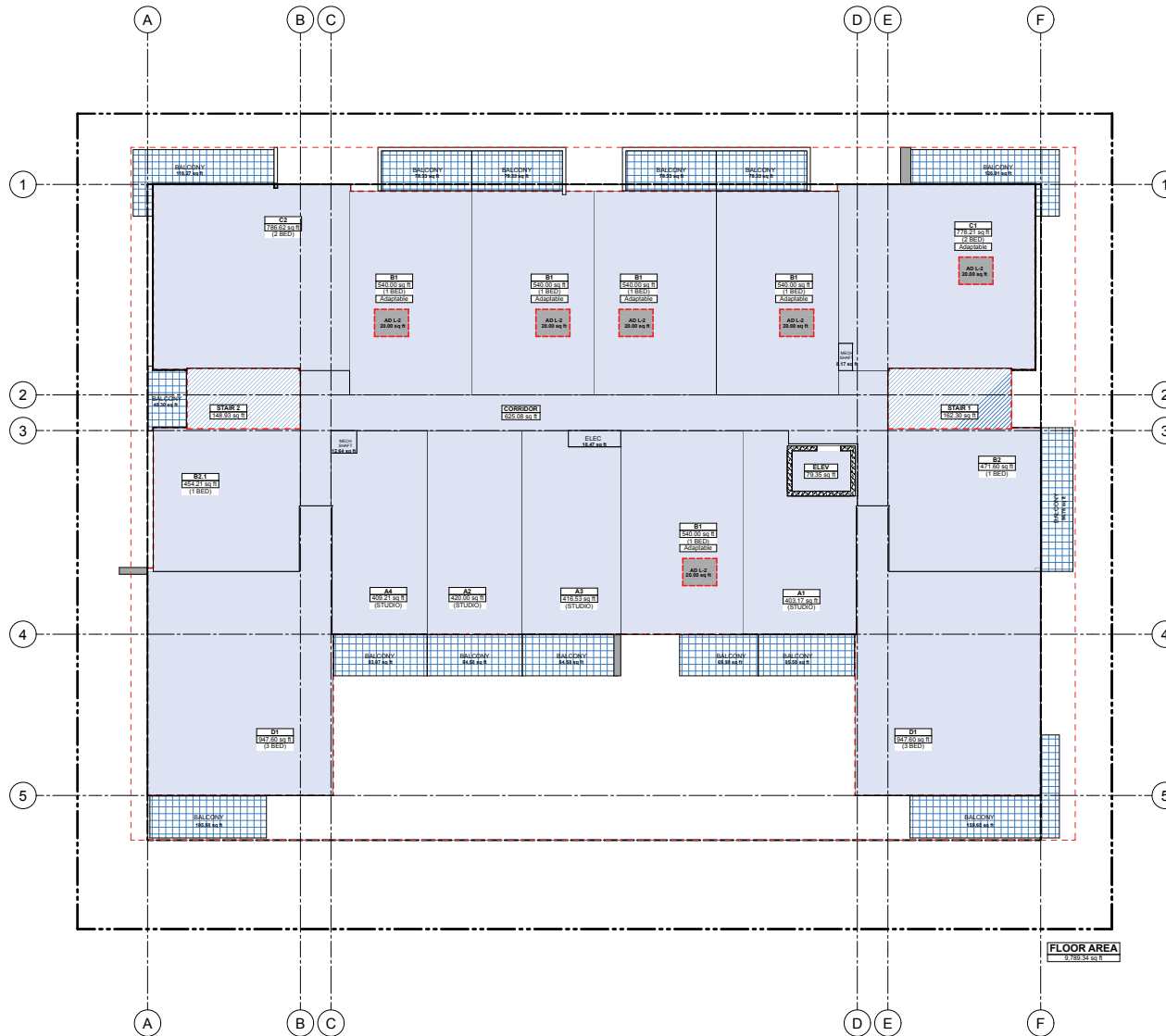
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[PROJECT TEAM]



**AREAS INCLUDED IN FSR**

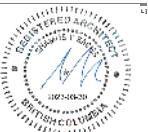
- AREA - LEVELS 1 TO ROOF TOP PATIO
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**AREAS OF GFA EXCLUSION**

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**AREAS NOT PART OF GFA CALCULATION**

- AREA - BALCONY & PATIO  
INCLUDING LANDSCAPE AREA
- LOT COVERAGE



[CLIENT]

**Three Shores Management**

[PROJECT]

**EAST 2ND ST.**

275 East 2nd Street  
North Vancouver, B.C.

[TITLE]

**AREA OVERLAY -  
LEVEL 4**

21583 [PROJECT]

1/8" = 1'-0" [SCALE]

Thursday, March 30, 2023 [DATE]

DP / Rezoning - 7 [SUBJECT]

[DRAWING]

**A-9.007**



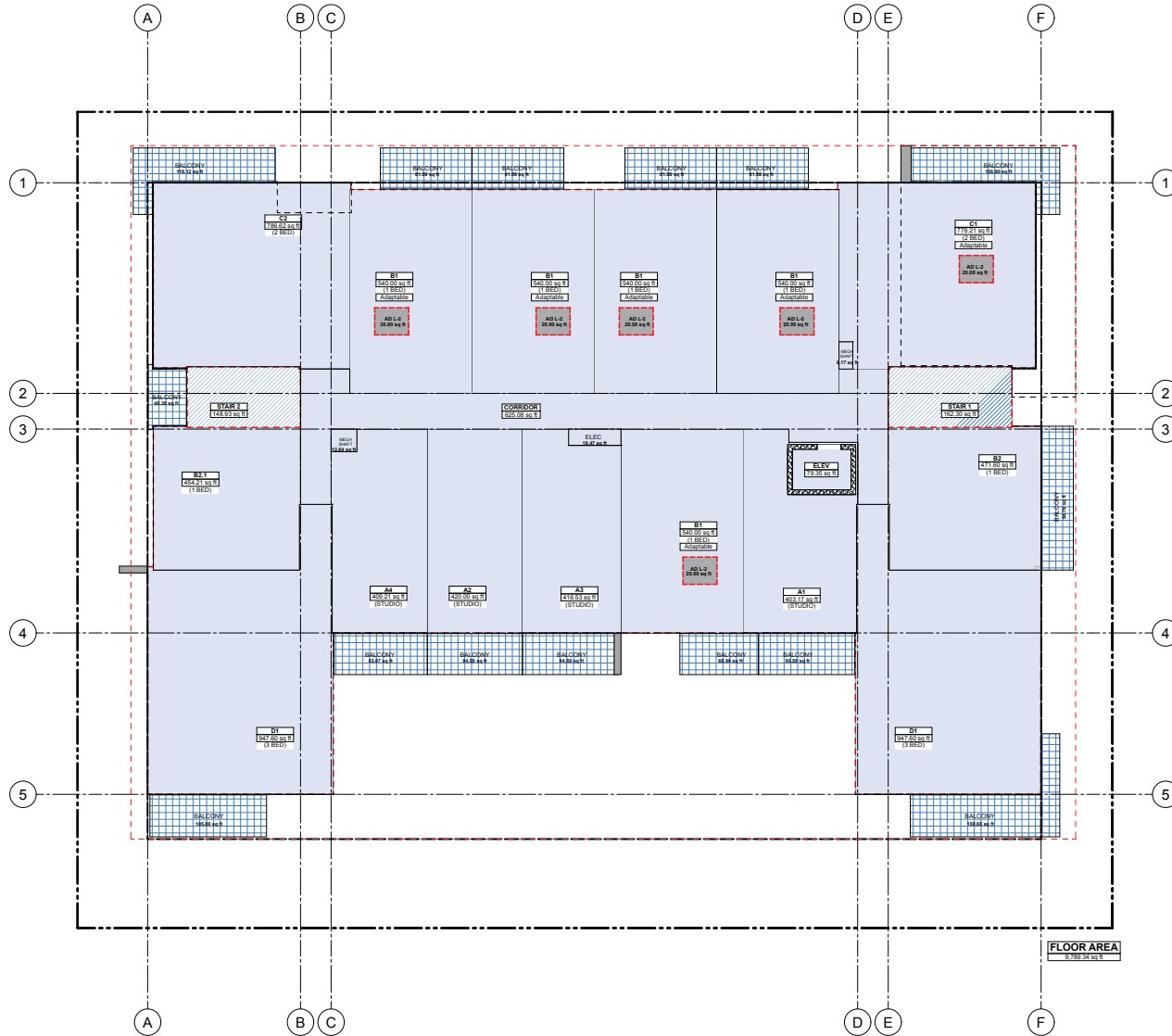
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[PROJECT TEAM]



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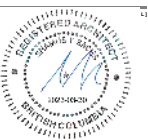
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**AREAS NOT PART OF GFA CALCULATION**

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- LOT COVERAGE



[CLIENT]

**Three Shores Management**

[PROJECT]

**EAST 2ND ST.**

275 East 2nd Street  
North Vancouver, B.C.

[TITLE]

**AREA OVERLAY -  
LEVEL 5**

21583 [PROJECT]

1/8" = 1'-0" [SCALE]

Thursday, March 30, 2023 [DATE]

DP / Rezoning - 7 [SUBJECT]

[DRAWING]

**A-9.008**





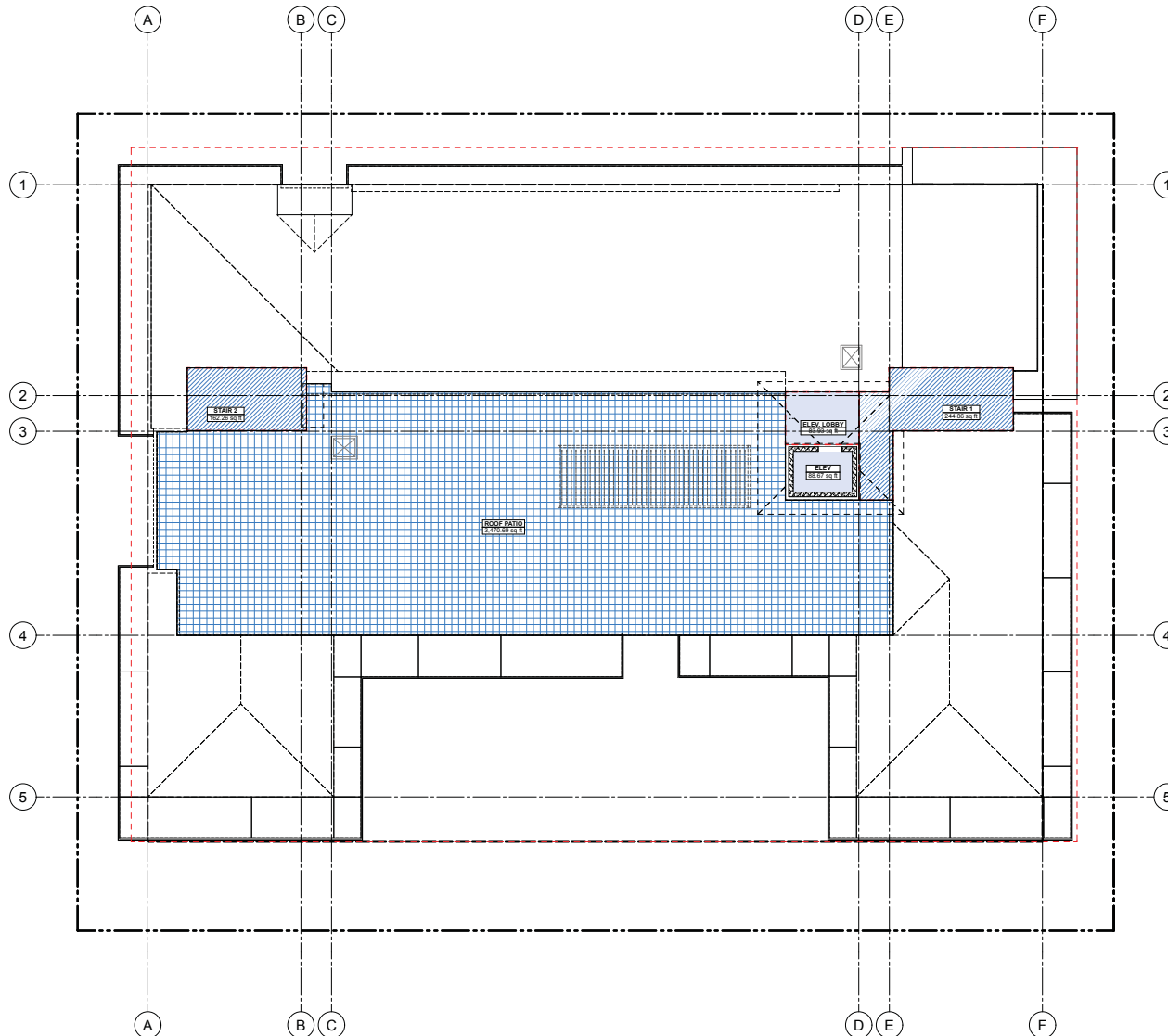
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[PROJECT TEAM]



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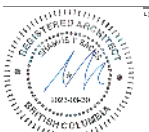
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[CLIENT]

**Three Shores Management**

[PROJECT]

**EAST 2ND ST.**

275 East 2nd Street  
North Vancouver, B.C.

[TITLE]

**AREA OVERLAY -  
ROOF LEVEL**

21583 [PROJECT]

1/8" = 1'-0" [SCALE]

Thursday, March 30, 2023 [DATE]

DP / Rezoning - 7 [ISSUE]

[DRAWING]

**A-9.009**

PROJECT INFORMATION

275 East 2nd Street North Vancouver  
DRAWINGS PREPARED BY: Durante Kreuk Ltd.  
LANDSCAPE ARCHITECT: Stephen Vincent

DRAWING LIST

L0.0	Cover Sheet
L1.1	Landscape Site Plan-Ground Level
L1.2	Level 1 -Material Plan
L1.3	Level 1 -Planting plan
L1.4	Lane Unit Lower Level- -Materials Plan
L1.5	Lane Unit Lower Level- -Planting plan
L1.6	Grading Plan-Level 1 & Lane Unit Lower Level
L1.7	Rooftop Level-Material Plan
L1.8	Rooftop Level-Planting Plan
L1.9	Soil Volume Plan-Level 1 & Lane Unit Lower Level
L1.10	Soil Volume Plan-Rooftop Level
L1.11	Lighting Plan
L2.1	Section
L3.1	Details
L3.2	Details

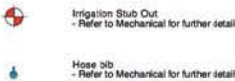
LIGHTING LEGEND

Landscape lighting shown for information only. Refer to electrical drawings for final types, quantities and locations.



IRRIGATION

Landscape Lighting Shown For Information Only. Refer to Electrical Drawings For Final Types, Quantities And Locations.



GRADING + DRAINAGE

+8.0/12.00'	Building Grade
+18.0/12.00'	Interpolated Building Grade
+F.G/10.00'	Finished Grade
+T.O.S/10.00'	Top of Slab
+T.S/10.00'	Top of Stair
+T.B/10.00'	Top of Bench
+T.W/10.00'	Top of Wall
+F.F.E/10.00'	Finished Floor Elevation
+E.G/10.00'	Existing Grade (Refer to Survey)
	Slope (Direction and percentage)
	Stairs (Direction and number of risers)

PLANT LIST

TREES

Qty	Latin Name	Common name	Size/Spacing
14	Acer rubrum	Street Tree to City Standard	7cm cal. B&B
5	Cornus kousa 'Fireworks'	Kousa Dogwood(Pink)	5cm cal. B&B
10	Styrax japonicus	Japanese Snowbell Tree	5cm cal. B&B
7	Styrax obassia	Fragrant Snowbell	6 cm cal. B&B

SHRUBS

Qty	Latin Name	Common name	Size/Spacing
57	Azalea 'Nikko'	Nikko Azalea	#2 pot/ 24" O.C.
33	Azalea 'Hino-White'	Azalea Hino White	#2 pot/ 18" O.C.
31	Buxus microphylla 'Green Beauty'	Littleleaf Boxwood	#2 pot / 24" O.C.
9	Cornus sericea 'Kelsey'	Kelsey's Dwarf Red-Osier Dogwood	#2 pot / 24" O.C.
124	Lonicera pileata	Privet honeysuckle	#1 pot/ 24" O.C.
24	Mahonia aquifolium 'Compacta'	Compact Oregon Grape Holly	#3 pot/ 24" O.C.
17	Mahonia nervosa	Longleaf Mahonia	#2 pot/ 24" O.C.
23	Nandina domestica	Heavenly Bamboo	#2 pot / 24" O.C.
16	Osmanthus delavayi	Delavay Osmanthus	#2 pot / 24" O.C.
14	Sarcococca confusa	Sweet Box	#2 pot / 24" O.C.
189	Taxus x media 'Hilli'	Hill's Yew	4" ht B&B, R to R

GROUNDCOVERS, GRASSES, FERNS & VINES

Qty	Latin Name	Common name	Size/Spacing
14	Calamagrostis x scutiflora 'Karl Foerster'	Foerster's Feather Reed Grass	#2 pot / 18" O.C.
04	Echinacea purpurea	Purple Coneflower	#1 Pot / 12" O.C.
83	Lavandula angustifolia 'Arctic Snow'	Arctic Snow Lavender	#1 pot/ 18" O.C.
6	Lavandula angustifolia 'Hidcote'	Hidcote Lavender	#2 pot/ 18" O.C.
222	Nepeta racemosa 'Little Titch'	Little Titch Catmint	#1 pot, 12" o.c.
229	Polystichum munitum	Hard Shield Fern	#2 pot/ 16" o.c.

URBAN AGRICULTURE MIX

Qty	Latin Name	Common name	Size/Spacing
330	Allium tuberosum	Dwarf Chives	#4 pot / 10" O.C.
330	Achillea millefolium 'White Beauty'	White yarrow	#4 pot / 10" O.C.
330	Origanum vulgare	Oregano	#4 pot / 10" O.C.
330	Salvia officinalis	Sage	#4 pot / 10" O.C.
330	Rosmarinus officinalis	Rosemary	#4 pot / 10" O.C.
330	Thymus vulgaris	Wooly Thyme	#4 pot / 10" O.C.

LANDSCAPE NOTES

- All work shall meet or exceed the requirements as outlined in the current Edition of the Canadian Landscape Standard.
- Plant sizes and related container classes are specified according to the Canadian Landscape Standard current Edition. For container classes #3 and smaller, plant sizes shall be as shown in the plant list and the Standard; for all other plants, both plant size and container class shall be as shown in the plant list. Specifically, when the plant list call for #5 class containers, these shall be as defined in the CNLA (ANSI) Standard.
- All trees to be staked in accordance with CNLA Standards.
- ALL STREET TREES install 8' x 24' Deep Root Barrier centred on each tree between tree pit and sidewalk (ON BOTH SIDES: CURB AND SIDEWALK).
- For all existing on site services and survey symbols refer to survey drawings.
- All landscaping and treatment of the open portions of the site shall be completed in accordance with the approved drawings within six (6) months of the date of issuance of any required occupancy permit, or any use or occupancy of the proposed development not requiring an occupancy permit, and thereafter permanently maintained in good conditions.
- Irrigation to be provided for all 'Soft Landscape Areas' shown on the drawing.
- The irrigation system design and installation shall be in accordance with the irrigation industry of BC Standards and Guidelines.
- Planters and Plant pots to be irrigated with a high efficiency irrigation system.
- All irrigation valve boxes equipped with quick-couplers. Irrigation will be primarily Drip lines, with some pop-up spray heads where appropriate.
- A preliminary lighting plan for roof patio has been included & will be refined by electrical consultant to ensure that safety levels of lighting is provided & that the light levels do not exceed comfortable ranges.

HARDSURFACING

KEY	MATERIAL
	Cast in Place Concrete Paving Light Broom Finish Concrete with sawcut pattern as shown on plan Refer to City Standard
	Cast in Place Concrete Paving - on site Finish: light broom Colour: Charcoal/Natural 100mm thick
	Hydrapressed Concrete Slab Pavers Size: 24" x 24" x 2" thk. Colour: Natural
	Hydrapressed Concrete Slab Pavers Size: 24" x 24" x 2" thk. Colour: Charcoal
	Unite Pavers Modulene Series, Size: 6" x 12" x 4" thk. Colour: Natural & Charcoal
	Poured in Place Rubber Safety Surfacing Colour: 100% Turquoise Blue Supplier: Marathon Surfaces Contact: Barbara, 604-678-0625 ex.2
	Gravel Strip

SOFTSCAPE

LEGEND	DESCRIPTION
	Sand Based Sodded Lawn
	Urban Agriculture
	Planting Area
	Privacy Hedge
	Proposed Trees

FURNITURE + STRUCTURE

KEY	Legend	Description
	F5	Metal screen
	F6	Bike Rack (Ground Level) Model: W3606 & LVM002 Installation: Surface Mount & Wall Mount Supplier: Core Bike Rack Finish: SS- Stainless Steel
	F3	Backless Wood seating Model: MBE-1050-00048 Supplier: MAGLIN Dimension: 30.13" H x 70" L
	F4	Furnishings
	F5	Gas Barbecues - Genesis® II E-330 Gas Grill - Color: Copper
	F6	Toddler Train Model: MS3600 Mounting Surface Dimension: 138 x 66 x 130 cm Supplier: Kompa
	F7	Forest Cottage Model: NRO408-0012 Mounting Surface Dimension: 262 x 189 x 292 cm Supplier: Kompa

3	Max 15,2023	DP / Resourcing Resubmission
2	Apr 04, 2022	DP Resubmission
1	Feb 11, 2022	DP Submission

Revision:

NO.	DATE	REVISION
1		

DURANTE KREUK LTD.  
302 - 1837 West 5th Avenue  
Vancouver B.C. V6J 1M5  
P: 604.684.4811  
F: 604.684.0877  
www.dkbc.ca



Project:  
**275 East 2nd Street North Vancouver**

Draw by:	AL
Check by:	SV
Date:	Aug 09 2022
Scale:	
Drawing Title:	

Cover Sheet

Project No.:  
**21118**  
Sheet No.:  
L-0.0



3. Nov. 15, 2023 DP / Resuming Resubmission  
 2. Apr. 04, 2022 DP Resubmission  
 1. Feb. 14, 2022 DP Submission

Rev. No. Date Name

Revision:



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 102 - 1537 West 5th Avenue  
 Vancouver B.C. V5L 1M5  
 P: 604.684.4811  
 F: 604.684.0877  
 www.dkbc.ca



Project:

275 East 2nd Street  
 North Vancouver

Draw by: AL

Check by: SV

Date: Aug 09 2022

Scale: 1/8"=1' 0"

Drawing Title:

**Landscape Site Plan-**

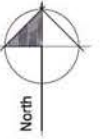
Ground Level

Project No.:  
 21118

Sheet No.:

**L-1.1**





3. Max. 15, 2023 DP / Resuming Resubmission  
 2. Apr. 04, 2022 DP Resubmission  
 1. Feb. 11, 2022 DP Submission  
 No. Date Item

Revision:

**dk** DURANTE KREUK LTD.  
 102 - 1037 West 5th Avenue  
 Vancouver B.C. V5X 1M5  
 P: 604.684.4811  
 F: 604.684.0877  
 www.dkbc.ca



Project:

**275 East 2nd Street  
 North Vancouver**

Draw by: AL

Check by: SV

Date: Aug 09 2022

Scale: 1/8"=1' 0"

Drawing Title:

