



**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, NOVEMBER 27, 2023 AT 6:00 PM**

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*The City of North Vancouver respectfully acknowledges that this Council meeting is held on the traditional and unceded territories of the Skwxwú7mesh (Squamish) and Səlíl̓wətał (Tsleil-Waututh) Nations.*

**CALL TO ORDER**

**APPROVAL OF AGENDA**

1. Regular Council Meeting Agenda, November 27, 2023

**ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, November 20, 2023

**PROCLAMATION**

International Day of Persons with Disabilities – December 3, 2023

**PUBLIC INPUT PERIOD**

**CONSENT AGENDA**

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

**REPORT**

- \*3. 2024 Council Committees and Appointments

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

- \*4. “Council Remuneration Bylaw, 2021, No. 8820, Amendment Bylaw, 2023, No. 8999” (Text Amendment)

## **PRESENTATIONS**

State of the Urban Forest – Next Steps – Acting Manager, Development Planning

*Information Report, November 15, 2023 – “Urban Forest Plan – State of the Urban Forest Report”*

Living City Tree Planting Program – An Overview of Emerging Challenges  
– Manager, Public Realm Infrastructure, and Landscape Technician

*Information Report, November 15, 2023 – “Street Tree Planting Program: Getting a Head Start on Expanding the City’s Tree Canopy Coverage”*

## **REPORTS**

5. 2023 Round Two Community Grant Recommendations
6. 2023 Children and Youth Initiatives Fund – Special Project Grant Applications

## **PRESENTATIONS**

Zoning Bylaw Update – Phase 1 Summary – Manager, Long Range and Community Planning

*Information Report, November 15, 2023 – “Zoning Bylaw Update Project – Phase 1 Summary Report”*

2023 Fees and Charges Review – Chief Financial Officer

## **REPORT**

7. 2023 Fees and Charges Review

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

8. “North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2023, No. 8961” (Fee Schedule and Memorial Regulations)
9. “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2023, No. 8979” (Schedule F – Fees)
10. “Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 8980” (Schedule A – Water Services Fees)
11. “Sewerage and Drainage Utility Bylaw, 1995, No. 6746, Amendment Bylaw, 2023, No. 8981” (Schedule A – Sewer and Drainage Services Fees)
12. “Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2023, No. 8982” (Schedule A – Fees and Deposits)

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

13. “Bylaw Notice Enforcement Bylaw, 2018, No. 8675, Amendment Bylaw, 2023, No. 8983” (Schedule A – Street and Traffic Bylaw Penalties)
14. “Fees and Charges Bylaw, 1993, No. 6383, Amendment Bylaw, 2023, No. 8984” (Schedule C – Filming Fees)

**PUBLIC CLARIFICATION PERIOD**

**COUNCIL INQUIRIES / REPORTS**

**NEW ITEMS OF BUSINESS**

**NOTICES OF MOTION**

**RECESS TO CLOSED SESSION**

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

**ADJOURN**

## **CALL TO ORDER**

## **APPROVAL OF AGENDA**

1. Regular Council Meeting Agenda, November 27, 2023

## **ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, November 20, 2023

## **PROCLAMATION**

International Day of Persons with Disabilities – December 3, 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 may only speak on the same matter once in a 3-month period.

Speakers during the Public Input Period are permitted to join the meeting in person in the Council Chamber or electronically via Webex. There are 2 ways to sign up to speak during the Public Input Period.

- 1) IN PERSON: Speakers who choose to participate in person must sign the speaker list located outside the Council Chamber between 5:30 and 5:55pm on the day of the Council meeting.
- 2) ELECTRONICALLY VIA WEBEX: Speakers who choose to participate 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. These pre-registrants will receive instructions by email or phone on the afternoon before the Council meeting.

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 provides an opportunity for comment only and places the speaker’s concern on record, without the expectation of a response from Council. Speakers must comply with the General Rules of Conduct set out in section 5.1 of “Council Procedure Bylaw, 2015, No. 8500” and may not speak with respect to items as listed in section 12.25(2).

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

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



## **CONSENT AGENDA**

Items \*3 and \*4 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**

### **REPORT**

- \*3. 2024 Council Committees and Appointments – File: 01-0530-01-0001/2023

Report: Corporate Officer, November 20, 2023

### **RECOMMENDATION:**

PURSUANT to the report of the Corporate Officer, dated November 20, 2023, entitled “2024 Council Committees and Appointments”:

THAT the 2024 Council Committees and Appointments be endorsed, as presented;

AND THAT the “Council Remuneration Bylaw, 2021, No. 8820, Amendment Bylaw, 2023, No. 8999” (Text Amendment) be considered.

*Item 4 refers.*

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

- \*4. “Council Remuneration Bylaw, 2021, No. 8820, Amendment Bylaw, 2023, No. 8999” (Text Amendment)

### **RECOMMENDATION:**

THAT “Council Remuneration Bylaw, 2021, No. 8820, Amendment Bylaw, 2023, No. 8999” (Text Amendment) be given first, second and third readings.

## **END OF CONSENT AGENDA**

## **PRESENTATIONS**

State of the Urban Forest – Next Steps – Acting Manager, Development Planning

*Information Report, November 15, 2023 – “Urban Forest Plan – State of the Urban Forest Report”*

Living City Tree Planting Program – An Overview of Emerging Challenges – Manager, Public Realm Infrastructure, and Landscape Technician

*Information Report, November 15, 2023 – “Street Tree Planting Program: Getting a Head Start on Expanding the City’s Tree Canopy Coverage”*

## **REPORTS**

5. 2023 Round Two Community Grant Recommendations  
– File: 05-1850-20-0005/2023

Report: Community Planner, November 15, 2023

### **RECOMMENDATION:**

PURSUANT to the report of the Community Planner, dated November 15, 2023, entitled “2023 Round Two Community Grant Recommendations”:

THAT the 2023 Community Grants be awarded to the list of organizations as proposed in the report, in the total amount of \$50,696, with funds allocated from the 2023 Community Grants budget;

AND THAT the funded and non-funded grants be listed in the Minutes in full.

6. 2023 Children and Youth Initiatives Fund – Special Project Grant Applications  
– File: 10-5120-01-0001/2023

Report: Community Development Coordinator, November 22, 2023

### **RECOMMENDATION:**

PURSUANT to the report of the Community Development Coordinator, dated November 22, 2023, entitled “2023 Children and Youth Initiatives Fund – Special Project Grant Applications”:

THAT the Children and Youth Initiative Fund grant allocations, as proposed in Attachment 1, totaling \$20,500 for 2023, be approved;

THAT a copy of the Council resolution be sent to the District of North Vancouver and to the North Vancouver School Board (SD No. 44) for information;

AND THAT the funded amounts be listed in the Minutes in full.

## **PRESENTATIONS**

Zoning Bylaw Update – Phase 1 Summary – Manager, Long Range and Community Planning

*Information Report, November 15, 2023 – “Zoning Bylaw Update Project – Phase 1 Summary Report”*

2023 Fees and Charges Review – Chief Financial Officer

*Items 7, 8, 9, 10, 11, 12, 13 and 14 refer.*

## **REPORT**

7. 2023 Fees and Charges Review – File: 05-1715-20-0001/2023

Report: Chief Financial Officer, November 15, 2023

### **RECOMMENDATION:**

PURSUANT to the report of the Chief Financial Officer, dated November 15, 2023, entitled “2023 Fees and Charges Review”:

THAT the following bylaws be considered:

- “North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2023, No. 8961” (Fee Schedule and Memorial Regulations);
- “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2023, No. 8979” (Schedule F – Fees);
- “Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 8980” (Schedule A – Water Services Fees);
- “Sewerage and Drainage Utility Bylaw 1995, No. 6746, Amendment Bylaw, 2023, No. 8981” (Schedule A – Sewer and Drainage Services Fees);
- “Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2023, No. 8982” (Schedule A – Fees and Deposits);
- “Bylaw Notice Enforcement Bylaw, 2018, No. 8675, Amendment Bylaw, 2023, No. 8983” (Schedule A – Street and Traffic Bylaw Penalties); and
- “Fees and Charges Bylaw, 1993, No. 6383, Amendment Bylaw, 2023, No. 8984” (Schedule C – Filming Fees).

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

8. “North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2023, No. 8961” (Fee Schedule and Memorial Regulations)

### **RECOMMENDATION:**

THAT “North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2023, No. 8961” (Fee Schedule and Memorial Regulations)” be given first, second and third readings.

9. “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2023, No. 8979” (Schedule F – Fees)

### **RECOMMENDATION:**

THAT “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2023, No. 8979” (Schedule F – Fees) be given first, second and third readings.

10. “Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 8980” (Schedule A – Water Services Fees)

### **RECOMMENDATION:**

THAT “Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 8980” (Schedule A – Water Services Fees) be given first, second and third readings.

11. “Sewerage and Drainage Utility Bylaw, 1995, No. 6746, Amendment Bylaw, 2023, No. 8981” (Schedule A – Sewer and Drainage Services Fees)

### **RECOMMENDATION:**

THAT “Sewerage and Drainage Utility Bylaw, 1995, No. 6746, Amendment Bylaw, 2023, No. 8981” (Schedule A – Sewer and Drainage Services Fees) be given first, second and third readings.

12. “Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2023, No. 8982” (Schedule A – Fees and Deposits)

### **RECOMMENDATION:**

THAT “Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2023, No. 8982” (Schedule A – Fees and Deposits) be given first, second and third readings.

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

13. “Bylaw Notice Enforcement Bylaw, 2018, No. 8675, Amendment Bylaw, 2023, No. 8983” (Schedule A – Street and Traffic Bylaw Penalties)

**RECOMMENDATION:**

THAT “Bylaw Notice Enforcement Bylaw, 2018, No. 8675, Amendment Bylaw, 2023, No. 8983” (Schedule A – Street and Traffic Bylaw Penalties) be given first, second and third readings.

14. “Fees and Charges Bylaw, 1993, No. 6383, Amendment Bylaw, 2023, No. 8984” (Schedule C – Filming Fees)

**RECOMMENDATION:**

THAT “Fees and Charges Bylaw, 1993, No. 6383, Amendment Bylaw, 2023, No. 8984” (Schedule C – Filming Fees) be given first, second and third readings.

**PUBLIC CLARIFICATION PERIOD**

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

**COUNCIL INQUIRIES / REPORTS**

**NEW ITEMS OF BUSINESS**

**NOTICES OF MOTION**

**RECESS TO CLOSED SESSION**

THAT Council recess to the Committee of the Whole, Closed Session, pursuant to the *Community Charter*, Section 90(1)(e) [land matter].

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

**ADJOURN**

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**MINUTES OF THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER AND ELECTRONICALLY (HYBRID) FROM CITY HALL, 141 WEST 14<sup>TH</sup> STREET, NORTH VANCOUVER, BC, ON  
MONDAY, NOVEMBER 20, 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\*

*\*participated electronically*

**STAFF MEMBERS**

L. McCarthy, CAO  
K. Graham, Corporate Officer  
A. Cifarelli, Corporate Officer  
J. Peters, Acting Deputy Corporate Officer  
H. Granger, City Solicitor  
R. Skene, Deputy Director, Civic Development and Strategic Initiatives  
K. Magnusson, Director, Engineering, Parks and Environment  
E. Rothfels, Utilities Engineer  
S. Galloway, Director, Planning and Development  
R. Basi, Acting Deputy Director, Planning and Development  
S. Smith, Manager, Economic Development  
H. Turner, Director, Recreation and Culture, NVRC  
C. Bulman, Committee Clerk

The meeting was called to order at 6:03 pm.

**APPROVAL OF AGENDA**

Moved by Councillor Shahriari, seconded by Councillor Back

1. Regular Council Meeting Agenda, November 20, 2023

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

Moved by Councillor Shahriari, seconded by Councillor Back

2. Regular Council Meeting Minutes, November 6, 2023

**CARRIED UNANIMOUSLY**

**PUBLIC INPUT PERIOD**

Nil.

**CONSENT AGENDA**

Moved by Councillor Back, seconded by Councillor Girard

THAT the recommendations listed within the "Consent Agenda" be approved.

**CARRIED UNANIMOUSLY**

## **START OF CONSENT AGENDA**

### **CORRESPONDENCE**

3. Board in Brief, Metro Vancouver Regional District, October 27, 2023  
– File: 01-0400-60-0006/2023

Re: Metro Vancouver – Board in Brief

Moved by Councillor Back, seconded by Councillor Girard

THAT the correspondence from Metro Vancouver, dated October 27, 2023, regarding the “Metro Vancouver – Board in Brief”, be received and filed.

**(CARRIED UNANIMOUSLY)**

### **BYLAW – ADOPTION**

4. “City of North Vancouver Hydronic Energy Service Bylaw, 2004, No. 7575, Amendment Bylaw, 2023, No. 8994” (Schedule C and Other Fees)

Moved by Councillor Back, seconded by Councillor Girard

THAT “City of North Vancouver Hydronic Energy Service Bylaw, 2004, No. 7575, Amendment Bylaw, 2023, No. 8994” (Schedule C and Other Fees) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

**(CARRIED UNANIMOUSLY)**

### **REPORT**

5. UBCM Community Emergency Preparedness Fund Grant Application – Connecting Cultural Safety and Resilience Planning on the North Shore  
– File: 14-7130-01-0001/2023

Report: Director, North Shore Emergency Management, November 1, 2023

Moved by Councillor Back, seconded by Councillor Girard

PURSUANT to the report of the Director, North Shore Emergency Management, dated November 1, 2023, entitled “UBCM Community Emergency Preparedness Fund Grant Application – Connecting Cultural Safety and Resilience Planning on the North Shore”:

THAT the application submitted to the UBCM Community Emergency Preparedness Fund (CEPF), under the stream of “2023 Indigenous Cultural Safety and Humility Training” for the “Paddling Our Canoe Forward: Connecting Cultural Safety and Resilience Planning on the North Shore” project, in the amount of \$95,300, be endorsed;

AND THAT the District of North Vancouver, in partnership with North Shore Emergency Management (NSEM), be authorized to manage the project and funds.

**(CARRIED UNANIMOUSLY)**

## **END OF CONSENT AGENDA**



## **REPORTS**

6. Drainage Utility Funding Reallocation to Construct Storm Sewer Extensions  
– File: 11-5240-01-0001/2023

Report: Utilities Engineer, Engineering Design, November 8, 2023

Moved by Councillor Valente, seconded by Councillor Shahriari

PURSUANT to the report of the Utilities Engineer, Engineering Design, dated November 8, 2023, entitled “Drainage Utility Funding Reallocation to Construct Storm Sewer Extensions”:

THAT \$492,000 be transferred from Project 55096 (Storm Main-Bypass to Wagg Creek) to Project 55057 (Storm Main Infills).

**CARRIED UNANIMOUSLY**

7. Naming Theme for Interior Rooms at the New Harry Jerome Community Recreation Centre – File: 02-0800-30-0028/1

Report: Deputy Director, Civic Development and Strategic Initiatives,  
November 8, 2023

Moved by Councillor Girard, seconded by Councillor Back

PURSUANT to the report of the Deputy Director, Civic Development and Strategic Initiatives, dated November 8, 2023, entitled “Naming Theme for Interior Rooms at the New Harry Jerome Community Recreation Centre”:

THAT staff be directed to proceed with the naming theme of “North Shore Birds” for interior rooms at the new Harry Jerome Community Recreation Centre.

**CARRIED UNANIMOUSLY**

8. Funding Transfers between Projects Policy – File: 05-1705-01-0001/2023

Report: Chief Financial Officer, November 8, 2023

Moved by Councillor Back, seconded by Councillor Valente

PURSUANT to the report of the Chief Financial Officer, dated November 8, 2023, entitled “Funding Transfers between Projects Policy”:

THAT the Funding Transfers between Projects Policy be approved.

**CARRIED UNANIMOUSLY**

## **REPORTS – Continued**

9. Amendments to the North Vancouver Recreation and Culture Commission Establishing Bylaw and Delegation Bylaw – File: 01-0360-20-0074/2023

Report: Chief Administrative Officer, November 9, 2023

Moved by Councillor Bell, seconded by Councillor Girard

PURSUANT to the report of the Chief Administrative Officer, dated November 9, 2023, entitled “Amendments to the North Vancouver Recreation and Culture Commission Establishing Bylaw and Delegation Bylaw”:

THAT the “North Vancouver Recreation and Culture Commission Establishing Bylaw, 2009, No. 8020, Amendment Bylaw, 2023, No. 8996” (Schedule A) be considered;

AND THAT the “North Vancouver Recreation and Culture Commission Delegation Bylaw, 2014, No. 8381, Amendment Bylaw, 2023, No. 8998” (Schedule A) be considered.

**CARRIED UNANIMOUSLY**

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

10. “North Vancouver Recreation and Culture Commission Establishing Bylaw, 2009, No. 8020, Amendment Bylaw, 2023, No. 8996” (Schedule A)

Moved by Councillor Bell, seconded by Councillor Girard

THAT “North Vancouver Recreation and Culture Commission Establishing Bylaw, 2009, No. 8020, Amendment Bylaw, 2023, No. 8996” (Schedule A) be given first and second readings.

**CARRIED UNANIMOUSLY**

Moved by Councillor Bell, seconded by Councillor Girard

THAT “North Vancouver Recreation and Culture Commission Establishing Bylaw, 2009, No. 8020, Amendment Bylaw, 2023, No. 8996” (Schedule A) be given third reading.

**CARRIED UNANIMOUSLY**

11. “North Vancouver Recreation and Culture Commission Delegation Bylaw, 2014, No. 8381, Amendment Bylaw, 2023, No. 8998” (Schedule A)

Moved by Councillor Bell, seconded by Councillor Girard

THAT “North Vancouver Recreation and Culture Commission Delegation Bylaw, 2014, No. 8381, Amendment Bylaw, 2023, No. 8998” (Schedule A) be given first and second readings.

**CARRIED UNANIMOUSLY**

*Continued...*

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

11. “North Vancouver Recreation and Culture Commission Delegation Bylaw, 2014, No. 8381, Amendment Bylaw, 2023, No. 8998” (Schedule A) – Continued

Moved by Councillor Bell, seconded by Councillor Girard

THAT “North Vancouver Recreation and Culture Commission Delegation Bylaw, 2014, No. 8381, Amendment Bylaw, 2023, No. 8998” (Schedule A) be given third reading.

**CARRIED UNANIMOUSLY**

## **REPORT**

12. Zoning Bylaw Text Amendment for 630 Brooksbank Avenue (WSP Canada Inc. / Kasian Architecture) – File: 08-3400-20-0059/1

Report: Planner 2, Development Planning, November 8, 2023

Moved by Councillor Bell, seconded by Councillor Shahriari

PURSUANT to the report of the Planner 2, Development Planning, dated November 8, 2023, entitled “Zoning Bylaw Text Amendment for 630 Brooksbank Avenue (WSP Canada Inc. / Kasian Architecture)”:

THAT the application submitted by WSP Canada Inc. / Kasian Architecture, for a text amendment to the Comprehensive Development 201 (CD-201) Zone, associated with the property located at 630 Brooksbank Avenue, 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 “Community Benefits” be secured through agreements at the applicant’s expense and to the satisfaction of staff.

**CARRIED UNANIMOUSLY**

## **NOTICE OF MOTION**

13. Council Policy to Reduce Barriers to Public Office – File: 01-0340-50-0009/1

Submitted by Councillor McIlroy

Moved by Councillor McIlroy, seconded by Councillor Back

WHEREAS the City of North Vancouver Council Strategic Plan has a priority of being A City for People that is welcoming, inclusive, safe and accessible and supports the health and well-being of all, which includes members of the community, City staff and members of Council;

*Continued...*

## **NOTICE OF MOTION – Continued**

13. Council Policy to Reduce Barriers to Public Office – File: 01-0340-50-0009/1  
– Continued

WHEREAS elected local government officials contribute a significant service to the communities they represent through the time and effort invested during their tenure of office, often forgoing other professional, personal and financial opportunities;

WHEREAS research continues to indicate that significant systemic and institutional barriers exist for equity-seeking groups to participate in local office, both in running for and holding a position of Mayor or Councillor;

THEREFORE BE IT RESOLVED THAT the City of North Vancouver implement a caregiver leave policy for maternity and/or parental leave, and to provide compassionate care or caregiving support to someone considered to be family who is critically ill or needing end-of-life care;

**CARRIED UNANIMOUSLY**

Moved by Councillor McIlroy, seconded by Councillor Back

THEREFORE BE IT RESOLVED THAT the City of North Vancouver develop a Council remuneration review policy in line with the best practices provided in the Council and Board Remuneration Guide developed by UBCM;

**DEFEATED**

Mayor Buchanan, Councillor Bell, Councillor Girard and Councillor Shahriari are recorded as voting in opposition to the motion.

Moved by Councillor McIlroy, seconded by Councillor Back

AND THEREFORE BE IT RESOLVED THAT the Mayor be directed to write to the Minister of Finance requesting an update on the inclusion of local government elected officials in the Municipal Pension Plan, reiterating the importance of amending the *Public Sector Pensions Plan Act* in reducing barriers to public office employment.

**CARRIED**

Mayor Buchanan is recorded as voting in opposition to the motion.

## **PUBLIC CLARIFICATION PERIOD**

Nil.

## **COUNCIL INQUIRIES**

### 14. Mechanical Systems Installed in 'Part 3' Buildings – File: 01-0220-08-0001/2023

Inquiry by Councillor McIlroy

Councillor McIlroy inquired of Mayor Buchanan regarding the type of mechanical systems that are installed in Part 3 buildings that do not connect to LEC and any information on where there are building code or bylaw guidelines in place that regulate greenhouse gas emissions. Mayor Buchanan advised that this matter has been forwarded to staff for a report back to Council.

### 15. Noise Monitoring Network – File: 01-0220-08-0001/2023

Inquiry by Councillor Valente

Councillor Valente inquired of Mayor Buchanan on the status of the appropriation approved at the Regular meeting of March 27, 2023 regarding Noise Monitoring Network. Mayor Buchanan advised that this matter has been forwarded to staff for a report back to Council.

## **NEW ITEMS OF BUSINESS**

Nil.

## **NOTICES OF MOTION**

Nil.

## **RECESS TO CLOSED SESSION**

Moved by Councillor Back, seconded by Councillor Valente

THAT Council recess to the Committee of the Whole, Closed Session, pursuant to the *Community Charter*, Sections 90(1)(c) [labour relations], 90(1)(e) [land matter], 90(1)(g) [legal matter], 90(1)(j) [information privacy], 90(1)(k) [contract negotiations/proposed service] and 90(2)(b) [intergovernmental relations].

**CARRIED UNANIMOUSLY**

The meeting recessed to the Committee of the Whole, Closed Session, at 7:16 pm and reconvened at 8:32 pm.

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

16. Land Matter / Legal Matter / Intergovernmental Relations  
– File: 13-6750-01-0001/2023

Report: Manager, Economic Development, and Manager, Long-Range and Community Planning, November 8, 2023

Moved by Councillor Back, seconded by Councillor Valente

PURSUANT to the report of the Manager, Economic Development, and Manager, Long-Range and Community Planning, dated November 8, 2023, regarding a land matter, a legal matter and intergovernmental relations:

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, Economic Development, and Manager, Long-Range and Community Planning, dated November 8, 2023, remain in the Closed session.

**CARRIED UNANIMOUSLY**

17. Land Matter / Legal Matter / Proposed Service – File: 02-0800-30-0022/1

Report: Deputy Chief Administrative Officer, November 3, 2023

Moved by Councillor Back, seconded by Councillor Valente

PURSUANT to the report of the Deputy Chief Administrative Officer, dated November 3, 2023, regarding a land matter, a legal matter and proposed service:

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 Deputy Chief Administrative Officer, dated November 3, 2023, remain in the Closed session.

**CARRIED UNANIMOUSLY**

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

18. Labour Relations / Legal Matter / Information Privacy / Contract Negotiations / Intergovernmental Relations – File: 01-0110-10-0001/2023

Report: Chief Administrative Officer, November 15, 2023

Moved by Councillor Back, seconded by Councillor Valente

PURSUANT to the report of the Chief Administrative Officer, dated November 15, 2023, regarding labour relations, a legal matter, information privacy, contract negotiations and intergovernmental relations:

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

AND THAT the wording of the recommendation and the report of the Chief Administrative Officer, dated November 15, 2023, remain in the Closed session.

**CARRIED UNANIMOUSLY**

## **ADJOURN**

Moved by Councillor Bell, seconded by Councillor Back

THAT the meeting adjourn.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:33 pm.

*“Certified Correct by the Corporate Officer”*

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CORPORATE OFFICER

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

# *Proclamation*

## **INTERNATIONAL DAY OF PERSONS WITH DISABILITIES**

*Whereas*

the International Day of Persons with Disabilities has been commemorated since 1992 to promote action and raise awareness relating to the inclusion of persons with disabilities;

*Whereas*

the 2023 theme, “Transformative Solutions for Inclusive Development: the role of innovation in fueling an accessible and equitable world”, promotes the rights and well-being of persons with disabilities at every level of society and development, and to raise awareness of the situation of persons with disabilities in all aspects of political, social, economic and cultural life;

*And Whereas*

the City of North Vancouver is committed to following best practices in ensuring our community is accessible, user-friendly and inclusive of all people’s needs in order to empower and create opportunities for all people living with a disability to enjoy and fully participate in society;

*Now Therefore*

I, Linda Buchanan, Mayor of the City of North Vancouver, do hereby proclaim **December 3, 2023** as **International Day of Persons with Disabilities** in the City of North Vancouver, the traditional territories of the Squamish and Tsleil-Waututh Nations.

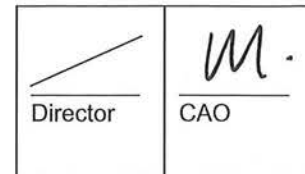
So proclaimed on Monday, November 27, 2023

*Linda C. Buchanan*

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Mayor Linda Buchanan

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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**OFFICE OF THE DEPUTY CHIEF ADMINISTRATIVE OFFICER**  
**CITY CLERK'S DEPARTMENT**

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Amelia Cifarelli, Corporate Officer

Subject: 2024 COUNCIL COMMITTEES AND APPOINTMENTS

Date: November 20, 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 November 20, 2023, entitled "2024 Council Committees and Appointments":

THAT the 2024 Council Committees and Appointments be endorsed, as presented;

AND THAT the "Council Remuneration Bylaw, 2021, No. 8820, Amendment Bylaw, 2023, No. 8999" (Text Amendment) be considered.

**ATTACHMENTS**

1. 2024 Council Committees and Appointments (CityDocs [2425308](#))
2. Council Remuneration Bylaw, 2021, No. 8820, Amendment Bylaw, 2023, No. 8999 (CityDocs [2437954](#))

**DISCUSSION**

This report is provided for Council consideration of the annual Council Committees and Appointments.

On an annual basis, members of Council are designated as representatives on a number of advisory bodies and agencies, including, but not limited to:

- City of North Vancouver Standing Committees;
- Advisory Bodies and Management Bodies;

- Joint-Municipal Bodies and Agencies; and
- Metro Vancouver Board and Committees.

Municipal appointments to the Metro Vancouver Board were approved by Council at its Inaugural meeting on November 7, 2022. Mayor Buchanan was appointed as Director and Councillor Girard was appointed as Alternate Director, for the duration of the Council term.

A housekeeping amendment to the Council Remuneration Bylaw, 2021, No. 8820 is presented in Attachment #2. Council Remuneration Bylaw, 2021, No. 8820, Amendment Bylaw, 2023, No. 8999 (Text Amendment) removes the Acting Mayor schedule from the Bylaw as the Acting Mayor schedule is presented in the annual Council Committees and Appointments.

RESPECTFULLY SUBMITTED:

  
\_\_\_\_\_  
Amelia Cifarelli  
Corporate Officer



## 2024 COUNCIL COMMITTEES AND APPOINTMENTS

January 1, 2024 to December 31, 2024

### CITY OF NORTH VANCOUVER COMMITTEES AND ADVISORY BODIES

#### STANDING COMMITTEES

##### **Finance Committee**

All Members of Council  
Mayor Buchanan, Chair  
Acting Mayor, Alternate Chair

##### **Policy Committee**

All Members of Council  
Mayor Buchanan, Chair  
Acting Mayor, Alternate Chair

##### **Parks and Recreation Committee**

All Members of Council  
Mayor Buchanan, Chair  
Acting Mayor, Alternate Chair

#### MANAGEMENT BODIES

Listed members are appointed as voting members.

##### **North Vancouver City Library Board**

Councillor Valente

##### **Gardens Review Board – Park & Tilford Gardens**

Mayor Buchanan

##### **Civic Naming Committee**

Mayor Buchanan, Chair  
Councillor Bell  
Councillor McIlroy

#### ADVISORY BODIES

Listed members are appointed as Council liaisons and are non-voting members.

##### **Advisory Design Panel**

Councillor Shahriari

##### **Advisory Planning Commission**

Councillor Back  
Councillor Bell

**Heritage Advisory Commission**  
Councillor Shahriari

**Integrated Transportation Committee**  
Councillor McIlroy

**Social Planning Advisory Committee**  
Councillor Valente

## **OTHER COMMITTEES, ADVISORY BODIES AND AGENCIES**

### **MANAGEMENT BODIES**

Listed members are appointed as voting members.

**Joint Use of Public Facilities Planning Committee**  
Mayor Buchanan

**North Vancouver Policing Committee**  
Mayor Buchanan  
Councillor Back

**North Shore Emergency Management Office Executive Committee**  
Councillor Back

**North Shore Neighbourhood House**  
Councillor Girard

**North Vancouver Museum and Archives Commission**  
Councillor Bell

**North Vancouver Recreation and Culture Commission**  
Mayor Buchanan  
Councillor Girard  
Councillor Back, Alternate

### **ADVISORY BODIES**

Listed members are appointed as Council liaisons and are non-voting members.

**North Shore Advisory Committee on Disability Issues**  
Councillor Shahriari

**North Vancouver Community Arts Council**  
Councillor Girard

**Vancouver Coastal Health / North Shore Local Governance Liaison Group**  
Mayor Buchanan

## **METRO VANCOUVER**

***Metro Vancouver Greater Vancouver Regional District Board of Directors,  
Greater Vancouver Sewerage and Drainage District Board and  
Greater Vancouver Water District Board***

Mayor Buchanan, Director

Councillor Girard, Alternate Director

## **PARCEL TAX ROLL REVIEW PANEL**

All members of Council

## **LONSDALE ENERGY CORPORATION**

Councillor McIlroy

## **ACTING MAYOR SCHEDULE**

January – February	Councillor Girard
March – April	Councillor McIlroy
May – June	Councillor Shahriari
July – August	Councillor Back
September – October	Councillor Valente
November – December	Councillor Bell

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8999

**A Bylaw to amend “Council Remuneration Bylaw, 2021, No. 8820”**

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 **“Council Remuneration Bylaw, 2021, No. 8820, Amendment Bylaw, 2023, No. 8999” (Text Amendment)**.
2. “Council Remuneration Bylaw, 2021, No. 8820” is amended as follows:
  - A. In section 4, by deleting the following text:

“The schedule for Acting Mayor is as follows:

Councillor Bell	November – December
Councillor Back	January – February
Councillor Valente	March – April
Councillor Girard	May – June
Councillor Hu	July – August
Councillor McIlroy	September – October”

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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**On March 29, 2021, Council directed staff to:**

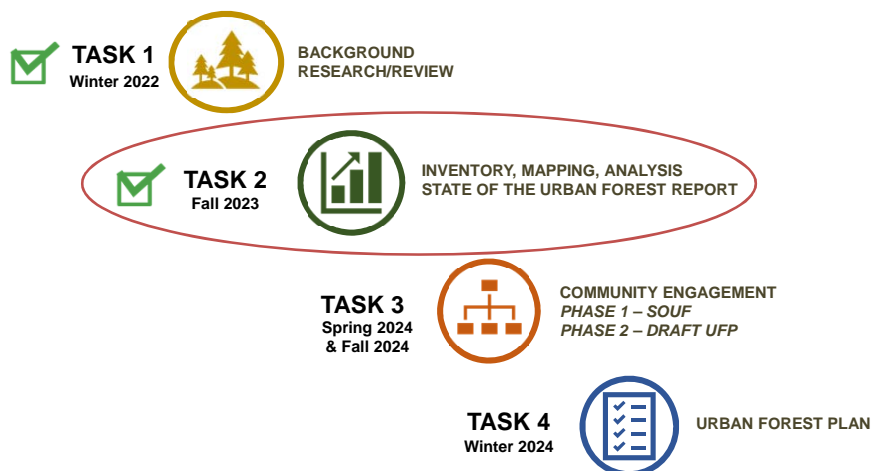
*"... report back on an interim tree protection bylaw that includes experiences from other municipalities on the implementation of such bylaw and its impact on infrastructure and that staff develop an Urban Forest Management Strategy in coordination with the continued development of the new Climate and Environment Strategy..."*

## Agenda

- The Urban Forest Plan
  - Project Overview
- Defining the Urban Forest
  - Urban Forest Benefits
  - City Initiatives
- State of the Urban Forest Report
  - Key Findings
  - Indicators
- Next Steps
  - Community Engagement



## Timeline

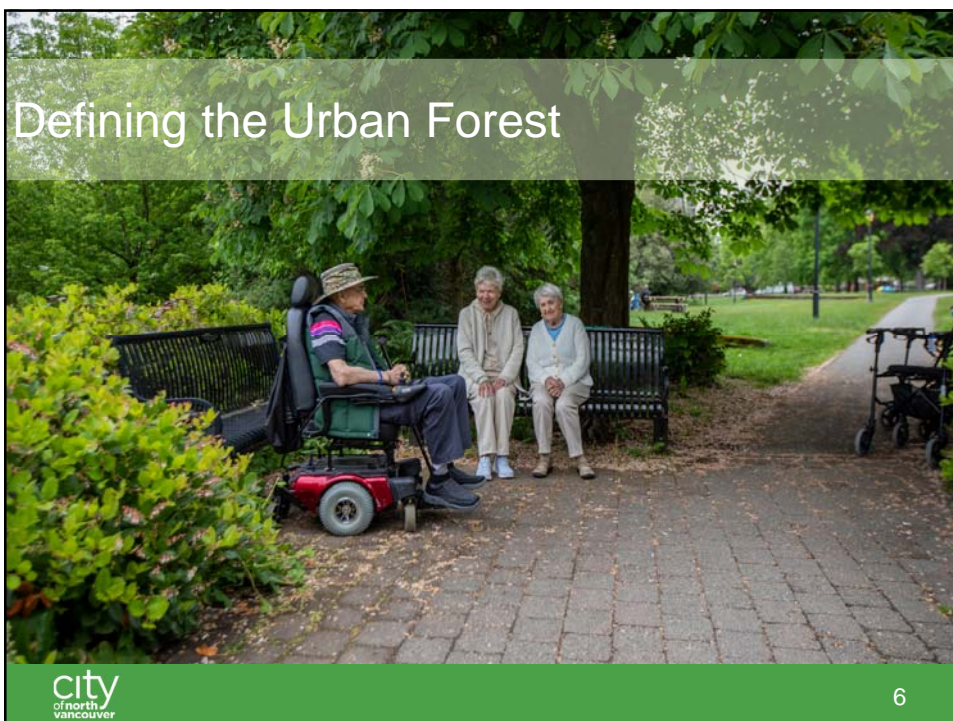


## Project Overview

- **State of the Urban Forest (SOUF) Report**
  - Providing historical context, trends, and benchmarking the urban forest today
- **Urban Forest Plan**
  - Final deliverable with recommendations and an action plan

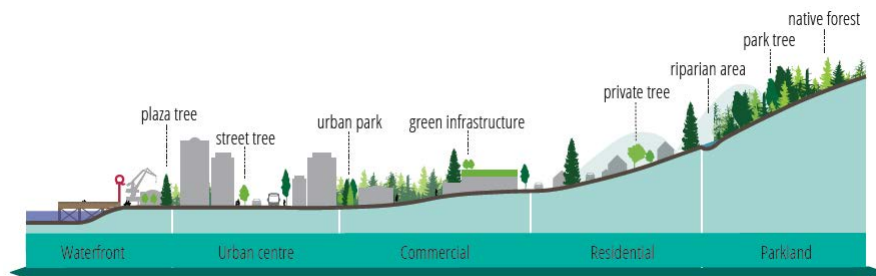


## Defining the Urban Forest



## What is the urban forest?

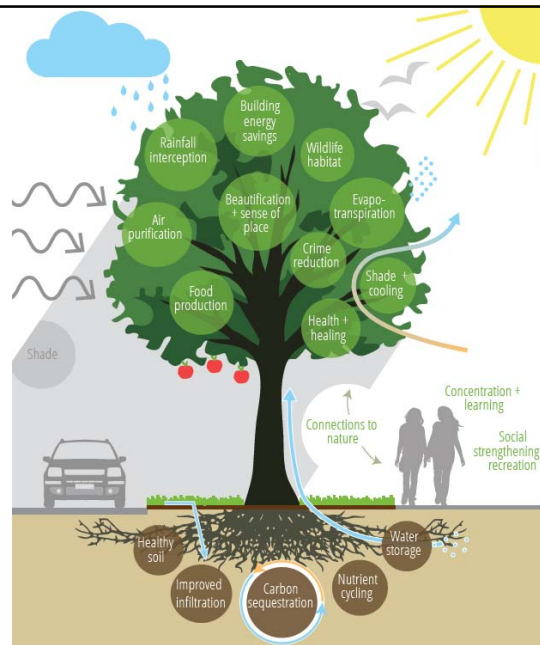
*All of the trees and supporting vegetation in the community. The urban forest is an interconnected ecosystem that also includes the soil, water, and air that nourishes trees.*



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## Urban Forest Benefits



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## Habitat for wildlife



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## Rainwater management



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## Cooling urban areas



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## Encouraging social cohesion and community belonging

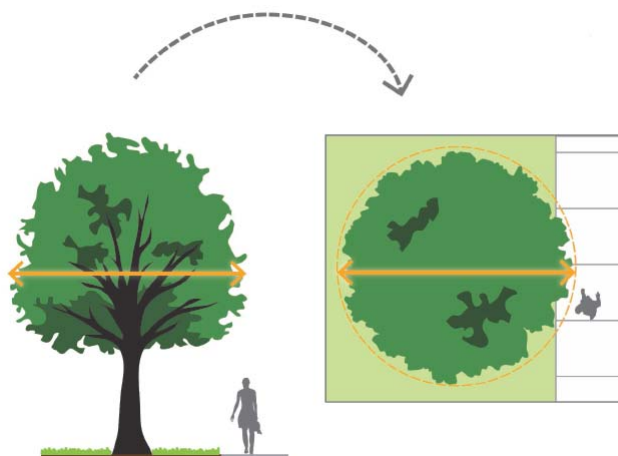


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## What is Canopy Cover?

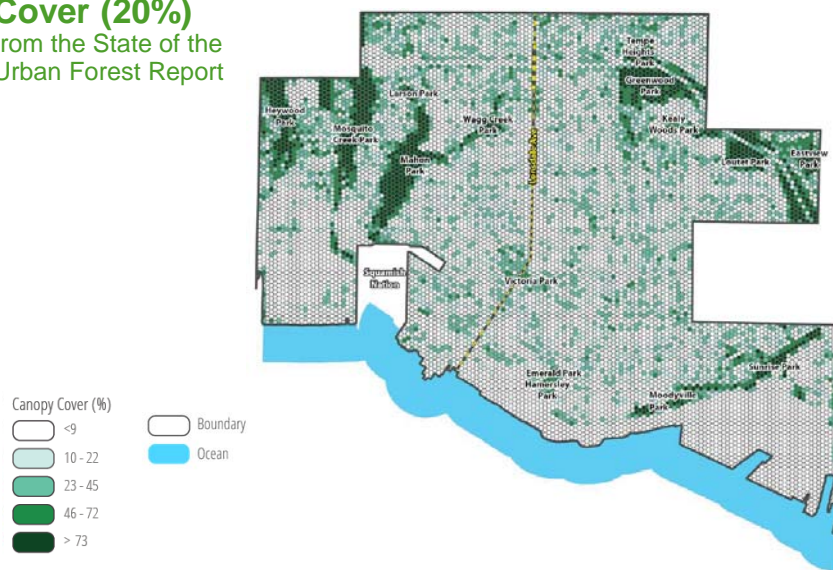


## Key Findings from the SOUF Report

- Tree canopy cover has remained stable since 2007 at 20%
- The urban forest is facing increased stress due to extreme heat and drought
- Mature trees provide significant value



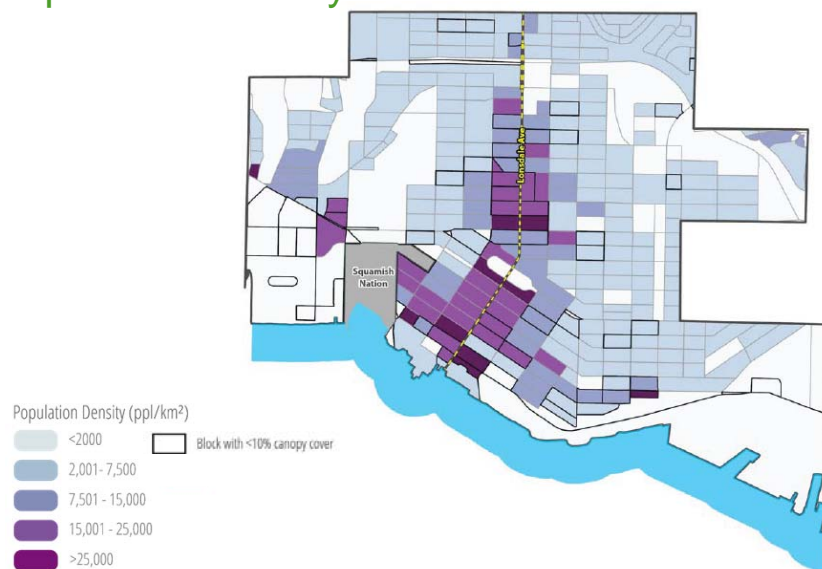
## 2021 Canopy Cover (20%) from the State of the Urban Forest Report



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## Population Density



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## Indicators for the Urban Forest

- Canopy Coverage
- Age and Height
- Species Diversity
- Connectivity



## Next Steps...



## Engagement Planned

### Spring 2024 – Phase 1 engagement

#### Purpose of Engagement:

- To understand and support the articulation of the community's vision, values, and priorities
- To learn and share information of the urban forest with our community

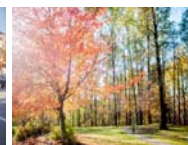


## Engagement Planned

### Fall 2024 – Phase 2 engagement:

#### Purpose of Engagement:

- To present and receive feedback on draft Urban Forest Plan and recommendations



## In summary

- A healthy urban forest is an integral interconnected ecosystem that provides numerous benefits to the community
- Tree canopy cover has remained stable at 20% since at least 2007, but is facing increased stress
- The State of the Urban Forest Report and feedback from the community will help us develop a strategic, holistic and future looking Urban Forest Plan



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Thank you!

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

**INFORMATION REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Anu Garcha, Planning Assistant, Environmental Sustainability

Subject: URBAN FOREST PLAN – STATE OF THE URBAN FOREST REPORT

Date: November 15, 2023 File No: 11-5280-20-0008/1

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**ATTACHMENTS**

1. Information report to Council dated December 23, 2022 from the Planning Assistant, Environmental Sustainability, "Urban Forest Plan – Preliminary Scope and Engagement Timelines" (CityDocs [#2315250](#))
2. State of the Urban Forest – Council Presentation (CityDocs [#2406495](#))
3. State of the Urban Forest Report dated November 2023 (CityDocs [#2434110](#))

**PURPOSE**

The purpose of this report and accompanying presentation is to share key findings from the State of the Urban Forest (SOUF) report concerning the City's historical and current tree canopy and trends, and to update Council of overall scope and timelines of the Urban Forest Plan.

**BACKGROUND**

On March 29, 2021, Council directed staff to:

*"...report back on an interim tree protection bylaw that includes experiences from other municipalities on the implementation of such bylaw and its impact on infrastructure and that staff develop an Urban Forest Management Strategy in coordination with the continued development of the new Climate and Environment Strategy..."*

Council adopted the Tree Bylaw, No. 8888 on March 28, 2022. Staff are now presenting Council with the outline for the Urban Forest Plan.

## **What Is the Urban Forest?**

The urban forest is an interconnected network that consists of all trees and supporting vegetation in the City, including the air, soil, and water that feeds the forest. The urban forest fosters biodiversity by providing shelter, food, and habitat for wildlife. Trees deliver numerous ecosystem services to the community, such as providing habitat for pollinators, rainwater management, and cooling in the summer. There are also many proven health benefits to spending time in nature and the urban forest provides and enhances recreational opportunities for residents and visitors.

## **Why Are We Developing an Urban Forest Plan?**

A plan for the City's urban forest will assist in ensuring its health and resilience to changing conditions over the coming decades. Staff are now developing an Urban Forest Plan (UFP) that will be the City's strategic framework for preservation and expansion of trees and providing policy and best practices to establishing trees as an integral component of the City's infrastructure. The UFP will provide recommendations to address currently fragmented policy to help to holistically grow and protect the City's urban tree canopy.

The first step to preparing the UFP is to understand our current context. To this end, the City recently completed the State of the Urban Forest (SOUF) report to define the urban forest, explain the benefits provided to the community, identify canopy cover trends, and provide a summary of the City's current operations and regulations for tree management.

## **DISCUSSION**

### **Historical Context**

Prior to settlement and urban development, the North Shore was a lush coastal and temperate rainforest. The rainforest fostered incredible biodiversity and was home to a rich old growth forest.

Since the 19<sup>th</sup> century, there has been intensive deforestation on the North Shore. A logging mill in 1863 expedited the deforestation and urbanization of the North Shore, as lumber spurred economic growth. Because of the historic deforestation, no tree in the City is older than 150 years old.

### **Tree Canopy Cover**

Tree canopy cover is an important metric used by municipalities to assess the extent of their urban forest over time. The SOUF report identifies the composition of the current and historical urban forest. The conducted canopy cover analysis indicates coverage has remained stable at 20% since at least 2007. The percentage of tree canopy coverage is similar to other urbanized municipalities in the Metro Vancouver region, such as the City of Vancouver (23%) and New Westminster (18%). However, other



cities in the Pacific Northwest have higher urban canopy coverage, such as Seattle (28%) and Portland (30%).

Out of the City's total land area of 1,189 hectares (ha), the tree canopy covers approximately 240 ha. Over half – approximately 132 ha, or 55% – of the City's tree canopy cover is on private land. The care of these trees is the responsibility of the property owners. 108 ha, or 45%, of the tree canopy is on City-owned property, including rights-of-way and parks. Because the City is highly urbanized, street trees and trees on private property contribute considerably to the City's urban forest. Table 1 shows the number different land use types across the cities and how much of each land use type is covered by the tree canopy.

Land Use Types	Canopy Cover By Management Units
Private Land	55%
Parks	38%
Road Rights-Of-Way	4%
Other City Land	3%

Table 1. Proportion of Citywide tree canopy in each management unit.

Although overall tree canopy cover has remained stable at 20%, both canopy growth and loss have occurred across the City. This canopy cover change has three principle drivers: a changing climate; development outcomes; and public lands and investment. However, the City's urban forestry initiatives – such as the Living City Street Tree Planting Program, City Park Stewardship Program, Community Wildfire Protection Plan, and Hemlock Looper Moth Program – have helped offset canopy loss. Redevelopment of historically low canopy coverage land uses (e.g. commercial, industrial) has provided opportunities to increase tree planting on public and private lands. The UFP will need to monitor the indicators for forest health, including forest age, species diversity, and connectivity to support improved outcomes on all three of these drivers through effective prioritization and proactive planning to ensure that the benefits of the urban forest are shared equitably.

## A Path Forward

The information of the SOUF report will support data informed recommendations in the UFP to best balance community needs and urban forest priorities with respect to climate change, equity, and the capacity to plant and establish trees. Metrics such as canopy cover, population density, and surface temperature will identify areas of highest need for tree planting to support comfortable sidewalks, public spaces and buildings. As temperatures continue to increase, planning for tree planting in areas of high heat, low canopy, and high population density will be imperative to mitigating the urban heat island effect and supporting residents who are most vulnerable to extreme heat events.

With the insight provided by the SOUF, the project is now set to embark on an engagement campaign with the community. Residents have indicated a strong connection to the City's urban forest and a desire to improve urban forest outcomes throughout the community. The UFP will propose a community vision for the urban forest for the next thirty years, alongside recommendations for urban forest

management to achieve that vision. The plan will provide guidance to adapt, expand and enhance the urban forest, thereby bolstering the benefits provided by the urban forest to the community, while balancing competing priorities.

## **PUBLIC ENGAGEMENT**

Planning & Development staff have been working closely with the City's Communications and Engagement Department to develop an informational campaign and promotional materials for phase one of engagement. The first phase of public engagement will share information and collect feedback concerning the urban forest to help understand the community's needs, priorities, and values. This will support the development of the draft vision, goals, and recommendations. City staff will be engaging with the public, interested parties, internal departments, and with First Nations. Public engagement is scheduled to begin in Q1 2024.

As part of the first phase of engagement, an online survey will be launched on the City's Let's Talk page. As part of the online survey, community members will be able to use an online places tool to identify trees of interest and significance in the City. Staff will be hosting several pop-ups across the City to engage with residents and to help spread awareness regarding the UFP.

In addition to the online survey and pop-ups, staff will be hosting a webinar to present information on the UFP and the City's urban forest. Attendees will have an opportunity to ask questions at the end of the presentation. Afterwards, a recording of the webinar will be posted on the City's urban forest webpage.

Information about the pop-up sessions, online survey, and webinar will be found on the City's Let's Talk page: [letstalk.cnv.org/UrbanForestPlan](http://letstalk.cnv.org/UrbanForestPlan).

## **INTERDEPARTMENTAL IMPLICATIONS**

Planning & Development and Engineering, Parks, and Environment staff are collaborating to coordinate and facilitate the proposed project. Other departments that are implicated by the UFP will be included in internal engagement.



## NEXT STEPS

The first phase of public engagement will run for approximately three weeks, after which we anticipate to report back to Council with what we heard and provide key directions for the Plan. Staff will return to Council with a draft of the UFP in Summer 2024 based on those key directions. The second phase of public engagement is expected to start in Fall 2024, during which staff will present and receive feedback on the draft UFP and its recommendations to the community. The draft plan will include recommendations for City regulations, policies, and practices. After the second phase of public engagement concludes, staff plan to bring the final UFP for Council consideration in Winter 2024.

RESPECTFULLY SUBMITTED:



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Anu Garcha,  
Planning Assistant



*MF*  
Department  
Manager

*go*  
Director

*M*  
CAO

The Corporation of **THE CITY OF NORTH VANCOUVER**  
**PLANNING & DEVELOPMENT DEPARTMENT**

**INFORMATION REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Anu Garcha, Planning Assistant

Subject: URBAN FOREST PLAN – PRELIMINARY SCOPE AND ENGAGEMENT TIMELINES

Date: December 22, 2022 File No: 11-5280-20-0008/1

**ATTACHMENTS**

1. Minute Clip of February 28, 2022 regarding report to Council dated February 16, 2022 from the Deputy Director, Planning & Development, "New Measures for Expanding and Protecting the Urban Tree Canopy" (Document [#2314843](#))
2. Minute Clip of June 13, 2022 regarding report to Council dated May 4, 2022 from the Planning Assistant, Environmental Sustainability, "Harmonization of City Guidelines for Tree Protection" (Document [#2314846](#))

**PURPOSE**

The purpose of this report is to share the preliminary project scope and engagement timeline for the Urban Forest Plan, and to inform Council that staff will be proceeding with obtaining public input on the scope for the benefit of shaping draft policy, as per Council direction.

**BACKGROUND**

On March 29, 2021, Council directed staff to:

*"... report back on an interim tree protection bylaw that includes experiences from other municipalities on the implementation of such bylaw and its impact on infrastructure and that staff develop an Urban Forest Management Strategy in coordination with the continued development of the new Climate and Environment Strategy and the work of the Climate and Environment Advisory Task Force."*



On March 28, 2022, Council adopted the Tree Bylaw, No. 8888 to help strengthen the City's urban forest (Attachment #1). This tree bylaw applies to multi-family residential, commercial, industrial, civic, and mixed employment areas within the City, and was written in response to the complexities faced by local governments when balancing trade-offs for infill and larger development sites. On May 4, 2022, staff updated the City guidelines to harmonize language with the requirements of the Tree Bylaw (attachment #2).

The urban forest includes all of the trees in the City and supporting vegetation. To continue enhancement of the City's urban forest, the City has begun work on a modernized Urban Forest Plan (UFP). The City's urban forest management policies require updating to reflect best practices for climate change adaptation, biodiversity protection and enhancement, and guidance for strategic long-term planning to ensure that the urban forest remains resilient and healthy while efficiently managing the City's limited space and resources.

Informed by recent policy work on biodiversity and natural areas, the Climate and Environment Strategy (CES) will provide strategic direction over a ten-year horizon for the protection and enhancement of natural areas and the naturalization of the built environment. To develop a better understanding of the current urban forest, in fall 2022 as part of preliminary work for the UFP, 2021 tree canopy coverage was inventoried and mapped using LiDAR data and the canopy coverage was estimated to be approximately 20%. The UFP will be complementary to the CES and will act as an implementation tool for the more policy based pieces of work, and will provide direction for staff as they work to conserve, expand and connect the City's urban forest.

## **DISCUSSION**

### **Existing Policy Context**

The City currently has several policies that guide urban tree management. In 2007, the City developed an Urban Forest Management Plan to complete a detailed analysis of the natural resources within City parks and to provide clear and prioritized recommendations for managing these areas. The updated Tree Policy for the Management of Trees on City Property was adopted in 2011 to help regulate the protection and maintenance of public trees, beyond trees in City parks. In 2022, the Tree Bylaw extended regulations and protections to private property trees on multi-family residential, commercial, industrial, civic, and mixed employment areas within the City.

Biodiversity and natural areas policy work began in late 2021 to support the Resilient Ecosystems and City sections of the draft CES. Through this work, natural areas and tree canopy cover in the City were inventoried and mapped to understand their characteristics and capacity to support biodiversity. In general, the amount of tree canopy cover across the City is an indicator of the amount of habitat that exists.



Development of a UFP will provide a comprehensive understanding of the urban forest in both urbanized and natural areas within the City, and will support canopy cover targets, long-term planning and decision-making to best support the biodiversity, character and climate resilience of the City.

The City is currently undertaking an Asset Management Strategy and a future phase of this Strategy will develop a policy framework for valuing natural assets, such as the urban forest. This Strategy will be informed by work on the UFP. A healthy urban forest supports critical infrastructure in the City such as assisting in storm water management, reducing flood risk, stabilizing soil, improving air quality and regulating urban temperatures in the summer.

### **Opportunities to better protect and enhance urban ecosystems**

Trees are integral natural assets to the City's ecosystems as they foster biodiversity and provide habitat for wildlife. In addition, the urban forest provides residents access to green spaces and health benefits associated with spending time in nature. Street trees and vegetation provide connectivity between natural areas across the urban matrix for birds, bats, and pollinating insects. Minimizing fragmentation of wildlife interconnection routes and improving connectivity between natural areas is critical to fostering biodiversity. The numerous ecosystem services provided by the urban forest improve quality of life for residents.

However, urban forests are facing changing conditions and mounting challenges such as extreme heat events, droughts, windstorms, and atmospheric rivers. Increases in disease and pest outbreaks, such as the recent western hemlock looper moth, can quickly and significantly alter the health of forests due to compounding stress. As well, invasive species – both flora and fauna – present threats to natural ecosystems by outcompeting native species and can negatively affect tree health. Ensuring redevelopment in the City does not result in unnecessary tree loss and actions are taken to mitigate additional stresses to trees and the surrounding ecosystems is essential. Opportunities for redevelopment to enhance surrounding natural ecosystems and connectivity will be explored. The UFP will help plan for climate change impacts by introducing policy to support the establishment of diverse forest communities designed to adapt to future climatic conditions, account for areas of high ecological and habitat value, minimize fragmentation and stresses from development, and provide target areas for additional tree planting, restoration, and preservation efforts.

### **Phase 1 - Background Research and Review**

During the background research and review phase, current policies and services will be analyzed and evaluated with best practices from peer municipalities. Staff from various City departments will be interviewed to garner a better understanding of processes, policies, procedures, and decision-making regarding public and private trees to determine avenues for improvements. This work will contribute to the State of the Urban Forest (SOUF) report.



The SOUF report will provide information regarding the historical and current urban tree canopy, including a study of private and public trees, forested areas, identifying tree species, age, class, health, along with tolerance to current and future climate and disease risks. Based on the background research, the SOUF report will provide a broad overview of the City's urban forest, our challenges with respect to climate change and other stresses, and a summary of current operations for tree management. The SOUF report is expected to be completed by the end of January 2023.

### **Community Engagement**

Public engagement will occur in two phases. The first phase of public engagement will collect feedback on the community vision, needs, and values for the future of the City's urban forest. The feedback from the first phase will support the development of the draft vision, goals, and recommendations for the community's UFP. The second phase of engagement will present the community with what we heard and link the community's input directly to the draft UFP. The two-phased engagement will support an UFP that reflects the values of the community and supports the needs of the public.

The public can participate in pop-up sessions, drop-in sessions, or a survey to provide their input on the vision for the UFP. As well, community members will be able to use an online places tool to identify trees of interest and significance in the City, and submissions will support the development of a public tree registry. The first phase of public engagement is planned for February 2023 and the second phase for June 2023.

Staff will explore opportunities and strategies to get feedback on the UFP from diverse communities in the City. Opportunities for in-language engagement and strategies to include underrepresented voices are being explored. Youth-specific engagement is planned to ensure their perspectives on the UFP and their values regarding the urban tree canopy and natural areas in the City are reflected.

In addition to public engagement, Squamish Nation and Tsleil-Waututh Nation will be included early in conversations to ensure we provide opportunity to incorporate their feedback and knowledge in the UFP.

### **Inventory, Mapping, Analysis**

The Inventory, Mapping, and Analysis phase will be used to formulate actions, recommendations, and timelines needed to enhance, preserve, and expand the City's urban forest. Data collected and compiled will support climate projection analysis and canopy forecasting models. Feedback from community engagement, staff interviews, and background research and review will be used in formulating actions, recommendations, and timelines.

## **Recommendations and Action Plan**

After the second phase of engagement, this input will be used to establish a clear community-supported vision and targets for the urban forest over a thirty-year horizon. The UFP will summarize the public engagement, benchmark the metrics and trends and set canopy cover targets at the neighbourhood level. This Plan will be a public-facing document that reflects the challenges and needs of the City's urban forest, and will be guided by the community's vision.

The UFP will meet existing challenges and anticipate future conditions, such as climate change, as well as provide recommendations to help build towards a more resilient, equitable community where all residents will benefit from the urban forest. The targets and recommendations will support improved tree and ecosystem health, increased biodiversity for flora and fauna due to restoration initiatives for natural habitats and improved investments into operational tree care for the long-term sustainment of trees across the City. This Plan will provide staff with guidance to improve resourcing to sustain urban forest management operations as improved decision-making frameworks and efficiencies in tree management will result in operation cost reductions for the City.

While development and infrastructure can sometimes compete with tree retention and planting goals, this Plan will seek to balance community needs and urban forest priorities by recommending practical approaches. To ensure recommendations are followed and strategic guidance is effective, a monitoring framework will be implemented to support the long-term management and health of the urban forest network in the City. The final report is expected to be completed by July 2023.

## **FINANCIAL IMPLICATIONS**

Approved capital funding of \$100,000 in combination with a portion of the recently announced 2 Billion Trees Grant will fund the full scope of this project.

## **INTER-DEPARTMENTAL IMPLICATIONS**

Planning & Development staff and Engineering, Parks, and Environment staff will work together to coordinate and facilitate the proposed project.

A successful UFP will have implications on existing processes related to tree management across several departments. Internal engagement has begun with staff from Community & Partner Engagement, Development Planning, and Engineering, Parks and Environment.

## **NEXT STEPS**

The background research and review will conclude in January 2023, with the first phase of public engagement planning to commence in February 2023.



## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The OCP has a guiding principle for the City to be Resilient and Adaptable and to follow a Sustainable City Framework. Goal 4.2 of the OCP is to “measure, maintain, and improve long-term ecosystem health”; the UFP will support this goal – and multiple subordinate objectives – by promoting the long-term health and resilience of the urban canopy.

The UFP supports the 2018 Council Strategic Plan in its vision to be the healthiest small City, and supports achievement of the direction to accelerate the expansion of the urban tree canopy and enhance habitat to augment ecosystem services.

RESPECTFULLY SUBMITTED:



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Anu Garcha  
Planning Assistant



# **CITY OF NORTH VANCOUVER STATE OF THE URBAN FOREST REPORT 2023**





## **ACKNOWLEDGMENTS**

Diamond Head Consulting Ltd. prepared this report for the City. The following City departments and committees provided input, feedback, and support for this project:

- Engineering, Parks and Environment Department
- Planning and Development Department
- Community and Partner Engagement Department



## **LAND ACKNOWLEDGEMENT**

The City of North Vancouver acknowledges that it is situated on the ancestral, traditional and unceded territories of the Skwxwú7mesh (Squamish) and Səlílŵətał (Tsleil-Waututh) Nations. These Nations remain deeply connected to their lands and waters and as we build community here it is critical we acknowledge this has been their home since time immemorial. We thank them for sharing this land with us and for their ongoing partnership with the City on shared priorities.

## **A COMMITMENT TO TRUTH AND RECONCILIATION**

The City is committed to Truth and Reconciliation. We humbly recognize that we need to learn the truth about Indigenous history in Canada and are at the beginning of our journey of reconciliation with First Nations. The City will work collaboratively, cooperatively, and respectfully with the Skwxwú7mesh (Squamish) and Səlílŵətał (Tsleil-Waututh) Nations on policy, projects, programs, and services at the City and incorporate the Truth and Reconciliation Commission's Calls to Action, support the principles and objectives of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), and the Province of British Columbia's Declaration on the Rights of Indigenous Peoples Act (DRIPA).

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# EXECUTIVE SUMMARY

The State of the Urban Forest Report provides background information on the City of North Vancouver's urban forest, as of 2021.

## BACKGROUND

### WHAT IS THE URBAN FOREST?

The City's urban forest includes all of the trees and supporting vegetation in the community, including on public and private property such as parks, backyards, streets, and commercial and industrial areas. The urban forest is an interconnected ecosystem that also includes the soil, water, and air that nourishes trees.

### WHY DOES THE URBAN FOREST MATTER?

The urban forest is essential for creating a healthy and sustainable community, and is an important part of green infrastructure. It helps to reduce stormwater run-off, clean air and water, regulate temperatures, stabilize soil, and store carbon emissions. The urban forest also enhances biodiversity, beautifies our surroundings, and improves mental and physical well-being.

Urban forests help to make cities more resilient to climate change, with well-treed streets providing shade for walking, cycling, and rolling, and green neighborhoods reducing temperatures and buffering erosion impacts. Additionally, healthy and well-maintained trees can act as net carbon sinks, removing greenhouse gases from the atmosphere.

### WHY ARE WE MAKING AN URBAN FOREST PLAN?

The City's urban forest is facing multiple challenges that put its ability to provide benefits at risk. To address these challenges while also balancing other priorities, an integrated plan for the urban forest is required, which considers the contributions of trees on both public and private property.

### WHAT ARE THE CHALLENGES?

#### Impacts of climate change and forest health:

Climate change and forest health are driving a loss of trees across the City, particularly in natural areas. For instance, the western hemlock looper moth outbreak and western redcedar drought dieback have caused trees to die across the City, including over 100 mature trees in just three of the City's parks: Greenwood, Kealy Woods, and Loutet. To address these issues, City Parks



has had to invest additional resources to deal with dead and dying trees, which can pose safety hazards or contribute to wildfire risk. Trees that are stressed due to climate change will be more susceptible to pest and disease outbreaks.

**Outcomes of development:** Development often leads to short-term urban forest loss in the City. Urban densification presents challenges in accommodating trees with sufficient soil volume and permeable surface area, and replacement trees often take years to match the size of those removed. The Urban Forest Plan will include recommendations to address canopy loss through re-development.

**Conflicting priorities for public land and public dollars:** Urban forest management involves recognizing trees as a unique class of assets with specific needs, including sufficient space and water to grow, the right care when needed, and separating trees from other utility infrastructure to prolong the lifespan of both. Urban forest management policies need to be revisited to ensure they work together and reduce conflicts with other public assets.

**Tree removal on public and private property:** The City's Tree Policy for the Management of Trees on City Property prioritizes the protection of trees on City property whenever possible. The City has taken the first step in adding private tree protection through the adoption of its Tree Bylaw 8888 which does not apply to single and duplex zoning. Protecting more private trees through the Tree Bylaw will be reviewed as part of the Urban Forest Plan's visioning and recommendation phase.

## STATE OF THE URBAN FOREST

Findings from the State of the Urban Forest report include City-wide tree canopy cover extent and distribution across neighbourhoods and land uses. Canopy cover has been stable over the last decade but is facing multiple challenges. There are also gaps in the distribution of tree canopy, and the benefits it provides, across the community.

### TREE AND CANOPY STATISTICS

**Canopy cover:** The urban forest is assessed through measures such as tree canopy cover, which refers to the portion of land covered by trees when viewed from above. The City-wide tree canopy cover has remained stable at 20% since 2007. However, there have been changes in the urban forest, with some areas losing canopy due to development or forest health issues, and other areas showing growth from young trees. The City's public planting programs have helped to offset tree removals.

**Number and size of trees:** The number of trees in the City is estimated to be at least 55,000, and is likely to be higher because the canopy cover does not include trees shorter than 2m, or trees growing in the understory. Most of the City's urban forest consists of small trees that are less than 10 meters in height. Despite making up 50% of the tree population, small trees contribute only 20% of the total canopy cover.

**Management responsibility:** The majority of the City's trees (55% of tree canopy, 137 ha) are on private property, and their care is the responsibility of the owners. The City manages the remaining 45% (103 ha) of tree canopy, most of which is in parks (84 ha). The City has 9,800 street and urban park trees recorded in its inventory, in addition to thousands more trees in forested areas.



**Canopy cover over neighbourhoods:** Tree canopy cover is not evenly distributed across the City, with some neighborhoods having high canopy cover, such as Cedar Village (53%), and others having low canopy cover, such as Lower Lonsdale (12%) and Moodyville (13%). Areas with low tree canopy cover are more vulnerable to climate impacts and offer less suitable habitat for native biodiversity.

**Canopy cover over land use types:** Tree canopy cover also varies among different land uses in the City, with industrial areas having virtually no canopy cover and residential areas having the highest at 17%. Improving canopy cover low canopy areas is important to ensure that all residents can benefit from the urban forest. Mapping shows that areas with high population density and low canopy cover overlap with high land surface temperature, particularly in Central and Lower Lonsdale. This information will be used to prioritize tree planting in areas where benefits, such as shade and cooling, are most needed.

**Species suitability for future climate:** Adapting the urban forest to climate change is essential to ensure its resilience in the future. Trees planted in the City today must be able to withstand hotter, drier summers, more erratic precipitation, and newly introduced forest pests. Diversifying the tree population can improve the overall resilience of the urban forest. However, 29% of tree species in the City's inventory are considered to have "marginal" suitability for the projected local climate in the 2050s, which means that they may not thrive under changing climate conditions. Western redcedar and western hemlock are two common native species that are marginal for future climate, and that are showing signs of decline.