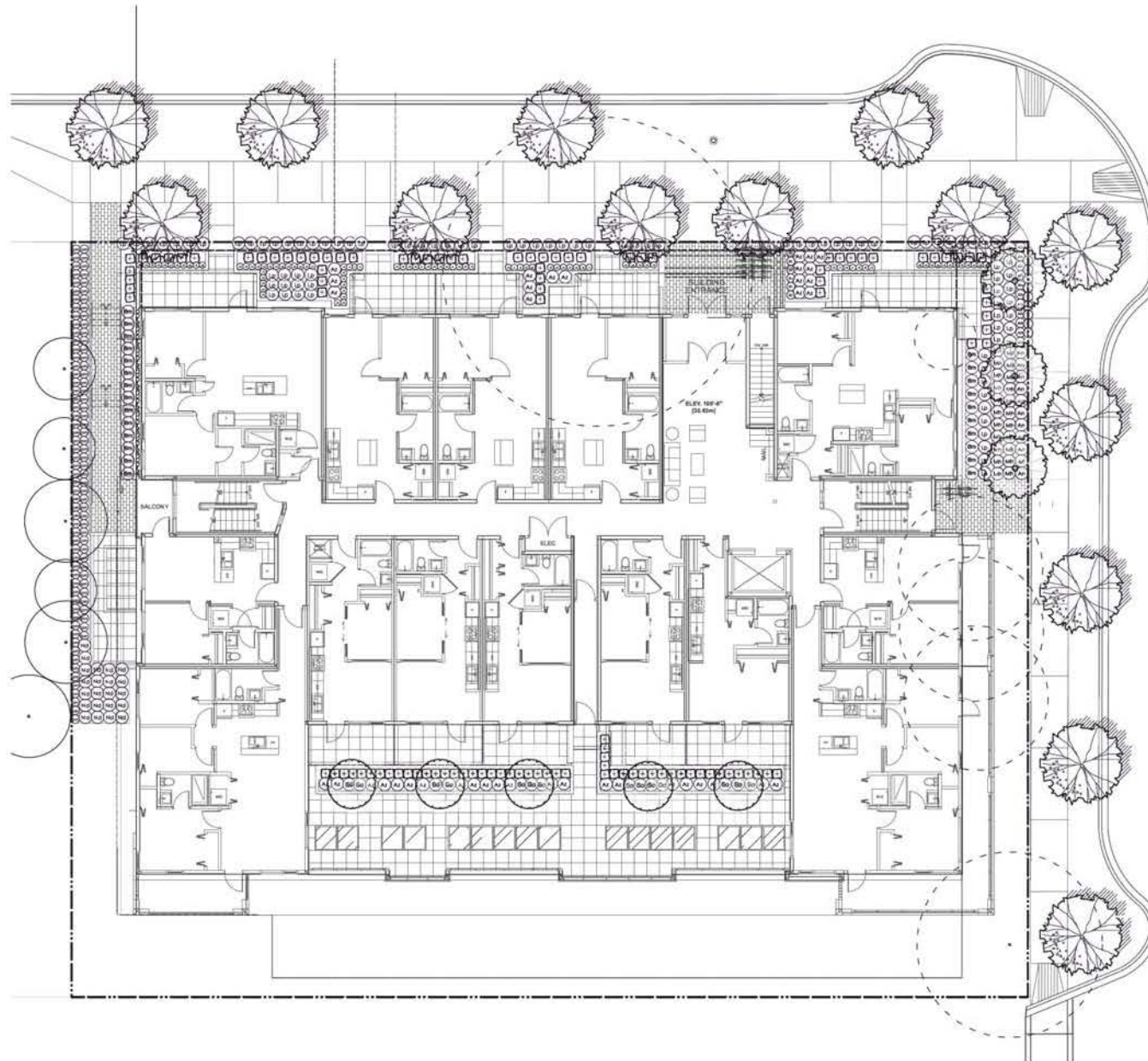
**Level 1 Site Plan**

Project No.:  
**21118**

Sheet No.:

**L-1.2**





3. Nov. 15, 2023 DP / Resuming Resubmission  
 2. Apr. 04, 2022 DP Resubmission  
 1. Feb. 14, 2022 DP Submission

Rev. No. Date Name

Revision:

**dk** DURANTE KREUK LTD.  
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 www.dkbc.ca



Project:

**275 East 2nd Street  
 North Vancouver**

Draw by: AL

Check by: SV

Date: Aug 09 2022

Scale: 1/8"=1' 0"

Drawing Title:

**Level 1**

**Planting Plan**

Project No.:  
**21118**

Sheet No.:

**L-1.3**



3	Max 15, 2023	DP / Resolving Resubmission
2	Apr 04, 2022	DP Resubmission
1	Feb 11, 2022	DP Submission
Rev.	Date	Item

Revised:



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102 - 1537 West 5th Avenue  
Vancouver B.C. V5L 1M5  
P: 604.684.4811  
F: 604.684.0877  
www.dkbc.ca



Project:

**275 East 2nd Street  
North Vancouver**

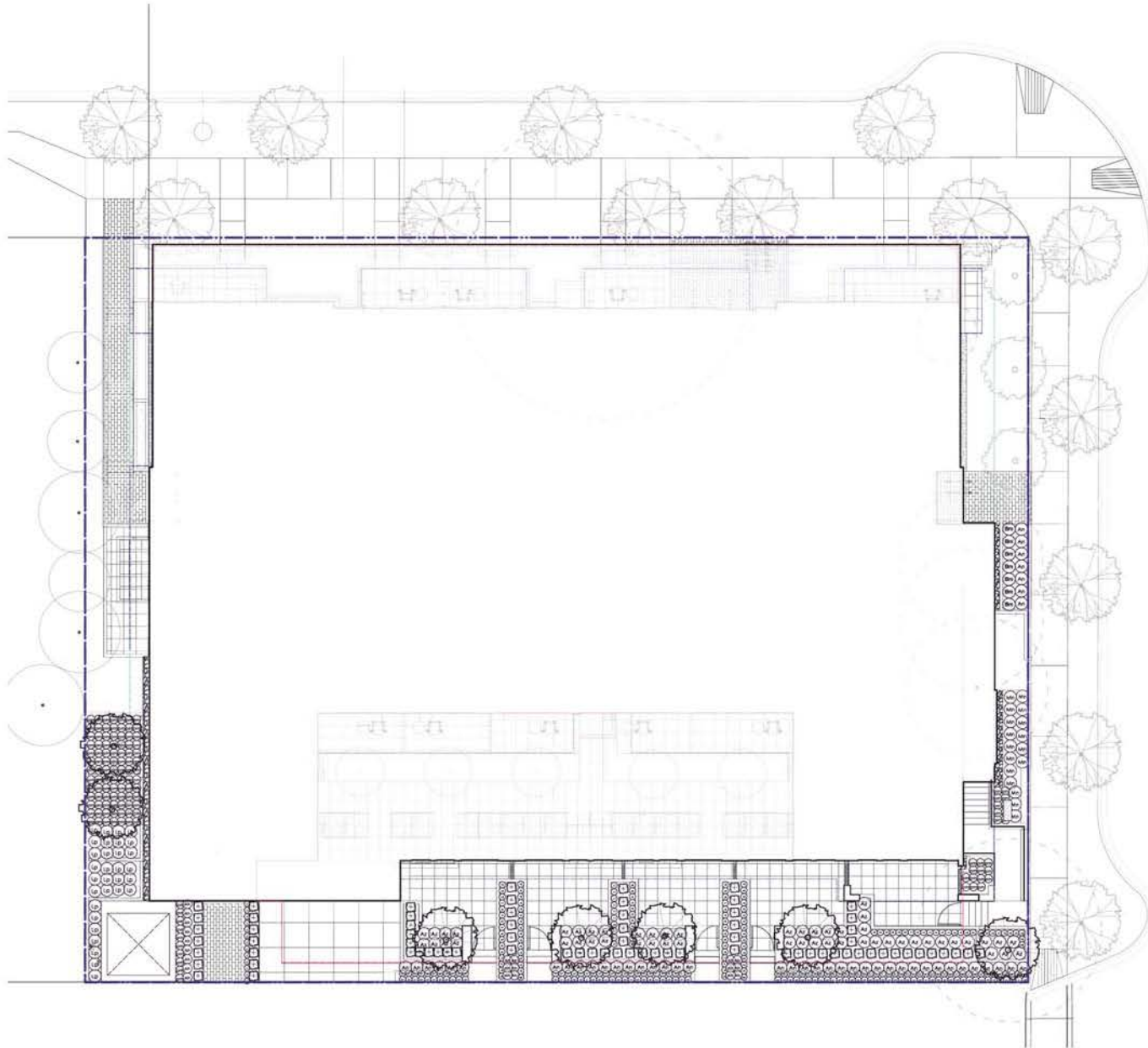
Draw by:	AL
Check by:	SV
Date:	Aug 09 2022
Scale:	1/8"=1' 0"
Drawing Title:	

**Lane Unit Lower Level  
Material Plan**

Project No.:	21118
Sheet No.:	

**L-1.4**





3. Nov. 15, 2023 DP / Resuming Resubmission  
 2. Apr. 04, 2022 DP Resubmission  
 1. Feb. 11, 2022 DP Submission  
 No.: Date: Item:

Revision:

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 102 - 1537 West 5th Avenue  
 Vancouver B.C. V5L 1M5  
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 F. 604.684.0877  
 www.dkbc.ca



Project:

**275 East 2nd Street  
 North Vancouver**

Draw by: AL

Check by: SV

Date: Aug 09 2022

Scale: 1/8"=1' 0"

Drawing Title:

**Lane Unit Lower Level**

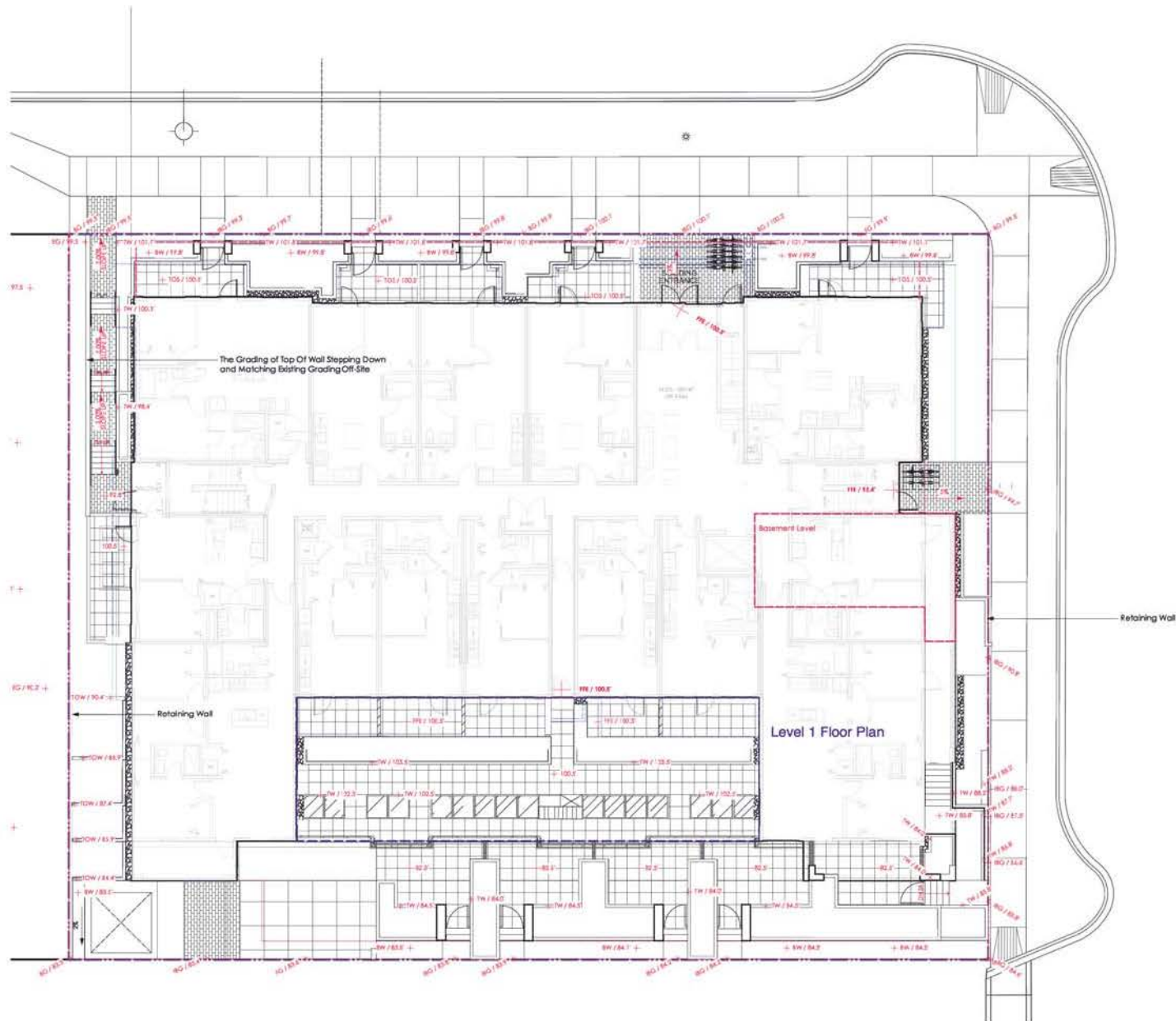
**Planting Plan**

Project No.:  
**21118**

Sheet No.:

**L-1.5**





3. Max. 15,2023 DP / Resuming Resubmission  
 2. Apr. 04, 2022 DP Resubmission  
 1. Feb. 14, 2022 DP Submission  
 N.C. Date Name

Revision:



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 F. 604.684.0877  
 www.dklbc.ca



Project:

275 East 2nd Street  
 North Vancouver

Draw by: AL

Check by: SV

Date: Aug 09 2022

Scale: 1/8"=1' 0"

Drawing Title:

Grading Plan

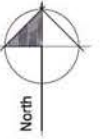
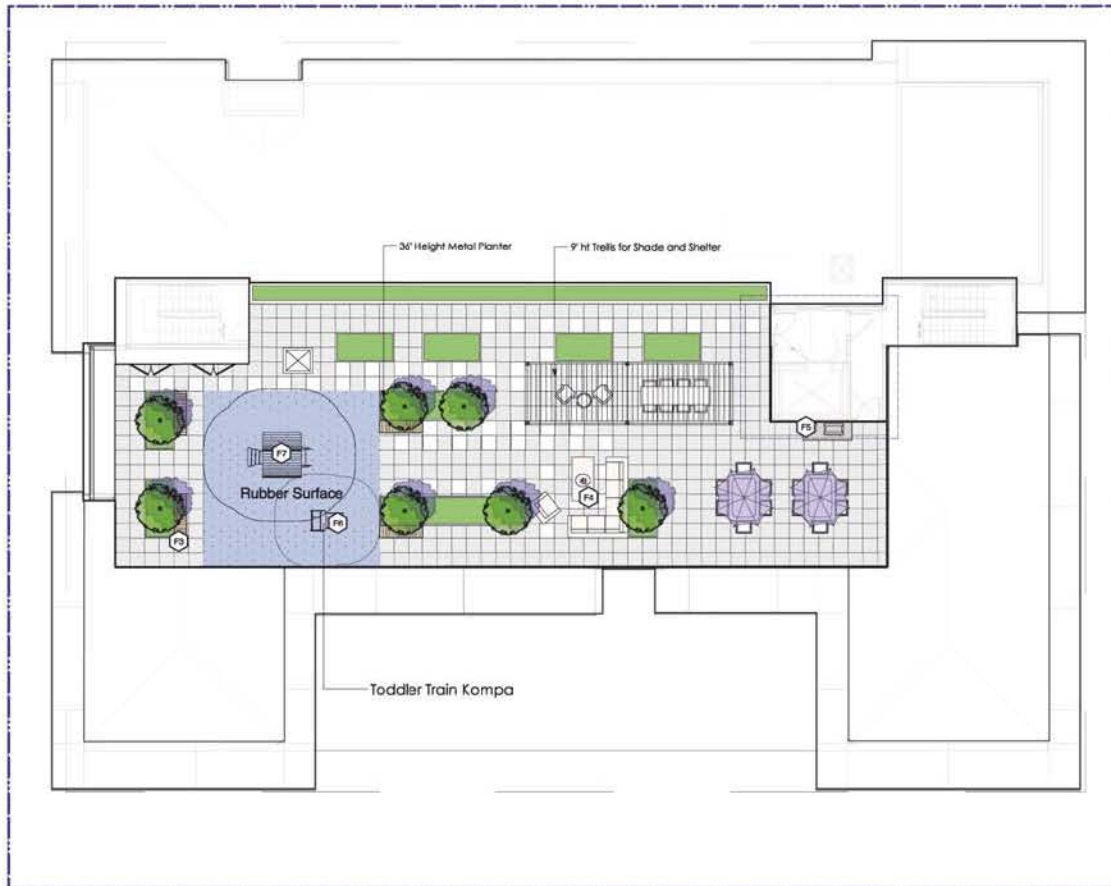
Level 1 & Lane Unit Lower Level

Project No.:  
 21118

Sheet No.:

L-1.6





3	Max 15, 2023	DP / Resuming Resubmission
2	Apr 04, 2022	DP Resubmission
1	Feb 11, 2022	DP Submission
Rev:	Date:	Item:

Revised:



**DURANTE KREUK LTD.**  
102 - 1037 West 5th Avenue  
Vancouver B.C. V5J 1M5  
P: 604.684.4811  
F: 604.684.0877  
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Project:

**275 East 2nd Street  
North Vancouver**

Draw by: AL

Check by: SV

Date: Aug 09 2022

Scale: 1/8"=1' 0"

Drawing Title:

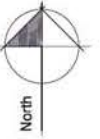
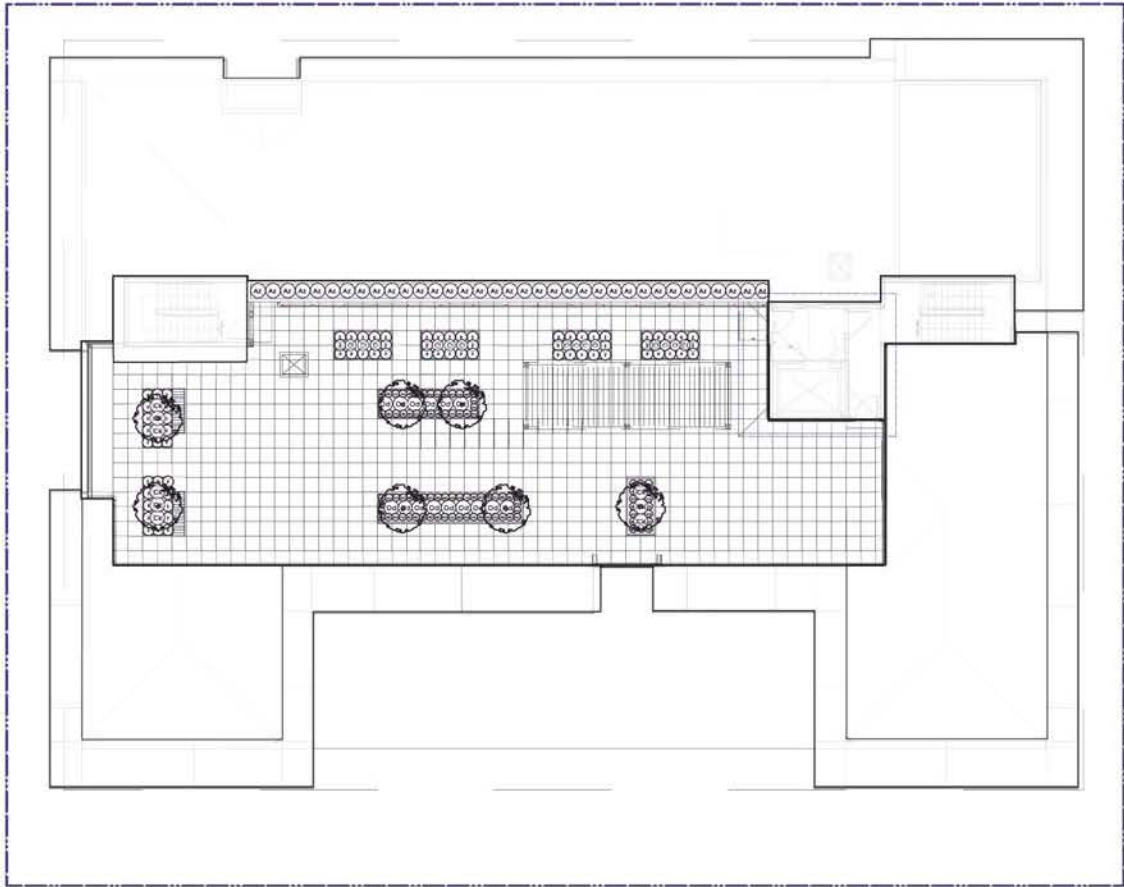
**Rooftop Level-**

**Material Plan**

Project No.:  
**21118**

Sheet No.:

**L-1.7**



3. Max. 15.2023 DP / Resolving Resubmission  
2. Apr. 04.2022 DP Resubmission  
1. Feb. 11.2022 DP Submission

Rev. No. Date Item

Revision:

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102 - 1037 West 5th Avenue  
Vancouver B.C. V5X 1M5  
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Project:

**275 East 2nd Street  
North Vancouver**

Draw by: AL

Check by: SV

Date: Aug 09 2022

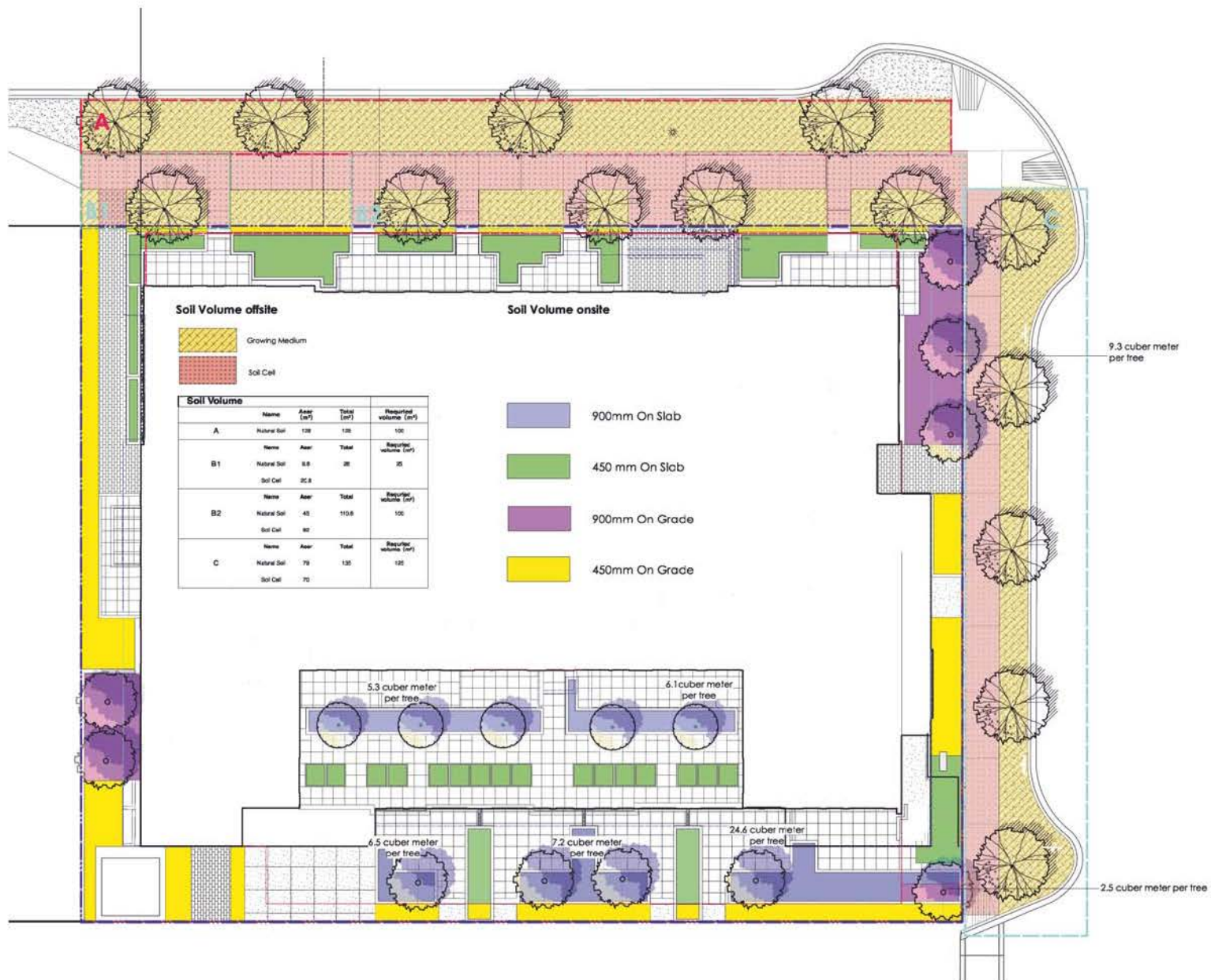
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Drawing Title:

Project No.:  
**21118**

Sheet No.:

**L-1.8**



3. Max. 15, 2023 DP / Resuming Resubmission  
 2. Apr. 04, 2022 DP Resubmission  
 1. Feb. 14, 2022 DP Submission  
 No. Date Item

Revision:



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Project:

**275 East 2nd Street  
 North Vancouver**

Draw by: AL

Check by: SV

Date: Aug 09 2022

Scale: 1/8" = 1' 0"

Drawing Title:

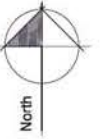
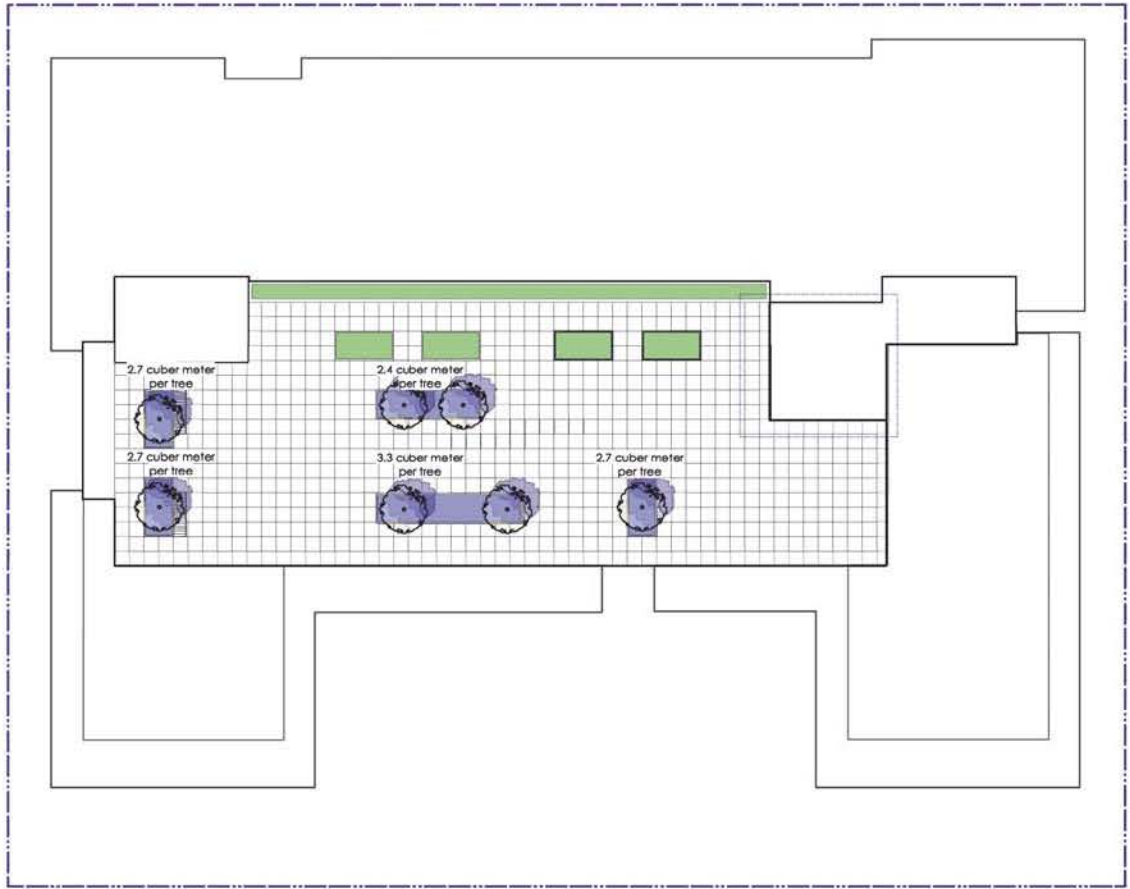
**Soil Volume Plan**

**Level 1 & Lane Unit Lower Level**

Project No.:  
**21118**

Sheet No.:

**L-1.9**



3. Max. 15, 2023 DP / Resolving Resubmission  
 2. Apr. 04, 2022 DP Resubmission  
 1. Feb. 11, 2022 DP Submission

Rev. No. Date Item

Revision:

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 Vancouver B.C. V5J 1M5  
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Project:

**275 East 2nd Street  
 North Vancouver**

Draw by: AL

Check by: SV

Date: Aug 09 2022

Scale: 1/8" = 1' 0"

Drawing Title:

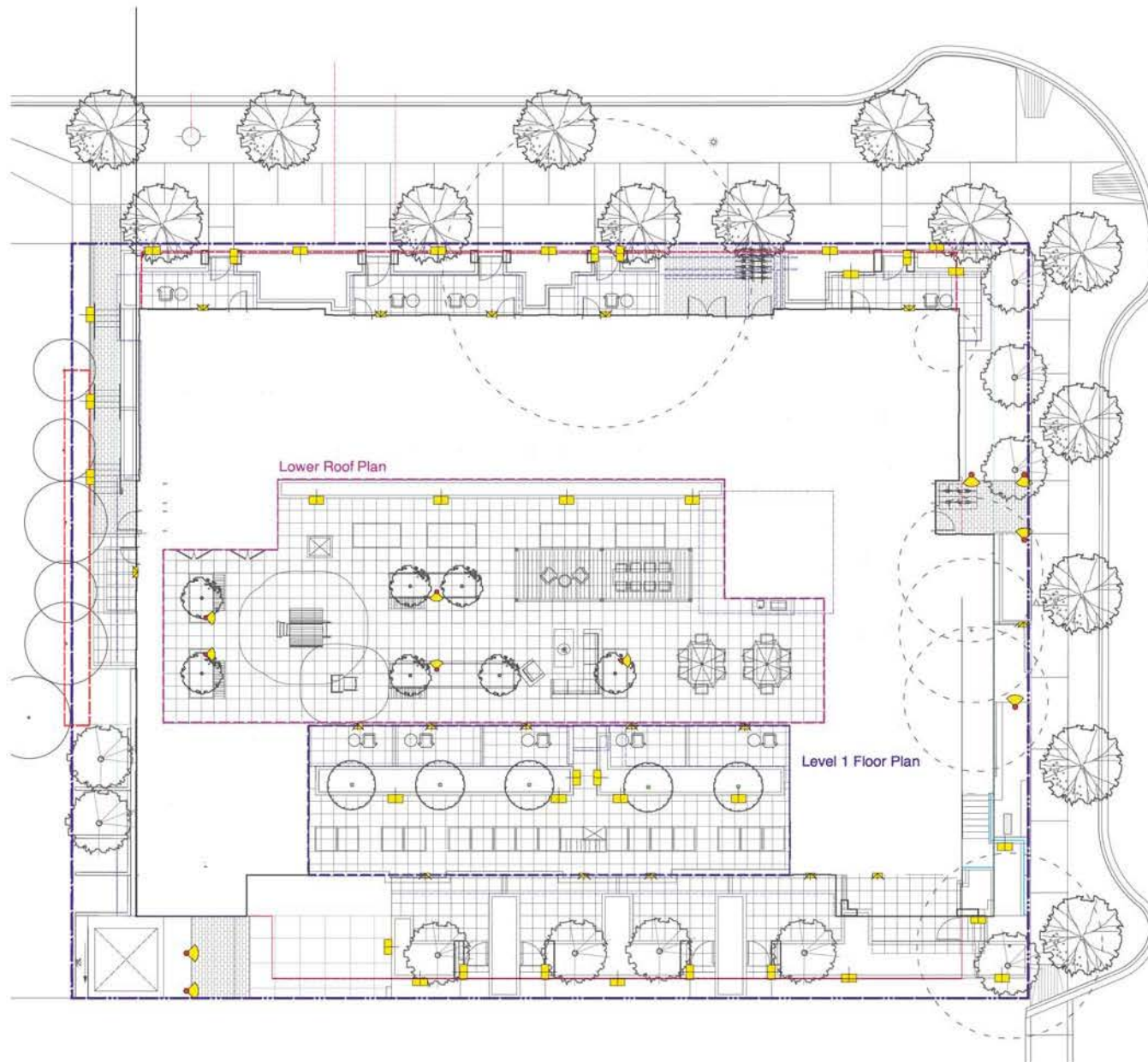
**Soil Volume Plan  
 Rooftop Level**

Project No.:  
**21118**

Sheet No.:

**L-1.10**





3. Max. 15.2023 DP / Resolving Resubmission  
 2. Apr. 04.2022 DP Resubmission  
 1. Feb. 14.2022 DP Submission  
 N.C.: Date: Name:

Revision:

**dk** DURANTE KREUK LTD.  
 102 - 1537 West 8th Avenue  
 Vancouver B.C. V6J 1M5  
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Project:

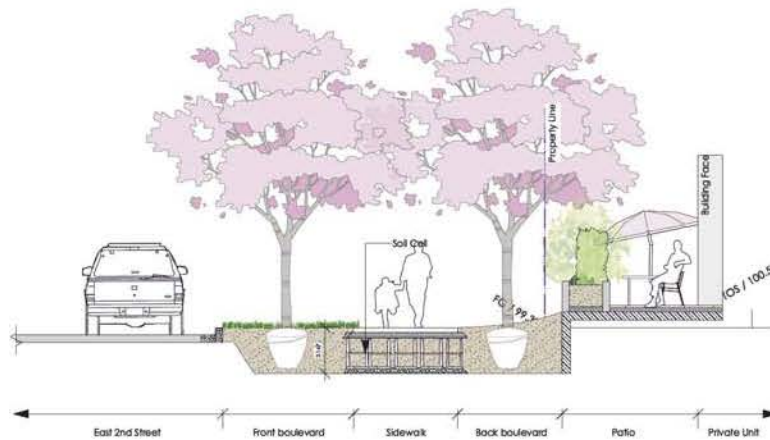
**275 East 2nd Street  
 North Vancouver**

Draw by: AL  
 Check by: SV  
 Date: Aug 09 2022  
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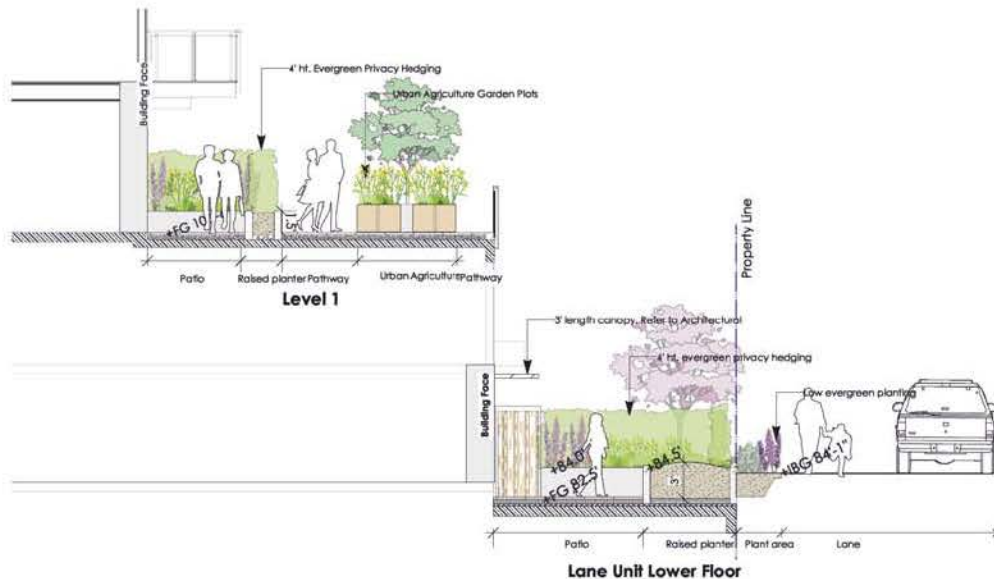
**Soil Volume Plan  
 Rooftop Level**

Project No.:  
**21118**  
 Sheet No.:

**L-1.11**



**A** Level 1 through private patio and east 2nd street  
**L1.1** Scale: 1/4" = 1'-0"



**B** Level 1 and lane unit lower floor  
**L1.1** Scale: 1/4" = 1'-0"

3. Max 15, 2023 DP / Resuming Resubmission  
 2. Apr 04, 2022 DP / Resubmission  
 1. Feb 14, 2022 DP / Submission  
 No. 1 Date Item  
 Revision:

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 Vancouver B.C. V5J 1M5  
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Project:  
**275 East 2nd Street**  
**North Vancouver**

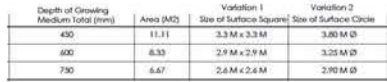
Draw by: AL  
 Check by: SV  
 Date: Aug 09 2022  
 Scale: 1/8" = 1' 0"  
 Drawing Title:

**Landscape Sections**

Project No.:  
**21118**  
 Sheet No.:

**L-2.1**

1. Do not cut free leader.
2. Protect tree from damage during planting. Ensure rootball protected from Sun, frost or Desiccation.
3. Ensure location does not conflict with Underground Services. "Call before digging".
4. All street trees to be staked with 2" x 4" x 8' long. Minimum depth of stake embedment is 3'. Ensure stakes do not penetrate or damage rootball. Ensure all stakes are aligned parallel to sidewalk/road on low pile centreline.
5. Provide min. 5 cubic metres of growing medium per tree.
6. Refer to Growing Medium Chart below for surface area depth of Growing Medium.



**CIP Concrete Notes:**

1. Refer to plans for layout, type and finish.
2. Pedestrian surfaces only, refer to others for all vehicular surfaces.
3. Refer to structural reinforcing schedule.

**Typical Expansion Joint 1/2 inch asphalt impregnated Reinforced concrete slab sealant recessed 1/8 inch below finished surface. Provide at minimum every 1.3m (c.i.) unless otherwise indicated and at all locations where CIP concrete paving abuts with walls or slabs.**

**Expansion Joints Min O.C. typ. Control Joints 1.3m O.C. typ. As shown on Plan**

**4 inch Concrete on min. 6 inch base (compacted to 95% MFD) on Compacted subgrade**

**Reinforced Concrete**  
Provide at minimum every 1.3m (c.i.) unless otherwise indicated

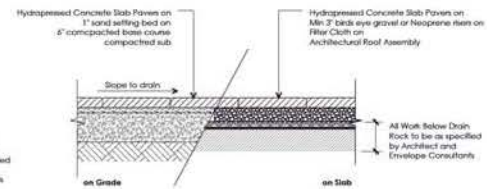
**slopes to drain**

Diagram illustrating the spacing and mulching for *Scarified Indigofera* in a raised garden bed. The bed is 18 inches high. The plants are spaced 12 inches apart. A 2-inch mulch circle is shown around each plant. The plants are labeled "Scarified Indigofera".

[illegible]

**Power Notes:**

1. Install as per manufacturer's recommendations.
2. Cut all Powers as required to maintain pattern/layout as shown on Plans. All cut powers to be minimum 1/3 of total power size, silver cuts will be rejected.
3. All powers to be sawcut, no guillotine cuts will be accepted.

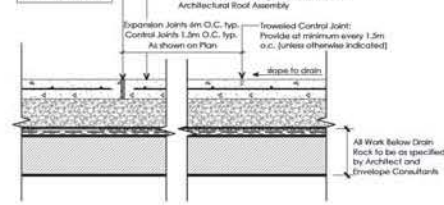


**CIP Concrete Notes:**

1. Refer to plans for layout, type and finish.
2. Finish surfaces only, refer to other for all vehicular surfaces.
3. Refer to structural for reinforcing schedule.

Typical Expansion Joint: 1/2" x 8" asphalt impregnated fibreglass material w/ sealant placed 1/8" below finished surface. Provide at minimum every 1.5m c/c (unless otherwise indicated) and at all locations where CIP concrete paving abuts with walls or stairs.

4" CIP concrete on compacted road base (min. 4" road base) [compacted to 95% MFD] on [depths vary according to sloping slab] on



Product number: 10120  
 Category: **Thermostats & Thermal Pigs**  
 Product Type: **Temperature Plug Equipment**  
 Age group: 4-10  
 Dimensions (LxWxH): 30 x 130 x 100 mm  
 Key Size Group: 1-1  
 Play capacity (min): 1  
 Color options: ■ ■

**NRO408**

Product number: NRO408  
 Material: Galvalume/Aluminum  
 Product type: Safety Play  
 Age group: 3+  
 Dimensions (overall): 2410 x 2010 x 2010 mm  
 Max user Weight: 200 kg  
 Max number of users: 2  
 Color options: 10, 11, 12

OWS 10-1454 A1-A2	Total Cd, arsonide µg/liter	Cd/kg kg of Cd/kg	Respired metals %
HW0408-1022	375.30	0.28	1.63

3	Mar. 15, 2023	DP / Resourcing Resubmission
2	Apr. 06, 2022	DP Resubmission
1	Feb. 15, 2022	DP Submission
no.:	date:	item:

1



**Project:**

275

—

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Date: \_\_\_\_\_

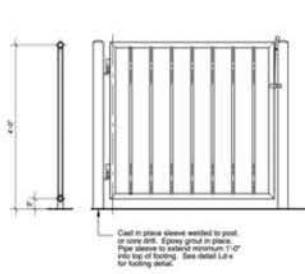
Scale \_\_\_\_\_

**Index**

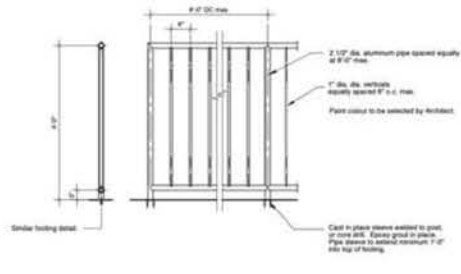
2111

Sheet No.





**1** Typical Aluminum Gate  
L 1.1 Scale: 1" = 1'-0"



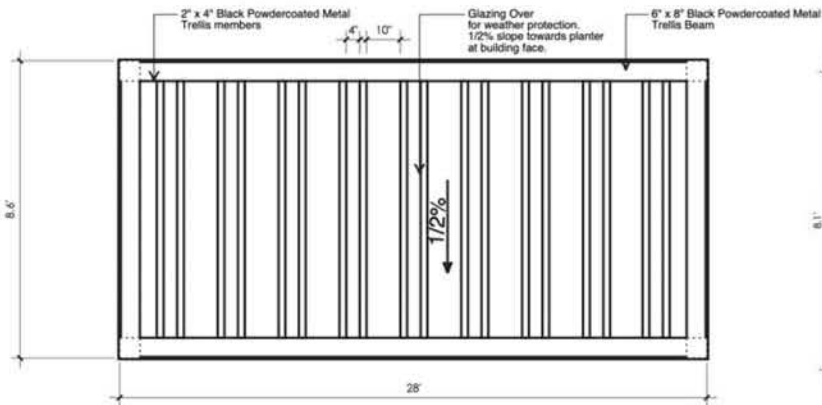
**2** Typical Aluminum Fence  
L 1.1 Scale: 1" = 1'-0"



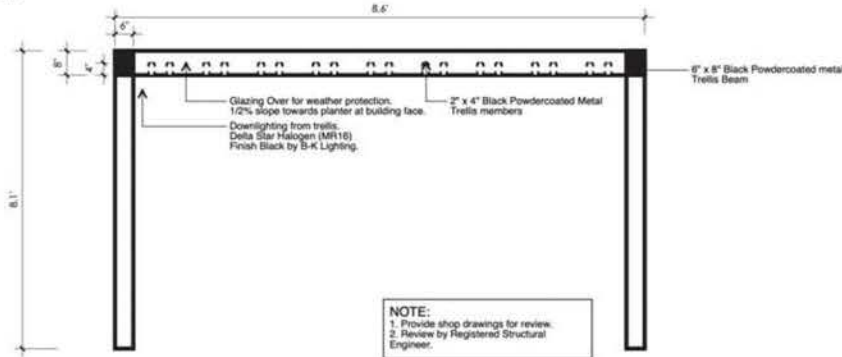
**4** W5808 Bike Racks at Main Entrance  
L 1.1 Not to Scale



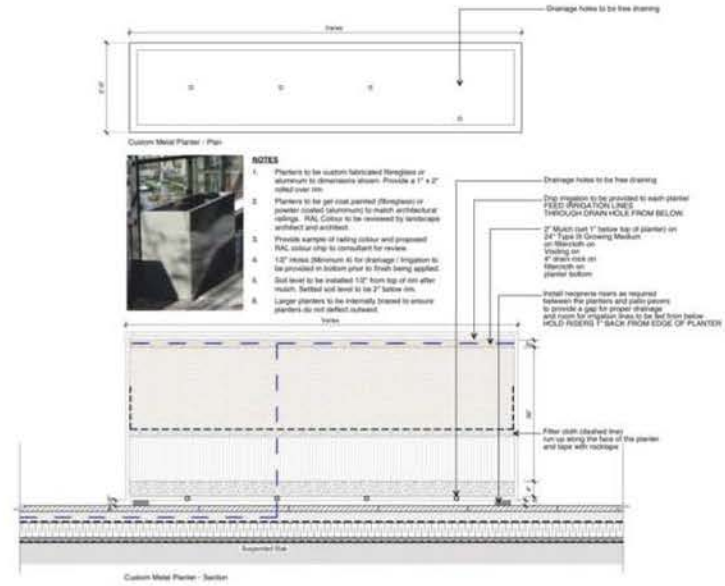
**5** MBE-1050-00048 Bench  
L 1.1 Not to Scale



**6** Treillis On Rooftop Level - On Slab  
L 1.1 Scale: 1" = 1'-0"



**NOTE:**  
1. Provide shop drawings for review.  
2. Review by Registered Structural Engineer.



**3** Metal Planter Rooftop Level  
L 1.1 Scale: 1" = 1'-0"

3. Max. 15,2023 DP / Resourcing Resubmission  
2. Apr. 04, 2022 DP Resubmission  
1. Feb. 14, 2022 DP Submission  
Rev. 1.1 Date: 1.1.2022  
Revision: 1.1.2022  
DURANTE KREUK LTD.  
102 - 1537 West 50th Avenue  
Vancouver B.C. V5J 1M5  
P: 604.684.4811  
F: 604.684.0877  
www.dkbc.ca

Project:  
275 East 2nd Street  
North Vancouver

Draw by: AL  
Check by: SV  
Date: Aug 09 2022  
Scale: 1/8"=1' 0"  
Drawing Title:

Landscape Details

Project No.:  
21118  
Sheet No.:

L-3.2





**ADVISORY DESIGN PANEL**  
CITY OF NORTH VANCOUVER  
141 WEST 14TH STREET  
NORTH VANCOUVER  
BC / CANADA / V7M 1H9

T 604 985 7761  
F 604 985 9417  
INFO@CNV.ORG  
CNV.ORG

July 12, 2022

VIA EMAIL: [bsavage@threeshores.ca](mailto:bsavage@threeshores.ca)

Barry Savage  
Three Shores Development  
38 Fell Avenue Unit 400  
North Vancouver, BC V7P 3S2

Dear Mr. Savage:

**Re: 275 East 2<sup>nd</sup> Street (Rezoning Application)**

This will confirm that at their meeting on June 15, 2022, the Advisory Design Panel reviewed the above submission and endorsed the following resolution:

“THAT the Advisory Design Panel has reviewed the rezoning application for 275 East 2<sup>nd</sup> Street and recommends approval subject to addressing the following issues to the satisfaction of the Development Planner:

- Further review and analysis of wayfinding to the rear units;
- Further design development for laneway privacy and screening concerns;
- Review the possibility of a children’s play area within the rooftop amenity space;
- Further review of the potential for amenity connections to the rooftop space;
- Review materials relative to the use of cementitious panel percentage on the exterior;
- Further design development to consider variety in material uses relative to the massing articulation; and
- Design development and review of the entry way scale, massing and material selection choices.

AND THAT the Panel wishes to thank the applicant for their presentation.”

The recommendations of the Advisory Design Panel pertain only to site-specific design and site planning considerations and do not, in any way, represent Council and staff approval or rejection of this project.

Yours truly,

T. Huckell  
Committee Clerk-Secretary

Cc: M. Menzel, Planner 2, Planning and Development  
B. van der Heijden, Planner 1, Planning and Development  
R. Leitch, Integra Architecture  
S. Vincent, Durante Kreuk Landscape Architecture

## 275 East 2<sup>nd</sup> St, North Vancouver Rezoning Application – Three Shores – Developer Information Session Summary Report

**Event Date:** Wednesday, June 1<sup>st</sup>, 2022

**Time:** 6:00PM – 7:30PM

**Location:** Online Zoom Webinar

**Attendance:** 12 members of the public attended virtually.  
The Three Shores team was in attendance, as was a representative of the City of North Vancouver Planning Department.

**Comments:** 4 comment forms and 0 emails were submitted before and/or following the DIS.

**Meeting Purpose:**

- 1) To present development application materials to the community
- 2) To provide an opportunity for the community to ask questions about the development
- 3) To provide an opportunity for the community to comment on the proposal

### **Notification:**

In accordance with City of North Vancouver policies:

#### Invitation Flyers

DIS Invitation flyers were delivered to 262 addresses within a 40m radius of the site, provided by the City of North Vancouver. Appendix A: Notification includes a copy of this material.

#### Newspaper Ad

A DIS newspaper ad was placed in the North Shore News on May 18<sup>th</sup>, May 25<sup>th</sup> and June 1<sup>st</sup>, 2022. A copy of the ads is included in Appendix A: Notification.

#### Notification Sign

Two DIS notification sign was erected on the site. Photos of the installed site signs are included in Appendix A: Notification.

### **Attendance:**

12 members of the public signed in for the virtual meeting. A copy of the attendee list is included in Appendix B: Attendee List.

The following City staff and project team members were in attendance:

City of North Vancouver:

- Bram van der Heijden, Planner

Project Team:

- Barry Savage, Three Shores, Developer
- Stephen Vincent, DKL, Landscape Architect

- Mladen Pecanac, IBI Group, Transportation Consultant
- Rhys Leitch, Integra Architecture Inc, Architect

Facilitators:

- Katrina May, Katrina May Consulting
- Charles Pan, Assistant

**Overview:**

In accordance with the City of North Vancouver’s COVID-19 state of emergency community consultation guidelines, the DIS meeting was held in an online Virtual Developer Information Session format. Meeting participants watched a PowerPoint presentation and a virtual 3D “fly-through” video by members of the Three Shores project team.

Participants were invited to use the Zoom Webinar Q&A function to ask questions or submit comments during the DIS, which were addressed at the end of the presentation during the Question & Answer period. The facilitator read all questions received aloud and directed questions to the appropriate project team member to respond verbally for all participants to hear. Answers were transcribed by the facilitator and posted for all to see.

The project presentation and facilitated Question & Answer period took approximately 60 minutes. The facilitators received several questions and comments about the project and recorded them for inclusion in this summary report, attached as a separate Appendix C: Public Dialogue.

Participants were invited to submit written comments (using the City’s standard comment form or via email) to the applicant and/or the municipal development planner, following the DIS. Four (4) comment forms and zero (0) emails were submitted before or after the DIS.

The key themes of the questions during the Developer Information Session related to the height of the building and why it was being proposed at five storeys instead of the permitted six storeys. The applicant explained that the permitted density on the site is still being maximized in the five-storey form resulting in a slightly lower and wider building. Several attendees supported the project for providing rental housing and commented on the need for more rental in the City of North Vancouver. Questions arose on the type of units being proposed (such as ground-oriented townhome style units) and how many bedrooms they would have, as well what the rents would be at time of occupancy.

Many questions arose on the theme of sustainability, such as whether the applicant had considered low-carbon concrete for use in the parkade and podium, solar panels on a portion of the roof, a deconstruction plan that would involve repurposing materials, as well as targeting Passive House certification or equivalent. There was support for the fact that the project is mostly wood-framed construction. There was the suggestion made to retain the mature trees on the lot. The applicant noted that the project was meeting Step Code 3, as well as the municipal requirement of connecting to the district heat network.

**Comment Sheet and Email Summary:**

Participants were invited to submit comments during a 7-day response period after the DIS meeting. Four comment forms and zero emails were submitted before or after the DIS. Three of the responses were in support and one was opposed to the proposed project. These are submitted as a separate Appendix D: Public Comments.

Those in favour of the project noted support for the building design, including the use of wood framed construction and the roof top patio. There was support for the addition of new rental housing with the suggestion made to add more units. One respondent noted several suggestions for incorporating more consideration for the climate, including the use of low carbon cement, solar panels for energy, researching de-construction companies such as 'Unbuilders', and building to the Passive House standard.

Those opposed to the project noted the removal of trees was a concern as well as the use of vertical stripes, which make the building appear taller. The suggestion was made to use another colour for the accents other than grey, and to consider using non-grass landscaping options. The suggestion was made to talk with 'HUB' to ensure well-designed bicycle parking with e-bike charging and cargo bike capacity would be implemented.

#### **Conclusion:**

The purpose of this online Virtual Developer Information Session was to present to the community the proposed rezoning application and the development concept, and to provide attendees with an opportunity to ask clarifying questions and comment on the proposal. 262 DIS notification flyers were distributed by mail to the surrounding community, and four community members signed into the DIS. Three newspaper ads notified the community of the DIS, and two DIS notification signs were posted on the property. A total of four comment forms and zero e-mails were submitted.

Members of the public could participate in this consultation process in three ways:

- Watching a virtual project presentation during the DIS, including a 3D virtual "fly-through" video
- Asking questions of the project team and/or City Planner during the DIS
- Submitting written comments after the DIS

The DIS meeting length and format was sufficient to provide all participants an opportunity to learn more about the proposed project, ask questions, and make any comments they wished to provide that evening. Participants asked the development team and City Planner a variety of specific questions, mostly related to building height, the need for more rental housing, and suggestions to make the building more sustainable.



## Appendix A: Notification

Newspaper Advertisement: North Shore News, Wednesday, May 18<sup>th</sup>, 2022

A36 | SPORTS WEDNESDAY, MAY 18, 2022

north shore news [nshnews.com](http://nshnews.com)

**Reduce the appearance of wrinkles up to 68%**



**WRINKLE AND FROWN LINE CREAM:**

- For women & men of all ages and skintypes
- Reduces the look of wrinkle depth up to 68%
- 5 creams in one: A wrinkle cream, day cream, night cream, moisturizer, & make-up base

Available in London Drugs stores or order online at [londondrugs.com](http://londondrugs.com) Search for 'Wrinkle and Frown Line Cream'

**Wrinkle and Frown Line Cream**

**UC** urist cosmetics incorporated

**Member's Special**  
SAVE \$10  
Only \$39.99

**LONDON DRUGS**



Players get in on the action at the 2019 North Shore high school all-star basketball game held at Capilano University. The game is back this year after taking a COVID-19 break. [nshnews.com](http://nshnews.com)

### VIRTUAL DEVELOPER'S INFORMATION SESSION

Three Shores Management has submitted a rezoning application to the City of North Vancouver for 275 East 2nd Street to support the development of a five storey rental residential building consisting of 79 rental units. Interested members of the public are invited to attend a Virtual Developer's Information Session with the applicant for an early opportunity to review the proposal, ask questions, and submit a comment form.

**How to Participate:**  
Please register in advance at: [www.275east2nd.com](http://www.275east2nd.com) or contact the applicant.

**Applicant Contact**  
Barry Savage  
Three Shores Management  
e: [b.savage@threeshores.ca](mailto:b.savage@threeshores.ca)  
t: 778-366-2367

**Date & Time:**  
Wednesday June 1, 2022  
6:00 PM - 6:15 PM - Presentation  
6:15 PM - 7:30 PM - Q & A

**City of North Vancouver Contact**  
Bram van der Heijden  
Development Planning  
e: [bheijden@cnv.org](mailto:bheijden@cnv.org)  
t: 604-982-3995



This meeting is required by the City of North Vancouver as part of the rezoning process.

### North Shore high school all-star basketball game returns to CapU

**ANDY PREST**  
[nshnews.com](http://nshnews.com)

A fun North Shore sporting tradition is firing back up after taking a COVID-19 break.

The girls and boys North Shore high school all-star basketball games will be held tonight at the Capilano University Centre for Sport and Wellness, featuring the best senior players from schools in North Vancouver, West Vancouver, Squamish and Whistler.

The girls game will tip off at 6 p.m., with the boys to follow at 8 p.m. Spectators are welcome to attend, and both games will also be streamed on the Capilano University Blues YouTube channel. Here are the rosters for the four participating teams:

**Girls Team X – Head coach:** Morgan McLaughlin

**Players:** Emily Cross, Carson Graham; Jessica Day, Carson Graham; Georgia Gemmell, Carson Graham; Annie Kulisek, Carson Graham; Halle Anderson, Collingwood; Claire Ambrozic, Handsworth; Piper Gunn Savjard, Howe Sound; Anna Gavin, Sentinel; Chloe Bradshaw, Seycove; Esther Bradshaw, Seycove; Dunica Dorey-Havens, Seycove; Tannaz Javid, Sutherland; Gabby Panzetta, St. Thomas Aquinas; Alex Paul, Windsor

**Girls Team Y – Head coach:** Claude Leduc

**Players:** Braeli Adrian, Argyle; Natalie Francis, Argyle; Kiana Shabazi, Collingwood; Reese Tam, Collingwood; Siobhan Heritage, Handsworth; Mira Pascuzzi, Howe Sound; Eva Ruse, Mulgrave; Jenna Talib, Mulgrave; Ava Wilson, Mulgrave; Lucy Xu, Mulgrave; Sophia Ahern, West Vancouver; Ashley Chio, West Vancouver; Giorgia Zen, West Vancouver; Audrey Baker, Windsor; Jade Watson, Windsor

**Boys Team X – Head coach:** Sam Pankiw

**Players:** Jacob Bassam, Argyle; Ben Nicholson, Argyle; Sam Simser, Carson Graham; Tanner Jackson, Collingwood; Tate Christiansen, Handsworth; Travis MacKay, Handsworth; Kaiden Talib, Mulgrave; Ali Talib, Mulgrave; Jordan Zadiks, St. Thomas Aquinas; Bernardo Illoz, Windsor; Jordan Doronilla, Whistler; Jack Lestranger, Whistler

**Boys Team Y – Head coaches:** Marco Fong and Krista Wood

**Players:** Carter Andrade, Carson Graham; Owen Ostler, Carson Graham; Nic Wilson, Collingwood; Maury Gonspe, Handsworth; Matthys Van Bylandt, Handsworth; Griffin Bibbings, Rockridge; Leo Butsuglin, Sentinel; Shahriar Alshar, Sentinel; Cooper Lauzon, Sutherland; Nate Gouglass, West Vancouver; Aubrey Dorey-Havens, Windsor; Adam Murray, Windsor

BE A PART OF SUMMER #AtTheNat

# HOMESTAND CONTINUES THRU SUNDAY!

VS LOS ANGELES ANGELS AFFILIATE TRI-CITY DUST DEVILS

**THIS WEEK**

**WED, MAY 18**  
@ 7:05pm  
WE CAN WEDNESDAY  
Presented by BCC  
Supporting Bkg Sectors

**THU, MAY 19**  
@ 7:05pm  
THROWBACK THURSDAY

**FRI, MAY 20**  
@ 1:05pm  
'NOONER AT THE NAT  
Presented by Fortis BC

**SAT, MAY 21**  
@ 1:05pm  
SATURDAY 'NAT-IN-EH + TRAVEL MUG GIVEAWAY  
Presented by Vancouver Coffee

**SUN, MAY 22**  
@ 1:05pm  
AGW FAMILY FUN SUNDAY + AUTOGRAPH BOOK GIVEAWAY  
First 1000 Kids 12 & Under

**SCAN FOR TICKETS!**

TICKETS: 604.872.5232 or [CANADIANSBASEBALL.COM](http://CANADIANSBASEBALL.COM)

[vancouvercanadians](https://www.facebook.com/vancouvercanadians) #AtTheNat







## Newspaper Advertisement: North Shore News, Wednesday May 23<sup>rd</sup>, 2022

north shore news | [tsnnews.com](https://tsnnews.com)

WEDNESDAY, MAY 25, 2022 COMMUNITY | A39

### West Van student researches land acknowledgments in classrooms

CHARLIE CAREY

Local Journalism Initiative Reporter | [charlie@tsnnews.com](mailto:charlie@tsnnews.com)

After her teacher admittedly made a “blunder” during a land acknowledgment in the first day of class, an École Sentinel Secondary student decided to use that moment as a launch pad to look into the effectiveness of the practice in high school classrooms.

Sierra Lee, who graduates in June from the West Vancouver school, said the moment led her to choose the practice as the topic for her research capstone project and see whether they are accomplishing their intended purpose.

“I saw the need for a project like this, given that we see land acknowledgments included in many settler institutions and [they] are becoming increasingly popular. So, that’s why I definitely saw the need to do more research on this,” she said.

Her teacher, Christian Obcek, said not confidently knowing the First Nations territories on whose unceded land Sentinel resides, and being fearful of mispronouncing the Nations, led to Lee asking a “fascinating” research question, one which has now moved him to take a more deliberate approach to land acknowledgments in the classroom.

“Now, I have come full circle, and I now have a screenshot of the land acknowledgment on my computer, if I ever forget – hopefully it’ll be ingrained in memory very soon,” Obcek said.

Lee said while on her own personal



Sierra Lee, who graduates from École Sentinel Secondary in June, has used her AP Research Capstone project to look into the effectiveness of land acknowledgments in classrooms. @SANHOUSE/INSTAGRAM

journey of understanding Indigenous issues and decolonization, and her recent involvement with the North Shore Restorative Justice Society, she recognizes that it is an important step towards reconciliation, she also noted they are often read from the same or similar scripts.

“There’s always been a thought at the back of my head that has wondered if, because they’re typically delivered from the same script ... if they really have the meaning that they intend to have,” she said.

Surveying a North Vancouver high school Grade 9 class that has had frequent exposure to acknowledgments through class projects and school practices, her research question of, “To what extent can the adoption of land acknowledgment practices in a BC high school encourage meaningful reflection and action among students around Indigenous presence and ways of knowing and being,

and reconciliation?” was met with some surprising results, Lee said.

After analyzing the results of her survey, Lee found there were four main takeaways, one being that students felt the practice allowed them to express feelings of gratitude, respect and appreciation for Indigenous peoples.

“A lot of them mentioned that, because of land acknowledgments at their school, they were able to recognize the privilege they have as a settler who resides on Indigenous territory,” she explained. “And another thing they really appreciated about land acknowledgments was that they considered them to be an important educational tool for them.”

Lee said there were a few students who noted that prior to participating in land acknowledgments, they didn’t know they resided on unceded territories. However, in conjunction with the findings about the effectiveness of the practice, Lee also found out that students are craving more – more knowledge and more actionable things that can be done to further reconciliation.

Students identified this lack of education beyond land acknowledgments, and that kind of hinders them from taking these additional steps to support reconciliation efforts or [to] decolonize themselves. And a lot of them emphasize the importance of further education centered around Indigenous issues to actually make land acknowledgment practices more purposeful.

“For example, 80.8 per cent of the students I surveyed actually disagreed or

strongly disagreed that land acknowledgments are enough to achieve reconciliation with Indigenous peoples. It’s clear that they recognize that there is this need for further action beyond land acknowledgments.”

Lee said she was expecting most students to believe land acknowledgments lacked meaning but was pleasantly surprised to see a mixture of both perspectives, saying, “Although that was true to an extent, it can also be a very important practice to include in schools in order to educate students and allow them to further educate themselves and take additional steps beyond acknowledgment ... and also do more to support reconciliation efforts.” However, Lee said none of the students surveyed that day were Indigenous, and noted that the results do not speak for Indigenous people’s feelings toward the practice.

Obcek said Lee’s research project has given him the necessary push forward that he needed as a classroom teacher to consistently and regularly address land acknowledgments. “I just think there’s such a neat paradigm shift with the teachers sitting back and the students [taking the lead],” he said. “I hope to give them the tools, and often, particularly in Sierra’s case, she brings back the gold, and I just sit back and listen and am amazed at what she teaches the teacher.”

Charlie Carey is the News’ Indigenous and civic affairs reporter. This reporting beat is made possible by the Local Journalism Initiative.

#### VIRTUAL DEVELOPER’S INFORMATION SESSION

Three Shores Management has submitted a rezoning application to the City of North Vancouver for 275 East 2nd Street to support the development of a five storey rental residential building consisting of 79 rental units. Interested members of the public are invited to attend a Virtual Developer’s Information Session with the applicant for an early opportunity to review the proposal, ask questions, and submit a comment form.

**How to Participate:**  
Please register in advance at:  
[www.275east2nd.com](http://www.275east2nd.com) or  
contact the applicant.

**Applicant Contact**  
Barry Savage  
Three Shores Management  
e: [bsavage@threeshores.ca](mailto:bsavage@threeshores.ca)  
t: 778-366-2367

**Date & Time:**  
Wednesday June 1, 2022  
6:00 PM - 6:15 PM - Presentation  
6:15 PM - 7:30 PM - Q & A

**City of North Vancouver Contact**  
Bram van der Heijden  
Development Planning  
e: [bheijden@cnv.org](mailto:bheijden@cnv.org)  
t: 604-982-3995



This meeting is required by the City of North Vancouver as part of the rezoning process.



#### PUBLIC NOTICE

Regular Council Meeting

Monday, May 30, 2022 at 6:00pm

Zoning Amendment Bylaw No. 8917 for 639 East 4<sup>th</sup> Street

View the meeting online at [cnv.org/LiveStreaming](http://cnv.org/LiveStreaming)  
Or attend in person at City Hall, 141 West 14<sup>th</sup> Street

**Proposal:** To rezone the subject property from a Two-Unit Residential 1 (RT-1) Zone to a Comprehensive Development 751 (CD-751) Zone to allow for the stratification of the existing buildings by permitting two Principal Buildings on the site.

**To provide written input:** All persons who believe their interest in property may be affected by the proposed bylaw will be afforded an opportunity to be heard by written or email submission. All submissions must include your name and address and should be sent to the Corporate Officer at [input@cnv.org](mailto:input@cnv.org), or by mail or delivered to City Hall, no later than 12:00 noon on Monday, May 30, 2022, to ensure their availability to Council at the meeting. No Public Hearing will be held.

**To view the meeting online:** Visit [cnv.org/LiveStreaming](http://cnv.org/LiveStreaming)

**To attend the meeting in person:** Enter City Hall through the doors at the southwest corner of the building after 5:30pm.

**To view the documents:** The proposed bylaw and background material can be viewed online at [cnv.org/PublicHearings](http://cnv.org/PublicHearings) and at City Hall.

**Questions?** Matthew Menzel, Planner, [mmenzel@cnv.org](mailto:mmenzel@cnv.org) / 604-982-8337



141 WEST 14TH STREET / NORTH VANCOUVER / BC / V7M 1H9  
T: 604 985 7751 / F: 604 985 9417 / [CNV.ORG](http://CNV.ORG)





Newspaper Advertisement: North Shore News, Wednesday June 1<sup>st</sup>, 2022

A40 | ARTS & LIFE WEDNESDAY, JUNE 1, 2022

north shore news /JSP/NEWS.COM

GARDEN TO TABLE

## Sweet and savoury organic beets simply can't be beat

**LAURA MARIE NEUBERT**  
*Contributing writer*

Growing, preparing and preserving organic sweet and savoury beets is one of my favourite garden-to-table traditions. Now is the time (finally) to get started, from seed or from seedlings. Garden centres are chockablock full.

Beets are a polarizing vegetable – you either love them or you don't. My family loves the sweet yet savoury, unmani earthiness of beets that comes from geosmin, an organic compound produced by soil microbes. The healthier the soil, the happier the microbes.

Gorgeous red, golden, candy stripe, even white beets are super easy to grow just about anywhere, and they don't attract pests and disease as easily as brassicas or carrots. Beets help loosen and aerate soil, and improve fertility.

Beets are resilient, winter-hardy, relatively slow growing and can be consumed at all stages of growth, including as microgreens. If you invest in growing and maintaining good soil biology, beets can be a mega storehouse of fibre, antioxidants, and beneficial macro and micro nutrients.

But beets can take up soil-borne

heavy metals, pesticides and toxic chemicals into root and leaf tissue, and those poisons can be transferred to humans. It is important then to know where your produce comes from and how it is grown. Better yet, grow your own in a pot, planter, bucket or bed.

I'm planting several varieties now in a single 484-foot no-dig bed, but also intercropping here and there around the perennial, flower and vegetable gardens, in warm sun and in cooler part-shade. Beet greens are gorgeous and look as lovely in flower beds and arrangements as they do on the plate.

To take best advantage of limited garden space, grow beets down into your soil, right next to something that grows up like lettuce or spinach (not chard), or bush beans (not pole beans). Growing beets between trellised cucumbers or corn is another space saver that works well for me.

Grow beets in healthy, living, well-drained soil, adding plenty of organic matter if soil is dense with clay or compaction. Be sure to surface-mulch with clean, chopped straw or an inoculated mulching compost. Always, I add my all-time favourite worm castings and also sea minerals. This year, I will foliar



Thrift store lidded Pyrex dishes make excellent beet bakers.

LAURA MARIE NEUBERT

spray with a compost tea.

I plan to bulk harvest beets from the dedicated bed for canning, pickling and drying, and we will harvest the rest incrementally throughout the season, as beets mature.

My plan is to sow one quarter-bed of Bull's Blood and Winterkeeper beets late summer, for fall harvest, and then store the beetroots in damp sawdust over the winter. I will clean and dry, chop, vac-pack and freeze the greens.

Contrary to conventional wisdom, I don't blanch hardy

broadleaf greens like kale and beet before freezing because the high heat involved in blanching and boiling will eventually kill most worrisome pathogens. During harvest season, I choose the path of least resistance, and time.

We use beets fresh in juices, smoothies and salads (peeled and washed); roasted in mashes, pasta, spreads, dips and soups, even ice cream. A favourite main of late is golden beet and roasted shallot risotto, tinted and garnished with the concentrated pan juices from oven-roast beets, and topped with a single crab cake or piece of

grilled fish.

I don't have the time or inclination to waste tin foil by individually wrapping beets to roast in the oven, so I wash and roast them all together, skin-on, in a bit of water in a thrift store Pyrex dish. The warm (not hot) beets are a breeze to peel and slice, and that beautiful beet juice is liquid gold – perfect for ditzing and tinting. By adding the juice at the last moment to a dente arborio rice, the grains stay pearly white against an exotic saffron coloured background.

Cooked beets freeze well, as does beet hummus, beet soup, beet juice and beet puree – which, by the way, pairs beautifully with Prosecco. Beet bollini anyone? Puree roast red or golden beets with a bit of maple syrup and ginger, freeze in ice cubes trays, then store cubes in a glass Mason jar. Place thawed puree in a tulip or coupe glass, top-up with Prosecco, Champagne or soda, garnish with mint and voilà!

Laura Marie Neubert is a West Vancouver-based urban permaculture designer. Learn more about permaculture by visiting her website [upfrontandbeautiful.com](http://upfrontandbeautiful.com), follow her on Instagram @upfrontandbeautiful or email [hello@upfrontandbeautiful.com](mailto:hello@upfrontandbeautiful.com).

### VIRTUAL DEVELOPER'S INFORMATION SESSION

Three Shores Management has submitted a rezoning application to the City of North Vancouver for 275 East 2nd Street to support the development of a five storey rental residential building consisting of 79 rental units. Interested members of the public are invited to attend a Virtual Developer's Information Session with the applicant for an early opportunity to review the proposal, ask questions, and submit a comment form.

**How to Participate:**

Please register in advance at: [www.275East2nd.com](http://www.275East2nd.com) or contact the applicant.

**Applicant Contact**

Barry Savage  
Three Shores Management  
e: [bsavage@threeshores.ca](mailto:bsavage@threeshores.ca)  
t: 778-366-2367

**Date & Time:**

Wednesday June 1, 2022  
6:00 PM - 6:15 PM - Presentation  
6:15 PM - 7:30 PM - Q & A

**City of North Vancouver Contact**

Bram van der Heijden  
Development Planning  
e: [bheijden@cnv.org](mailto:bheijden@cnv.org)  
t: 604-982-3995



**THREE SHORES**

This meeting is required by the City of North Vancouver as part of the rezoning process.

So here's the scoop >>

## WE ARE LOOKING FOR OUR NEXT SCOOP(S)!



**Are you an energetic individual who enjoys entertaining people, particularly little kids?**

We are looking for individuals willing to be on our mascot "call list." Throughout the year, our mascot Scoop will make appearances at community events, along with a staff member of the North Shore News as the "handler."

Contract pay is \$25 per hour, with guaranteed min. pay of \$100 per event. Water will also be supplied. Min. height of 5'10" required to fit the costume.

Please send resumes to [promo@nsnews.com](mailto:promo@nsnews.com)

Each applicant will receive a response email.



## Notification Sign





## Notification Flyer



### VIRTUAL DEVELOPER'S INFORMATION SESSION

Early Public Input Opportunity  
Rezoning Application for 275 East 2nd Street, North Vancouver

**How to Participate:**

Register in advance at: [www.275east2nd.com](http://www.275east2nd.com)  
or contact the applicant.

**Date & Time:** Wednesday June 1, 2022

6:00 PM - 6:15 PM - Presentation

6:15 PM - 7:30 PM - Q & A



Three Shores Management has submitted a rezoning application to the City of North Vancouver for 275 East 2nd Street to support the development of a five storey rental residential building consisting of 79 rental units. The proposal includes 48 parking spaces accessed from the rear lane. Interested members of the public are invited to attend a Virtual Developer's Information Session with the applicant for an early opportunity to review the proposal, ask questions, and submit a comment form.