## ASSESSING THE CITY'S URBAN FOREST PROGRAM

### THE URBAN FOREST PROGRAM

The City of North Vancouver prioritizes improving the urban forest and dedicates significant resources to the urban forest program. In 2021, \$627,500 was allocated for urban forestry, which was utilized for watering, mulching, fertilization, pruning, and inspecting City trees for risk and health. Additionally, \$174,000 was designated for managing natural areas and providing stewardship opportunities to the public in parks, while \$210,000 was allocated for tree planting by the City.

The urban forest program comprises both reactive (request-driven) and proactive (scheduled) maintenance of City trees. Every year, City staff plant more than 160 caliper-sized trees in streets and over 500 smaller-sized native trees in City parks and natural areas, adding significant value to habitat and local ecosystems.

As of 2022, five full-time staff and one auxiliary position manage the core of the urban forest program, while two additional positions focus on natural areas maintenance. The department handled 500 service calls for City trees in 2021. With the ever-increasing interest in outdoor recreation and the mounting pressures on tree and forest health due to climate change and development, the demand for urban forest services is increasing.





## THE URBAN FOREST REPORT CARD

The State of the Urban Forest Report assesses urban forest management in the City using a criteria and indicators approach. A criteria is a particular outcome related to urban forest management, while indicators are descriptive statements that reflect poor, fair, good, and optimal performance relative to the criteria.

The City's overall program scores fair on the Urban Forest Report Card for 2023. While the core program is strong, there is room for growth to build on the momentum and ensure the City's urban forest through best management practices. The Urban Forest Plan will provide recommendations for the City's urban forest management to support the growth of the urban forest program and the urban forest itself, ensuring its resilience in the face of challenges.

## NEXT STEPS

The State of the Urban Forest Report establishes baseline information about the City's urban forest. The next steps in developing the Urban Forest Plan involve engaging the public to understand the community's values and priorities for urban forest management. This engagement will allow people to envision the future of the urban forest, understand information in the State of the Urban Forest Report, and learn how they can support the urban forest. Public input collected during the engagement will inform the vision, goals, and comprehensive recommendations in the Urban Forest Plan.



# 1. INTRODUCTION

The urban forest is an essential component of the City of North Vancouver's identity and quality of life. Trees provide a range of benefits, including physical and mental health benefits for people, improved habitats and ecological value in urban areas, cleaner air and water, carbon storage, and climate change mitigation. In a small, highly urbanized city like North Vancouver, trees are a critical element of the urban landscape that connects the forested North Shore mountains to vibrant urban neighborhoods. To manage this important resource, the City is developing the Urban Forest Plan, a master plan that will provide a strategic vision for the City of North Vancouver's urban forest management until 2050.

The State of the Urban Forest Report is the first step in developing the Urban Forest Plan, providing an overview of the City's urban forest, including its extent, value, and management practices. The report compares the City's urban forest management program with those of several other municipalities, using a criteria and indicators approach to assess best practices. The results of this report will inform the development of the Urban Forest Plan and establish a baseline from which to measure future performance.

The report is divided into the following sections:

- 1. Introduction** — introduces the report, the urban forest and the upcoming Urban Forest Plan.
- 2. State of the Urban Forest** — provides information about the extent, distribution, and character of the urban forest.
- 3. Opportunities and Challenges** — identifies opportunities and challenges for urban forest management.
- 4. Municipal Urban Forest Program** — summarizes the activities of the City's urban forestry staff and provides comparisons to peer cities.
- 5. Urban Forest Policy Context** — describes policies, plans, and other tools the City uses to shape urban forest management.
- 6. Urban Forest Report Card** — scores the City's urban forest program against a set of criteria and indicators for urban forest management.
- 7. Next Steps** — offers key findings to inform the Urban Forest Plan development.



## 1.1. REPORT PURPOSE

The State of the Urban Forest Report provides background information on the City of North Vancouver's urban forest, as of 2021. The purpose of this State of the Urban Forest report is to:

1. Provide metrics to inform preparation of the Urban Forest Plan and recommendation for the program.
2. Introduce key findings about the urban forest to the community.
3. Set baselines for the City's urban forest program to measure progress in future years.

## 1.2. URBAN FOREST PLAN

To grow, manage and protect the urban forest, the City is developing an Urban Forest Plan, which will provide a comprehensive set of actions and timelines for the next 30 years. The plan will address the complex challenges, including tree loss caused by construction impacts, forest fragmentation, drought, forest health issues and extreme heat. It will also aim to leverage opportunities to preserve trees, create new parkland, and improve conditions for new trees through redevelopment.

The City has already taken significant steps to expand its urban forest canopy, such as implementing recommendations from the 2007 Urban Forest Management Plan, adopting a Tree Bylaw to regulate tree removal on private land, and promoting green streets and retaining and protecting trees when possible during redevelopment. The City has also been growing its inventory of street trees through the Living

City Planting Program. Despite these efforts, the City's urban forest management requires a unified vision, measurable goals, and targets to address intersecting challenges.

## 1.3. DEFINING THE URBAN FOREST

The City's urban forest includes all of the trees and supporting vegetation in the community. The urban forest is an interconnected ecosystem that also includes the soil, water, and air that nourishes trees. It is a crucial component of the City's green infrastructure and provides numerous benefits, such as cleaner air and water, carbon storage, and a range of habitats for wildlife.

The urban forest is found across the City, from the single tree shading a bus stop, to a neighbourhood grove where kids and pets play, to forest fragments that cool salmon streams and connect urban areas to the forest landscape of the North Shore mountains. Trees along boulevards, in parks, plazas, private yards, parking lots, and native forests are all part of the urban forest (Figure 1).

Trees in public areas, such as parks and streets, are managed by the City, while private property owners are responsible for trees on their land, which may be subjected to regulations under the City's Tree Bylaw or Streamside Development Permit Areas. Over half of the City's urban forest is located on private lands.



Figure 1. The urban forest includes all trees on both private and public land in the City.

## 1.4. URBAN FOREST BENEFITS

The urban forest is a living asset that provides benefits to the City. Trees breathe in air through their leaves and needles and draw water from soils to support photosynthesis, seemingly small acts that are the building blocks of several beneficial effects sometimes called ecosystem services. Ecosystem services are the positive impacts of

trees in the City, and include impacts as diverse as shade and cooling, providing food, reducing flooding, capturing carbon from the atmosphere, and supporting emotional well-being (Figure 2). Managing the urban forest is important because of the connections of these ecosystem services to the City's strategic priorities.

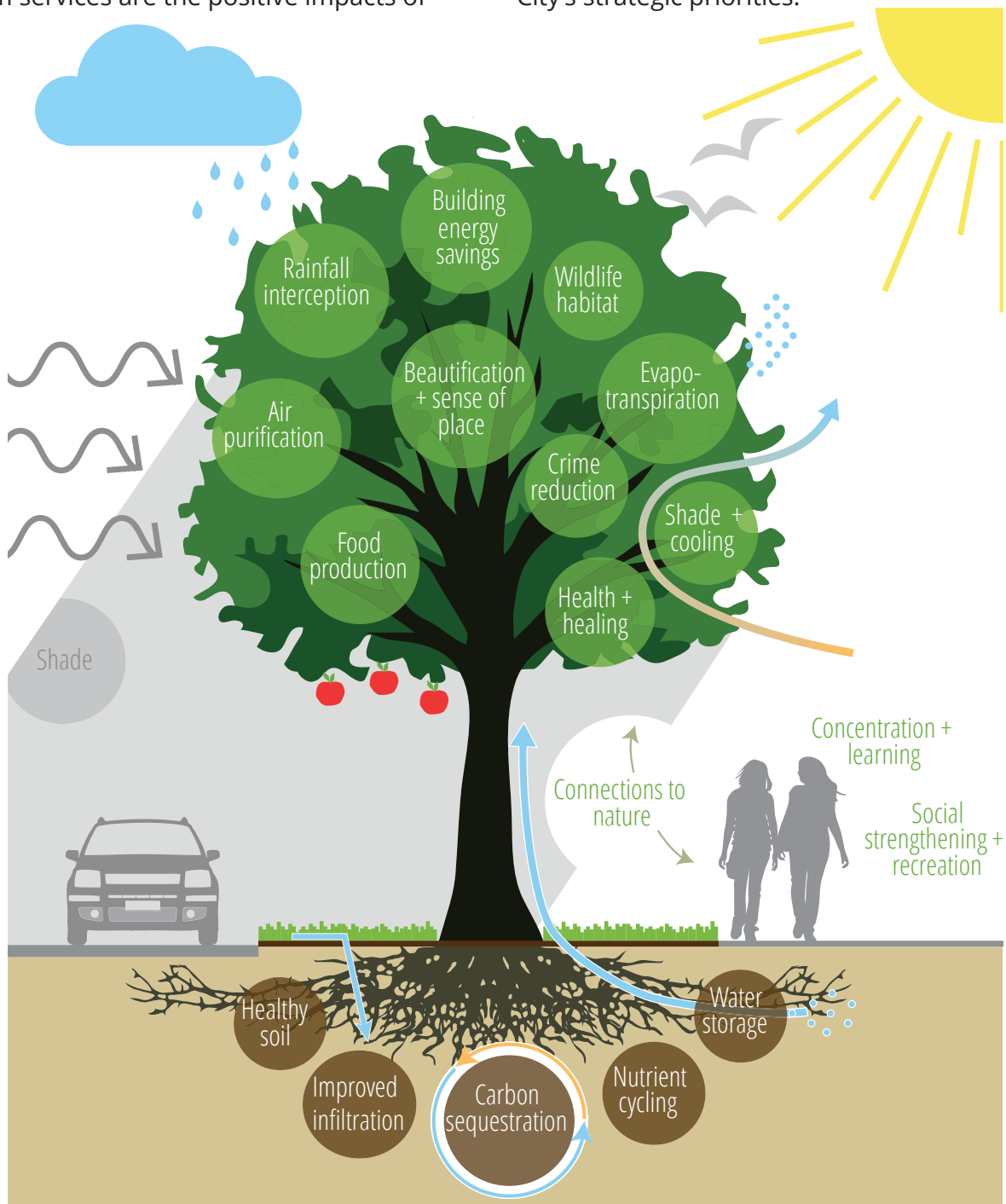


Figure 2. Trees and the urban forest provide many vital benefits to cities.

## 1.5. URBAN FOREST ALIGNMENT WITH CITY PRIORITIES

### HEALTHY PEOPLE AND COMMUNITIES

Trees and forests have positive effects on people's mental and physical health. Exposure to greenery has been found to lower stress levels, improve work performance, and even shorten hospital recovery times<sup>[1][2][3]</sup>. Having nearby trees and natural areas has been shown to increase the likelihood of people achieving recommended levels of physical activity<sup>[4]</sup> and live longer lives<sup>[5][6]</sup>. Trees over walking and biking routes can promote active transport<sup>[7][8][9]</sup>. Forest bathing and other forms of "nature therapy" can be prescribed by doctors in Canada as treatment for medical conditions like stress and depression<sup>[10][11]</sup>, and are showing promise for a much wider range of physical and mental illnesses<sup>[12][13]</sup>.

### CLIMATE RESILIENCE

Due to climate change, the City has been experiencing hotter and drier summers, warmer winters, and more intense rainfall, and these trends are expected to continue. The urban forest helps to mitigate the impact of climate change by absorbing carbon dioxide that would otherwise remain in the atmosphere and contribute to global warming.<sup>[14][15]</sup>

At the local level, trees and forests play a role in helping us adapt to climate change impacts<sup>[16]</sup>. One way in which trees contribute is through evapotranspiration, which is the process of water loss from trees through their leaves. This process helps to cool the air in the surrounding area by 1 to 5 °C<sup>[17]</sup>. The shade provided by trees also helps to keep streets, sidewalks, and buildings comfortable<sup>[18]</sup>. Shaded asphalt can be 11 to 25 °C cooler than nearby unshaded pavement during a hot summer day<sup>[19]</sup>.

To reduce climate risk to the urban forest, it is crucial to increase tree diversity. Planting a wider variety of species and selecting species that are well-suited to the future local climate can mitigate species vulnerability.

### STRONG ECONOMY

A healthy urban forest stimulates the local economy. The City of North Vancouver has implemented rain gardens, public art, street parkettes and corner plazas along its main commercial corridors to encourage vibrancy and livability. A healthy, dense tree canopy cover can further improve the economic success of commercial streets since it encourages people to stay longer and spend more money locally<sup>[20]</sup>. The





North Shore's forested mountains and parks attract many visitors to the City, supporting many local stores, restaurants, and a significant recreation industry.

## RECONCILIATION

Native forest ecosystems often have special meanings for Indigenous peoples, who access medicines, support fisheries, operate businesses, and continue cultural practices related to healthy forests. The City is on the unceded territories of the Skwxwú7mesh (Squamish) and Səlílwətał (Tseil-Waututh) Nations. Urban forest management impacts the values and ecosystems found in these traditional territories. For this reason it is important to move the Urban Forest Plan forward in partnership with Indigenous peoples

## CLEAN AIR AND WATER

Trees and forests capture rain and stormwater runoff, which is filtered by roots and surrounding soils in the ground<sup>[21][22]</sup>. Some of this water resurfaces in streams, lakes, wetlands, and ponds – aquatic habitats used by protected fish and other wildlife. The urban forest cleans the air by taking in pollutants like carbon monoxide, road particulates, and nitrogen dioxide and releasing oxygen<sup>[23][24]</sup>.

## HABITAT AND BIODIVERSITY

The urban forest is a source of biodiversity in the urban environment, as trees and soils provide habitat for many other plants, animals, fungi, and microbes<sup>[25]</sup>. Forest restoration efforts in urban areas are helping to protect salmon streams, and eagles have been observed nesting nearby. Having a high level of biodiversity is crucial for protecting ecosystem services such as stormwater capture, nutrient cycling in soil, and pollination of gardens<sup>[26]</sup>. In addition, the plants, animals, and fungi in the urban forest also benefit from the same ecosystem services that humans value, such as clean water and cooler temperatures.

## A SENSE OF PLACE, TIME, AND IDENTITY

Forests and trees offer individuals and communities layers of meaning that contribute to cultural benefits like strong civic identity and pride<sup>[27]</sup>. As long-lived organisms, trees age with us and help mark the passage of time. The forested mountains and large coniferous trees are part of the City of North Vancouver's identity and provide a sense of place to residents.



## 2. STATE OF THE URBAN FOREST

The City's urban forest is a dynamic and complex system, always growing and changing. Setting a framework for management in the Urban Forest Plan requires knowledge about how much urban forest there is, what it is composed of, the ecosystem services it provides, and where these services are distributed. This analysis helps understand issues and challenges faced by the urban forest as well as gaps in the City's urban forest management program. Our knowledge about the urban forest comes from several sources like remote sensing of the City's tree canopy cover, data from the City's tree inventory, and census data to establish indicators of social vulnerability.

The mapping methods used to prepare data for this section allow data summaries to be made for different parts of the City's land base. Different management units/land ownerships, land uses, and neighbourhoods are all used to summarize data where appropriate. This section reports on the following characteristics of the City's urban forest:

- **Canopy cover**
- **Change in the urban forest canopy** between 2007, 2013, and 2021
- **Estimated ecosystem service provision** City-wide and from the street-tree inventory
- **Forested natural areas**
- **Forest structure**
- **Inventoried trees in streets**
- **Priority areas to increase canopy cover**

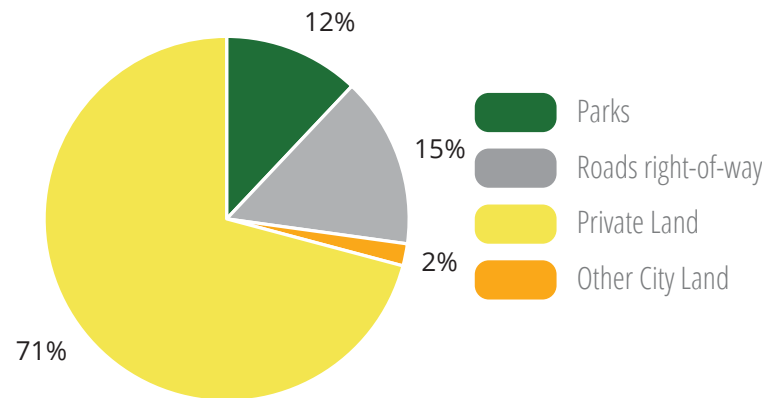


## 2.1. GEOGRAPHIES FOR SUMMARY

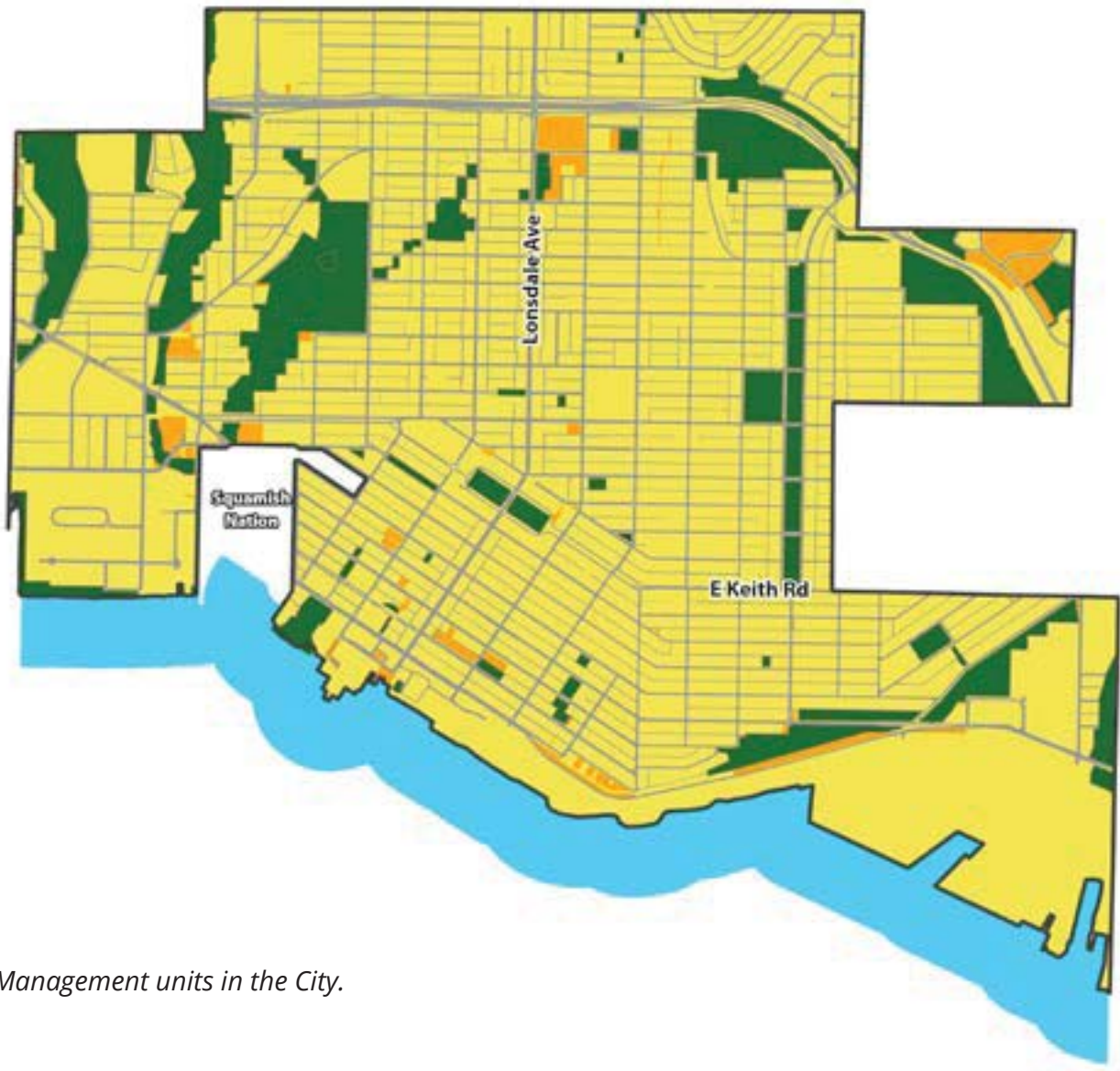
These maps illustrate the geographies used to summarize canopy cover in the following sections.

### MANAGEMENT UNITS

Management units define where the primary caretakers of the urban forest vary by land ownership (Figure 3). The City manages the urban forest in parks, streets and rights-of-way, and on other City property. Private land owners look after trees on their properties. The City is made up of 71% private land and 29% public land. The public land can be divided into 15% road rights-of-way, 12% parks, and 2% other City land.



*Management units as a proportion of land area.*



*Figure 3. Management units in the City.*



## OFFICIAL COMMUNITY PLAN LAND USE

To guide the growth and development of an area, the Official Community Plan designates different land uses (Figure 4). The amount of canopy cover in an area often varies depending on the land use. For instance, in areas where high lot coverage is allowed, there may be little space for trees.

Proportion of Land Area (excluding roads)

### Land Uses

	Residential	52%
	Parks, Recreation & Open Space	16%
	Industrial	11%
	Mixed Use	8%
	Mixed Employment	5%
	School & Institutional	4%
	Commercial	3%

The percentage of the City occupied by each land use, excluding roads, is shown above. Residential areas account for the most significant portion of land use in terms of area, followed by parks and open spaces, industrial land, and mixed-use land.

## NEIGHBOURHOODS

Neighbourhoods (Figure 5) can be a useful means of summarizing data related to the urban forest. They are familiar to the City's residents and may also reflect the socioeconomic diversity that affects priorities for tree planting. The City of North Vancouver is divided into nine neighbourhoods.

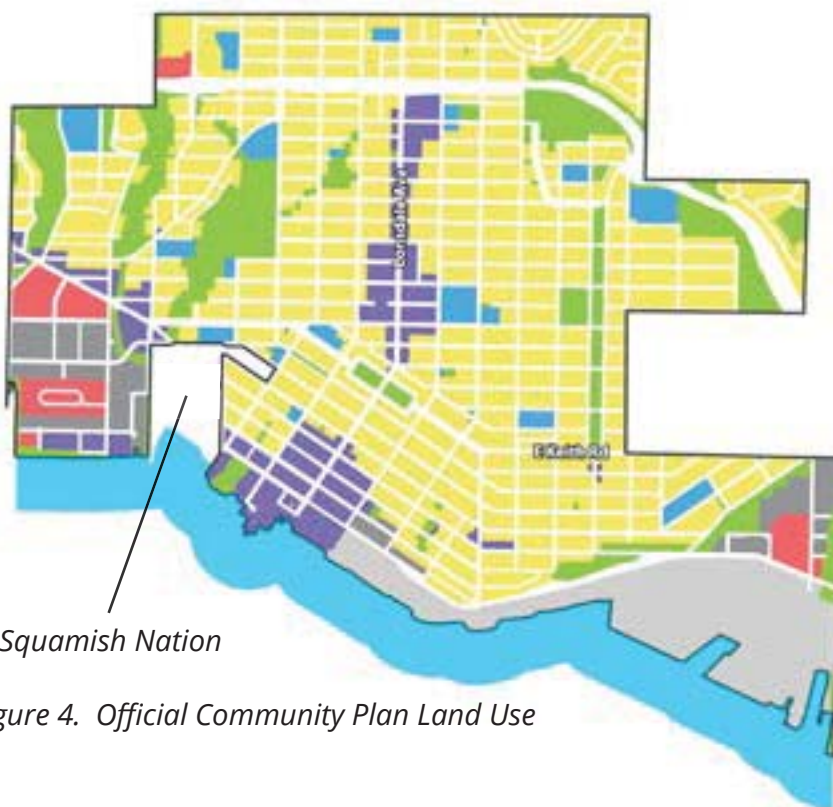


Figure 4. Official Community Plan Land Use

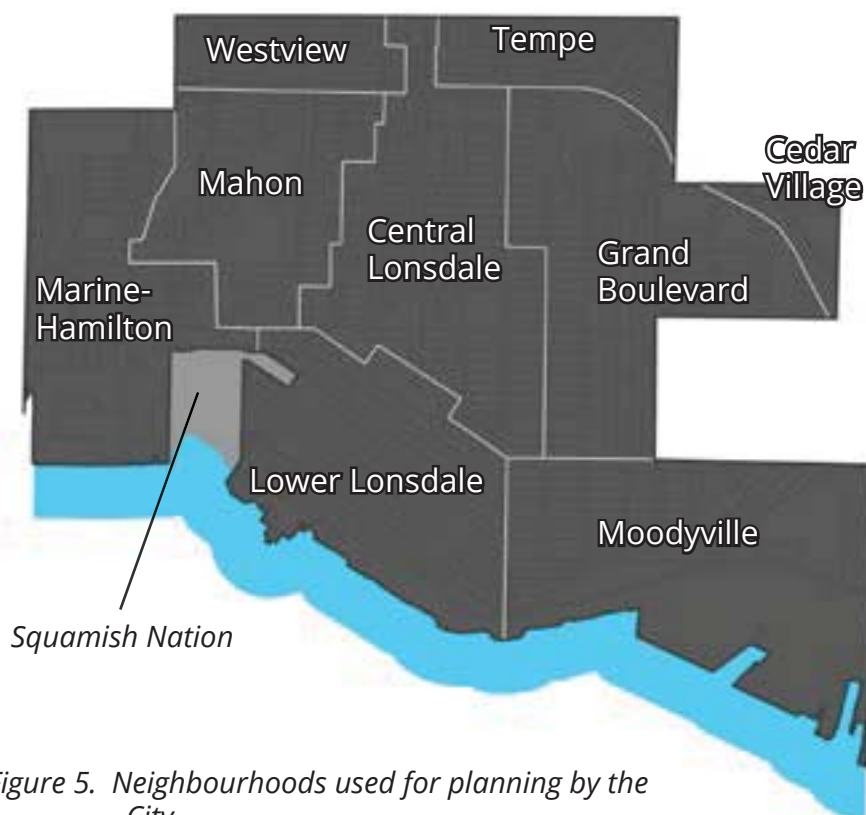
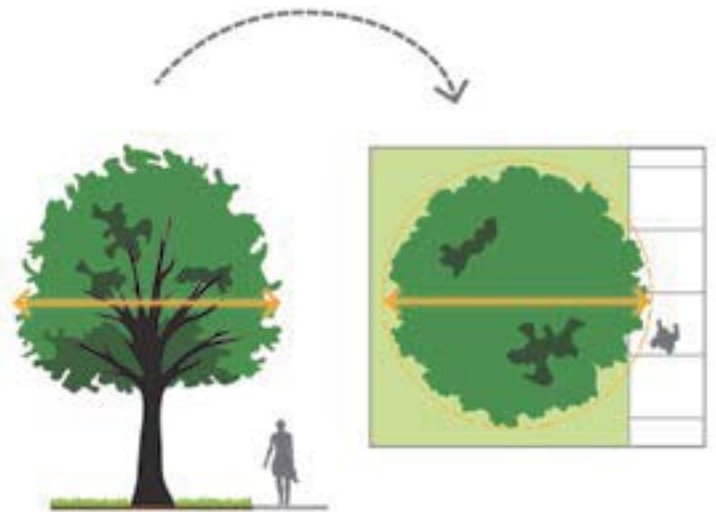


Figure 5. Neighbourhoods used for planning by the City.

## 2.2. CANOPY COVER

Canopy cover is an essential metric used by municipalities to measure the extent of their urban forest over time, identify where there are gaps in tree canopy and quantify tree benefits such as stormwater management and carbon storage. Canopy cover measures the percentage of an area that is covered by tree crowns when viewed from above (as shown in Figure 6). It is a cost-effective and easily understandable metric that can be compared across different jurisdictions and between areas.

In this report, canopy cover was determined using a combination of aerial orthoimagery and Light Detection and Ranging (LiDAR) data. LiDAR is a method of data collection that involves using a plane or a drone to send non-visible beams of light vertically towards the ground as it travels over the surface. This data is then used to create a map of heights for buildings, trees, and open spaces. This information is combined with aerial orthophotography to classify it into tree and non-tree surfaces. Figure 7 shows the City's urban forest canopy cover (green) over aerial orthoimagery.



*Figure 6. A city's tree canopy refers to the bird's eye view down onto tree crown within the City boundaries*







Figure 7. Tree Canopy Cover in 2021 derived from LiDAR data (a tree is mapped in green if it is at least 2 meters tall).



## CITY-WIDE CANOPY COVER

In 2021, the City of North Vancouver estimated its tree canopy cover to be 20%, which is equivalent to 240 hectares out of the City's total land area of 1189 hectares. The canopy cover of cities in Metro Vancouver typically ranges from 10% to 40%, with an average of 34% for lands within the urban containment boundary (as of 2014). Communities with high proportions of farmland and low forested areas, like Richmond and Delta, have the lowest

canopy cover. Meanwhile, highly urbanized cities such as the City of North Vancouver, New Westminster, and Vancouver have canopy covers ranging from 18% to 23%, with fewer natural forested areas and more industrial and commercial land.

Canopy cover in the City of North Vancouver is not evenly distributed (Figure 8), with the highest coverage found in natural parklands that contain

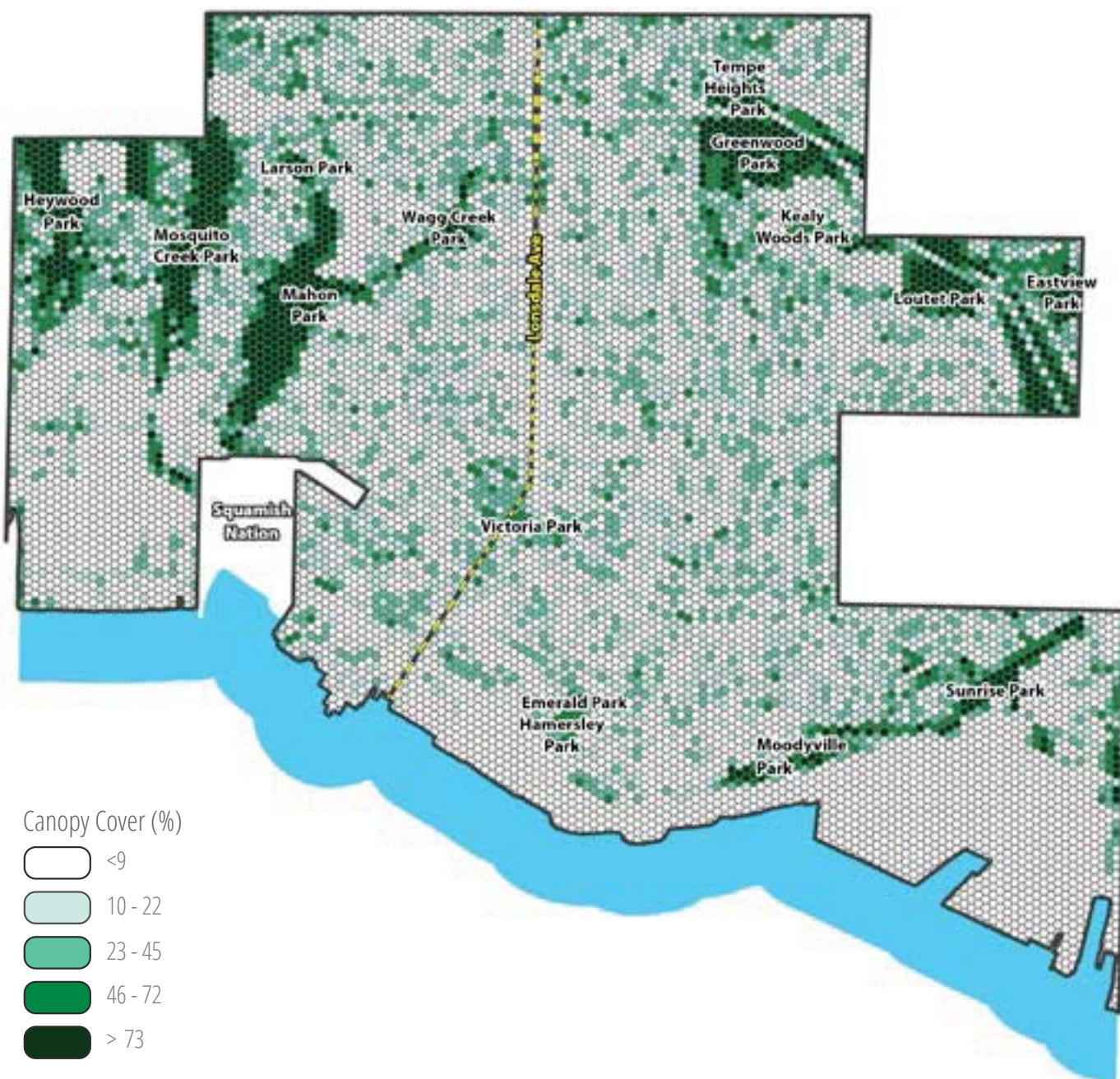


Figure 8. The City's tree canopy cover derived from 2021 LiDAR data by grid distribution.



fragments of second-growth forest, particularly near freshwater fish-bearing streams. The parks along Mackay Creek, Mosquito Creek, Lynn Creek, Mission Creek, and Wagg Creek to the west have the highest canopy cover, while the forested Greenwood and Loutet parks in the east also have a high coverage. Port and industrial lands along the City's waterfront and the employment lands around Capilano Mall and Harbourside have very little tree canopy cover, and low canopy blocks are common within Lower and Central Lonsdale. The distribution of canopy cover in the City can be explained by the land uses that allow for impermeable surfaces, such as industrial yards, port facilities, shopping and retail areas, strip malls, automotive businesses, and some high-density urban areas, which have less room for trees.

CANOPY COVER BY MANAGEMENT UNITS

More than half (55%) of the City's canopy cover is situated on private land (Figure 9), which means that a significant number of trees are managed by residents. The remaining 45% of the City's canopy cover is under the City's management, with 38% located in parks, 4% in streets and rights-of-way, and another 3% on other City land (Figure 9).

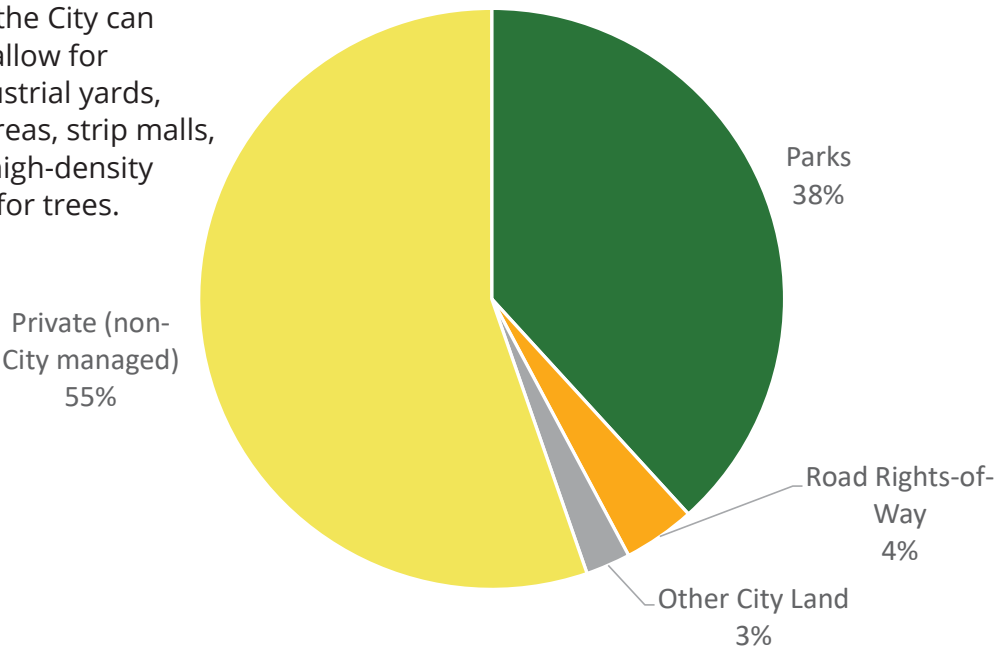


Figure 9. Proportion of Citywide tree canopy in each management unit.

Within each management unit, parks have the highest canopy cover at 64%, followed by other City land with 25% canopy cover (Figure 10). Private lands have 16% tree cover, and rights-of-way have the least at 5%.

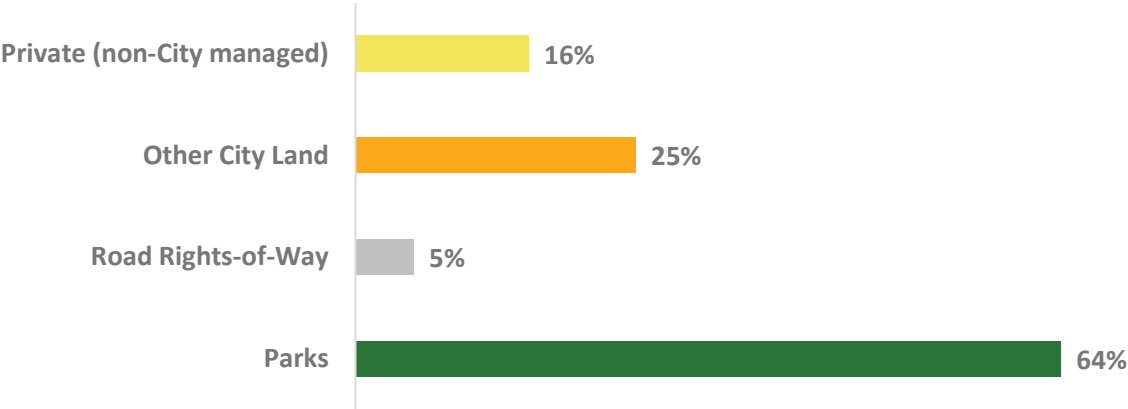


Figure 10. Canopy cover over each management unit.





**55% of the  
city's tree  
canopy is on  
private land**



CANOPY COVER BY NEIGHBOURHOOD

The City of North Vancouver’s canopy is not equally distributed across neighbourhoods. The neighbourhoods with highest canopy cover are Cedar Village (53%) and Mahon (34%). Three more neighbourhoods, Grand Boulevard (25%), Marine-Hamilton (24%), and Tempe (24%) have canopy cover higher than the City’s 20% average. Lower Lonsdale, Moodyville, and Central Lonsdale all have canopy cover below 15%.

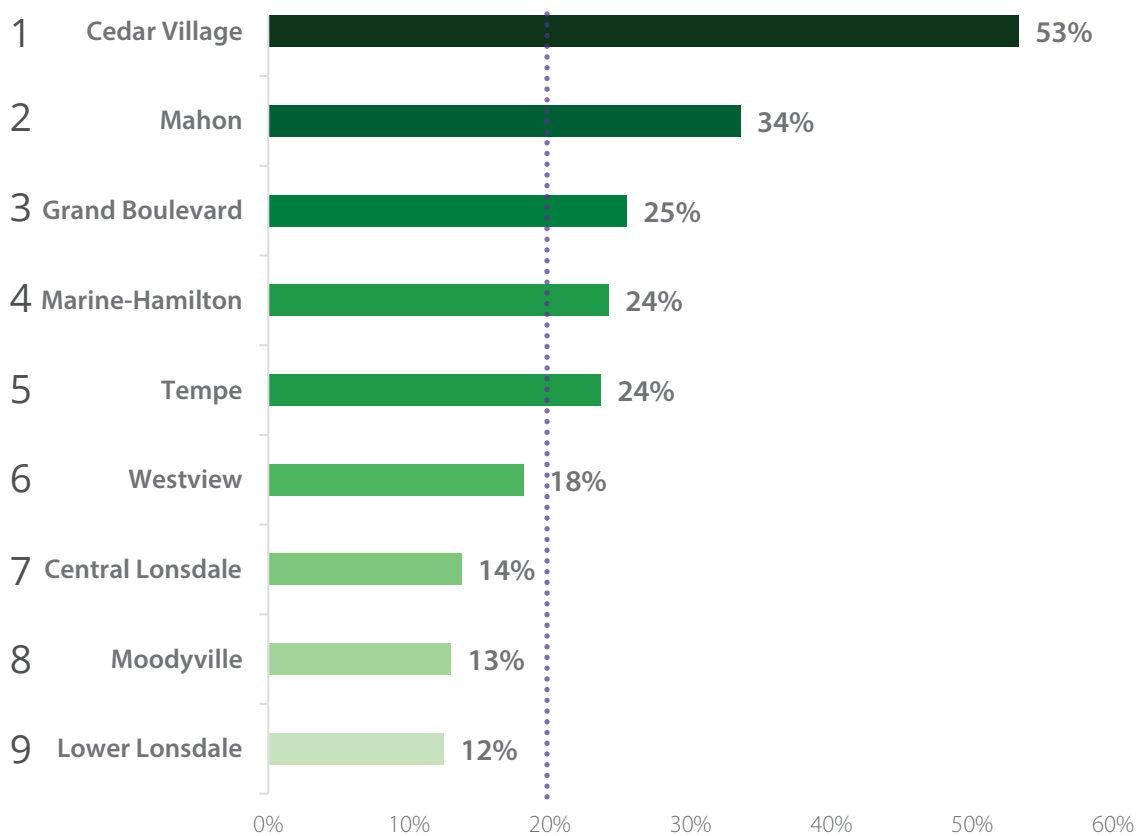
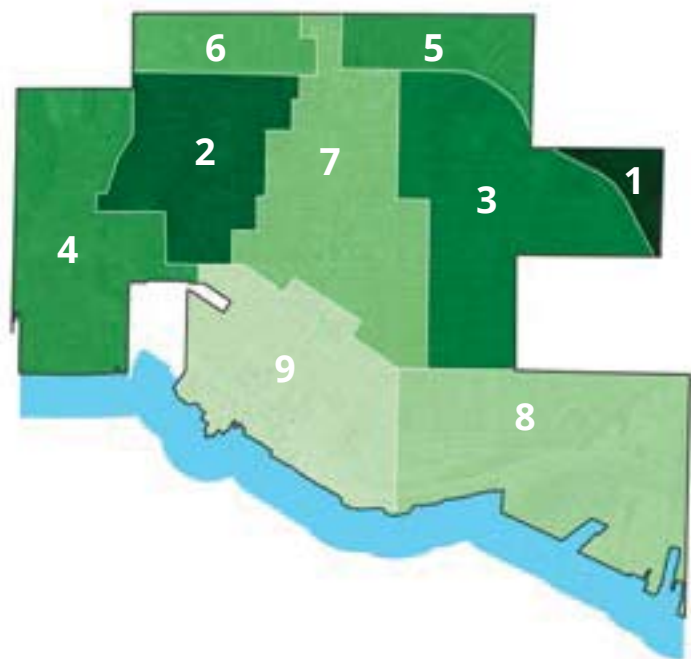


Figure 11. Canopy cover by neighbourhood

## CANOPY COVER BY LAND USE

Parks, recreation and open spaces have the highest canopy cover of all land uses at 64%, followed by school and institutional lands, and residential lands with 18% and 17% cover respectively (Figure 12). Mixed use lands have 7% and commercial and mixed employment lands have 6% cover. Industrial zones have virtually no canopy cover at all (<1%). This pattern is common across Metro Vancouver, with residential land uses tending to have more open, unpaved space in which to plant trees than commercial, industrial, or mixed use lands.

The largest land use in the City is residential (Figure 13), followed by parks, mixed use and industrial. Because of their large land area, policies and programs that target tree retention and planting in these land uses will have the greatest influence on the future of City-wide canopy cover.

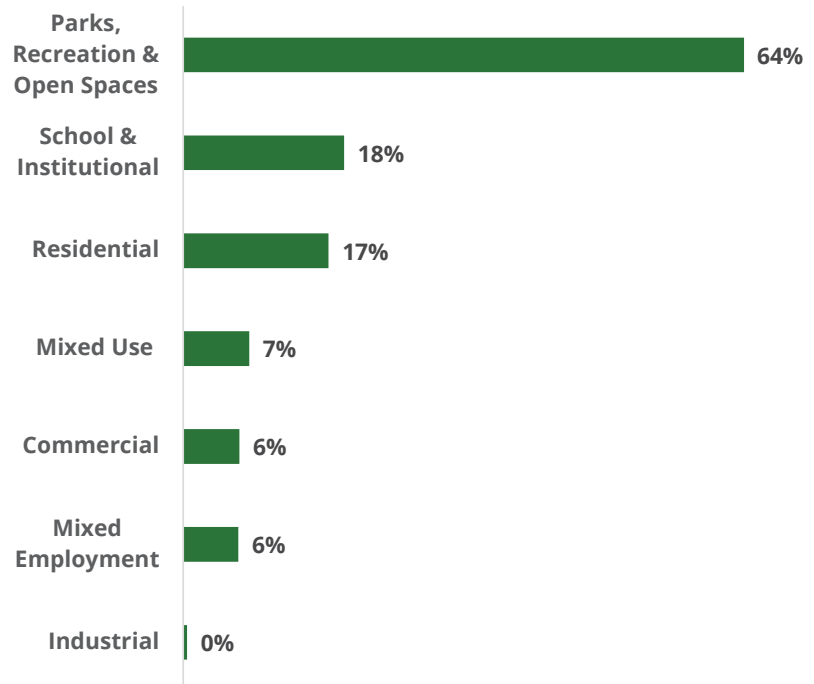


Figure 12. Canopy cover by OCP Land use.

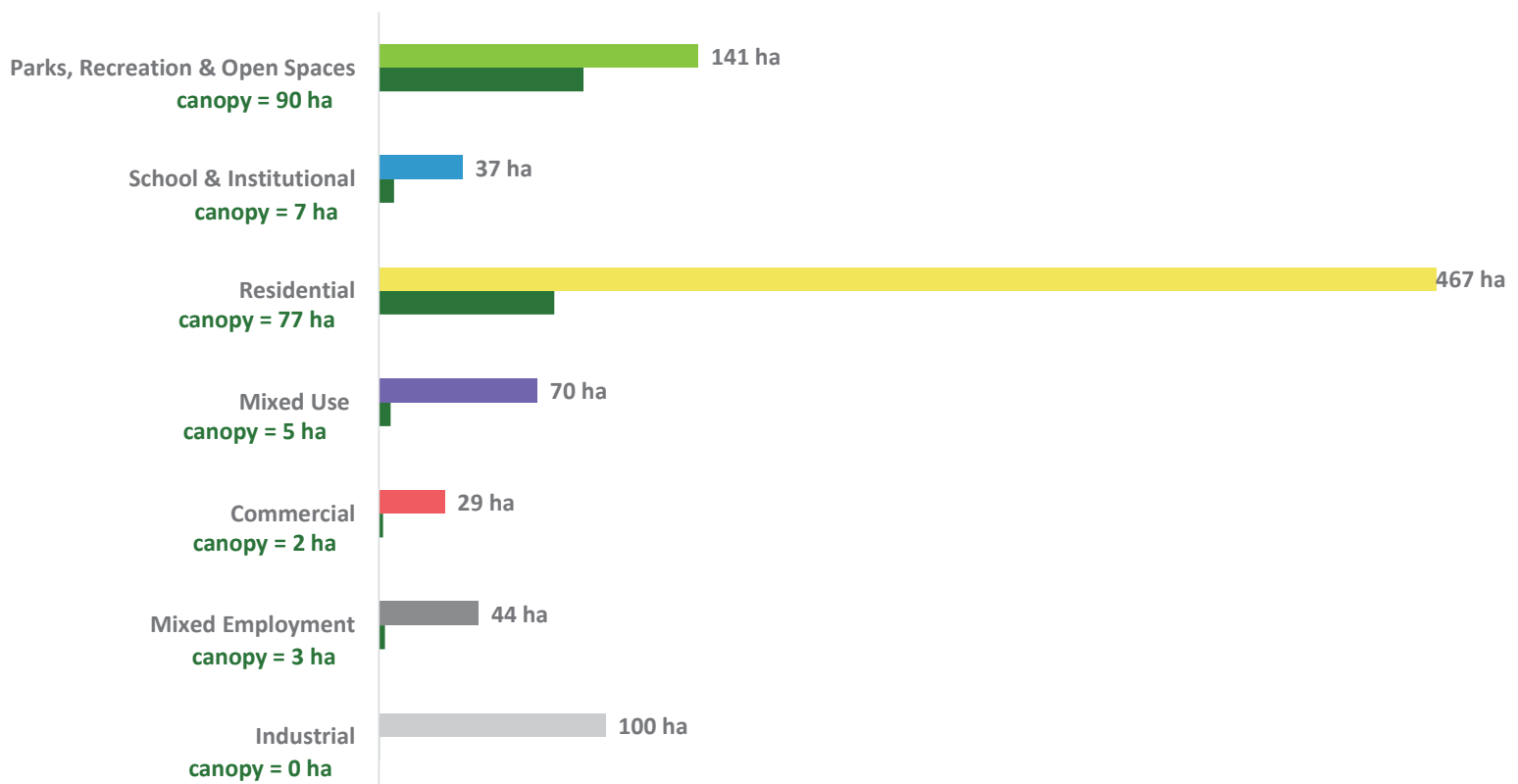


Figure 13. Land area and canopy area in hectares by OCP land use



## 2.3. CANOPY COVER CHANGE

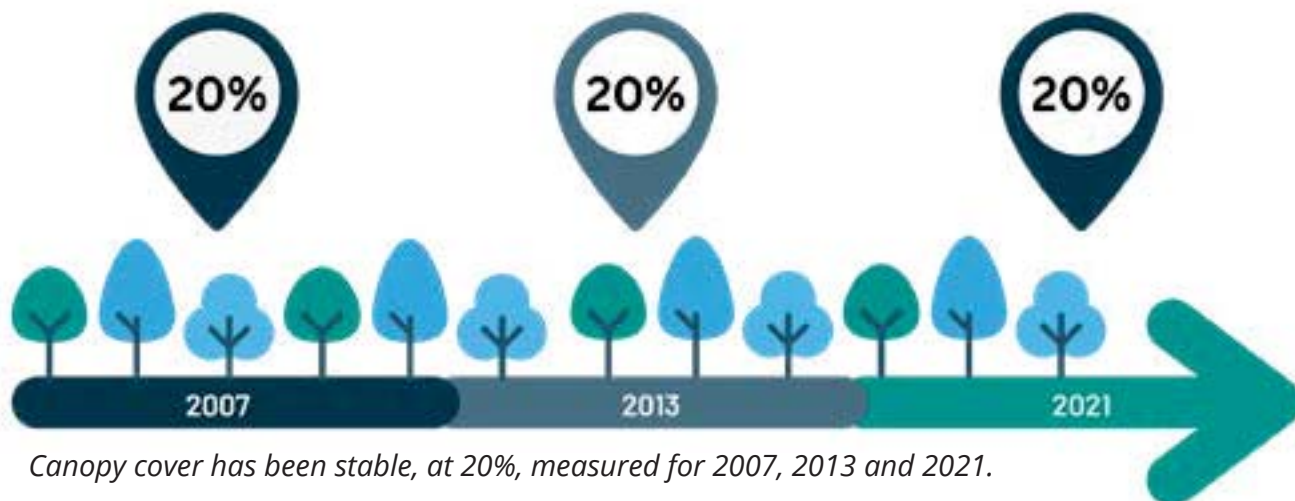
Monitoring changes in the amount of tree canopy is an important step in measuring the performance of urban forests across a city. In order to determine the amount of tree canopy cover in the City for 2013 and 2021, LiDAR data was used. However, since there was no LiDAR data available for 2007, i-Tree Canopy software was used instead. This software is a tool created by the USDA Forest Service that estimates land cover using random points that are validated through high-resolution imagery by the user.

The City's canopy cover between 2007 and 2021 has been stable. Although the overall amount of tree canopy cover in the City has remained stable, there have been changes at a finer scale that have reshaped the urban forest. Figure 15 shows these changes between 2013 and 2021. Canopy gain and loss are mixed throughout the City. Areas with canopy loss tend to have higher levels of development, such as infill housing and residential redevelopment, where smaller replacement trees take years to grow to the size of the trees that were removed. Loss is also seen in some natural areas and may be due to forest health factors, such as damage from the western hemlock looper moth. Canopy gain is associated with tree growth in areas with little development activity, new tree planting with redevelopment, and the growth and planting of street trees (Figure 14).

In areas of the City where there are currently few trees, such as industrial port lands and commercial or mixed employment areas like Harbourside, near Capilano Mall, and at Park and Tilford, the amount of tree canopy cover has remained stable.



Figure 14. Example of canopy gain between 2013 and 2021 at 13th St W and Chesterfield Ave.



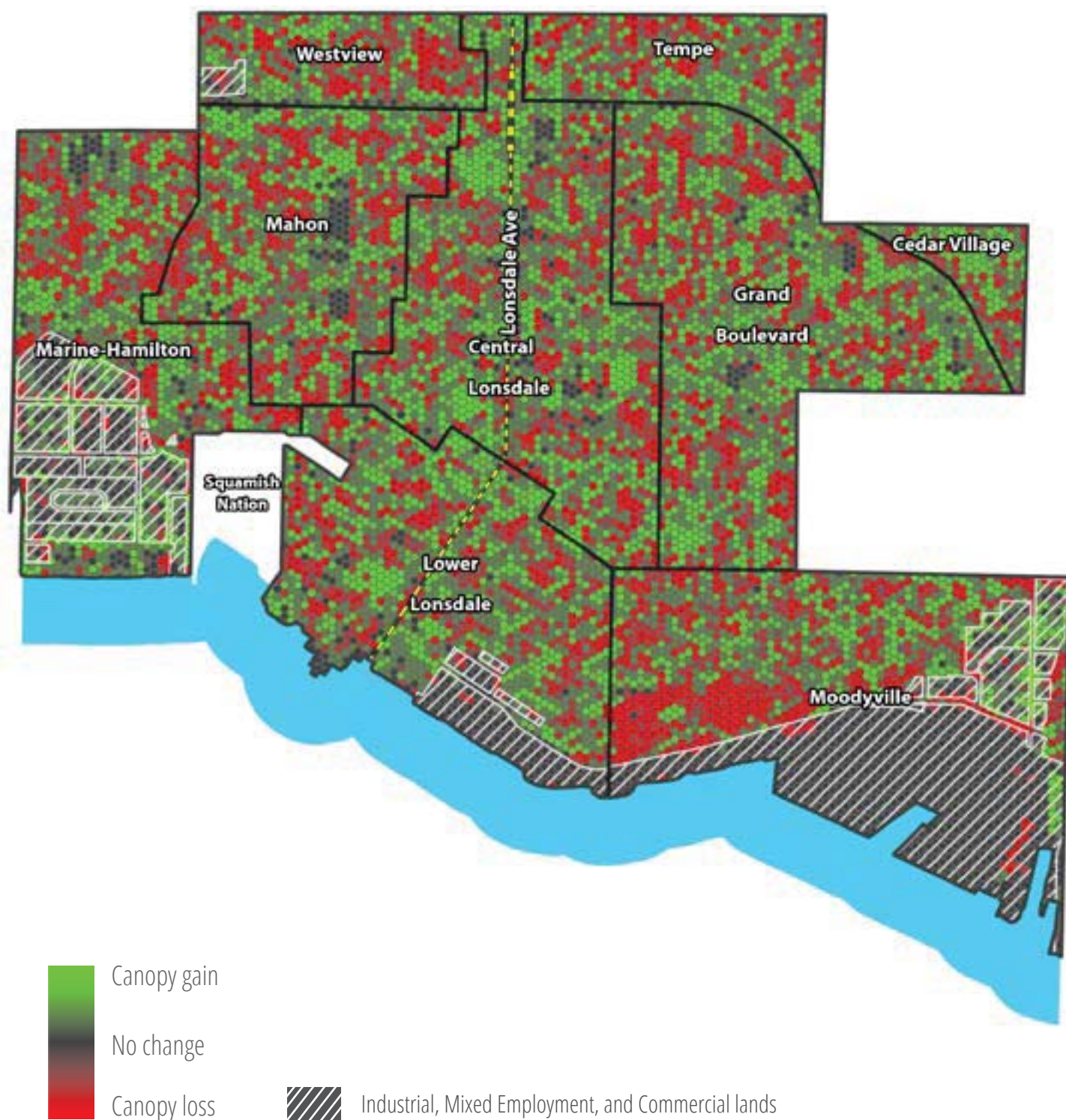


Figure 15. Canopy cover gain and loss between 2013 and 2021 by grid distribution.



## 2.4. URBAN FOREST STRUCTURE

The analysis of the City's canopy cover includes a technique called segmentation analysis, which uses information on the height of tree canopies to distinguish between individual trees. This method provides information about tree heights and counts, which can be used to describe the structure of the urban forest in different parts of the City. This section maps the City's tallest trees and describes the structure of the urban forest in different neighbourhoods.

### THE BENEFITS OF LARGE TREES

The City has some very tall trees, over 50 meters, that grow in mature forests along streams and in parks (Figure 16, Figure 17). Mahon Park, Heywood Park, and Loutet Park contain some of the largest trees reaching more than 55 meters in height, the equivalent of a 17-storey building. These tall trees are crucial for providing habitat for wildlife, adding structural diversity to the forest, and preserving cultural and amenity values. Tall trees tend to indicate older forests with high habitat value. Therefore, they are highly valued and priorities to preserve.



Figure 16. The City's tallest trees are twice as high as the Lonsdale Quay tower

The map below provides information on the height of trees across the City. The smaller maps highlight three locations with the tallest trees; MacKay Greenbelt, Mission Creek and Loutet Park.

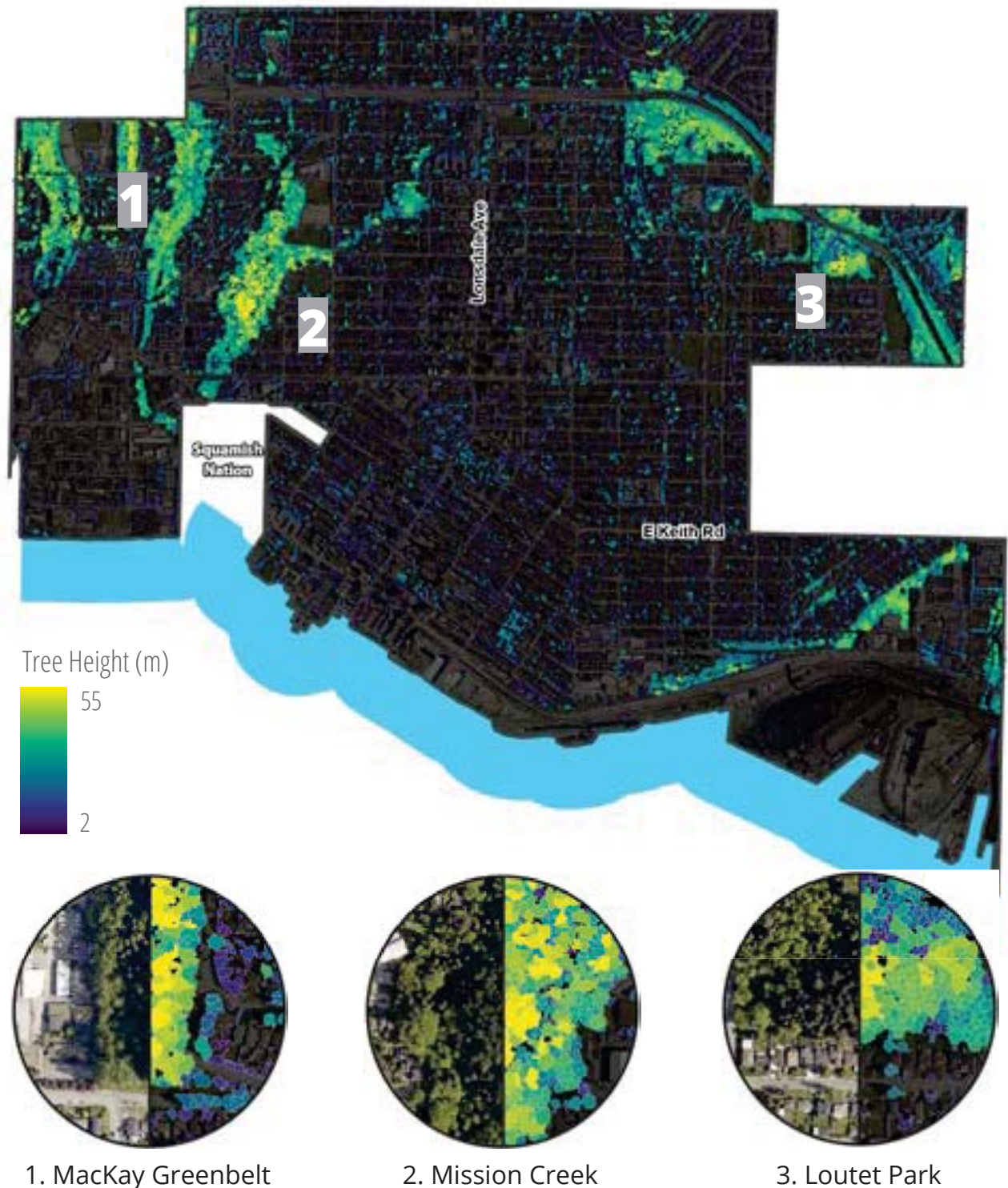


Figure 17. Map of tree heights derived from the 2021 LiDAR data.



CITY-WIDE URBAN FOREST STRUCTURE

Using segmentation analysis, it was found that there are at least 55,027 trees in the City, which together provide 240 hectares of canopy cover. However, this method does not include trees hidden beneath larger trees, and underestimates the total number of trees in the City. The true number of trees in North Vancouver may be two or three times higher than the estimated count.

Canopy segmentation is useful because it allows the urban forest to be described by height and canopy area per tree, which provides information about forest structure. Figure 18 illustrates this relationship for the City-wide urban forest. The vertical bars represent the tree count and are read on the left axis, while the line represents the canopy area and is read on the right axis. The tree

count has been grouped into 10-metre height classes along the horizontal axis.

The chart reveals that the majority of the City's urban forest consists of small trees that are less than 10 meters in height. These smaller trees, which number about 28,500 or just over half of the City's trees, contribute only one-fifth of the total canopy cover. However, trees that are 30 to 40 meters tall, despite being fewer in number (5,500), provide approximately the same amount of canopy cover as the 28,500 smaller trees.

This highlights the importance of large, mature trees, as their larger canopies provide significantly greater benefits.

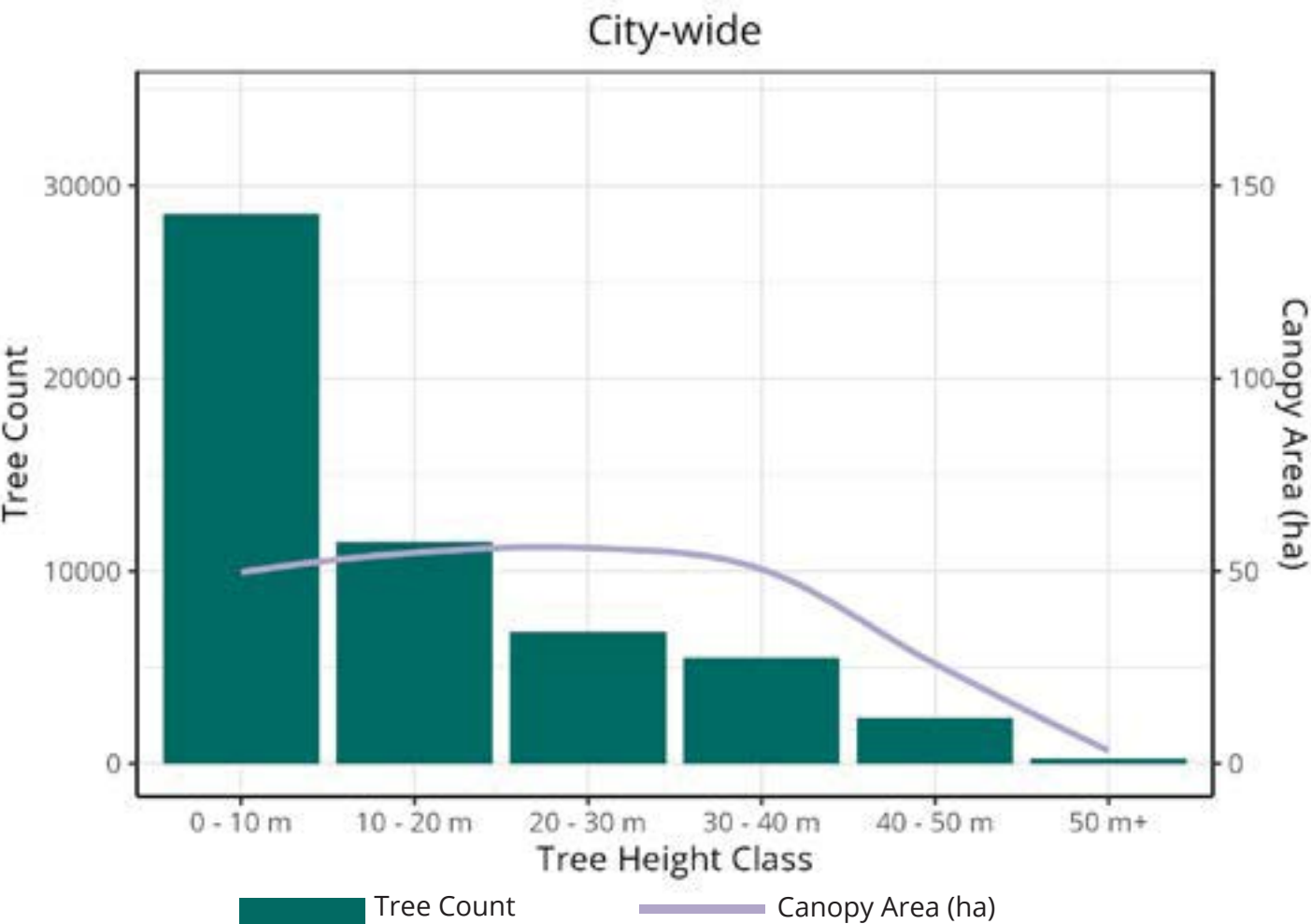


Figure 18. City-wide tree count and canopy area by 10-metre height class.

## NEIGHBOURHOOD URBAN FOREST STRUCTURE

The relationship between tree count, canopy area, and tree height can be analyzed for each of the neighbourhoods in the City to understand which areas rely on small or young trees for their canopy cover and which areas have a higher number of large, mature trees.

For example, Cedar Village (shown in Figure 19, first panel) has a high percentage of large trees between 20 and 40 m in height, making up 62% of the total tree count and providing 71% of the overall tree canopy. This neighbourhood has a high percentage of native conifers and deciduous trees, and it has the highest canopy cover (53%) in the City. The distribution of tree sizes suggests the forest is mature.

On the other hand, Central Lonsdale (shown in Figure 19 second panel) has mainly small trees less than 10 m in height, which make up 66% of the tree count and provide 37% of the neighbourhood's canopy cover. The neighbourhood also has trees between 10 - 20 m tall, which make up 25% of the tree count and provide 35% of the canopy cover. Despite only accounting for 9% of the tree count, trees between 20 - 40 m tall still provide 27% of the neighbourhood's tree canopy. The distribution of tree sizes suggests Central Lonsdale's forest is young, and still growing.

The charts in Figure 19 and Figure 20 provide the breakdown of tree count, canopy area, and height class for each neighbourhood in the City. They show that some neighbourhoods have a higher number of large, mature trees and associated canopy cover, which are rare and valuable for their outsized contributions to urban forest benefits. Retaining large trees is the most effective way to maintain tree canopy cover.

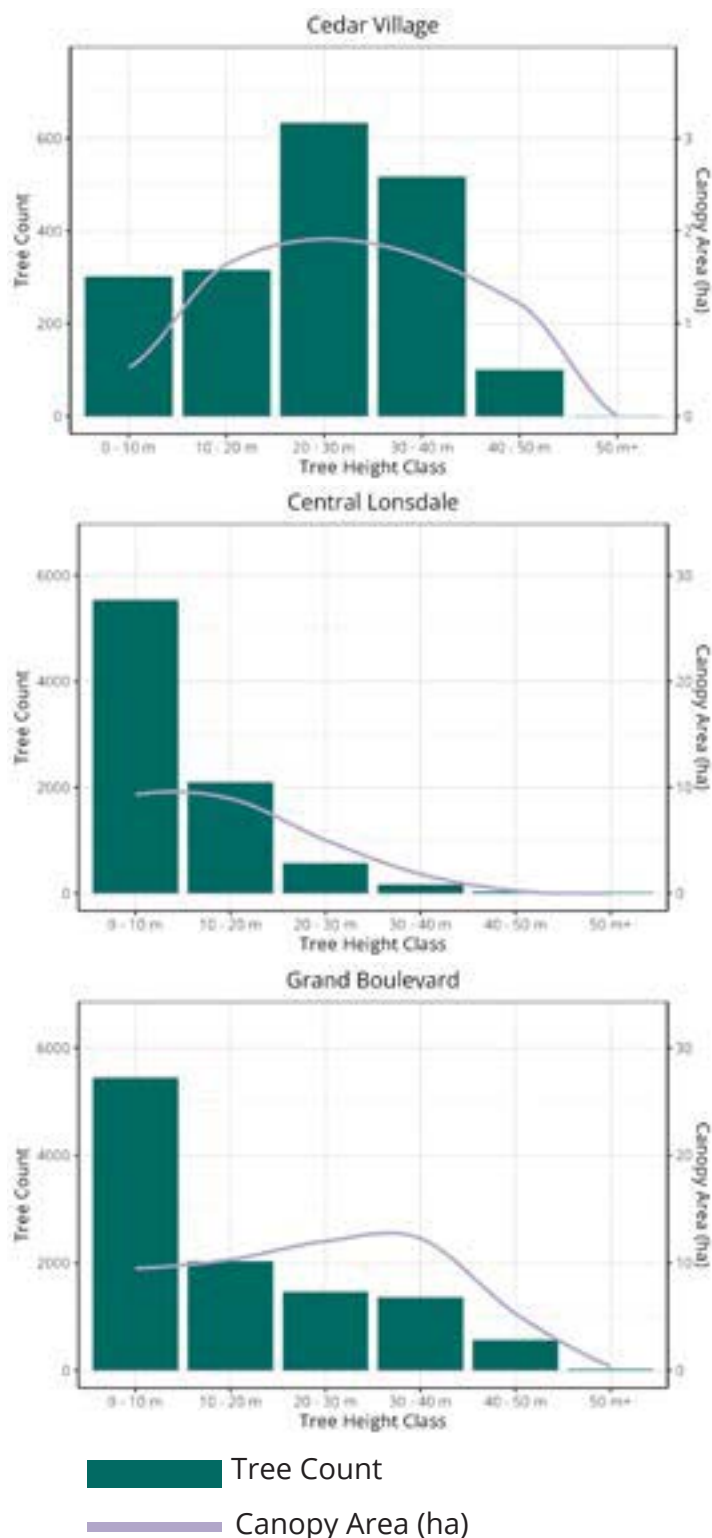


Figure 19. Tree count and canopy area by height class in Cedar Village, Central Lonsdale, and Grand Boulevard.

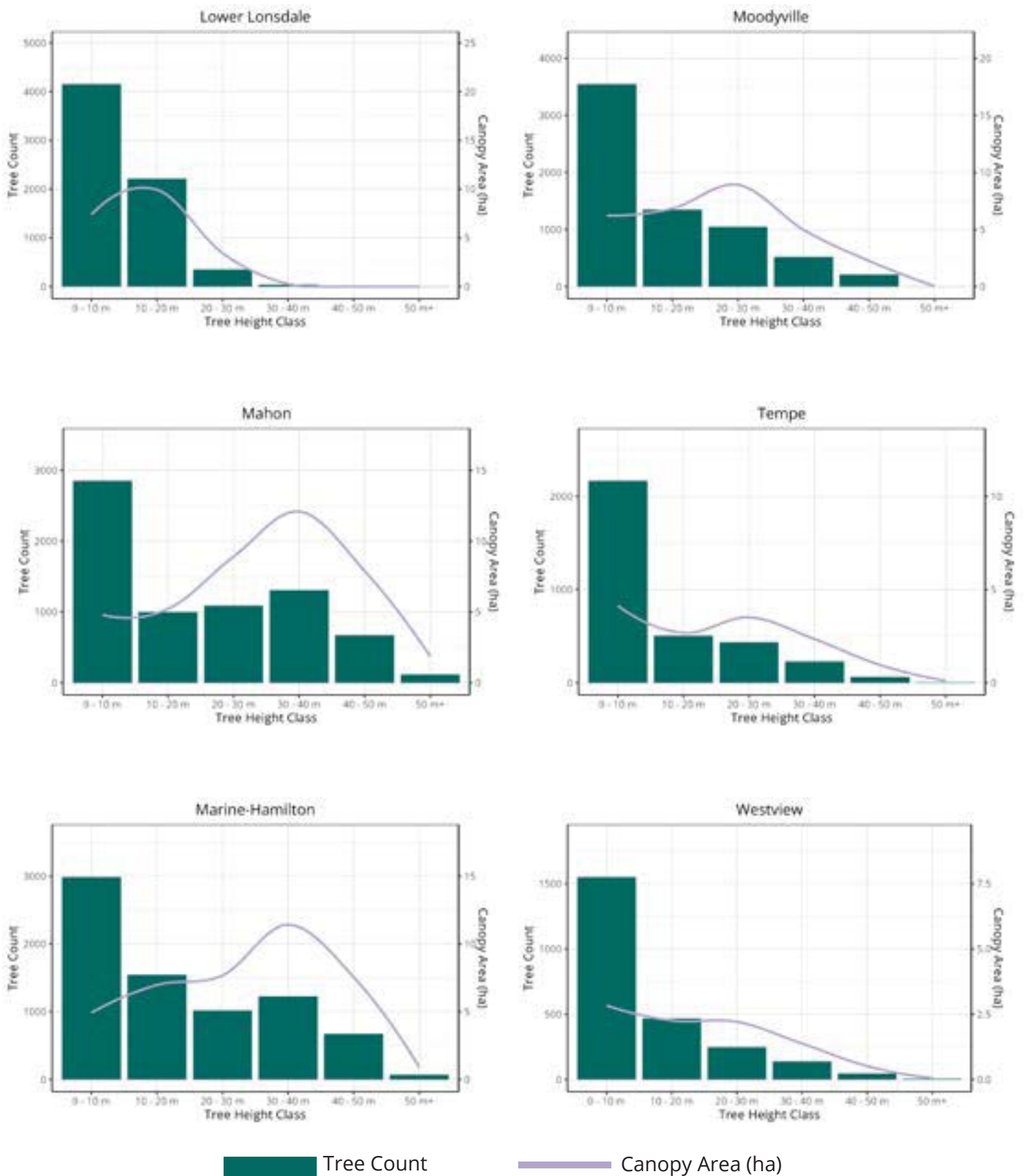


Figure 20. Tree count and canopy area by height class in (clockwise from top left) Lower Lonsdale, Moodyville, Tempe, Westview, Marine-Hamilton, and Mahon.

CITY-WIDE CANOPY VOLUME

Canopy volume can also be estimated from segmented canopy cover. To estimate the canopy volume, a simplified formula was used assuming a conical shape of the trees. The resulting estimates were grouped into the same height classes as the tree canopy area data to determine which trees contribute the most to the overall canopy volume.

The urban forest in the City has an estimated canopy volume of over 40 million cubic metres. Figure 20 shows the tree count and canopy volume for each 10-metre height class. Larger trees in the urban forest provide a much greater amount of canopy volume than smaller trees. Despite making up more than half of the tree count, trees under 10 m tall contribute only 6% to the overall canopy volume. In contrast, trees between 30-40 m tall, which make up only 10% of the inventory, provide 32% of the total canopy volume, which is 3.2 times their share of the tree inventory.

Volume of canopy will be used as an indicator of mature tree retention and the success of implementing the recommendations from the urban forest report.

Table 1. Ratio of proportional tree count (%) to canopy volume (%) by height class.

Height Class	Ratio of Tree Count to Canopy Volume
0 - 10m	0.1
10 - 20m	0.7
20 - 30m	2.0
30 - 40m	3.2
40 - 50m	4.8
50m+	7.0

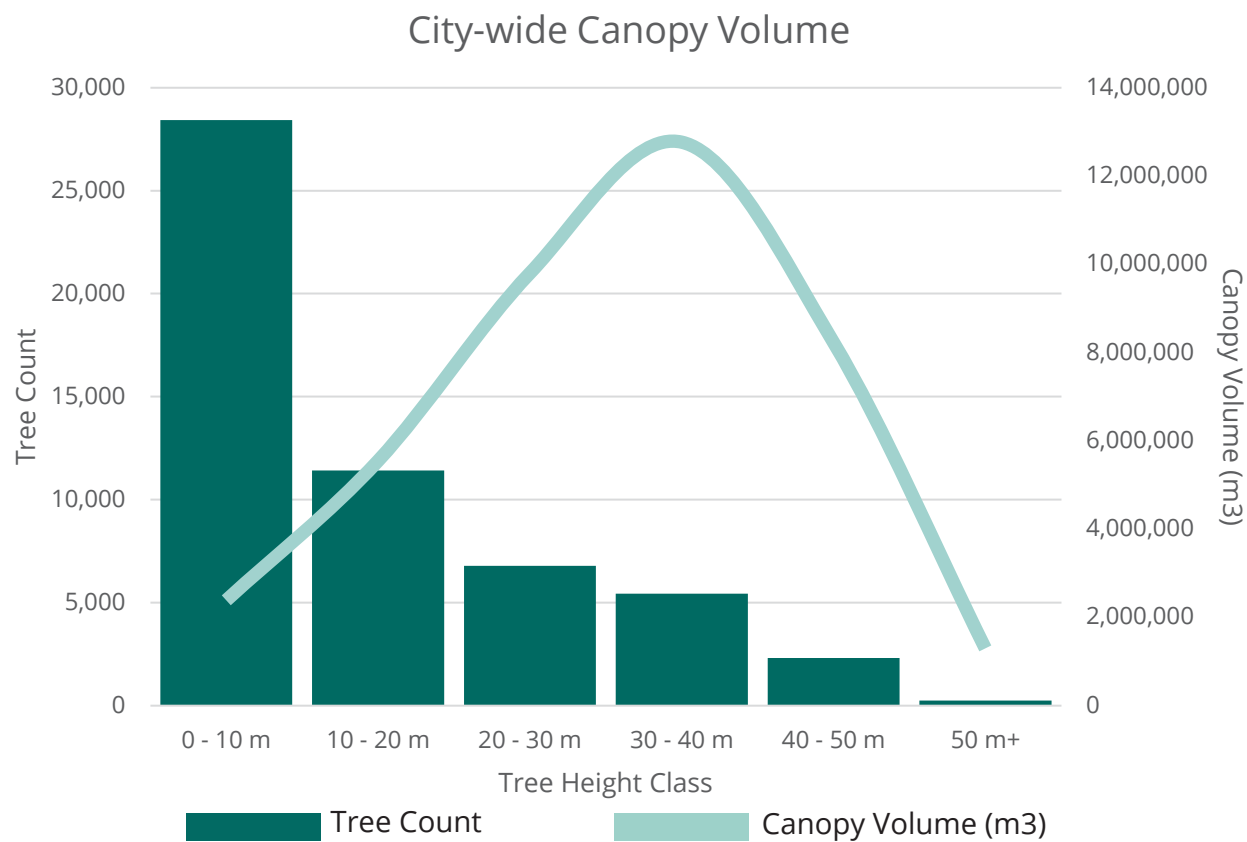


Figure 21. City-wide tree count and estimated canopy volume by 10-m height classes.



## 2.5. ECOSYSTEM SERVICES

As trees grow, they become more valuable and generate higher ecosystem service benefits, such as air pollution removal and stormwater interception. The “large tree argument” states that large-stature trees deliver many times the benefits of a small-stature tree during their lifetimes<sup>[28]</sup>. Therefore, planting and retaining large-stature trees is a way to maximize the ecosystem services provided by the urban forest.

The United States Department of Agriculture’s i-Tree suite was used to assess the ecosystem services of the City’s urban forest and inventoried street trees. However, these assessments can only estimate some of the many ecosystem service values provided by trees. The value of the City’s trees also includes hard-to-quantify benefits related to recreation, improved mental health, biodiversity and habitat value, cultural meaning, and other ecosystem services.

According to the i-Tree Canopy assessment, trees in the City store \$4.4 million in carbon and provide annual ecosystem services for sequestration, stormwater interception, and air pollution removal valued at \$406 thousand. The i-Tree Eco assessment of the City’s tree inventory estimated that the 8,266 trees store \$165 thousand in carbon, provide ecosystem services partially valued at \$52 thousand, and have a structural replacement value of approximately \$14.8 million - that is the cost of having to replace a tree with a similar tree.

Although tree valuation methods are not perfect, they help demonstrate that the urban forest is composed of assets that perform valuable ecosystem services to support the City’s overall quality of life.

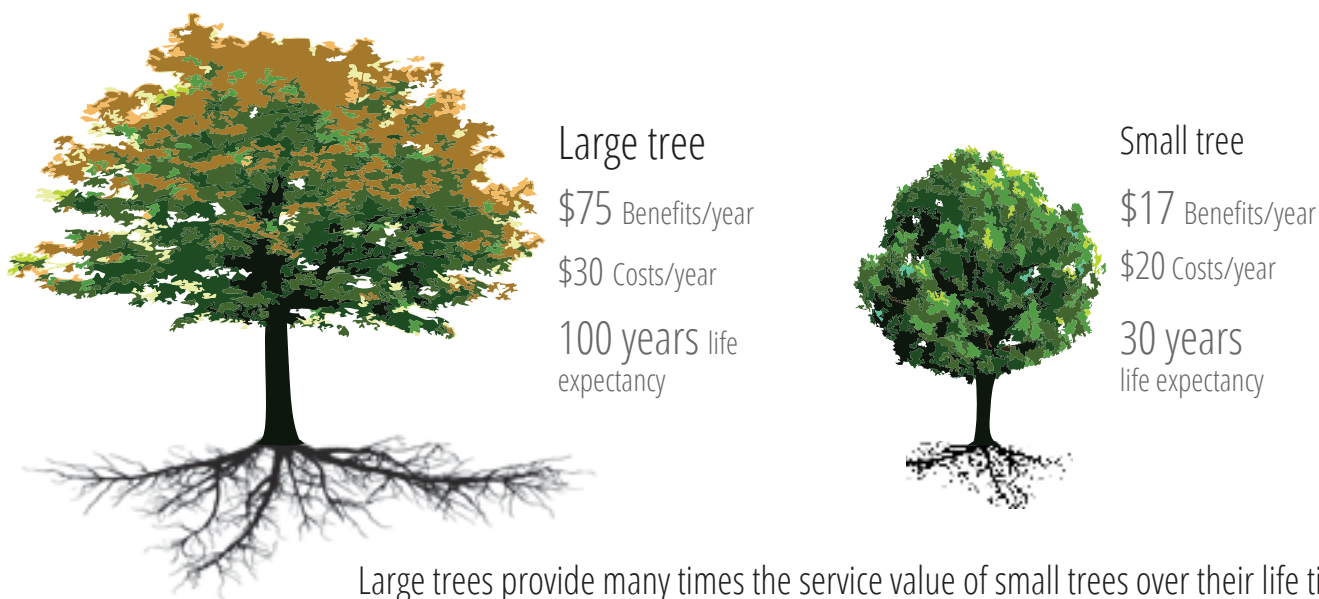


Figure 22. Large trees provide several times the benefits of small trees.

**Note:** the i-Tree Eco values for street trees are expected to be an underestimate because the inventory did not contain diameter measurements for every tree. Benefits are based on estimated diameters using an allometric equation based on tree height, yielding a maximum diameter of 74 cm. The structural replacement value is based on a replacement cost of \$750 per tree (planting and establishment costs), and i-Tree’s fitted values relating tree measures to the valuation procedures of the Council of Tree and Landscape Appraisers.



An aerial photograph showing a dense forest of tall evergreen trees in the foreground. In the middle ground, there is a residential area with houses and a paved road. In the background, a large body of water (likely a bay or lake) is visible, with a city skyline and mountains in the distance under a clear blue sky.

**The City's street  
trees have a  
replacement  
value estimated  
at \$14.8 million.**

Table 2. Results of City-wide i-Tree Canopy assessment of City-wide canopy.

Ecosystem Service	Service Estimates	Dollar Value
<b>Carbon &amp; Stormwater</b>		
C Sequestered annually in trees (t)	620	\$148,700
C stored in trees (t)	18,460	\$4,430,300
Avoided runoff annually (L)	2,116,238	\$6,700
<b>Air Quality</b>		
CO removed annually (kg)	214	\$400
NO <sub>2</sub> removed annually (kg)	1,700	\$800
O <sub>3</sub> removed annually (kg)	10,384	\$43,800
PM10 annually (kg)	3,567	\$32,800
PM2.5 annually (kg)	805	\$173,300
SO <sub>2</sub> annually (kg)	610	\$100
Total air pollution removed annually (kg)	17,280	\$251,200
<b>Total Annual Service Value</b>		<b>\$406,600</b>
<b>Total Non-repeating Service Value (carbon stored)</b>		<b>\$4,430,300</b>

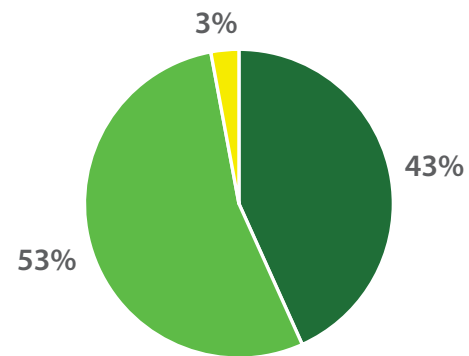
Table 3. Results from the i-Tree Eco assessment of the City tree inventory.

Ecosystem Service	Service Estimates	Dollar Value
<b>Carbon &amp; Stormwater</b>		
C Sequestered annually in trees (t)	71	\$4,607
C stored in trees (t)	2,538	\$164,995
Avoided runoff (L)	6,716,000	\$15,613
<b>Air Quality</b>		
CO removed annually (kg)	5.8	Negligible
NO <sub>2</sub> removed annually (kg)	337.1	\$970
O <sub>3</sub> removed annually (kg)	762.1	\$14,685
PM10 annually (kg)	---	---
PM2.5 annually (kg)	24.1	\$16,154
SO <sub>2</sub> annually (kg)	161.7	\$169
Total air pollution removed annually (kg)	1,290.8	\$31,978
<b>Total Annual Service Value</b>		<b>\$52,198</b>
<b>Total Non-repeating Service Value (carbon stored)</b>		<b>\$164,995</b>
<b>Total Structural Replacement Value</b>		<b>\$14,800,000</b>



## 2.6. NATURAL AND SEMI-NATURAL FORESTS

As documented by the City's Biodiversity and Natural Areas Report, 53% of the forested land in the City is made up of young forest, 80 years old or less. Young forests are characterized by dense and uniform canopies which limit diversity in understory vegetation. Mature forests make up 43% of forested land, and have more complex canopies that supports higher levels of biodiversity. There are no remaining old growth stands (older than 140 years). However, mature forests have the potential to develop old growth characteristics as they age.



*Proportion of forest by type*



*Figure 23. Natural and semi-natural forests*

LiDAR is able to detect differences in canopy density that can be interpreted as dead or dying overstorey trees. Dead trees have been detected in natural areas across several City parks. Specifically, over 100 dead and dying trees were detected in forested stands in Greenwood Park, Loutet Park, and Kealy Woods Park (Figure 21). The findings are consistent with observations of decline in native trees, like western hemlock and western redcedar, as a result of climate change and compounding forest health issues.

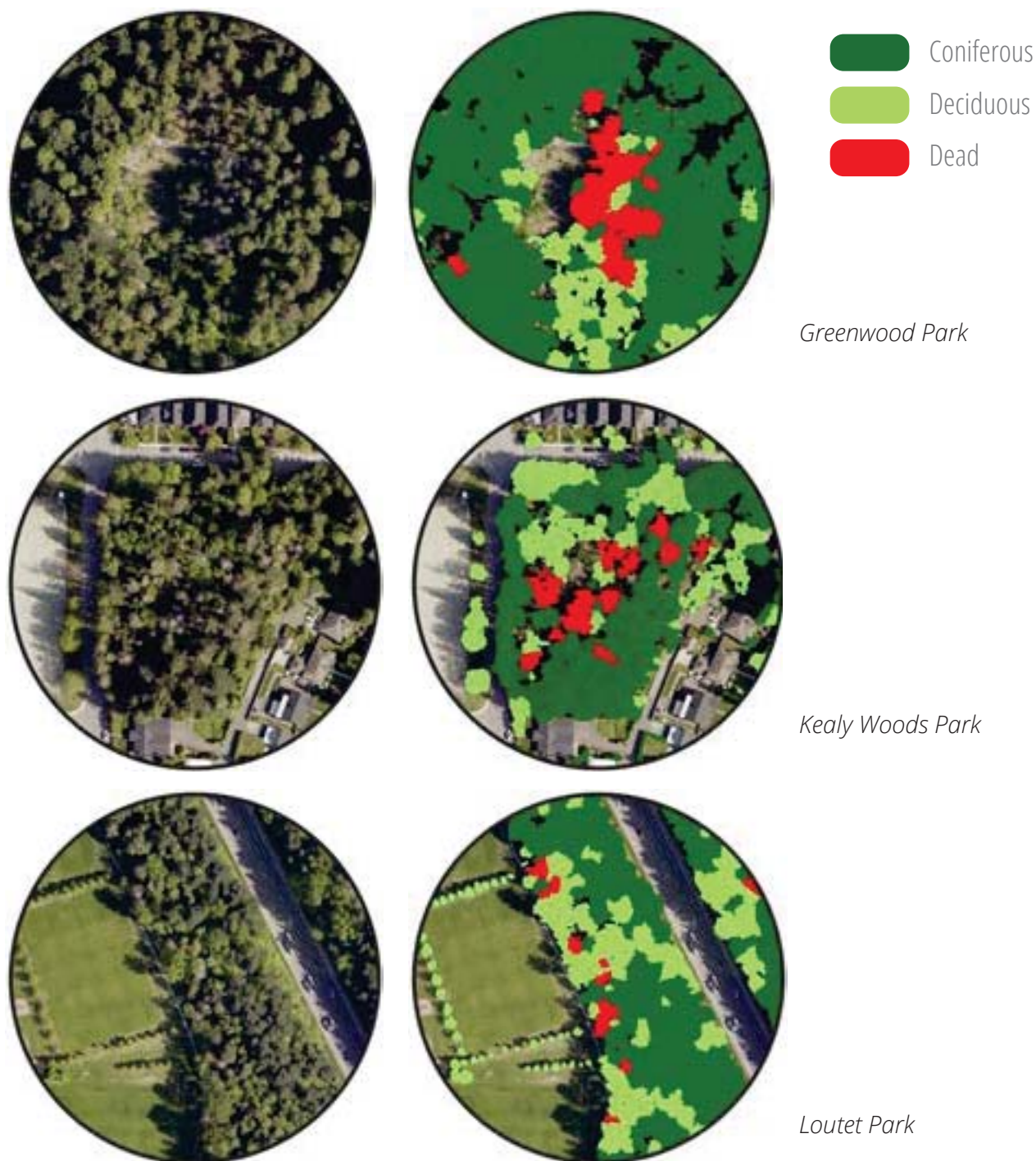


Figure 24. Examples of tree losses and health issues in Greenwood Park, Kealy Woods Park, and Loutet Park.



## 2.7. TREE INVENTORY

The tree inventory of the City of North Vancouver covers almost 9,809 records and contains information on approximately 8,300 street trees, including their species, genus, and location. It also includes details about wildlife trees, eagle nest trees, trees inspected, and dead trees. Although most of the trees in the inventory are planted on streets, it also covers some trees in City parks.

Figure 25 illustrates the distribution of street trees across the City's census dissemination blocks, with an average of just over 3 trees per 100 meters of perimeter. Some blocks have as many as 15 trees per 100 meters, while other areas, such as parts of Moodyville, Grand Boulevard, and Westview, have fewer street trees compared to Central Lonsdale and Lower Lonsdale, which have the highest density of street trees.





SPECIES DIVERSITY IN THE INVENTORY

Having a diverse urban forest can enhance its resilience against pests and diseases that may target specific tree species. In the City’s tree inventory, maples comprise the most common genus (18%), followed by cherry trees (10%), oaks (6%), and cedars (4%) (Figure 26). Best practices for managing urban forests suggest that no more than 5% of a tree inventory should belong to a single species, 10% to a genus, and 15% to a family [29]. Diversity can also aid in climate adaptation since climate risks to trees, such as storm damage, changed pest dynamics, and hotter, drier weather, are also influenced by tree genetics.

Street trees are particularly vulnerable to climate impacts since they are planted in challenging locations with limited soil volumes (and less moisture during dry periods), compacted soils, increased pollution, extreme temperatures, and a

higher risk of physical impact or clearance pruning for traffic. While it may be tempting to rely on familiar species for street planting, climate change and other pressures make diversification a critical goal to decrease urban forest vulnerability.

The City’s tree inventory was compared with species suitability rankings prepared by Metro Vancouver for its Urban Forest Climate Adaptation Framework[30]. Of the City’s tree inventory, 71% are considered suitable or very suitable for future climate, while 29% are considered marginal. Trees that are rated as marginal are likely to be limited to moist planting sites in the future. The top five “marginal”-rated species in the City’s tree inventory are western redcedar (5%), Japanese maple (3%), and magnolia (2%), European beech (2%) and western hemlock (2%).

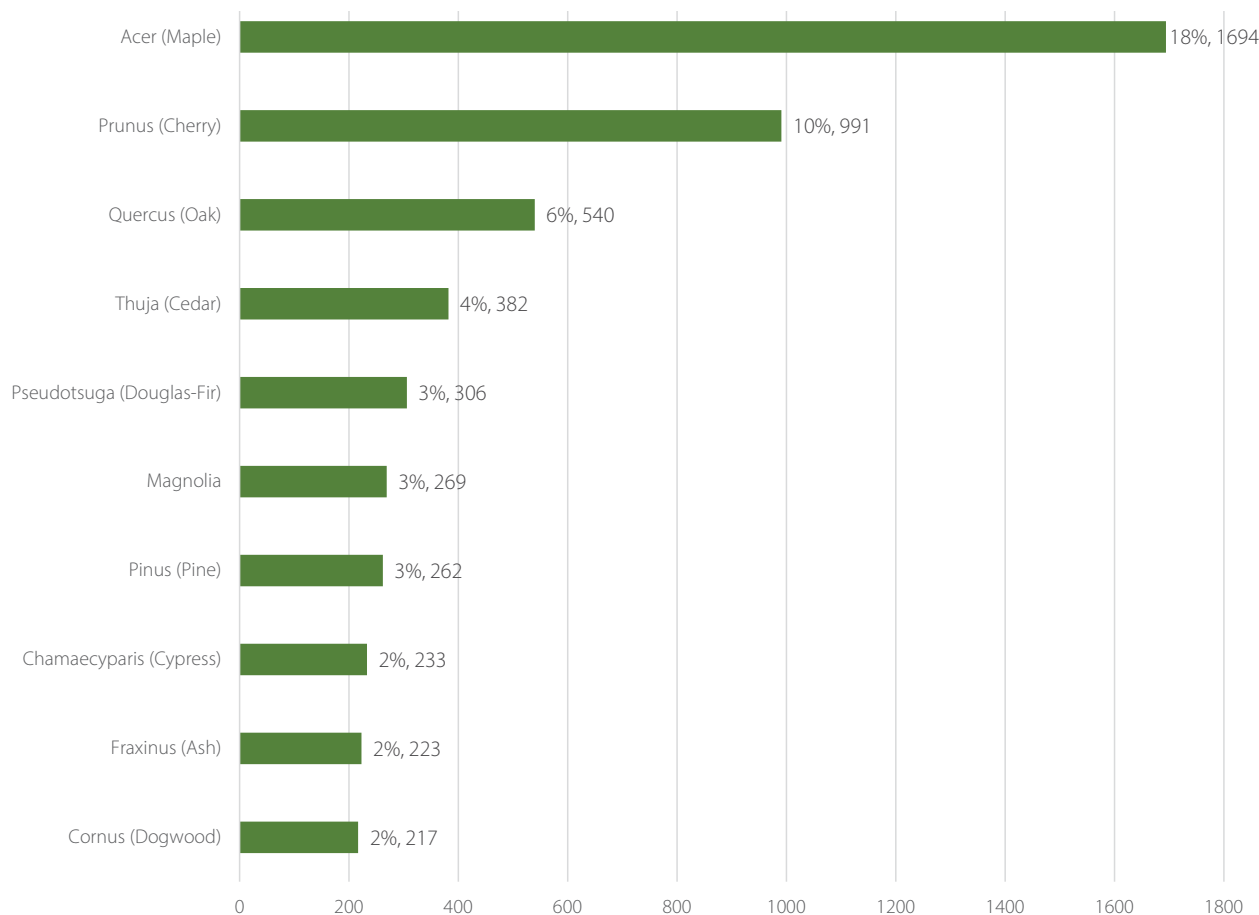


Figure 26. 10 most common tree genera in the City inventory in 2022 showing the proportion (%) and count of each genus

## 2.8. PRIORITY AREAS TO INCREASE TREE CANOPY

Strategic management of the urban forest needs to ensure benefits are provided to areas where they are most needed, given the connection between the urban forest and physical and mental health. Under a warmer climate, the impact of urban forest cover on reducing human vulnerability to heat can be significant. In British Columbia, research has found a correlation between low neighbourhood greenness and deaths during the record-breaking June 2021 heatwave<sup>[31]</sup>.

To identify areas vulnerable to heat in the City, temperature data and population density were compared with the City's canopy cover.

Figure 27 shows population density for each block, and that some higher density areas have very low canopy cover. Population density was calculated using 2021 Census data.

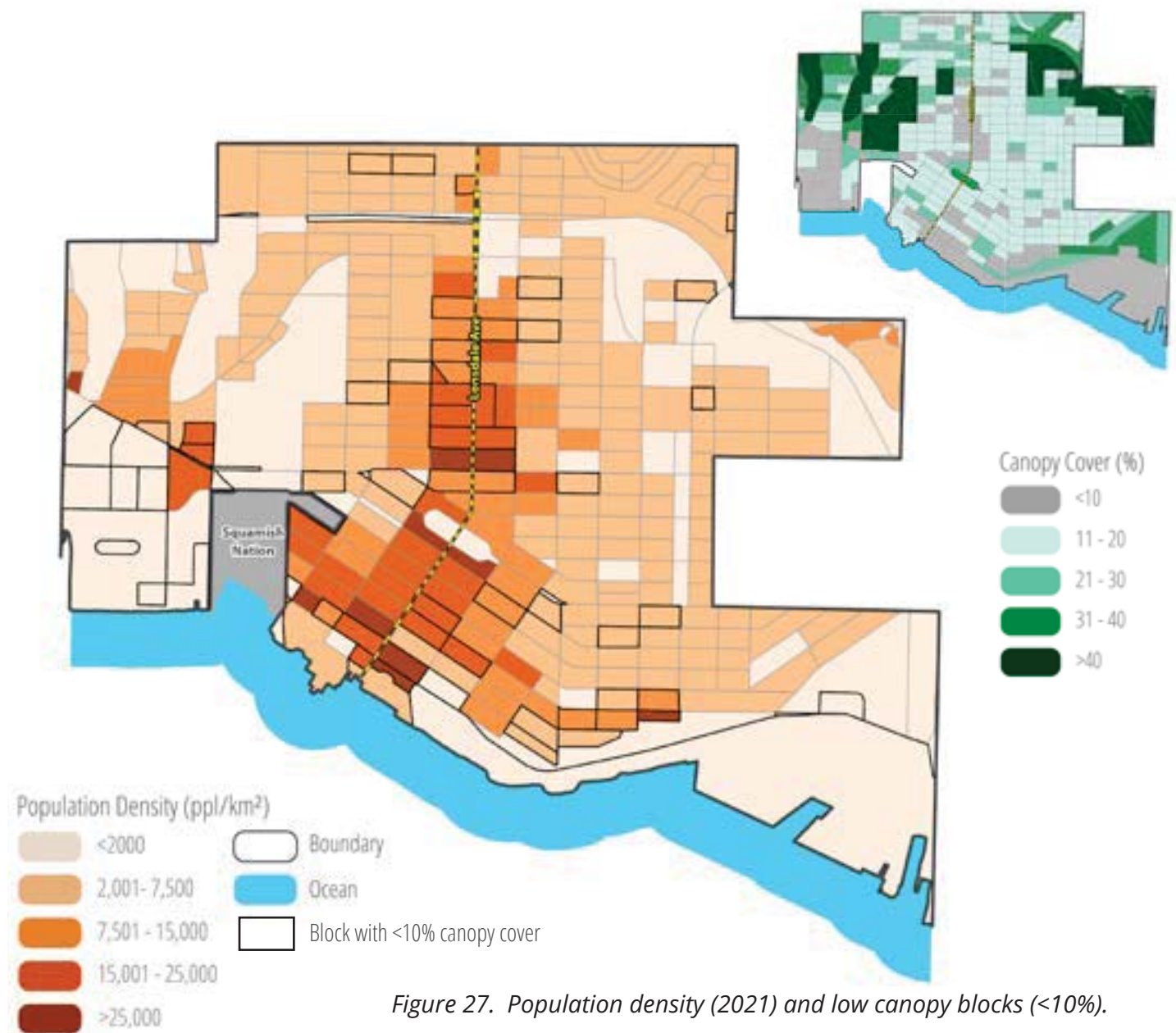


Figure 27. Population density (2021) and low canopy blocks (<10%).

Temperature data was derived from a satellite image taken on June 30, 2021, at 7 pm, near the end of that year's unprecedented heatwave. Figure 28 shows land surface temperature and low tree canopy blocks. There is a general trend of increasing land surface temperature with lower tree canopy, except near the ocean or riparian areas.

The hottest blocks in Central and Lower Lonsdale and near Capilano Mall were over seven degrees

warmer than residential areas in Mahon, Cedar Village, and upper Marine-Hamilton on the evening of June 30, 2021. Expanding and conserving the urban forest in these areas can help reduce the risk from extreme heat events to area residents, particularly those who live in older accommodations or without cooling. The Urban Forest Plan will explore priorities around increasing tree canopy and work with the community to develop recommendations to address risks to human health and well-being through greening.

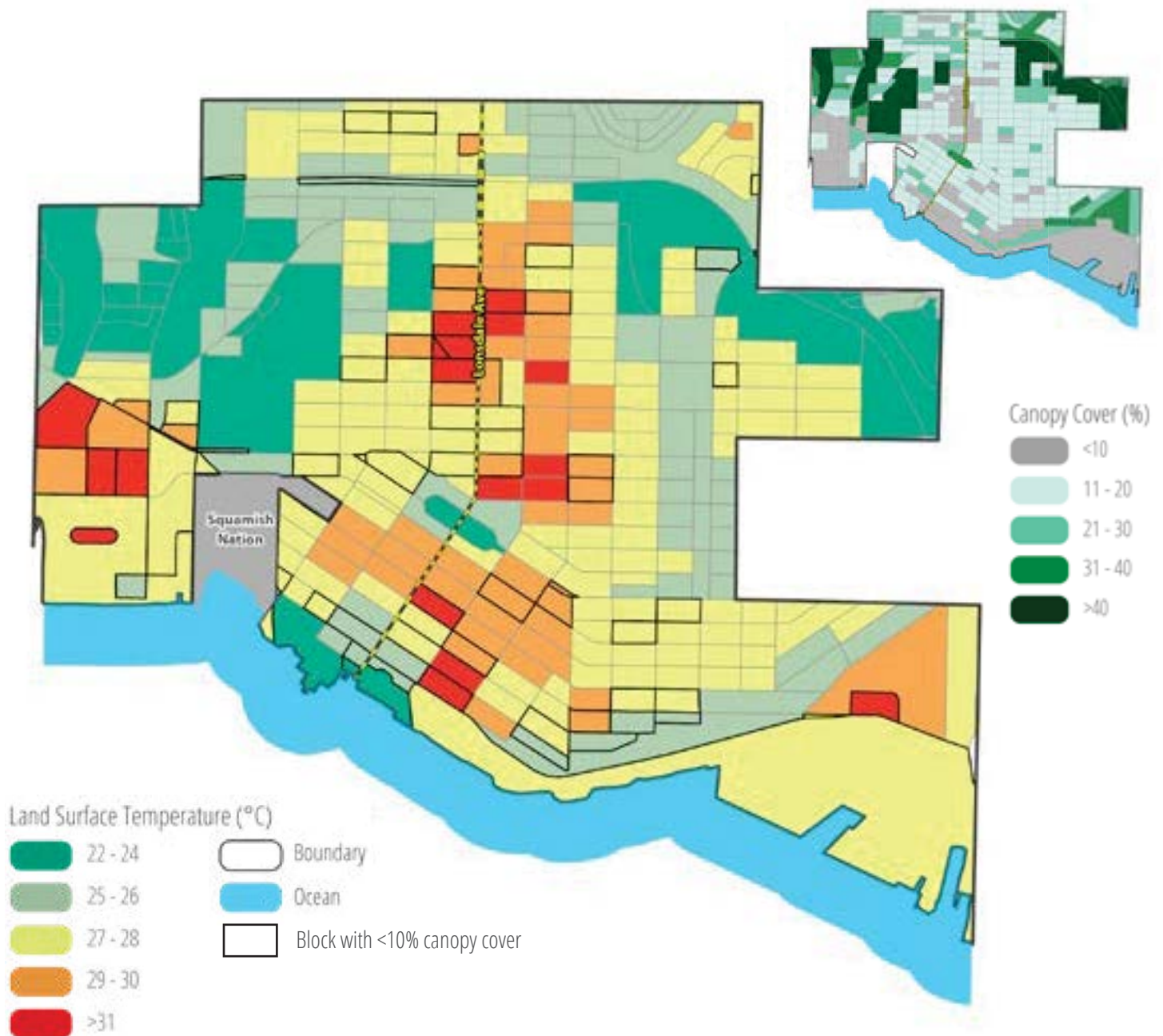


Figure 28. Land surface temperature from June 30, 2021 (7pm) and low canopy blocks (<10%).



### 3. OPPORTUNITIES AND CHALLENGES

#### CLIMATE CHANGE AND EXTREME WEATHER

Trees are already suffering the impacts of climate change, with widespread tree mortality observed across the Lower Mainland. Adapting the urban forest will require planting climate adapted genetic stock of native species, planting a greater diversity of urban species, and providing trees with growing conditions to support their health and resilience.

Projected changes for the region by the 2050s indicate trees will face substantially hotter average and maximum annual temperatures, changed rainfall patterns with extended summer droughts, reduced snowpack and earlier runoff, and the potential for more variable extreme weather including windstorms, heat waves and heavy precipitation<sup>[32]</sup>.

Longer growing seasons are good for growing trees in theory but also encourage new plant and insect pests and may push existing trees past their drought tolerance <sup>[33][34][35][36]</sup>. Because of these issues, climate conditions will have significant impacts on the survival and composition of our forests.

Effects tied to shifting climate can be seen today: urban trees in boulevards and parking lots are struggling with heat and evaporation, while in natural areas western redcedar are disappearing from places they formerly grew<sup>[37]</sup>. Although the impacts of climate are influenced by tree genetics, planting site quality will be a major factor in mortality and decline. Trees exposed to the hottest paved environments, the worst soils, or isolated planting volumes already face additional stressors on growth and development<sup>[38]</sup>. Supporting the urban forest as an adaptation tool requires selecting climate-resilient species for planting and giving them more or better space to grow<sup>[39]</sup>.

#### By the 2050s:



**Warmer temperatures:** almost twice as many days over 25°C will expose vulnerable people to more extreme heat.



**Drier summers:** longer summer dry spells causes declining forest health and species shifts.



**More precipitation in fall and winter:** more rain in fall and winter will increase flooding.



**Decreased snowpack and meltwater:** 62% less snowpack will result in drier forests by mid-summer.

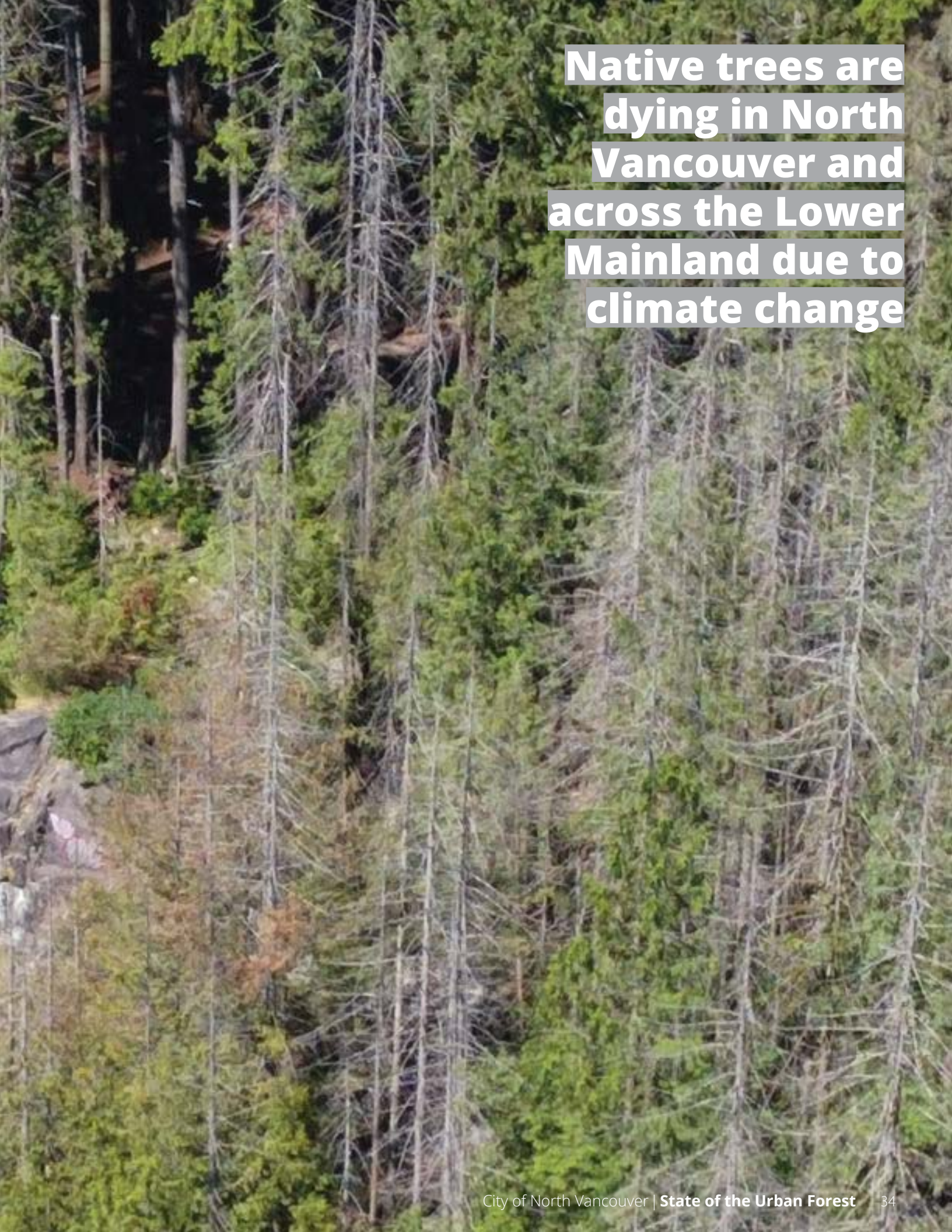


**Longer growing season:** growing seasons will reach almost 340 days per year, allowing new plants and pests to live here.



**More extreme rainfall events:** Heavier rainfalls are expected to occur, causing storm damage.





**Native trees are  
dying in North  
Vancouver and  
across the Lower  
Mainland due to  
climate change**



## URBANIZATION AND DEVELOPMENT

As the City grows, more impermeable surfaces are created to accommodate more housing, utilities, bike lanes and the other amenities of a busy and vibrant public realm. This densification can mean that trees on private land get removed to make room for housing, and new trees get added in boulevards. The increase in hard surfaces also creates challenging conditions for trees, such as hotter temperatures and reduced soil volume<sup>[40][41]</sup>.

Above and below ground utilities can be an obstacle to tree planting. Above ground electrical wires limit species selection and trees require frequent pruning if they grow too close to the wires. Development presents opportunities to place connections underground, allowing trees to grow. However, conflicts can also arise with underground utilities, when tree roots damage pipes, or when utility replacement cuts tree roots. Improving construction and design standards for the belowground environment is a key challenge for the Urban Forest Plan.

Development can also be an opportunity to expand the urban forest. It pays for tree planting and often leads to investments in retrofitting streets for tree growth. Redevelopment can introduce trees to low tree canopy areas, and support urban forest goals. The Urban Forest Plan will harness opportunities to improve tree canopy with development.

## URBAN FOREST PROGRAM CAPACITY

Program capacity refers to the resources, including staff and budgets, available to manage and expand the urban forest. Challenges, such as climate change and increased demand for urban forest services as the City grows, impact the capacity of urban forest program to meet demand. To address these challenges and maintain a sustainable urban forest program, it may be necessary to add program capacity through training, staff, equipment, and funding. This can be achieved through a combination of resources such as fees for service, tax revenue, grants from higher governments, donations, cost-sharing, and development contributions, among others.

## ASSET MANAGEMENT

Adopting a formal asset management approach for trees and green infrastructure can lead to more sustainable management. Trees provide valuable ecosystem services that increase as trees grow. When managing trees as assets, their entire lifecycle is taken into account, recognizing that smaller trees offer fewer benefits than larger ones<sup>[42]</sup>, and that unhealthy trees may require additional management costs that outweigh their benefits. Asset management encourages urban foresters to consider the most effective methods for maximizing each tree's potential service life while minimizing the negative impacts, such as risk of failure or wildfire.





## BIODIVERSITY

Biodiversity encompasses the variety of genes, life forms, and ecosystems present on Earth, and it plays a crucial role in supporting the many essential ecosystem services provided by urban forests<sup>[43]</sup>. Trees, in particular, are critical to maintaining high levels of biodiversity as they provide structural support and diverse habitats for many organisms. Wildlife and ecosystems benefit from the same urban forest ecosystem services as humans, such as clean air and water, shade, and forage.

The City's Biodiversity and Natural Areas Report describes how biodiversity is threatened by urbanization, climate change impacts, and invasive plants and animals in the City. These risks also impact how the Urban Forest Plan will consider diversity and resilience in the urban forest without threatening native ecosystems or functions.

One significant risk to the City's biodiversity is habitat fragmentation. Smaller habitats are more vulnerable to invasive species and disruptive edge effects such as urban pollution, light, and noise. They feature fewer habitat niches to support diversity and are less resilient to disturbance or climate-driven impacts like a major storm. The City's land base is one of the most urbanized in British Columbia, and urban trees can maintain or rebuild connections between isolated patches of habitat<sup>[44]</sup>, such as important forest fragments in the City's remaining natural and riparian areas. Biodiversity in the City also builds connections between people and the environment.

## FOREST HEALTH AND MASS MORTALITY

Forest health management is about reducing the risk of premature mortality in the urban forest, a principle of good asset management. Forest health management tends to focus on living insects, fungi, and other pathogens as forms of tree disease, but it also encompasses non-living factors like soil chemistry, pollution, and climate impacts like drought.

Forest health factors can pose a risk to the urban forest when they have the potential to kill many trees. A recent example of mass mortality in the City is from the western hemlock looper outbreak. The looper feeds aggressively on the needles of western hemlocks and sometimes Douglas-fir, resulting in large patches of brown, sick-looking trees. Combined with the impacts of drought, looper damage caused significant tree mortality from the recent outbreak. The City has had to devote specific funding to prioritizing response to hemlock looper moth, including hazard tree removals and future restoration efforts. Climate change is likely to exacerbate the frequency and severity of insect outbreaks.

As climate change progresses, the risk of wildfire increases in natural areas because forest health issues create additional dead wood or vegetation which acts as fuel during increasingly favourable hot and dry conditions. The City is investing in FireSmart treatments in natural areas to help manage this risk and reduce the likelihood of fire breaking out in parks.



## 4. MUNICIPAL URBAN FOREST PROGRAM

City management of the urban forest is shared between Engineering, Parks & Environment and Planning & Development departments. Within the Engineering, Parks & Environment Department, the Parks & Environment division is responsible for the maintenance of parks, trails and greenways as well as community stewardship and environmental programs. The Engineering division is responsible for tree planting maintenance and operations. The Planning & Development Department regulates tree removal on private property by managing tree permit applications (Tree Bylaw and Streamside Development Permit Areas) and regulates planting and landscaping requirements with development.

### 4.1. STAFFING AND ACTIVITIES

Most City tree planting and maintenance is managed by the Engineering, Parks & Environment Department. The core urban forestry team is comprised of one urban forest supervisor, a full-time arborist, 5 full-time support staff (tree workers, laborers) and 1 auxiliary staff. Staff responsibilities include:

- Responding to service requests about City trees
- Planting site preparation and tree planting
- Young tree care (pruning, mulching, watering, fertilizing)
- Inspecting City and protected trees
- Removing City trees and stump grinding
- Storm response and emergency tree pruning
- Supporting stewardship programs in parks and natural areas
- Managing contractors
- Public communication and education

In 2021, there were over 500 tree related service requests. Currently, urban forest maintenance and tree risk management incorporate reactive (request-driven) and proactive elements. Urban forestry workers include ISA TRAQ certified arborists who assess City trees when a problem is reported and conduct inspections to update the tree inventory.



## TREE PLANTING

The City plants trees in streets and parks, using both capital and operational budgets, through several programs:

- Living City Program focuses on planting trees in boulevards, particularly in areas with low numbers of street trees currently.
- Replacement tree planting occurs when City-owned trees are removed due to decline, hazard, or other circumstances. This program includes replacement tree planting by others, such as developers who have been approved to remove City trees as part of a development proposal.
- Development contributes trees through payments to the City to plant trees in boulevards as well as directly planting boulevards on large projects.
- Donations specifically to support tree planting are collected by the City from members of the public.

- Park tree plantings add new and replacement trees in City parks. Natural areas plantings using smaller stock sizes also occur.
- Capital projects, such as park improvements, can be associated with planting.

On average, the City plants approximately 170 caliper-sized trees each year, of which 30 are replacement trees and 140 are new trees. Planting in natural areas provides an additional 500 or more trees each year with smaller stock sizes. Additional trees are planted on City streets each year as part of larger developments.

## YOUNG TREE CARE

Young tree care consists of watering to establishment (typically 3-5 years) and some young tree pruning, along with mulching, weeding of tree wells, and fertilization. Young tree care is crucial to supporting the healthy establishment of trees so that they can grow to become valuable, long-lived assets.

### KEY FINDINGS

**5 full-time staff and 1 auxiliary staff care for the City's urban forest.**

**500 service requests related to City trees in 2021.**

**\$627,500 operational budget in 2021 for urban forestry**

**\$174,000 for natural areas operations and promoting park stewardship.**

**\$210,000 for planting, young tree care, and establishment.**

**About 135 caliper-sized trees planted by the City each year. In 2021, 30 were replacements and 100+ were new trees. Development contributed an additional 145 trees in 2021, of which 35 were directly planted by City crews.**

**500+ native trees planted each year in natural areas (smaller stock sizes)**



## RISK INSPECTION AND MAINTENANCE

The City's approach to ongoing tree care is both request-driven, relying on reports of tree issues from the public or other parties, and proactive with scheduled inspections and maintenance for some trees. Trees scheduled for maintenance are often the subject of previous service requests, but did not meet the criteria for removal in the Tree Policy. Regular inspection and maintenance of City trees also occurs along main roads to reduce conflicts with vehicles.

## MANAGING FOREST HEALTH AND WILDFIRE

In recent years, the City has been impacted by forest health issues like western hemlock looper moth and drought dieback in western redcedar and other species. Climate impacts are putting stress on native trees while increasing the potential for more intense fires. To respond to these issues, the City is managing dead fuels in parks, assessing the extent of damage from looper moth and appropriate next steps.

## 4.2. OPERATIONAL BUDGET

The operational budget spent by urban forestry was \$627,500 in 2021 for core tasks like tree pruning and responding to public service requests, inspections, and removals. Natural areas operations and park stewardship programming required \$174,000. Tree planting and young tree maintenance (including watering) required \$210,000, including caring for plantings undertaken with separate capital funds from the Living City program. In 2021, an additional \$150,000 in annual

budget was allocated to the City's response to the hemlock looper moth with funds being used to inventory damages, inform and educate the public about the problem, examine treatment options, prioritize and schedule hazard tree removals and formulate a tree planting restoration plan. Western hemlock looper is a native insect that has outbreaks every 10 to 20 years<sup>[45]</sup>, so the cost of response will diminish again until the next outbreak.



## 5. URBAN FOREST POLICY CONTEXT

The City's urban forest is shaped by many laws, bylaws, policies, and plans (Figure 27). The regulatory framework affecting the urban forest can be divided into four categories:

- **Enabling legislation** is the provincial law that provides the City with the authority to manage trees. Other federal and provincial laws may set legal requirements regarding trees and forests that must be met by city bylaws or programs as well as private citizens.
- **Guiding Policy and Plans** are City policies that establish Council's strategic priorities and vision for the urban forest.
- **Bylaws and Guidelines** are the tools the City uses to affect its urban forest management program, including setting standards for zoning, land use, and development, City trees, and regulating trees on private land.
- **Associated Plans and Strategies** address issues like transportation, stormwater/drainage, housing, and climate that have alignment with urban forestry.



Figure 29. Policies affecting urban forest management in the City.



## 5.1. ENABLING LEGISLATION

The City's authorities and obligations come from two pieces of provincial legislation, the Local Government Act and the Community Charter. The Community Charter establishes broad powers of the municipality, including the ability to regulate trees and vegetation. The Charter also dictates how the government is run by setting standards for making bylaws, public accountability, and financial planning. The Local Government Act plays its role in urban forest management by establishing standards for planning and development in the City. Under the Local Government Act, the City of North Vancouver must adopt an Official Community Plan (OCP) which identifies where land uses and economic activities will occur. Within

the OCP, the City can also make policy statements regarding its other program areas, such as parks and recreation. The Local Government Act also enables the City to define Development Permit Areas (DPA) in its OCP or Zoning Bylaw, where additional guidelines regarding trees may apply. Bylaws and guidelines adopted by Council must be consistent with the OCP.

Other federal and provincial legislation create legal requirements for habitat, wildlife, water, and other values influencing urban forest management. Among these are the federal Species at Risk Act and Migratory Birds Convention Act, and the provincial Riparian Areas Protection Act, Water Sustainability Act, and Wildlife Act.

## 5.2. GUIDING POLICIES AND PLANS

The Official Community Plan is the City's key document detailing its long-term vision centered around livability, diversity, and climate resilience. The OCP recognizes the importance of the urban forest and establishes objectives to acquire new parkland, enhance biodiversity and ecological health, protect riparian and wetland areas, undertake habitat restoration projects, improve walkability and increase the ratio of permeable green space to impermeable surface during

redevelopment.

The Council Strategic Plan outlines a priority to turn the City into the "healthiest small city in the world". The 4-year plan proposes the development of a Climate and Environment Strategy and supports the expansion of the urban tree canopy and enhancing habitat to bolster ecosystem services.





## 5.3. BYLAWS AND POLICIES

Bylaws are the implementation tools that staff use to ensure the City's vision for the urban forest is being achieved. Bylaws are statutes adopted by Council. Several bylaws are used to directly manage the urban forest in the City:

- Tree Bylaw (regulates tree removal on private land)
- Policy for the Management of Trees on City Property (regulates trees on City land)
- Subdivision and Development Control Bylaw
- Zoning Bylaw
- Street and Traffic Bylaw
- Parks Regulation Bylaw

### TREE BYLAW

**Purpose:** The City's Tree Bylaw (2022) assigns protected status to trees and regulates the removal of trees on private land. Any tree having a diameter of 20 cm or more requires a tree permit for removal, damage, or cutting. A permit is not required for trees smaller than 20 cm in diameter, trees on highways, or on land in zones RS-1, RS-2, RS-4B, RT-1 or RT-2 (single-family and duplexes). No permit is required for the pruning of trees in line with International Society of Arboriculture best practices or for emergency removals to mitigate imminent danger to persons or property.

**Details:** All tree cutting or removal permits

require an arborist report and retained trees to be protected during construction. Three replacement trees must be planted for each tree removed. Trees being removed because they are dead, dying, or hazardous only require one replacement tree, except in the Streamside Protection and Enhancement Development Permit Area (Zoning Bylaw) where tree replacement numbers are based on tree diameter (varies 2-8 trees) using BC Ministry of Environment criteria. The bylaw allows cash-in-lieu of planting to be paid to the City if a Certified Arborist verifies that the parcel from which trees are being cut cannot accommodate the replacements. The cash-in-lieu contribution is \$750 per tree. Cash-in-lieu can be used by the City to support tree planting on public land, including in streets.

The City also requires each replacement tree be maintained by the permit applicant for two years, and takes a security deposit of \$975 per replacement tree as well as an inspection fee to provide for the acceptance of the tree at the end of the maintenance period. Finally, protected trees that are removed to accommodate development are subject to an ecological compensation fee of \$1500 per tree, which can be offset by \$750 for each additional replacement tree planted on the site. This acts as an incentive to encourage the addition of trees on site and reduce cash-in-lieu payments. Cities without incentives to promote



on-site tree retention and replacement often experience a transfer of the urban forest from private to public land.

## TREE POLICY

**Purpose:** The 2011 Policy for the Management of Trees on City Property (Tree Policy) shapes the management and care of trees on City property by the Engineering, Parks and Environment Department. The Tree Policy outlines the objective to ensure the long-term sustainability of public urban forest assets through prioritizing the preservation of existing City trees wherever conditions permit.

**Details:** The Policy specifies the requirements for protection and care of public trees, including maintenance in such a manner as to promote general good health, and to not endanger, interfere, or otherwise conflict with requirements of safe public use of an area. Under the Tree Policy any public tree that poses a hazard to public safety due to its habit, growth, age, condition or disease shall be maintained by the City to mitigate the issue. The Policy describes tree removal criteria that are used to evaluate requests to remove City trees and the public tree cutting permit application process, along with replacement tree planting criteria including the quantity and quality standards for replacement trees and planting installation specifications.

## ZONING BYLAW

**Purpose:** The Zoning Bylaw (1995) plays an important role in creating the physical space for trees. The Zoning Bylaw establishes minimum standards for lot coverage, landscaped areas and building setbacks as part of development activity. These three factors are key determinants with respect to the protection of the urban forest and planting new trees because they determine how much growing space is available in post-development settings.

**Details:** While zoning bylaws can directly regulate vegetation, such as the number of trees required on each private parcel, setback variances to accommodate trees, or consolidation of lot coverage to proactively conserve planting space, no provision in the City's bylaw does so. As cities densify to meet housing and sustainability goals, underground structures (like parkades) regularly come into conflict with trees on private and adjoining public lands. Underground structures in the City can be sited on any portion of a lot, with minor exceptions on prominent thoroughfares.

Enabled by the Zoning Bylaw, the Streamside Protection and Enhancement Development Permit Area protects land and vegetation within 15 metres of a watercourse and 10 metres from a ravine bank. Within this area, a permit is required for any work that could damage trees of any size or require their removal. These rules restrict tree removal in riparian areas, which are important habitat and biodiversity corridors in the City providing critical ecosystem services.





## SUBDIVISION AND DEVELOPMENT CONTROL BYLAW

**Purpose:** The Subdivision and Development Control Bylaw provides servicing requirements for subdivision and development of land, including public street trees. In the City, street trees are planted by both the City and developers as well as through City programs like the Living City Tree Planting Program. Trees in the public boulevard are a requirement of all new developments in order to enhance the City's urban forest.

**Details:** The City has discretion to approve the species location, spacing, and other design aspects of boulevard tree installation, to account for the variety of boulevard widths and character.

The City determines the required width of new boulevards in consideration of existing infrastructure, trees, and intended street character. 1.5 m in width is generally used as the minimum acceptable standard for new development. The City has pursued wider boulevards in many locations to improve the available planting space and support green infrastructure projects.

Planting sites in street boulevards must meet the

City's published Engineering Standard Drawings. Standards were updated in 2022 to include new tree planting details for coniferous and deciduous species, tree protection, and tree planting in streets with soil cells/structural soils. These updated details contain minimum soil volumes by mature tree size, including a requirement for no less than 25 m<sup>3</sup> per large tree in linked (combined) soil volumes. Planting on City property must also follow the Policy for the Management of Trees on City Property.

## OTHER BYLAWS

The Parks Regulation Bylaw (1996) states no park tree can be removed, pruned, or damaged without authorization from the Manager of Parks & Environment. The Street and Traffic Bylaw (1991) bans unauthorized tree removal from boulevards.





## 5.4. ASSOCIATED PLANS AND STRATEGIES

Several City plans and strategies have relevance for urban forest management:

### CLIMATE AND ENVIRONMENT STRATEGY

In the draft Climate and Environment Strategy, protecting and expanding urban forests is a pivotal direction in the pathway, “Less Grey, More Green”. This pathway includes objectives for protecting existing natural areas as well as supporting climate change adaptation and resilience. This Strategy will promote tree retention and healthy urban forest growth as part of the City’s climate change response, and explore opportunities to implement green infrastructure.

### BIODIVERSITY AND NATURAL AREAS REPORT

The Biodiversity and Natural Areas Report (2023) is focused on protecting, connecting, and restoring natural areas, including forests, in the City. The report includes ecological inventory and habitat mapping, identifying the City’s green infrastructure network, and implementation recommendations. The Urban Forest Plan will be consistent with the Biodiversity and Natural Areas Report.

### MOBILITY STRATEGY

The Mobility Strategy (2022) presents a vision and pathway of a healthier City and transportation system. The Strategy connects a “people first” philosophy with an implementation plan to make the City safer and more attractive for people who use active and public transportation. Recognition of the role of street trees in supporting safe, comfortable walking, biking, and rolling is incorporated throughout the plan, including an action to achieve a double row of trees (along streets) in underserved areas.

### PARKS MASTER PLAN

The Parks Master Plan (2010) guides the planning of natural areas and community and neighbourhood parks in the City. It provides direction for design, protection, acquisition, and amenities provided by each park. Creating the plan involved extensive public engagement. When asked to identify the best ways to “create an identifiable

character for the community”, protecting the natural environment and including more trees and landscaping in public places were the top responses.

### URBAN FOREST MANAGEMENT PLAN

The Urban Forest Management Plan – Technical Report (2007) details the natural condition of forests in the City’s 14 natural area parks. The plan identifies management concerns for the health of the forest and provides strategies tailored to each area to maintain ecological integrity, health, and vigour.

### STREET TREE MASTER PLAN

The Street Tree Master Plan (2004) sets out a plan to maintain and increase the City’s inventory of several thousand street trees. The plan includes a street tree inventory, an implementation strategy, and detailed street tree plans and guidelines. The plan focuses on planting of long-lived large trees clear of utility conflicts, ensuring diversity in species and age, having a balance of native and ornamental species, and creating a maintenance program for tree pruning and disease control. The report also presents the findings of an urban forestry municipal comparison with seven cities, a street tree ecosystem benefits analysis, and tree planting and maintenance standards and specifications.

### INVASIVE PLANT MANAGEMENT STRATEGY

The Invasive Plant Management Strategy (2013) was developed to provide the City with a coordinated approach to managing invasive plant species. The Strategy has five main goals and objectives: Outreach and Education, Control Implementation, Stakeholder Coordination, Assessment and Restoration, and Policy and Adaptive Management. Effective invasive species management requires education and outreach for increasing public awareness and knowledge.

In 2020, the current abundance and distribution of invasive plant species on City property was updated.

## **INTEGRATED STORMWATER MANAGEMENT PLAN**

The Integrated Stormwater Management Plan (2016) documents water flow throughout the City, both in natural streams and in engineered infrastructure. It provides long-term planning goals and objectives to improve water quality and reduce the impacts of storm surges. This plan encourages the use of green infrastructure, which are more naturally designed systems, to capture and slow stormwater flow. Examples of green infrastructure include bioswales, green roofs, pervious surfaces, and systems to capture and reuse grey water. Many of these solutions can be paired with tree planting to enhance urban forest value.

## **INTEGRATED PEST MANAGEMENT POLICY**

The Integrated Pest Management Policy (1995) was created in response to citizen concerns surrounding pesticide applications as well as

human and environmental health. This policy sets out the precautionary principle for the application of cosmetic synthetic pesticides on public lands as well as an Integrated Pest Management Program.

## **STREAMSIDE PROTECTION AND ENHANCEMENT DEVELOPMENT PERMIT GUIDELINES**

The Streamside Protection and Enhancement Development Permit Guidelines (2006) aim to protect fish, streams, and the setbacks adjacent to streams known as riparian areas. It was developed to ensure development meets or exceeds the provincial Riparian Areas Protection Regulation (RAPR). The DPA policy provides the requirements of protecting riparian areas and a mechanism for the City to approve developments near riparian areas. This DPA process is triggered for any construction of a building, increase in impervious surface or landscape changes within 15 meters of the top of bank of a stream (10 m if the stream is in a wide ravine). Developments are allowed but must have no net loss of riparian habitat and must be located as far away from the stream as possible.

## **POLICY GAPS TO CONSIDER IN THE URBAN FOREST PLAN**

To develop the Urban Forest Plan, gaps in the existing regulatory environment for trees will be explored to identify where the City could adopt or amend policy to secure improved outcomes for the urban forest. Some trees in the City of North Vancouver are more protected than others and some bylaws and policies that address urban forest management standards need to be updated to reflect best practices and current environmental conditions. These gaps reflect the City's ongoing development of a vision for its urban forest, and the changing environmental and development context of the City.

To secure a resilient urban forest, the City needs to adopt a citywide canopy cover target. With new geospatial information on the City's trees, the City can begin to set, measure, and monitor related goals for tree loss and replacement by land use or neighbourhood, more effectively schedule maintenance of public trees, and review tree protection performance. Incorporating City trees into asset management policy will be an important step in formalizing natural asset management.

With clearly established goals for canopy cover, the City can begin to address gaps in tree protection and update development policy to refine and improve soil and landscaping requirements. On public land, policies and standards can be updated to harmonize tree protection standards between public and private land, provide clarity on accommodating trees with utilities, and update best management practices for planting and maintenance. Policy gaps will be addressed through recommendations in the Urban Forest Plan.

## 5.5. BEST PRACTICES AND STANDARDS

Urban forestry and arboriculture are widespread occupations with national and international professional associations as well as a healthy community of academic researchers. The visibility of the profession and urban forest issues have generated several third-party standards and best practice guides that urban forest managers can reference when developing their policy documents and programs. City policies and procedures already refer to several of these sources (Table 4).