**Applicant Contact**

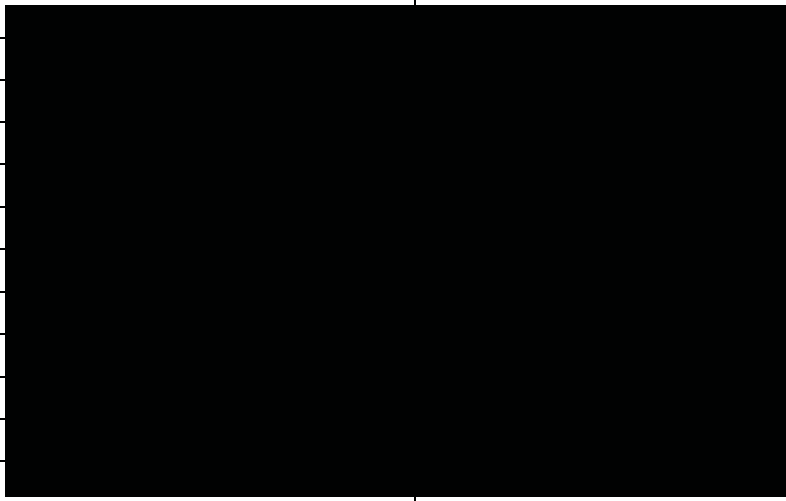
Barry Savage  
Three Shores Management  
E: [bsavage@threeshores.ca](mailto:bsavage@threeshores.ca)  
T: 778-366-2367

**City of North Vancouver Contact**

Bram van der Heijden  
Development Planning  
E: [bheijden@cnv.org](mailto:bheijden@cnv.org)  
T: 604-982-3995



**Appendix B: Attendee List (redacted to preserve privacy)**

Attended	User Name (Original Name)	Email
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

**Appendix C: Public Dialogue (see attached)**

**Appendix D: Public Comments – Written and Emailed Submissions (see attached)**



*January 19, 2022* (updated March 30, 2022)

Bram van der Heijden  
City of North Vancouver  
141 W 14th Street  
North Vancouver, BC V7M 1H9

**275 East 2nd Street, North Vancouver**  
**Tenant Relocation Plan and Occupancy Report for Rezoning Application**

**Summary**

Currently the site is tenanted. Of the 24 rental suites on the property, 23 are currently occupied by tenants with varying tenures (1 tenant has given us notice to vacate May 30, 2022). Three Shores plans to redevelop the site to a six-storey purpose built rental busing containing 77 units.

We have retained the services of LPA/Shawnessy Luke Consulting, a highly experienced tenant relocation team to assist us to support tenants throughout the lengthy rezoning approval process.

Our Tenant Relocation Plan is comprehensive and complies with the City of North Vancouver's Residential Tenant Displacement Policy and will include:

- **Early communication with tenants** establishing a point of contact
- **Ongoing clear and consistent communication with tenants** throughout the rezoning application process
- **Appropriate relocation and moving expense compensation**
- **Relocation support, assistance and follow up** for all tenants requiring relocation help
- **Additional moving assistance and financial support to vulnerable tenants**
- **Right of First Refusal** to return to the completed rental replacement building.

We acknowledge relocation is stressful for tenants. Our objective is to endeavour to treat all tenants with dignity and respect throughout the relocation process.

### Current Site + Contact Information

Site Address	275 East 2nd Street, North Vancouver
Owner	275 East 2 <sup>nd</sup> Street Limited Partnership E: <a href="mailto:info@threeshores.ca">info@threeshores.ca</a> T: (778) 366-2367
Tenant Relocation Coordinators	<ul style="list-style-type: none"><li>• Shawnessy Luke</li><li>• Doug Purdy</li><li>• Kellie Lawson</li></ul> Email: <a href="mailto:cityviewtenantrelocation@gmail.com">cityviewtenantrelocation@gmail.com</a> Phone: 604-690-9035

### Current Unit Mix

Bedrooms + Rent	Units
Studio	2
1 Bdrm	15
2 Bdrm	7
<b>Rent Range: \$989 - \$1887</b>	Total Units: 24 Total Units Occupied: 23



## Occupancy Report – as at March 30, 2022

*\*As tenants have not yet been engaged, we do not have information regarding their housing needs at this time. The tenant relocation coordinators will gather housing needs + additional tenant information following the virtual tenant meeting and one on one follow up with tenants.*

*All tenancies are month to month*

Suite	Unit Type	Current Rent	Move in Date
101	1	\$ 1,115.00	May 2010
102	2	\$ 1,520.00	January 1994
103	2	\$ 1,524.00	June 2017
104	1	\$ 1,092.00	June 2010
105	1	\$ 1,290.00	March 2018
106	1	\$ 1,154.00	May 2016
107	2	\$ 1,460.00	May 2013
108	1	\$ 1,109.00	June 2013
109	Studio	VACANT	
201	1	\$ 1,495.00	July 2021
202	2	\$ 1,800.00	April 2021
203	1	\$ 1,395.00	March 2021
204	1	\$ 1,111.00	January 2016
205	1	\$ 1,318.00	December 2017
206	1	\$ 1,415.00	January 2021
207	1	\$ 1,517.00	November 2019
208	2	\$ 1,557.00	May 2017
209	1	\$ 1,415.00	August 2020
210	Studio	\$ 959.00	July 2013
301	2	\$ 1,918.00	May 2020
302	1	\$ 1,395.00	November 2020
303	1	\$ 1,415.00	June 2019
304	1	\$ 1,115.00	February 2017
305	2	\$ 1,887.00	February 2002

## Eligible Tenants

We have submitted our Rezoning Application on February 16, 2022. Tenancies active when the Rezoning Application is submitted to the City are eligible for financial and relocation support. It will be provided on a dwelling unit basis and provided to those named on the written tenancy agreement. Where more than one eligible tenant resides in a dwelling unit, tenants should determine among themselves who will be the

designated tenant to act as the main point of contact and communicate this decision to the Tenant Relocation Coordinators.

Tenants who move into an existing vacant rental unit after submission of the Development Application will receive written notification that a Rezoning Application has been submitted, given an estimated time frame for redevelopment and be advised they will not receive financial assistance or the supports offered to pre-existing tenants.

## **Relocation Assistance**

- Three Shores has retained a highly experienced team of tenant relocation coordinators. The LPA/SLC team will be the primary point of contact for all tenants and will work with appropriate community services and other staff to ensure tenants are supported throughout the redevelopment process. The LPA/SLC team will serve as the liaison between Three Shores and City staff regarding the Tenant Relocation Plan.
- The Tenant Relocation Coordinators will support tenants throughout the process, and to aid tenants in finding up to three comparable rental units in the City of North Vancouver.
- The Tenant Relocation Coordinators will be engaged from the pre-application stage and will be available to tenants by phone and email. Reasonable measures should be taken to ensure that any tenants requesting support in a language other than English are provided with information in their preferred language.
- The Tenant Relocation Coordinators will execute the Tenant Communication Plan (see pages 7-8) so that tenants are proactively engaged and notified of input opportunities throughout the rezoning application process.
- For eligible tenants who want assistance in finding new rental accommodation, the Tenant Relocation Coordinators will assist to identify at least three comparable rental dwelling units for each tenant household.
  - The maximum rent for the comparable units found by the Tenant Relocation Coordinators should be no more than the greater of:
    - 10% above the tenant's current rent; or
    - 10% above the most recently published CMHC median rent level, by number of bedrooms, for the City of North Vancouver (or Metro Vancouver, when insufficient rental data is available for the size of property within the City).
- The Tenant Relocation Coordinators will help tenants secure identified units, including by providing references and arranging viewings for potential units, if requested.

### ***Additional Assistance for Low Income Tenants and Others Facing Barriers***

Generally, a household is considered low income if its income is below 50% of median household income for that household size. To simplify the identification of low-income tenants for the purposes of determining the potential need for additional assistance with relocation, the below thresholds should be used as a guide for determining households who are low income:

- Households without dependents are considered low income when they have a gross annual income of less than \$35,000; and
- Households with dependents are considered low income when they have a gross annual income of less than \$60,000.

The higher threshold for households with dependents reflects that these households would require at a minimum a two-bedroom property and have additional household expenses associated with supporting dependent(s).

There are many reasons why tenants may require additional assistance with the relocation process –for example, elderly residents on fixed incomes, tenants with low incomes, people with disabilities, or others who may face barriers to securing appropriate housing in proximity to their support networks.

While individual tenant needs will vary on a case-by-case basis, the tenant relocation coordinators will provide individualized support to those identified as having additional needs to successfully navigate the process of relocation. Low-income tenants and those with additional housing barriers who do not initially identify a need for additional assistance will be able to access assistance throughout the redevelopment process.

This support is in addition to the financial compensation all tenants are entitled to and will generally be in the form of in-kind services provided by Three Shores and/or the Tenant Relocation Coordinators.

Examples of additional assistance that may be required include:

- Early communication and notifications, in-person, as requested;
- Additional support with arranging and attending suite viewings;
- Support with accessing social housing or rent supplements;

- Connecting with health organizations and non-profit services; and
- Free support with activities such as packing.

## Financial Compensation

As per the amended Residential Tenant Displacement Policy (H18) adopted by the City of North Vancouver on July 21, 2021, Three Shores will compensate all eligible tenants with financial assistance equivalent to 4-months' of their current rent. In addition to this baseline amount, tenants whose tenancy began more than 5 years prior to the date the Development Application is submitted will receive additional financial assistance based on the length of time they have resided in the building. This will be calculated at a rate of \$25 per month for each full month's tenancy beyond five years.

Length of Tenancy	Financial Compensation Amount
Less than 5 years	4 months' rent
More than 5 years	4 months' rent plus $((\text{total tenancy length in months} - 60) \times \$25)$

In addition, Three Shores is going above and beyond the H-18 Policy requirements by giving those with greater than 5 years of tenancy an enhanced compensation package based on length of tenancy which is outlined in the Tenant Assistance Package delivered to tenants at the Virtual Tenant Meeting and Occupancy Report.

If an eligible tenant moves out prior to approval of the rezoning application, financial compensation (including the moving expenses detailed below) will be provided to the tenant by the Three Shores no later than immediately following final adoption of the rezoning bylaw(s). For all other eligible tenants, financial compensation will be provided to the tenant no later than the date they move out, whether or not a demolition permit has been obtained or an eviction notice has been served.

## Moving Expenses

In accordance with the Policy, tenants will be compensated for moving expenses with a flat rate payment based on the number of bedrooms in their suite.

- \$1000 for studio and 1-bedroom units;
- \$1250 for 2-bedroom units; and
- \$1500 for 3-bedroom and larger units.



## Notice Period

Three Shores will provide all tenants with four months' notice, only after a Demolition Permit application is accepted by the City.

## First Right of Refusal

Three Shores will provide all displaced tenants the first right of refusal to live in any purpose-built rental units in the new building, with the particulars of the units to be negotiated between the property owner and individual tenants.

Where the new building includes mid-market rent (MMR) units, tenants will have the first right of refusal to rent an MMR unit in the new building, provided the tenant meets the eligibility requirements for the MMR unit at the time the unit is first available for rent. To ensure that displaced tenants receive notification when the MMR units are becoming available, they will need to confirm during the relocation process that they want to exercise their first right of refusal.

## Tenant Communication Plan

At the time of rezoning application submission, Three Shores will provide written communication to all tenants to inform them of the proposed redevelopment and that, if approved, future relocation of tenants will be necessary.

In addition, the Tenant Relocation Coordinators will ensure the following practices will be put in place:

- Three Shores **may or may not re-rent vacant suites after the rezoning application is submitted**. If a decision to re-rent is determined, new tenants will be informed of redevelopment intentions through a countersigned letter of acknowledgement at the time of move-in.
- Tenant Relocation Coordinators will communicate with all tenants via letters, phone calls, 1:1 meetings, tenant update meetings.
- A virtual tenant meeting will be held with City Staff and the TRC team in attendance with respect to the rezoning application for this project.
- A one-on-one meeting will be held with residents of each occupied unit to answer questions, review compensation, assess needs and develop a personal relocation plan.
- Translation services will be provided if required.

- Further tenant updates are planned pending review of this proposed Tenant Relocation Plan with City staff.
- Three Shores will continue with frequent and ongoing communication with tenants to update on timing of approvals and potential notice period throughout the rezoning process.
- Tenants will be assured that this is not an eviction notice, that they can stay or move as they desire and will still receive all compensation outlined above.
- Tenants will be advised that it is their choice to work with the Tenant Relocation Coordinators.
- Tenants will receive a 4-month written notice to vacate after a Demolition Permit application has been accepted by the City.

<b>Timing</b>	<b>Information provided to tenants</b>	<b>Appendix A: Attached Documents</b>
<b>March 8, 2022</b>	<b>Introduction Letter</b> <ul style="list-style-type: none"> <li>• RZ filed</li> <li>• H18 Policy</li> <li>• Tenant Meeting will be held</li> </ul>	Introduction Letter delivered/mailed to tenants
<b>2 weeks in advance of virtual tenant meeting</b>	<b>Invitation to Virtual Tenant Meeting:</b> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Zoom link</li> </ul>	Virtual Tenant Meeting Invite Letter - <b>DRAFT</b>
<b>Virtual Tenant Meeting attended by:</b> <ul style="list-style-type: none"> <li>• Owner</li> <li>• TRC Team</li> <li>• City of North Vancouver Staff</li> </ul>	<b>Virtual Tenant Meeting</b> <ul style="list-style-type: none"> <li>• Overview of project</li> <li>• Timing of RZ process</li> <li>• Review of H18 Policy</li> <li>• FAQ</li> <li>• Tenant Q &amp;A</li> </ul>	Virtual Tenant Meeting Slideshow Presentation <b>DRAFT</b>
<b>1 week after Virtual Tenant Meeting</b>	<b>Follow up package</b> <ul style="list-style-type: none"> <li>• Cover letter</li> <li>• Slide Show</li> <li>• H18 Policy</li> <li>• Q&amp;A from meeting</li> </ul>	will provide draft to City for approval prior to distribution to tenants

<b>2 weeks</b> after Virtual Tenant Meeting	<b>Phone interviews with all tenants</b> <ul style="list-style-type: none"> <li>• Answer questions</li> <li>• Understand tenants needs (family make-up, income, housing needs)</li> <li>• Determine Vulnerable tenants</li> </ul>	n/a
<b>2 weeks</b> in advance of Staff Report to Council	<b>Tenant Notice</b> <ul style="list-style-type: none"> <li>• Recommendation for Council to advance this project to public hearing</li> </ul>	will provide draft to City for approval prior to distribution to tenants
<b>2 weeks</b> in advance of Public Hearing	<b>Tenant Notice</b> <ul style="list-style-type: none"> <li>• Notice to tenants advising them of Public Hearing date and how to participate</li> </ul>	will provide draft to City for approval prior to distribution to tenants
<b>1 week</b> after Public Hearing	<b>Tenant Notice</b> <ul style="list-style-type: none"> <li>• Advising tenants of Public Hearing outcome</li> </ul>	will provide draft to City for approval prior to distribution to tenants
<b>From RZ approval to 4 months Notice to End Tenancy</b>	<b>Tenant Notice</b> <ul style="list-style-type: none"> <li>• Periodic updates to tenants to advise them of application status as timelines become more defined</li> </ul>	will provide draft to City for approval prior to distribution to tenants
<b>2-3 months prior to Notice To End tenancy</b>	<b>Tenant Notice</b> Heads up to tenants that permits and notice will likely be issued in the coming months	will provide draft to City for approval prior to distribution to tenants
<b>4 Month Prior to requiring a vacant building</b>	<b>Written 4 Month Notice to End Tenancy</b> As required by the RTA once all permits are in place, tenants to receive Written Notice to End Tenancy.	will provide draft to City for approval prior to distribution to tenants
<b>From vacant building to new building occupancy</b>	<b>Tenant Notice</b> <ul style="list-style-type: none"> <li>• Periodic updates to tenants to</li> </ul>	

	advise them of building status as timelines become more defined	
<b>45 days prior to new building occupancy</b>	<b>Tenant Notice</b> <ul style="list-style-type: none"> <li>• Offer to tenants for Right of First Refusal for new building</li> </ul>	

### Demolition Permit

A final Tenant Relocation Report will be submitted to the City outlining the outcome of the relocation of the tenants, compensation they have received, contact information, and any additional support they received, and if they wish to exercise their Right of First Refusal.

### Occupancy Permit

Tenants who expressed an interest in the Right of First Refusal will be contacting as the new building nears completion and given the first opportunity to view the suites to determine if they want to move back. If there are more tenants than the available MMR units Three Shores will be responsible for selecting tenants in accordance with the Housing Agreement.

We trust the Tenant Relocation Plan discussed above meets the City's objectives. Please don't hesitate to contact us if you have any questions.

Sincerely,



Barry Savage  
Three Shores Management



## Appendix A

### Introduction Letter to Tenants

**March 8, 2022 – Delivered by Email**

Dear Tenants of 275 East 2<sup>nd</sup> Street,

#### **RE: REZONING APPLICATION TO CITY OF NORTH VANCOUVER**

This letter is to advise you that Three Shores Management has submitted a Rezoning Application to the City of North Vancouver to seek approval to redevelop 275 East 2<sup>nd</sup> Street.

As required by the City, our submission included drawings, design and development rationale and a Tenant Relocation Plan for City staff review.

City staff undertake a rigorous review and approval process.

- Staff will review our application to ensure it complies with all City policies and objectives ● They will submit a report to Council seeking their formal approval to advance the

application to a Public Hearing.

If approved, the proposed new building would replace the existing one with 79 new purpose-built rental homes. The proposal complies with the City's housing goals and policies, specifically to increase the diversity of rental housing to meet various household types and income levels.

#### **NEXT STEPS**

Once staff have reviewed our application, and prior to the Application being sent to Council, we will host a Tenant Meeting via Zoom. At this meeting you will have the opportunity to ask questions to the owners, City Staff and our Tenant Support team about the proposal, the development process and the Tenant Assistance Plan. The Tenant Assistance Plan outlines the support and compensation you will be eligible for should Council approve the Application.

**We expect this meeting to occur in late March or April.**

## ESTIMATED TIMELINE

Based on information from City Staff we are providing **an estimated timeline** for the rezoning process.

- City Staff Review and Tenant Meeting – March/April 2022
- Public Hearing – November/December 2022
- If approved, anticipate necessary approvals in place to issue a written 4 Month Notice to

End Tenancy – December 2022/ January 2023 ● Anticipated Vacant Building – April/May 2023

## THIS IS NOT A NOTICE TO VACATE

Based on the timeline set out above, a Notice to Vacate can only be issued when all necessary permits are in place. We do not anticipate this to happen until the end of this year or early next year.

For the foreseeable future there is no change to your current tenancy. As we move through the process we will continue to give you updates on the application and the timelines so you know what is planned.

## CITY POLICY AND RESIDENTIAL TENANCY ACT INFORMATION

For your reference, we have attached a copy of the **City of North Vancouver's H18 Policy** (Residential Tenant Displacement Policy) that was amended in July 2021. This outlines the support available to tenants and eligibility criteria. This policy will be reviewed in more detail at the upcoming tenant meeting.

You may also wish to seek more information regarding your rights under the Residential Tenancy Act at <http://www.rto.gov.bc.ca/>.

As we are in the early stages of this process and don't have any additional information to provide, please make note of any questions you may have as there will be an opportunity to ask them at the virtual tenant meeting where you will be introduced to the tenant relocation coordinator. They can be reached prior to and following the tenants meeting at [cityviewtenantrelocation@gmail.com](mailto:cityviewtenantrelocation@gmail.com)

Thank you for your understanding on this matter. We will provide an update once we hear back from City Staff and more details are established.

All the best, Barry Savage

**Draft Virtual Tenant Meeting Invite Letter**

Date: \_\_\_\_\_ 2022

To: All Tenants of **275 East 2nd Avenue, North Vancouver**

From: Barry Savage - Three Shores Management

Re: **Virtual Tenants Meeting Invitation & Notice of Proposed Rezoning Application**

Dear Residents,

Three Shores Management has submitted an application to the City of North Vancouver to redevelop the site at 275 East 2nd Street. The rezoning application was submitted to the City of North Vancouver on February 16, 2022.

This proposal must go through a Rezoning that is subject to Public Hearing and Council approval, and then fulfil all requirements for subsequent necessary permits before the Three Shores distributes any notices to vacate. The timing of these planning processes will be subject to City processing and approval times. This yet-to-be determined schedule may cause some residents concern as they think about their future living situation. Three Shores will ensure that you are kept up to date on the project progress and status as it pertains to your tenancy throughout the process.

On July 12, 2021, the City of North Vancouver City updated a policy document Residential Tenant Displacement Policy (*Policy H-18*). It outlines:

- Tenant Communication Plan that proactively engages and notifies tenants throughout the development application process
- Designation of an independent, professional Tenant Relocation Coordinator to support tenants throughout the process, and to aid tenants in finding up to three comparable rental units
- Additional assistance for low income tenants and others facing barriers
- Financial compensation equivalent to four months' current rent. Tenants whose tenancy began five or more years prior to the date the rezoning application is submitted are eligible for additional financial assistance based on the length of time they have resided in the building
- Flat rate payment for moving expenses, based on number of bedrooms

- First right of refusal to rent a Mid-Market Rent (MMR) unit in the new building, provide the tenant meets the eligibility requirements for the MMR unit

You can also read the complete Residential Tenant Displacement Policy online at the following link:

<https://www.cnv.org/city-services/planning-and-policies/housing/market-rental-housing>

Three Shores, as required by the City, will host a Tenants meeting to further inform you of the relocation process and to begin identifying anyone in need of additional support.

You are invited to participate in this meeting, which has been set for:

**Virtual Tenants Meeting Thursday March 10, 2022, 6:00 – 8:00 PM**

**ONLINE - please visit this link to join the meeting:** \_\_\_\_\_

**\*If you don't have access to Zoom you can dial in by phone:**

**Phone:**

**Webinar ID:**

**Passcode:**

**If you are unable to attend this meeting, please contact Debra Rowan at [cityviewmanager@shaw.ca](mailto:cityviewmanager@shaw.ca).** She can raise any Tenant Relocation-related questions on your behalf at the meeting.

Within a week after the online meeting has been held, all tenants will receive:

- written minutes of the meeting,
- a Question & Answer sheet, and
- a printed copy of the current City of North Vancouver Residential Tenant Displacement Policy

You may also wish to seek more information regarding your rights under the Residential Tenancy Act at <http://www.rto.gov.bc.ca/>.

Thank you for your interest in this matter. We will provide updates, including eligibility for assistance, as more details of the project are established.

Sincerely,

Barry Savage  
Three Shores Management

cc Bram van der Heijden, City of North Vancouver



## **Draft Virtual Tenant Meeting Slideshow Presentation**

# **275 E 2nd Virtual Tenant Meeting Three Shores**

Thursday, March 10, 2022  
6-8pm

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## **INTRODUCTIONS**

- Facilitator - Katrina May
- Project Team - Three Shores - Barry Savage, Mehdi Shorki
- Property Manager - Debra Rowan
- City of North Vancouver - Bram van der Heijden - Planner - Planning & Development  
- Housing Planners
- Tenant Relocation - LPA and Associates: Doug Purdy, Kellie Lawson and Shawnessy Luke

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## **HOUSEKEEPING AND MEETING PROCEDURES**

- For the presentation you'll notice your video and microphone are turned off, this will help avoid any distractions
  - There will be time for Questions and Answers at the end of the presentation
    - To ask a question: click the Q & A function/icon at the bottom of the screen
    - For those calling in by phone please keep your questions for the end of the presentation
  - Meeting minutes, including Q&A and a copy of the Tenant Relocation Protection Policy, will be emailed to all tenants the week following this meeting
  - Please be respectful. Everyone is entitled to their views
  - This forum is not for maintenance requests. Please direct any maintenance concerns to THE PROPERTY MANAGER
-

## AGENDA

- Project Background
- Redevelopment Status & Estimated Timeline
- Implications for Tenants
- Support Offered through the Residential Tenancy Displacement Policy (“H-18”)
- Questions

---

## PROJECT BACKGROUND

The proposed development will be a purpose-built rental, providing a range of unit types from studios to 3 bedrooms units contained within 6 residential floors plus a rooftop indoor/outdoor amenity space. This project will follow the Secured Rental Housing Option A - 100% Rental Housing with 10 percent of units at 10 percent below average rents, as determined by CMHC, in perpetuity.

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## EXISTING BUILDING



Bedrooms + Rent	Units
Studio	2
1 Bdrm	15
2 Bdrm	7
Rent Range: \$989 - \$1887	Total Units: 24 Total Units Occupied: 23



## PROPOSED DEVELOPMENT



Proposed 6 storey rental building

Mid-Market rental - 8

Studio - 3

1 bed - 4

3 bed - 1

Market rental - 71

Studio - 18

1 bed - 29

2 bed - 15

3 bed - 9

total

Studio - 21

1 bed - 33

2 bed - 15

3 bed - 10

parking - 51 stalls

bike storage - 123

Current building - \_\_\_\_\_ suites

## ESTIMATED PROJECT TIMELINE



## RELOCATION ASSISTANCE & SUPPORT

*LPA hired to provide support to tenants:*

- Interview all current tenants
- Assist tenants who request support in finding new housing
- Be point of contact regarding Tenant Relocation & Support matters
- Liaise with the City on the Tenant Relocation Plan
- Communicate with tenants and administer relocation paperwork & compensation when they are ready to relocate

## LPA BACKGROUND & TRACK RECORD

- 10+ years experience providing tenant relocation services
- Assisted over 1,800 tenants with their relocation to new homes
- 34 buildings in Vancouver, Burnaby, Coquitlam and the North Shore

### Team Members

- Doug Purdy
  - Kellie Lawson
  - Shawnessy Luke
- 

## PURPOSE OF RELOCATION SUPPORT

- Mitigate impact of the relocation process for tenants who must relocate to a new home
  - Prioritize assistance for tenants deemed to be vulnerable and in need of special assistance
  - Maintain ongoing communication and engagement with respect to the relocation process and timetable
- 

## ELIGIBILITY & TENURE CALCULATIONS

Under the City of North Vancouver Policy the following criteria apply:

### Financial assistance and support is available to you if:

- Were a tenant at the property on **February 16, 2022** - the date the Rezoning application was filed

**Tenure = Rezoning Date (Feb 16, 2022) - Date first moved into the property**

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# CITY OF NORTH VANCOUVER POLICY H-18

The Policy stipulates that all eligible tenants receive the following:

- **Rental Compensation** - Based on tenant **eligibility** and **tenure**
- **Moving Compensation** - **ALL** tenants PRIOR TO THE REZONING SUBMISSION will receive moving compensation
- **Relocation Assistance** - **ALL** tenants PRIOR TO THE REZONING SUBMISSION to receive relocation assistance if requested
- **Additional Support** - Based on tenant **eligibility** could be provided **upon assessment**
- **Regular Written Updates**
- **4 Months Written Notice to End Tenancy**

## COMPENSATION

CITY REQUIREMENTS		THREE SHORES PACKAGE (Exceeds City Requirements)														
<table><tr><th>Length of Tenancy</th><th>Financial Compensation Amount</th></tr><tr><td>Less than 5 years</td><td>4 months' rent</td></tr><tr><td>More than 5 years</td><td>4 months' rent plus ((total tenancy in months – 60) x \$25)</td></tr></table>		Length of Tenancy	Financial Compensation Amount	Less than 5 years	4 months' rent	More than 5 years	4 months' rent plus ((total tenancy in months – 60) x \$25)	<p>Rental Assistance as outlined in City Requirements <b>PLUS</b> <i>Three Shores is exceeding what is required by the Policy by providing tenants with more than 5 years of tenure additional assistance as follows:</i></p> <table><tr><td>▪ 5 - 10 years</td><td>\$1,000</td></tr><tr><td>▪ 10-15 years</td><td>\$2,000</td></tr><tr><td>▪ 15-20 years</td><td>\$3,000</td></tr><tr><td>▪ 20+ years</td><td>\$4,000</td></tr></table>	▪ 5 - 10 years	\$1,000	▪ 10-15 years	\$2,000	▪ 15-20 years	\$3,000	▪ 20+ years	\$4,000
Length of Tenancy	Financial Compensation Amount															
Less than 5 years	4 months' rent															
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▪ 5 - 10 years	\$1,000															
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<b>Moving Assistance</b> <ul style="list-style-type: none"><li>▪ \$1000 for studio and 1-bedroom units;</li><li>▪ \$1250 for 2-bedroom units; and</li><li>▪ \$1500 for 3-bedroom and larger units.</li></ul>	<b>Moving Assistance</b> <ul style="list-style-type: none"><li>▪ \$1000 for studio and 1-bedroom units;</li><li>▪ \$1250 for 2-bedroom units; and</li><li>▪ \$1500 for 3-bedroom and larger units.</li></ul>															
<b>Assistance Finding New Accommodation</b> <ul style="list-style-type: none"><li>▪ For those that request assistance in finding new housing based on their criteria</li><li>▪ For low income tenants facing other barriers additional support is available for those who request it</li><li>▪ Help in securing affordable housing</li><li>▪ Help with securing accessible or supportive housing</li></ul>	<b>Assistance Finding New Accommodation</b> <ul style="list-style-type: none"><li>▪ For those that request assistance in finding new housing based on their criteria</li><li>▪ For low income tenants facing other barriers additional support is available for those who request it</li><li>▪ Help in securing affordable housing</li><li>▪ Help with securing accessible or supportive housing</li></ul>															
Right of First Refusal for redevelopments with replacement rental	Right of First Refusal															

## FREQUENTLY ASKED QUESTIONS

How is tenure calculated?	Feb 9, 2022– Move in Date = Tenure (years) Compensation = Current rent * Tenure Category
Do tenants need to stay until the end of the approvals process to receive compensation?	No. Tenants can move out anytime between now and the final date noted on the Notice To End Tenancy (NTET).
When do eligible tenants receive compensation?	<ul style="list-style-type: none"> <li>▪ <b>Compensation Cheque</b> – THE LATER OF (1) COUNCIL APPROVAL AT 3<sup>RD</sup> READING OR (2) upon move out inspection (tenant to provide 30 days notice)</li> <li>▪ <b>Damage Deposit Cheque</b> – upon move out inspection</li> </ul>
Is it mandatory to clean the suites upon move out?	Yes. Tenants must remove all furniture, food and belongings, clean kitchen, bathroom and appliances, vacuum all floors.
Who do tenants direct tenancy or maintenance issues to?	<ul style="list-style-type: none"> <li>▪ <b>Tenancy Issues</b> - your PROPERTY MANAGER</li> <li>▪ <b>Maintenance or Suite Issues</b> – your PROPERTY MANAGER</li> <li>▪ <b>Relocation</b> - tenant relocation team</li> </ul>

## NEXT STEPS

- Authority to share tenant contact information with the tenant relocation team+ City of North Vancouver  
*\*\*If you do not want the tenant relocation team to contact you, please advise Debra Rowan, in writing **by** \_\_\_\_\_ who will then advise the Project Team/LPA.*
  - LPA to schedule one on one consultations
    - An LPA Team Member will call you beginning ***the week of*** \_\_\_\_\_, **2022.** to book a time to connect with you via Phone/Zoom/FaceTime
    - If you would like to meet or talk sooner please call the tenant relocation team directly
-

# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 8970

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

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

1. This Bylaw shall be known and cited for all purposes as “**Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. 8970**” (Three Shores Management / Integra Architecture Inc., 275 East 2<sup>nd</sup> Street, CD-761).
2. Division VI: Zoning Map of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by reclassifying the following lands currently having a civic address of 275 East 2<sup>nd</sup> Street and legally described below as henceforth being transferred, added to and forming part of CD-761 (Comprehensive Development 761 Zone):

PID: 008-717-231	LOT C BLOCK 154 DISTRICT LOT 274 PLAN 13156
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from zone RM-1.

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

- A. Adding the following Comprehensive Development Zone to Section 1101 in numerical order:

CD-761 Comprehensive Development 761 Zone (275 East 2<sup>nd</sup> Street)

In the CD-761 Zone, permitted Uses, regulations for permitted Uses, regulations for the size, shape and siting of Buildings and Structures and required Off-Street Parking shall be as in the RM-1 Zone, except that:

- (1) “Basement” means the floor levels, located below the First Storey;
- (2) One Principal Buildings shall be permitted on one Lot;
- (3) The permitted Principal Use on the Lot shall be limited to:
  - (a) Rental Apartment Residential Use:
    - i. Accessory Home Occupation Use, subject to Sections 507(6), (7) and (8) of this Bylaw;
    - ii. Accessory Off-Street Parking Use;
    - iii. Accessory Home Office Use;
- (4) Gross Floor Area:
  - (a) Combined and in total, shall not exceed 1.6 times the Lot Area;
  - (b) Maximum Gross Floor Area may be further increased to a maximum of 2.6 times the Lot Area, upon entering into a Housing Agreement with the City:

BASE DENSITY			
OCP Schedule 'A'		1.6 FSR	
ADDITIONAL (BONUS) DENSITY			
ADDITIONAL DENSITY CATEGORY	DESCRIPTION	ADDITIONAL (BONUS) DENSITY	POLICY REFERENCE
Secured Rental Housing	100% rental housing; 10% mid-market rental units	1.0 FSR	OCP section 2.2
TOTAL DENSITY		2.6 FSR	

- (c) Open to Below Areas shall not be counted twice;
- (d) No more than 684.0 square meter (7,363.0 Square feet) of Rental Apartment Residential Use Floor Area shall be excluded in basement areas;
- (5) Lot Coverage of Principal Building shall not exceed a maximum of 72 percent;
- (6) Height:
  - (a) Height of Principal Building shall not exceed six storeys and 17.3 metres (56.8 feet) as measured from average Building Grade of north Lot Line;
- (7) Height Exceptions:
  - (a) The Heights of Buildings and Structures permitted elsewhere in the Bylaw may be exceeded for:
    - i. parapet walls, guard rails, Garden Structures common staircase and elevator structures by not more than 3.3 meter (10.8 feet.)
    - ii. Fully screened mechanical equipment located at least 3 meter (9.8 feet.) from the roof edge by not more than 2.0 meter (6.6 feet.);
- (8) Siting:
  - (a) Principal Building shall be sited a minimum:
    - i. 3.1 metres (10.2 feet) from Front (north) Lot Line;
    - ii. 3.9 metres (13.1 feet) from Rear (south) Lot Line;
    - iii. 3.2 metres (10.5 feet) from Exterior Side Lot Line;
    - iv. 3.1 metres (10.2 feet) from Interior Side Lot Line;
  - (b) Section 410(3) "Siting Exceptions" is varied as follows:
    - i Bay Windows Unenclosed Balconies, and Open Appendages shall not project beyond the face of the Principal Building toward the Interior Side Lot Line;
- (9) Section 510(2), Unit Separation, shall be waived;



(10) Section 611 (6), Building Width and Length, shall be waived.

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

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

**BYLAW NO. 8971**

**A Bylaw to enter into a Housing Agreement (275 East 2<sup>nd</sup> Street)**

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

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

1. This Bylaw shall be known and cited for all purposes as “**Housing Agreement Bylaw, 2023, No. 8971**” (Three Shores Management / Integra Architecture Inc., 275 East 2<sup>nd</sup> Street, CD-761, Rental Housing Commitments).
2. The Council hereby authorizes the agreement substantially in the form attached to this bylaw between The Corporation of the City of North Vancouver and Three Shores Management with respect to the lands referenced as 275 East 2<sup>nd</sup> Street, “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. 8970” (Three Shores Management / Integra Architecture, 275 East 2<sup>nd</sup> Street, CD-761).
3. The Mayor and Corporate Officer are authorized to execute the Housing Agreement and any documents required to give effect to the Housing Agreement.

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

## PART 2 – TERMS OF INSTRUMENT

### RENTAL HOUSING AGREEMENT AND SECTION 219 COVENANT

**THIS AGREEMENT** dated for reference the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BETWEEN:

**THREE SHORES MANAGEMENT**

2919 Altamont Crescent  
West Vancouver, Bc  
V7V 3B9

(the “Owner”)

AND:

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

(the “City”)

**WHEREAS:**

- A. The Owner is the registered and beneficial owner of the Lands.
- B. The City is a municipal corporation incorporated pursuant to the *Local Government Act*, RSBC 2015, c. 1 and the *Community Charter*, SBC 2003, c. 26.
- C. Section 219 of the *Land Title Act*, RSBC 1996, c. 250 permits registration of a covenant in favour of a municipality in respect of the use of land or the use of a building on or to be erected on land, that land is or is not to be built on except in accordance with the covenant and that land is not to be subdivided except in accordance with the covenant.
- D. Section 483 of the Act permits a local government to, by bylaw, enter into a housing agreement that may include terms and conditions regarding the occupancy of the housing units identified in the agreement, including respecting the form of tenure of the housing units, the availability of the housing units to classes of persons, the administration and management of the housing units and the rents and lease, sale or share prices that may be charged.
- E. The City has adopted a bylaw authorizing this Agreement.
- F. The Owner and the City wish to enter into this Agreement pursuant to Section 219 of the *Land Title Act* and section 483 of the Act.

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

## 1. DEFINITIONS

- (a) **“Act”** means the *Local Government Act*, RSBC 2015, c.1 as amended from time to time;
- (b) **“Affordable Rent”** means with respect to each Mid-Market Rental Unit a rent payment amount equal to 10% below the “Private Apartment Average Rents” for the corresponding bedroom type in the City of North Vancouver as established by CMHC’s Housing Market Information Portal for the year the tenancy is entered into;
- (c) **“Agreement”** means this agreement as amended from time to time;
- (d) **“Commencement Date”** has the meaning set out in section 2.1 herein;
- (e) **“Council”** means the municipal council for the City of North Vancouver;
- (f) **“CMHC”** means Canada Mortgage and Housing Corporation;
- (g) **“Director, Planning and Development”** means the chief administrator of the Department of Planning of the City and their successors in function and their respective nominees;
- (h) **“Dwelling Unit”** means a dwelling unit as defined in the City of North Vancouver’s “Zoning Bylaw 1995, No. 6700” as amended from time to time;
- (i) **“Lands”** means those lands and premises legally described as:  
  
Parcel Identifier: 008-717-231  
Lot C  
Block 154  
District Lot 274  
Plan 13156;
- (j) **“Mid-Market Rental Units”** means the 8 Dwelling Units in the Residential Building to be constructed on the Lands that are rented to tenants for Affordable Rent;
- (k) **“Market Rental Units”** means all Dwelling Units in the Residential Building other than the Mid-Market Rental Units;
- (l) **“Maximum Household Income”** means an annual gross household income determined by multiplying Affordable Rent by 12 to yield the households’ annual housing costs, and divide by 30% (0.30) to meet the standard definition of affordability;
- (m) **“Rental Purposes”** means an occupancy or intended occupancy which is or would be governed by a tenancy agreement as defined in Section 1 of the *Residential Tenancy Act*, SBC 2002 c. 78 as amended from time to time between the Owner and the tenant;
- (n) **“Rental Units”** means the Market Rental Units and the Mid-Market Rental Units;

- (o) **“Residential Building”** means the six storey building to be constructed on the Lands to be used for Rental Purposes with 79 Dwelling Units, of which 71 Dwelling Units will be Market Rental Units and 8 Dwelling Units will be Mid-Market Rental Units;
- (p) **“RT Act”** means the *Residential Tenancy Act*, SBC 2002 c. 78;
- (q) **“Rezoning Bylaw”** means the rezoning bylaw applicable to the Lands described as “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2023, No. [8970]”;
- (r) **“Section 219 Covenant”** means a covenant pursuant to Section 219 of the *Land Title Act*;
- (s) **“Tenancy Agreement”** means an agreement, whether written or oral, express or implied, between the Owner and a tenant respecting possession or occupancy of a Rental Unit;
- (t) **“Tenant Relocation Plan”** means the Tenant Relocation Plan dated March 30, 2022, as prepared by the Owner and approved by the City, to meet the requirements of the City’s Residential Tenant Displacement Policy, version 2 and dated as of July 12, 2021, a copy of which is attached as Schedule A to this Agreement; and
- (u) **“Term”** has the meaning set out in section 2.1 herein.

## 2. TERM

- 2.1 This Agreement will commence upon adoption by the City’s Council of “Housing Agreement Bylaw, 2023, No. 8971” (Three Shores Management / Integra Architecture INC, 275 East 2nd Street, CD-761, Rental Housing Commitments) (the **“Commencement Date”**) and will continue until the date this Agreement is terminated in accordance with sections 2.2 or 8.3(c) (the **“Term”**).
- 2.2 This Agreement will terminate immediately upon the removal or destruction of the Residential Building provided the Residential Building is not repaired or rebuilt following the destruction thereof.
- 2.3 Subject to section 7.3, upon termination of this Agreement, this Agreement will be at an end and of no further force and effect.

## 3. SECTION 219 COVENANT

- 3.1 The Owner covenants and agrees with the City as a covenant in favour of the City pursuant to Section 219 of the *Land Title Act*, RSBC 1996, c. 250 that during the Term of this Agreement, it being the intention and agreement of the Owner that the provisions in this Agreement be annexed to, and run with and be a charge upon the Lands, that notwithstanding the Rezoning Bylaw, the Lands will be used and built on only in strict compliance with the terms and conditions of this Agreement and that:
  - (a) the Lands must not be subdivided or stratified;



- (b) the Rental Units in the Residential Building must be used for Rental Purposes only and all Rental Units must be owned and operated by the Owner, provided that the Mid-Market Rental Units may be operated by a non-profit entity engaged by the Owner and having expertise in non-market housing, with the approval of the Director, Planning and Development; and
  - (c) no Rental Unit in the Residential Building must be occupied for any purpose except for Rental Purposes pursuant to a Tenancy Agreement.
- 3.2 The Owner further covenants and agrees with the City that the Lands and any buildings or structures constructed thereon including the Residential Building must be developed, built, and maintained in accordance with all City bylaws, regulations and guidelines as amended from time to time.
- 3.3 Pursuant to section 219(6) of the *Land Title Act*, RSBC 1996, c. 250 except for the negligence of the City or its employees, agents or contractors, the Owner will indemnify and save harmless each of the City and its elected officials, board members, officers, directors, employees, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:
  - (a) any act or omission, negligent or otherwise, by the Owner, or its officers, directors, employees, agents, contractors, or other persons for whom at law the Owner is responsible;
  - (b) the Owner's default under this Agreement; and
  - (c) the Owner's ownership, operation, management or financing of the Lands for the provision of housing for Rental Purposes.

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

- 4.1 The unit mix for Rental Units in the Residential Building will be no fewer than 10 three-bedroom units, 10 two-bedroom units, 38 one-bedroom units and 21 studio units or as otherwise approved in writing by the Director, Planning and Development in their discretion.
- 4.2 The 8 Mid-Market Rental Units will be provided in the following unit mix: 2 studio units, 3 one-bedroom units, 2 two-bedroom units, and 1 three-bedroom unit. The Owner may only change this mix with the approval in writing by the Director, Planning and Development with such approval to be granted in their discretion. The Owner will be entitled to determine the locations of the 8 Mid-Market Rental Units within the Residential Building.
- 4.3 The Owner will enter into a minimum 1 year Tenancy Agreement for each of the Mid-Market Rental Units which will convert to a month to month tenancy at the end of the 1 year term. If such a tenancy is ended prior to the end of the Term, the Owner must rent the Mid-Market Rental Unit at Affordable Rent. For greater certainty, at the end of each tenancy, the Mid-Market Rental Unit will continue to be rented as a Mid-Market Rental Unit at Affordable Rent, which obligation will be ongoing at all times during the Term.

#### **5. OWNER'S OBLIGATIONS**

5.1 Without limiting section 3.1 of this Agreement:

- (a) Management and administration: the management, administration, and associated costs with the management and administration of the Rental Units, including the Mid-Market Rental Units, will be borne by the Owner or its designated rental agent, unless otherwise approved by the City in writing and all Mid-Market Rental Units must be managed by one rental agent;
- (b) Compliance with Tenant Relocation Plan: The Owner will fulfil all of the commitments set out in the Tenant Relocation Plan and if requested by the City at any time, will provide information to the City to confirm compliance with the Tenant Relocation Plan;
- (c) Advertisement: when the Mid-Market Rental Units first become available, the Owner will advertise such units for a minimum of one month on at least two common rental property search platforms that allow potential tenants to view available properties for rent in North Vancouver without payment of a fee or requirement for registration, and the Owner will feature the tenure restrictions set out in this Agreement prominently in all advertising of Mid-Market Rental Units. When a Mid-Market Rental Unit becomes available for a subsequent, new tenancy, the Owner will advertise the unit in accordance with the foregoing requirements for a period of at least one week;
- (d) Tenant Selection: the Owner will make the Mid-Market Rental Units available, both at the first tenancy and each subsequent tenancy, in the following order of priority:
  - (i) If the Residential Building replaces an existing rental building, then tenants from the existing rental building on the Lands being replaced who have household incomes at or below the Maximum Household Income will be provided first right of refusal in the Mid-Market Rental Units, and have first priority, provided that if there are multiple applicants in this category for one unit, then applicant families with one or more dependents will have priority for units with two or more bedrooms and if applicants are equal in this regard, then applications will be considered on a first come-first-served basis;
  - (ii) Households who have been displaced from redevelopment elsewhere in the City who have household incomes at or below the Maximum Household Income will have second priority, provided that if there are multiple applicants in this category for one unit, then applicant families with one or more dependents will have priority for units with two or more bedrooms and if applicants are equal in this regard, then applications will be considered on a first come-first-served basis
  - (iii) The Owner will then make any remaining Mid-Market Rental Units not rented by tenants from the existing building on the Lands available to tenants with an annual household income at or below that the Maximum Household Income who are either current residents of the City of North Vancouver or who work in the City of North Vancouver and have done so for at least six months, provided that if there are multiple applicants in this category for one unit, then applicant families with one or more dependents will have priority for units with two or more bedrooms and if applicants are

equal in this regard, then applications will be considered on a first come-first-served basis;

- (iv) If there are any remaining Mid-Market Rental Units not rented by tenants who meet the criteria in sections 5.1(d)(i) to (iii) after the expiry of the one-month advertising period, then the Owner will make such units available to tenants who meet the Maximum Household Income requirement; and
  - (v) Tenants in Mid-Market Rental Units must not have an ownership interest in a residential property in the City or in a neighbouring municipality which the tenant could otherwise occupy and the Owner will require confirmation from the prospective tenant that they meet this requirement at the time of tenancy;
  - (vi) In determining whether a tenant meets the Maximum Household Income requirements or the requirement in section 5.1(d)(v), the Owner or its rental agent, so long as it acts honestly and in good faith, is entitled to rely on all information provided by the prospective tenant and the Owner will have no liability if the prospective tenant intentionally or unintentionally provides any incorrect information. The Owner is under no obligation to monitor or update the financial circumstances of the tenant once the lease is signed.
- (e) Rent Amount and Permitted Increases: Affordable Rent for Mid-Market Rental Units is to be determined at the time of tenancy. Rent amounts may be subsequently increased below or at the permitted annual rent increase then set under the RT Act;
- (f) Compliance with applicable laws: without restricting the foregoing, the Owner will comply with all applicable provisions of the RT Act and any other provincial or municipal enactments imposing obligations on landlords in relation to residential tenancies;
- (g) Performance: the Owner will perform its obligations under this Agreement diligently and in good faith;
- (h) Information Regarding Unit Availability: If the City establishes a register for availability of Mid-Market Rental Units within the City, the Owner will provide to the City information regarding any Mid-Market Rental Units that become available for rent, in a form acceptable to the Director, Planning and Development;
- (i) Evidence of compliance: provided that the same can be done without breaching the *Personal Information Protection Act* (as amended from time to time) the Owner will, on an annual basis at the time of Business License renewal and upon any other request by the City, supply to the City copies of any documentation in possession of the Owner necessary to establish compliance with the Owner's obligations under this Agreement.

## 6. DEFAULT AND REMEDIES

- 6.1 The City may, acting reasonably, give to the Owner a written notice (in this section 6.1, the "**Notice**") requiring the Owner to cure a default under this Agreement within 30 days of receipt

of the Notice. The Notice must specify the nature of the default. The Owner must act with diligence to correct the default within the time specified.

- 6.2 If the default is not corrected within the time specified, the Owner will pay to the City on demand by the City 200 percent of the difference between current market rent, as determined by a third-party appraiser, and Affordable Rent for each Mid-Market Rental Unit in default for the default year to the end of the Term of the Agreement. The monies collected from default will be deposited to the City's Affordable Housing Reserve Fund.
- 6.3 The Owner will pay to the City on demand by the City all the City's costs of exercising its rights or remedies under this Agreement, on a full indemnity basis.
- 6.4 The Owner acknowledges and agrees that in case of a breach of this Agreement which is not fully remediable by the mere payment of money and promptly so remedied, the harm sustained by the City and to the public interest will be irreparable and not susceptible of adequate monetary compensation.
- 6.5 Each party to this Agreement, in addition to its rights under this Agreement or at law, will be entitled to all equitable remedies including specific performance, injunction and declaratory relief, or any of them, to enforce its rights under this Agreement.
- 6.6 The Owner acknowledges and agrees that it is entering into this Agreement to benefit the public interest in providing housing for Rental Purposes, and that the City's rights and remedies under this Agreement are necessary to ensure that this purpose is carried out and that the City's rights and remedies under this Agreement are fair and reasonable and ought not to be construed as a penalty or forfeiture.
- 6.7 No reference to nor exercise of any specific right or remedy under this Agreement or at law or at equity by any party will prejudice, limit or preclude that party from exercising any other right or remedy. No right or remedy will be exclusive or dependent upon any other right or remedy, but any party, from time to time, may exercise any one or more of such rights or remedies independently, successively, or in combination. The Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy of a default by the Owner under this Agreement.

## **7. LIABILITY**

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

employees and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns from and against all claims, demands, damages, actions or causes of action by reason of or arising out of advice or direction respecting the ownership, operation or management of the Lands for the provision of housing for Rental Purposes which has been or hereafter may be given to the Owner by all or any of them.

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

## **8. GENERAL PROVISIONS**

- 8.1 The Owner agrees to reimburse the City for all legal costs reasonably incurred by the City for the preparation, execution and registration of this Agreement and notice of this Agreement which is required to be filed pursuant to the *Local Government Act*. The Owner will bear their own costs, legal or otherwise, connected with the preparation, execution or registration of this Agreement.