*Table 4. Select best practice standards used in urban forestry.*

Publisher	Standard	Description	Implementation in the City
<b>International Society of Arboriculture (ISA)</b>	Best Management Practices	The ISA publishes best management practices on many subjects in tree care, maintenance, and urban forestry applications. Certified arborists are encouraged by the ISA to follow all applicable best management practices.	The City references ISA Best Management Practices in its <b>Tree Bylaw</b> : pruning private trees is allowed without a permit if it respects these best management practices.
<b>American National Standards Institute</b>	Z133, A300	The American National Standards Institute releases accepted industry standards for safety in arboriculture operations (Z133) and tree care (A300).	The City references ANSI A300 standards in its <b>Tree Bylaw</b> and <b>City Tree Policy</b> .
<b>Council of Tree and Landscape Appraisers</b>	The Guide for Plant Appraisal	The Guide, now in its 10th edition, presents a widely used protocol for tree appraisal.	The City has used the Guide to establish compensatory values for its public trees in policies, for example, the <b>Street Tree Master Plan</b> (2004) and <b>Parks Bylaw</b> , 1996 No. 6611.
<b>Canadian Nursery Landscape Association</b>	Canadian Landscape Standard, Canadian Nursery Stock Standard	The Association publishes standards in common use for landscape construction and nursery stock.	Landscape material installed on City property and through development agreements must meet the standard, referenced in the City's <b>Tree Policy</b> .
<b>Sustainable Forestry Initiative</b>	Urban and Community Forest Sustainability Standard (draft)	The Sustainable Forestry Initiative (SFI) is preparing a certification standard for urban forest management programs. Draft versions define 16 objectives for a sustainable urban forest program, accompanied by five guiding principles.	Standard is in draft and no city has yet certified its program.
<b>Metro Vancouver</b>	Urban Forest Climate Adaptation Initiative	Metro Vancouver has prepared a Tree Species Selection Tool, and Design Guidebook prepared a three-part practical guide to prepare the urban forest for projected climate change impacts.	Used to guide the species selection process during City planting programs.



## 5.6. PEER CITY COMPARISON

Comparing urban forest programs across Lower Mainland municipalities provides insights into relative levels of investment in urban forestry in the region. Table 5 compares information on the budgets and activities of five peer cities. Peer cities have been selected to show a range of contexts that exist in the region. Some communities, like Vancouver and the City of North Vancouver are more urban, while others have large natural areas that contribute significant canopy area. These contexts change the level of investment needed in tree inventory, planting, tree care, risk assessment, and tree protection.

*Table 5. Municipal comparison of urban forestry programs*

Description	North Vancouver (City)	Vancouver	North Vancouver (District)	Port Moody	Burnaby	Surrey
<b>Context</b>						
Population (2021)	58,120	662,248	88,168	33,535	249,125	568,322
Density (people/km <sup>2</sup> )	4,913	5,750	549	1,297	2,751	1,798
Land area (km <sup>2</sup> )	11.8	115.2	160.7	25.9	90.6	316.1
<b>Assets and Resourcing</b>						
Canopy cover within urban containment boundary	20% (2021)	23% (2018) 21% (2013)	47% (2014)	43% (2019)	29% (2018)	32% (2014)
Public tree population (inventoried street and park trees)	9,800	147,000	Unknown	4,500	32,500	103,985
Approximate annual operational urban forestry budget	\$627,500	\$5,500,000	~\$800,000	\$400,000	\$2,300,000	\$4,800,000
Budget average per person	\$10.80	\$8.31	\$9.07	\$11.93	\$9.23	\$8.45
Budget average per km <sup>2</sup>	\$53,178	\$47,743	\$4,978	\$15,444	\$25,386	\$15,185
Urban forest staff (tree bylaw implementation + tree management)	1 supervisor 1 FTE* arborist 2 FTE support (including 2 tree workers) 1 TFT* support staff	~55 FTE	4 FTE arborists (incl. 2 field arborists) 1 FTE support 1.5 FTE bylaw staff	2 FTE arborists 2.25 FTE support	1 Forestry Supervisor 2 FTE arboricultural foremen 2 FTE arborists 2 FTE tree care crews	~11 FTE
Tree inventory	Yes	Yes	No	Yes	Yes	Yes

FTE = full time equivalent, TFT = temporary full time

Description	North Vancouver (City)	Vancouver	North Vancouver (District)	Port Moody	Burnaby	Surrey
<b>Planting</b>						
Planting programs supporting residents to plant or support planting on City property (excludes replacement planting programs)	Living City Tree Planting Program  Park Stewardship Program  Natural Areas Restoration Planting	Branch Out (Pilot)	-	-	Tree4Free	Releaf planting program
Annual boulevard tree planting rate	~100 street trees through Living City Tree Planting Program  30 replacement trees (2021)  + 145 trees through development contributions	1,500 street trees	Unknown	~50 trees	Unknown	4,475
<b>Management</b>						
Pruning	Reactive and some proactive	Reactive	Proactive street tree pruning (annually <10 years; every 3 years >10 years)	Reactive; contracted out	Reactive	Proactive
Risk management approach	Reactive and some proactive	Reactive	Proactive (3-year cycle)	Reactive except proactive along trails	Reactive	Proactive
Risk management policies/programs	Tree Policy	-	Dangerous Tree Bylaw	Tree Management Policy	-	Natural Areas Management Plan
Urban forest strategy or management plan	Yes (in progress)	Yes	No	Yes (in progress)	Yes (in progress)	Yes
<b>Protection</b>						
Bylaw(s) for private tree protection	Yes	Yes	Yes	Yes	Yes	Yes
Protected tree size	20 cm or greater DBH, except RS and RT zones	20 cm or greater DBH	75 cm or greater DBH	10 cm or greater, ESAs and strata only	20.3 cm or greater	30 cm

## KEY FINDINGS FROM THE PEER CITY COMPARISON

- The City's canopy cover is in the lower range of comparison municipalities, similar to Vancouver's. The City is a highly urbanized municipality, second only to Vancouver in population density. Vancouver was able to increase its canopy cover between 2013 and 2018 by 2%, with much of the increase attributable to the growth of existing trees.
- The City's operational budget for urban forestry (\$627,500) carries a per capita cost of \$10.80 — in the same range as comparison municipalities. Budgeting practices vary between cities, and budgets do not represent equivalent service levels.
- The City's Living City Street Tree Planting Program, replacement tree planting, and planting in parks (supported by both capital spending, donations, and — in the future — cash-in-lieu payments) improve canopy cover, in addition to developer planted trees.
- The City's tree maintenance and risk management combines reactive (request-driven) approaches with some proactive, scheduled pruning (often trees previously reported through service requests). Cities with proactive maintenance approaches for at least some urban forest asset classes support better health and longevity and are better able to implement visual risk inspections.
- All comparison municipalities administer tree bylaws for the protection of public and private trees. The City's bylaw, like Port Moody's, does not apply to low density residential areas. A threshold diameter of 20cm for protected tree status is similar to most other bylaws in the region.





## 6. URBAN FOREST REPORT CARD

The urban forest report card assesses the City's current urban forest program based on the information compiled by the State of the Urban Forest Report. The approach used is a qualitative assessment of criteria and indicators for sustainable urban forest management, prepared by Leff <sup>[46]</sup> and adapted with other criteria to fit the City's context. A criteria is a particular outcome related to urban forest management, while indicators are descriptive statements that reflect poor, fair, good, and optimal performance relative to the criteria. To review the detailed criteria and indicator statements, see Appendix 1, where sources are provided.

The Urban Forest Plan will use the Urban Forest Report Card as a tool to guide recommendations, and to monitor progress towards achieving a sustainable urban forest program.

### KEY FINDINGS

The City's 2022 Urban Forest Report Card score is "Fair". An area of strength for the City is planning, where Council, staff, and community awareness have already supported the inclusion of trees in strategic plans. Areas for improvement include:

- Establishing canopy targets and building capacity for urban forest management to implement the future Urban Forest Plan.
- Expanding planting programs and improving standards guiding tree planting throughout the City.
- Documenting management standards and building up proactive tree risk and maintenance.
- Expanding partnerships with the community, institutions, and promoting stewardship by large landowners.

# Urban Forest Report Card

●●●●● 2023 program grade (in colour)



	Poor	Fair	Good	Optimal
<b>THEME: PLANNING</b>				
Awareness of the urban forest as a community resource	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Relative tree canopy cover (not graded, target to be developed)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clear and defensible urban forest canopy assessment and goals	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interdepartmental and municipal agency cooperation in urban forest strategy implementation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Municipality-wide urban forest management plan	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Municipal natural asset management	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Municipal biodiversity or green infrastructure strategy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Municipal urban forestry program capacity	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Urban forest funding to implement a strategy	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>THEME: PLANTING</b>				
City tree planting and replacement program design, planning and implementation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Development requirements to plant trees on private land	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Streetscape and servicing specifications and standards for planting trees	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Equity in planting program delivery	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Forest restoration and native species planting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Selection and procurement of stock in cooperation with nursery industry	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ecosystem services targeted in tree planting projects and landscaping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>THEME: MANAGING</b>				
Tree Inventory	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Knowledge of trees on private property	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Natural areas inventory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Age diversity (size class distribution)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Species diversity	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Species suitability	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Publicly owned tree species condition	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintenance of intensively managed trees	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Emergency response planning	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tree risk management	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pest and Disease management	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Waste biomass utilization	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>THEME: PROTECTING</b>				
Policy/regulations regulating the protection and replacement of private and City trees	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Policy/regulations for sensitive ecosystems, soils, or permeability through private development	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Internal protocols guide City tree or sensitive ecosystem protection	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standards of tree protection/care observed during development or by arborists	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cooperation with utilities on protection (and pruning) of City trees	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>THEME: PARTNERING</b>				
Citizen involvement and neighbourhood action	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Involvement of large private land and institutional land holders	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Urban forest research	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Regional collaboration	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 7. NEXT STEPS

The Urban Forest Report Card and State of the Urban Forest Report provide a performance baseline that will inform recommendations and directions the Urban Forest Plan. Recommendations considered for the Urban Forest Plan will aim to shift the City's urban forest management program towards good and optimal indicator ratings.

Issues that will be addressed during development of the Urban Forest Plan include:

- Establishing a new canopy cover target (or sub-area targets) for the City, considering the role and needs of expanded tree planting, additional tree protection, or more incentives for retaining and planting trees on public and private property.
- Responding to forest health issues, particularly in natural areas, where native biodiversity is threatened by intersecting climate impacts, edge effects from development, and outbreaks of insect pests and disease, to ensure the City has the expertise to achieve resilience for native biodiversity.
- Expanding the application and understanding of best practices in the City's urban forest bylaws and policies to help present the urban forest as a connected ecosystem with significance to biodiversity, natural areas, infrastructure, capital planning, and development.
- Assessing the capacity of the City's urban forest program to achieve strategic goals, recognizing increasing demand for urban forest ecosystem services, the needs of vulnerable residents for urban forest benefits, intersections with the City's established priorities, and the growing threat of climate change and development related tree loss, so that the Urban Forest Plan can be implemented to maximize benefits and minimize risks.
- Identifying new opportunities to engage the public on urban forest issues and projects to build awareness of the urban forest's value and how community members can contribute to the urban forest through stewardship, tree retention, and other venues.

The public will have opportunities to provide feedback on the State of the Urban Forest Report and Urban Forest Plan development. Visit <https://letstalk.cnv.org/urbanforestplan> to review project information and engagement opportunities.





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# APPENDIX 1. CRITERIA AND INDICATORS FOR THE URBAN FOREST REPORT CARD

The criteria and indicators table is based on the following resources:

- Davey Institute / USDA Forest Service: The Sustainable Urban Forest a Step-by-Step Approach (2016). Available online at [www.itreetools.org/resources/content/Sustainable\\_Urban\\_Forest\\_Guide\\_14Nov2016.pdf](http://www.itreetools.org/resources/content/Sustainable_Urban_Forest_Guide_14Nov2016.pdf)
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The Sustainable Forestry Initiative has released a draft of its upcoming certification standard for urban forests. Once adopted, this standard is expected to become widely adopted in North America and may be useful for future comparison or progress reporting:

- Sustainable Forestry Initiative: SFI Urban and Community Forest Sustainability Standard (2021). Available online at: <https://www.forests.org/wp-content/uploads/SFI-Urban-and-Community-Forest-Sustainability-Standard-%E2%80%93-November-1-2021.pdf>

Assessment Criteria	Objective	Indicators for Urban Forestry Performance			
		Poor	Fair	Good	Optimal
Theme: Planning					
Awareness of the urban forest as a community resource	The urban forest is recognized as vital to the community's environmental, social, and economic well-being.	General ambivalence or negative attitudes about trees, which are perceived as neutral at best or as the source of problems. Actions harmful to trees may be taken deliberately.	Trees are widely acknowledged as providing environmental, social, and economic services but are not widely integrated in corporate strategies and policies.	Trees are widely acknowledged as providing environmental, social, and economic services and urban forest objectives are integrated into other corporate strategies and policies.	Urban forest recognized as vital to the community's environmental, social, and economic well-being. Widespread public and political support and advocacy for trees, resulting in strong policies and plans that advance the viability and sustainability of the entire urban forest.
Relative tree canopy cover*  *target subject to UFP review	Achieve desired degree of tree cover, based on potential or according to goals set for entire municipality and for each neighbourhood or land use.	The existing canopy cover for entire municipality is <50% of the desired canopy	The existing canopy is 50%-75% of desired	The existing canopy is >75%-100% of desired	The existing canopy is >75%-100% of desired - at the individual neighborhood level as well as overall municipality
Clear and defensible urban forest canopy assessment and goals	Urban forest policy and practice is driven by comprehensive goals municipality-wide and at the neighbourhood or land use scale informed by accurate, high-resolution assessments of existing and potential canopy cover.	No assessment or goals.	Low-resolution and/or point-based sampling of canopy cover using aerial photographs or satellite imagery – and limited or no goal setting.  (UFP will advance this indicator)	Complete, detailed, and spatially explicit, high-resolution Urban Tree Canopy (UTC) assessment based on enhanced data (such as LiDAR) – accompanied by comprehensive set of goals by land use and other parameters.	The City has a complete, detailed, and spatially explicit high-resolution Urban Tree Canopy (UTC) assessment accompanied by a comprehensive set of goals, all utilized effectively to drive urban forest policy and practice municipality-wide and at neighbourhood or smaller management level.

\* There is no grading for this assessment criteria as the City will develop a target through the UFP.

Assessment Criteria	Objective	Indicators for Urban Forestry Performance			
		Poor	Fair	Good	Optimal
Interdepartmental and municipal agency cooperation on urban forest strategy implementation	Ensure all relevant municipal departments and agencies cooperate to advance goals related to urban forest issues and opportunities.	Little cooperation and conflicting among departments and/or agencies often leading to poor outcomes for trees.	Common goals but limited cooperation among departments and/or agencies and mixed outcomes for trees.	Municipal departments, affected agencies and urban forest managers recognize potential conflicts and reach out to each other on an informal but regular basis.	Formal interdepartmental working agreements or protocols for all projects that could impact municipal trees.
Municipality-wide urban forest management plan	Develop and implement a comprehensive urban forest management plan for public and private property.	No plan	Existing plan limited in scope and implementation *existing UFP is from 2007 and applies to natural area parks	Recent comprehensive plan developed and implemented for publicly owned forest resources, including trees managed intensively (or individually) and those managed extensively, as a population (e.g., trees in natural areas)	Strategic, multi-tiered plan with built-in adaptive management mechanisms developed and implemented for public and private resources
Municipal natural asset management	Integrate green infrastructure assets into the municipal asset management system to support valuing and accounting for natural assets in the City's financial planning to build climate resilient infrastructure.	No recognition of value of natural or human-made elements that provide ecological and hydrological functions (green infrastructure)	Local government recognizes the value of green infrastructure but does not yet have information to include them in an asset management system.	Green infrastructure assets have been partially or fully inventoried and some assets are included in an asset management system, with the intent to ultimately capture all assets in the consolidated financial statements of the municipality.	Green infrastructure assets are inventoried and included in an asset management system and on the consolidated financial statement of the municipality.



Assessment Criteria	Objective	Indicators for Urban Forestry Performance			
		Poor	Fair	Good	Optimal
Municipal-wide biodiversity or green network strategy	Acquire and restore publicly-owned natural areas in pursuit of meeting municipal-wide biodiversity and connectivity goals.	No or very limited planning and stewardship of natural areas.	Area specific management plans focused on management, restoration, and protection of natural areas.	Municipal-wide urban forest, parks or natural areas strategy guiding management, restoration, and protection of the existing natural areas network.	Biodiversity strategy or equivalent in effect to manage, restore and existing and acquire future natural areas network throughout the municipality.
Municipal urban forestry program capacity	Maintain sufficient well-trained personnel and equipment – whether in-house or through contracted or volunteer services – to implement municipality-wide urban forest management plan	Team severely limited by lack of personnel and/or access to adequate equipment. Unable to perform adequate maintenance, let alone implement new goals.	Team limited by lack of staff and/or access to adequate equipment to implement new goals.	Team able to implement many of the goals and objectives of the urban forest management plan.	Team able to implement all of the goals and objectives of the urban forest management plan.
Urban forest funding to implement a strategy	Maintain adequate funding to implement the Urban Forest Plan	Little or no dedicated funding.	Dedicated funding but insufficient to implement the Urban Forest Plan or maintain new assets as they are added to the inventory. *pending UFP review	Dedicated funding sufficient to partially implement the Urban Forest Plan and maintain new assets as they are added to the inventory.	Sustained funding to fully implement the Urban Forest Plan and maintain new assets as they are added to the inventory.
Theme: Planting					
City tree planting and replacement program design, planning and implementation	Comprehensive and effective tree selection, planting and establishment program that is driven by canopy cover goals and other considerations according to the UFS.	Tree replacement and establishment is ad hoc.	Some tree planting and replacement occurs, but with limited overall municipality-wide planning and insufficient to meet replacement requirements.	Tree replacement and establishment is directed by needs derived from an opportunities assessment and species selection is guided by site conditions, tree health and climate adaptation considerations.	Tree planting and replacement is guided by strategic priorities and is planned out to make progress towards targets set for canopy cover, diversity, tree health and climate adaptation within the timeframe of the strategy.

Assessment Criteria	Objective	Indicators for Urban Forestry Performance			
		Poor	Fair	Good	Optimal
Development requirements to plant trees on private land	Ensure that new trees are required in landscaping for new development or, where space is lacking, there is an equivalent contribution to tree planting in the public realm.	Landscaping requirements do not address trees on private land.	Developments are generally required to provide replacement but the outcomes are often in conflict with public trees and other infrastructure due to space limitations and not connected to meeting canopy cover targets. City-wide Tree Bylaw does implement replacement policy but not for all zones.	Developments are required to provide replacement trees or, where space is not adequate according to soil volume available, provide cash-in-lieu for equivalent tree planting on public land. The requirement is not connected to meeting canopy cover targets.	Developments are required to provide a minimum density of trees per unit measure or, where space is not adequate according to soil volume available, provide adequate cash-in-lieu for equivalent tree planting on public land. Planting density is determined based on meeting a municipal-wide canopy cover target.
Streetscape and servicing specifications and standards for planting trees	Ensure all publicly owned trees are planted into conditions that meet requirements for survival and maximize current and future tree benefits.	No or very few specifications and standards for growing sites.	Specifications and standards for growing sites exist but are inadequate to meet urban forest goals.	Specifications and standards exist and are adequate to meet urban forest goals but are not always achieved.	All trees planted are in sites with adequate soil quality and quantity, and with sufficient growing space to achieve their genetic potential and life expectancy, and thus provide maximum ecosystem services.
Equity in planting program delivery	Ensure that the benefits of urban forests are made available to all, especially to those in greatest need of tree benefits.	Tree planting and outreach are not determined equitably by canopy cover or need for benefits.	Planting and outreach includes attention to low canopy neighborhoods or areas.	Planting and outreach targets the neighborhoods with low canopy and a high need for tree benefits.	Equitable planting and outreach at the neighbourhood level are guided by strong citizen engagement in identified low-canopy/high-need areas.

Assessment Criteria	Objective	Indicators for Urban Forestry Performance			
		Poor	Fair	Good	Optimal
Forest restoration and native species planting	Encourage the appreciation of climate suitable native vegetation by the community and ensure native species are widely planted to enhance native biodiversity and connectivity	Voluntary use of climate suitable native species on publicly and privately-owned lands.	The use of climate suitable native species is encouraged on a site-appropriate basis in public and private land development projects.	Policies require the use of climate suitable native species and management of invasive species on a site-appropriate basis in public and private land development projects but are not integrated across all policy or guided by a connectivity analysis.	Policies require the use of climate suitable native species and management of invasive species on a site-appropriate basis in public and private land development projects and through tree bylaw.
Selection and procurement of stock in cooperation with nursery industry	Diversity targets and climate adaptation/ mitigation objectives guide tree species selection and nurseries proactively grow stock based on municipal requirements.	Species selection is not guided by diversity targets or climate adaptation/ mitigation objectives.	Species selection is guided by diversity and climate adaptation/ mitigation but required stock is rarely available from nurseries and acceptable substitutes reduce diversity.	Species selection is guided by targets for diversity and climate adaptation/ mitigation and required stock or acceptable substitutes are usually available from nurseries.	Species selection is guided by targets for diversity and climate adaptation/mitigation and required stock is secured ahead of the planned planting year from contract or in-house nurseries.
Ecosystem services targeted in tree planting projects and landscaping	Incorporate ecosystem services objectives into public and private tree planting projects to improve urban tree health and resilience, carbon sequestration, stormwater management and cooling.	Ecosystem services not considered in planting projects or intentionally designed into vegetated landscapes	Ecosystem services, such as stormwater interception, occasionally incorporated into City or private land planting projects and landscape designs.	Guidelines in place for planting projects and landscape designs on public and private land to deliver specific ecosystem services.	Ecosystem services targets are defined for the urban forest and policy requires planting project and landscape designs on public and private land to contribute to meeting targets.



Assessment Criteria	Objective	Indicators for Urban Forestry Performance			
		Poor	Fair	Good	Optimal
Theme: Managing					
Tree inventory	A current and comprehensive inventory of intensively managed trees to guide management, including data such as age distribution, species mix, tree condition and risk assessment.	No inventory.	Partial inventory of publicly-owned trees in GIS.	Complete inventory of street trees and intensively managed park trees in GIS but inconsistently updated.	The municipal tree inventory is complete, is GIS-based, supported by mapping, and is continuously updated to record growth, work history and tree condition.
Knowledge of trees on private property	Understand the extent, location, and general condition of privately-owned trees.	No information about privately owned trees.	Aerial, point-based or low-resolution assessment of tree canopy on private property, capturing broad extent.	Detailed Urban Tree Canopy analysis of the urban forest on private land, including extent and location, integrated into a municipality-wide GIS system	The City has an i-Tree Eco analysis of private trees as well as detailed Urban Tree Canopy analysis of the entire urban forest integrated into a municipality-wide GIS system.
Natural areas inventory	A current and comprehensive inventory of sensitive and modified natural ecosystems and their quality mapped to Provincial standards to provide standardized ecological information to support decision-making.	No municipal inventory of natural areas.	Natural areas inventoried in GIS but not recently updated and attribute information not to a standard that can support decision-making.	Natural areas inventoried in GIS and with standard and complete attribute information to support decision-making but not updated in the last 5 years.	Natural areas inventoried in GIS and with standard and complete attribute information to support decision-making and updated in the last 5 years.

Assessment Criteria	Objective	Indicators for Urban Forestry Performance			
		Poor	Fair	Good	Optimal
"Intensively" managed tree age diversity (size class distribution)	Provide for ideal age distribution for all "intensively" managed trees – municipality-wide as well as at neighbourhood level	Even-age distribution, or highly skewed toward a single age class (maturity stage) across entire population	Some uneven distribution, but most of the tree population falls into a single age class  *Size class distribution is based on estimates using LiDAR-derived tree heights.	Total tree population across municipality approaches an ideal age distribution of 40% juvenile, 30% semi-mature, 20% mature, and 10% senescent	Total population approaches that ideal distribution municipality-wide as well as at the neighborhood level
"Intensively" managed tree species diversity	Establish a genetically diverse population across the municipality as well as at the neighbourhood scale	Five or fewer species dominate the entire tree population across municipality	No single species represents more than 10% of the total tree population; no genus more than 20%, and no family more than 30%	No single species represents more than 5% of total tree population; no genus more than 10%; and no family more than 15%	At least as diverse as "Good" rating (5/10/15) municipality-wide - and at least as diverse as "fair" (10/20/30) at the neighborhood level
"Intensively" managed tree species climate suitability	Establish a planted tree population suited to the urban environment and adapted to the overall region	Fewer than 50% of planted trees are from species considered suitable for the area	>50%-75% of planted trees are from species suitable for the area	More than 75% of planted trees are suitable for the area.	Virtually all planted trees are suitable for the area
"Intensively" managed tree species condition	Current and detailed understanding of condition and risk potential of all publicly owned trees that are managed intensively (or individually)	Condition of urban forest is unknown	Sample-based tree inventory indicating tree condition and risk level	Complete tree inventory that includes detailed tree condition ratings	Complete tree inventory that is GIS-based and includes detailed tree condition as well as risk ratings

Assessment Criteria	Objective	Indicators for Urban Forestry Performance			
		Poor	Fair	Good	Optimal
Maintenance of intensively managed trees	Maintain all publicly owned intensively managed trees for optimal health and condition in order to extend longevity and maximize current and future benefits	Intensively managed trees are maintained on a request/reactive basis.	Intensively managed trees are maintained on a request/reactive basis. Limited systematic (block) pruning and/or immature trees are structurally pruned.	All intensively managed trees are systematically maintained on a cycle determined by workload and resource limitations. All immature trees are structurally pruned.	All mature intensively managed trees are maintained on an optimal pruning cycle. All immature trees are structurally pruned.
Emergency response planning	A response plan guides call-out procedures, resources available and the clean-up response for extreme weather and earthquake.	Response plan not documented or not current.	Response plan is documented and includes call-out procedures, roles and responsibilities but lacks details to prioritize hazards and clean-up.	Response plan includes call-out procedure, roles and responsibilities, and criteria for prioritizing tree hazards and removing debris is in place.	A comprehensive response plan is in place and a response drill occurs annually.
Tree risk management	Comprehensive tree risk management program fully implemented, according to ANSI A300 (Part 9) "Tree Risk Assessment" standards, and supporting industry best management practices.	No coordinated tree risk assessment or risk management program. Response is on a reactive basis only.	Some areas within the city are prioritized for risk assessment and management. Little annual budget is available to develop a more proactive inspection program.	Priority areas of the City are inspected on a regular schedule and operational standards and budgets are in place for responding to and managing tree risks within an appropriate timeframe.	A comprehensive risk management program is in place, with all public lands inspected on defined schedules and operational standards and budgets in place for responding to and managing tree risks within an appropriate timeframe.
Pest and Disease Management	An Integrated Pest Management (IPM) plan guides treatment responses to existing and potential pest, disease and invasive species threats to the urban forest.	No integrated pest management plan and no pest management.	No integrated pest management plan and reactive pest management.	An integrated pest management plan is in place and implemented.	A comprehensive pest management program is in place, with detection, communication, rapid response and IPM practiced.



Assessment Criteria	Objective	Indicators for Urban Forestry Performance			
		Poor	Fair	Good	Optimal
Waste biomass utilization	A closed system diverts all urban wood and green waste through reuse and recycling.	Wood waste from the urban forest is not utilized.	Wood waste from the urban forest is utilized as mulch or biofuel.	Wood waste from the urban forest is utilized as mulch or biofuel and sometimes high value pieces are milled and stored for later use or sold on to local value-added industries.	Low value wood waste from the urban forest is utilized as mulch or biofuel and all high value pieces are milled and stored for later use or sold on to local value-added industries.
Theme: Protecting					
Policy or regulations regulating the protection and replacement of private and City trees	Secure the benefits derived from trees on public and private land by enforcement of municipality-wide policies and practices including tree protection.	No or very limited tree protection policy.	Policies in place to protect public trees and employ industry best management practice.	Policies in place to protect public and private trees with enforcement but lack integration with other municipal policy to enable effective tree retention.	Urban forest strategy and integrated municipal-wide policies that guide the protection of trees on public and private land, and ensure they are consistently applied and enforced.
Policy or regulations for conservation of sensitive ecosystems, soils, or permeability on private property through development	Secure the benefits derived from environmentally sensitive areas by enforcement of municipality-wide policies in pursuit of meeting biodiversity and connectivity goals.	No or very limited natural areas protection policy.	Policies in place to protect privately-owned natural areas without enforcement.	Development Permit Areas in place to protect privately-owned natural areas with enforcement but lack integration with other municipal policy to enable effective tree retention.	Biodiversity strategy or equivalent and integrated municipal-wide policies that guide privately-owned natural area protection and ensure they are consistently applied.

Assessment Criteria	Objective	Indicators for Urban Forestry Performance			
		Poor	Fair	Good	Optimal
Internal protocols guide City tree or sensitive ecosystem protection	Ensure all relevant municipal departments follow consistent tree or ecosystem protection protocols for capital design and construction activities.	No protocols guiding City tree or ecosystem protection for capital design and construction activities.	Informal and inconsistent processes followed for City tree or ecosystem protection for capital design and construction activities.	Established protocols for City tree or ecosystem protection for capital design and construction activities but outcomes are inconsistent or sometimes unachievable.	Established protocols for City tree or ecosystem protection for capital design and construction activities are consistently followed and outcomes are successful.
Standards of tree protection and tree care observed during development or by local arborists and tree care companies	Consulting arborists and tree care companies understand city-wide urban forest goals and objectives and adhere to high professional standards.	Limited understanding or support for tree protection requirements.	General understanding or support for tree protection requirements but large variation in the quality of information and services provided.	General understanding or support for tree protection requirements and generally consistent quality of information and services provided.	Advocacy for tree protection requirements, engagement with City staff on improving processes and standards, and generally consistent quality of information and services provided to high professional standards.
Cooperation with utilities on protection (and pruning) of City trees	All 3rd party utilities employ best management practices and cooperate with the City to advance goals and objectives related to urban forest issues and opportunities.	Utilities take actions impacting urban forest with no municipal coordination or consideration of the urban forest resource.	Utilities inconsistently employ best management practices, rarely recognizing potential municipal conflicts or reaching out to urban forest managers and vice versa.	Utilities employ best management practices, recognize potential municipal conflicts, and reach out to urban forest managers on an ad hoc basis – and vice versa.	Utilities employ best management practices, recognize potential municipal conflicts, and consistently reach out to urban forest managers and vice versa.

Assessment Criteria	Objective	Indicators for Urban Forestry Performance			
		Poor	Fair	Good	Optimal
Theme: Partnering					
Citizen involvement and neighbourhood action	Citizens and groups participate and collaborate at the neighbourhood level with the municipality and/or its partnering NGOs in urban forest management activities to advance municipality-wide plans	Little or no citizen involvement or neighborhood action.	Community groups are active and willing to partner in urban forest management, but involvement and opportunities are ad hoc.	Several active neighborhood groups engaged across the community, with actions coordinated or led by municipality and/or its partnering NGOs.	Proactive outreach and coordination efforts by the City and NGO partners result in widespread citizen involvement and collaboration among active neighbourhood groups engaged in urban forest management
Involvement of large private land and institutional land holders (e.g., schools)	Large private landholders to embrace and advance city-wide urban forest goals and objectives by implementing specific resource management plans.	Large private landholders are generally uninformed about urban forest issues and opportunities.	Landholders manage their tree resource but are not engaged in meeting municipality-wide urban forest goals.	Landholders develop comprehensive tree management plans (including funding strategies) that advance municipality-wide urban forest goals.	As described in “Good” rating, plus active community engagement and access to the property's forest resource.
Urban forest research	Research is active and ongoing towards improving our understanding of the urban forest resource, the benefits it produces, and the impacts of planning, policy, design and management initiatives.	No urban forest research.	Isolated academic research occurs in the municipality's urban forest.	The municipality supports and has input on academic research occurring in its urban forest and knowledge transfer occurs.	The urban forest is a living laboratory - in collaboration with public, private, NGO and academic institutions - integrating research and innovation into managing urban forest health, distribution, and abundance.
Regional collaboration	There is cooperation and interaction on urban forest plans among neighbouring municipalities within the region, and/or within regional agencies.	Municipalities have no interaction with each other or the broader region for planning or coordination on urban forestry.	Some neighboring municipalities and regional agencies share similar policies and plans related to trees and urban forest.	Some urban forest planning and cooperation across municipalities and regional agencies.	Widespread regional cooperation resulting in development and implementation of regional urban forest strategy.



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# Living City Tree Planting Program An Overview of Emerging Challenges

Presented November 2023  
Engineering, Parks and Environment



## Agenda

1

Program Background

4

Communicating with the Public

2

Identifying Locations

5

Typical Schedule

3

Maximizing Boulevard Planting



2

## Program Background

- Urban Forest Plan to establish a 30 year vision
- Street trees are a long-term investment
- Road ROW makes up 30% of the City but only 4% of the urban tree canopy are street trees



## Program Background

**750-1000**

Trees planted each year in the City

**80-100**

Street trees planted each year through Living City

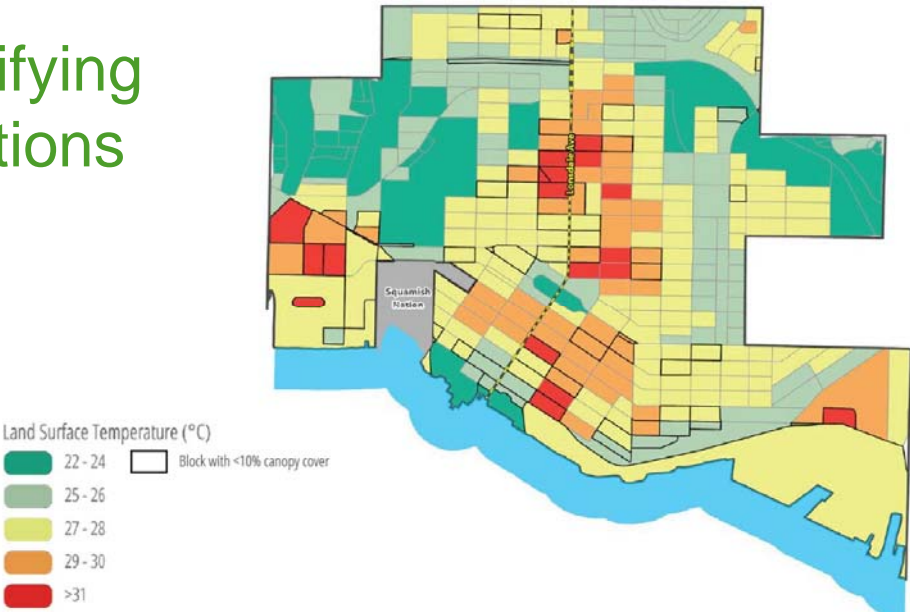
**150**

2023 target





# Identifying Locations



# 2023 Planting Locations



## Utility conflicts



Previous years: Trees planted in front boulevards



Presently: Remaining front boulevards have utilities

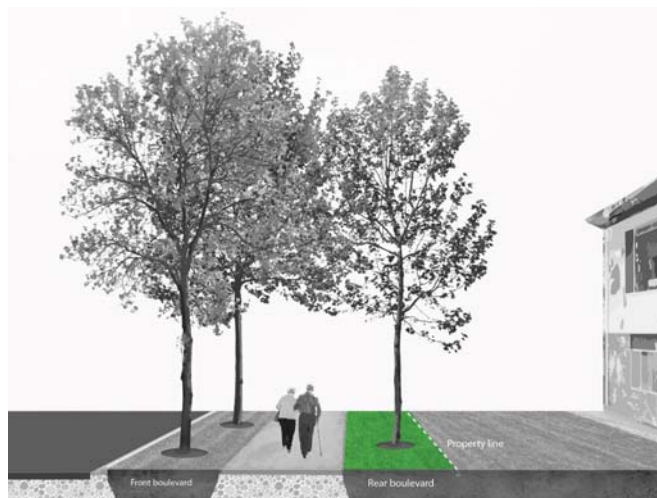
## Future reconfiguration creates space for trees



## Future goal to maximize boulevard planting



## Planting in the rear boulevard





## Rear boulevard trees, interim condition



## Infill creates canopy diversity



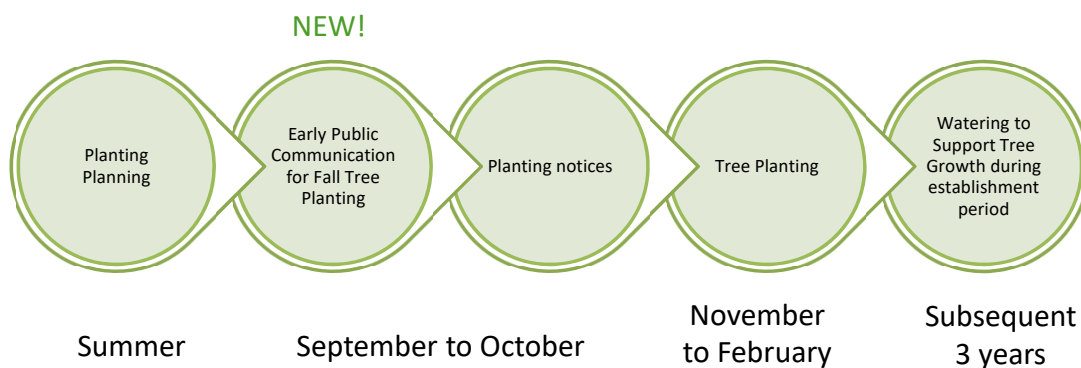
## Communicating with the Public



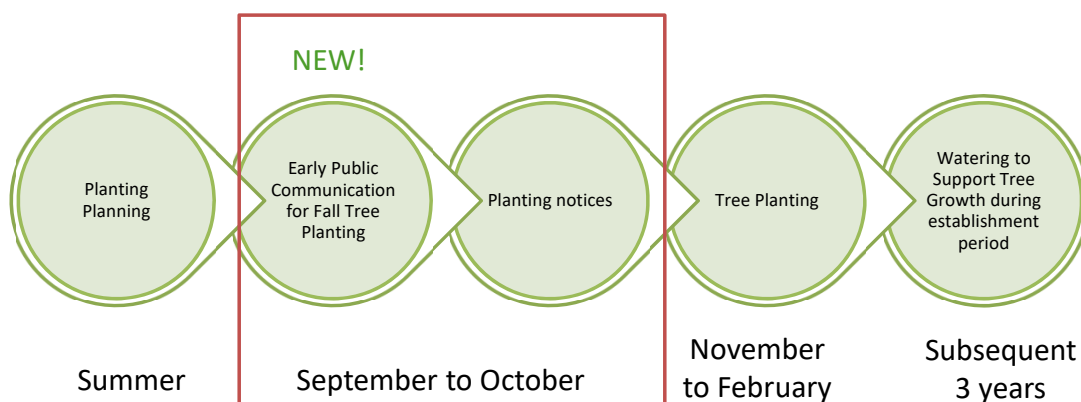
## Communicating with the Public



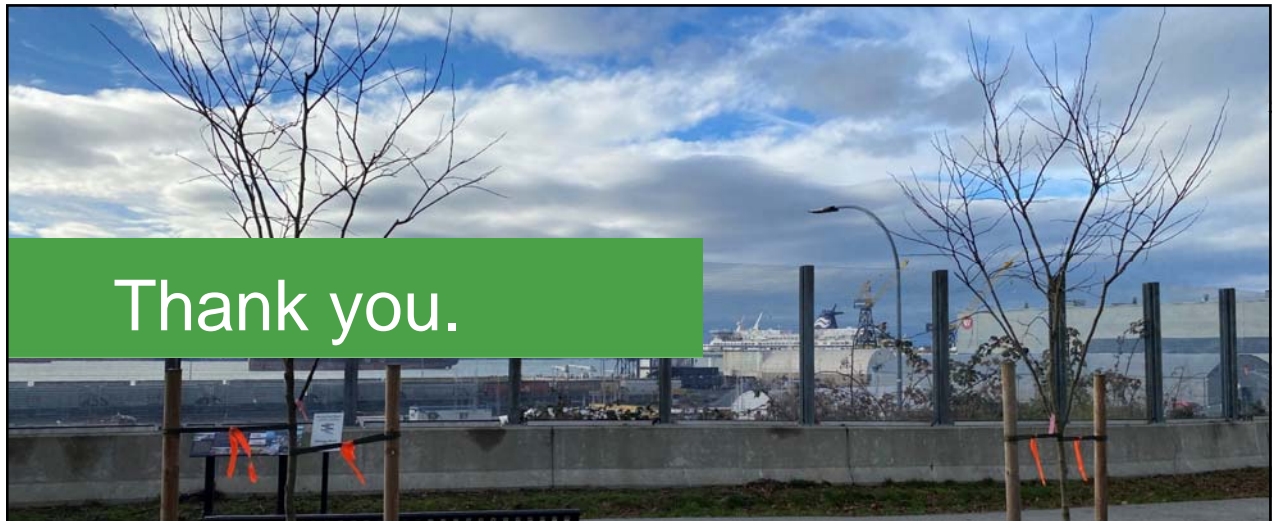
## Typical Schedule



## Typical Schedule










city  
of north  
vancouver

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

**INFORMATION REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Jocelle Smith, Landscape Technician

Subject: STREET TREE PLANTING PROGRAM: GETTING A HEAD START ON  
EXPANDING THE CITY'S TREE CANOPY COVERAGE

Date: November 15, 2023 File No: 12-6300-10-0001/2023

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**SUMMARY**

The forthcoming Urban Forest Plan (UFP) will look to establish a 30-year vision for the City's urban forest which includes tree canopy targets and actions to meet them. Street trees are a long-term investment that require many years of growth to provide maximum benefit to the community. In anticipation of an ambitious target for tree canopy coverage, early actions are being taken now to set the City on the right track. This report highlights:

- The City's street tree planting approach including identifying planting locations, species selection, and maximizing the use of boulevard space;
- The communication strategy to support planting; and
- The emerging challenges and areas of focus that the UFP can help provide guidance to address these challenges in the future.

**BACKGROUND**

Staff are working to increase the urban forest canopy on a number of fronts, annually adding between 750-1,000 trees and shrubs. Trees are planted through:

- 1) City Park Stewards and Community Plantings – volunteer program that helps restore biodiversity in the City's parks, ravines, and natural spaces;
- 2) Parks and Greenways Donation Program – invites residents to participate in the enhancement of our green spaces through the donation of park amenities including trees;
- 3) Development Planting – new trees added or funded through development; and
- 4) Street Tree Planting Program – capital program that performs infill-planting within available boulevard space.

The majority of the trees are planted in the City's ravines, parks, and natural areas, through stewardship programs and natural area rehabilitation programs. The remainder



are delivered through development, development contributions, and strategic planting through the Street Tree program. The Street Tree program typically plants between 80-120 trees on City streets annually. This year, staff have raised the target to install approximately 150 street trees. Trees planted through this program are delivered to fill whole blocks and infill partly treed blocks.

This report will focus on street tree planting which currently accounts for only 4% of the City's urban tree canopy despite streets making up 30% of the City's land area. Staff see considerable opportunity to increase the number of trees planted in the boulevards while continuing to provide space for the other environmental, social, commercial, and transportation functions.

## DISCUSSION

In anticipation of an ambitious target for tree canopy coverage in the UFP, staff are continuing efforts to set the City on the right track to meet our targets. Staff are focused on:

- 1) Identifying and prioritizing planting locations that provide the greatest benefit;
- 2) Selecting species that will continue to thrive in a changing climate; and
- 3) Maximizing the use of available boulevard space.

### Tree Planting Approach: Identifying Planting Locations

Planting locations are determined by identifying areas of the City that currently lack street trees and have available space that is free of utility conflicts. Areas identified to add trees are then prioritized based on the benefit they would provide the broader community by improving conditions for residents, pedestrians and cyclists. Recent data on land surface temperature during the 2021 heat dome collected through the State of the Urban Forest Report has provided valuable information to help prioritize planting. During the heat dome, blocks with more greenery and street trees were found to be more than four degrees cooler than those with the most asphalt and concrete.

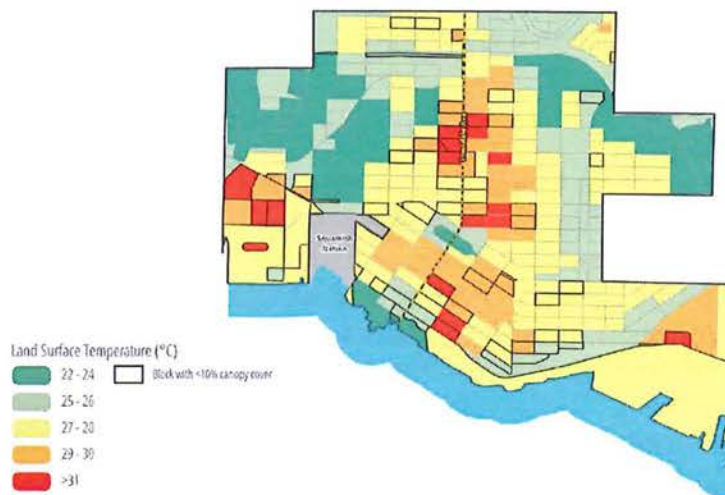


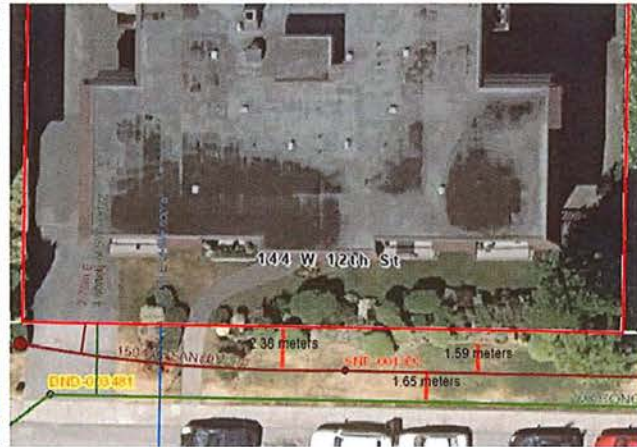
Figure 1: Land surface temperature on a June day in 2021 during the heat dome event



Planting street trees is becoming increasingly challenging with many of the easy planting locations already filled in. The remaining locations are often encumbered by underground or above ground utilities as well as encroachments – all of which prevent planting.



*Figure 2: Example of higher density housing with boulevard that appears available for planting.*



*Figure 3: Underground utilities and encroachments preventing planting in a high priority location.*

In future years, the Street Tree Program will need to look toward more creative and costly solutions to continue to develop the urban tree canopy where it is needed most. In some circumstances that may include realigning sidewalks to free up unencumbered space, adjusting the width of roadways where appropriate to create more green and less grey, or building bumpouts to accommodate trees. Through the UFP, staff will be seeking guidance to formalize a method for prioritizing planting and interventions that may be considered to expand canopy coverage in areas with conflicts. Guidance on other longer-term efforts like re-aligning utilities during upgrades or end-of-life replacement can be considered through the UFP and Asset Management Strategy.

### **Street Tree Species Selection**

During preparations for tree planting, staff often receive specific species requests from adjacent property owners for their aesthetic qualities, sentimental value, or to avoid obstructing views. While staff take this information into consideration, our internal tree experts ultimately make tree selections. Staff prepare planting plans specific to each street that take into consideration a number of design and planting considerations including:

- **Street character** - selecting species that enhance the character of an area by complementing existing vegetation and buildings. Staff may use a particular arrangement of species to help define an area.
- **Site constraints** - above and below ground utilities, soil volume, intersection sightlines and clearance for pedestrians, cyclists and vehicles. Staff may select species with a raised canopy that allows for passerby clearance, or they may select trees with a low mature height or compact root structure to avoid conflicting with above or below ground utilities.



- Environmental conditions - light, moisture, drainage, pollutant exposure. Staff select trees that excel or are resilient in the local environmental conditions to ensure long-term success.

Climate change has emerged as one of the most significant factors for species selection in the City. Species like western red cedar (*Thuja plicata*) that may have once thrived in the local climate now struggle to establish and reach maturity as conditions change.

During street tree planting staff are focused on:

- Selecting species adapted to conditions we are likely to see in the future;
- Avoiding monoculture planting (planting where only one species is used) to reduce the risk of disease proliferation or climate change induced failure;
- Adding conifers where space allows ensure the cultural, aesthetic, and considerable environmental benefits of conifers remains a prominent component of North Vancouver's urban tree canopy; and
- Prioritizing trees with broader canopies where space allows.

### **Maximizing the use of Boulevard Space: Front and Rear Boulevard Planting**

In past years, staff have prioritized planting trees in the front boulevard between the sidewalk and the curb. Boulevards adjacent to people's homes are one of the most sensitive places to introduce a change like adding street trees or adjusting the position of a sidewalk. This requires considerable staff time to respond to questions and address concerns. To minimize the perception of change, past planting plans have only focused on a) planting in the front boulevard furthest from the property line where there is a general understanding that it is public space and b) spacing trees further apart to preserve views of adjacent property owners. This means that not all planted areas will produce complete canopy coverage in the long term.

Now that nearly all front boulevard locations in the City without below-grade utility conflicts have been infilled and an ambitious canopy coverage target is anticipated, staff are focused on implementing planting plans that maximize available planting space. These actions include:

- Reducing spacing between trees so canopies begin to have an impact on coverage within the public realm sooner;
- Implementing plans that incorporate large and small trees to form understory<sup>1</sup> and overstory<sup>2</sup> tree canopies. This approach is more aligned with a natural forest structure and increases bio-diversity potential; and
- Planting in the back boulevard behind the sidewalk near the property line.

Applying these actions to a typical street will begin to develop an urban forest that offers greater canopy coverage.

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<sup>1</sup> Small tree species and juvenile individuals that form a broken layer below the higher tree canopy

<sup>2</sup> Larger trees that make up the tallest level of the tree canopy



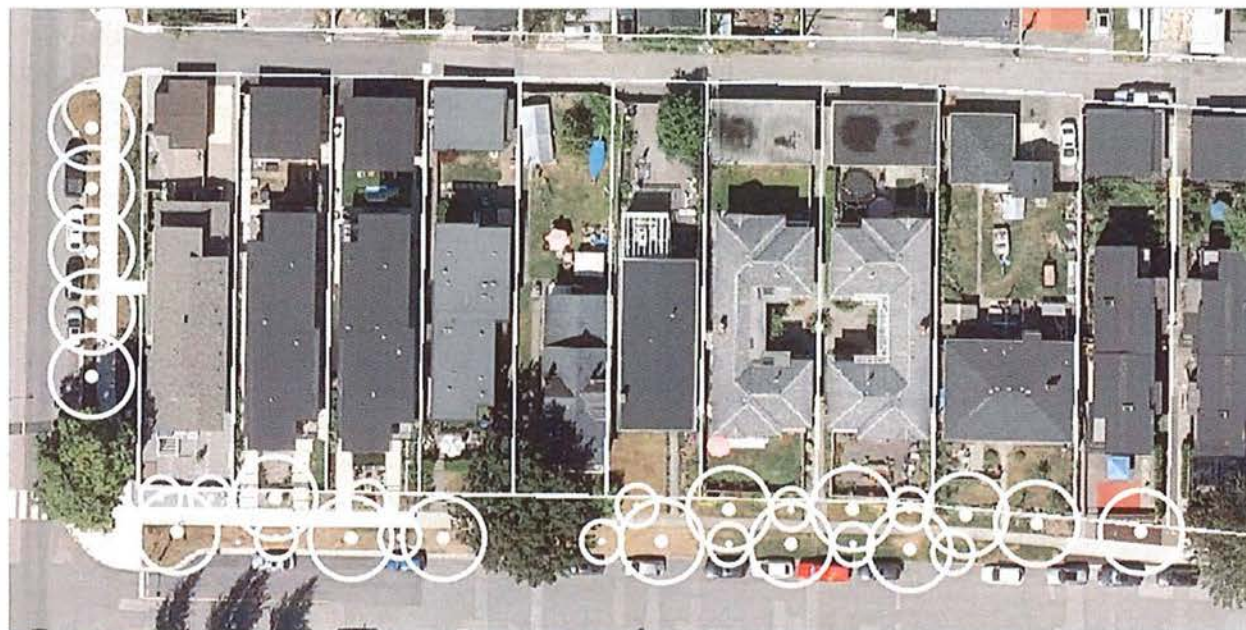


Figure 3: Typical tree planting plan incorporating a variety of species, tighter spacing, and varying canopy heights



Figure 4: Boulevard Vision: A boulevard style sidewalk with planting on both sides

In many locations across the City there are older *curbwalk* style sidewalks creating an oversized rear boulevard (Figure 4). Curbwalk style sidewalks are no longer the City standard, as of 2015 Council policy direction to implement boulevard style sidewalks wherever possible. Planting trees is a long-term investment and staff want to ensure the placement of new trees to accommodate the future needs of the public realm. In many locations across the City this means accommodating the transition from curbwalk to boulevard style sidewalks through future capital projects and development. To future-proof planting for boulevard style sidewalks, select locations in the 2023 planting plan will



include new street trees in the future rear boulevard. In some circumstances, this may conflict with encroachments or beautification efforts of the adjacent property owners. Staff have developed communication materials to engage these property owners early.



*Figure 5: Interim condition: Tree planting in rear boulevard with existing curbside style sidewalk*

## **Communicating with the Public**

Staff acknowledge that changes like planting trees directly adjacent to properties are perceived to be some of the most impactful changes to property owners. Staff have collaborated with the Communication and Engagement team to develop a communication plan to help residents understand and adapt to change. The plan consists of two approaches depending on the anticipated extent of change.

In locations where there will be less change, like infill planting or where there are no highly valued views, property owners will receive a planting notice in the mail approximately a week in advance of planting. The notice is intended to ensure the owner has an understanding of the street tree planting program and upcoming works. Neighbouring residents are invited to contact staff with any questions or concerns prior to planting. Through this process, staff can meet with residents and consider minor adjustments to the exact planting location. On-site signage will also be posted in select locations that see more public usage, such as parks and schools, to notify other interested community members in the neighbourhood.

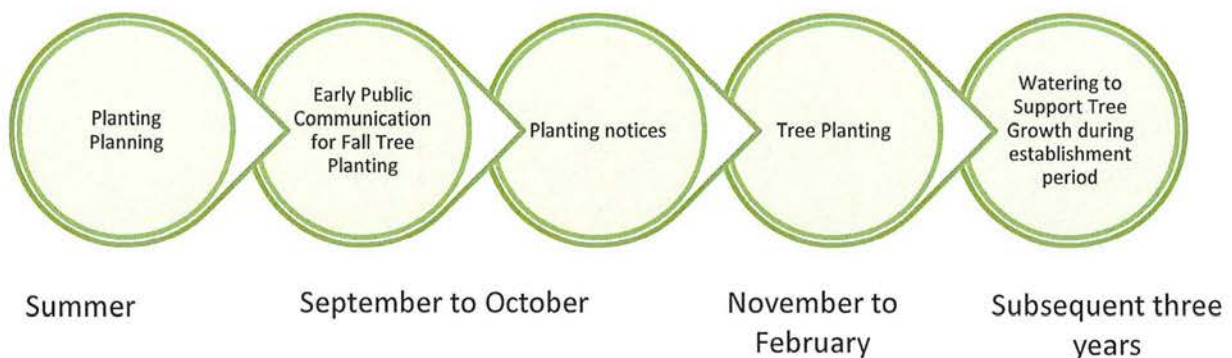
In locations where trees will be planted closer to the property line and there may be some conflict with existing encroachments or inaccurate perceptions of the location of property lines, communication efforts will be elevated. At these locations, staff will deliver notices early to give property owners time to contact staff if they have any questions or concerns. Staff appreciate the care and attention owners have invested in these public spaces and

will work with homeowners to identify vegetation and other materials that may be impacted to provide owners with the opportunity to relocate any items they wish to retain before planting. The City will not replace any landscape features when work is complete.

The City's Street Tree Planting Program webpage will be kept up to date with the latest information including descriptions of the planting plan for each location ([www.cnv.org/StreetTreePlantingProgram](http://www.cnv.org/StreetTreePlantingProgram)).

### Typical Planting Timeline

The Street Tree Planting Program is a collaboration between the Public Realm Infrastructure and Operations teams. The City's internal tree experts develop planting plans each year and lead the communication with the community. To maximize the potential for success in the first year of growth, the City's Arborist team plants the trees in the fall and winter when they are dormant. The Street Tree Planting Program supports new trees for three years with regular watering during the summer months to ensure their establishment. Costs associated with planting and establishment are incorporated in the City's capital budget through the Street Tree Planting program.



### INTERDEPARTMENTAL IMPLICATIONS

Engineering, Parks and Environment are an essential part of the UFP team. This will ensure guidance and policy meets the needs of everyone involved in stewarding the City's urban forest canopy.

RESPECTFULLY SUBMITTED:




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Jocelle Smith, M.L.A, MBCSLA  
Landscape Technician



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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: Heather Evans, Community Planner

Subject: 2023 ROUND TWO COMMUNITY GRANT RECOMMENDATIONS

Date: November 15, 2023 File No: 5-1850-20-0005/2023

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

**RECOMMENDATION**

PURSUANT to the report of the Community Planner, dated November 15, 2023, entitled "2023 Round Two Community Grant Recommendations":

THAT the 2023 Community Grants be awarded to the list of organizations as proposed in the report, in the total amount of \$50,696, with funds allocated from the 2023 Community Grants budget;

AND THAT the funded and non-funded grants be listed in the Minutes in full.

**ATTACHMENTS**

1. North Shore Municipal Community Grant Applications Guidelines (CityDocs [#1732931](#))
2. List of 2023 Round Two Community Grant Applications (CityDocs [#2430429](#))

**PURPOSE**

This report provides Council with the Social Planning Advisory Committee's (SPAC) recommendations for the 2023 Round Two Community Grants.

## BACKGROUND

Community Grants are among several grant funding opportunities that the City of North Vancouver offers to non-profit organizations and groups to assist with the delivery of services that work to reduce social, economic or physical disadvantage, and/or which improves the quality of life for City residents.

Community grants provide an opportunity for non-profit agencies to gain municipal financial support for projects, programs or general operations that address the objectives of the City's Social Plan and Official Community Plan. The City's annual budget for Community Grants is the sum of two components:

- The City's annual operating budget: \$100,000; and,
- The annual interest accrued from a reserve fund called the Lower Lonsdale Legacy Fund ("LLLF"). In the last five years the interest in this fund has fluctuated from approximately \$46,000 to \$86,000.

## DISCUSSION

### ***Total Amount of Community Grants***

In 2023 the operating budget funding of \$100,000 is combined with interest in the amount of \$87,896 from the Lower Lonsdale Legacy Fund, for a total Community Grants budget of \$187,896. This amount is distributed through two rounds of application intakes:

- Round 1 (January 2023) – \$137,200 was distributed in May 2023; and,
- Round 2 (September 2023) – Includes the remaining \$50,696 for distribution.

This report addresses the second round of grants for 2023.

### ***Application Review Process***

SPAC reviews applications in accordance with criteria set out in the Community Grant Guidelines (Attachment 1) and in relation to the City of North Vancouver's Social Plan.

To be eligible for funding, an organization must be not-for-profit, be providing services to residents of the City of North Vancouver, seeking additional other sources of funding, and provide proof of financial responsibility (financial statements).

Eligible not-for-profits are required to offer services in the City of North Vancouver and they must provide a service that directly benefits local residents. The number of residents benefiting from the services must be measured and reported by the receiving agency.

Grant applications that meet the criteria are reviewed by SPAC and prioritized according to the "Procedural Guidelines for the Review of Grant Applications by Sub-Committees" as follows:



- 'A' or top priority
  - evidence of need for the service or project
  - evidence of clear goals and expected outcomes
  - evidence of financial need for a Community Grant
  - relevance to Social Plan
  
- 'B' or medium priority
  - quality of management
  - uniqueness of service
  - involvement with community partners
  - addressing barriers to services for people with disabilities and for ethno-cultural residents.
  
- 'C' or lower priority
  - number of local residents served
  - number of local volunteers and their role
  - amount of funding requested from each municipality related to the numbers of residents served.

Most applicants included information in their applications about the impact the pandemic had, and continues to have, on their organization. Many commented on how the demand for their services are increasing (e.g. for mental health and counselling services) and that their waitlists are growing. It was also noted that meeting demand is becoming more difficult as fundraising dollars are diminishing and because fewer grants are available (especially those related to COVID relief). SPAC considered this information in the review process.

### ***Grant Recommendations***

For this second round of grants, 32 grant applications were received and reviewed, requesting a total amount of \$170,000 (See Table 1). Of those, 25 were repeat applications for new or existing programs and seven were applications from first-time applicants. A list of grant applications with recommended allocations is included as Attachment 2.

Of the 32 applications received in Round Two, 18 are recommended to receive funding. The Committee's recommendations are to allocate the amount remaining in the 2023 Community Grants budget, which is \$50,696.

Table 1 below lists the applications that SPAC recommends for funding.

*Table 1 – Applications Recommended for Funding*

Athletics for Kids Financial Assistance (B.C.) Society (Operating)	\$3,000
British Columbia Centre for Ability Association (Operating)	\$1,000
Carson Graham Secondary School (Program – Carson Graham Community Dinner)	\$3,000
Crisis Intervention & Suicide Prevention Centre of BC (Program – North Shore Volunteer Recruitment)	\$2,000
Hollyburn Family Services Society (Program – Life Success)	\$2,000
Hollyburn Family Services Society (Program – North Shore Youth Safe House)	\$4,000
Hollyburn Family Services Society (Program – Seniors Safe House)	\$2,500
Hollyburn Family Services Society (Program – Wired 4 Success)	\$2,000
Hollyburn Family Services Society (Program – Youth Education Navigator)	\$2,000
Living Systems Family Systems Counselling & Education Society (Program – Access Counselling)	\$5,000
North Shore Alliance Church (Program – North Shore Community Christmas Dinner)	\$3,000
North Shore Stroke Recovery Centre (Program – Art Therapy)	\$2,000
North Shore Stroke Recovery Centre (Program – Family Caregiver)	\$2,000
North Shore Stroke Recovery Centre (Program – Speech Language Pathology)	\$3,000
Parkgate Community Services Society (Program – Youth Outreach)	\$3,500
Pathways Serious Mental Illness Society (Program – Family to Family Peer Support Course)	\$2,500
Shelter Movers Vancouver	\$3,000
Spectrum Mothers Support Society (Operating)	\$5,196
<b>TOTAL</b>	<b>\$50,696</b>

Fourteen applications are recommended to not receive funding (Table 2). Given the limited budget for Community Grants, the committee decided not to recommend funding to these applications for the following reasons:

- For organizations that submitted multiple applications, SPAC may not be recommending that all applications be funded.
- Some organizations/programs were proposing to serve a lower amount of City residents than others, or the outcomes are unclear and uncertain.
- The impact from larger (eg. national) organizations with broader funding support would not offer as much of a direct impact in our community than local groups.
- Some applications did not have a strong social focus.



- Some of the proposed programs would not meet a need that was deemed to be as critical as other applications to support the core needs of City residents.

*Table 2 – Applications Recommended Not to Receive Funding*

The Cinderella Project (Operating)
Ecowaves Community Volunteer Club (Operating)
Elevation Health Foundations (Operating)
Elevation Health Foundations (Program – Physical Literary Program)
(The) Giraffes Art School (Operating)
Iranian Laughter Club (Program HOpe Laughter Program)
North Shore Neighbourhood House (Program – Centreview Child Care Centre)
North Shore Neighbourhood House (Program – John Braithwaite Out of School Care)
North Shore Neighbourhood House (Program - Learning Together Child Care)
North Shore Neighbourhood House (Program – NSNH Child Care)
North Shore Neighbourhood House (Program – Queen Mary Out of School Care)
North Shore Neighbourhood House (Program – Ridgeway Out of School Care)
North Shore Polish Association Belweder (Program – Joy Seniors' Club – Just Older Youth)
SCY Society for Children and Youth of BC (Program – Youth Transit Leaders Program)

## FINANCIAL IMPLICATIONS

The 2023 annual budget for community grants is calculated and provided in the same manner as previous years.

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The allocation of grant funding is in keeping with the guiding principles of the Official Community Plan, specifically:

*Community Supporting Community:*

The City will continue to be a compassionate community recognizing that all individuals and/or their families will require support at some point in their lives. The City will assist organizations and individuals that provide community support through the responsible allocation of its resources.

The community grants program supports Council's Strategic Plan priority to be "A City for People". All community grant applications are also reviewed relative to the goals and objectives of the City's existing Social Plan (1998) and the Community Grant Guidelines.

The City is undertaking the development of a *Community Wellbeing Strategy*, updating and replacing the City's Social Plan. A draft of this Strategy was endorsed by Council for engagement in July, and will be refined and brought to Council for finalization in early 2024.



As a part of this work, staff is undertaking a Supportive Funding Review project to align all forms of supportive funding (community grants, core funding, permissive tax exemptions, and multiple other grants) to an outcomes-based approach and to better align with and achieve the City's current priorities and objectives as directed by Council's Strategic Plan, the Corporate Business Plan, and the approved and upcoming *Community Wellbeing, Climate and Environment, Economic, and Mobility Strategies*. The intent is to create a comprehensive and coordinated supportive funding program for the City.

RESPECTFULLY SUBMITTED:

A handwritten signature in black ink that reads "Heather Evans". The signature is written in a cursive, flowing style. Below the signature is a horizontal line.

Heather Evans  
Community Planner

## Submission Deadline: January 31st each year\*\*

**\*\* Please note: The City of North Vancouver has an additional intake of applications with a deadline of September 15<sup>th</sup>.**

**PLEASE NOTE:** These guidelines are for the City of North Vancouver and the District of North Vancouver. The District of West Vancouver now has a separate Community Grants Program, which can be found at: <https://westvancouver.ca/be-involved/grants-awards/community-grants>.

# Guidelines

## Using these Guidelines

These guidelines are to be used to correctly and effectively complete the North Vancouver Municipal Grant Application Forms.

***Read this document before completing the forms to ensure your application is completed correctly.***

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## North Vancouver Municipal Community Grants - Overview

### Purpose of the North Vancouver Municipal Community Grants

North Vancouver Municipal Community Grants are intended to support not-for-profit organizations serving North Vancouver (both City and District) residents. The City and District of North Vancouver provide these grants in order to:

- To provide local government endorsement to better attract funding from more senior levels of government, donors, and foundations;
- To assist groups with the delivery of services which work to reduce *social, economic or physical* disadvantage; and/or which *improve the quality of life* for residents;
- To serve vulnerable and hard to reach populations in areas where the municipalities do not provide services;
- To effect positive social change;
- To provide seed money to enable quick responses to changing and / or unmet community needs.

## **Who Can Apply?**

### Eligible Organizations

The organization applying for a grant must be:

- a) A not-for-profit with a BC Society No. and/or Charitable Registration No.
- b) Providing services to residents of the municipality(ies) from which funding is requested.
- c) Seeking sources of funding other than North Vancouver Municipal Community Grants.
- d) Able to provide proof of financial responsibility (latest financial statement).

### Eligible Expenses

- a) Special projects and events: e.g. hosting a workshop or producing resource material.
- b) Operating costs: e.g. ongoing operating costs such as rent, utilities, fixed costs.
- c) New projects: e.g. a new program to serve a particular group. A program typically has distinct resources committed to the operation of that specific program such as staff costs and other expenses related to that program.
- d) Capital costs: e.g. the purchase of office equipment. NOTE: Only the City of North Vancouver, the District of North Vancouver does not fund capital costs.

### Program Grants: Applying for More than One

You may apply for more than one program grant, but must complete a SEPARATE Program Grant Application Form for EACH additional grant.

## **Funding Characteristics of the North Vancouver Municipal Community Grants**

Each municipality is working with a set grant budget during each funding cycle and strives to be equitable in funding both new and established needs. Funding is not guaranteed: each cycle, the applications are considered and grants are allocated in response to current needs and resources.

### Funding Limits

The District of North Vancouver has no limit to the amount of money an organization may request. The maximum grant available from the City of North Vancouver is \$15,000.

### Funding Term

The term of a North Vancouver Municipal Community Grant is one year.

### Funding Cycles

In the District of North Vancouver, two year operating and program grants are provided. An Annual Accountability Form must be completed by agencies currently on the District's 2-year funding cycle.

Grants are allocated bi-annually in the City of North Vancouver. An annual Accountability Form must be completed.

### Notification of Application Decisions

Allocations by municipal Councils are made in June/July. Organizations are notified at this time by letter.



## Disbursement of Funds

Cheques are typically issued by each municipality's finance department in June or July.

## **Acknowledgement of North Vancouver Municipal Community Grants**

All recipients of North Vancouver Municipal Community Grants are required to publicly acknowledge such donations on their print and digital promotional materials, website, and social media relating to the program and/or service funded by the grant.

## **Applying for North Vancouver Municipal Community Grants**

### **Two Municipalities.... One Set of Application Forms**

#### Each Municipality Allocates Grants Separately

The North Vancouver Municipal Community Grant Application forms are to be used when applying for funds from the North Vancouver Municipalities: the City of North Vancouver and the District of North Vancouver. **PLEASE NOTE:** the District of West Vancouver has a separate Community Grants Program, which can be found at: <https://westvancouver.ca/be-involved/grants-awards/community-grants>.

Each municipality allocates grants separately.

#### Applying to One or More Municipality(ies)

Organizations may apply to one or more of the North Shore municipalities depending on which municipality(ies) the organization serves. You must submit a copy of your completed application package to each municipality to which you are applying for funding.

## **Application Submission**

### Application Deadline

The deadline for applications is 5:00 p.m. January 31 of each year, or, where January 31 lands on a weekend, the last Friday of January.

The City of North Vancouver has an additional intake of applications with a deadline of September 15. **PLEASE NOTE:** If your organization applied for a grant in the first round of the year, you may apply to the second round but for a **different** program only.

### Submitting Forms to Each Municipality

#### *City of North Vancouver*

Submit two copies of your completed application package:

- Email: [communitygrants@cnv.org](mailto:communitygrants@cnv.org)  
**or**
- Mail:  
Planning Department, Attn: Edytha Barker  
City of North Vancouver  
141 West 14th Street  
North Vancouver, V7M 1H9.

*District of North Vancouver:*

Send one copy of your completed application package:

- Email: [csac@dnv.org](mailto:csac@dnv.org)  
**or**
- Mail:  
Community Services Advisory Committee  
District of North Vancouver  
355 West Queens Road  
North Vancouver, V7N 4N5

## Evaluation Criteria

In evaluating each application for funding, the following will be the basis for assessment of your application. Please address these in your application:

- a) Evidence of need for the service or project.
- b) Number of local residents served.
- c) Quality of management (established track record, proposal well thought out and clear, etc.).
- d) Evidence of clear goals and expected outcomes.
- e) Uniqueness of service (does not duplicate but may complement an existing service).
- f) Number of local volunteers.
- g) Evidence of financial need for a North Vancouver Municipal Community Grant.
- h) Amount of funding requested from each municipality is proportional to the numbers of residents served.
- i) Addressing barriers to services for people with disabilities, from varying social and economic backgrounds, and for ethno-cultural residents.
- j) Indicated involvement from other community partners whether financial or in kind.

Further, the social goals and objectives for each municipality will also be considered while reviewing grant applications, these can be found in the following documents:

- City of North Vancouver:
  - The City's Social Plan  
<http://www.cnv.org/CityServices/PlanningandPolicies/SocialPlan>
- District of North Vancouver:
  - Section 6.3 Community Services, Programs, and Facilities of the DNV Official Community Plan [identity.dnv.org/](http://identity.dnv.org/)
  - Municipal Community Grant Goals and Guiding Principles found at [www.dnv.org/communitygrants](http://www.dnv.org/communitygrants)

## Filling in the Application Forms - Overview

Please ensure the following information is read carefully prior to filling in your application forms to ensure the forms are filled out adequately, accurately, and effectively.

### Acceptable Applications

Applications will only be accepted if they are:

- Completed *in full* including all attachments listed on the North Vancouver Municipal Community Grant Application Checklist.

- Completed legibly
- Submitted on time to each municipality from which funds are being requested

**\*\*\*Please note:** unless all information is supplied or an acceptable explanation offered as to why this information cannot be supplied, incomplete applications will not be considered.

### Three Application Forms

There are three application forms to be used as follows:

- Organization Summary Form: to be filled out by *all* applicants;
- Operating Grant Application Form: for organizations applying for financial assistance for ongoing operating costs such as rent, utilities, fixed costs;
- Program Grant Application Form: for individual projects/services/programs. You may apply for more than one program grant, but must complete a SEPARATE Program Grant Application Form for EACH additional grant.

### Quality of Information

The application forms provide the opportunity to explain information on the history, mandate, experience, and objectives of your organization; and to demonstrate to Committee members what makes your organization and its programs valuable to the North Vancouver communities and how your organization responds to community need.

### Maximum Words for Answer

Always stick to the stated word count and be concise with your answer.

### Questions Regarding Both North Vancouver Municipalities

The grant application includes some questions where information concerning both North Vancouver municipalities is required. These questions must be completed even if an organization is applying for a grant from one municipality only.

### Filling in the Organization Summary Form

The Organization Summary Form is to be filled out by *all* applicants.

The questions on the Organization Summary Form should make it clear what information is required. Keep in mind the information above in Evaluation Criteria and Quality of Information. However, some specifics and examples are provided here to assist.

#### Section: Accessibility

*Examples of topics to consider are provided below for each item in this question:*

Question: How does your organization ensure your services are accessible and inclusive to:

- a) People with disabilities
  - Is your building wheelchair accessible?
  - Are you on a bus route?
  - Are there designated parking spots for persons with disabilities adjacent to the building in which your programs/services take place?
  - How do you market/communicate your programs/services to people with disabilities?
- b) Culturally diverse communities: (maximum 50 words)
  - Do you list languages other than English that are spoken by your staff/volunteers?



- Are your program/service materials available in languages other than English? Which languages?
- Are your website and/or social media in languages other than English? Which languages?
- How do you market/communicate your programs/services to speakers of languages other than English?
- c) People of various social and economic backgrounds: (maximum 50 words)
  - Which organizations have you approached that serve this demographic in order to promote your programs/services?
  - How do you market/communicate your programs/services to people of various social and economic backgrounds?

### **Section: Trends**

Question: What current trends affect your organization? E.g. is the demographic changing, is the waitlist changing, etc. (maximum 50 words)

Municipalities rely on the non-profit social service organizations to identify current trends. For example, whether more of their clients are feeling isolated, more families are seeking food or on the verge of homelessness. Other trends could include growing waitlists for particular programs or a decrease in volunteer hours.

As a social service organization working closely with our more vulnerable populations, the organization's ability to adapt or create new programs and services to meet these changing needs is significant.

This question asks organizations to identify and share these trends.

### **Section: Sustainability**

Question: Please describe what steps your organization has taken to reduce Green House Gas Emissions and increase energy efficiency (e.g. implementing Power Smart measures, carpooling to meetings, etc.).

The North Vancouver municipalities all place strong value on environmental sustainability. Explain how the organization shares this value. Please be sure to provide examples.

## **Filling in the Operating Grant Application Form**

The Operating Grant Application Form is for organizations applying for financial assistance for ongoing operating costs such as rent, utilities, fixed costs.

The questions on the Operating Grant Application Form should make it clear what information is required. Keep in mind the information above in Evaluation Criteria and Quality of Information. However, some specifics are provided here to assist.

### **Section: Operating Budget**

The Operating Budget refers to the costs and revenue associated with the general operation of the organization. Examples of expenses include ongoing operating costs such as rent, utilities, fixed costs.

### Question: In-kind Sources

In-kind sources are sources of non-cash support in the form of goods and services.

## **Filling in the Program Grant Application Form**

The Program Grant Application Form is for individual projects/services/programs. You may apply for more than one program grant, but must complete a SEPARATE Program Grant Application Form for EACH additional grant.

The questions on the Program Grant Application Form should make it clear what information is required. Keep in mind the information above in Evaluation Criteria and Quality of Information. However, some specifics and examples are provided here to assist.

### **Section: Program Proposal**

Question 4. If you applied for and received funding for this program last year, what were the specific outcomes of that program? Please provide quantitative and qualitative information.

This question asks for “quantitative and qualitative information”. Qualitative information is anecdotal, quantitative is numbers, statistics.

Stories and anecdotal responses are interesting and valuable; however, the response should be backed with numbers to validate the statements made. Examples of numbers could be: count of volunteers, volunteer hours, clients served, meals provided, referrals made.

Question 5. Please identify the specific criteria you will use to evaluate your program’s results and how you will measure success.

The tools used to evaluate should provide quantitative information, be backed by numbers, whenever possible as this helps demonstrate the results. Examples of criteria you could use could be: count of volunteers, volunteer hours, clients served, meals provided, referrals made.

Question 7. If you did not receive the amount of money requested last year, what was the impact to the program?

Qualitative or anecdotal information is expected along with quantitative information, the numbers, in order to demonstrate the impact. Examples of quantitative information could be the number of clients turned away, resources that had to be cut which impacted the quality of the program.

### **Section: Program Budget**

Question: Please indicate program start and end dates or fiscal start date as appropriate

Note that programs can have a specific start and end date or be continuous. Please indicate as appropriate.

### Question: In-kind Sources

In-kind Sources are sources of non-cash support in the form of goods and services.

## Final Steps to Completing the Application Package

### The Checklist

Organizations must include attachments with the application forms to create their completed *application package*. Please be sure to use the Checklist provided as a cover sheet for your submission. This Checklist details the attachments and forms that must be completed to ensure your application will be considered.

### Attachments

All attachments required with your application should be marked on your Checklist

All applications will be required to include:

- Organization Summary Application Form
- Most recent Year End Financial Statement (examples include balance sheet, income/expenditure)
- Most recent Annual Report (just one per organization to municipality regardless of number of applications submitted)
- Organization's Proposed Budget for your fiscal year

Depending on grant applications being made, an application may be required to include any of the following:

- Signed Operating Grant Application form
- Signed Program Grant Application form(s)
- Annual Accountability Form for grant funds spent in the previous year

## Frequently Asked Questions

### 1. *What is the difference between a program grant and an operating grant?*

Generally, an operating grant refers to the general on-going operation of your organization (e.g. rent, utilities, fixed costs), whereas a program has distinct resources committed to the operation of that specific program (staff costs and other expenses related to that program).

Note: Programs can be continuous or have a specific start and end date.

### 2. *The service that my organization offers on the North Vancouver is part of a larger umbrella organization located elsewhere. Our published financial statements reflect the larger organization. Is this an issue?*

There is an expectation that the budgets and financial information that you include in your grant application reflect the North Vancouver service that is being offered by your organization. The financial information for the larger umbrella organization is informative, but does not provide Committee members the information they need to assess your application.

### 3. *When we apply for grants, our organization typically requests more than we require in anticipation that we may receive less. Is this advisable?*

It is best to request the actual amount that your organization requires. Applications where the funding request appears to be inflated can be viewed unfavourably.



*4. Can we rely on the municipal community grant funding as the sole source of funding?*

Municipal funding is considered one source of funding. Organizations should not prepare and submit budgets where the municipal request is the only source of revenue.

*5. In order to save time, our organization sometimes will 'cut and paste' from previous application forms. Is this acceptable?*

Although we do not expect agencies to re-write their applications from scratch every year, we do expect the information included in the application form to reflect current information, both qualitative/anecdotal and quantitative/statistical.

*6. When filling out the application, I sometimes reduce the font size in order to get all of my answer to fit into the box, is this acceptable?*

Always stick to the stated word count and be concise with your answer.

*7. Can I just include qualitative/anecdotal information in my application form, or do you require statistics or other quantitative analysis?*

The answer is both. Stories and anecdotal responses are interesting and valuable; however, your response should be backed with numbers and photos whenever possible as this helps Committee members clearly see the funding need for your program or organization.

Examples of numbers could be: count of volunteers, volunteer hours, clients served, meals provided, referrals made.

*8. As some of the services that we offer are done discreetly without recording names or addresses, it is challenging to provide precise numbers of individuals accessing services or what municipality they come from.*

While we respect your clients' need for anonymity, there is data that can be collected that will not infringe on confidentiality. For further information or assistance, please contact one of the municipal staff liaisons.

*9. On the Operating Grant Application, the question asks for how many individuals were served in each municipality. Are percentages okay or do we need to go through postal codes and get exact numbers?*

The actual numbers are required. For further information or assistance, please contact one of the municipal staff liaisons.

*10. To make it easier for applicants, could the municipalities not evaluate the applications in line with the fiscal years and funding cycles of the applicant organisations?*

The application timeline is based on the timing of the municipal budgets and includes the time required for the Committees to evaluate the applications and make recommendations to Council. Further, the current model allows the funds to be allocated taking into consideration all applications received which is only possible with a single review per grant period.

*11. If we are making applications to each municipality, do we ask for the full amount we require from each municipality?*

You should split the full amount you require and ask for a portion, usually a third, from each municipality.

*12. I am not sure whether certain expenses would be considered operating costs, how do I know?*

Operating costs are your ongoing costs such as rent, utilities, fixed costs. If you are unsure, please contact one of the municipal staff liaisons.

*13. We receive a great deal of funding in-kind, are these considered in relation to financial funding in terms of evaluating whether the municipal grant would be a sole source of funding?*

Indeed, yes: in-kind sources of funding are requested in the budget sections of the application forms to allow them to be evaluated in monetary terms along with financial sources.

*Updated: December 2018*

**2023 ROUND TWO  
COMMUNITY GRANTS APPLICATIONS MATRIX**

APPLICANT	DESCRIPTION OF SERVICE/PROJECT	2023 ROUND TWO RECOMMENDED AMOUNT
<b>REPEAT APPLICANTS</b>		
Athletics for Kids Financial Assistance (B.C.) Society #214 - 901 West 3rd Street North Vancouver, BC V7P 3P9 Valerie Gosselin, Grants & Financial Manager 604-221-7529 valerie@a4k.ca	<b>Operating</b> - Operating funds would help cover the cost of office space rental. Rent increased this year in March and again in June. Funding would also be used to cover storage locker costs where event and marketing materials are housed and the donor management system which tracks revenues, donor information, etc.	\$3,000
The Cinderella Project Society #172 - 219 Mackay Road North Vancouver, BC V7P 3N6 Matthew McKenzie, Director 604-379-1948 mrtmackenzie@gmail.com	<b>Operating</b> - The organization's mission is to break the cycle of poverty in Metro Vancouver. The Cinderella Project works toward this goal by encouraging & celebrating at-risk youth in their pursuit of high school graduation amidst abuse, neglect, poverty and marginalization. Funds would be used towards the cost of storage lockers in North Vancouver.	\$0
Crisis Intervention & Suicide Prevention Centre of BC 763 East Broadway Vancouver, BC V5T 1X8 Effie Pow, Coordinator 604-872-1811 grants@crisiscentre.bc.ca	<b>Program - North Vancouver Volunteer Recruitment</b> - NV residents benefit from having 24/7 phone and online support provided by trained volunteers. Seeking funding to do targeted advertising to North Shore residents to recruit volunteers.	\$2,000
Ecowaves Community Volunteer Club #125 - 10090 152 Street Surrey, BC V3R 8X8 Michelle Yun, Director 604-588-5857 cnbedu@gmail.com	<b>Operating</b> - This non-profit aims to recruit secondary students who are interested in giving back to the community and provide them with safe, meaningful volunteer opportunities. Funding is requested for tools, safety vests and consumables to keep student volunteers safe.	\$0
Hollyburn Community Services Society 104 - 267 West Esplanade North Vancouver, BC V7M 1A5 Joy Hayden, Innovation & Engagement 604-512-2483 jhayden@hollyburnsociety.ca	<b>Program - Life Success</b> - This program is a series of transitional housing and skill development support for youth to acquire the skills they need to live independently. The program is for youth 18 to 24 who are or have been homeless. Key areas of focus include employment, education, interpersonal relationships and community integration. To graduate youth must be employed or in a post secondary program. Funds would be used for staff wages.	\$2,000



**2023 ROUND TWO  
COMMUNITY GRANTS APPLICATIONS MATRIX**

<b>APPLICANT</b>	<b>DESCRIPTION OF SERVICE/PROJECT</b>	<b>2023 ROUND TWO RECOMMENDED AMOUNT</b>
Hollyburn Community Services Society 104 - 267 West Esplanade North Vancouver, BC V7M 1A5 Joy Hayden, Innovation & Engagement 604-512-2483 jhayden@hollyburnsociety.ca	<b>Program - North Shore Youth Safe House</b> - The NSYSH is a voluntary youth-centered service designed to provide short term emergency crisis intervention to homeless youth aged 14 to 18. The four bed resource provides short term accommodation; the two bed Transition Program is a semi independent resource designated to provide an identified need for youth moving toward independent living. The Safe House is available 24/7/365. Funds would be used for staff wages.	\$4,000
Hollyburn Community Services Society 104 - 267 West Esplanade North Vancouver, BC V7M 1A5 Joy Hayden, Innovation & Engagement 604-512-2483 jhayden@hollyburnsociety.ca	<b>Program - Seniors Safe House</b> - The SSH provides temporary shelter to seniors experiencing homelessness or seniors living in unsafe situations. It has also become a recuperation home for homeless seniors discharged from the hospital that require time to recover from illness or surgery. Seniors can stay as long as it takes them to secure sustainable housing. Funds would be used for utility costs, maintenance, insurance and cleaning.	\$2,500
Hollyburn Community Services Society 104 - 267 West Esplanade North Vancouver, BC V7M 1A5 Joy Hayden, Innovation & Engagement 604-512-2483 jhayden@hollyburnsociety.ca	<b>Program - Wired 4 Success</b> - A federally funded employment program for youth 15 to 30 years of age who have barriers to employment. The program includes class room curriculum and soft core skills and youth are supported to participate in 12 weeks of paid work experience. Youths are paid minimum wage to participate. Funds would be used for staff wages.	\$2,000
Hollyburn Community Services Society 104 - 267 West Esplanade North Vancouver, BC V7M 1A5 Joy Hayden, Innovation & Engagement 604-512-2483 jhayden@hollyburnsociety.ca	<b>Program - Youth Education Navigator</b> - Supports youth and young adults (15 - 30 years of age) who would like to return to secondary school or trades but don't know where to begin. Support is provided throughout the entire program with extra support during high stress periods and ongoing coaching until graduation. Funds would be used for staff wages.	\$2,000
Living Systems Family Systems Counselling, Education, Training & Research Society 133 - 901 3rd Street West North Vancouver, BC V7P 3P9 Leila Howard, Business & Finance Director 604-926-5496 leila.howard@livingsystems.ca	<b>Program - Access Counselling</b> - This program offers a sliding fee scale to clients whose income falls below \$30,000 per year. Min. counselling fees are ordinarily \$15 - 25 per session. Counselling is offered to individuals, couples and families based on family systems theory. Clients include people in danger of becoming homeless, aboriginal people and people from diverse cultural backgrounds. Funding would be used to pay counsellors that provide this low rate service.	\$5,000

**2023 ROUND TWO  
COMMUNITY GRANTS APPLICATIONS MATRIX**

APPLICANT	DESCRIPTION OF SERVICE/PROJECT	2023 ROUND TWO RECOMMENDED AMOUNT
<p>Iranian Laughter Club 1507 - 145 St. Georges Avenue North Vancouver, BC V7L 3G8 Haleh Shirchian, Founder &amp; Laughter Therapist 604-700-5960 iranianlaughterclub@gmail.com</p>	<p><b>Program - HOpe Laughter Program</b> - A new program at the HOpe Centre started in June 2023. The program seeks to improve the quality of life and positivity for participants. Hope to secure financial support to continue and expand this program, to offer monthly sessions to more than 200 people in the coming year. Funds would be used for professional therapists, materials, advertising and travelling.</p>	<p>\$0</p>
<p>North Shore Alliance Church 201 East 23rd Street North Vancouver, BC V7L 3E4 Dave Sattler, Outreach Pastor 604-984-6422, ex. 223 daves@nsac.bc.ca</p>	<p><b>Program - North Shore Community Christmas Dinner</b> - This event has been running for 33 years and was originally started by the Harvest Project. The main focus has always been to provide a plated, full service Christmas meal with entertainment to over 400 people who are trapped in the poverty cycle. In 2020 (due to COVID-19) the focus was shifted to making Christmas hampers and pre-packaged dinners. This event is hosted entirely by volunteers. Funding would offset the cost of food and rentals.</p>	<p>\$3,000</p>
<p>North Shore Neighbourhood House 225 East 2nd Street North Vancouver, BC V7L 1C4 Tricia Alsop, Manager, Resource Development 604-315-6650 talsop@nsnh.bc.ca</p>	<p><b>Program - Centreview Child Care Centre</b> - NSNH is a not-for-profit registered charity serving the North Shore community since 1939. North Shore Neighbourhood House Centreview Child Care provides full day care for children 1-5 years of age. Funding would be used outdoor and indoor programming materials. By providing quality materials, less behavioural issues and more engagement are seen in children in the centres.</p>	<p>\$0</p>
<p>North Shore Neighbourhood House 225 East 2nd Street North Vancouver, BC V7L 1C4 Tricia Alsop, Manager, Resource Development 604-315-6650 talsop@nsnh.bc.ca</p>	<p><b>Program - John Braithwaite Out of School Care</b> - JBCC provides out of school care and holiday care for children aged 5 - 12 years. Funding would be used outdoor and indoor programming materials. By providing quality materials, less behavioural issues and more engagement are seen in children in the centres.</p>	<p>\$0</p>
<p>North Shore Neighbourhood House 225 East 2nd Street North Vancouver, BC V7L 1C4 Tricia Alsop, Manager, Resource Development 604-315-6650 talsop@nsnh.bc.ca</p>	<p><b>Program - Learning Together Child Care</b> - Learning Together Child Care provides full day care for children ages 1 - 5 years of age. Funding would be used outdoor and indoor programming materials. By providing quality materials, less behavioural issues and more engagement are seen in children in the centres.</p>	<p>\$0</p>

**2023 ROUND TWO  
COMMUNITY GRANTS APPLICATIONS MATRIX**

APPLICANT	DESCRIPTION OF SERVICE/PROJECT	2023 ROUND TWO RECOMMENDED AMOUNT
<p>North Shore Neighbourhood House 225 East 2nd Street North Vancouver, BC V7L 1C4 Tricia Alsop, Manager, Resource Development 604-315-6650 talsop@nsnh.bc.ca</p>	<p><b>Program - NSNH Child Care</b> -NSNH Child Care provides full day care for children ages 1 - 5 years of age. Funding would be used outdoor and indoor programming materials. By providing quality materials, less behavioural issues and more engagement are seen in children in the centres.</p>	<p>\$0</p>
<p>North Shore Neighbourhood House 225 East 2nd Street North Vancouver, BC V7L 1C4 Tricia Alsop, Manager, Resource Development 604-315-6650 talsop@nsnh.bc.ca</p>	<p><b>Program - Queen Mary Out of School Care</b> - Queen Mary Out of School Care offers before and after school care and holiday care for school age children aged 5 - 12 years of age. Funding would be used outdoor and indoor programming materials. By providing quality materials, less behavioural issues and more engagement are seen in children in the centres.</p>	<p>\$0</p>
<p>North Shore Neighbourhood House 225 East 2nd Street North Vancouver, BC V7L 1C4 Tricia Alsop, Manager, Resource Development 604-315-6650 talsop@nsnh.bc.ca</p>	<p><b>Program - Ridgeway Out of School Care</b> - Ridgeway Out of School Care offers before and after school care and holiday care for school age children aged 5 - 12 years of age. Funding would be used outdoor and indoor programming materials. By providing quality materials, less behavioural issues and more engagement are seen in children in the centres.</p>	<p>\$0</p>
<p>North Shore Polish Association Belweder 5484 Keith Road West Vancouver, BC V7W 3C9 Urszula Sulinska, President 604-786-1709 belweder.org@hotmail.com</p>	<p><b>Program - Joy Seniors Club - Just Older Youth</b> - The goal of this program is to provide services to vulnerable populations and to promote a healthy, caring, safe and supportive community for seniors and the elderly. The services provided are directed to residents who experience disadvantage or discrimination. The program will help seniors socialize and network with others in their community, offer coordinated activities and help seniors overcome loneliness. Plan to host seniors' meetings twice a month.</p>	<p>\$0</p>
<p>North Shore Stroke Recovery Centre 225 East 2nd Street North Vancouver, BC V7L 1C4 Tara Aran, Centre Operations Manager 778-340-5803 tara@nssrc.org</p>	<p><b>Program - Art Therapy</b> - Art Therapy is a specialized program designed to support survivors of stroke in their physical, emotional, and cognitive rehabilitation. This important program harnesses the healing power of creative expression to facilitate recovery, enhance self-esteem, and foster emotional well-being among stroke survivors.</p>	<p>\$2,000</p>



**2023 ROUND TWO  
COMMUNITY GRANTS APPLICATIONS MATRIX**

APPLICANT	DESCRIPTION OF SERVICE/PROJECT	2023 ROUND TWO RECOMMENDED AMOUNT
<p>North Shore Stroke Recovery Centre 225 East 2nd Street North Vancouver, BC V7L 1C4 Tara Aran, Centre Operations Manager 778-340-5803 tara@nssrc.org</p>	<p><b>Program - Family Caregiver</b> - This program was launched in 2022 and is a unique Family Caregiver Program for this invisible, neglected segment of society. This program is held twice monthly and mainly consists of yoga therapy and group counselling, providing a relaxing, inspiring, supportive break and social support for participants. The Heart &amp; Stroke Foundation, working with 600 Family Caregivers, identified issues related to mental health, loss and isolation.</p>	<p>\$2,000</p>
<p>North Shore Stroke Recovery Centre 225 East 2nd Street North Vancouver, BC V7L 1C4 Tara Aran, Centre Operations Manager 778-340-5803 tara@nssrc.org</p>	<p><b>Program - Speech Language Pathology</b> - This is a highly sought after service offered by NSSRC to survivors of stroke. One to one sessions are 30 - 60 minutes in length and groups are 1 hour. The SLP assistant bridges the gap between appointments with the SLP which could be up to 1 week apart by working closely to support &amp; implement the prescribed therapeutic plans ensuring that the clients put into practice techniques learning during the session.</p>	<p>\$3,000</p>
<p>Parkgate Community Services Society 3625 Banff Court North Vancouver, BC V7H 2Z8 Ellen Clague, Executive Director 604-983-6375 eclague@parkgatesociety.ca</p>	<p><b>Program - Youth Outreach</b> - Parkgate Youth Services Outreach supports and builds resiliency in youth. Their primary focus is the Seymour area in the DNV, however their services do extend and are available to CNV youth. Funding would be spent directly on Youth Outreach worker wages, specifically the hours youth workers spend supporting youth at the Foundry.</p>	<p>\$3,500</p>
<p>Pathways Serious Mental Illness Society (formerly North Shore Schizophrenia Society) 205 - 1865 Marine Drive West Vancouver, BC V7V 1J7 Gabi Guerrero, Executive Director 778-321-6399 executivedirector@pathwayssmi.org</p>	<p><b>Program - Family to Family Peer Support Course</b> - Pathways SMIS hosts 12 Family to Family courses throughout the year for families caring for a loved one suffering from mental illness. Requesting the amount of \$2,500 to cover the costs of one of the 12 courses. That includes the instructors time and materials. The course is offered free of cost and last 8 weeks. Approximately 20 families per course are served.</p>	<p>\$2,500</p>
<p>Spectrum Mothers Support Society 1314 East 29th Street North Vancouver, BC V7J 1T1 Sally Livingstone, Executive Director 604-562-5530 sally@spectrummothers.ca</p>	<p><b>Operating</b> - Spectrum provides support to mothers on the North Shore through caregivers, mentors and doulas. Without this additional support and care, the North Shore's vulnerable children run the risk of future challenges in school and in society. Operating funding assists Spectrum in being able to support the increased referrals received each year.</p>	<p>\$5,196</p>

**2023 ROUND TWO  
COMMUNITY GRANTS APPLICATIONS MATRIX**

APPLICANT	DESCRIPTION OF SERVICE/PROJECT	2023 ROUND TWO RECOMMENDED AMOUNT
<b>NEW APPLICANTS</b>		
British Columbia Centre for Ability Association 304 - 267 West Esplanade North Vancouver, BC V7M 1A5 Joshua Myers, Executive Director 604-612-2252 joshua.myers@bc-cfa.org	<b>Operating</b> - This organization provides community based services to children, youth and adults with disabilities in various communities across BC. They have been operating in North Vancouver for 30 years delivery occupational therapy, physiotherapy, speech therapy and counselling to children with disabilities 0-5 yrs. old as well as an early intervention program to school aged children in conjunction with SD44. The main goal is to help children and youth participate meaningfully in the community and reduce barriers for participation. Funding would be used to support the cost of lease space.	\$1,000
Carson Graham Secondary School 2145 Jones Avenue North Vancouver, BC V7M 2W7 Rob Olson, Teacher 604-903-3555 rolson@sd44.ca	<b>Program - Carson Graham Community Dinner</b> -This is a school run program that provides free dinners, conversation classes and other outreach activities to marginalized members of the community. It has been operating for approximately 6 years. The program almost exclusively provides services for residents of the CNV while also teaching students about the importance of service to others. Funds would be used for dinner, equipment such as plates and cutlery and Foodsafe training for students.	\$3,000
Elevation Health Foundations TH1 - 200 Nelson's Crescent New Westminster, BC V3L 0H4 Tom Fruci, CEO 778-522-9068	<b>Operating</b> - Founded in June 2022, this organization provides high-level ICBC active rehab, private kinesiology and work conditioning program services that can be done on-site, virtually or at home. Low-cost active rehab is also provided for those without extended benefits and for low-income families. Funding is requested as the organization is new and requires support and funding to continue offering critical services.	\$0
Elevation Health Foundations TH1 - 200 Nelson's Crescent New Westminster, BC V3L 0H4 Tom Fruci, CEO 778-522-9068	<b>Program - Physical Literacy Program</b> - This is a 10-week, low cost and low-barrier project created to promote access to multi-sports, active rehab and mobility programs for youth with disabilities. It will be led by experts in the field. Participants will engage in activities both indoors and outdoors and learn about nutrition and the important of movement. Program funding will be used to secure a venue location, catering and to pay for professional facilitators as well as marketing, promotion and insurance.	\$0

**2023 ROUND TWO  
COMMUNITY GRANTS APPLICATIONS MATRIX**

APPLICANT	DESCRIPTION OF SERVICE/PROJECT	2023 ROUND TWO RECOMMENDED AMOUNT
<p>The Giraffes Art School 304 -935 Marine Drive North Vancouver, BC V7P 1S3 Shima Dehgan, Founder-Principal 604-842-3343 mehr4679@gmail.com</p>	<p><b>Operating</b> - The Giraffes Art School is a distinguished institution dedicated to fostering the artistic and intellectual growth of over 100 young minds, ranging in age from 3 to 17 years. The center offers a diverse range of affordable extracurricular classes in the fields of visual arts and music. Committed to inclusivity, welcoming students from all backgrounds. The founder has a specialization in working with children with mild cognitive disabilities through art, uniquely addressing a critical need in the North Shore community where there is a significant shortage. Grant funds would be used to ensure financial recovery and on rent, salary and tax payments.</p>	<p>\$0</p>
<p>Shelter Movers Vancouver 356- 1771 Robson Street Vancouver, BC V6G 1C9 Laura Darch, Chapter Director 604-771-4721 laurad@sheltermovers.com</p>	<p><b>Operating</b> - This is a national, volunteer-powered charity offering no-cost moving and storage services to survivors of gender-based violence. This is the only service of its kind in Canada. All money fundraised stays in the community. Funds would help expand the organizational and operating capacity; recruiting and onboarding volunteers, procurement of PPE and moving supplies, etc.</p>	<p>\$3,000</p>
<p>SCY Society for Children and Youth of BC 102 - 1678 West Broadway Vancouver, BC V6J 1X6 Stephanie Howell, Executive Director 778-657-6749 stephanie@scyofbc.org</p>	<p><b>Program - Youth Transit Leaders Program</b> - SCY is a provincial children's rights non-profit organization dedicated to improving the well-being of children and youth in BC. The focus is on child and youth civic engagement, place making, and urban sustainability. Work is designed to promote youth leadership and active leadership. This program is designed to increase child and youth transit use in the region, addressing climate and population concerns in one.</p>	<p>\$0</p>
		<p><b>\$50,696</b></p>



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

**REPORT**

To: Mayor Linda Buchanan and Members of Council

From: Julia Spitale, Community Development Coordinator

Subject: 2023 CHILDREN AND YOUTH INITIATIVES FUND – SPECIAL  
PROJECT GRANT APPLICATIONS

Date: November 22, 2023 File No: 10-5120-01-0001/2023

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

**RECOMMENDATION**

PURSUANT to the report of the Community Development Coordinator, dated November 22, 2023, entitled “2023 Children and Youth Initiatives Fund – Special Project Grant Applications”:

THAT the Children and Youth Initiative Fund grant allocations totaling \$20,500 for 2023 be approved;

THAT a copy of the Council resolution be sent to the District of North Vancouver and to the North Vancouver School Board (SD No. 44) for information;

AND THAT the Children and Youth Initiatives Grant Committee be thanked for their time and participation.

**ATTACHMENTS**

1. Children and Youth Initiatives Fund Grant Guidelines (CityDocs [2382476](#))
2. Summary of Children and Youth Initiatives Grant Applications (CityDocs [2424400](#))

**BACKGROUND**

Since 1998, the City has disbursed the Children and Youth Initiatives Fund to provide funds to support or initiate events, programs and services for children and youth in the City of North Vancouver.

The City offers grants of up to \$3,000 for special projects undertaken for children and youth up to the age of 21 years and up to \$500 for projects undertaken for youth between the ages of 12 and 21 years.

Grants approved under this fund are for new events, programs or services or to enhance existing events, programs or services which have proven beneficial to young members of our community. All activities supported by this fund must be based in the City of North Vancouver or be of primary benefit to children and youth residents in the City. Funds can be used to cover expenses such as staffing costs and/or program expenses such as building rental, equipment rentals, entertainment and/or refreshments.

Grant criteria includes:

- Program or project that supports connection and wellbeing;
- Program or project that supports youth mental health;
- Program or project that is preventative in nature, youth driven, or involves youth in program development and implementation;
- Supports children and youth with disabilities, low-income families and minority groups;
- Provides opportunities for skill development, builds self-esteem and self-confidence.

For a full list of the Children and Youth Initiatives Grant guidelines, see Attachment #1.

## **DISCUSSION**

The 2023 Children and Youth Initiatives Grant Selection Committee met in person at City Hall on October 19<sup>th</sup> to review applications and make recommendations for Council's consideration. Nineteen applications were received this year totalling a request of \$47,144 from an available fund balance of \$20,500. The Selection Committee is recommending that all nineteen applicants receive partial funding.

Appointed Grants Committee members included Councillors Shervin Shahriari and Jessica McIlroy, School District Trustee Daniel Anderson and Lisa Hubbard of North Shore Neighbourhood House. Two youth served as Selection Committee members this year based on their level of community involvement in the City.

City staff provided the Committee with a confidential information package to review in advance of the selection process. During the selection meeting, City staff provided background on the granting process, outlined guidelines and criteria, detailed summaries of each application and informed on any associated past funding. The Committee discussed and addressed any conflicts of interest in the selection process to ensure all grants were reviewed and selected in an equitable and fair manner. The committee decided funding allocations by majority vote after discussing each grant application and factoring in the guidelines.

Attachment #2 provides a summary of the applications received and recommended allocations from the Committee.



## FINANCIAL IMPLICATIONS

If Council approves the recommendations of the Selection Committee, the total available fund balance of \$20,500 will be allocated from the Children and Youth Initiatives Fund.

## INTER-DEPARTMENTAL IMPLICATIONS

City Communications promoted the 2023 Children and Youth Initiatives Grants intake through social media and the City's newsletter, while the Community Development Coordinator promoted to City partners (NVRC, City Library, NSNH, SD44) and committees.

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The allocation of grant funding is in keeping with the guiding principles of the Official Community Plan, specifically:

*Community Supporting Community:*

The City will continue to be a compassionate community recognizing that all individuals and/or their families will require support at some point in their lives.

The City will assist organizations and individuals that provide community support through the responsible allocation of its resources.

The community grants program supports Council's Strategic Plan priority to be "A City for People". All community grant applications are also reviewed relative to the goals and objectives of the City's existing Social Plan (1998) and the Community Grant Guidelines.

The City is undertaking the development of a *Community Wellbeing Strategy*, updating and replacing the City's Social Plan. A draft of this Strategy was endorsed by Council for engagement in July, and will be refined and brought to Council for finalization in early 2024.

As a part of this work, staff is undertaking a Supportive Funding Review project to align all forms of supportive funding (community grants, core funding, permissive tax exemptions, and multiple other grants) to an outcomes-based approach and to better align with and achieve the City's current priorities and objectives as directed by Council's Strategic Plan, the Corporate Business Plan, and the approved and upcoming *Community Wellbeing, Climate and Environment, Economic, and Mobility Strategies*. The intent is to create a comprehensive and coordinated supportive funding program for the City.

RESPECTFULLY SUBMITTED:

  
\_\_\_\_\_  
Julia Spitale  
Community Development Coordinator



**COMMUNITY & PARTNER ENGAGEMENT DEPARTMENT  
BUSINESS AND COMMUNITY PARTNERSHIPS**

CITY OF NORTH VANCOUVER T 604 985 7761  
141 WEST 14TH STREET F 604 985 8439  
NORTH VANCOUVER INFO@CNV.ORG  
BC / CANADA / V7M 1H9 CNV.ORG

## **CHILD AND YOUTH INITIATIVES FUND GRANTS GUIDELINES**

**(Agency Initiated Project Grants and Youth Initiated Project Grants)**

**2023 DEADLINE: 11:59 PM on September 24, 2023**

### **1.0 PURPOSE OF THE FUND**

The purpose of this fund is to support or initiate events, programs and services for children and youth in the City of North Vancouver. All activities supported by this fund must be based in the City of North Vancouver, or be of primary benefit to children and youth resident in the City. This fund is not available for sports programs or to supplement core funding for Outreach Youth Services. Grants approved under this fund shall be for new events, programs or services, or to enhance existing events, programs or services which have proven successful.

### **2.0 OBJECTIVES**

Events, programs and services which are funded under this initiative will meet fully, or in part, the following objectives.

- 2.1 Be preventative in nature.
- 2.2 Create opportunities for youth to initiate projects.
- 2.3 Create opportunities to contribute to community well-being and to participate in community activities.
- 2.4 Provide opportunities for skill development.
- 2.5 Develop self-esteem and self-confidence.
- 2.6 Be responsive to the diverse and changing needs of children and youth and, as such, give special consideration to children and youth with disabilities, from low-income families, and of newcomers.
- 2.7 Encourage broad community involvement (financial and human resources) from children and youth, business, organizations and individuals.
- 2.8 Maximize the use of existing community resources through creative partnerships.
- 2.9 Involve children and youth in program development and implementation.
- 2.10 Encourage inter-agency / organization, cooperation and collaboration.

### **3.0 CATEGORIES OF GRANTS**

#### **3.1 Youth Initiated Project Grants**

The intention of the Youth Initiated Project Grant is to involve children and youth in the development and implementation of projects and events, which can be supported by youth workers, community service agencies and businesses. The intent of youth involvement is to provide opportunities for youth to take the lead in organizing and delivering a program or an event.

Grants of up to \$500 will be available for Projects and Events. The grant may be used to cover such things as building / facility rental costs, equipment rental costs, publicity, entertainment, refreshments, etc. Applications are available on the City of North Vancouver's website at [www.cnv.org/YouthGrants](http://www.cnv.org/YouthGrants).

#### **3.2 Agency Initiated Project Grants**

Agency Initiated Projects shall be preventative in nature, providing children and youth with information, skills and activities which promote healthy living and positive activities. Grants of up to \$3,000 will be available for new projects, or to augment existing programs. Grant recipients will be required to provide one-third (1/3) of the amount of the grant received as in-kind services and / or cash.

Core funded agencies, non-profit societies, community groups, Parent Advisory Councils and School District No. 44 are eligible to apply for these grants. Programs should be offered in the City of North Vancouver, or be of primary benefit to City children and youth. The grant may be used to cover staffing costs and / or program expenses. Applications are available on the City of North Vancouver's website at [www.cnv.org/YouthGrants](http://www.cnv.org/YouthGrants).

### **4.0 ELIGIBILITY**

Youth, non-profit societies, community groups, Parent Advisory Councils and School District No. 44 are eligible to apply for grants under this initiative. Private consultants and businesses are not eligible to apply directly to this fund, but may be partners in projects managed by the above-mentioned groups. Outreach Youth Service agencies are not eligible to apply for a grant under this fund if it is to be applied to core operating costs of Outreach Youth Worker positions. These agencies may, however, apply for a grant that is for a Youth Initiated Project and Event, or Agency Initiated Project that compliments the services provided by Outreach Youth Workers.

All projects, events, programs and services supported by this fund must be located in the City of North Vancouver, or be of primary benefit to children and youth (up to the age of 24 years) residents in the City of North Vancouver.



## **5.0 APPLICATION AND APPROVAL PROCESS**

Individuals and groups interested in applying for a grant under this fund shall complete the application form provided and submit to *Julia Spitale, Community Development Coordinator, City of North Vancouver, 141 West 14<sup>th</sup> Street, North Vancouver, BC, V7M 1H9*. Deadlines for applications may apply.

Applications for Agency Initiated Grants shall be reviewed by a committee comprised of City staff responsible for child and youth initiatives, two City Councillors, a School Trustee (#44), and youth representatives. This committee will make recommendations to Council regarding allocations.

**The deadline for applications is 11:59 PM on September 24, 2023.**

All applications will be reviewed using the criteria outlined herein. If you have any questions about the application form, or the grants program, please call Julia Spitale, Community Development Coordinator at 604-998-3285 or email: [youth@cnv.org](mailto:youth@cnv.org).

## **6.0 ACCOUNTABILITY**

Grant recipients will be required to submit an evaluation of the project at its completion, using a form to be provided by the City or available on the City's website at [www.cnv.org/YouthGrants](http://www.cnv.org/YouthGrants).

## **7.0 ADMINISTRATION OF FUND**

This fund will be administered by staff responsible for child and youth initiatives.

## 2023 CHILD & YOUTH INITIATIVES FUND GRANT APPLICATIONS

APPLICANT AND SUMMARY DESCRIPTION OF SERVICE/PROJECT	2023 AMOUNT REQUESTED	2023 AMOUNT RECOMMENDED
<b>Existing Applicant – Existing Program</b> <u><b>Mountainside Secondary School</b></u> <b>PE 10 Wellness</b> – Students have historically had a difficult time completing PE10 (grad requirement). Wellness is a non-competitive PE class created to increase participation and attendance while giving students opportunities they may not have had in the past. <b>Grant funds will be used to allow students to participate in yoga, climbing, snowshoeing and driving range sessions.</b>	<b>\$3,000</b>	<b>\$1,000</b>
<b>New Applicant – Existing Program</b> <u><b>Middlepeace Clinical Counselling Society</b></u> <b>Youth Leadership</b> – This project is to provide adolescents and youth a safe forum to practice leadership, project planning, interpersonal connection building, and public speaking. Children and youth often fear and avoid public speaking or presentation. Anxiety for school project and fear of failure cause challenges and isolation. <b>Grant funds will be used to cover the cost of facilitators, space rental, refreshments, social media, art materials, honorariums and gifts to participants.</b>	<b>\$3,000</b>	<b>\$500</b>
<b>Existing Applicant – Existing Program</b> <u><b>Soap for Hope Canada</b></u> <b>Essential Hygiene Products for Vulnerable Youth</b> – Provide basic hygiene products at no charge (soap, shampoo, conditioner, body wash, lotion, menstrual products, toothbrushes, toothpaste, brushes, etc.) Works with established community facilities, schools and non-profits to identify youth needing products. <b>Grant funds will be used to purchase items that can't be repurposed.</b>	<b>\$3,000</b>	<b>\$1,500</b>
<b>Existing Applicant – Existing Program</b> <u><b>Washington Kids Foundation</b></u> <b>Eslha7an Program</b> – Program to promote mental and physical health through fitness (training, nutrition,	<b>\$3,000</b>	<b>\$1,500</b>

APPLICANT AND SUMMARY DESCRIPTION OF SERVICE/PROJECT	2023 AMOUNT REQUESTED	2023 AMOUNT RECOMMENDED
<p>strength, team building), mentorship (self esteem/confidence, 1:1 coaching, fostering positive relationships) and learning (developing effective studying skills, creating space to explore new topics). <b>Grant funds will be used for coaches and mentor staff, meal support for participants and transportation.</b></p>		
<p><b>New Applicant – Existing Program</b></p> <p><b><u>Get Out and Play</u></b></p> <p><b>Get Out and Play</b> – Two free annual sports day events for North Vancouver families in summer and winter to promote physical activity and connect youth to local sports. Volunteers run activities/sport stations (ie: soccer, bocce, frisbee, obstacle courses, etc.). <b>Grant funds will be used for sports equipment, refreshments, decorations, venue rentals, insurance and sound equipment.</b></p>	\$1,700	\$800
<p><b>Existing Applicant – Existing Program</b></p> <p><b><u>Air Cadet League of Canada</u></b></p> <p><b>Air Cadet Youth Training Program</b> – Contributes to the development and formation of youth in the community through organizational training, field exercises, survival training, marksmanship and flying instruction. <b>Grant funds will be used for training costs, materials and instructor time.</b></p>	\$3,000	\$1,000
<p><b>New Applicant – Existing Program</b></p> <p><b><u>North Shore Girls</u></b></p> <p><b>North Shore Girls</b> – A group for neurodiverse teen girls with a goal to provide and organize activities in the community, establish friendships and support independence. <b>Grant funds will be used for activities, instructors, refreshments and transportation.</b></p>	\$3,000	\$1,000
<p><b>Previous Applicant – Existing Program</b></p> <p><b><u>Junior Achievement BC</u></b></p> <p><b>Success Skills for North Vancouver Youth</b> – This program prepares youth to demonstrate awareness of self-efficacy in skill attainment and career development, identify specific skills required for effective collaboration</p>	\$3,000	\$1,250



APPLICANT AND SUMMARY DESCRIPTION OF SERVICE/PROJECT	2023 AMOUNT REQUESTED	2023 AMOUNT RECOMMENDED
in short and long-term situations, understand the fundamentals of critical thinking and problem solving skills, use communication techniques to enhance their communication with others and investigate tools for conflict resolution and how to come to a consensus with those who have differing ideas. <b>Grant funds will be used for program development, materials, staffing, marketing, video conferencing, events and administration.</b>		
<b>New Applicant – New Program</b> <u><b>CityHive Youth Engagement Society</b></u> <b>CityShapers at City Hall</b> – Equity-based civic education classroom program offered to elementary and secondary schools across Metro Vancouver, working with municipal governments to host engaging and low-barrier field trips. This grant would support the coordination and delivery of a field trip for North Van students to City Hall. We would work closely with City Staff and Councillors in hosting a City Hall tour and panel Q&A. <b>Grant funds will be used for staffing, communications, activities, materials and refreshments.</b>	<b>\$3,000</b>	<b>\$1,700</b>
<b>Previous Applicant – Existing Program</b> <u><b>Ridgeway Elementary School</b></u> <b>ReconciliAction Ravens</b> – Ridgeway's Indigenous Education Student Committee purchased two looms last year to do a school-wide weaving project. The students from ReconciliAction Ravens will guide students and faculty through teachings about Indigenous perspectives and moving forward with courage. <b>Grant funds will be used to purchase yarn and weaving materials; if any funds remain, they will be used to purchase a banner for Indigenous Peoples Day and Walk for Wenjack.</b>	<b>\$500</b>	<b>\$500</b>
<b>Existing Applicant – New Program</b> <u><b>Mountainside Secondary School</b></u> <b>Developing Social Skills Through Gaming</b> – A weekly after school Dungeons and Dragons Group. The group facilitates social connections, peer relations and builds	<b>\$3,000</b>	<b>\$400</b>

APPLICANT AND SUMMARY DESCRIPTION OF SERVICE/PROJECT	2023 AMOUNT REQUESTED	2023 AMOUNT RECOMMENDED
social skills through gaming. The group offers these students opportunities to develop leadership and confidence with the possibility of earning course credits for participation. <b>Grant funds will be used for game supplies (dice, books), refreshments, instructors and events.</b>		
<b>New Applicant – Existing Program</b> <u><b>Youth Unlimited North Shore</b></u> <b>Mobile Youth Drop-In Expansion to Sutherland –</b> YU's mobile drop-in has expanded to include the Sutherland neighbourhood (as well as Carson Graham & Mountainside) by invite from RCMP and in collaboration with NVSD and CNV. The area was requested due to students' destructive behavior and targeted as in need of support. The program has seen a lot of success with youth engagement thus far in September. <b>Grant funds will be used for snacks and supplies.</b>	\$3,000	\$1,500
<b>Existing Applicant – Existing Program</b> <u><b>Sutherland Secondary School</b></u> <b>Girls Club –</b> Provides a space for the Girls Group to connect and learn about healthy relationships/sexuality, safe social media use, community resources, self care, tools and skills for building friendships, resilience, and staying safe. Guest speakers will provide insight into different topics. The club is a prevention piece with activities focused on self care, social-emotional well being and being informed on community resources. <b>Grant funds will be used for guest speakers/facilitators, refreshments and supplies for activities.</b>	\$1,600	\$750
<b>Existing Applicant – Existing Program</b> <u><b>Queen Mary Community Elementary</b></u> <b>Body Science Workshops –</b> Sexual health education sessions with in-class workshops for 1-1.5hr sessions per grade over two days. Teachers support learning through workshops and facilitate further discussions in class and at home. Parents of students in grade 1 and 2 are invited to take part in the workshops during the day.	\$844	\$700

APPLICANT AND SUMMARY DESCRIPTION OF SERVICE/PROJECT	2023 AMOUNT REQUESTED	2023 AMOUNT RECOMMENDED
<p>This program protects students from potential sexual abuse and to become aware of their bodies and appropriate interactions while protecting themselves. <b>Grant funds will be used for workshop facilitators.</b></p>		
<p><b>Existing Applicant – Existing Program</b></p> <p><b><u>Katrina Hansen</u></b></p> <p><b>Crafternoon</b> – Arts enrichment program that facilitates youth in enhancing their creativity and development of fine motor skills. This program is hosted at Driftwood Village Cohousing's common house for children and youth who live in the community. <b>Grant funds will be used for facilitators, craft supplies and cleaning supplies.</b></p>	\$3,000	\$400
<p><b>Existing Applicant – Existing Program</b></p> <p><b><u>North Shore Women's Centre</u></b></p> <p><b>Fearless: Girls' Empowerment Camp</b> – The camp was created to educate and empower pre-teen and teenage girls and gender diverse youth, providing them with knowledge and tools to navigate adolescence. Camp sessions include learning opportunities, workshops, bonding, crafts and activities, and an outdoor trip. <b>Grant funds will be used for facilitators and presenters, staffing, day trips, workshops, art supplies, refreshments and transportation.</b></p>	\$3,000	\$1,500
<p><b>New Applicant – Existing Program</b></p> <p><b><u>Community Crochet</u></b></p> <p><b>Community Crochet</b> – Stations containing the beginnings of a crochet blanket with yarn, a crochet hook, and instructions are set up at community organizations in North Vancouver. The goal is for youth who come across it to add rows of crochet until the blanket is finished. All of the blankets created by Community Crochet will be donated to Blanket BC. <b>Grant funds will be used to buy materials for the project (yarn, crochet hooks) and start more Community Crochet locations and create more blankets.</b></p>	\$500	\$500



APPLICANT AND SUMMARY DESCRIPTION OF SERVICE/PROJECT	2023 AMOUNT REQUESTED	2023 AMOUNT RECOMMENDED
<p><b>New Applicant – Existing Program</b></p> <p><b><u>CityFest</u></b></p> <p><b>CityFest 2024</b> – BC's largest youth festival taking place annually during Youth Week. Cityfest has welcomed over 4000 visitors over the course of the day, the festival includes longboard races, a skateboard competition, performances by youth musicians, visual arts displays from young artists, food trucks, vendors, and community booths. Youth are key to the planning and execution of Cityfest, with volunteers between the ages of 10-24 assisting in event planning and management. <b>Grant funds will be used for staffing/honorariums, equipment rentals, materials (decorations), room rentals.</b></p>	\$3,000	\$2,500
<p><b>Existing Applicant – New Program</b></p> <p><b><u>Carson Graham Secondary</u></b></p> <p><b>Beyond the Four Walls</b> – Provides experiential learning and place-based education for students through field trips in BC, primarily in North Vancouver. Students lack opportunities for experiential learning and place-based education; there is not enough funding to support and implement a fully Indigenized teaching practice in schools. Students are more engaged when learning happens on the field. <b>Grant funds will be used for organizing field trips and subsidizing students who cannot attend outdoor learning experiences because of financial reasons.</b></p>	\$3,000	\$1,500



A YouTube video player interface. The video title is "ZONING" in large, bold, blue capital letters. The background of the video is a light blue sky with stylized white clouds. Below the video player, there is a URL: <https://www.youtube.com/watch?v=vwxp6VUpQS4>. The City of North Vancouver logo is in the bottom left corner, and the number "1" is in the bottom right corner.

**ZONING**

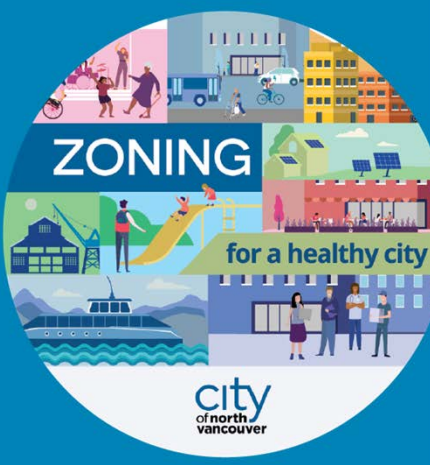
<https://www.youtube.com/watch?v=vwxp6VUpQS4>

city of north vancouver

1

**Zoning Bylaw Update**  
**Phase 1 Summary**

Presented November 27, 2023  
Planning and Development



A circular graphic with a blue background. It features various illustrations of city life: a person on a bicycle, a person walking, a person on a skateboard, a person on a wheelchair, a person on a bicycle, a person on a skateboard, a person on a wheelchair, a person on a bicycle, a person on a skateboard, a person on a wheelchair. The word "ZONING" is written in large, bold, white capital letters. Below it, the text "for a healthy city" is written in a smaller, white font. The City of North Vancouver logo is at the bottom.

**ZONING**

for a healthy city

city of north vancouver

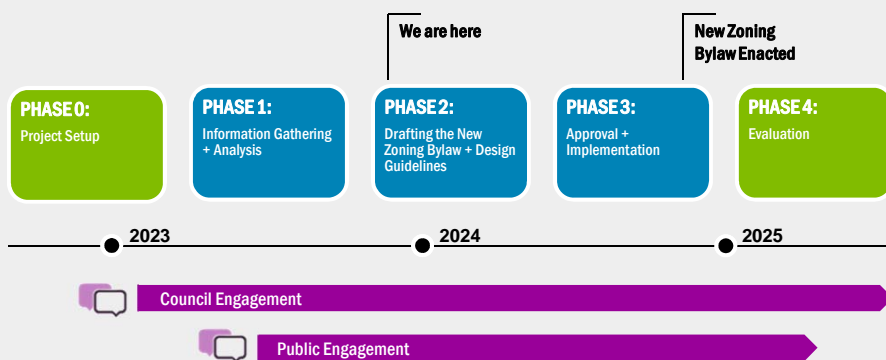
city of north vancouver

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## Presentation Outline

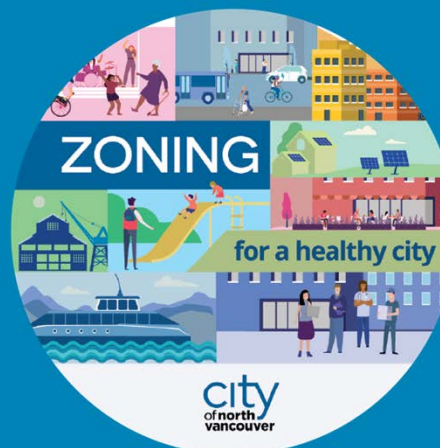
- Project Overview
- Phase 1 Summary
  - Zoning Bylaw Audit
  - Emerging Practice Review
  - Community Engagement
- Phase 2 + Next Steps
  - Key Directions
  - Next Steps

## Timeline





# Zoning Bylaw Audit



city  
of north  
vancouver

5

## Zoning Bylaw Audit Findings

**81**  
**Use**  
Definitions

**155**  
**General**  
Definitions

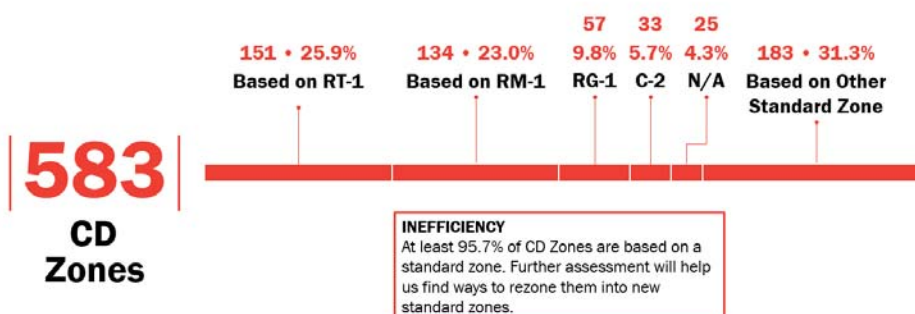
**36**  
**Standard**  
Zones

**583**  
**CD**  
Zones

city  
of north  
vancouver

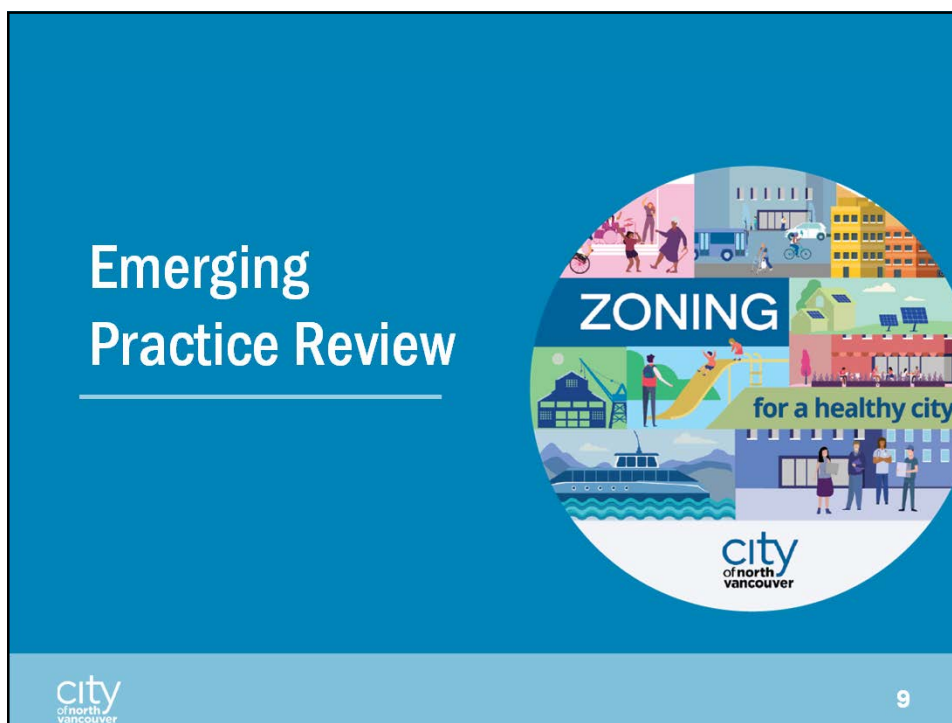
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## Zoning Bylaw Audit Findings



## Zoning Bylaw Audit Findings

1. Challenging to navigate
2. Many overlapping use permissions
3. Large number of site-specific zones (CD Zones)
4. Many CD zones are very similar
5. Definitions are outdated
6. Development Permit Areas (DPAs) have not been fully utilized
7. Many regulations do not reflect current City objectives



## Emerging Practice Review

### Zoning Bylaws Reviewed:

- Edmonton Draft Zoning Bylaw (2022)
- Hamilton Interactive Zoning Mapping
- Los Angeles Draft Zoning Code (2022)
- St. Louis Central West End Form Based District (2021)
- Ottawa Zoning Bylaw Best Practice Review (2022)
- Philadelphia Zoning Quick Reference Guide (2022)
- Halifax Downtown Land Use By-law (2009)
- Laval Code de l'urbanisme (2022)
- Denver Zoning Code (2023)
- Transform Baltimore (2016)
- Buffalo Green Code (2016)



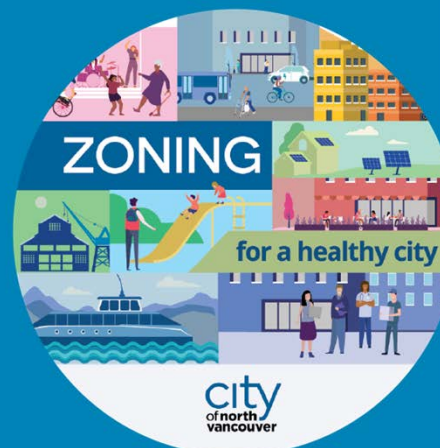


## Emerging Practice Review

1. Shifting to Form Based Zoning
2. Alignment with Municipal Objectives
3. Consolidation of Zones
4. Clear Communication of Requirements
5. Improved Document Navigation
6. Graphics and Illustrations
7. Web-Accessible Document Design and Online Tools



## Phase 1 Engagement



## About the Phase 1 Public Engagement

**Intent:** *To build awareness, share information, and seek input on the process and needs of the Zoning Bylaw*



### Project Awareness

- Website & Lets Talk
- Print & Digital Outreach & Video
- Networks Outreach



### Public Engagement

- Public Survey
- Pop-ups & Events
- Topic Backgrounders



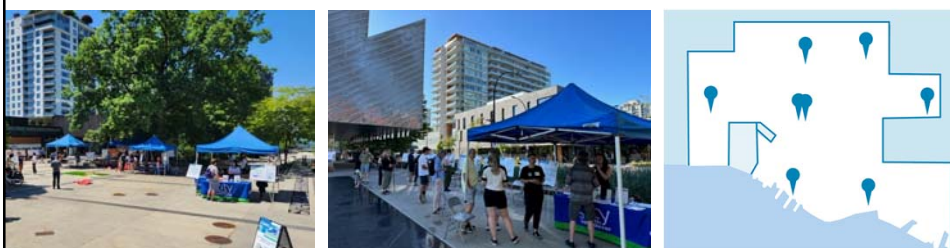
### Focused Community Engagement

- Meetings with Interested Groups
- City Advisory Committee Meetings
- Internal Meetings

## Project Awareness



## Engagement Events + Popups



## Engagement Outcomes



**~650**  
people engaged  
in conversation



**12**  
Presentations  
and workshops  
with key city  
staff and  
advisory  
committees



**226**  
Surveys  
submitted



**~900**  
visitors to the  
project webpage  
& Let's Talk page

## Engagement Outcomes



**14**

Interviews,  
meetings and  
workshops with  
Key Stakeholders



**361**

People watched  
the 'What is  
Zoning?' video



**~168,000**

Social media  
impressions



**~1,200**

subscribers on  
the City's  
CityView  
e-newsletter

## What We Heard

### Key Themes:

- Housing near [transit and amenities](#)
- More [housing options](#)
- Housing [affordability](#)
- Support [car-free or car-light areas](#)
- Bring [daily needs](#) closer to where people live
- Protect and promote [employment and industrial land uses](#)
- Protect and enhance [tree canopy](#)
- Improve [accessibility for our diverse communities](#)
- Promote [social connectivity](#) through the intentional design of public spaces, parks, plazas and shared community amenities

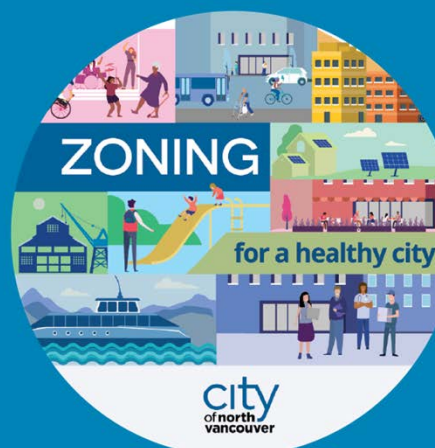




## Phase 2

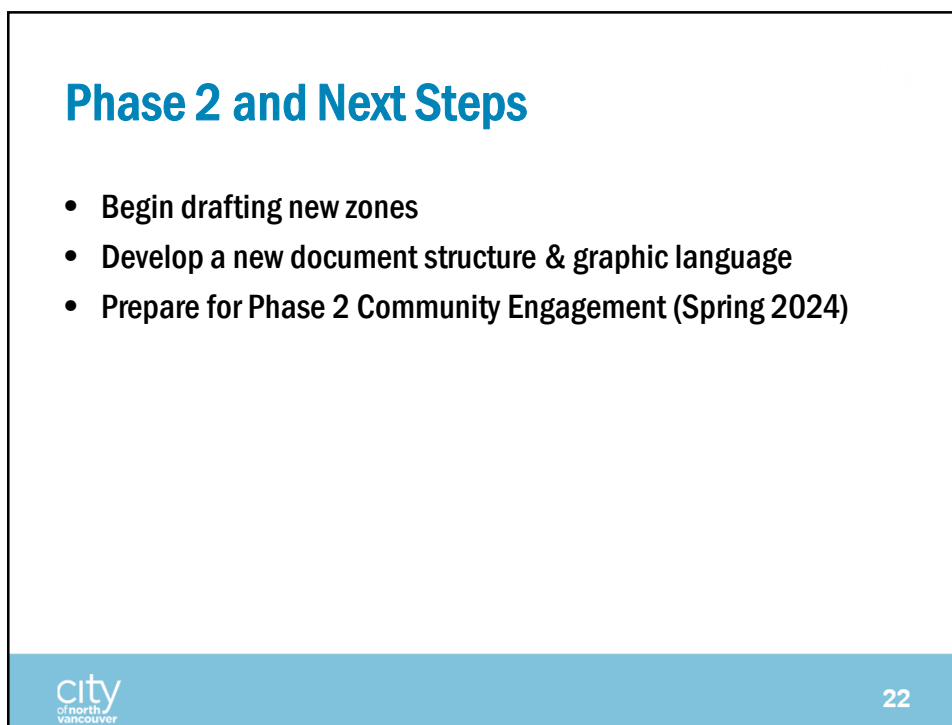
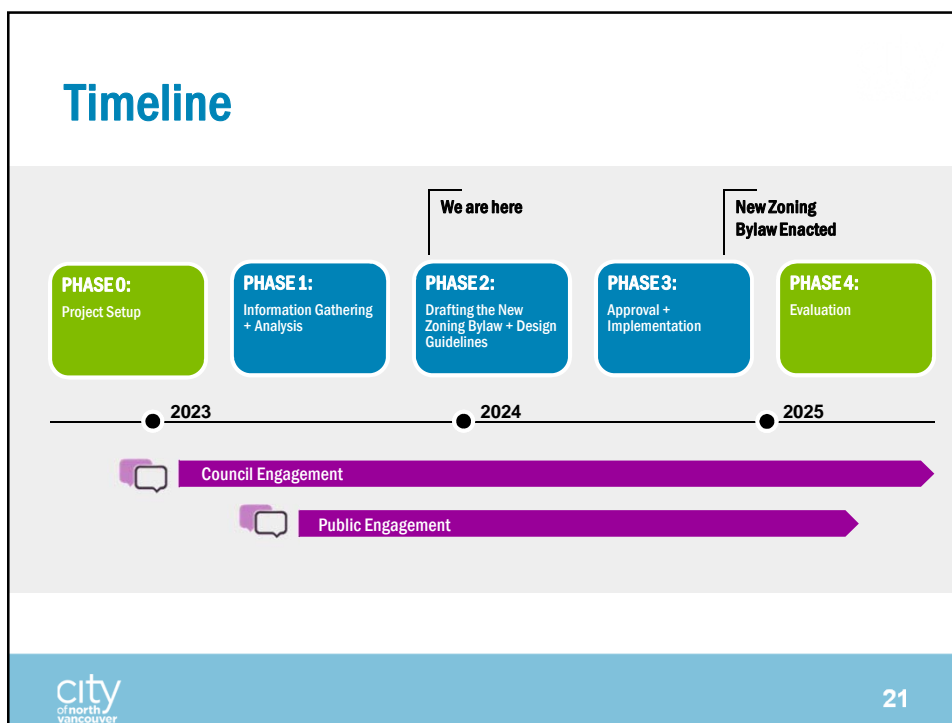
### Key Directions & Next Steps

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## Key Directions for Phase 2 Work

1. Modernize & Consolidate Standard Zones
2. Enable Diverse Housing Options
3. Preparing for Near-Term Changes
4. Support Employment & Enterprises that Create Shared Economic Prosperity
5. Integrate Equity & Community Wellbeing
6. Support Complete & Sustainable Communities
7. Align Parking Requirements
8. Apply a "Future Focused" & Resiliency Lens





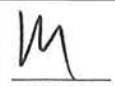
THANK YOU

A circular graphic divided into several segments, each containing a different illustration of city life and infrastructure. The segments include: a park with people walking and a person in a wheelchair; a street scene with a car, a bicycle, and a person walking; a row of colorful buildings; a house with solar panels; a playground with a slide and a person climbing; a construction site with a crane; a ferry boat on the water; and a group of people standing together. The word 'ZONING' is written in large, bold, white letters across the middle of the circle. Below it, the phrase 'for a healthy city' is written in a smaller, white font. At the bottom of the circle, the 'city of north vancouver' logo is displayed.

city of north vancouver

23



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

**INFORMATION REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Renée de St. Croix, Manager, Long Range & Community Planning  
Rupinder Basi, Acting Deputy Director, Planning and Development

Subject: ZONING BYLAW UPDATE PROJECT – PHASE 1 SUMMARY REPORT

Date: November 15, 2023 File No: 09-3900-30-0006/1

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**ATTACHMENTS**

1. Phase 1 Summary Report (CityDocs [#2432204](#))
2. Phase 1 Engagement Summary (CityDocs [2432205](#))

**PURPOSE**

This report provides an update to Council on the Zoning Bylaw Update project and presents an overview of Phase 1 findings and Key Directions for Phase 2.