- 8.2 Nothing in this Agreement:

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

- 8.3 The Owner and the City agree that:

- (a) this Agreement is entered into only for the benefit of the City;
- (b) this Agreement is not intended to protect the interests of the Owner, occupier or user of the Lands or any portion of it including the Rental Units and the Limited Common Property; and
- (c) without limiting part 2 of this Agreement, the City may at any time execute a release and discharge of this Agreement in respect of the Lands, without liability to anyone for doing so.

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



- 8.5 The covenants and agreements on the part of the Owner in this Agreement have been made by the Owner as contractual obligations as well as being made pursuant to section 483 of the Act and as such will be binding on the Owner.
- 8.6 The Owner will, at its expense, do or cause to be done all acts reasonably necessary to ensure this Agreement and notice of this Agreement is registered against the title to the Lands, including any amendments to this Agreement as may be required by the Land Title Office or the City to effect such registration.
- 8.7 The City and the Owner each intend by execution and delivery of this Agreement to create both a contract and a deed under seal.
- 8.8 An alleged waiver by a party of any breach by another party of its obligations under this Agreement will be effective only if it is an express waiver of the breach in writing. No waiver of a breach of this Agreement is deemed or construed to be a consent or waiver of any other breach of this Agreement.
- 8.9 If a Court of competent jurisdiction finds that any part of this Agreement is invalid, illegal, or unenforceable, that part is to be considered to have been severed from the rest of this Agreement and the rest of this Agreement remains in force unaffected by that holding or by the severance of that part.
- 8.10 Every obligation of a party which is set out in this Agreement will extend throughout the Term and, to the extent that any obligation ought to have been observed or performed prior to or upon the expiry or earlier termination of the Term, such obligation will survive the expiry or earlier termination of the Term until it has been observed or performed.
- 8.11 All notices, demands, or requests of any kind, which a party may be required or permitted to serve on another in connection with this Agreement, must be in writing and may be served on the other parties by registered mail, by facsimile or e-mail transmission, or by personal service, to the following address for each party:

City: The Corporation of the City of North Vancouver  
141 West 14<sup>th</sup> Street  
North Vancouver, British Columbia  
V7M 1H9  
**Attention: Director, Planning & Development**  
Facsimile: 604.985.0576  
Email: [planning@cnv.org](mailto:planning@cnv.org)

The Owner: Three Shores Management  
2919 Altamont Crescent  
West Vancouver, British Columbia,  
V7V 3B9  
**Attention: Barry Savage**  
Email: [bsavage@threeshores.ca](mailto:bsavage@threeshores.ca)  
Phone: 604.505.8818

Service of any such notice, demand, or request will be deemed complete, if made by registered mail, 72 hours after the date and hour of mailing, except where there is a postal service disruption during such period, in which case service will be deemed to be complete

only upon actual delivery of the notice, demand or request; if made by facsimile or e-mail transmission, on the first business day after the date when the facsimile or e-mail transmission was transmitted; and if made by personal service, upon personal service being effected. Any party, from time to time, by notice in writing served upon the other parties, may designate a different address or different or additional persons to which all notices, demands, or requests are to be addressed.


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

## **9. INTERPRETATION**

- 9.1 Gender specific terms include both genders and include corporations. Words in the singular include the plural, and words in the plural include the singular.
- 9.2 The division of this Agreement into sections and the use of headings are for convenience of reference only and are not intended to govern, limit or aid in the construction of any provision. In all cases, the language in this Agreement is to be construed simply according to its fair meaning, and not strictly for or against either party.
- 9.3 The word "including" when following any general statement or term is not to be construed to limit the general statement or term to the specific items which immediately follow the general statement or term to similar items whether or not words such as "without limitation" or "but not limited to" are used, but rather the general statement or term is to be construed to refer to all other items that could reasonably fall within the broadest possible scope of the general statement or term.
- 9.4 The words "must" and "will" are to be construed as imperative.
- 9.5 Any reference in this Agreement to any statute or bylaw includes any subsequent amendment, re-enactment, or replacement of that statute or bylaw.
- 9.6 This is the entire agreement between the City and the Owner concerning its subject, and there are no warranties, representations, conditions or collateral agreements relating to the subject matter of this Agreement, except as included in this Agreement. This Agreement may be amended only by a document executed by the parties to this Agreement and by bylaw, such amendment to be effective only upon adoption by City Council of an amending bylaw to "Housing Agreement Bylaw, 2023, No. 8971".
- 9.7 This Agreement is to be governed by and construed and enforced in accordance with the laws of British Columbia.
- 9.8 This Agreement can be signed in counterpart.

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



_____ Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**CITY CLERK'S DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Karla Graham, Corporate Officer  
Heidi Granger, City Solicitor

Subject: COUNCIL CODE OF CONDUCT

Date: April 18, 2023

File No: 01-0530-01-0001/2023

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

**RECOMMENDATION**

PURSUANT to the report of the Corporate Officer, dated April 18, 2023 entitled "Council Code of Conduct":

THAT at the Regular meeting of April 17, 2023, Council directed staff to bring forward a draft Code of Conduct regarding respectful behaviour and communications of and with Council, City staff, volunteers and members of the public when interfacing with one another and/or using City facilities or services;

THAT in accordance with the legislative requirements of the *Community Charter*, Council confirms that the following principles for Codes of Conduct have been duly considered and ratifies its decision to establish a Council Code of Conduct:

- a) Council members must carry out their duties with integrity;
- b) Council members are accountable for the decisions that they make, and the actions that they take, in the course of their duties;
- c) Council members must be respectful of others; and,
- d) Council members must demonstrate leadership and collaboration;

AND THAT staff be directed to prepare a draft Code of Conduct based on the required principles set out above and in accordance with the resolution approved by Council on April 17, 2023, and bring it forward for Council consideration.

## ATTACHMENTS

1. Resolution approved by Council at its Regular meeting of April 17, 2023 ([CityDocs 2353074](#))
2. Working Group on Responsible Conduct – Model Code of Conduct ([CityDocs 2324554](#))
3. Working Group on Responsible Conduct – Companion Guide ([CityDocs 2324558](#))

## SUMMARY

At its Regular meeting of April 17, 2023, Council unanimously resolved to direct staff to bring forward a draft Code of Conduct regarding respectful behaviour and communications of and with Council, City staff, volunteers and members of the public when interfacing with one another and/or using City facilities or services. The purpose of this report is to set out the legislative requirements regarding Council Codes of Conduct and to ensure that Council meets the requirements of the *Community Charter* as it embarks on this important work.

## BACKGROUND

Elected officials have the authority to make decisions that impact the daily lives of residents, businesses and families, as well as the long-term vision of the communities they serve. In British Columbia, articulating an enforcement process within a Code of Conduct is a relatively new practice. Over the past decade, there has been increasing awareness of the importance of establishing Codes of Conduct to regulate the behaviour of local government elected officials. As Council stated in its resolution, a Code of Conduct, as defined by the Province of BC, is “a written document that sets shared expectations for conduct or behaviour.” A Code of Conduct is meant to establish shared expectations for how Council members should conduct themselves while carrying out their responsibilities and in their work as a collective decision-making body for their community. Conduct expectations take the form of norms, written guidance, policy or bylaws, and typically provide behavioural standards that are meant to supplement legislatively required conduct (e.g., Human Rights law).

In 2016, the Working Group on Responsible Conduct (WGRC) was formed to undertake research and policy work on the framework and approaches related to the responsible conduct of local government elected officials. The WGRC is a joint initiative between the Union of BC Municipalities (UBCM), the Local Government Management Association (LGMA) and the Ministry of Municipal Affairs. In April 2021, the WGRC released a report entitled “Forging the Path to Responsible Conduct in Your Local Government”, which provided guidance on ways to prevent conduct issues and options to address issues should they arise. Along with the report, the WGRC also provided a model Code of Conduct (Attachment #2) and a companion guide (Attachment #3), which contain discussion questions and helpful resources to facilitate a Council/Board’s conversation in developing their own Code of Conduct.

In October 2021, the Province of British Columbia introduced legislative amendments to the *Community Charter*<sup>1</sup>, *Vancouver Charter*<sup>2</sup> and *Local Government Act*<sup>3</sup> that require local

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<sup>1</sup> BC Reg. 136/2022 – [https://www.BClaws.gov.BC.ca/civix/document/id/lc/BCgaz2/v65n12\\_136-2022](https://www.BClaws.gov.BC.ca/civix/document/id/lc/BCgaz2/v65n12_136-2022)

<sup>2</sup> BC Reg. 138/2022 – [https://www.BClaws.gov.BC.ca/civix/document/id/lc/BCgaz2/v65n12\\_138-2022](https://www.BClaws.gov.BC.ca/civix/document/id/lc/BCgaz2/v65n12_138-2022)

<sup>3</sup> BC Reg. 137/2022 – [https://www.BClaws.gov.BC.ca/civix/document/id/lc/BCgaz2/v65n12\\_137-2022](https://www.BClaws.gov.BC.ca/civix/document/id/lc/BCgaz2/v65n12_137-2022)



governments to consider adopting or updating a Code of Conduct within 6 months after their first regular Council or regional district board meeting. The City of North Vancouver's Inaugural Council meeting occurred on November 7, 2022. This then requires Council to consider adopting a Code of Conduct no later than May 7, 2023.

Council has already proactively passed a motion to direct staff to bring forward a draft Code of Conduct that would not only apply to behaviour among Council members, but would also establish principles for respectful behaviour and communications with Council, City staff, volunteers and members of the public when interfacing with one another and/or using City facilities or services. As stated in the resolution, Council wishes to lead by example and promote a safe, healthy, respectful and positive environment for all staff, members of the public and volunteers at its facilities and provide a workplace free of violence, bullying and harassment.

In accordance with the recently added Sections 113.1 and 113.2 of the *Community Charter*<sup>4</sup>, before making a decision to establish a Code of Conduct for Council members, Council must first consider the following "prescribed principles" (found in the *Principles for Codes of Conduct Regulation* enacted under the *Community Charter*):

- Council members must carry out their duties with integrity;
- Council members are accountable for the decisions that they make, and the actions that they take, in the course of their duties;
- Council members must be respectful of others; and,
- Council members must demonstrate leadership and collaboration.

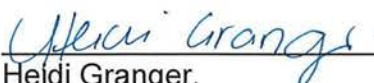
In order to ensure compliance with the requirements of the *Community Charter*, staff recommend that Council confirm its consideration of the foregoing principles and ratify its decision to establish a Code of Conduct as set out in the recommendations of this report. Once Council considers the prescribed principles and ratifies its decision, staff will move forward with preparing the draft Code of Conduct for Council consideration.

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

Considering a Council Code of Conduct is a legislated requirement under the *Community Charter*. A Code of Conduct aligns with Council's Strategic Plan as "A City for People" and "A Vibrant City" to promote inclusive, safe and respectful communication.

RESPECTFULLY SUBMITTED:

  
Karla Graham,  
Corporate Officer

  
Heidi Granger,  
City Solicitor

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<sup>4</sup> Division 8 – [https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03026\\_04#division\\_d1e8657](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03026_04#division_d1e8657)



**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, APRIL 17, 2023****

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**NOTICE OF MOTION**

15. Council Code of Conduct and City of North Vancouver Respectful Communication Policy – File: 01-0530-01-0001/2023

Submitted by Council of the Whole

Moved by Councillor Bell, seconded by Councillor Girard

WHEREAS the City of North Vancouver has a priority to be a City for People that is welcoming, inclusive, safe, accessible and supports the health and well-being of all;

WHEREAS a Code of Conduct is a written document that sets shared expectations for conduct or behaviour;

WHEREAS responsible conduct that is grounded in agreed upon principles furthers a local government's ability to provide good governance to their community;

WHEREAS Council of the City of North Vancouver, as a group, wishes to lead through example that it sets for the City and the community;

WHEREAS the City of North Vancouver wishes to promote a safe, healthy, respectful and positive environment for all staff, members of the public and volunteers at its facilities, and has an obligation to provide a workplace free of violence, bullying and harassment;

AND WHEREAS civil discourse is essential to a free and functioning democracy now;

THEREFORE BE IT RESOLVED that staff be directed to bring forward for Council's consideration a Code of Conduct for the City of North Vancouver Council regarding respectful behaviour and communication between members of Council;

THAT staff be further directed to bring forward recommendations for a bylaw or policy for Council's consideration regarding respectful behaviour and communications of and with Council, City staff, volunteers and members of the public when interfacing with one another and/or using City facilities or services;

AND THAT the bylaw or policy include definitions of appropriate and inappropriate behaviour and communication and provide a clear process with assigned roles and authorities for City staff and Council members to address inappropriate communication when it occurs.

**CARRIED UNANIMOUSLY**

## COUNCIL POLICY

<b>NAME: CODE OF CONDUCT</b>		
<b>ISSUED:</b>	November, 2016	<b>INDEX REFERENCE:</b>
<b>AMENDED:</b>	May 27, 2019 June 1, 2020	<b>COUNCIL REFERENCE: 16/CNCL</b>

### PURPOSE:

To set minimum expectations for the behaviour of Council officials in carrying out their functions.

### SCOPE:

All Council officials and the Chief Administrative Officer.

### DEFINITIONS:

**Advisory Body Member:** a person sitting on an advisory committee, task force, commission, board, or other Council-established body.

**Confidential Information:** Confidential Information includes information that could reasonably harm the interests of individuals or organizations, including the District of Saanich, if disclosed to persons who are not authorized to access the information, as well as information to which section 117 of the *Community Charter* applies.

**Council official:** the Mayor and members of Council

**Personal Information:** has the same meaning as in the *Freedom of Information and Protection of Privacy Act*

**Staff:** an employee or contract employee of the District of Saanich, and includes staff that supports Advisory Bodies.

**Municipal Officer:** a member of staff designated as an officer under section 146 of the *Community Charter* or a bylaw under that section.

### INTERPRETATION:

- (a) In this policy, a reference to a person who holds an office includes a reference to the persons appointed as deputy or appointed to act for that person from time to time.
- (b) This Code of Conduct applies to the use of social media by Council officials in relation to District related matters.

**POLICY STATEMENTS:****1. Key Principles**

- 1.1. **Integrity:** Council officials are keepers of the public trust and must uphold the highest standards of ethical behaviour. Council officials are expected to:
  - make decisions that benefit the community;
  - act lawfully and within the authorities of the *Community Charter*, *Local Government Act* and other applicable enactments; and
  - be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for themselves, family, friends or business interests.
- 1.2. **Accountability:** Council officials are obligated to answer for the responsibility that has been entrusted to them. They are responsible for decisions that they make. This responsibility includes acts of commission and acts of omission. In turn, decision-making processes must be transparent and subject to public scrutiny; proper records must be kept.
- 1.3. **Leadership:** Council officials must demonstrate and promote the key principles of the Code of Conduct through their decisions, actions and behaviour. Their behaviour must build and inspire the public's trust and confidence in local government. Council officials will provide leadership to District staff through the Chief Administrative Officer.
- 1.4. **Respect:** Council officials must conduct public business efficiently and with decorum. They must treat each other and others with respect at all times. This means not using derogatory language towards others, respecting the rights of other people, treating people with courtesy and recognition of the different roles others play in local government decision making.
- 1.5. **Openness:** Council officials have a duty to be as open as possible about their decisions and actions. This means communicating appropriate information openly to the public about decision-making processes and issues being considered; encouraging appropriate public participation; communicating clearly; and providing appropriate means for recourse and feedback.

## **2. General Conduct**

- 2.1. Council officials must adhere to the key principles and provisions of the Code of Conduct.
- 2.2. Council officials must act lawfully and within the authorities of the *Community Charter, Local Government Act* and other applicable enactments and exercise a reasonable degree of care and diligence in carrying out their functions.
- 2.3. Council officials have an obligation to consider issues and exercise powers, duties and functions in a manner that avoids arbitrary and unreasonable decisions.
- 2.4. Council officials must avoid behaviour that could constitute an act of disorder or misbehaviour. Specifically, Council officials must avoid conduct that:
  - contravenes this policy;
  - contravenes the law, including the *BC Human Rights Code*, and other enactments, and District Bylaws; and
  - is an abuse of power or otherwise amounts to improper discrimination, intimidation, harassment or verbal abuse of others.

## **3. Collection and Handling of Information**

- 3.1. Council officials must:
  - Collect and use personal information in accordance with *Freedom of Information and Protection of Privacy Act* legislation and the Protection of Privacy Policy and guidelines as established in Saanich;
  - Protect information that is specifically marked confidential, that is Personal Information and other material identified or understood to be confidential in nature;
  - Refrain from discussing or disclosing any Confidential Information with or to Staff, or with persons outside the organization except as authorized;
  - Refrain from discussing or disclosing any Personal Information with or to other Council Officials, Staff, or with persons outside the organization except in a manner consistent with the duty to protect Personal Information under the *Freedom of Information and Protection of Privacy Act*.

- Take reasonable care to prevent the examination of confidential material or access to Personal Information by unauthorized individuals;
  - Not use Confidential Information except for the purpose for which it is intended to be used;
  - Only release information in accordance with established District policies and procedures and in compliance with the *Freedom of Information and Protection of Privacy Act* (British Columbia);
  - Not disclose decisions, resolutions or report contents forming part of the agenda for or from an in-camera meeting of Council until a corporate decision has been made for the information to become public; and
  - Not disclose details on Council's in-camera deliberations or specific detail on whether individual Councillors voted for or against an issue.
- 3.2. Except in the normal course of duties, Council officials must not in any way change or alter District records or documents.
- 3.3. When dealing with Personal Information, Council officials must comply fully with the provisions of the *Freedom of Information and Protection of Privacy Act*. All reasonable and necessary measures must be taken to ensure that the personal or private business information of individuals is protected. Personal information includes information or an opinion about a person whose identity is apparent, or can be determined from the information or opinion.

#### **4. Conflict of Interest**

- 4.1. Council officials are expected to make decisions that benefit the community. They are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends, or business interests.
- 4.2. Council officials must appropriately resolve any conflict or incompatibility between their personal interests and the impartial performance of their duties in accordance with statutory requirements of the *Community Charter*.

#### **5. Interactions of Council officials with Staff and Advisory Body Members**

- 5.1. Council is the governing body of the District of Saanich. It has the responsibility to govern the District in accordance with the *Community Charter* and other legislation.



- 5.2. The Mayor is the head and chief executive officer of the District and has a statutory responsibility to provide leadership to the Council and to provide general direction to municipal officers respecting the municipal policies, programs and other directions of the council as set out in the *Community Charter*.
- 5.3. Council officials are to contact staff including Municipal Officers, according to the procedures authorized by Council and the District Chief Administrative Officer regarding the interaction of Council officials and staff. As a general principle, the District adopts the one employee model where Council's point of contact with staff is the Chief Administrative Officer.
- 5.4. Council officials are to direct inquiries regarding departmental issues or questions to the District's Chief Administrative Officer or the Department Head (Director) of the appropriate department and refrain from contacting other staff without first discussing the issue with the Department Head.
- 5.5. Advice to Council from staff will be vetted, approved and signed by the Chief Administrative Officer.
- 5.6. Council officials will invite the Chief Administrative Officer to be present at any meeting between a Council official and a member of staff where such attendance is requested by the staff member.
- 5.7. Council officials are not to issue instructions to any of the District's contractors, tenderers, consultants or other service providers.
- 5.8. Council officials must not make public statements attacking or disparaging staff or Advisory Body Members and shall show respect for the professional capacities of staff. Council officials must not involve staff in matters for political purposes.
- 5.9. Council officials must not publish or report information or make statements attacking or reflecting negatively on staff or Advisory Body Members except to the Chief Administrative Officer as appropriate to bring a complaint to the attention of the Chief Administrative Officer for follow up.
- 5.10. Significant information provided to any member of Council, which is likely to be used in Council or in political debate, should also be provided to all other Council officials, and to the Chief Administrative Officer.
- 5.11. Council officials must treat members of the public, other Council officials, Advisory Body Members and staff appropriately, and without bullying, abuse or intimidation in order to preserve a workplace free from harassment.

**6. Council Officials Use of Social Media**

- 6.1. It is not the role of individual Council officials to report directly on District related business. Council officials will use caution in reporting decision-making by way of their social media profiles and websites ensuring that any material they publish is accurate, precise and communicates the intent of Council
- 6.2. Council officials will include an "in my opinion", or similar disclaimer, either within the banner of their individual social media site(s) or separately when making follow up posts to the District's social media postings and when creating original posts pertaining to District related business.

(Sample Disclaimer – “Opinions expressed are my own and do not reflect the view or opinions of the District of Saanich”)

- 6.3. Council officials will refrain from using or permitting use of their social media accounts for purposes that include generating or recirculating:
- defamatory remarks, obscenities, profane language or sexual content;
  - negative statements disparaging other members of council;
  - negative statements disparaging staff or calling into question the professional capabilities of staff;
  - content that endorses, promotes, or perpetuates discrimination or mistreatment on the basis of race, religion or belief, age, gender, marital status, national origin, physical or mental disability or sexual orientation;
  - statements that indicate an actual attitudinal bias in relation to a matter that is to be the subject of a statutory or other public hearing;
  - promotion of illegal activity;
  - information that may compromise the safety or security of the public or public systems.
- 6.4. Council officials must regularly monitor their social media accounts and immediately take measures to remove messages or postings by others that violate this Code of Conduct.

## **7. Interactions with the Public and the Media**

- 7.1. Council officials will accurately communicate the decisions of the Council, even if they disagree with the majority decision of Council, and by so doing affirm the respect for and integrity in the decision-making processes of Council.
- 7.2. When discussing the fact that he/she did not support a decision, or voted against the decision, or that another Council official did not support a decision or voted against a decision, a Council official will refrain from making disparaging comments about other Council officials or about Council's processes and decisions.

## **8. Gifts and Personal Benefits**

The receipt and reporting of gifts and personal benefits is dealt with under sections 105 and 106 of the *Community Charter*. Ultimately, the interpretation of those sections is a matter for the courts. However, the general language used in those sections creates some level of uncertainty and this Code of Conduct is intended to provide some guidance to Council officials.

### **8.1. What are Gifts and Personal Benefits?**

- 8.1.1. Gifts and personal benefits are items or services of value that are received by Council officials for personal use. These would include, but are not limited to, cash, gift cards, tickets to events, items of clothing, jewellery, pens, food or beverages, discounts or rebates on purchases, free or subsidized drinks or meals, entertainment, invitations to social functions, etc.
- 8.1.2. The following are not to be considered gifts or personal benefits:
  - Compensation authorized by law (see section 105(2)(b) of the *Community Charter*).
  - Reimbursement for out of pocket costs incurred for authorized travel, living and accommodation expenses associated with attendance at an event or in connection with an authorized travel.
  - A lawful contribution made to a Council official who is a candidate for election conducted under the *Local Government Act*.

## 8.2. What Gifts and Personal Benefits may be Accepted?

- 8.2.1. Section 105(1) of the *Community Charter* prohibits Council officials from directly or indirectly accepting a fee, gift or personal benefit connected with the official's performance of the duties of office.
- 8.2.2. In accordance with section 105(2), a Council official may accept gifts and personal benefits received as an incident of the protocol or social obligations that normally accompany the responsibilities of elected office.
- 8.2.3. Gifts and personal benefits received in accordance with section 105(2)(a) of the *Community Charter* as referenced in section 8.2.2 must be reported and disclosed in accordance with section 106 to the Corporate Officer.
- 8.2.4. Where a gift or personal benefit that may be accepted under the *Community Charter* has a value in excess of \$100.00, the Council official who receives the gift will do so on behalf of the District and turn over the gift to the District, except as otherwise permitted by Council.
- 8.2.5. Council officials must not accept a gift or personal benefit that could reasonably be expected to result in a real or perceived conflict of interest, and to assist in avoiding that situation, Council officials will not accept gifts or personal benefits from business or commercial enterprises having a value that exceeds \$50.00 or, where the total value of such gifts and benefits, received directly or indirectly from one source in any twelve (12) month period, would exceed \$250.00.

## 8.3. How Must Gifts and Personal Benefits be Reported?

- 8.3.1. Council officials must disclose to the Corporate Officer gifts and personal benefits in accordance with section 106 of the *Community Charter*.
- 8.3.2. If a Council official receives a gift or personal benefit that they do not wish to accept, regardless of value, they may immediately relinquish the gift or personal benefit to the District, in which case a disclosure form would not be required. If the gift or personal benefit is not immediately relinquished to the District, then the Council official must file a disclosure form.
- 8.3.3. The content of the disclosure must comply with section 106(2) of the *Community Charter* and must be filed "as soon as reasonably practicable".