**DISCUSSION**

Staff have completed Phase 1 of the Zoning Bylaw Update project. The work focused on information-gathering and analysis and included a Zoning Bylaw Audit, Policy Review, Emerging Practice Review and Public Engagement. Sections 1.0 through 3.0 below offer highlights of the Phase 1 findings. Section 4.0 introduces the eight Key Directions, which were derived from the Phase 1 findings.

Further details on the findings and Key Directions are provided in Attachment #1 - Phase 1 Summary Report and Attachment #2 - Phase 1 Engagement Summary.

**1.0 Key Findings: Zoning Bylaw Audit**

During Phase 1, the consultants undertook a Zoning Bylaw Audit to understand the structure and composition of the existing Zoning Bylaw. The audit revealed several issues and opportunities to inform the Phase 2 work. Highlights of the key findings and implications / opportunities are listed in Figure 1 and Table 1.



**Figure 1: Zoning Bylaw Audit Composition Findings**



- CD Zones make up **73%** of the over 1,400 pages in the Zoning bylaw
- Of the 583 CD Zones...
  - **96%** are based on a standard zone
  - nearly half, **49%**, are based on just two base zones:
    - **26%** on RT-1: two-unit residential
    - **23%** on RM-1: medium-density apartment residential

**Table 1: Zoning Bylaw Audit Key Findings and Implications/Opportunities**

Key Findings	Implications / Opportunities
<ul style="list-style-type: none"> <li>▪ The existing Zoning Bylaw is challenging to navigate and understand. It is primarily structured around permitted uses with form and other requirements for a single zone spread throughout the document.</li> <li>▪ There are many zones with overlapping use permissions, suggesting inefficiencies.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Restructure and consolidate existing base zones and broaden use categories.</li> <li>➤ Use more accessible language.</li> <li>➤ Organize zones around form-based needs to eliminate redundant zones while supporting a more consistent design approach for the public realm.</li> </ul>
<ul style="list-style-type: none"> <li>▪ The City has relied heavily on the use of Comprehensive Development (CD) Zones to regulate development.</li> <li>▪ CD Zones now make up approximately 73 percent of the Zoning Bylaw, while regulating only 11 percent of total properties.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Create new zones that are suitable for new development, to avoid the need to create new CD zones.</li> <li>➤ Address overabundance of existing CD Zones by consolidating the zones into new or existing zones.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Many definitions in the existing Zoning Bylaw are outdated and do not reflect modern uses or building and design practices.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Review and update definitions as needed to regulate and support modern uses, and to reflect modern building technologies, materials and design.</li> </ul>
<ul style="list-style-type: none"> <li>▪ The existing Zoning Bylaw makes use of some of the Development Permit Areas (DPA) identified in the Official Community Plan (OCP), but not all.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Consider expanding the use of DPAs as a tool to complement standard zoning regulations, with a goal of streamlining and simplifying processes while achieving City goals and objectives.</li> <li>➤ Consider opportunities/need for additional DPAs not yet identified in the OCP.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Many regulations do not reflect current City objectives. Examples are a lack of diversity in housing forms, particularly in low-density areas; restrictions on neighbourhood commercial uses that would contribute to complete communities; and regulations for vehicle and bicycle parking, which have not yet been updated to align with recent policies.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Update these and other misaligned sections to reflect current City policies and objectives.</li> </ul>

## 2.0 Key Findings: Emerging Practice Review

Trends in zoning today point to goals of sustainability, health, and quality of design. While the exact wording of these goals may differ, the approach is almost always the same: to enable and encourage the development of complete communities.

One way that cities are pursuing complete communities is through the use of form based zoning. Form-based zoning offers an alternative approach to traditional exclusionary zoning practices. Rather than separating uses, it focuses instead on how the building itself contributes to the public realm and enables a mixing of uses to ensure more equitable access to daily needs.

The Emerging Practice Review looked at over 11 municipalities and found six key features of modern, form-based zoning bylaws, these are:

1. Clear Communication of Requirements
2. Alignment with Municipal Objectives
3. Web-Accessible Document Design + Online Tools
4. Improved Document Navigation
5. Consolidation of Zones
6. Use of Graphics and Illustrations

From the Emerging Practices Review, staff and consultants will work to include these six features in the creation of the new Zoning Bylaw document.

## 3.0 Key Findings: Community Engagement

In April 2023, staff presented the project's Communications and Engagement Approach to support a robust outreach and engagement program. This approach aligns with the City's upcoming Community Engagement Framework and is based on emerging practices including the International Association for Public Participation (IAP2) Principles.

The engagement undertaken in Phase 1 falls under the "inform" and "consult" columns of the IAP2 Spectrum, meaning the goals were to keep the public informed and to obtain their feedback.

### **Phase 1 Engagement Highlights:**



**~650**  
people  
engaged in  
conversation



**26+**  
meetings with  
interested  
groups & city  
committees



**~230**  
surveys  
submitted



**~900**  
visitors to the  
project webpage  
& Let's Talk page



**~168k**  
social media  
impressions



**~1,200**  
subscribers on  
the City's CityView  
e-newsletter



Considering the well-known challenges of engaging communities on zoning bylaw reviews and updates, the engagement events were well-attended and there was a high level of engagement with the materials. The topics that people were most interested in were housing, environment, transportation and local businesses.

Overall the feedback to-date has been positive towards the necessity of the update and helpful with several emerging themes:

- Prioritise housing where there is good access to transit and amenities
- Enable more housing options by prioritizing multiplex (duplex, triplex and fourplex) and mid-rise (4-10 storey) development and moving away from single-family zoning and reliance on basement suites as a form of affordable housing.
- Explore innovative ways to address housing affordability through the new Zoning Bylaw.
- Promote car-free or car-light areas throughout the City to promote active transportation.
- Make it easier for people to meet their daily needs without the use of a vehicle by allowing for a greater mix of uses throughout the City, offering more safe and convenient active transportation and transit options, and allowing locally-owned, local-serving businesses to locate within residential neighbourhoods.
- Protect and promote employment and industrial land uses throughout the City.
- Allow neighbourhood-serving commercial, like cafes and small grocers in residential areas.
- Protect and enhance the City's tree canopy, including trees located on private property.
- Focus design efforts on universal accessibility, including age-friendliness, people of diverse incomes, physical ability.
- Promote social connectivity through the intentional design of public spaces, parks, plazas and shared community amenities.

When asked about the structure and functionality of the Zoning Bylaw, staff, stakeholders, and the public shared that they would like the new Zoning Bylaw to be easier to navigate, understand, and interpret – making it more accessible to a broader audience, making it easier to find commonly sought-after information, and enabling greater consistency of interpretation during the development review process.

#### **4.0 Key Directions to Guide Phase 2**

Eight key directions to guide Phase 2 work were identified following completion of Phase 1. Further details on these directions can be found in Attachment # 1.

##### **1. *Modernizing and Consolidating Standard Zones***

Revise existing standard zones to remove redundancy and increase both the relevance and usability of the new Zoning Bylaw.

##### **2. *Enabling Diverse Housing Options***

Update residential zoning regulations to enable a broader variety of housing forms, types and tenures to meet people's varied housing needs.

##### **3. *Preparing for Near-Term Changes***

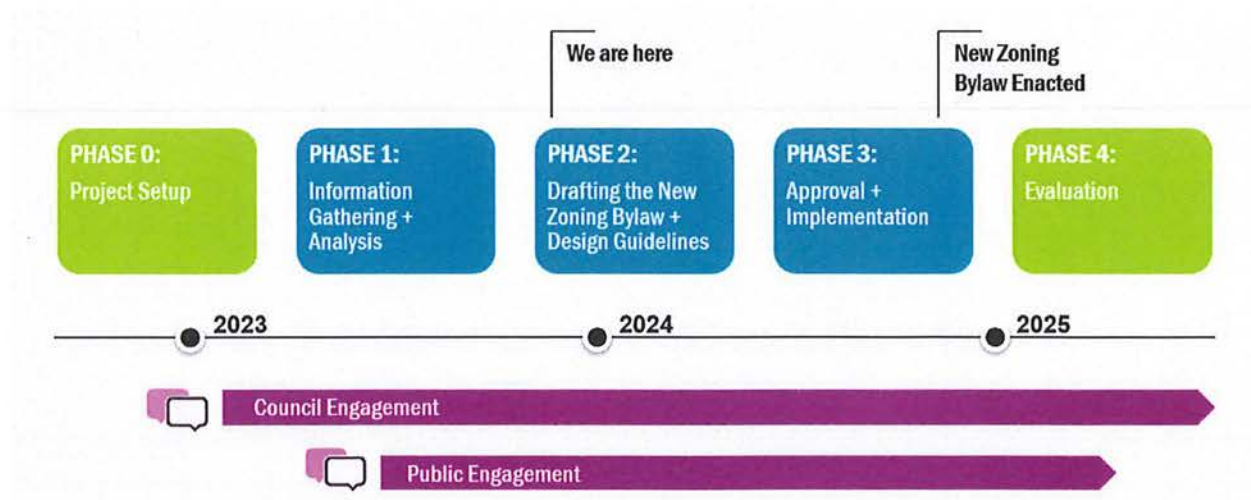
Take a proactive approach in responding to near-term changes by identifying areas that are most likely to see change in the next few years, and establishing regulatory tools to support and manage that growth.

- 4. Supporting Employment and Enterprises that Create Shared Economic Prosperity**  
Review commercial, institutional, and industrial zoning provisions to ensure that they respond to contemporary business and employment needs.
- 5. Integrating Equity and Community Wellbeing**  
Commit to meaningfully integrating equity, community wellbeing, and resiliency within the new Zoning Bylaw using social equity criteria, metrics, and analyses.
- 6. Supporting Complete and Sustainable Communities**  
Enable development that fosters wellbeing and sustainability through a greater mixing of land uses and housing types to better address community needs.
- 7. Aligning Parking Requirements**  
Embed a holistic approach to regulating parking based on context, policies, and alignment with the ways people move around the City.
- 8. Applying a Future-Focused and Resiliency Lens**  
Consider the adaptability of regulations to current trends, future technologies, and sustainable development.

These key directions will be used to support the creation of a zoning bylaw that has alignment with municipal objectives, enables a streamlined development review process, reduces City resources required to respond to zoning inquiries, supports businesses, and enhances development outcomes in the City.

## NEXT STEPS

Staff are moving into Phase 2: Drafting the New Zoning Bylaw + Design Guidelines.





Phase 2 began with the development of the eight Key Directions, which will guide the Phase 2 work. Next steps include drafting new zones, updating definitions and general provisions, developing a new document structure and graphic language, considering development permit guidelines, aligning with and improving the development process, and Phase 2 community engagement.

Staff will continue to provide updates to Council as the work progresses and will report back prior to the launch of the Phase 2 public engagement in the early spring of 2024.

RESPECTFULLY SUBMITTED:



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Renée de St. Croix  
Manager, Long Range & Community Planning



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Rupinder Basi  
Acting Deputy Director, Planning and  
Development



**for a healthy city**

**FALL 2023**

## Land Acknowledgment

We respectfully acknowledge that we live and work on the traditional and unceded territories of the Skwxwú7mesh (Squamish) and Səlíl̓wətał (Tsleil-Waututh) Nations. The City of North Vancouver is committed to reconciliation with these Nations, who have lived on these lands since time immemorial.



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<b>3.0</b>	<b>PHASE 1 OVERVIEW/FINDINGS</b>	<b>4</b>
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# Executive Summary

The outcomes of Phase 1 work are expressed in the form of eight Key Directions to guide Phase 2: *Developing the New Zoning Bylaw*

## 1. Modernizing and Consolidating Standard Zones

Revise existing standard zones to remove redundancy and increase both the relevance and usability of the new Zoning Bylaw.

## 2. Enabling Diverse Housing Options

Update residential zoning regulations to enable a broader variety of housing forms, types and tenures to meet people's varied housing needs.

## 3. Preparing for Near-Term Changes

Take a proactive approach in responding to near-term changes by identifying areas that are most likely to see change in the next few years, and establishing regulatory tools to support and manage that growth.

## 4. Supporting Employment and Enterprises that Create Shared Economic Prosperity

Review commercial, institutional, and industrial zoning provisions to ensure that they respond to contemporary business and employment needs.

## 5. Integrating Equity and Community Wellbeing

Commit to meaningfully integrating equity, community wellbeing, and resiliency within the new Zoning Bylaw using social equity criteria, metrics, and analysis.

## 6. Supporting Complete and Sustainable Communities

Enable development that fosters wellbeing and sustainability through a greater mixing of land uses and housing types to better address community needs.

## 7. Aligning Parking Requirements

Embed a holistic approach to regulating parking based on context, policies, and alignment with the ways people move around the City.

## 8. Applying a Future-Focused and Resiliency Lens

Consider the adaptability of regulations to current trends, future technologies, and sustainable development.

The **Zoning Bylaw Audit** found several issues with the existing Zoning Bylaw, which can be sorted into two main categories: 1) issues relating to the document itself - these include document structure, language and communication methods (e.g. text, tables, graphics, etc.), and 2) issues relating to the outcomes of the regulations, meaning the uses and buildings that are being enabled through the current regulations.

- 1. Challenging to navigate and understand**
- 2. Many overlapping use permissions**
- 3. Large number of site-specific zones (CD Zones)**
- 4. Many CD zones are very similar**
- 5. Definitions are outdated**
- 6. Development Permit Areas (DPAs) have not been fully utilized**
- 7. Many regulations do not reflect current City objectives**

Further analysis of these findings can be found in section 3.0.

The **Emerging Practice Review** points to a number of trends in newer Zoning Bylaws and elaborates on the common trend of shifting from use-focused regulations to more form-focused regulations. Many of the highlighted practices relate to how information is presented within Zoning Bylaw documents, with a lens of user-experience.

- 1. Document Navigation**
- 2. Graphics and Illustrations**
- 3. Consolidation of Zones/Document Streamlining**
- 4. Strong Alignment with Municipal Objectives**
- 5. Clear Communication of As-Of-Right Requirements**
- 6. Intuitive and Web-Accessible Document Design**

See section 3.0 for further details and examples of these emerging practices.

There are many relevant policies that will guide the development of the new Zoning Bylaw. A **Review of the City's Policy Landscape** was completed as part of Phase 1 and further review of relevant policies will be ongoing during Phase 2 to ensure the policies are reflected in the details of the draft Zoning Bylaw.

**Phase 1 Engagement** aimed to build project awareness, with opportunities for public input organized around approachable topics like housing, environment and transportation. Initial stakeholder engagement was completed to gain an understanding of the local economic environment for developers. Key engagement materials produced for Phase 1 were a video explainer about Zoning, backgrounders and presentation boards about each of the engagement topic areas, a web page on the cnv.org website, and a LetsTalk project page.





## 1.0 Introduction

The City of North Vancouver is updating its Zoning Bylaw. The Zoning Bylaw is the primary regulatory tool for city building and implementing the City's Official Community Plan (OCP). The City's first interim Zoning Bylaw was adopted in 1927. Later Zoning Bylaws were adopted in 1950, 1958, 1967 and 1995, each one replacing the previous version. While the current Zoning Bylaw was adopted in 1995, much of the content remained the same as the 1967 Bylaw. A lot has changed in the City since 1995, and it is time for a new Zoning Bylaw.

Through the Zoning Bylaw Update (the "Update"), the City will be transitioning from its existing zoning bylaw that is heavy on text and technical jargon, to a more modern "form-based" zoning bylaw. Form-based zoning bylaws are easier to navigate, more visual in nature, and focus more on the relationship between buildings, streets, and other public spaces rather than on the uses inside the buildings. This Update will result in the creation of a Zoning Bylaw that is simple, effective, and easy to use.

**The Zoning Bylaw Update process will be guided by the following objectives:**

### Quality urban design and placemaking



Focus on strengthening the relationship between buildings and streets for a more vibrant public realm

### Engaging and accessible



Use of plain language that is easy to understand, with more visual graphics, diagrams and tables,, available in print and interactive online formats

### Simple to use and easy to administer



A more user-friendly Zoning Bylaw that contains useful zoning categories, allows a streamlined permitting process, is easily cross-referenced and has a clearer amendment record system;

### Integrated approach



Supports the implementation of the City's Official Community Plan and other policy and guideline objectives, such as the Council Strategic Plan, the City's Mobility Strategy, and the Housing Action Plan

### Innovative and equitable



with flexibility and social consciousness in mind to enable innovative and equitable responses to emerging and future social issues, including a broader range of housing forms, climate resilience, community wellbeing and economic development, among others.

**A new Zoning Bylaw will help us achieve our policy goals of:**

- Building complete and sustainable communities;
- Improving housing diversity and livability;
- Improving the way buildings and streets work together;
- Aligning parking requirements;
- Streamlining development approvals; and
- Supporting future opportunities.

In April 2023, the City of North Vancouver publicly launched the Zoning Bylaw Update project which will be on-going to the end of 2024. This Phase 1 Report – A Roadmap to an Updated Zoning Bylaw provides a summary of the research, analysis, and engagement undertaken until Summer 2023. The Report concludes with a recommended Approach and eight Key Directions for the Zoning Bylaw Update and next steps in the process.



## 2.0 Overview of the Legislative Framework

Zoning Bylaws are perhaps the most significant tool in determining how a city grows and develops over time by determining what buildings are allowed to be built, and what businesses are allowed to operate. They play an essential role in helping municipalities achieve the vision and goals set out in the Official Community Plan and other policies. Ideally, Zoning Bylaws are aligned with city-wide policy goals and priorities.

The City's Zoning Bylaw is one component of the legislative framework for planning in the City of North Vancouver. Other key documents, listed below, will play a significant role in shaping the new Zoning Bylaw.

### Local Government Act

The City of North Vancouver's Zoning Bylaw is enabled by Provincial legislation called the Local Government Act (LGA). The LGA gives the City the authority to regulate the shape and size of buildings and the uses within them by specifying what requirements can be written into a Zoning Bylaw. It also sets out the processes for adopting a new Zoning Bylaw and for making amendments to it.

### Official Community Plan

An Official Community Plan (OCP) outlines a municipality's long-term vision for growth and development by setting out objectives and policies to inform local decision-making. The OCP includes general requirements for the use of land and form of buildings, along with policy directions for housing diversity, transportation and mobility, community wellbeing, sustainability and the environment, parks, open space and recreation, arts and culture, heritage, economic development, and municipal services and infrastructure. The OCP must align with Metro Vancouver's Regional Growth Strategy: Metro 2050, it must also include growth projections and identify priority growth areas.

### Development Permit Area

Through OCPs, municipalities can designate Development Permit Areas (DPA) to identify locations that require, or would benefit from, additional planning consideration. This may include locations where a city would like to promote sustainable practices, environmental protection, area revitalization or guide the development of specific building form and character. The City of North Vancouver has several DPAs, including streamside development, coach houses and several community precincts: Shipyards, Moodyville, Harbourside Waterfront and the Harry Jerome Lands.

### Other Tools

In addition to the Zoning Bylaw, development in the City of North Vancouver is controlled by other tools such as the Construction Regulation Bylaw, Subdivision and Development Control Bylaw, various heritage protections tools, Business Licencing regulations and the BC Energy Step Code and Building Code. The Zoning Bylaw Update will align with other existing regulations and Codes as well as City-led initiatives for review and updating tools including the Business Licencing Review and the Development Approvals Process Review.

### 3.0 Phase 1 Overview/Findings

The Zoning Bylaw Update process is organized into three phases, in addition to a project set up (completed) and an evaluation phase after completion. Phase 1: Information Gathering was characterized by background research and analysis through staff, stakeholder and public engagement, research and policy review between February and July 2023. This included a review of existing City policies and strategies, an audit of the existing Zoning Bylaw to understand key issues and opportunities, and a best practice review of form-based zoning bylaws. A summary of the stakeholder and public engagement is provided below while a more detailed capture of this input is contained in the Appendices.

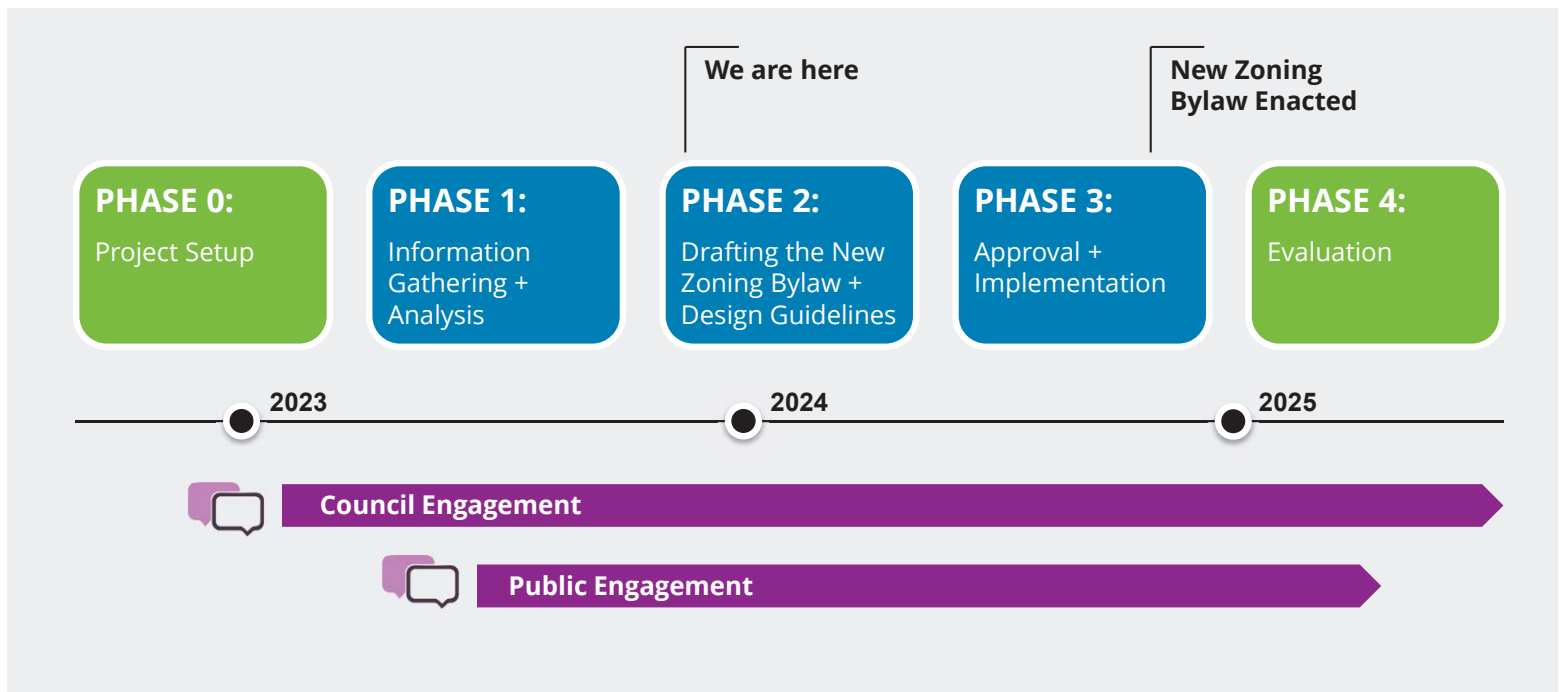


Figure 1. Project Timeline

## Review of Emerging Practices

### The Shift to Form Based Zoning

Since the 1950s and 60s, Zoning Bylaws have been used to initiate and then reinforce the division of uses within a city. This practice has led to cities where different land uses are far apart from each other, leading to longer commutes by car to work and other essential destinations like school, daycare, clinics, services and grocery stores; while driving times to non-essential destinations are rarely any better. The current best practice in zoning is to move away from restrictive and exclusionary zoning bylaws and towards more inclusive zoning in order to enable more mixing of compatible uses. To do this, many cities are adopting form-based zoning bylaws because they can be:

- Less technical and easier to understand;
- More visual, using illustrations, tables and diagrams that show what shape and types of development are allowed;
- More focused on the form of the building and how it relates to the street (public realm); and
- More focused on ensuring building shape and design are compatible with the street and other buildings, rather than using abstract calculations to determine building shape.

The Review of Emerging Practices looked at several zoning bylaws from across North America. While not all of the examples are strictly form-based, they offer a range of best practices that will help to guide the development of the new Zoning Bylaw for the City of North Vancouver. Zoning bylaws reviewed include:

- **Halifax Downtown Land Use By-law (2009)**
- **Edmonton Draft Zoning Bylaw (2022)**
- **Ottawa Zoning Bylaw Best Practice Review (2022)**
- **Hamilton Interactive Zoning Mapping**
- **Laval Code de l'urbanisme (2022)**
- **Los Angeles Draft Zoning Code (2022)**
- **Philadelphia Zoning Quick Reference Guide (2022)**
- **Denver Zoning Code (2023)**
- **St. Louis Central West End Form Based District (2021)**
- **Transform Baltimore (2016)**
- **Buffalo Green Code (2016)**



Figure 2. Los Angeles Draft Zoning Code (2022)

### Document Navigation

Structurally, zoning bylaws can be organized in different ways. Typically, they have been organized with a basic flow from administrative and interpretation sections, general to more specific provisions, followed by maps and schedules. However, this varies for form-based zoning bylaws. For example, the City of Edmonton's Draft Zoning By-law (2022) is organized to begin with an overview, standard zones and overlays, special area and district control zones, followed by general and specific development provisions, administrative regulations, and definitions. Document navigation is a significant factor in the ease-of-use for staff, applicants and the general public. A simpler structure that puts the most important and searched-for information up front, can improve user-experience, support understanding, and generally makes the document more accessible for those who may be less familiar with it.



Form-based zoning bylaws use a variety of images and diagrams to illustrate and support the interpretation of regulations, including concepts related to building typologies and public realm treatment. They can use colourful maps to increase readability. Good examples of this include the Los Angeles Draft Zoning Code (2022), the Philadelphia Zoning Code Quick Reference Guide (2022), and the Denver Zoning Code (2023). Form-based provisions may apply at different scales, such as across a city or at the neighbourhood-level. Depending on the appropriate level of application, these bylaws may also set out more detailed provisions related to urban form and character, such as building frontage types, architectural standards, and street typologies.

Another best practice in the development of form-based zoning bylaws includes the consolidation of zoning categories and the reduction of site-specific exemptions, where appropriate, to enable greater flexibility in development and built form options that meet overarching planning objectives. This is primarily focused on zoning categories where redundancy is present in overlapping permitted uses and where simplification is possible to reduce the number of site-specific exemptions. Once zones are reorganized, these bylaws typically communicate permitted uses in the same section as the land use zone, using tools such as tables to simplify interpretation of permitted uses, and place long-form definitions at the end of the by-law to enable easy navigation.

During their zoning bylaw renewal process, the City of Edmonton consolidated zoning categories in their updated zoning bylaw in order to streamline and simplify the bylaw document. The draft of the new Zoning Bylaw proposes to reduce the number of standard zones by half, from the current 46 down to 23.



## Strong Alignment with Municipal Objectives

Zoning bylaws are particularly well-suited to supporting the implementation of municipal objectives related to transit-oriented intensification, infill development, certain housing objectives like family-friendly housing, inclusionary zoning, increasing purpose-built rental and affordable housing.

The City of Regina's Residential Infill Development Overlay Zone (RID) is used to regulate infill development, with the intention of encouraging residential infill that contributes to densification of established neighbourhoods, while complementing the existing built form.

The City of Vancouver uses the Secured Rental Policy that encourages the construction of new purpose-built rental housing in the city. The SRP includes several key incentives:

- Increased building height and floor area
- Waiver of some development cost levies
- Reduced car parking requirements
- Unit size relaxations

In exchange, all units are secured permanently as rental, enhanced energy efficiency is required, and at least 35% of the units must be family-size (2+ bedrooms). Some buildings are also required to include at least 20% permanently secured below-market rental units.

## Clear Communication of As-of-Right Requirements

Clear communication of regulations is very important. Zoning bylaws should aim to balance the total number of zones with other ways of organizing and communicating regulations. Two examples of additional communication tools are overlays, and Development Permit areas. Development Permit Areas are a specific legislative tool and are described in section 2.0 of this report. An overlay is a generic term to describe one or more specific regulations that are applied through a zoning bylaw, usually with the aid of a map, to identify an area that does not align with a specific zone. An example is the Downtown Halifax Land Use Bylaw (2009), which contains only 2 zones, relying instead on overlays to identify the different form requirements for buildings.

## Intuitive and Web-Accessible Document Design

Once a new zoning bylaw has been adopted, it is typically made publicly available using a new website where zoning information can be accessed in a single location. Best practices show that these websites use simple and intuitive design, are intentionally well-organized for the user, and use explanatory materials such as videos or reference documents to explain key concepts and frequently asked questions. Leading municipalities also use interactive web-based and mapping tools to support interpretation of zoning bylaws and other land use policy requirements on a parcel basis, similar to the City of North Vancouver's CityMap.

The City of Albuquerque Integrated Development Ordinance (IDO) was designed to be an interactive web document with the following features:

- A sidebar on the zoning document gives readers quick access to view the zoning map, ask questions, or jump to previous or next sections without leaving the zoning document;
- Special icons and overlays within the document identify background resources; and
- The interactive glossary provides intuitive tips to better understand legal terms.

An interactive online map further helps users to search by property address to get information about what and how you can build on your chosen property. It also allows users to enter their email address at the bottom of the page to send themselves a copy of the information.

## Zoning Bylaw Audit

An audit of the City of North Vancouver's existing Zoning Bylaw (1995, No. 6700) was undertaken to understand the composition of the zoning bylaw and identify challenges and opportunities. The Key Findings can be categorised as follows:

1. **Challenging to navigate and understand**
2. **Many overlapping use permissions**
3. **Large number of site-specific zones (CD Zones)**
4. **Many CD zones are very similar**
5. **Definitions are outdated**
6. **Development Permit Areas (DPAs) have not been fully utilized**
7. **Many regulations do not reflect current City objectives**

The Zoning Bylaw is 1,417 pages long and made of up eight divisions. Shown in Figure 5, they included: administration, general zoning standards, zone standards, parking and loading standards, comprehensive development zones, zoning map, development permit guidelines and heritage conservation area guidelines. It includes 236 definitions and 36 general zones. Base Zones are listed in Table 1 (page 9).

TABLE OF CONTENTS	
Division	Title
<b>DIVISION I:</b>	<b>ADMINISTRATION</b> Part 1: Short Title Part 2: Interpretation Part 3: Basic Provisions Part 3A: Enforcement Part 3B: Amendment
<b>DIVISION II:</b>	<b>GENERAL ZONING STANDARDS</b> Part 4: General Regulations
<b>DIVISION III:</b>	<b>ZONE STANDARDS</b> Part 5: Residential Zone Regulations Part 5A: Special Residential Zone Regulations Part 6: Commercial Zone Regulations Part 6A: Lower Lonsdale Zones Part 7: Industrial Zones Part 7A: Light Industrial Zones Part 7B: Waterfront Zones Part 8: Public Use and Assembly Zones
<b>DIVISION IV:</b>	<b>PARKING AND LOADING STANDARDS</b> Part 9: Parking and Access Regulations Part 10: Loading Regulations Part 10A: Bicycle Parking & Access Regulations
<b>DIVISION V:</b>	<b>COMPREHENSIVE DEVELOPMENT ZONES</b> Part 11: Comprehensive Development Zone Regulations
<b>DIVISION VI:</b>	<b>ZONING MAP</b>
<b>DIVISION VII:</b>	<b>DEVELOPMENT PERMIT GUIDELINES</b> A. Shipyard Development Permit Area B. Streamside Protection and Enhancement Development Permit Area C. Accessory Coach House Development Permit Guidelines D. Deleted [Bylaw 8642, July 23, 2018 – Duplex Development Permit Guidelines] E. Harbourside Waterfront Development Permit Area Guidelines F. Moodyville Development Permit Area Guidelines G. Rooftop Antenna Development Permit Area Guidelines H. Harry Jerome Neighbourhood Lands Development Permit Area Guidelines
<b>DIVISION VIII:</b>	<b>HERITAGE CONSERVATION AREA GUIDELINES</b> A. Ottawa Gardens Heritage Conservation Area Guidelines.

Figure 4. Table of Contents of Zoning Bylaw, 1995 (No. 6700)

## Key Findings of the Zoning Audit

### 1. Challenging to navigate and understand

Challenges with navigation are largely due to the structure of the Zoning Bylaw, which requires the reader to refer to many different sections to obtain a full understanding of the applicable requirements for a given zone. Rather than all requirements for a single zone being in one section, they exist in many different parts of the Zoning Bylaw and may be grouped with requirements for other zones. For example, permitted uses for the RM (Medium Density Apartment Residential) and RH (High Density Apartment Residential) zones are in Section 504 (page 65), but requirements for the size shape and siting of buildings in those zones are in Sections 512 and 513 (page 79). Height and Siting Exemptions are in Sections 409 and 410 (pages 44-51), and definitions, which are essential for the interpretation of regulations, are in Part 2 (pages 7-36).

### 2. Many overlapping use permissions

A review of existing zoning categories shows that many zoning categories permit identical sets of permitted uses, while regulating for variation in permitted density (e.g., FSR) and other site characteristics. Figure 7, below, lists distinct base zones (RS-1, RS-2, RT-1, RT-2, etc.) with permitted uses represented by numbers in the left column. Overlapping use permissions are indicated with a red outline.

	Residential										Special Residential				Commercial								Lower Lonsdale					Industrial					Light Industrial	Waterfront	Public Use & Assembly		
#	RS-1	RS-2	RT-1	RT-2	RC-1	RC-2	RG-1	RM-1	RH-1	RS-4B	RG-2	RG-3	RG-4	RM-2	C-1A	C-1B	C-2	C-2A	C-3	CS-1	CS-2	CS-3	LL-1	LL-2	LL-3	LL-4	LL-5	M-1	M-2	M-2A	M-3	M-4	M-5	W-1	P-1	P-2	
1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
3	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
4	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	P
5	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	P	P	P	P	P	A	A	P	A
6	A	A	A	A	A	A	A	A	A	A	A	A	A	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	A	A	A	A	A	A	A	A
7	A	A	A	A	P	P	A	P	P	A	A	A	A	A	A	A	A	A	A	P	A	A	A	A	A	A	A	A	P	P	P	P	P	P	P	P	P
8	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
9	A	A	P	P	P	P	P	A	A	A	A	A	A	A	P	P	P	P	P	A				P	P	P	P	P	A		A	P	P	A	A		A
10	P	P	A	A	A	A	A	A	A	P	P	P	P	P	P	P	P	P	P	A				A	A	A	A	A	A					A	A		
11	A	A	A	A			A	A	A	A	A	A	A	A						A		P	A	A	A	A	A	A					A	A	A	A	
12			A	A			A	A	A	A	A	A	A	A						A													A	A	A	A	
13			A	A			A	P	P	A	A	A	A	A						P														P	P		
14			A	A			P	A	A	A	A	A	A	A						A		P												A	A		
15			P	P			A	A	A	A	A	A	A	A						A																	
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**LEGEND**  
P = Principal Use • A = Accessory Use

Figure 5. Analysis of existing permitted uses and potential redundancies across existing zones

## Existing Base Zones

Land use category	Zone
<b>Residential zones (14)</b>	<ul style="list-style-type: none"> <li>• RS-1: One-unit residential 1</li> <li>• RS-2: One-unit residential 2</li> <li>• RS-4B: One-unit residential 4B</li> <li>• RT-1: Two-unit residential 1</li> <li>• RT-2: Two-unit residential 2</li> <li>• RC-1: Cedar Village residential 1</li> <li>• RC-2: Cedar Village residential 2</li> <li>• RG-1: Ground-oriented residential 1</li> <li>• RG-2: Ground-oriented residential 2</li> <li>• RG-3: Ground-oriented residential 3</li> <li>• RG-4: Ground-oriented residential 4</li> <li>• RM-1: Medium density apartment residential 1</li> <li>• RM-2: Medium density apartment residential 2</li> <li>• RH-1: High density apartment residential 1</li> </ul>
<b>Commercial zones (8)</b>	<ul style="list-style-type: none"> <li>• C-1A: Central Lonsdale mixed use A</li> <li>• C-1B: Central Lonsdale mixed use B</li> <li>• C-2: General commercial</li> <li>• C-2A: Neighbourhood commercial</li> <li>• C-3: Local commercial</li> <li>• CS-1: Service commercial</li> <li>• CS-2: Service station commercial</li> <li>• CS-3: Special commercial</li> </ul>
<b>Low Lonsdale zones (5)</b>	<ul style="list-style-type: none"> <li>• LL-1: Lower Lonsdale mixed use 1</li> <li>• LL-2: Lower Lonsdale mixed use 2</li> <li>• LL-3: Lower Lonsdale mixed use 3</li> <li>• LL-4: Lower Lonsdale mixed use 4</li> <li>• LL-5: Lower Lonsdale mixed use 5</li> </ul>
<b>Industrial zones (6)</b>	<ul style="list-style-type: none"> <li>• M-1: Service industrial</li> <li>• M-2: General industrial</li> <li>• M-2A: Grain elevator industrial</li> <li>• M-3: Special industrial</li> <li>• M-4: Industrial-commercial</li> <li>• M-5: Light industrial</li> </ul>
<b>Waterfront zones (1)</b>	<ul style="list-style-type: none"> <li>• W-1: Waterfront</li> </ul>
<b>Public use and assembly zones (2)</b>	<ul style="list-style-type: none"> <li>• P-1: Public use and assembly 1</li> <li>• P-2: Public use and assembly 2</li> </ul>

**Table 1.** General Zones under Zoning Bylaw, 1995 (No. 6700)



### 3. Large number of site-specific zones (CD Zones)

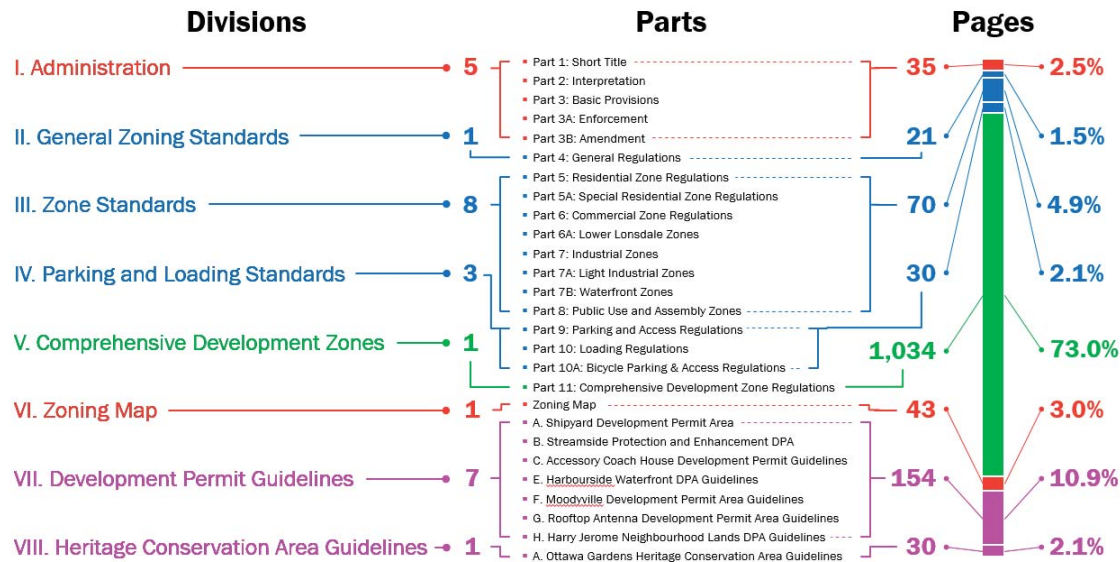


Figure 6. Analysis of Zoning Bylaw document pages per section

The City of North Vancouver relies heavily on comprehensive development (CD) zones to address zoning needs. While they have proven useful as a means for managing complex development projects or unique sites, they are resource-intensive, requiring a full rezoning process, which typically adds a year or more to the project timeline. By page count, CD zone regulations make up approximately 73 percent of the existing bylaw, while only regulating 11 percent of existing parcels. 96 percent of CD zones are based on existing general zone regulations, such as RT-1: Two-unit residential 1 (26 percent of CD zones) and RM-1: Medium density apartment residential 1 (23 percent). See Figures 6 and 7.

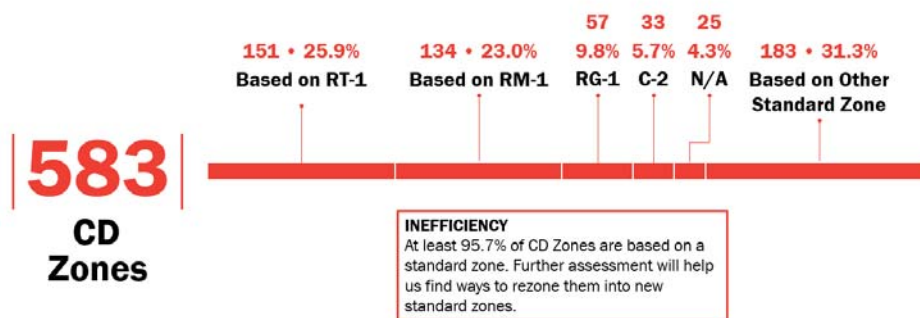


Figure 7. Analysis of Zoning Bylaw document pages per section

### 4. Many CD zones are very similar

Many of the Comprehensive Development zones are very similar. While this currently is an issue that leads to an unnecessarily long Zoning Bylaw, it presents an opportunity for combining and consolidating many of the existing CD zones.

### 5. Definitions are outdated

There is a significant number of redundant and outdated definitions within the existing Zoning Bylaw. Many definitions do not reflect businesses that exist today and have led to challenges in interpretation when new business types are proposed. Updates to the definitions are needed to reflect modern businesses as well as modern building technologies and design practices. Further updates to definitions can support alignment of zoning regulations with current City policies and objectives.

## 6. Development Permit Areas (DPAs) have not been fully utilized

Available Development Permit areas are identified in the current Official Community Plan. Among the DPAs that are not in use currently are Central Lonsdale, Marine Drive and the Residential Apartment Levels 5 & 6. These DPAs could be “activated”, meaning, Guidelines could be developed and implemented through the Update, or through a standalone amendment to the Zoning Bylaw. Additional DPAs could be identified for implementation through the Update process.

## 7. Many regulations do not reflect current City objectives

There are a number of ways the current zoning regulations and definitions do not reflect current City objectives. As an example, Parts 9, 10 and 10A outline parking, access and loading requirements for vehicles and mobility devices. Updates are required to ensure these sections align with the Mobility Strategy and other transportation-related policies and guidelines. A second example, relating to housing, is that there is limited diversity in housing forms considered under existing base zones. Greater support for missing-middle housing forms could be provided with the addition of base zones for missing-middle housing forms (e.g. multiplex and townhouse zones). Alignment with current City objectives is a core objective of the Zoning Update and will be a key consideration during Phase 2 drafting.

### Zoning Bylaw Audit: Implications and Opportunities

The following actions were identified as opportunities to help achieve the Zoning Update Project Objectives and align with emerging practices.

- » Restructure and consolidate existing base zones and broaden use categories.
- » Organize zones around form-based needs to support design objectives for the public realm.
- » Address overabundance of existing CD Zones by consolidating the zones into new or existing zones.
- » Create new zones that are suitable for new development, to avoid the need to create new CD zones.
- » Review and update definitions as needed to regulate and support modern uses, and to reflect modern building technologies, materials and design.
- » Clarify and simplify what should be regulated in the zoning bylaw vs in DPAs.
- » Consider expanding the use of DPAs as a tool to complement standard zoning regulations, with a goal of using the most appropriate tool to regulate development and achieve City goals and objectives.
- » Consider the opportunities/need for additional DPAs not yet identified in the OCP.
- » Update or rewrite sections to reflect current policies; particularly the Mobility Strategy, and upcoming strategies (Community Wellbeing, Economic, Climate and Environment)

## Review of the City's Policy Landscape

A review of City of North Vancouver's strategies and policies was undertaken to ensure that the Zoning Bylaw Update effectively implements relevant components of key policy directions. These include:

- **COUNCIL'S STRATEGIC PLAN (2022-2026)** outlines Council's vision to be the Healthiest Small City in the World. To realize this vision, five priorities were identified to guide the City of North Vancouver over the next four years include being a: City for People, a Resilient City, a Vibrant City, a Connected City and a Prosperous City. Each priority sets out where we are going, how we get there, and what guides us.
- **MOBILITY STRATEGY (2022)** outlines a shared vision and plan for the future of mobility in the City of North Vancouver. It describes what is needed to achieve a safe, sustainable, vibrant, and connected network of streets to provides a high-quality experience for everyone.
- **CURBSIDE MANAGEMENT PLAN (Upcoming)** will review the City of North Vancouver's existing curb space uses to ensure sufficient loading zones, pick-up and drop-off zones, and accessible parking spots are available in high-demand locations. The strategy will also explore how our Resident and Visitor Parking Policy can meet the needs of as many people as possible.
- **DRAFT ECONOMIC DEVELOPMENT STRATEGY (2023)** will guide the City's efforts and resources to be a leader in supporting employment and enterprises, with a focus on creating shared economic prosperity through investment in the City's long-term economic growth, social cohesion and economic resilience. This strategy focuses on enhancing economic space, making it easier to do business, creating world-class, multifunctional public places and building a future-focused, resilient local economy.
- **DRAFT COMMUNITY WELLBEING STRATEGY (2023)** is a holistic framework to improve community wellbeing in the City of North Vancouver over the next ten years. The strategy includes six pathways to help us create a City where everyone belongs and has opportunities to thrive, including the development of complete communities; housing for all; a City for all ages; inclusion, diversity, equity and accessibility (IDEA); poverty reduction and inclusive economy; and partnerships, advocacy and financial supports.
- **DRAFT CLIMATE AND ENVIRONMENT STRATEGY (2023)** will provide guidance to improve climate resilience across the City of North Vancouver over the coming decade. The strategy includes four pathways focused on enhancing and supporting our communities and the environment, and reducing carbon emissions. These pathways include: less grey, more green; climate resilient buildings; connected neighbourhoods; and empowered choices.
- **OTHER CITY INITIATIVES** and priorities are being considered, coordinated and aligned with the Zoning Bylaw Update. Currently, the City has many ongoing initiatives including the Business Licensing Bylaw Review, Development Approval Process Review, the Lower Lonsdale Improvement Project, the Esplanade Complete Street program, and more.



## Review of the Regional Policy Landscape

Beyond the City of North Vancouver, there are a number of regional and sub-regional policy documents that influence the development of the updated Zoning Bylaw to align and achieve common objectives.

- **METRO 2050:** Metro Vancouver's Regional Growth Strategy outlines the vision for accommodating anticipated future growth in the region and provides population, housing and employment projections. It includes considerations for diverse and affordable housing, transit and mobility, resilient employment, protected industrial, ecological and agricultural lands, and the impacts of a changing climate.
- **TRANSPORT 2050** is TransLink's Regional Transportation Strategy that was adopted in early 2022. The strategy has five goals for regional transportation: convenient, reliable, affordable, safe & comfortable, and carbon-free.
- **CLIMATE 2050** is Metro Vancouver's strategy on climate change action and policy. The strategy is split into three components: Strategic Framework, Roadmaps, and Online Reporting and Communication Tool that work towards achieving Metro Vancouver's goals of being carbon neutral by 2050, reducing emissions, and enhancing resiliency.
- **A VARIETY OF NORTH SHORE PLANS, STRATEGIES AND CHARTERS** have been created to address cross-jurisdictional subject areas and as a means to coordinate and collaborate in our efforts. Examples include the Dementia Friendly North Shore Action Plan, North Shore Food Charter, North Shore Poverty Reduction Strategy, and more.





# 4.0 Phase 1 Engagement

Staff, stakeholder and public engagement are a critical component of the Zoning Bylaw Update process. Meaningful engagement ensures participants have an opportunity to help shape the future of the City. In April 2023, City Council approved the project’s Communications and Engagement Approach to support a robust and multi-dimensional outreach and engagement program. This approved approach aligns with the City’s upcoming Community Engagement Framework and is based on engagement best practices including the International Association for Public Participation (IAP2) Principles.

The engagement undertaken in Phase 1 of the Zoning Bylaw Update falls under the “inform” and “consult” columns of the IAP2 Spectrum, meaning our goals were to keep the public informed and to obtain their feedback.

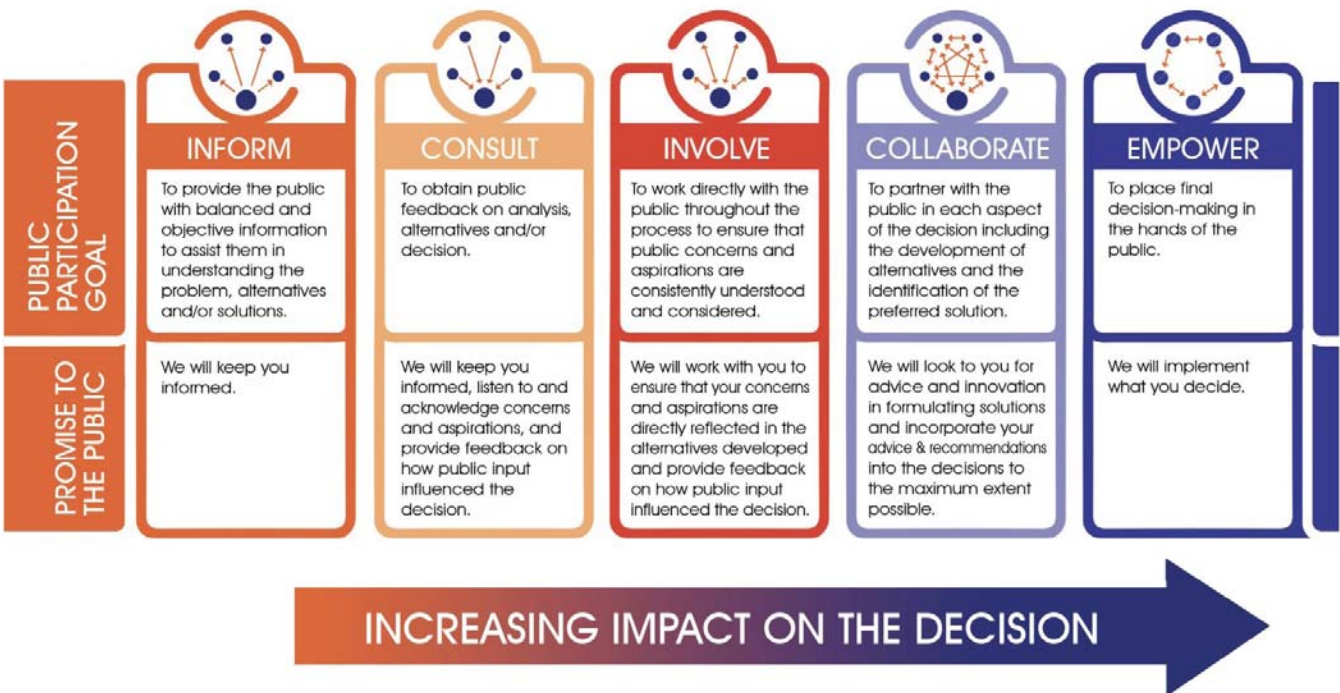


Figure 8. IAP2 Spectrum of Engagement

Engagement objectives were developed to guide the design and delivery of the Phase 1: Engagement Plan, they are as follows:

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

A detailed report summarizing the Phase 1 engagement plan, activities, and what we heard during the engagement process can be found in Appendix A of this report.



Figure 9. Public Launch Event at the Shipyards on June 6, 2023

**Zoning Bylaw Update**

Update August 3, 2023: Thank you to everyone who took the time to share your input, experiences and ideas with us. This engagement period has now closed. Input received from all meetings, workshops, mapping tools and the online survey will be summarized into a "What We Heard" report and shared with Council and the community. Follow this project for future updates!

**Help modernize the City's Zoning Bylaw!**

**What is Zoning?**

We are updating our Zoning Bylaw to create a modern document that is user-friendly and adaptable to the needs of our community, both now and in the future. Zoning shapes the way your neighbourhood looks and feels by setting the rules for where different types of housing and businesses can be located and the design and size of buildings.

Through our Zoning Bylaw Update, we aim to:

- Develop a **user-friendly Zoning Bylaw** that is aligned with City policies and directions
- Develop an **innovative and equitable Zoning Bylaw** that is flexible and socially conscious
- Streamline and simplify **Zoning Bylaw regulations** and related services and processes

The Zoning Bylaw Update will take place over the next two years with opportunities for community input throughout the process.

Attend a community pop-up to learn about how zoning shapes our city and share your thoughts with our team:

- Saturday, June 3 from 10am-2pm at Civic Plaza, 14th and Lonsdale
- Tuesday, June 6 from 5-7pm at The Shipyard Commons, 125 Victory Ship Way
- Saturday, June 17 from 10am-2pm at Civic Plaza, 14th and Lonsdale

**Get Involved**

- Take our [online survey](#) and drop a pin on [our map](#)
- Subscribe to receive email updates by signing up in the Stay Informed box in the right sidebar
- Learn more by visiting [cnv.org/ZoningUpdate](https://www.cnv.org/ZoningUpdate)

**STAY INFORMED**  
Subscribe for project updates

Your email address...

**SUBSCRIBE**

38 members of your community are following this project

**Key Dates**

- Deadline for online survey is August 3, 4pm  
August 03 2023
- Community Pop-up #7  
July 09 2023
- Community Pop-Up #6  
July 08 2023
- Community Pop-Up #5  
July 04 2023
- Community Pop-Up #4  
June 29 2023

**Timeline**

- Phase 1: Building Awareness & Input**  
Spring - Fall 2023  
Building awareness of the project and providing opportunities for the public to participate in the update of the Zoning Bylaw.
- Phase 2: Developing the New Zoning Bylaw**  
Fall 2023 - Summer 2024  
Drafting the new Zoning Bylaw, and testing the visual communication approaches to ensure that it meets the needs of potential users.

Figure 10. City of North Vancouver Zoning Bylaw Update Webpage (<https://www.cnv.org/business-development/zoning-update>)

Phase 1 outreach and engagement began with a focused 'information-out' education and awareness campaign to ensure that participants had an appropriate level of background information to participate in an informed and meaningful way. This campaign included a 2-minute animated video that introduced both the project and what the Zoning Bylaw is, and why it's important, as well as a series of eight informational background papers that provided a deeper-dive into the Zoning Bylaw Update topic areas:

- Zoning and Planning
- Zoning for a Prosperous City
- Zoning for a Livable and Resilient City
- Zoning for a Healthy City
- Zoning for a Well-Designed City
- Zoning for Diverse Housing Needs
- Zoning for a Vibrant and Inclusive City
- Zoning for a Connected City

These topics were used as the organizing structure for all in-person and online public engagement opportunities to allow participants to engage on as many (or as few) topics as they were interested in – allowing for a more accessible / lower-barrier entry into the process.



Figure 11. What is Zoning? Information Video on City of North Vancouver Zoning Bylaw Update Website

## Summary of What We Heard

In summary, several key themes emerged from engagement during Phase 1:

- Prioritise housing where there is good access to transit and amenities
- Enable more housing options by prioritizing multiplex (duplex, triplex and fourplex) and mid-rise (4-10 storey) development and moving away from single-family zoning and reliance on basement suites as a form of affordable housing.
- Explore innovative ways to address housing affordability through the new Zoning Bylaw.
- Promote car-free or car-light areas throughout the City to promote active transportation modes.
- Make it easier for people to meet their daily needs without the use of a vehicle by allowing for a greater mix of uses throughout the City, offering more safe and convenient active transportation and transit options, and allowing locally-owned, local-serving businesses to locate within residential neighbourhoods.
- Protect and promote employment and industrial land uses throughout the City.
- Allow neighbourhood-serving commercial, like cafes and small grocers in residential areas.
- Protect and enhance the City's tree canopy, including trees located on private property.
- Focus design efforts on universal accessibility, including age-friendliness, people of diverse incomes, physical ability.
- Promote social connectivity through the intentional design of public spaces, parks, plazas and shared community amenities.

When asked about the structure and functionality of the Zoning Bylaw, staff, industry partners and the public shared that they would like the updated Zoning Bylaw to be easier to navigate, understand and interpret – making it more accessible to a broader audience, making it easier to find commonly sought-after information, and better enable consistent interpretation during the development application process.



## 5.0 Opportunities and Future Directions

### Advancing a hybrid form-based zoning bylaw

Based on the Phase 1 findings, a hybrid form-based Zoning Bylaw is recommended to achieve the City's planning, urban design and growth objectives. Hybrid zoning bylaws integrate form-based regulations while retaining some components of traditional zoning bylaws. These types of zoning bylaws:

- » Use graphics and illustrations to support clear interpretation of regulations;
- » Focus on general form characteristics, such as density, massing and siting of buildings and their relationship to the public realm;
- » Often maintain some existing zones;
- » Set out a clear vision or statement of intent for zones;
- » Simplify written regulations where possible;
- » Enable more diverse use permissions;
- » Do not go into detailed architectural standards; instead, these details can be included in design guidelines, if desired.

This approach will achieve the five objectives of the Zoning Bylaw Update, while supporting design excellence in new development. Other benefits of the hybrid approach:

- Property owners and developers are more likely to accept regulations that enhance ones they are already familiar with and understand;
- Zoning bylaw administrators (City staff) will continue to work with a familiar framework that they understand and are experienced in reviewing, processing and evaluating;
- Allows for retention of existing zoning bylaw sections that have been working well;
- Provides an opportunity to test interventions that aim for specific policy outcomes in a slightly more controlled regulatory framework.



Figure 12. Building and public space design excellence in CNV



In Phase 2 of the Update (Draft the New Zoning Bylaw and Design Standards), we will begin drafting a new hybrid form-based Zoning Bylaw achieves our collective goals to create a healthy, livable, inclusive, and thriving City. To guide these next steps, we have identified the following eight Key Directions to guide the drafting of new regulations related to core content in the new Zoning By-law:

### Key Direction 1

## ***Modernize and Consolidate Standard Zones***

**Revise the existing standard zones to remove redundancy and increase both relevance and usability of the new Zoning Bylaw, including the potential consolidation of comprehensive development (CD) zones**

### **Rationale:**

Based on the findings of the Zoning Bylaw Audit and Best Practice Review, there are several opportunities to improve the functionality of the Zoning Bylaw to achieve the City's planning objectives. This includes enabling more diverse housing options, eliminating redundancy across zoning categories, clarifying their intent, focusing on built form, and exploring opportunities to simplify the use of CD zones.

### **Considerations and next steps:**

Using the findings from Phase 1, we will undertake further geospatial analysis to understand patterns in planning applications that use CD zones as their primary implementing tool. We will also explore opportunities to amend or create new zones and potential subdistricts and carefully examine existing and future development entitlements of properties.





**Key Direction 2*****Enabling Diverse Housing Options***

**Update residential zoning regulations to enable a broader variety of housing forms, types and tenures to meet current and projected housing needs**

**Rationale:**

There are several on-going initiatives at the City that seek to expand access to diverse housing options and affordable housing. These include but are not limited to the City's Housing Action Plan (2016), the Mid-Market Rental (MMR) Policy (2022), the Residential Tenancy Displacement Policy (2021), and the Accessory Coach Housing Development Permit Guidelines (2022) among others. We also know that under the Metro 2050 Regional Growth Strategy, we will need to accommodate for growth in residents, housing units, and jobs as our existing population continues to age and families grow. The new Zoning Bylaw will play an important role in creating regulatory conditions that make it easier to build more diverse, age and family-friendly housing options and enable housing affordability.

**Considerations and next steps:**

In Phase 2 of the Zoning Bylaw Update, we will coordinate regulations with directives and outcomes from the BC Homes for People Action Plan and federal housing plan, which may include new as-of-right permissions for gentle density across the City of North Vancouver. We will also begin to align emerging zoning provisions with City housing initiatives and priorities including the development of building typologies to guide form and application of development standards depending on local context.





**Key Direction 3*****Preparing for Near-Term Changes***

**Take a proactive approach in responding to near-term changes by identifying areas that are most likely to see change in the next few years, and establishing regulatory tools to support and manage that growth.**

**Rationale:**

With the recent announcements of several provincial legislative changes, the new Zoning Bylaw will need to respond to a number of new requirements. While, previously, municipalities were permitted to regulate development, with more-or-less complete control of the permitted use and form of buildings, new legislation is introducing drastic changes. Phase 2 work will need to consider the new legislation and upcoming guidance regarding: Small-Scale Multi-Unit neighbourhoods, Transit Oriented Development Areas, and possibly more that is yet to come.

**Considerations and next steps:**

Once all legislation and related guidance from the Province is available, we will explore how best to respond, within the new legislative parameters, in a way that best suits the needs of the city and its communities.





**Key Direction 4*****Supporting Employment and Enterprises that Create Shared Economic Prosperity***

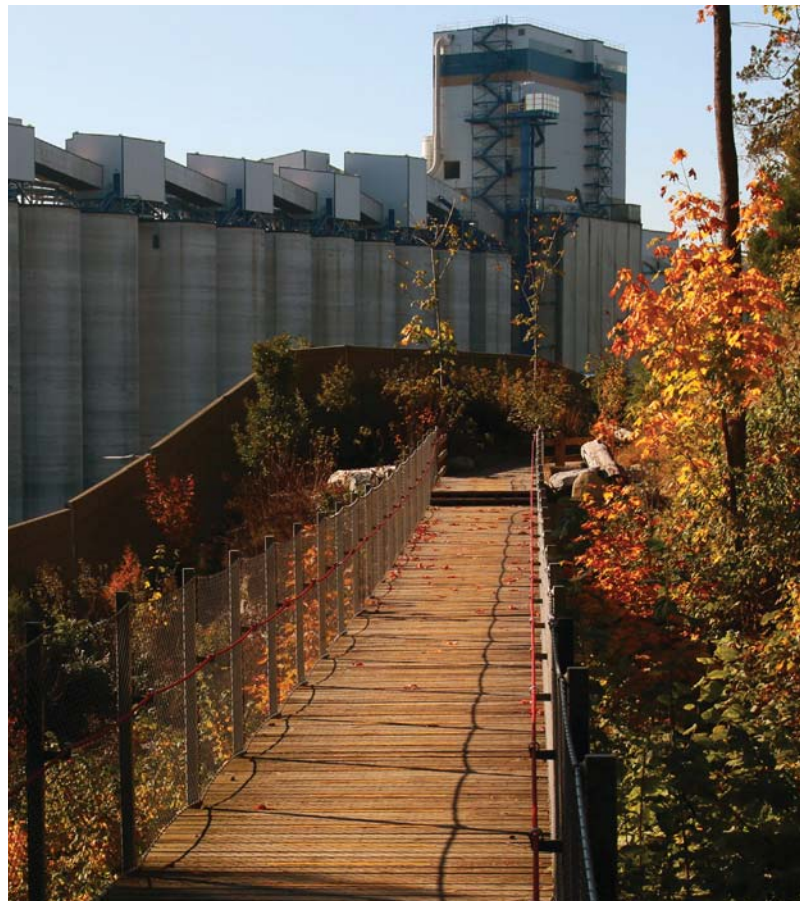
**Review commercial, institutional, and industrial zoning provisions to ensure that they respond to contemporary business and employment needs.**

**Rationale:**

Key objectives of the City of North Vancouver's Draft Economic Development Strategy (2023) include optimizing use of employment lands and innovating economic spaces to support business growth; streamlining and simplifying City business-related processes and services, and enhancing public spaces to improve connection and integration between community and commercial activities. Through Phase 1 of this project, we also heard that it is important to protect the City's existing industrial land base (currently only four percent of total lands), consider opportunities to incentivize expansion of businesses in target sectors, review institutional permissions in employment designated lands and consider areas for a greater mix of uses, such as neighbourhood-serving shops and services. The new Zoning Bylaw will play an important role in creating regulatory conditions that strengthen the City's local economy.

**Considerations and next steps:**

In Phase 2 of this project, we will seek to align emerging zoning provisions with the objectives of the City's four Strategies to ensure that the Zoning Bylaw enables flexible and dynamic uses that respond to the evolving workplace and neighbourhoods. This work will require us to coordinate with on-going City initiatives, such as the Business License Process Review and the Lonsdale Great Street Project.





**Key Direction 5*****Integrating Equity and Community Wellbeing***

**Commit to meaningfully integrate equity, community wellbeing, and resiliency in the new Zoning Bylaw using social equity criteria, metrics, and analysis.**

**Rationale:**

Several policies and strategies seek to advance equity, community wellbeing, and resilience across the City of North Vancouver. This includes but is not limited to Metro 2050's Social Equity and Regional Growth Management Study, Council's Strategic Plan, the Official Community Plan (2014), the Draft Community Wellbeing and Climate and Environment Strategies (2023), and the Housing Action Plan (2016). In industry, the Canadian Institute of Planners (CIP) and the American Planning Association (APA), such as the APA Equity in Zoning Policy Guide (2022) are setting out best practices for creating equitable zoning bylaws and communities.

Per the APA Equity in Zoning Policy Guide, there are six major equity concerns directly impacted by zoning regulations, including: public health, environmental justice, fair access to affordable housing, fair accessible to economic opportunity and services, aging in place and cultural preservation. Here, equity in zoning means "those who write, administer, or enforce zoning regulations take clear steps to avoid or 'undo' unfair outcomes and mitigate the unequal ability to participate in or influence all parts of the zoning process" as they apply to the rules of zoning, the people involved in drafting and enforcing them, and mapping (p. 11).

**Considerations and next steps:**

Through the Zoning Bylaw Update, we will consider the direction set out in the Community Wellbeing Strategy and undertake geospatial analysis to understand and measure indicators of inequity in the City of North Vancouver. An Equity Assessment Framework will also be developed to guide the development of regulations in the new Zoning Bylaw, taking into consideration quantitative socio-demographic and place-based data and qualitative data collected through public engagement.





**Key Direction 6*****Supporting Complete and Sustainable Communities***

**Update the new Zoning Bylaw structure and regulations to promote development that fosters community wellbeing and sustainability, including a mix of land uses, access to parks and open spaces, jobs, community services and amenities, and mobility options.**

**Rationale:**

Historically, zoning bylaws have segregated uses at distances that increase car dependency. Building upon the objectives of the City of North Vancouver's Community Wellbeing and Climate and Environment Strategies, the new Zoning Bylaw will seek to foster the mixing of appropriate uses to create complete communities and enable more mobility options, such as walking, cycling, and rolling.

**Considerations and next steps:**

In Phase 2 of this exercise, we will seek to structure zoning categories to reduce land use redundancy and enable a broader mix of uses, as appropriate. We will also explore how the spaces between buildings, sidewalks, and streets (also known as the public realm) can create healthy and livable environments for people of all ages and abilities. This may include high level ideas related to building façade treatments, streetscaping (paving, landscaping, tree canopy and street furniture), and street types as established by the Mobility Strategy (2022) and their relationship to climate and resiliency objectives. Geospatial analysis will also be undertaken to understand existing community access to parks, open spaces and community amenities. This work will integrate emerging policies, such as the Urban Forest Plan and Parks Master Plan, as they become available.





**Key Direction 7****Aligning Parking Requirements**

**Embed a holistic approach to regulating parking based on context and alignment with the ways people move around the City.**

**Rationale:**

The City of North Vancouver's Mobility Strategy (2022) sets out key actions that will shape future regulations in the new Zoning Bylaw. These include prioritizing and encouraging dense and diverse mix of uses in areas well served by transit, providing more green space on all streets, ensuring that there are sufficient loading zones, pick up and drop off zones, and accessible parking in high demand areas, reducing the amount of vehicular parking that developers are required to provide, and right-sizing parking and electrified charging for sustainable modes. Through this exercise, multimodal site access and parking will be factored into new zoning regulations.

**Considerations and next steps:**

We will review best practices and data related to parking provision (e.g., ratios) achieved in recent development applications to identify any trends related to reduced parking demand and consider the establishment of parking maximums and increased bicycle parking minimums. Coordination will be required with on-going initiatives such as the City's research into transportation demand management for buildings, and the Curbside Management Plan.





**Key Direction 8*****Applying a Future-Focused and Resiliency Lens***

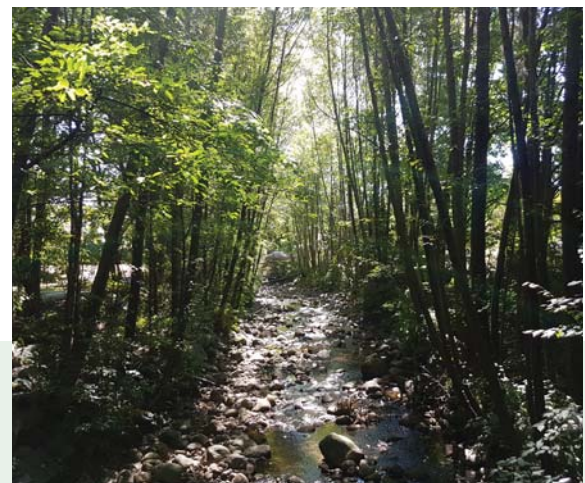
**Apply a future-focused, resiliency lens and consider the adaptability of regulations to current trends, future technologies, and sustainable development.**

**Rationale:**

The City of North Vancouver's existing Streamside Protection & Enhancement Development Permit Guidelines and Draft Climate and Environment Strategy (2023) positions environment and climate at the core of land use and transportation planning decision-making. Key directions from the strategy that be considered through the Zoning Bylaw Update process include creating low carbon and resilient neighbourhood where people can access their daily needs and greenspace within walking distance. Through this work, we should protect and seek to grow the City's park and public space system, natural areas, urban forests and habitat connectivity and integrate hazard, risk, and vulnerability analysis to ensure safe and resilient planning.

**Considerations and next steps:**

In Phase 2 of the Zoning Bylaw Update, we will review existing definitions in the zoning bylaw for "future-forward" resilience, align emerging provision with existing requirements under the Streamside policies and determine the appropriate scope of sustainability-related provisions to be addressed through the Zoning Bylaw versus other processes, such as development permitting. This may include new building typologies and standards, such as mass timber, passive house, external insulation and more.



## *Additional Considerations for Phase 2*

**Apart from the eight Key Directions, a number of other important actions were identified through the Phase 1 work that will support the development of a Zoning Bylaw that works well for those who use it on a regular basis. These objectives will guide the formatting of the Zoning Bylaw in terms of structure, content, and implementation:**

1. Simplifying the structure of the Zoning Bylaw to permit logical navigation between sections and to support ease of interpretation and understanding.
2. Updating and consolidating definitions to reflect contemporary language, technologies, businesses, building practices and design trends;
3. Introducing and integrating graphics, illustrations, and tables throughout the document to establish a form-based focus and enhance user experience (navigation and accessibility);
4. Developing a comprehensive, accessible, and interactive online “home” for the new Zoning Bylaw; and
5. Considering transition implications of zone changes, related entitlements, form-based document design, and the provision of an online Zoning Bylaw portal.

## 6.0 Next Steps

Phase 2: Draft the New Zoning Bylaw and Design Standards builds on Phase 1 and will take place between Fall 2023 and Summer 2024. This phase includes undertaking further design and regulatory analysis based on the Recommended Directions and drafting of the new Zoning Bylaw. Other tasks in this phase of work will include:

- Testing of draft Zoning Bylaw sections in terms of financial viability, location-based testing using geospatial analysis, user-testing of regulations and design standards, and legal review;
- Development of a digital approach for the Zoning Bylaw;
- Robust communications and engagement;
- Preliminary development of a “roll-out” plan for implementation.

In this phase, public engagement will focus on gathering feedback on the draft content of the Zoning Bylaw from the broader public and through targeted stakeholder engagement with those who work closely with the instrument.

city  
of north  
vancouver





**for a healthy city**

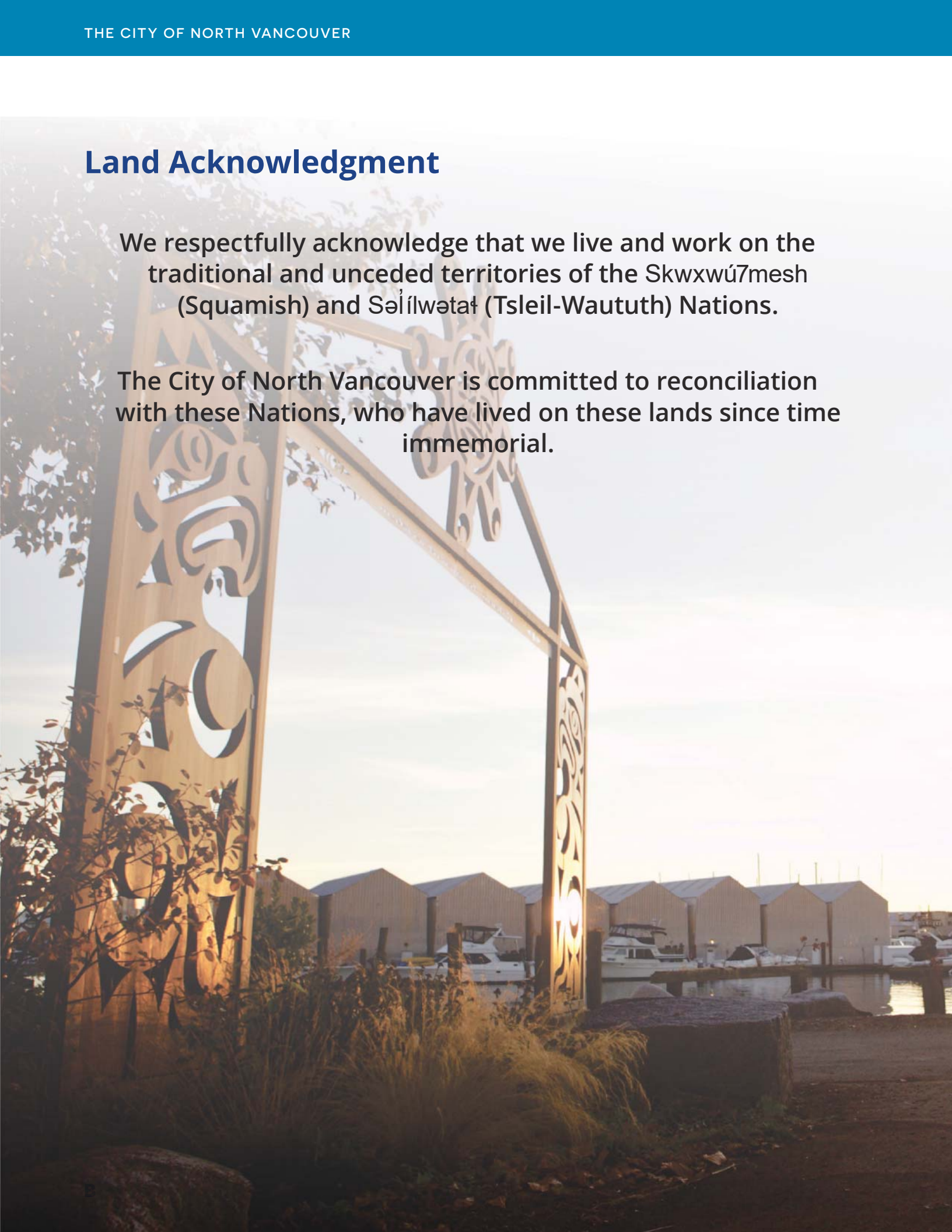
**FALL 2023**



## Land Acknowledgment

We respectfully acknowledge that we live and work on the traditional and unceded territories of the Skwxwú7mesh (Squamish) and Səl̓ílwətaʔ (Tsleil-Waututh) Nations.

The City of North Vancouver is committed to reconciliation with these Nations, who have lived on these lands since time immemorial.



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# Introduction

## About this project

The City of North Vancouver is updating its Zoning Bylaw. The Zoning Bylaw is the primary regulatory tool for city building and implementing the City's Official Community Plan (OCP). The City's first Zoning Bylaw was adopted in 1953 and replaced in 1967. While the current Zoning Bylaw was last updated in 1995, it was largely kept the same as the 1967 Bylaw – and as the City continues to grow and evolve, our Zoning Bylaw needs to grow and evolve too.

Through the Zoning Bylaw Update (the "Update"), the City will be transitioning from its existing zoning bylaw that is heavy on text and technical jargon, to a more modern "form-based" zoning bylaw. Form-based zoning bylaws are easier to navigate, more visual in nature, and focus more on the relationship between buildings, streets, and other public spaces rather than on the uses inside the buildings. This Update will result in the creation of a Zoning Bylaw that is simple, effective, and easy to use.

The Update will be completed in three phases - with opportunities for public and stakeholder engagement provided throughout.

### Phase 1 – Building Awareness & Input | Spring-Fall 2023

Building awareness of the project and providing opportunities for the public to participate in the update of the Zoning Bylaw.

### Phase 2 – Developing the New Zoning Bylaw | Fall 2023-Summer 2024

Drafting the new Zoning Bylaw, and testing the visual communication approaches to ensure that it meets the needs of potential users.

### Phase 3 – New Zoning Bylaw Approvals and Implementation | Fall 2024

Preparation of the updated draft zoning bylaw, and development of the interactive online Zoning Bylaw.

Engagement with staff, industry partners and public engagement is a critical component of the Zoning Bylaw Update process. Meaningful engagement ensures participants have an opportunity to help shape the future of the City. In April 2023, City Council approved the project's Communications and Engagement Approach to support a robust and multi-dimensional outreach and engagement program. This approved approach aligns with the City's upcoming Community Engagement Framework and is based on engagement best practices including the International Association for Public Participation (IAP2) Principles.

## About this report

This Phase 1 Engagement Summary Report summarizes key feedback and core themes generated between May and August 2023 as part of the Zoning Bylaw Update process. What follows is a summary of the engagement objectives and approach, the engagement opportunities, and the key findings and themes that surfaced throughout this phase of the process. The findings were gathered through multiple engagement channels including: public events, discussions with industry partners, and online engagement.



June 3rd Public Launch at Civic Plaza

## Phase 1 Engagement Overview

The Phase 1 communications and engagement objectives were to:



Build broad community and stakeholder awareness about the project, the subject matter, and about the different opportunities to engage in the process.



Educate community members, key stakeholders and City staff about the issues, opportunities and public benefits that the Zoning Bylaw Update project offers, both at the neighbourhood and city-wide levels.



Provide multiple (appropriate) levels of information/education about Zoning and the associated zoning topic areas to ensure that all interested participants can engage in an informed and scalable way.



Seek substantive input on the Zoning Bylaw update process and its key themes and on the role of the project in achieving larger municipal objectives.



Continue fostering/developing relationships with key stakeholders to leverage their networks and to develop project champions in the community.



Develop an accessible and engaging online presence for the project, offering links to relevant materials and documents, images, multimedia and different opportunities to engage.



Publicly launch the project in a way as to generate excitement, awareness and positive conversation about the process.

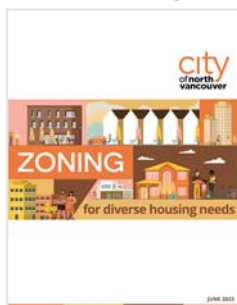


Continue to grow the stakeholder register - to build a large pool of interested people who will participate in future engagement activities throughout the process.



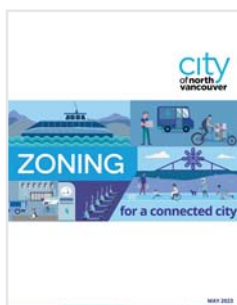
## Phase 1 Engagement Approach - Education and Awareness Building

A key priority of the Phase 1 Engagement Approach was to provide an accessible level of information about zoning, helping to demystify what is largely a technical and regulatory document. This included breaking the zoning bylaw contents into 7 key topic areas, and structuring engagement around them. This allowed participants the opportunity to engage in a scalable way – interacting with the topic(s) that interested them, at the level of detail that was right for them. Short background reports and display panels on each topic were prepared and shared on the City’s project webpage, at in-person events, and in hard copy at City Hall. These materials will serve to inform various audiences and build understanding about the key issues throughout the life of the project.



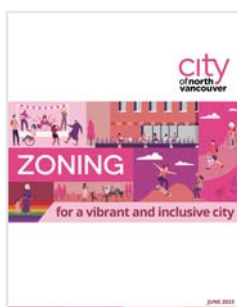
### 1. Zoning for Diverse Housing Needs

Housing needs differ from one household to another, and shift over time as households change. A new Zoning Bylaw can support the creation of diverse housing forms that meet the needs of various household types and income levels.



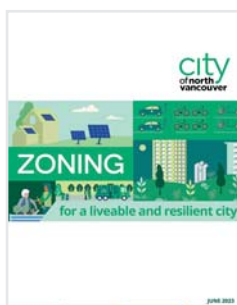
### 2. Zoning for a Connected City

Zoning and transportation are interconnected and must be considered holistically. Our new Zoning Bylaw is an opportunity to explore how we can make it easier for people (and goods) to get to where they need to go daily including to work, to school, to shops and services, and back home. A well-connected and accessible city is also a prosperous and healthy city – where streets and sidewalks are brimming with economic and social activity, something that will continue to make the City a great place to live and invest.



### 3. Zoning for a Vibrant and Inclusive City

City policies and bylaws have to reflect the needs of a diverse population. Our new Zoning Bylaw is an opportunity to explore how we can better meet the needs of our community. This includes enabling more housing options, spaces for social connection and wellbeing, as well as ensuring that everyone has opportunities to thrive.



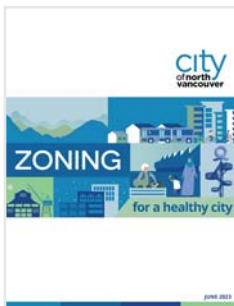
### 4. Zoning for a Liveable and Resilient City

The climate crisis demands that every opportunity to reduce emissions and adapt to climate risks is being pursued. Our new Zoning Bylaw is an opportunity to explore some important ways we can tackle the climate crisis, continue to grow our economy, and achieve our goal of net-zero emissions by 2050 - all while enhancing and protecting the health of our environment.



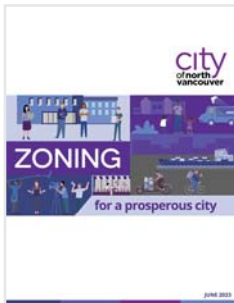
## 5. Zoning a Well-Designed City

Regulatory tools available today allow municipalities to achieve high-quality public realm design. A new Zoning Bylaw can help to communicate the importance of high-quality urban design through regulations that prioritize the public realm as a welcoming and vibrant place.



## 6. Zoning for a Healthy City

Many of the City's neighbourhoods already support health and wellbeing, but there is still room for improvement. A new Zoning Bylaw can support the creation or enhancement of communities that are active, age-friendly and provide access to diverse housing and travel options, local retail, community services and facilities, parks and open spaces.



## 7. Zoning for a Prosperous City

The new Zoning Bylaw can align with City Council's vision of A Prosperous City, which is one that supports a diverse economy where new and existing businesses can grow and thrive.

## What is Zoning? Video

A 2-minute animated video was created to help explain what a zoning bylaw is, how it impacts the shape of the City, and what updating it might look like. This video was posted on the City's project webpage, on the Let's Talk engagement portal, and on the City's social media channels.



Screen captures from the 'What is Zoning?' animated video.

## Phase 1 - Engagement by the Numbers

Between May and August 2023, there were 17 different opportunities to engage during Phase 1 of the City of North Vancouver's Zoning Bylaw Update process. This included one-on-one interviews and workshops with key stakeholders and City staff, 8 in-person public events and pop-ups, an online survey and an online mapping exercise hosted on the Let's Talk project page.

Through all of these opportunities, approximately 940 City of North Vancouver residents, stakeholders and staff were engaged during the first phase of the process.



**~650**

People attended an in-person engagement event



**4**

City Advisory Committees were consulted during Phase 1



**237**

Residents completed the Zoning for a Healthy City Online Survey and Online Map Exercise



**22**

One-on-one Interviews and Workshops were held with CNV Staff and Key Stakeholders



**361**

People viewed the "What is Zoning?" Animated Video



**1500**

People visited the Let's Talk CNV Project Webpage



## Phase 1 - Engagement Touchpoints

Engagement Touch Point	Number of Participants	Notice Provided
Pre-Engagement Interviews	~10	Email Invitation
Staff Survey	46	Email Invitation
Staff Workshops and Info Sessions	~60	Email Invitation
Advisory Committee Presentations	36	Meeting Agenda
June 3rd Public Launch	~130	Various outreach/promotion forms
June 6th Public Launch	~190	Various outreach/promotion forms
June 17th City Engagement Expo	~250	Various outreach/promotion forms
June 28th Pop-up at Loutet Farm	~20	Various outreach/promotion forms
June 29 Pop-up at Marine Drive and 15th	~5	Various outreach/promotion forms
July 4th Pop-up at Rey Sargent Park	~4	Various outreach/promotion forms
July 8th Pop-up at Tempe Heights Park	~20	Various outreach/promotion forms
July 9th Pop-up at Moodyville Park	~20	Various outreach/promotion forms
Development Community Workshop	~12	Invitation
Zoning Bylaw Update Online Survey	~226	Various outreach/promotion forms
Zoning Bylaw Update Community Map	~11	Various outreach/promotion forms
Zoning Video Views	361	Various outreach/promotion forms
Webpage Visits	1500	Various outreach/promotion forms

# Summary of Phase 1 Engagement Opportunities

## Engagement Opportunities

### Pre-Engagement Interviews with Key Partners - April - May 2023

Pre-engagement interviews helped to inform the development of the phase 1 engagement plan. In order to better understand some of the relevant key issues, policy trends, opportunities and challenges, we held a series of one-on-one interviews with industry partners, including representatives from the local business and development communities, as well as local and regional government agencies.

### Development Community Workshop #1 - July 2023

Engagement with the development community involved developers and designers with experience in development of varying scales. It was coordinated with the help of organizations representing developers' interests. These groups and individuals work with the Zoning Bylaw directly on a regular basis and were able to share input regarding usability of the document and on various issues, development trends, opportunities and challenges that affect the local development industry.

### City Advisory Committee Presentations

The project was introduced to several Advisory Committees: ACDI – Advisory Committee for Disability Issues, APC – Advisory Planning Commission, SPAC – Social Planning Advisory Committee, and ITC – Integrated Transportation Committee. The purpose of these presentations was to build project awareness and to activate broader audiences for the engagement materials and input opportunities through the committee members' networks.

## Staff Engagement Opportunities

### Online Staff Survey

CNV staff were engaged in order to help inform the project. Engagement aimed to answer several questions to inform the Zoning Bylaw Update project work: how they use the existing Zoning Bylaw; how it supports or inhibits their work; and what other project work is ongoing that may help in drafting the new Zoning Bylaw. Two staff information sessions on the project were provided and an internal online survey was conducted, with 46 survey responses received.

### Pre-Engagement Focus Group with City Gateway Staff

In order to better understand how the public and members of the development and real estate communities interact with the City's existing zoning bylaw, we held a focus group session with the City's Gateway staff to hear how we could improve both public and staff experiences through the Zoning Bylaw Update process.

## Public Engagement Opportunities

### IN-PERSON EVENTS

#### Public Launch Event #1 – Saturday June 3rd, 2023 - 10am-2pm

This event marked the public launch of the Zoning Bylaw Update process. Held at Civic Plaza outside City Hall, this drop-in style, open-to-everyone event presented information about the Zoning Bylaw Update process and introduced the seven key engagement themes with an opportunity to provide input on each one. Toys, interactive games, and a LEGO tent helped create a fun, family-friendly atmosphere in the Plaza.

#### Public Launch Event #2 – Tuesday June 6th, 2023 – 5pm-7pm

A second, smaller-scale event took place in the plaza outside the Polygon Gallery. The same information was presented and project team members and staff were on hand to answer questions.

#### Let's Talk Engagement Expo – Saturday, June 17th, 2023 – 10am-2pm

City Staff held an event for residents to ask questions about current City initiatives and provide feedback at Civic Plaza. Staff were available to answer questions about the Zoning Bylaw Update as well as other CNV plans and strategies under development.

#### Public Launch Pop-up Events

City staff held a series of five pop-up events across the city in various neighbourhoods to ensure that there were opportunities to engage in the process. This approach was designed to 'meet people where they are at' - and were intended to reach audiences that may not traditionally attend a City engagement event.

These intimate-scale pop-ups included printed copies of the Backgrounders and takeaway materials with the Let's Talk project page address. Staff were on hand to answer questions and provide additional information as needed.

*Pop-up Events were held at the following locations:*

- **Loutet Farm Farmer's Market - June 28 – 2pm-4pm**
- **Marine Drive at 15th Street – June 29, 2023, 3pm-5pm**
- **Rey Sargent Park – July 4, 2023, 12pm-2pm**
- **Tempe Heights Park – July 8, 2023, 1pm-3pm**
- **Moodyville Park – July 9, 2023, 1pm-3pm**



## ONLINE ENGAGEMENT OPPORTUNITIES

### Let's Talk CNV - Zoning Bylaw Update Page

A project webpage was launched on the City's 'Let's Talk CNV' engagement platform in June 2023. This page offers relevant project information, including timelines and key dates, and key resources like the "What is Zoning?" video, downloadable PDFs of the project Backgrounders and information boards from in-person engagement events. The page hosted the project's online engagement tools: the survey and community map, and it provides visitors an opportunity to subscribe to project updates.

The webpage can be accessed at: [www.letstalk.cnv.org/zoningupdate](http://www.letstalk.cnv.org/zoningupdate)

### Online Survey – June 7th - August 3rd, 2023

An online survey was available on the CNV Let's Talk page for residents to share their perspectives, ideas, and concerns related to the Zoning Bylaw Update. The survey was divided into several key topic areas, and was intended to offer an opportunity for residents to learn about the process and provide feedback in a manner complimentary to what was available at the public events.

### Online Community Mapping – June 7th - August 3rd, 2023

An online community map was available on the Let's Talk CNV page for participants to identify:

- Their favourite public places (including parks, plazas or public spaces) in the City and what makes it great; and
- Areas or places in the City that could use a new or improved park, public space or plaza.



*June 6th Public Launch Event at Shipyards Plaza*

## What We Heard - Phase 1

This section summarizes input and feedback that was gathered at public events, stakeholder workshops, interviews, meetings and through the online engagement opportunities offered during Phase 1 of the Zoning Bylaw Update process.

All input was transcribed (where necessary) and analyzed. Where applicable, open-ended responses were read and assigned a 'code' or a theme to allow for grouping of similar ideas. Answers that were off-topic, offensive, or illegible were given a code of N/A and not included in the results.

The engagement results are presented following the same themes used during engagement:

- Zoning for Diverse Housing Needs
- Zoning for a Connected City
- Zoning for a Prosperous City
- Zoning for a Livable and Resilient City
- Zoning for a Well-Designed City
- Zoning for a Vibrant and Inclusive City
- Zoning for a Healthy City\*

\* Zoning For a Healthy City is an overarching theme for the project, engagement opportunities did not seek input specifically on health.

Where the online survey questions differed slightly from those asked at the in-person events, results for each are presented separately. All input received was used to refine the Key Directions which will help shape the updated zoning bylaw to be drafted in Phase 2.



June 6th Public Launch Event at Shipyards Plaza



## Zoning for Diverse Housing Needs

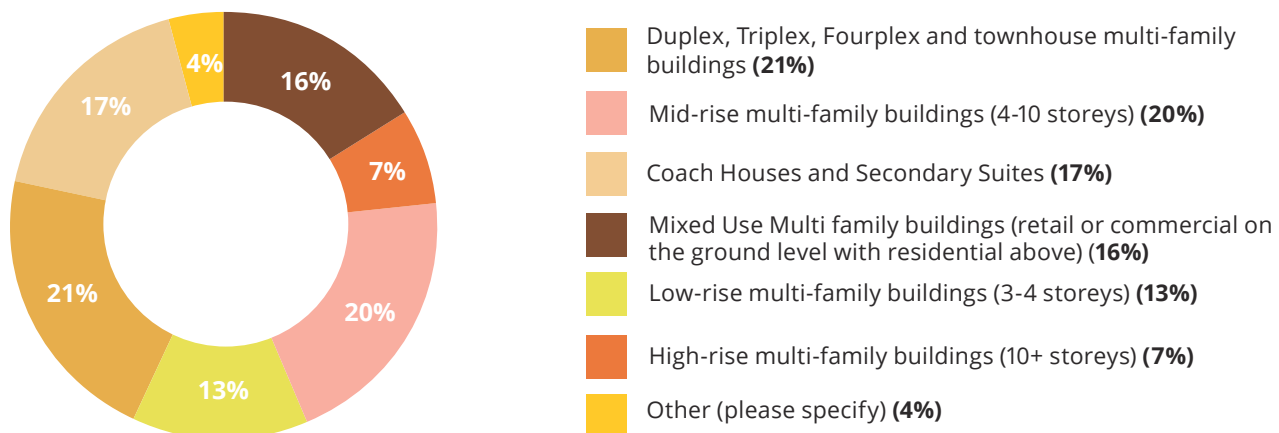
### In-Person Events

Input gathered during public events on **Diverse Housing Needs** focused on a desire to increase the diversity of housing types and tenures in the city, including (in order of preference): more affordable housing including social housing with subsidized units for older adults and families with children, more accessible housing with a focus on universal design and aging-in-place, more rental housing (including affordable and below-market rental), workforce housing, and more supportive housing.

When asked which housing forms should be a priority in the City, respondents stated they would like more multi-family housing options including family-oriented strata-housing, coach houses, row housing, and co-operative housing. Respondents also wanted to see less reliance on basement units as an affordable housing option.

### Online Survey

When asked to choose which 3 housing types they would like to see more of in the City of North Vancouver, respondents selected (in order of preference):



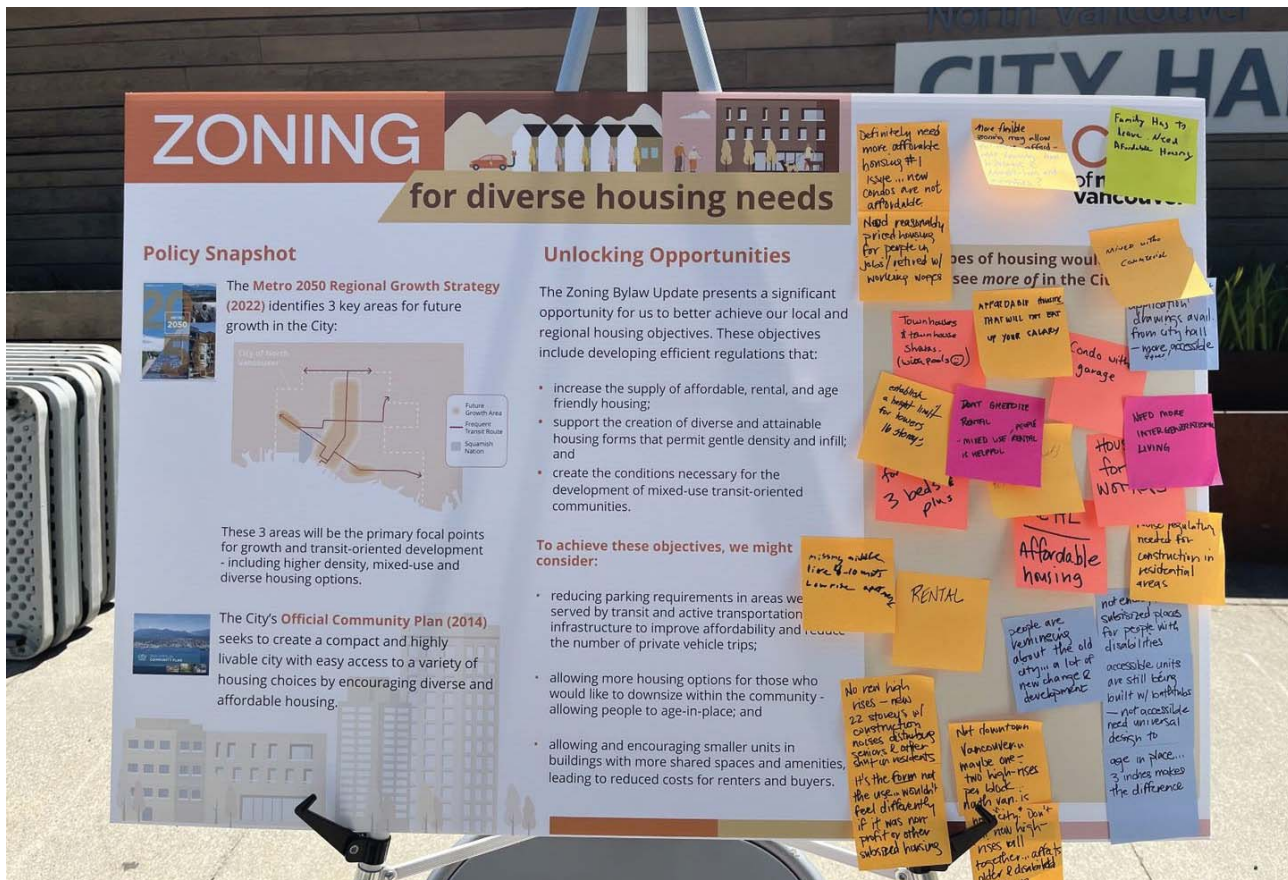
Other responses (4%) included: exploring affordable home ownership models, more co-housing opportunities, prioritizing 3 and 4 bedroom units to increase family housing supply, stronger regulation of AirBnB and other short-term rental platforms, leveraging City-owned property for affordable rental housing and exploring the feasibility of City-run cooperative housing.



## Concerns:

During Phase 1, concerns were raised over the rate at which residential development is occurring in the city - with a particular focus on:

- increased building heights and density;
- lack of affordable housing for workers;
- lack of housing options for older adults as their needs change;
- loss of affordable rental units / buildings; and
- potential infrastructure pressures (servicing, traffic, parking) that may come from increased density.



June 3rd Public Launch at Civic Plaza



## Zoning for a Connected City

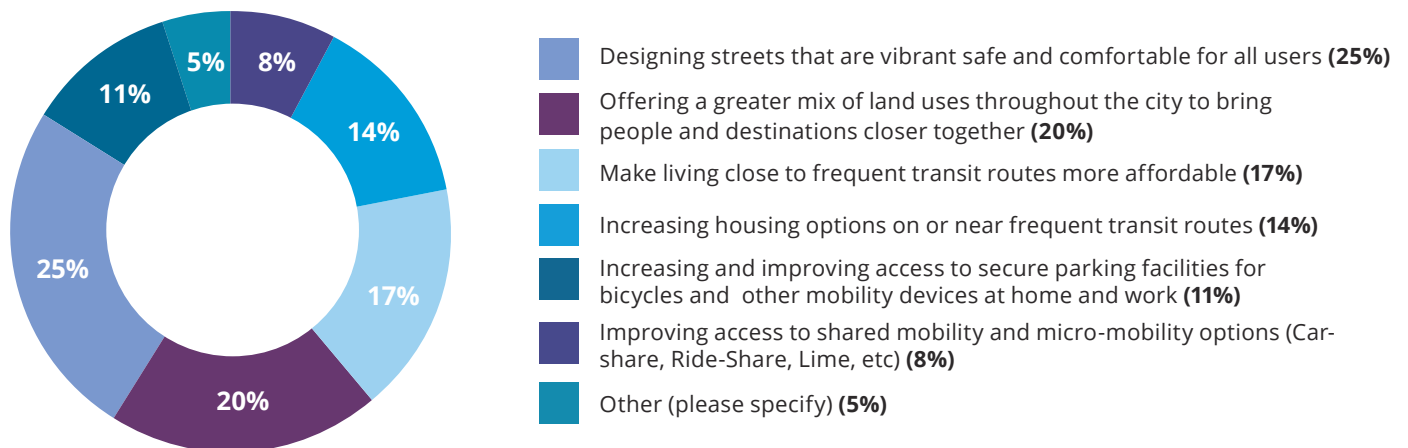
### In-Person Events

Input gathered during public events on **A Connected City** focused on improving mobility across the City of North Vancouver. To ease traffic congestion and support other modes of transportation, respondents suggested (in order of preference):

- developing more car-free areas/corridors throughout the city, including turning Lonsdale Avenue into a pedestrian-friendly corridor - resulting in reduced road noise and increased safety for more vulnerable road users;
- improving transit and cycling options along the Lonsdale corridor;
- promoting active transportation options through infrastructure design (e.g. protected bike lanes, secure bike parking and e-bike charging stations);
- increasing transit service options to Vancouver, including earlier start times for the SeaBus and a direct train across the water;
- increasing transit service options to the Sea-to-Sky corridor and Whistler; and
- discouraging cut-through traffic on residential streets through design interventions.

### Online Survey

When asked to choose which 3 transportation-related objectives the new zoning bylaw should focus on, respondents selected (in order of preference):



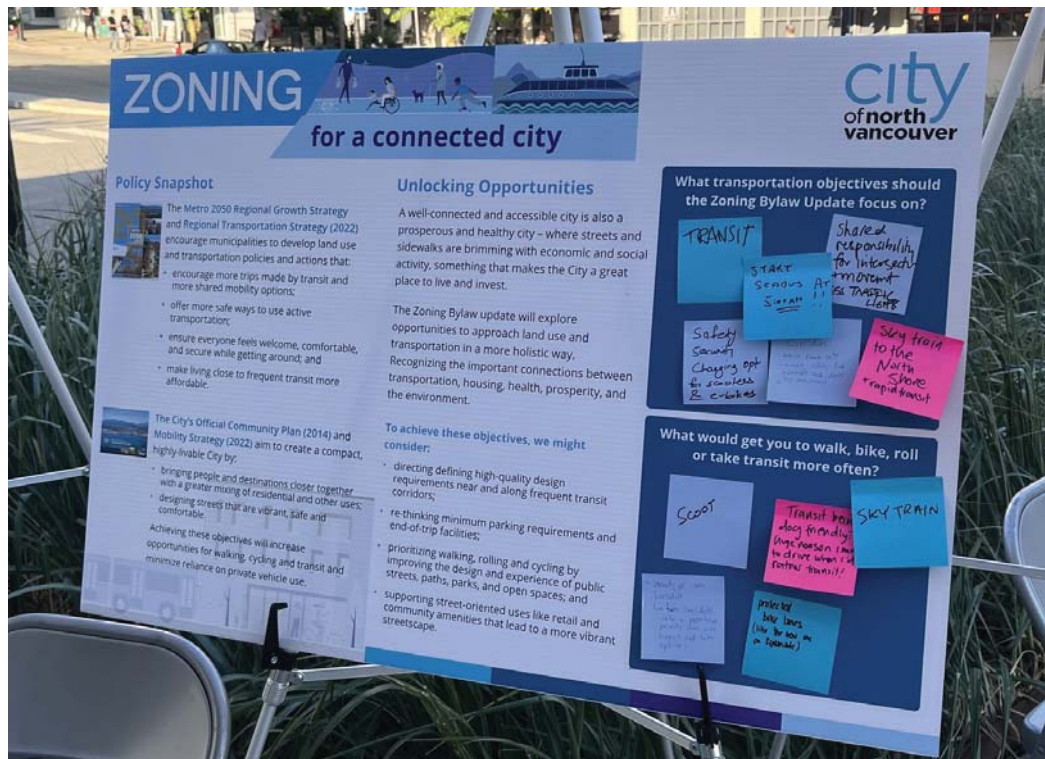
Other responses included rethinking approaches to vehicle parking (on-street and on private property); requiring indoor (secure) bicycle storage in new residential and commercial buildings; and designing local streets and laneways in such a way as to discourage cut-through traffic.

When asked what would get people to walk, bike, roll, or take transit more often, respondents said (in order of preference): improved cycling-supportive infrastructure (including e-bikes) such as secure bike storage at destinations, e-bike charging stations, and e-bike promotion, training and education.

## Concerns:

Transportation and Mobility concerns raised in Phase 1 include:

- traffic moving through and getting out of the City remains a challenge;
- safety of transportation infrastructure (bike lanes, paths and trails) and potential conflicts with other road users (including vehicles, e-bikes and scooters, and pedestrians);
- potential loss of parking spaces to bike lanes;
- consistency in transit service across municipal boundaries; and
- concerns around universal design and accessibility - including inaccessible sidewalks (due to lack of curb cuts and the placement of planters, signs and other street furniture) and access to safe reliable transportation options other than the current micro-mobility and transit options available in the City.



June 6th Public Event at Shipyards Plaza





## Zoning for a Prosperous City

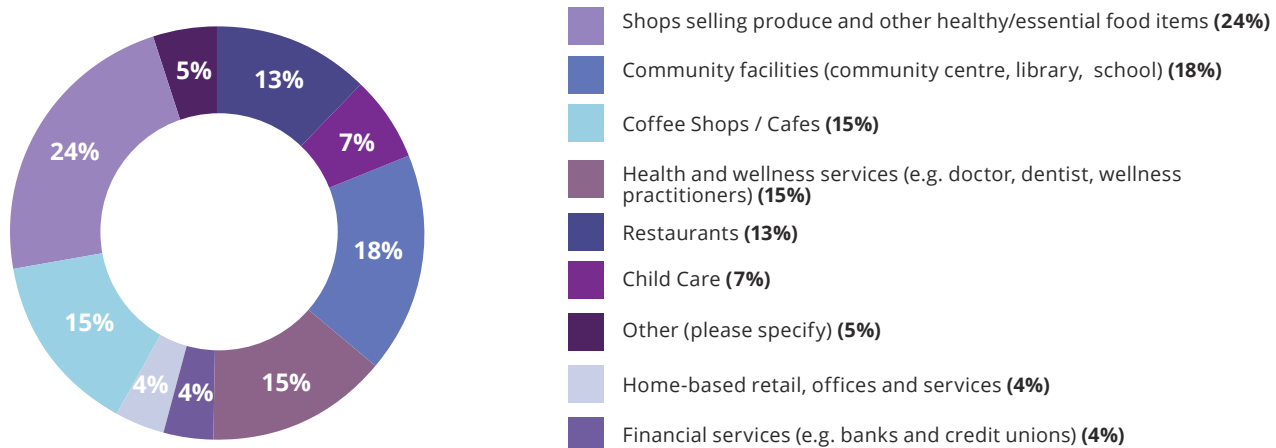
### In Person Events

Input gathered during public events on **prosperity and economic development** focused on how to help the City of North Vancouver maintain its economic competitiveness in the future. To ease traffic congestion and support other modes of transportation. When asked what economic development objectives they would like to see addressed through the new zoning bylaw, respondents suggested (in order of preference):

- promotion and retention of locally-owned businesses;
- a desire for more shops, services and amenities within walking distance of home, including: small-scale groceries and corner stores, restaurants with outdoor seating options, pubs and live-music venues;
- more local-serving health and wellness (medical) services; and
- increased social and recreational amenities for children and youth.

### Online Survey

When asked what shops, services or amenities they would like to have within a 10-minute walk of their home, respondents selected (in order of preference):



Other responses included more arts and cultural spaces (galleries, performance spaces); co-working spaces, places to gather that don't require spending money or drinking alcohol; protect industrial and employment uses; protect family-run legacy businesses.





## Zoning for a Liveable and Resilient City

### In Person Events

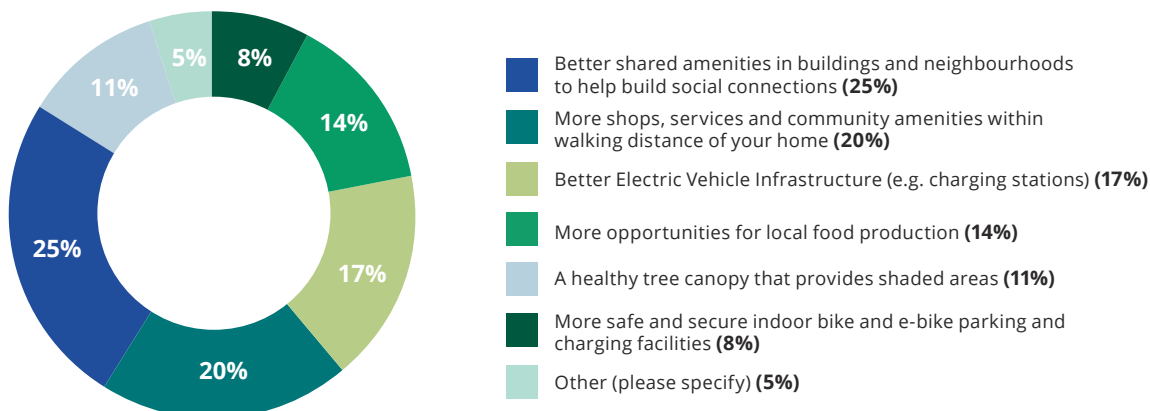
Input gathered during in-person events related to **livability and resiliency** focused on how to help mitigate the impacts of development, transportation and mobility, and climate change on the natural environment. When asked which opportunities to support a resilient, low carbon future the new zoning bylaw should focus on, respondents suggested (in order of preference):

- a healthy tree canopy that provides well shaded areas;
- better designed active transportation facilities such as sidewalks and bike lanes;
- more shops, services and community amenities within walking distance of home;
- more opportunity for local food production;
- more safe and secure indoor bike and e-bike parking and charging facilities; and
- better electric vehicle infrastructure (e.g. charging stations).

Other ideas shared by participants included: limiting the amount of impermeable surfaces surrounding new developments; encouraging addition of communal greenspace and community gardens in new development; more green, car-free corridors (e.g. Arbutus Corridor); and the protection of trees on private property during development.

### Online Survey

When asked which Zoning Bylaw opportunities the City of North Vancouver should focus on to support a resilient, low carbon future, respondents selected (in order of preference):



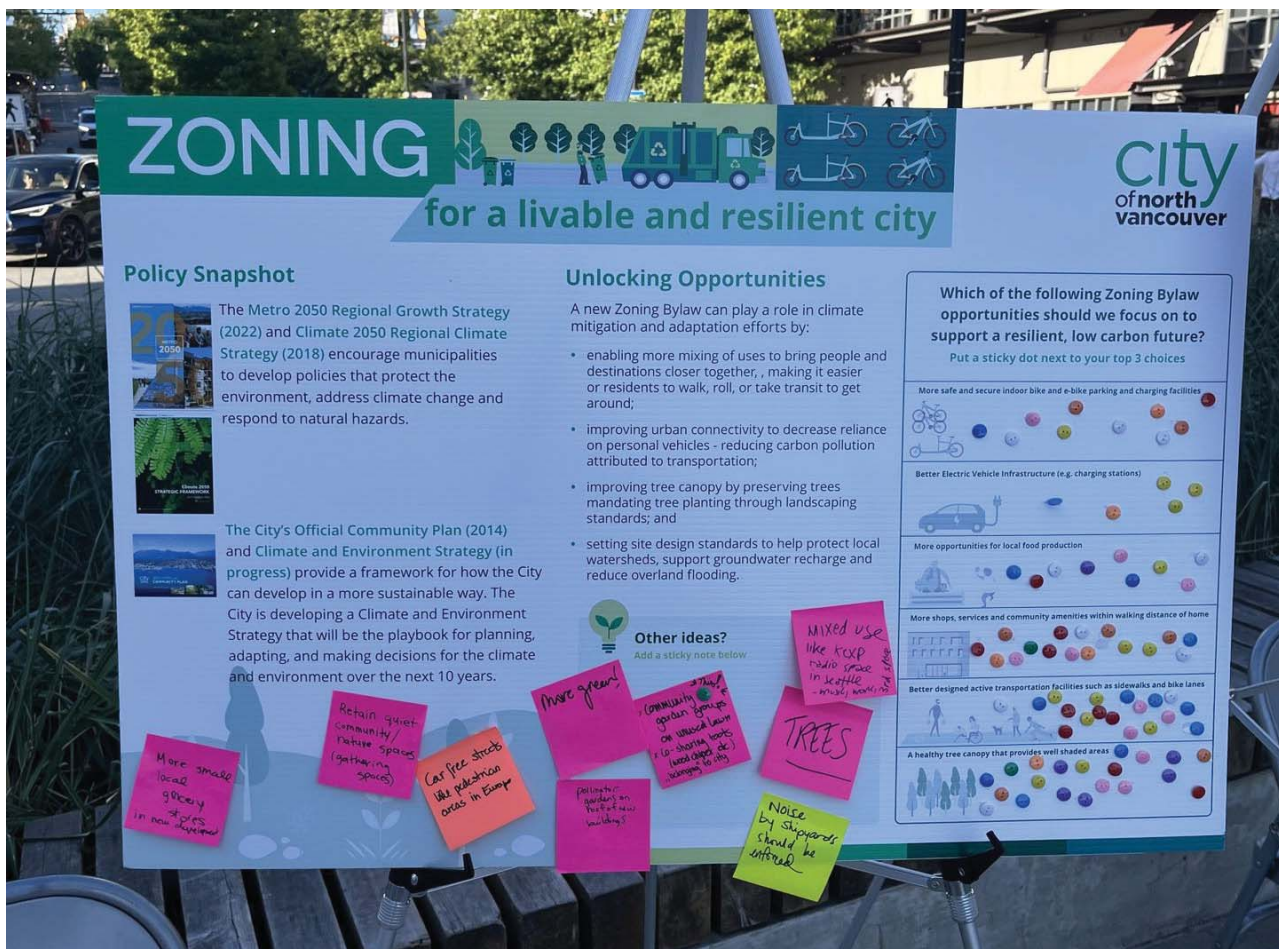
Other responses included: improving place-making for people of all backgrounds and prioritizing shared inclusive spaces free of socioeconomic barriers, increasing density on frequent transit corridors, limiting parking requirements, prioritizing residential infill opportunities, and more small, local-serving retail uses in neighbourhoods to encourage walkability.



## Concerns:

Livability and Resiliency concerns raised in Phase 1 include:

- impacts of unmanaged growth in the City of North Vancouver;
- pressures on existing infrastructure by new development; and
- loss of greenspace and existing tree canopy to new development.



June 6th Public Launch at Shipyards Plaza

To gather feedback on the Well-Designed City project theme, an interactive zoning boardgame and Lego station were set up at in-person Launch events to allow participants the chance to experiment with the organization of uses in a hypothetical neighbourhood - allowing them to decide which uses should be included and where specific land uses should be located.

- ensuring that neighbourhoods are accessible and walkable for people of all ages and abilities;
- providing more child- and family-focused parks and open spaces (e.g. playgrounds and splashpads);
- focusing new development in areas that are well served by transit, community services and amenities; and
- ensuring that there is enough housing for everyone who needs it - including: families, older adults, workers, and people with limited financial resources.



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Lego Station - June 3rd Public Launch at Civic Plaza





## Zoning for a Vibrant and Inclusive City

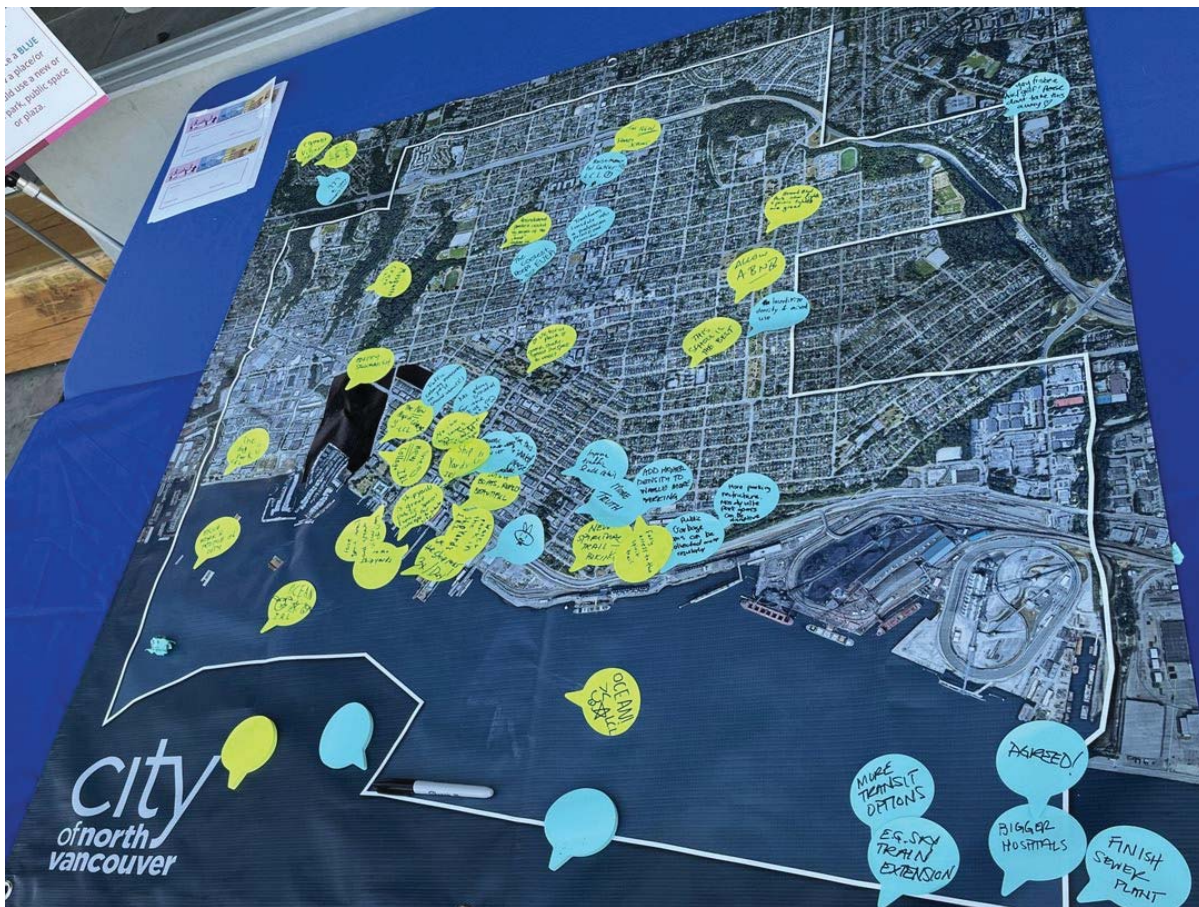
### Community Mapping Exercise

Input gathered on **a vibrant and inclusive city** during both in-person events and using an online mapping tool focused on identifying City of North Vancouver parks, plazas and open spaces that people enjoy - as well as identifying areas in the City that could use a new or improved park, plaza or open space.

The following includes key themes and highlights from what was shared on the community maps:

- people love the weather-friendly design, vibrancy and family-friendly nature of the Shipyards - but have concerns around noise levels and potential conflicts between pedestrians, cyclists and scooter users;
- people love the natural feel of walking through Victoria Park and the convenience and amenities it offers (transit accessible, picnic tables, accessible pathways);
- people expressed a desire to see Lower Lonsdale (and eventually Central Lonsdale) become a pedestrian-priority area, with a focus on wider sidewalks, rain gardens, bike lanes, and a single lane street for public transit (start with a bus and reintroduce a streetcar);
- waterfront Park is enjoyed by many, but there is a desire to see access to the park improved, including better connectivity between both sides of the park (over the rail line), and adding a pedestrian crossing at the intersection of Forbes and Mahon;
- there were several comments asking for better nighttime lighting for parks, pedestrian paths and sidewalks to improve safety and accessibility throughout the City;
- people love the walking trails through Mosquito Creek and Mahon Parks and would like to see a larger inter-connected network of accessible walking and cycling trails connecting throughout the City. This was specifically mentioned as an opportunity to connect the neighbourhoods of Westview and Hamilton as there is no safe cycling or stroller-friendly route between the two; and
- there was a desire to see more infrastructure for gathering in local parks and trailheads, including picnic tables, benches, washrooms, access to potable water, and covered areas for all-season gathering.





*In-person Mapping exercises - (top) June 3rd Public Launch at Civic Plaza; (bottom) June 6th Public Event at Shipyards Plaza*



## Implications for Zoning

The degree of influence zoning has in each of the topic areas varies. Below is a summary of each topic as it relates to zoning, and how the Phase 1 engagement input suggests changes in zoning regulations should be implemented or explored. Key Directions, which were derived from all the Phase 1 work including engagement input, are included at the end of this section.

### Zoning for a Healthy City

Zoning influences health outcomes in various ways. For the most part they relate to the built environment, which can have a direct impact on health (e.g. various risks or hazards or exposure to pollution or toxic substances), or indirectly, by either enabling or inhibiting healthy behavior. Zoning can regulate buildings to mitigate certain risks or pollutants, like excessive light, noise and smells. Behaviors that are strongly influenced by the built environment include transportation choice (e.g. infrastructure that supports safe and comfortable walking and biking will encourage more people to choose biking and walking to get around) and sociability (e.g. vibrant public or shared spaces that feel comfortable and safe will encourage people to gather and socialise).

### Zoning for Diverse Housing Needs:

Zoning and Official Community Plans both have a high degree of influence on the supply and types of housing available within a city. The City of North Vancouver's current Official Community Plan (OCP) defines permitted housing types for low-density neighbourhoods by unit count and building type. For all residential areas, including medium- and high-density, it sets density limits (measured as floor area).

Changes in zoning regulations could have a significant impact on the housing available in certain neighbourhoods, but would be limited to the regulations for form and density that are set out in the OCP.

Takeaways from Phase 1 Engagement:

- Prioritising housing where there is good access to transit and amenities
- Enable more housing options by prioritizing multiplex (duplex, triplex and fourplex) and mid-rise (4-10 storey) development and moving away from single-family zoning and reliance on basement suites as a form of affordable housing.
- Explore innovative ways to address housing affordability through the new Zoning Bylaw.





## Zoning for a Connected City:

While zoning has no influence over the design of streets and sidewalks, it plays a significant role in influencing people's choices in how they get around. Restrictive zoning that prohibits commercial uses like shops, cafes and offices in residential areas, can lead to car-dependent neighbourhoods, where essential destinations are far away and can only be reached by car. Another way zoning influences transportation behavior is through regulations that govern the design and location of parking and mobility device parking and related on-site facilities, for example bike wash stations in a residential building, or showers and lockers at workplaces.

Takeaways from Phase 1 Engagement:

- Promote car-free or car-light areas throughout the City to promote active transportation modes.
- Make it easier for people to meet their daily needs without the use of a vehicle - by allowing for a greater mix of uses throughout the City, offering more safe and convenient active transportation and transit options, and allowing locally-owned, local-serving businesses to locate within residential neighbourhoods.



## Zoning for a Prosperous City:

Zoning has a significant impact on businesses in the City. While zoning regulations alone cannot drive economic growth and development, they can serve either as a restrictive or an enabling factor in the local economy. Zoning can be an effective tool for achieving certain economic development goals like supporting employment generating businesses in industrial areas.

Takeaways from Phase 1 Engagement:

- Protect and promote employment and industrial land uses throughout the City.
- Allow neighbourhood-serving commercial, like cafes and small grocers in residential areas.



## Zoning for a Livable and Resilient City

Zoning has a moderate degree of control over livability and resilience in the city. With most of the city's carbon emissions being generated from transportation and buildings, zoning has the greatest impact where it influences building design (by enabling and/or requiring more efficient buildings), and where it can influence people's transportation choices. Site design, meaning how and where buildings, landscaping and other features are located on a property, is another important factor that can contribute to a greener city that is more resilient to extreme heat and flooding.

Takeaways from Phase 1 Engagement:

- Protect and enhance the City's tree canopy, including trees located on private property.



The remaining two topics were somewhat challenging to distinguish in conversations with the public as they are all closely related. Takeaways below reflect conversations and input relating to both topics.

## Zoning for a Well-Designed City

Zoning can have a high degree of influence over design, particularly where development permit guidelines are implemented. When coordinated with the design of the public realm, a coordinated design approach can lead to streets that offer a high-quality pedestrian experience.

## Zoning for a Vibrant and Inclusive City

Zoning can support public areas that serve the community. There are a number of highly popular public amenities and spaces in the city, like the Shipyards and Spirit Trail, Lower and Central Lonsdale, and, at smaller scales, certain neighbourhood parks, shops and cafes. Like many of the other topic areas, zoning is not the only factor in creating these vibrant and inclusive places, but it plays a critical role in enabling supportive uses to exist right where they are needed.

Takeaways from Phase 1 Engagement:

- Focus design efforts on universal accessibility, including age-friendliness, people of diverse incomes, physical ability.
- Promote social connectivity through the intentional design of public spaces, parks, plazas and shared community amenities.

## Key Directions for Phase 2: Developing the Draft Zoning Bylaw

The engagement findings helped to identify the key directions that will guide the development of the draft zoning bylaw.

**Direction 1:** Modernizing and Consolidating Standard Zones

**Direction 2:** Enabling Diverse Housing Options

**Direction 3:** Preparing for Near-Term Changes

**Direction 4:** Supporting Employment and Enterprises that Create Shared Economic Prosperity

**Direction 5:** Integrating Equity and Community Wellbeing

**Direction 6:** Supporting Complete and Sustainable Communities

**Direction 7:** Aligning Parking Requirements

**Direction 8:** Applying a Future-Focused Resiliency Lens

The development of the new Zoning Bylaw will be rooted in these foundational directions and will continue to be informed by the input, feedback and ideas gathered from City staff, industry partners, and members of the community during subsequent phases of this project.







June 3rd Public Launch at Civic Plaza (top) and Marine Drive Pop-up (bottom)

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# 2023 Fees and Charges Review

November 27, 2023  
Finance



## Summary

- Background
- Bylaw Fines
- Filming Fees
- Developer Permit Fees
- Street Permit Fees
- Connection Fees
- Cemetery Fees
- Recommendations



## Background

- **Section 194(1) of the Community Charter** allows Council to set fees payable in respect of the following:
  - All or part of a service of the municipality [194(1)(a)],
  - The use of municipal property [194(1)(b)], and
  - The exercise of authority to regulate, prohibit or impose requirements [194(1)(c)]
- Fees are captured in many different Bylaws, and many have not been reviewed or updated for a long time
- In 2023, Finance reviewed all of CNV's 159 revenue items, and identified 5 groups of fees, as well as some fines, for further detailed analysis

## Items Selected for Review

Fees	Revenue (000s)	Last Bylaw Update
Developer Permit Fees	\$3,200	2011
Utility Connections	1,016	2021
Bylaw Fines	600	2018
Streets Admin	462	2016
Cemetery	547	2022
Filming	216	2016
<b>Total</b>	<b>\$6,041</b>	

- Analysis and Recommendations for each group of fees are presented in the following sections

## Developer Fees - Regional Comparative

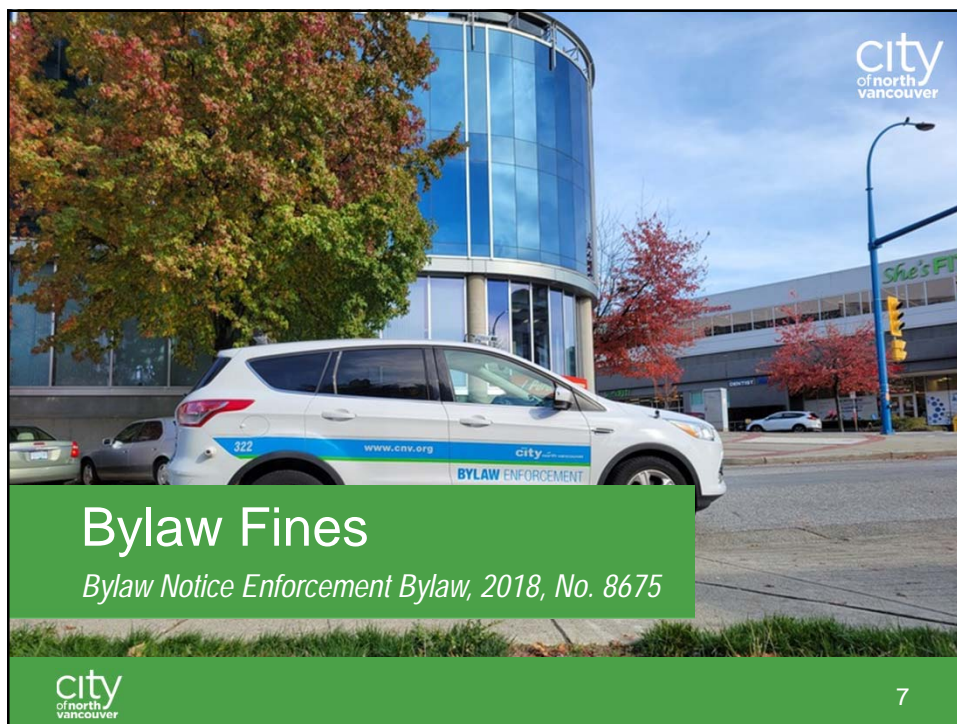
- An overall analysis comparing the new recommended fees applicable on a typical development was also completed

### Costs Associated with Duplex Construction on a Mid-Block Single-Family Zoned Lot

	CNV Current	CNV Proposed	DNV Current	DWV Current
Developer Permit Fees	\$12,000	\$15,000	\$17,000	\$14,000
Utility Severance and Connection	20,000	29,000	37,000	29,000
Density and Community Benefits	6,000	6,000	24,000	51,000
Offsite Costs	25,000	25,000	12,000	25,000
	<b>\$63,000</b>	<b>\$75,000</b>	<b>\$90,000</b>	<b>\$119,000</b>

- With the recommended fee updates, CNV's costs remain competitive in the region

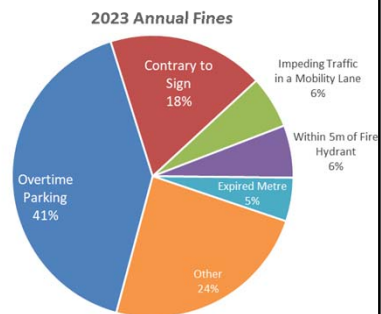




## Background

- Most fines have not been increased since bylaw inception in 2018
  - \$1 of fines in 2018 are now worth only \$0.84 in real terms.