- 8.3.4. It is the responsibility of Council officials to be familiar with the provisions in the *Community Charter* relating to acceptance and disclosure of gifts and to ensure that they comply with these requirements as contemplated by the statute.
- 8.4. How are Gifts and Personal Benefits Valued?
  - 8.4.1. For the purposes of this Code, the value of each gift or personal benefit shall be determined by its replacement cost, i.e., how much it would cost to replace the item?
- 8.5. Procedure for Dealing with Relinquished Gifts and Personal Benefits
  - 8.5.1. Where a gift or personal benefit is relinquished to the District, the Corporate Officer will record the receipt of the item, nature of the gift or personal benefit, source (including the addresses of at least two individuals who are directors, in the case of a corporation), when the gift was received, and the circumstances under which it was given and accepted.

## **9. Breaches, Complaint Handling and Disciplinary Action**

### **General**

- 9.1. This section, Breaches, Complaint Handling and Disciplinary Action, is for internal use only. Council officials and staff within the District of Saanich can use this section to lodge a complaint against a member of Council in relation to their own interactions with that Council official.
- 9.2. Council officials are to abide by the requirements of the *Community Charter* and this Code of Conduct, and shall endeavour to resolve interpersonal disputes in good faith, recognizing that interpersonal rancour does not facilitate good governance.

### **Council Officials**

- 9.3. Alleged breaches of this Code of Conduct by Council Officials shall be submitted in a written complaint (as per the Breach Template (Template1)) addressed to the Mayor and the Chief Administrative Officer within six (6) months of the last alleged breach

In the event that the Mayor is the subject of, is in a conflict of interest related to the complaint or is implicated in the complaint, the complaint shall be addressed



to the current Acting Mayor unless that individual is the subject of, or implicated in the complaint.

In the event that the Chief Administrative Officer is the subject of, is in a conflict of interest related to the complaint or is implicated in the complaint, the complaint shall be addressed to the Director of Corporate Services unless that individual is the subject of or implicated in the complaint.

- 9.4. Upon receipt of a complaint under section 9.3, the Mayor or designated Councillor, and the Chief Administrative Officer or designate (Director, Corporate Services) shall review the Policy and the details of the alleged breach.

The role of the Mayor and CAO (or designates) is to be the keeper of the process, not to adjudicate the complaint. Their role is to facilitate and seek a mutually beneficial resolution between the parties. Information from both parties should be obtained, reviewed and options for resolution canvassed. There is no ability for the Mayor / CAO or designates to give advice about the processing or quality of resolution of the complaint.

- 9.5. If the situation is not able to be resolved through the informal process within thirty (30) days, the Mayor and the Chief Administrative Officer or designates will work to appoint an independent third party. Numerous third party investigators will be identified. The Complainant(s) and Respondent(s) will be provided with the resumes of the identified parties. The Complainant(s) and Respondent(s) have the ability to agree or disagree that the proposed parties have the necessary professional skills, knowledge and experience to investigate the complaint (the "Third Party Investigator").

The Complainant(s) and Respondent(s) will notify the Mayor and CAO or designated if they have a conflict of interest with any of the proposed Third Party Investigators.

The Third Party Investigators will then be contacted and the individual with the next available opening in their schedule will be appointed to the matter.

- 9.6. If the parties cannot agree on the choice of investigator, a nominee of the Complainant(s) and the Respondent(s) shall jointly select a suitable Third Party Investigator.
- 9.7. If the Complainant(s) or Respondent(s) refuse to participate in a formal investigation, the investigation may continue without that individuals' participation. The Third Party Investigator will make their determination based on the information they are provided.

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Not participating in the processes as outlined in sections 9.3 and 9.5 may also be considered grounds for a complaint under the policy.

9.8. Throughout both the informal or formal investigation, either party can have legal counsel present to assist them. This legal counsel will be required to follow any rules of in-camera or procedural bylaw process that are applicable.

9.9. As confidentiality is key, information provided to the Respondent(s) will be limited to the Breach Template completed by the Complainant.

9.10. The Third Party Investigator:

9.10.1. May conduct a preliminary assessment of the complaint, at the conclusion of which the investigator may determine to continue the investigation or make a written recommendation that the complaint be dismissed as unfounded, beyond jurisdiction or unlikely to succeed;

If the Third Party Investigator determines to continue the complaint, the Third Party Investigator shall:

9.10.2. Conduct an independent and impartial investigation of the complaint in a manner that is fair, timely, confidential and otherwise accords with the principles of due process and natural justice;

9.10.3. Provide an investigation update within ninety (90) days of his or her appointment to the Mayor and the Chief Administrative Officer or designates, as applicable, and to the Complainant and the Respondent;

9.10.4. Provide a written, confidential report (the "Report") of the findings of the investigation, including findings as to whether there has been a breach of this Code of Conduct, to the Mayor and the Chief Administrative Officer or designates, as applicable;

9.10.5. Provide recommendations regarding if a copy of or selected sections of the final Report should be provided to the Complainant and the Respondent; and

9.10.6. Provide recommendations in the Report as to the appropriate resolution of the complaint, which recommendations may include:

- dismissal of the complaint; or
- public censure of the Council Official or Officials for misbehaviour or a breach of this Code of Conduct;<sup>1</sup>

- 
- a recommendation that a Council Official or Officials apologize to any person adversely affected by a breach of this Code of Conduct;
  - counselling of a Council Official or Officials; and/or
  - such other recommendations as are deemed appropriate in the professional judgment of the Third Party Investigator.
- 9.11. The Mayor and the Chief Administrative Officer or designates shall consider whether the Report or an executive summary of the Report should be presented to Council.
- 9.12. The Director of Corporate Services will receive and retain all reports prepared related to the complaint.
- 9.13. At the conclusion of the process the Third Party Investigator will destroy all notes that were taken or documents that were provided throughout the process of the investigation.
- 9.14. Where a Council Official alleges a breach of this Code of Conduct by a fellow Council Official, all Council Officials shall refrain from commenting on such allegations at open meetings of Council pending the conclusion of the Report and any decision of Council on the Report.
- 9.15. Council Officials who retain legal counsel to represent them in proceedings under this section may request in writing that the District indemnify them for their reasonable costs of representation, in accordance with section 740 of the *Local Government Act*.
- 9.16. Staff who retain legal counsel to represent themselves in proceedings under this section may request, in writing, reimbursement of reasonable costs from the District.

1. There is no defined or prescribed process related to public censure. The common law rules of natural justice would apply, meaning the right to a fair hearing, which includes the right to know the case against oneself, the right to be heard, the right to have an impartial adjudicator, and sometimes (but not always) the right to be represented by legal counsel.

**10. Attachments**

10.1. Attached to this document are two templates that could be utilized as part of the information resolution process:

- Proactive Apology by Council Member (Template 2)
- Apology by Council Member if held by Council to have violated the Code of Conduct (Template 3)

10.2. Please note: British Columbia's Apology Act provides that an "apology" made by or on behalf of a person in connection with any matter does not constitute an express or implied admission or acknowledgement of fault or liability. "Apology" is defined as "an expression of sympathy or regret, a statement that one is sorry or any other words or actions indicating contrition or commiseration, whether or not the words or actions admit or imply an admission of fault." The Act further provides that an apology does not void, impair or otherwise affect any insurance coverage that is available, or that would, but for the apology, be available to the person in connection with the matter. Evidence of an apology made by or on behalf of a person in connection with any matter is not admissible in any court as evidence of the fault or liability of the person in connection with that matter and must not be taken into account in any determination of fault or liability.

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**TEMPLATE 1 – Complaint**

DATE OF COMPLAINT: \_\_\_\_\_

NAME OF COUNCIL OFFICIAL MAKING THE COMPLAINT: \_\_\_\_\_

NAME OF COUNCIL OFFICIAL WHO THE COMPLAINT IS AGAINST: \_\_\_\_\_

DATE OF THE BREACH: \_\_\_\_\_

SECTIONS OF THE COUNCIL CODE OF CONDUCT THAT HAVE BEEN BREACHED:

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DETAILED DESCRIPTION OF INCIDENT AND HOW THE CODE OF CONDUCT WAS BREACHED

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HAVE YOU APPROACHED THE OTHER COUNCIL OFFICIAL TO LET THEM KNOW ABOUT YOUR CONCERNS?

Y\_\_\_\_ N\_\_\_\_

WHAT IS THE RESOLUTION THAT YOU ARE SEEKING?

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**TEMPLATE 2 – Proactive Apology by Council Member**

[DATE]

**PERSONAL AND CONFIDENTIAL**

[Name of Recipient]

[Title]

District of Saanich

[Address]

[City, Province Postal Code]

Dear [title] [last name]:

**Re: Apology [subject]**

As you know, on **[date]**, I **[briefly set out the nature of the offending conduct. It is recommended you provide dates, times and a description of the conduct at issue as you understand it]**.

On **[date]**, you confronted me about my behaviour/conduct and expressed **[describe briefly the conduct complained of and how it affected the offended person]**. I acknowledge that my conduct / actions made you feel **[describe how it affected the offended person]** and I admit that my **[actions / conduct]** were **[reformulate why your actions were wrong in your own words – ex: offensive, derogatory, belittling, in poor taste, defamatory, wrong, discriminatory, callous, harmful to your reputation etc.]**.

Having reflected on **[your complaint / our conversation]**, I take full responsibility for my **[actions / conduct]** and wish to apologize for the harm that I have caused you. My behaviour was not in keeping with the key principles of our Council's Code of Conduct. In particular, I acknowledge that my conduct was in violation of **[identify the section(s) of the Code of Conduct breached]**.

Going forward, I commit to being more careful in my **[words / actions]** and to making better efforts to respect and abide by my obligations set out in the Code of Conduct. Please accept my heartfelt apology.

Sincerely,

**[name]****[title]**

**TEMPLATE 3 - If held by Council to have violated the Code of Conduct**

[DATE]

**PERSONAL AND CONFIDENTIAL**

[Name of Recipient]

[Title]

District of Saanich

[Address]

[City, Province Postal Code]

Dear [title] [last name]:

**Re: Apology [subject]**

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As you know, on **[date]**, I **[briefly set out the nature of the offending conduct. It is recommended you provide dates, times and a description of the conduct at issue as you understand it]**.

On **[date]**, you confronted me about my behaviour/conduct and expressed **[describe briefly the conduct complained of and how it affected the offended person]**. In light of Council having concluded that my conduct constituted a violation of the District's Council Code of Conduct, I acknowledge that my conduct / actions made you feel **[describe how it affected the offended person]** and I admit that my **[actions / conduct]** were **[reformulate why your actions were wrong in your own words – ex: offensive, derogatory, belittling, in poor taste, defamatory, wrong, discriminatory, callous, harmful to your reputation etc.]**

Having reflected on **[the decision of Council]**, I take full responsibility for my **[actions / conduct]** and wish to apologize for the harm that I have caused you. My behaviour was not in keeping with the key principles of our Council's Code of Conduct. In particular, I acknowledge that my conduct was in violation of **[identify the section(s) of the Code of Conduct breached]**.

Going forward, I commit to being more careful in my **[words / actions]** and to making better efforts to respect and abide by my obligations set out in the Code of Conduct. Please accept my heartfelt apology.

Sincerely,

**[name]****[title]**

## COMPANION GUIDE

# Getting Started on a Code of Conduct for Your Council / Board

Updated October 2022

*Produced by the Working Group on Responsible Conduct*

## What is Responsible Conduct?

Responsible conduct refers to how government elected officials conduct themselves with their elected colleagues, with staff, and with the public. It is grounded in conducting oneself according to principles such as integrity, accountability, respect, and leadership and collaboration

## Introduction

The Working Group on Responsible Conduct has developed a model code of conduct that can be used as a starting point by local government councils/boards to develop their own customized code of conduct.

This companion guide provides discussion questions, things to keep in mind, and other helpful tips and resources to facilitate a council/board's conversation in developing their own code of conduct. This guide is also useful for councils/boards that already have a code of conduct in place but are considering updating it following the 2022 general local elections.

## What is a Code of Conduct?

A code of conduct is a written document that sets shared expectations for conduct or behaviour. A council/board can adopt a code of conduct to establish expectations for how members should conduct themselves while carrying out their responsibilities, and in their work as a collective decision-making body for their community.

Responsible conduct of elected officials is not optional; it is essential to good governance. A code of conduct is one tool that can be used by a local government council/board to promote or further responsible conduct.

## Before you get Started

Before you discuss the content of your code of conduct, it is important to ensure that all council/board members understand the purpose of embarking on the development of a code of conduct, have clear expectations about what the code of conduct will and will not do, and that there is consensus on the process for developing it.

Ensuring that everyone is on the same page before diving into the details of your code of conduct will help make the development process easier and the code of conduct more meaningful. Ask yourselves:

- Q Why is developing a code of conduct important to us?
- Q What are our key objectives in developing a code of conduct?
- Q Do we each understand the role of a code of conduct (i.e., that it is in addition to, not instead of, legal rules and local government policies)?
- Q What kind of process do we want to undertake to develop our code of conduct? Do we want to do this ourselves, with staff or get assistance from a facilitator or other consultant?
- Q Would we benefit from training or education about responsible conduct or codes of conduct generally before we get started on developing our own?

★ **TIP:** It may take multiple sessions and a variety of approaches to develop a code of conduct that works for you – don't feel you have to get it done in one sitting or using any one particular method.

## Keep in mind...

before thinking about the content of your code of conduct, ensure that everyone is on the same page about what you want to achieve and how you want to get there. Agreeing on the objectives and the process upfront will help make the code of conduct more meaningful and successful

## Setting the Scope

Developing a code of conduct requires consideration about its scope, including who it applies to and in what capacity. For example, the model code of conduct prepared by the Working Group on Responsible Conduct is intended to apply to local elected officials.

When thinking about the scope and application of your code of conduct, ask yourselves:

Q Will the code of conduct apply to any or all of your local government committees and/or commissions? If so, are there specific considerations, limitations or criteria on how the code of conduct will apply to these bodies?

Q Will the code of conduct apply to elected members in carrying out all of their roles and responsibilities in all circumstances (e.g., when an elected official sits on an advisory committee with members of the public and others not covered by a council/board's code of conduct)?

★ **TIP:** Make sure the scope of your code of conduct aligns with the objectives you initially identified for developing a code of conduct. The broader the scope of the code of conduct, the more difficult it may be to implement and put into practice.

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### *Keep in mind...*

that elected officials must always conduct themselves in accordance with the law – this includes rules set out in local government legislation and other legislation, such as human rights rules. Ensure that your code of conduct is consistent with existing laws and policies

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## Thinking about Principles & Values

The model code of conduct developed by the Working Group on Responsible Conduct is built on four key foundational principles -- *integrity, respect, accountability, and leadership and collaboration*. At a minimum, every code of conduct needs to consider incorporating these four principles, but your council/board may want to build on these principles and provide more context regarding the values and objectives underlying the code of conduct. Ask yourselves:

Q Are there additional principles that are fundamentally important to our council/board (e.g., openness; impartiality; transparency)? If so, what are they and how are they defined? Should they be included in our code of conduct?

Q Are there particular values that are important to us that should be explicitly articulated as value statements in our code of conduct (e.g., “we practice high standards of ethical behaviour and conduct our decision-making in an open and transparent way to inspire trust”; “we strive for continuous improvement”)?

Q Are there principles in our code of conduct that we want to include in other policies or procedures to ensure our expectations for conduct are consistent (e.g., ensure any principles set out in the procedure bylaw are consistent with principles set out in the code of conduct)?

★ **TIP:** Use clear, concise language that can be easily understood by everyone at all levels of the organization, as well as the public.

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### *Keep in mind...*

that a code of conduct does not need to be complex or elaborate – it simply needs to spell out the standards your council/board feels are important to be commonly understood

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## Setting Standards of Conduct

The model code of conduct developed by the Working Group on Responsible Conduct sets out a range of standards of conduct that reflect the four key foundational principles. Because these are broadly applicable, they are necessarily written as general statements.

Your council/board can customize by adding other standards, expanding on the ones provided or by providing specific statements or examples of expected behaviour. Ask yourselves:

Q Are there specific behaviours that should be identified and encouraged under our code of conduct? For example:

- members should listen courteously and attentively to all discussions at the council/board meeting, and focus on the business at hand
- members must make every effort to show up to all meetings on time and well prepared to take an active role in the business at hand
- members should always consider the impact that their choice of language may have on other individuals

Q Are there specific behaviors that should be identified and discouraged under our code of conduct? For instance:

- members must not interrupt each other during a meeting, including by talking over another person
- members must not engage in specific physical actions or language, such as shaking a fist, eye rolling, turning their back to people who are speaking, making faces, pointing aggressively, using curse words, or making comments about a person's appearance
- members must stop talking and pay attention when the chair is talking or seeking order

★ **TIP:** No code of conduct will capture every situation that may arise. Consider which standards of conduct matter the most to your council/board now and incorporate additional standards as needed.

★ **TIP:** Look at other published codes of conduct for ideas you feel may be appropriate for your council/board's code of conduct (see "*List of Resources & Helpful Links*" section of this guide).

★ **TIP:** Ensure that your standards of conduct are clear and easy to interpret (e.g. any member should be able to see whether they are or are not meeting the standard).

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### *Keep in mind...*

that it is important to balance rules about appropriate conduct (including language, communication, and other physical actions) with the importance of open discourse that is necessary for governing bodies

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### *Keep in mind...*

that achieving consensus at the council/board table about the content of the code of conduct may be challenging, but having these difficult conversations is an important part of developing a meaningful code of conduct

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## Establishing an Enforcement Mechanism

Local governments are encouraged to include provisions that support compliance and enforcement. Creating a fair and impartial enforcement process before conduct issues arise ensures that all council/board members have the same understanding of the procedures in place. Ask yourselves:

- Q What measures do we have in place for continuous improvement at our council/board, to foster responsible conduct, maintain good governance, and resolve conduct issues informally (i.e., are we putting sufficient effort into prevention and informal resolution of conduct issues)? What conduct issues can be resolved through informal resolution, and what issues should be resolved using formal resolution?
  - Q How can we establish a fair complaint process that is accessible and manageable for our local government? Who can file a complaint in relation to a breach of a code of conduct? How will these complaints be impartially investigated (e.g., using a third-party investigator)?
  - Q What expert advice (e.g., legal) do we need to develop administratively fair formal enforcement processes and appropriate sanctions? Do we have the resources and capacity to follow through on such enforcement process if they are needed?
  - Q Does everyone understand what sanctions can/cannot be included in a code of conduct? What do we have in place to improve the post-sanction environment (e.g., to repair relationships among council/board members)? How will we move forward constructively as a collective?
- ★ **TIP:** Review *“Forging the Path to Responsible Conduct in Your Local Government”* when considering provisions related to enforcement (see *“List of Resources & Helpful Links”* section in this guide).

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### *Keep in mind...*

that conduct enforcement is a complex and evolving area of law; local governments should consult with their legal advisors on what enforcement approaches are best suited for a code of conduct

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## Incorporating other Policies

Local governments are likely to have a range of existing policies on a number of topics, from communications to information management to human resources. A code of conduct may be a useful place to connect to some of these policies. Ask yourselves:

- Q What existing policies do we already have that could be referenced in our code of conduct (e.g., respectful workplace policy; use of social media; handling of information; gifts and personal benefits)?
  - Q Are there any existing policies that need to be updated to reflect or reference the code of conduct?
- ★ **TIP:** You do not need to replicate all of your organization’s existing policies in a code of conduct. Key policies can simply be referenced where appropriate, throughout your code of conduct.

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### *Keep in mind...*

that local governments **cannot** impose disqualification from office as a sanction for a Code of Conduct breach

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## Adopting and Publishing your Code of Conduct

Once you have come to a consensus on the content of your code of conduct, ask yourselves:

- Q How will we try to ensure that all members are comfortable with a code of conduct that is adopted? What can we do if some members disagree with the code of conduct?
  - Q Should each council/board member formally commit to the code of conduct in some way? What would this look like (e.g., each member signs the document)?
  - Q How are we going to communicate or present the code of conduct to staff, the public and others? Should it be on our website? How else can we make it known?
- ★ **TIP:** Make sure your code of conduct is easily accessible by everyone in the organization, as well as the public.

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### *Keep in mind...*

that if it is challenging to achieve consensus at adoption or any other stage of the development process – don't be afraid to seek out a facilitator or another consultant

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## Putting the Code of Conduct into Action

Finding ways to integrate the code of conduct into your ongoing governance will help ensure that it remains a relevant and effective 'living' document. Consider how you will maintain, use, and keep your code by conduct 'alive' and meaningful by asking yourselves:

- Q How will we use and refer to the code of conduct (e.g., by including it in every agenda package? Displaying it on the wall? Framing it on every member's desk)?
  - Q Should there be education or any other supports for our council/board members or employees about the code of conduct (e.g., at a set time such as the start of every term)? How will new members be oriented to it?
- ★ **TIP:** Education should include not only the content of the code of conduct, but also information on how informal resolution processes or other enforcement mechanisms work in practice if the code of conduct is breached.

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### *Keep in mind...*

that making your code of conduct accessible, transparent, and available to the public will help build public confidence and demonstrate a commitment to good governance

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## Reviewing your Code of Conduct

Local governments are required to consider reviewing their code of conduct following a general local election. Ask yourselves:

- Q Should we review the code of conduct more frequently than required? When would we review it? Are there certain circumstances that would trigger a review process (e.g., after a by-election)?
  - Q How will we review and evaluate the code of conduct? Should there be a set process for reviews? How will changes be incorporated?
- ★ **TIP:** It may be useful to establish a process for feedback on the code of conduct to ensure that when a review happens, all of the relevant feedback is readily available and can be considered.

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### *Keep in mind...*

that your code of conduct is not 'set in stone'; it can be and should be revisited and reviewed regularly

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## List of Resources & Helpful Links

### WORKING GROUP ON RESPONSIBLE CONDUCT RESOURCES

#### *Model Code of Conduct*

[REQUIRES UPDATED LINK]

#### *Foundational Principles of Responsible Conduct Brochure*

[REQUIRES UPDATED LINK]

#### *Forging the Path to Responsible Conduct in Your Local Government Guide*

<https://www.ubcm.ca/sites/default/files/2021-08/Forging%20the%20Path%20to%20Responsible%20Conduct.pdf>

### EXAMPLES OF LOCAL GOVERNMENT CODES OF CONDUCT (BC)

#### *District of Squamish*

<https://squamish.civicweb.net/filepro/documents/?preview=218433>

#### *Municipality of North Cowichan*

<https://www.northcowichan.ca/assets/Municipal~Hall/Policies/Council Policy Standards of Conduct.pdf>

#### *City of Abbotsford*

<https://municipal.qp.gov.bc.ca/civix/document/id/coa/coaoth/c00708>

#### *City of Nanaimo*

<https://www.nanaimo.ca/bylaws/ViewBylaw/7348.pdf>

#### *City of Vancouver*

<https://vancouver.ca/docs/council/12886 Code of Conduct Bylaw.pdf>

#### *District of Saanich*

<http://www.saanich.ca/assets/Local~Government/Documents/Bylaws~and~Policies/code-of-conduct-nov-2016.pdf>

#### *Squamish-Lillooet Regional District*

<https://www.slrld.bc.ca/sites/default/files/pdfs/administration/Policies/1.16%20Board%20Code%20of%20Conduct%20Policy.pdf>

### RESOURCES ABOUT SOCIAL MEDIA POLICIES

#### *Social Media Resource Guide (Alberta Urban Municipalities Association)*

[https://www.auma.ca/sites/default/files/Advocacy/Programs\\_Initiatives/citizen\\_engagement/social\\_media\\_resource\\_guide.pdf](https://www.auma.ca/sites/default/files/Advocacy/Programs_Initiatives/citizen_engagement/social_media_resource_guide.pdf)

[Note: page 26 pertains to Elected Officials and Social Media Policy]

#### *City of Guelph (sample policy)*

<http://guelph.ca/news/social-media/social-media-principles-and-guidelines-for-elected-officials/>

#### *City of Pitt Meadows*

<https://www.pittmeadows.ca/media/4191>

### RESOURCES ABOUT HARASSMENT / HUMAN RIGHTS

#### *City of Vancouver: Human Rights & Harassment policy*

<https://policy.vancouver.ca/AE00205.pdf>

#### *City of Richmond: Respectful Workplace Policy*

<https://www.richmond.ca/shared/assets/Respectful Workplace Policy22820.pdf>

#### *District of Sooke: Anti-Bullying Policy*

<https://sooke.civicweb.net/document/11213>

### RESOURCES ABOUT PRIVACY & HOW INFORMATION IS HANDLED

#### *Privacy Management (Office of the Information & Privacy Commissioner)*

<https://www.oipc.bc.ca/guidance-documents/1545>

#### *District of Saanich (sample privacy management policy)*

<http://www.saanich.ca/assets/Local~Government/Documents/Bylaws~and~Policies/privacy-management-may-2017.pdf>

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