- Parking fines make up the majority of all fines levied in the City, and volumes are increasing with increasing density



- With a warming climate, incorrect disposal of lit substances increases the risk of fire in the City

## Recommendations

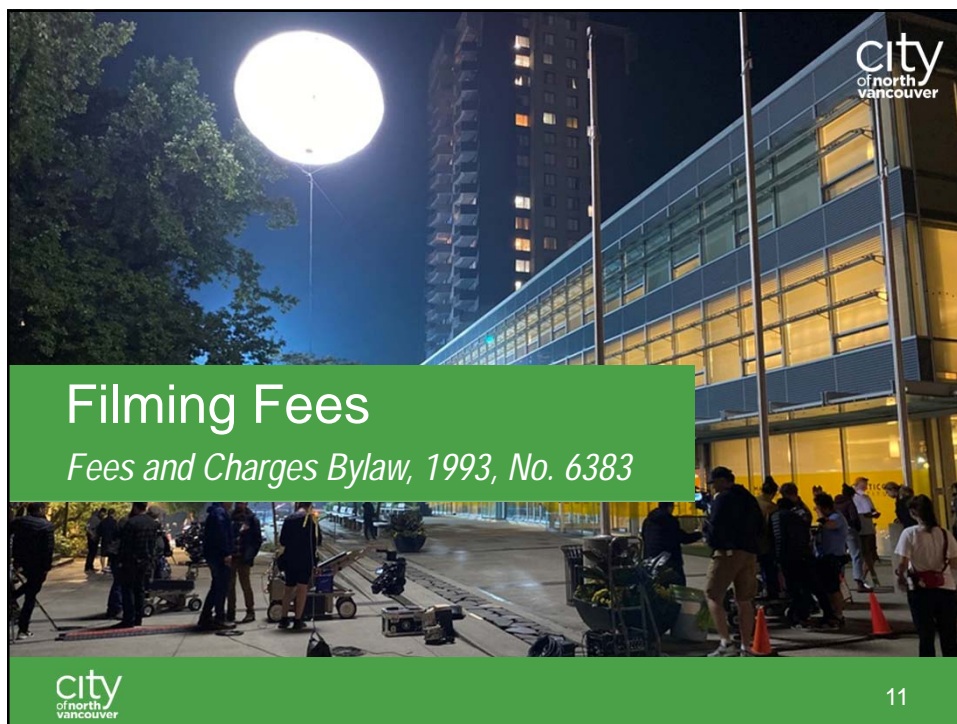
- Some fines are being proposed for inflationary increases:
- The following table outlines fines where greater than inflationary increases are being recommended to ensure appropriate disincentives remain in place:

Description	CNV Current Penalty	CNV Proposed Penalty	Increase	DNV Current Penalty
Parking within 6m of a cross walk	\$50	\$110	\$60	\$75
Parking within 6m of an intersection	\$50	\$110	\$60	\$75
Parking within 6m of a stop sign	\$50	\$110	\$60	\$75
Over 6.1Min length 6pm to 6am	\$55	\$110	\$55	\$100
Parked unattached Trailer	\$55	\$110	\$55	\$75
Parked unattached Trailer to vehicle incapable of towing trailer	\$55	\$110	\$55	\$75
Damage/Excavate Street without approval	\$100	\$450	\$350	\$130
Truck off designated truck route without approval	\$100	\$450	\$350	\$500
Vehicle Weight Loads	\$155	\$200	\$95	\$200
Dimensions	\$155	\$200	\$95	\$200
Unsecured vehicle load	\$155	\$200	\$95	\$200

## Recommendations

- Given related risks are increasing with climate change, fines for “Unlawful Fire or Lit Material” are recommended to be raised
  - to the maximum under the *Local Government Bylaw Notice Enforcement Act*
  - and regularized with similar penalties in the Fire Bylaw

Description	CNV Current Penalty	CNV Proposed Penalty	Increase
Unlawful Fire or Lit Material	\$75	\$500	\$425



## Filming Fees

*Fees and Charges Bylaw, 1993, No. 6383*

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## Background

- CNV last increased filming fees in 2016.
  - \$1 of fees collected in 2016 are now worth \$0.81
- RCMP Officer and Sergeant hourly fees are based on a cost recovery model. With current RCMP costs, fees are no longer providing cost recovery

Position	OT Cost (hourly)	Fringe (27%)	Overhead (17%)	Total	CNV Current Fee	Shortfall
RCMP Officer	\$110	\$30	\$23	\$163	\$155	\$8
RCMP Sergeant	\$130	\$35	\$29	\$194	\$185	\$9

- To assist with the mitigation of impacts on communities, CNV engages Film Liasons whose costs are now out of line with the related fee (set in 2020)
- Some CNV assets are being priced out of line with other NS municipalities (Library) and CNV pricing of the same asset for other users (Street Meter, Parking Stalls, Cemetery Ground Prep, Tents)

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## Recommendation

- Filming fees are recommended to be updated to
  - support cost recovery (RCMP/Film liaison)
  - price CNV assets more in line with other NS municipalities (City Library) and CNV pricing of the same asset for other users (Street Meter, Parking Stalls, Cemetery Ground Prep)

Description	CNV Current Fee	CNV Proposed Fee	Increase (\$)	Increase (%)	DNV Current Fee	DWV Current Fee
RCMP Officer (hourly)	\$155	\$163	\$8	5%	\$163	\$140
RCMP Sergeant (hourly)	\$185	\$194	\$9	5%	\$194	\$160
Film Liaison on Site	\$75	\$80	\$5	7%	\$85	\$86
City Library (daily)	\$1,000	\$2,500	\$1,500	150%	\$2,500	\$1,100 - \$5,000
Street Meter Charges	\$15	Note 1	N/A	40%	N/A	N/A
Parking Stall Charges	\$15	Note 1	N/A	47%	N/A	N/A
Cemetery Ground Interment Preparation	\$1,600	\$1,760	\$160	10%	N/A	N/A

## Recommendation

- It is not clearly stated in Fees & Charges Bylaw 6383 what fees apply for use of tents by film companies at the Shipyards, which is a common occurrence.
- It's recommended that designated areas at The Shipyards be added to the Bylaw and that the tent fees be added consistent with fees established for use of tents in parks.

Description	CNV Proposed Fee
Shipyards Square Lunch Tents	\$250 daily per tent no larger than 20x40
	\$500 daily per tent larger than 20x40
	\$1,000 daily for tents that encompass the entire space



## Background

- This bylaw:
  - regulates construction/renovation within the City
  - sets out the permitting of building construction, plumbing systems, and electrical and gas installations
  - Requires applicants to pay fees (Fees enable cost recovery and avoid funding services through taxation)
- CNV's permit fees were last updated in 2011.
  - \$1 of fees collected in 2011 are now worth \$0.75.
- A financial analysis was performed that determined a permit fee increase was necessary to enable cost recovery.

(\$'000's)	2018	2019	2020	2021	2022	Avg.
Revenues	6,047	3,099	3,370	4,817	6,298	\$4,726
Costs	5,156	4,898	5,462	7,210	7,196	5,984
Net Surplus(Deficit)	\$891	(\$1,799)	(\$2,092)	(\$2,393)	(\$898)	(\$1,172)
%	15%	(58%)	(62%)	(50%)	(14%)	(27%)

## Recommendation

- Increases to Developer Permit fees are recommended to support cost recovery
- The following table highlights permit fees for a typical duplex.

(\$000's)	CNV Current Fee	CNV Proposed Fee	Increase (\$)	Increase (%)	DNV Current Fee	DWV Current Fee
Building Permit Fees	10,026	12,031	2,005	20%	16,728	14,024
Plumbing Permit Fees	944	1,113	169	18%	1,222	1,203
Gas Permit Fee	156	330	174	112%	230	330
Electrical Permit Fee	1,295	1,500	205	16%	2,060	1,634
Gen Regulation Fees	-	-	-	20%	-	-
Total	\$12,421	\$14,974	\$2,553	21%	20,240	17,191

- Developer Permit Fees increases are recommended for March 1, 2024
  - providing the market some additional time to adjust
  - preventing receipt of an influx of applications during the holiday season



**Street Permit Fees**  
*Street and Traffic Bylaw, 1991, No. 6234*





## Background

- Any occupation of public space for exclusive use of adjacent construction sites requires a permit (ie **Temporary Building Zone** or **Temporary Street Occupancy** permit)
- TBZ and TSO fees cover “use of municipal property” and fall under Section 194(1)(b) of the Community Charter
  - municipal practice is to establish a “market rate” to ensure reasonableness
- CNV last increased TBZ and TSO fees in 2016, and found that rates then achieved the objectives of
  - providing sufficient space for construction-related activities
  - minimizing the footprint of construction projects on public space
- \$1 of fees collected in 2016 are now worth \$0.81.
- Density in the City since 2016 has increased, adding pressure to public spaces and City Streets

## Recommendation

- Increases to CNV's TBZ and TSO fees are now recommended
- Recommended fees compare to other municipalities as follows

Description	CNV Current Fee	CNV Proposed Fee	Increase (\$)	DNV Current Fee	DWV Current Fee	COV Current Fee
<b>Temp Building Zone</b>	\$2.50/ 10sqm/ day	\$3.05/ 10sqm/ day	\$0.55	\$2.50/ 10sqm/ day	\$2.00/ sqm/ week	\$3.72/ 10sqm/ day
<b>Temp Street Occupancy</b> (Annual estimate for 100sqm)	\$9,125	\$11,133	\$2,008	\$9,125	\$10,400	\$13,578
<b>Processing Fee</b>	\$80	\$80	-	\$134	\$115	-
<b>Population Density</b>		4,913/km <sup>2</sup>		549/km <sup>2</sup>	506/km <sup>2</sup>	5,750/km <sup>2</sup>

- Proposed increases would see CNV's TBZ and TSO fees competitive with the City of Vancouver's, another municipality with density.
- With updated fees, the impacts of construction activity on other users (pedestrians, cyclists, nearby residents, businesses) would be priced at 2016 levels, in real terms.



## Background

- CNV levies connection fees when developers require connections to CNV's Water and Sewer & Drainage utilities.
- Connection fees haven't been updated since 2021, and were only increased marginally from 2017-2021.
  - \$1 of fees collected in 2017 are now worth \$0.82.
- CNV reviewed inflation of common materials in early 2022 and found that costs off some items increased up to 200% over the previous year.
- There is now a shortfall between CNV's Water, Sewer & Drainage connection fees and the cost of providing connections.

Description	CNV's Existing Fixed Fee	CNV Avg. Cost (2023)	Shortfall
Water Service Connection	\$5,500	\$9,227	(\$3,727)
Sewer Connection	\$5,500	\$8,209	(\$2,709)
Drainage Connection	\$5,300	\$6,626	(\$1,326)

## Recommendations

- Connection fees are proposed to be increased between \$1,600 and \$4,100 to eliminate shortfalls that would otherwise be funded by flat rate charges to residents
- The following table highlights connection fees for a typical single unit dwelling.

Description	CNV Current Fee	CNV Proposed Fee	Increase	Shortfall	DNV Costs <sup>(a)</sup>	DWV Current Fee
<b>Water Connection</b>	\$5,500	\$9,600	\$4,100	(\$3,727)	~\$10,000	At Cost
<b>Sewer Connection</b>	\$5,500	\$8,600	\$3,100	(\$2,709)	~\$11,500	At Cost
<b>Drainage Connection</b>	\$5,300	\$6,900	\$1,600	(\$1,326)	~\$9,000	At Cost

*(a) DNV's posted fees do not include restoration costs (ie. paving and sidewalks) like CNV's posted fees. DNV Costs include posted fees and estimated restoration costs for a typical property*



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## Cemetery Fees

*North Vancouver Cemetery Bylaw, 2011, No. 8109*

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## Background

- The North Vancouver Cemetery is operated by CNV to serve the residents of both the City and District of North Vancouver without drawing from either municipalities' tax base.
- The cemetery relies on fee revenue to
  - support administration and maintenance
  - raise capital funds for future expansion
  - support the long term care of the site once cemetery operations cease
- CNV last reviewed and updated its Cemetery Fees in 2022.
- Ongoing rate increases are needed to compensate for inflation and ensure sufficient funds are in the Cemetery Care Fund in ~2060 to fund perpetual maintenance when the site will need to close.

## Recommendation

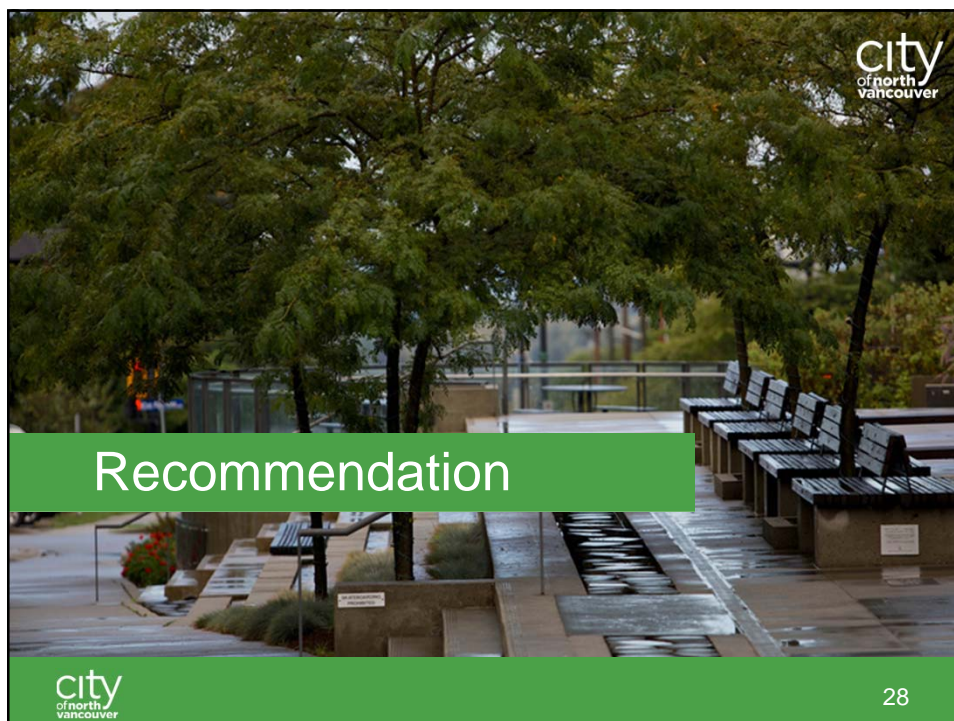
- The recommended fee increases are in line with inflation.

Description	CNV Current Fee	CNV Proposed Fee	\$ Increase	% Increase
<b>Adult Casket Single-depth</b> (In-ground Interments Resident Fees)	\$8,250	\$8,510	\$260	3.1%
<b>Adult Casket Single-depth</b> (In-ground Interments Non-Resident Fees)	\$13,550	\$13,980	\$430	3.2%
<b>Cremation Lot with 1st Interment</b> (In-ground Interments Resident Fees)	\$3,300	\$3,410	\$110	3.3%
<b>Cremation Lot with 1st Interment</b> (In-ground Interments Non-Resident Fees)	\$5,900	\$6,090	\$190	3.2%
<b>Niche with 1st Interment (mid 2 rows)</b> (Columbarium Niche Resident Fees)	\$2,850	\$2,940	\$90	3.2%
<b>Niche with 1st Interment (mid 2 rows)</b> (Columbarium Niche Non-Resident Fees)	\$3,630	\$3,750	\$120	3.3%

## Regional Cemetery Fees

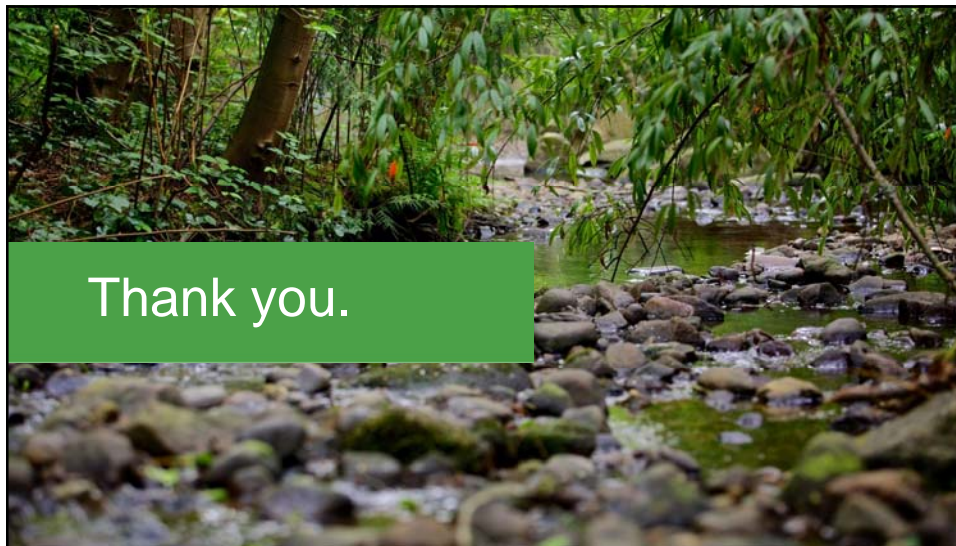


- Recommended fees would see charges significantly less than the City of Vancouver (another municipality with density)



## Recommendation

- THAT the following Bylaws be considered
  - “North Vancouver **Cemetery** Bylaw, 2011, No. 8109, Amendment Bylaw, 2023, No. 8961” (Fee Schedule and Memorial Regulations);
  - “**Street and Traffic Bylaw**, 1991, No. 6234, Amendment Bylaw, 2023, No. 8979” (Schedule F – Fees);
  - “**Water Utility** Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 8980” (Schedule A – Water Services Fees);
  - “**Sewerage and Drainage Utility** Bylaw 1995, No. 6746, Amendment Bylaw, 2023, No. 8981 (Schedule A – Sewer and Drainage Services Fees);
  - “**Construction Regulation** Bylaw, 2003, No. 7390, Amendment Bylaw, 2023, No. 8982” (Schedule A – Fees and Deposits);
  - “**Bylaw Notice Enforcement** Bylaw, 2018, No. 8675, Amendment Bylaw, 2023, No. 8983” (Schedule A – Street and Traffic Bylaw Penalties); and
  - “**Fees and Charges** Bylaw, 1993, No. 6383, Amendment Bylaw, 2023, No. 8984” (Schedule C – Filming Fees).




Thank you.



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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 Fees and Charges Review

Date: November 15, 2023

File No: 05-1715-20-0001/2023

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

**RECOMMENDATION**

PURSUANT to the report of the Chief Financial Officer, dated November 15, 2023, entitled "2023 Fees and Charges Review":

THAT the following bylaws be considered:

- "North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2023, No. 8961" (Fee Schedule and Memorial Regulations);
- "Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2023, No. 8979" (Schedule F – Fees);
- "Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 8980" (Schedule A – Water Services Fees);
- "Sewerage and Drainage Utility Bylaw 1995, No. 6746, Amendment Bylaw, 2023, No. 8981 (Schedule A – Sewer and Drainage Services Fees);
- "Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2023, No. 8982" (Schedule A – Fees and Deposits);
- "Bylaw Notice Enforcement Bylaw, 2018, No. 8675, Amendment Bylaw, 2023, No. 8983" (Schedule A – Street and Traffic Bylaw Penalties); and
- "Fees and Charges Bylaw, 1993, No. 6383, Amendment Bylaw, 2023, No. 8984" (Schedule C – Filming Fees).

## ATTACHMENTS

1. Proposed Bylaw Notice Enforcement Bylaw, No. 8675, excerpt of tracked changes version (CityDocs [2383264](#))
2. Proposed Fees and Charges Bylaw, No. 6383, excerpt of tracked changes version (CityDocs [2383301](#))
3. Proposed Construction Regulation Bylaw, No.7390, excerpt of tracked changes version (CityDocs [2383230](#))
4. Proposed Street and Traffic Bylaw, No. 6234, excerpt of tracked changes version (CityDocs [2380852](#))
5. Proposed Water Utility Bylaw, 1994, No. 6417, excerpt of tracked changes version (CityDocs [2380860](#))
6. Proposed Sewerage and Drainage Utility Bylaw 1995, No. 6746, excerpt of tracked changes version (CityDocs [2380875](#))
7. Proposed North Vancouver Cemetery Bylaw, No. 8109, tracked changes version (CityDocs [2388847](#))
8. Bylaw Notice Enforcement Bylaw, 2018, No. 8675, Amendment Bylaw, 2023, No. 8983 (CityDocs [2380478](#))
9. Fees and Charges Bylaw, 1993, No. 6383, Amendment Bylaw, 2023, No. 8984 (CityDocs [2380481](#))
10. Construction Regulation Bylaw, 2003, No.7390, Amendment Bylaw, 2023, No. 8982 (CityDocs [2380476](#))
11. Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2023, No. 8979 (CityDocs [2380473](#))
12. Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 8980" (CityDocs [2380474](#))
13. Sewerage and Drainage Utility Bylaw 1995, No. 6746, Amendment Bylaw, 2023, No. 8981 (CityDocs [2380475](#))
14. North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2023, No. 8961 (CityDocs [2333237](#))

## SUMMARY

This report provides Council with an overview of staff's review of the City of North Vancouver's fees, charges and fines, and seeks Council's endorsement for proposed changes to select bylaws to accommodate the changes recommended by staff following the reviews.

## BACKGROUND

Section 194(1) of the Community Charter allows Council to impose fees payable in respect of the following:

- a) All of part of a service of the municipality [194(1)(a)],



- b) The use of municipal property [194(1)(b)], and
- c) The exercise of authority to regulate, prohibit or impose requirements [194(1)(c)]

Local Governments are also empowered by various legislation to set fines and penalties (*Community Charter, Local Government Act, Local Government Bylaw Notice Enforcement Act and the Offense Act*).

The City of North Vancouver's ("CNV") fees and fines are captured in numerous bylaws. Many of these user fees and fines have not been increased for a considerable period.

CNV's Corporate Business Plan has a 2023-24 initiative to "Complete a Consolidated Fee Bylaw to improve the visibility of, and transparency behind, the City of North Vancouver's fees". A consolidated Fee Bylaw is also being prepared to:

- Make it more efficient for Council to consider changes
- Make it easier for the public to locate CNV's fees
- Enable straight forward annual inflationary adjustments to CNV's fees when needed

The first milestone of this 2023-24 initiative, being brought to Council at this time, is a report on select fees and charges that have been identified as the most material ones that are not recovering costs, not creating optimal incentives and disincentives, and are collectively placing an unnecessary burden on tax payers.

## DISCUSSION

All departments have reviewed their fees, charges, fines and penalties with Finance to identify and quantify recommended changes. Changes proposed are primarily guided by:

- Relevant legislation
- Cost recovery analysis specific to services provided
- Market rates to reflect foregone opportunity costs when use of municipality property is involved
- Behaviour incentives and disincentives

Comparative fee levels from other municipalities or industry as well as changes in inflation since previous fee adjustments is also provided for benchmarking purposes.

The following is a summary of the changes being proposed for implementation.

Bylaw	Fee Group	Department
Bylaw Notice Enforcement	Bylaw Enforcement Fees	Public Safety
Fees & Charges	Filming Fees	Engineering, Parks & Env
Construction Regulation	Developer Permits & Fees	Planning & Development
Streets and Traffic	Street Permit Fees	Engineering, Parks & Env
Water Utility	Connection Fees	
Sewer & Drainage Utility		
NV Cemetery	Street Permit Fees	

Several of the fees included in this report for review will influence the municipal costs incurred by developers within the City. For this reason, a comparison of estimated municipal costs associated with building an average mid-block duplex to replace a single unit dwelling was undertaken across the North Shore. CNV staff created the estimates for DNV and DWV using publically available data where possible, and assumptions based on CNV actuals otherwise. This comparison does not include taxes, density related charges (not typically relevant for a mid-block duplex) or other amounts due to other levels of government or collected by the municipality on behalf of other levels of government. The comparison is intended to be a straight comparison of the charges levied and retained by CNV versus other North Shore municipalities for a model development.

	CNV Current	CNV Proposed	DNV Current	DWV Current
Building Permit Fees <sup>1</sup>	12,000	15,000	17,000	14,000
Density and Community Benefits <sup>2</sup>	6,000	6,000	37,000	51,000
Utility Severance and Connection <sup>3</sup>	20,000	29,000	24,000	29,000
Offsite Costs <sup>4</sup>	25,000	25,000	12,000	25,000
	<b>63,000</b>	<b>75,000</b>	<b>90,000</b>	<b>119,000</b>

<sup>1</sup>Building Permit Fees include building, plumbing, gas and electrical and were calculated based on an average construction value of \$1.2M.

<sup>2</sup>Density and Community Benefits include Community Amenity Contributions (CAC) and Developer Cost Charges (DCC). Community amenity contributions are not required for a duplex in the CNV. The DNV prescribes a fee of \$7,140 per new unit and the DWV using 75% of the "land lift" of the rezoning of a single unit dwelling. The most recent DWV zoning amendment to accommodate a duplex (July 2021) included a voluntary CAC of \$37,500 in cash.

<sup>3</sup>Utility Severance and Connections assume a severance and connection of sanitary, storm and water. Connections are billing differently across the three municipalities with CNV charging flat rate for most duplexes and DWV charging completely at cost. The DNV charges flat rates for connections less than 3m deep with remediation charged at cost. CNV average actual costs were as at-cost estimates for DWV in this exercise.

<sup>4</sup>Offsite costs include street lighting, sidewalks, curb/gutter and landscaping. CNV estimated offsite costs of \$25,000 were assumed to be equivalent for all municipalities, however, DNV's estimate was reduced by the \$13,100 assumption of at-cost remediation included within Utility connections.

<sup>5</sup>Temporary Building Zone (TBZ) and Temporary Street Occupancy (TBO), are typically not charged during construction of a duplex and have therefore been excluded from this calculation.



## **Bylaw Fines - Public Safety (Bylaws):**

### **“Bylaw Notice Enforcement Bylaw, 2018, No. 8675”**

The effective date of this bylaw amendment is January 1, 2024.

#### **Description:**

This bylaw sets out the fines and penalties for violating rules related to City streets and traffic, including parking, oversized vehicles, damage to streets, etc. as well as various other fines, including those related to disposal of lit materials, such as cigarettes. Current fines range from \$35 to \$500, depending on the type and severity of the violation, and if payments are made early or late.

CNV's fines are levied under compliance with *Local Government Bylaw Notice Enforcement Act* – Section 6(3), which states that a penalty under this section may not exceed \$500. It's possible for fines to be higher under the *Community Charter Bylaw Enforcement Ticket Regulation* or the *Offence Act*, but CNV's costs of enforcing fines using either of these tools often involves court proceedings and related legal fees, so CNV has historically relied on the *Local Government Bylaw Notice Enforcement Act* to create needed disincentives.

#### **Analysis:**

CNV faces challenges in ensuring compliance and deterring repeat offenders, as current fines may not reflect the true environmental or social impacts of parking or other violations. Raising the cost of fines will help deter individuals from contravening various local bylaws, including those relating to illegal parking and disposal of lit substances. Higher parking fines can help improve traffic flow, reduce congestion, and increase public safety on City streets, while higher fines for incorrect disposal of lit substances can improve public safety by reducing the risk of fire.

Increases to fines in the City of North Vancouver are recommended based on the following:

- **Public Safety:** Raising the cost of parking fines and incorrect disposal of lit substances can serve as a deterrent for illegal activity. Changes to parking fines can help to improve the flow of traffic and reduce congestion on City streets, while changes to fines regarding lit substances can reduce risk of fire.
- **Inflation:** Most fines have not been increased since bylaw inception in 2018. Per the Bank of Canada, inflation has increased by 20% over this period, driving the real cost of fines lower over time, reducing the disincentive to violate City bylaws.



A cost recovery analysis is not applicable for penalties, which are intended to discourage behaviour, rather than recover costs or generate revenue for CNV.

The following table outlines fines where greater or less than inflationary increases are being recommended for reasons outlined in the footnotes below:

Description	CNV Current Penalty	CNV Proposed Penalty	Increase	DNV Current Penalty
Unlawful Fire or Lit Material <sup>1</sup>	\$75	\$500	\$425	\$500
Within 6m of a cross walk <sup>2</sup>	\$50	\$110	\$60	\$75
Within 6m of an intersection <sup>3</sup>	\$50	\$110	\$60	\$75
Within 6m of a stop sign <sup>4</sup>	\$50	\$110	\$60	\$75
Over 6.1Min length 6pm to 6am <sup>5</sup>	\$55	\$110	\$55	\$100
Parked unattached Trailer <sup>6</sup>	\$55	\$110	\$55	\$75
Parked unattached Trailer to vehicle incapable of towing trailer <sup>7</sup>	\$55	\$110	\$55	\$75
Damage/Excavate Street without approval <sup>8</sup>	\$100	\$450	\$350	\$130
Truck off designated truck route without approval <sup>9</sup>	\$100	\$450	\$350	\$500
Vehicle Weight Loads <sup>10</sup>	\$155	\$200	\$95	\$200
Dimensions <sup>11</sup>	\$155	\$200	\$95	\$200
Unsecured vehicle load <sup>12</sup>	\$155	\$200	\$95	\$200
Jaywalking (crosswalk) <sup>13</sup>	\$100	\$45	(\$55)	\$130

- 1) This is to ensure that the maximum allowable fine is charged across the CNV for incorrect disposal of cigarettes by aligning Parks Regulation Bylaw No. 6611 Section 901.5 – Unlawful Fire or Lit Material “No person shall throw or place upon the ground any lighted match, cigar, cigarette or other burning substance...” with Fire Bylaw No. 8852 Section 5.3(c) “A person must not:...Dispose of any lighted or extinguished cigarette, cigar, match, smoking or vaporizing equipment or other burning substance except into a garbage container or other container designed for such disposal”.

- 2-4) There is potential for serious injury when a vehicle is parked too close to a crosswalk or intersection and the frequency of occurrences warrants a larger increase to help deter drivers from putting others at risk.
- 5) CNV has two penalties associated with oversized vehicles, (1) Over 4500kg GVWR and (2) Over 6.1 m length. Different penalties for oversized vehicles cannot be charged under the same bylaw. The Over 6.1m in length penalty is proposed to be raised to match the Over 4500kg penalty, and adjusted for inflation.
- 6-7) Trailers can pose a public safety risk when unattached or attached to a vehicle incapable of towing it, especially when on hills. Loaded/unattached trailers are often left around the City and often outside of construction sites.
- 8) The cost and time to repair damaged City infrastructure can be high. The ability to recoup the costs associated with the repairs can be difficult and sometimes non-existent. The higher penalty amount would help to deter individuals or companies from causing damage to City property.
- 9-11) Arterial roads and arterial with the Truck Route designation are constructed to support greater loads including oversized vehicles. When trucks detour through other streets not designed for regular truck use, they can cause immediate damage or degrade the roadway surface at an accelerated rate.
- 12) Unsecured loads on vehicles create significant risks to all other users of the roadways and create potential for serious injuries.
- 13) The Streets and Traffic bylaw previously had two separate charges for Jaywalking with a higher penalty (\$100) imposed for jaywalking where there is a signalized or marked crosswalk. These penalties are recommended to be aligned at \$45.

The following table shows ten of the more frequent fines (accounting for 80% of CNV's parking fine related revenues) as compared to DNV (whose fines were readily available) as a benchmarking exercise only.

Description	CNV Current Penalty	CNV Proposed Penalty	Incr.	DNV Current Penalty
Overtime Parking <sup>1</sup>	\$50	\$60	\$10	\$60
Expired Metre <sup>2</sup>	\$45	\$55	\$10	\$60
Within 5m of Fire Hydrant <sup>3</sup>	\$100	\$110	\$10	\$75
Contrary to Traffic Control Device <sup>4</sup>	\$50	\$60	\$10	\$75
Impeding Traffic <sup>5</sup>	\$100	\$110	\$10	\$130
Parked Longer than 72 Hours <sup>6</sup>	\$45	\$55	\$10	\$75
Parked on Sidewalk or Boulevard <sup>7</sup>	\$100	\$110	\$10	\$75
Within 3m of Driveway <sup>8</sup>	\$50	\$60	\$10	\$75
Within 3m of Lane <sup>9</sup>	\$50	\$60	\$10	\$75



Parked in a Lane <sup>10</sup>	\$50	\$60	\$10	\$75
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- 1) *Overtime Parking* refers to exceeding the limit in a designated time-limited zone. Overtime parking is prohibited in some areas to ensure the smooth flow of traffic, the safety of pedestrians and cyclists, and the availability of parking spaces for other users.
- 2) An *Expired Meter* offense occurs when the time on a parking meter or pay station runs out before the user exits the space. Offenses impact circulation of residents in busy shopping and other popular areas of the City.
- 3) Parking *Within 5m of a Fire Hydrant* is prohibited as it is a safety hazard for the community. Firefighters need to access the hydrants quickly and easily, without any obstruction from parked vehicles.
- 4) Parking in a place or manner that is *Contrary to a Traffic Control Device* (ie sign, signal, line, meter, marking, space, or barrier) placed to regulate, warn, guide traffic, or that gives notice of stopping, standing, or prohibited parking is prohibited.
- 5) *Impeding Traffic* creates safety hazards and inconvenience for other road users.
- 6) *Vehicles Parked Longer than 72 hours* in a park or on a roadway create safety hazards, environmental issues, interfere with road maintenance activities, create aesthetic problems for the community, and impact circulation of residents in busy shopping and other popular areas of the City.
- 7) *Vehicles Parked on Sidewalks or Boulevards* create safety hazards, accessibility issues, and environmental damage, as well as interfere with snow removal, street cleaning, and emergency services.
- 8-10) *Vehicles Parked within 3m of Driveway/Lane/in a Lane* can block the access or visibility of the property owner or other road users, create safety hazards, and inconvenience pedestrians, cyclists, and emergency vehicles.

Other recommended changes in fines are recommended to account for inflationary changes since 2018. For a full list of recommended changes, please refer to **Attachment # 1**

### **Fees for Filming – Engineering, Parks & Environment:**

#### **“Fees and Charges Bylaw, 1993, No. 6383”**

The effective date of this bylaw amendment is January 1, 2024.

#### **Description:**

The Fees and Charges bylaw authorizes various CNV fees, including those relating to film production, which have been included in this review. Film Liaison fees, RCMP fees,



Fire department fees and various location specific fees (Shipyards, Library, Cemetery, etc.) have been identified as those recommended for an update at this time.

Analysis:

Increases to fees for filming are based on the following analysis:

- Cost recovery: Some fees being updated, such as the hourly RCMP fees, have a direct relationship with the costs required by CNV to deliver the service.
- Inflation: some of these fees have not been increased since 2016. Per the Bank of Canada, CPI has increased by 22% over this period. Each year since 2016, revenues from filming fees have compensated CNV and residents less for use of public spaces.

A comparison has also been made across the North Shore, but as a benchmarking exercise only.

The following table highlights existing fees in this bylaw recommended for update:

Description	CNV Current Fee	CNV Proposed Fee	Increase (\$)	DNV Current Fee	DWV Current Fee
Street Meter Charges <sup>1</sup>	\$15	Note 1	N/A	N/A	N/A
Parking Stall Charges <sup>2</sup>	\$15	Note 2	N/A	N/A	N/A
RCMP Officer (hourly) <sup>3</sup>	\$155	\$163	\$8	\$163	\$140
RCMP Sergeant (hourly) <sup>3</sup>	\$185	\$194	\$9	\$194	\$160
City Library (daily) <sup>4</sup>	\$1,000	\$2,500	\$1,500	\$2,500	\$1,100 - \$5,000
Cemetery Ground Interment Preparation <sup>5</sup>	\$1,600	\$1,760	\$160	N/A	N/A
Film Liaison on Site <sup>6</sup>	\$75	\$80	\$5	\$85	\$86

Notes on proposed increases:

- 1) *Street Meter Charges* is a fee that allows film productions to occupy meter parking spaces at 225-275 East 15<sup>th</sup> Street and 1301-1455 St. Andrews Avenue. The current rate for film production companies is \$15 per day and it is recommended that the rate to be adjusted to correlate with the current street meter daily rates charged to other users.
- 2) Filming productions are charged *Parking Stall Charges* should they occupy parking stalls at the 112 East 1<sup>st</sup> Street surface lot and/or the Library. The current rate for film production companies is \$15 per day and it is recommended that the rate to be adjusted to correlate with the current parking stall daily rates charged to other users.

- 3) *RCMP Officer* and *RCMP Sergeant* fees are charged for RCMP coverage related to filming. The increase will cover the mileage rate for officers to drive to the detachment to undertake the overtime and to cover meal breaks, to enable cost recovery. Min 4 hours.
- 4) *City Library (daily)* location fee is proposed to be increased from \$1,000 per day to \$2,500 per day as this fee is no longer valuing the use of CNV's municipal property in line with the other North Shore municipalities.
- 5) It's recommended that the Cemetery Ground Interment Preparation fee be adjusted from \$1,600 per day to \$1,760 per day in order to align this fee with non-filming related Preparation and Placement fees approved in CNV's Cemetery Bylaw 8109.
- 6) The *Film Liaison on Site* is the person who liaises between the film production organization and local businesses, working to ensure good relations are established and maintained between businesses and film productions. This fee has not been updated since 2020 and the increase is intended to recover the costs to have a 3<sup>rd</sup> party to assist on site, which is current practice. The 6.7% increase is less than inflation over the period.

One new fee is recommended to be added to the Bylaw as a part of this review:

Description	CNV Proposed Fee
<b>Shipyards Public Realm Lunch Tents<sup>7</sup></b>	<ul style="list-style-type: none"><li>• \$250 daily for a tent no larger than 20x40</li><li>• \$500 daily per tent larger than 20x40</li><li>• \$1,000 daily for tents that encompass the entire space</li></ul>

- 7) It is not clearly stated in Fees & Charges Bylaw 6383 what fees apply for use of tents by film companies at the Shipyards, which is a common occurrence. It is recommended that designated areas at The Shipyards be added to the Bylaw and that the tent fees added be consistent with fees established for use of tents in parks. The current fee for lunch tents in Parks is \$250 per day, and it's recommended that a similar fee be established for similar 20x40 tents used at the Shipyards (typical for smaller sized film projects). Higher fees have also been recommended for tents with larger footprints and tents encompassing the entire space.

### **Developer Permits and Fees - Planning and Development:**

#### **“Construction Regulation Bylaw, 2003, No.7390”**

The effective date of this bylaw amendment is March 1, 2024.

#### **Description:**



Local governments regulate the construction and renovation of structures to ensure the safety of occupants and achievement of policy objectives in the general public interest. This bylaw has been enacted for the purpose of regulating construction and renovation within the City, and sets out the permitting of building construction, plumbing systems, and electrical and gas installations. Intended to be a fully cost recovered service, permit applicants are required to pay fees in accordance with a fee schedule.

#### Analysis:

CNV's permit fees were last updated in 2011. Over the past 12 years, with average construction values increasing and a 35% increase to CPI (per Bank of Canada), a gap has emerged between the fee revenue coming into CNV and the costs being incurred to deliver the services.

Municipal processing costs relating to construction administration have increased since 2011, due to several factors. For example, the City's increasingly complex built environment and regulatory changes needed to respond to climate change have increased construction administration complexity, resulting in increased staff review and inspection requirements.

A financial analysis was performed that determined a permit fee increase was necessary to enable cost recovery. This analysis is summarized in the table below:

(Thousands)	2018	2019	2020	2021	2022	Avg.
<b>Revenues</b>	6,047	3,099	3,370	4,817	6,298	\$4,726
<b>Costs</b>	5,156	4,898	5,462	7,210	7,196	5,984
<b>Surplus (Deficit)</b>	\$891	(\$1,799)	(\$2,092)	(\$2,393)	(\$898)	(\$1,172)
<b>Surplus (Deficit) as a % of Revenues</b>	15%	-58%	-62%	-50%	-14%	-27%

The analysis shows that fee increases are needed to enable cost recovery. Increasing the fees identified in **Attachment 3** by 20% is recommended.

Comparison has been made across the North Shore as a benchmarking exercise only. The following table highlights permit fees for a typical duplex.

Description	CNV Current Fee	CNV Proposed Fee	Increase (\$)	Increase (%)	DNV Current Fee	DWV Current Fee
<b>Building Permit Fees<sup>1</sup></b>	\$10,026	\$12,031	\$2,005	20%	\$16,728	\$14,024
<b>Plumbing Permit Fees<sup>2</sup></b>	\$944	\$1,113	\$169	20%	\$1,222	\$1,203



Gas Permit Fee <sup>3</sup>	\$156	\$330	\$174	53%	\$230	\$330
Electrical Permit Fee <sup>4</sup>	\$1,295	\$1,500	\$205	14%	\$2,060	\$1,634
General Regulation Fees <sup>5</sup>	-	-	-	20%	-	-
<b>Total</b>	<b>\$12,421</b>	<b>\$14,974</b>	<b>\$2,553</b>	<b>21%</b>	<b>\$20,240</b>	<b>\$17,191</b>

\* CNV is one of 10 municipalities to have retained the authority to regulate the installation of electrical and gas systems on behalf of Technical Safety BC

Assumptions behind fee calculations for a typical duplex dwelling:

- 1) Building Permit Fee is a permit fee that is based on a \$1.2M average construction value for a duplex.
- 2) The Plumbing Permit fee consists of plumbing fixtures, sprinkler heads and service pipes and is based upon the number of fixtures, heads and meters required for installation and is based on an industry average (30 fixtures, 35 heads, 30 meters).
- 3) The Gas Permit fee is based upon the number of appliances required for installation. Above table is based on an average of 5 appliances. The proposed fee increase supports cost recovery, but changes are also proposed to better align permit fees with Technical Safety BC regulations for consistency.
- 4) The Electrical Permit fee is based upon the value of the proposed electrical installation including all material and labour (an average \$30K electrical installation is assumed in the table above). Independent of electrical value, the electrical permit also includes a Temporary Power Pole. The fee increase supports cost recovery, but proposed changes also better align permit fees with Technical Safety BC regulations for consistency.
- 5) General Regulation Fees consists of a group of fees associated with penalties, re-inspections, changes and additional applications. These fees are not anticipated on a typical project, so a nil cost is shown in the table above. An increase of 20% is however proposed across all fees in this category to align with other increases and support a balanced cost recovery.

The following table highlights permit fees for a typical (29 Unit 6 Storey) multi-unit:

Description	CNV Current Fee	CNV Proposed Fee	Increase (\$)	Increase (%)	DNV Current Fee	DWV Current Fee
Building Permit Fees <sup>1</sup>	\$44,856	\$53,827	\$8,971	20%	\$76,068	\$58,744
Plumbing Permit Fees <sup>2</sup>	\$4,866	\$5,725	\$859	20%	\$6,493	\$5,740
Gas Permit Fee <sup>3</sup>	-	-	-	53%	-	-
Electrical Permit Fee <sup>4</sup>	\$6,919	\$7,850	\$931	14%	\$11,940	\$9,539

General Regulation Fees <sup>5</sup>	-	-	-	20%	-	-
<b>Total</b>	\$56,641	\$67,402	\$10,761	19%	\$94,501	\$74,023

Assumptions behind fee calculations for a typical multi-unit dwelling:

- 1) Building Permit Fee is a permit fee that is based on a 29 Unit 6 Storey development with a construction value of \$5.5M.
- 2) The Plumbing Permit fee consists of plumbing fixtures, sprinkler heads and service pipes and is based upon the number of fixtures, heads and meters required for installation and is based on the above multi-unit (159 fixtures, 347 heads, 550 meters).
- 3) The Gas Permit fee is based upon the number of appliances required for installation. This hypothetical multi-unit is assumed not to have gas appliances.
- 4) The Electrical Permit fee is based upon the value of the proposed electrical installation including all material and labour (\$400K electrical installation value is assumed in the table above). Independent of electrical value, the electrical permit also includes a Temporary Power Pole.
- 5) General Regulation Fees consists of a group of fees associated with penalties, re-inspections, changes and additional applications. These fees are not anticipated on a typical project, so a nil cost is shown in the table above.

Changes to CNV's Gas and Electrical fees are also proposed to align with Technical Safety BC's fee structure and rates. As the vast majority of contractors are more familiar with the broader-reaching Technical Safety BC permit requirements, this alignment will enable more efficient permit application processes for both clients and staff.

The fee increases proposed will enable CNV to cost recover, are below inflation, and are comparable to fees in the North Shore municipalities. Additionally, any fees with applications initiated before March 1, 2024 remain under the old fee structure, providing the market with some time to adjust.



## **Street Permit Fees - Engineering, Parks and Environment:**

### **Street and Traffic Bylaw, 1991, No. 6234**

The effective date of this bylaw amendment is January 1, 2024.

#### **Description:**

This bylaw regulates traffic and the use of streets within the City of North Vancouver. With regards to transportation and the increase in development in the City, typical community concerns raised are around restricted access, safety, delays, and inconvenience due to construction activities that occupy portions of the road, boulevard, sidewalk, bike facilities and multi-use paths (public space). Any occupation of public space for exclusive use of adjacent construction sites therefore requires a temporary street use permit, of which there are a few options, including:

- Temporary Building Zone ("TBZ") permit allows an on-street area adjacent to the construction site to be designated for the exclusive use of vehicles engaged in construction activities of that site.
- Temporary Street Occupancy ("TBO") Permit allows a public space to be reserved and fenced off for the exclusive use of a construction site's activities, including storage.

Included in the bylaw are TBZ and TSO fees.

#### **Analysis:**

CNV last increased temporary street use permit fees in 2016, and found that rates then achieved the objectives of providing sufficient space for construction-related activities, while at the same time minimizing the footprint of construction projects on public space.

Per the Bank of Canada, CPI has increased by 22% since 2016. With fees not being updated over the last 7 years, they have fallen out of line with other construction costs, resulting in public space being under priced. The incentive to minimize the footprint of construction projects on public space is therefore significantly reduced. An inflationary increase is therefore being recommended to update the TBZ and TSO fees to restore the incentive to minimize the footprint of construction projects on public space to levels established in 2016 (***Attachment 4***).

A regional comparative has been used as a benchmarking exercise only. The following table compares existing and recommended fees in this bylaw to other North Shore Municipalities, as well as the City of Vancouver, where density is similar to the City of North Vancouver:



Description	CNV Current Fee	CNV Proposed Fee	Increase (\$)	DNV Current Fee	DWV Current Fee	CoV <sup>(b)</sup> Current Fee
<b>TBZ Fee</b> (per 10sqm/day)	\$2.50	\$3.05	\$0.55	\$2.50	\$2.00	\$3.72
<b>TSO Fee</b> (Est. for 100sqm p.a.)	\$9,125	\$11,133	\$2,008	\$9,125	\$10,400	\$13,578
<b>Processing Fee<sup>(a)</sup></b>	\$80	\$80	-	\$134	\$115	-
<b>Population Density</b>		4,913/km <sup>2</sup>		549/km <sup>2</sup>	506/km <sup>2</sup>	5,750/km <sup>2</sup>

(a) Processing Fee applies both for TBZ and TSO Permits

(b) CoV refers to the City of Vancouver

While this increase would see CNV have higher TBZ and TSO fees versus the other North Shore municipalities, these fees would still be much less than the City of Vancouver's, where density is similar to that in the City of North Vancouver. With updated fees, the overall impacts of construction activity on other users, such as pedestrians, cyclists, and nearby residents and businesses, would be reduced.

### **Connection Fees - Engineering, Parks and Environment:**

**“Water Utility Bylaw, 1994, No. 6417”**

**“Sewerage and Drainage Utility Bylaw 1995, No. 6746”**

The effective date of these bylaw amendments is January 1, 2024.

#### **Description:**

The Water and Sewer & Drainage Utility bylaws provide for the operation and management of City utilities, including the setting of rates and fees. Within these utilities, CNV levies connection fees when developers require connections to CNV's Water, Sewer & Drainage utilities.

#### **Analysis:**

Connection fees have not been updated since 2021, and were only increased marginally between 2017 and 2021. For example, for the Sewer & Drainage utility, fees increased approximately 4% between 2017 and 2021 compared to general inflation of over 20% over that same period. The Engineering, Parks & Environment department also did a cursory review of common materials in early 2022 and found that costs on average were increasing 44% with some individual items increasing in cost up to 200% over the previous year.

There is now a shortfall between CNV's Water and Sewer & Drainage connection fees and the actual cost of providing a connection. CNV is now bearing losses on connections as highlighted in the table below:

Description	CNV's Existing Fixed Fee <sup>(a)</sup>	CNV Avg. Cost (2023)	Shortfall
<b>Water Service Connection</b>	\$5,500	\$9,227	(\$3,727)
<b>Sewer Connection</b>	\$5,500	\$8,209	(\$2,709)
<b>Drainage Connection</b>	\$5,300	\$6,626	(\$1,326)

(a) Rates are for standard size connections (Water 19 mm, Sewer 100mm, and Drainage 150mm). Oversize connection fees are currently levied at cost.

Through the first half of 2023, the total loss incurred by CNV on completed fixed fee connections is approximately \$200,000. When connection fees do not cover the associated costs, the net shortfall has a detrimental effect on Utility reserve balances and puts additional pressure on overall rates.

Staff are proposing that connection fees increase above the average actual costs incurred in 2023 to account for the timing of payments received by CNV versus the length of time it takes for developers to advance projects to the stage where they are ready for CNV to install utility connections and incur costs (Utility service connections are more likely to be installed closer to the end of a development whereas fees are set and collected at earlier project stages), as shown in **Attachment 5** and **Attachment 6**. With labour shortages and supply chain challenges, projects are taking longer to complete, and this extended timeline is putting further pressures on the fees charged as there is a greater amount of time between CNV receiving fees and the work being completed. For example, 57% of the connections completed in the first half of 2023 were initiated in 2021 or earlier. This approximate 2 year lag between the time fees are collected and work is undertaken is predicted to continue.

Description	CNV Avg. Cost (2023)	2023-2025 Inflation Adjustment <sup>(a)</sup>	CNV Proposed Fee
<b>Water Service Connection</b>	\$9,227	\$373	\$9,600
<b>Sewer Connection</b>	\$8,209	\$391	\$8,600
<b>Drainage Connection</b>	\$6,626	\$274	\$6,900

(a) Bank of Canada forecast for inflation is 3.6% for 2023, 2.3% for 2024, and 2.1% for 2025. An inflationary adjustment of 2.2% p.a. used to adjust rates for an assumed 2 years between project initiation and completion (Proposed rates were also rounded to the nearest \$100).



A regional comparative has been used as a benchmarking exercise only. The following table compares existing and recommended fees in this bylaw to the other North Shore Municipalities:

Description	CNV Current Fee	CNV Proposed Fee	DNV <sup>(a)</sup>	DWV
Water Connection	\$5,500	\$9,600	\$9,900	At Cost
Sewer Connection	\$5,500	\$8,600	\$11,600	At Cost
Drainage Connection	\$5,300	\$6,900	\$9,100	At Cost

- (a) DNV charges a fee for standard size connections (ie Water 19 mm, Sewer 100mm, and Drainage 150mm), but unlike CNV, DNV charges separately for restoration work (ie asphalt paving at \$175 per square meter and sidewalk panels at \$2,215 for the first 3 meters or portion) and DNV charges at cost when work is below 3 meters. Therefore DNV's posted rates are not directly comparable to CNV's. DNV costs are estimates that assume (1) standard size connections (2) work is between 1.5m and 2.2m deep, and (3) typical water, sewer, and drainage restoration costs of \$4,600, \$4,600, and \$3,900, respectively.

The proposed "all in" costs are reasonable when compared to the other North Shore municipalities.

### **Cemetery Administration Fees - Engineering, Parks and Environment:**

#### **"North Vancouver Cemetery Bylaw, 2011, No. 8109"**

##### Description:

The North Vancouver Cemetery was established in 1893 and since 1907 has been operated by CNV to serve the residents of both the City and District of North Vancouver without drawing from either municipalities' tax base. As a result, the cemetery is to be self-funded, relying on fee revenue to support administration and maintenance, raise capital funds for future expansion, and to support the long term care of the site once cemetery operations have ceased.

##### Analysis:

A regular review of rates is necessary in order to ensure the operation of the site is self-funding and to ensure that sufficient funding is contributed to the cemetery's two



dedicated reserves: the Cemetery Development Fund and the Cemetery Care Fund. Rates are set to ensure there is an appropriate budget to maintain the grounds, provide cemetery services, and to allocate 25% of the fees to the Cemetery Care Fund, which is a legally required reserve to ensure the long-term maintenance of the site. Revenue generated beyond the annual operating costs and the Cemetery Care Fund contribution is deposited in the Cemetery Development Fund, which is a dedicated reserve for capital improvements to the facility. CNV last reviewed and updated its Cemetery Fees in 2022. The proposed increase to fees is 3% in 2023 (with some small differences due to rounding) as shown in **Attachment 7**.

Description	CNV Current Fee	CNV Proposed Fee	\$ Increase
Adult Casket Single-depth (In-ground Interments Resident Fees)	\$8,250	\$8,510	\$260
Adult Casket Single-depth (In-ground Interments Non-Resident Fees)	\$13,550	\$13,980	\$430
Cremation Lot with 1st Interment (In-ground Interments Resident Fees)	\$3,300	\$3,410	\$110
Cremation Lot with 1st Interment (In-ground Interments Non-Resident Fees)	\$5,900	\$6,090	\$190
Niche with 1st Interment (mid 2 rows) (Columbarium Niche Resident Fees)	\$2,850	\$2,940	\$90
Niche with 1st Interment (mid 2 rows) (Columbarium Niche Non-Resident Fees)	\$3,630	\$3,750	\$120

This increase supports the principle of the North Vancouver Cemetery remaining self funded, providing service to City and District residents without relying on either municipality's tax base. The updated fees will also ensure that the Cemetery Care Fund continues to grow, providing sufficient funding for the long-term maintenance of the site and continuing to generate a surplus to help increase the Cemetery Development Fund. This rate increase is necessary in order to maintain existing infrastructure, plan for future development and expansion and have a reasonable reserve for the long term sustainment of the site once cemetery operations have ceased.

The annual increase rate to fees of 3% is in line with the expected inflation rate in the mid term by Bank of Canada. This rate is a conservative measure, below the current level of inflation rates as of May 2023 but in line with mid-term expectations. The increase supports the North Vancouver Cemetery remaining self funded without relying on municipality's tax base. As a result, Cemetery Care Fund continues to grow and any surplus supports the growth of Cemetery Development Fund.

The recommended changes include changes to the fees and rates in the Bylaw's Schedule A, as well as marker requirements in Schedule B to coincide with the creation of the new lots. The main Bylaw has also been updated for other minor amendments:

- Adjust timing of payment requirements relative to bookings,
- Update the amount of cremated remains (and relationships between those buried) that can be held in a burial lot,
- Updated Disinterment & Exhumation Fees for Adult Casket Double-depth Crypts to provide different fees for upper/lower levels based on work required,
- Waive the cost of laying a second casket into a double depth lot when laid at the same time as the first casket,
- Other changes such as to update engraving standards, add rules for acknowledging veterans, clarify responsibilities for maintaining curbing in the Heritage section, update requirements for providing proof of residency, clarify where in-ground flower vases are permitted, update the requirements for memorial tablets, add definitions, and update general language are also proposed.

## **FINANCIAL IMPLICATIONS**

Financial implications are discussed throughout the report and in additional materials provided.

## **INTER-DEPARTMENTAL IMPLICATIONS**

Finance staff relied on their close working relationship with staff in other departments to identify items to be included within this report and provide rationale for the recommended increases.

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

Updating fees as recommended in this report is consistent with the City's Official Community Plan that notes CNV seeks to "Diversify its revenue to reduce reliance on property taxation ..." and CNV's Corporate Business Plan that includes the Outcome to be a "Fiscally Responsible Organization". The fees updated within this report are all

approved under the 2023-2027 Financial Plan, which was prepared and approved under the requirements of the *Community Charter*.

RESPECTFULLY SUBMITTED:



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Larry Sawrenko  
Chief Financial Officer



<b>"Parks Regulation Bylaw, 1996, No. 6611"</b>						
<b>Description</b>	<b>Section</b>	<b>A1 Compliance Agreement Available</b>	<b>A2 Penalty</b>	<b>A3 Early Payment Penalty</b>	<b>A4 Late Payment Penalty</b>	<b>A5 Compliance Agreement Discount</b>
Unlawful Concession in Park	501	No	\$125	\$100	\$150	N/A
Unlawful Presence in Park (Hours)	702	No	\$125	\$100	\$150	N/A
Damage to Trees	901.1	No	\$75	\$50	\$100	N/A
Erection of Structure	901.2	No	\$75	\$50	\$100	N/A
Damage Thing or Area	901.3	No	\$75	\$50	\$100	N/A
Remove or Dump Materials	901.4	No	\$225	\$200	\$250	N/A
Unlawful Fire or Lit Material	901.5	No	<del>\$75</del> \$500	<del>\$50</del> \$500	<del>\$100</del> \$500	N/A
Interfere with Drainage/ Watercourse	901.6	No	\$75	\$50	\$100	N/A
Interfering with Persons	901.7	No	\$75	\$50	\$100	N/A
Interfering with Lawful Use	901.8	No	\$75	\$50	\$100	N/A
Unlawful Organized Use	901.9	No	\$75	\$50	\$100	N/A
Disorderly Conduct/loitering	901.10	No	\$75	\$50	\$100	N/A
Animal or Fowl at Large	1001.1	No	\$75	\$50	\$100	N/A
Feeding/Interfering with Animal, Wildlife, Bird or Fish	1001.2	No	\$75	\$50	\$100	N/A
Riding Animal in Prohibited Area	1002.1	No	\$75	\$50	\$100	N/A
Out of Control Animal	1002.2	No	\$75	\$50	\$100	N/A
Rider Failing to Obey Lawful Traffic Direction	1002.3	No	\$75	\$50	\$100	N/A
Dog in Park Contrary to Schedule F	1003.1	No	\$120	\$100	\$150	N/A
Conveyance Unlawfully on Pedestrian Path or Roadway	1101.1	No	\$125	\$100	\$150	N/A
Unlawful Use of Vehicle	1101.2	No	\$125	\$100	\$150	N/A
Disobey Lawful Traffic Direction	1101.3	No	\$125	\$100	\$150	N/A
Skateboarding/ Rollerblading with no Helmet	1101.5	No	\$50	\$40	\$80	N/A
Parent or Guardian Permitting no Helmet	1101.6	No	\$75	\$50	\$100	N/A

“Street and Traffic Bylaw, 1991, No. 6234”						
Description	Section	A1 Compliance Agreement Available	A2 Penalty	A3 Early Payment Penalty	A4 Late Payment Penalty	A5 Compliance Agreement Discount
Overtime Parking	501.15	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Parked Longer than 72 Hours	505	No	\$45	\$35	\$75	N/A
Recreational Vehicle 24 hour parking	519	Yes	\$300	\$250	\$400	\$75
Overtime - parked on the Same Block	513	No	<del>\$55</del> \$45	<del>\$40</del> \$35	<del>\$95</del> \$75	N/A
Jaywalking	1103.1	No	\$45	\$35	\$75	N/A
No Valid Payment Coupon	1304	No	<del>\$55</del> \$45	<del>\$40</del> \$35	<del>\$95</del> \$75	N/A
Expired Meter	1304.4	No	<del>\$55</del> \$45	<del>\$40</del> \$35	<del>\$95</del> \$75	N/A
Parked on Sidewalk or Boulevard	501.1	No	<del>\$110</del> \$100	<del>\$95</del> \$90	<del>\$150</del> \$130	N/A
Within 3m of Driveway	501.2	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Within 3m of Lane	501.3	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Within 5m of Fire Hydrant	501.4	No	<del>\$110</del> \$100	<del>\$95</del> \$90	<del>\$150</del> \$130	N/A
Parked on Crosswalk	501.5	No	<del>\$110</del> \$100	<del>\$95</del> \$90	<del>\$150</del> \$130	N/A
Parked in Intersection	501.5	No	<del>\$110</del> \$100	<del>\$95</del> \$90	<del>\$150</del> \$130	N/A
Within 6m of Crosswalk	501.6	No	<del>\$110</del> \$60	<del>\$95</del> \$40	<del>\$150</del> \$80	N/A
Within 6m of Intersection	501.6	No	<del>\$110</del> \$60	<del>\$95</del> \$40	<del>\$150</del> \$80	N/A
Within 6m of Stop Sign	501.7	No	<del>\$110</del> \$50	<del>\$95</del> \$40	<del>\$150</del> \$80	N/A
Parked in a Lane	501.8	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Within 15m of Rail Crossing	501.9	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Advertising Selling or Repairing	501.10	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Double Parking	501.12	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
On a Bridge or In a Tunnel	501.13	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Contrary to Traffic Control Device	501.14	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Obstructing Visibility of Sign	501.16	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
In Front of a School	501.17	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Against Yellow Curb	501.18	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Impeding Snow Removal	501.19	No	<del>\$110</del> \$100	<del>\$95</del> \$90	<del>\$150</del> \$130	N/A
Impeding Fire Fighting	501.20	No	<del>\$110</del> \$100	<del>\$95</del> \$90	<del>\$150</del> \$130	N/A
Impeding Traffic	501.21	No	<del>\$110</del> \$100	<del>\$95</del> \$90	<del>\$150</del> \$130	N/A
Impeding Street Work	501.22	No	<del>\$110</del> \$100	<del>\$95</del> \$90	<del>\$150</del> \$130	N/A
Insecure Vehicle	501.23	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Drive over Hose	501.24	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Parked Facing Traffic Flow	503.1	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
2 way Street - Parked More 30cm From Curb	503.1	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
1 way Street - Parked More 30cm From Curb	503.2	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Parallel Parking - Parked Outside Painted Stall	503.3	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Parallel Parking – Occupying More than 2 Painted Stalls	503.3	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Improperly Parked on Grade	503.4	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Improper Angle Parking – Outside lines	504	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Improper Angle Parking – backed in/Front tires more than 30 cm from Curb	504	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Improper Use of a Loading Zone	509.1	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Improper Use of a Commercial Loading Zone	509.2	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Improper Use of a Passenger Loading Zone	509.3	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Improper Use of a Bus Zone as bus	509.4	No	<del>\$110</del> \$100	<del>\$95</del> \$90	<del>\$150</del> \$130	N/A
Improper Use of a Bus Zone as Canada Post	509.5	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Improper Use of a Bus Zone as taxi	509.6	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Improper Use of a Taxi Zone	509.7	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Improper Use of a Fire Zone	509.8	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Improper Use of a Shared Vehicle Zone	509.11	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Improper Use of a Resident Permit Only Zone	509.12	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Improper Use of a Special Parking Permit Zone	509.13	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Improper Use of an E-Bike Share Zone [Bylaw 8792, December 7, 2020]	509.14	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Skateboarding Without Helmet	408.8	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Skateboarding Without Helmet Under 16 Years of Age	408.9	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Blocking Intersection while in Traffic	502	No	<del>\$65</del> \$55	<del>\$50</del> \$45	<del>\$105</del> \$85	N/A

“Street and Traffic Bylaw, 1991, No. 6234”						
Description	Section	A1 Compliance Agreement Available	A2 Penalty	A3 Early Payment Penalty	A4 Late Payment Penalty	A5 Compliance Agreement Discount
Over 4500kg GVWR: 6pm to 6am	506	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Over 6.1 m length: 6pm to 6am	506	No	<del>\$110</del> \$65	<del>\$95</del> \$45	<del>\$150</del> \$85	N/A
No Permit for Oversize	507	No	<del>\$65</del> \$55	<del>\$50</del> \$45	<del>\$105</del> \$85	N/A
Parked Unattached Trailer	514	No	<del>\$110</del> \$65	<del>\$95</del> \$45	<del>\$150</del> \$85	N/A
Parked Trailer attached to Vehicle incapable of Towing Trailer	514	No	<del>\$110</del> \$65	<del>\$95</del> \$45	<del>\$150</del> \$85	N/A
Excessive Vehicle Idling	516	No	<del>\$65</del> \$55	<del>\$50</del> \$45	<del>\$105</del> \$85	N/A
No Municipal Decal	820.2	No	<del>\$65</del> \$55	<del>\$50</del> \$45	<del>\$105</del> \$85	N/A
Studded Tires May 1 to Sept 30	903.1	No	<del>\$65</del> \$55	<del>\$50</del> \$45	<del>\$105</del> \$85	N/A
Tire(s) Not In Good Order	903.2	No	<del>\$65</del> \$55	<del>\$50</del> \$45	<del>\$105</del> \$85	N/A
Sounding Horn in Quiet Zone	1001	No	<del>\$65</del> \$55	<del>\$50</del> \$45	<del>\$105</del> \$85	N/A
Driving on Closed Streets	404.1	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Loitering on Street	405	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Unauthorized crowds/groups	406	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Tethering Animals	407	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Sports on Streets	408	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Obey Peace Officer Direction	409	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Improper Use of a Disability Zone	509.9	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Noise Nuisance/Horns, Alarms	515	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Obey All Traffic Control Devices	601	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Obey Direction of Fire Dept.	602	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Remove Notice If Not Owner	603	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Erase Chalk Mark	603	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Parade Without Permit	701	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Interfere with Processions	703	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Unapproved Structure/Posters	801	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Deposit Waste Matter/goods on Street	802	No	\$450	\$400	\$500	N/A
Spill Substance on Street	803	No	\$450	\$400	\$500	N/A
Not Using Street for Normal Use	805	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Awning, Canopy, Marquee without Approval	806	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Damage/Excavate Street without Approval	807	No	<del>\$450</del> \$400	<del>\$400</del> \$90	<del>\$500</del> \$430	N/A
Drive on/across Boulevard/Sidewalk	810	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Barricade for Street Work not Provided/Insufficient	811	No	\$450	\$400	\$500	N/A
Tamper With Barricades	812	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Obstruct/Impede Traffic on Street/Sidewalk	813.1	No	\$450	\$400	\$500	N/A
Remove Snow/Ice From Sidewalk	814	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Remove Leaves/Rubbish or Dirt From Sidewalk	815	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Improper Commercial Use of Sidewalk	816	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Non-compliant Sandwich Board Sign on Sidewalk	816.2	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Obstructive Solicitation	817	No	<del>\$105</del> \$95	<del>\$90</del> \$85	<del>\$145</del> \$425	N/A
Alter/remove Street Landscaping	818.1(a)	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Alter/Damage Street Trees	818.1(b)	No	\$450	\$400	\$500	\$225 having consideration for the damage done
Street Trees	818.1(c)	No	\$450	\$400	\$500	N/A
Tag Day Solicitation without Approval	819	No	<del>\$110</del> \$95	<del>\$95</del> \$85	<del>\$150</del> \$425	N/A
No Valid Licence Plates	820.1	Yes for decals missing only, not for uninsured	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	\$50 for decals missing
Truck off Designated Truck Route without Approval	902.1	No	<del>\$450</del> \$400	<del>\$400</del> \$90	<del>\$500</del> \$430	N/A
Board or Alight Vehicle Safely	1002	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Drive Over Wet Painted Lines	1006	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Neighbourhood Zero Emission Vehicle on Unapproved Street	1007.1	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A
Neighbourhood Zero Emission Vehicle Improper Use on Street	1007.2	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$430	N/A



“Street and Traffic Bylaw, 1991, No. 6234”						
Description	Section	A1 Compliance Agreement Available	A2 Penalty	A3 Early Payment Penalty	A4 Late Payment Penalty	A5 Compliance Agreement Discount
Neighbourhood Zero Emission Vehicle on Restricted Street without Permit	1007.3	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$130	N/A
Use Right Hand Side Crosswalk	1101	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$130	N/A
Care When Exiting Bus	1102	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$130	N/A
Jaywalking (signalized crosswalk)	1103.2	No	<del>\$45</del> <del>\$100</del>	<del>\$35</del> \$90	<del>\$75</del> \$130	N/A
Bicycle with Inadequate Brakes	1201	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$130	N/A
Damage a Parking Metre	1306	No	<del>\$110</del> \$400	<del>\$95</del> \$90	<del>\$150</del> \$130	N/A
Vehicle Weight, Loads	901	No	<del>\$200</del> \$155	<del>\$180</del> \$405	<del>\$250</del> \$205	N/A
Dimensions	901	No	<del>\$200</del> \$155	<del>\$180</del> \$405	<del>\$250</del> \$205	N/A
Unsecured Vehicle Load	901.2	No	<del>\$200</del> \$155	<del>\$180</del> \$405	<del>\$250</del> \$205	N/A
Vehicle as Living Quarters	517	N/A	\$205	\$155	\$255	N/A
Vehicle as Working Quarters	518	N/A	\$205	\$155	\$255	N/A
Unauthorized Street Closure	404.2	No	\$450	\$400	\$500	N/A
Improper Use of a Building Zone	509.10	No	\$450	\$400	\$500	N/A
Contravene Street Use Permit Conditions	1501	N/A	\$450	\$400	\$500	N/A
E-Bike Share Permit Infraction <i>[Bylaw 8792, December 7, 2020]</i>	822	No	\$50	\$40	\$80	N/A
Impeding Permitted Traffic in a Transit Lane <i>[Bylaw 8787, September 14, 2020]</i>	501.25	No	\$120	\$100	\$150	N/A
Improper Use of an Electric Vehicle Parking Space <i>[Bylaw 8787, September 14, 2020] [ Bylaw 8825, April 19, 2021]</i>	508.3	No	<del>\$60</del> \$50	<del>\$45</del> \$40	<del>\$100</del> \$80	N/A
Impeding Traffic in a Mobility Lane <i>[Bylaw 8816, February 8, 2021]</i>	501.26	No	\$200	\$180	\$250	N/A

**SCHEDULE C  
SCHEDULE OF FEES FOR FILMING**

<b>PERMIT</b>	
Film Permit Fee	\$230
Material changes to Issued Permit	\$75
Cancellation of Issued Permit	Permit fee plus all non recoverable costs to the City
Each additional location	\$230
Commercial Media: i.e. still photography, reality TV, corporate video	\$225
Student Film Permit	Free
Damage/ <del>Security</del> Deposit	\$5,000 (dependent on location/project)
Youth in Film (one time annual fee, not mandatory) (GST EXEMPT)	\$250

<b>ELECTRICAL PERMIT (GST EXEMPT)</b>	
Single Location permit (one inspection/location)	\$124
Annual Permit	\$750

<b>PARKING, STREET USE &amp; TOW SHOTS</b>	
Street Encroachment Fee	\$350 per day per 100m block face
Missing No Parking Sign, replacement cost	\$15 <del>per</del> /sign
Signage Amendment	\$6 <del>per</del> /sign
Tow shots	\$150
Street Filming User Fee (per block)	\$175
Street Meter Charges <del>/ Surface Lot Stalls</del>	<del>\$15 each per day</del> <u>Standard vehicle space per day billed per current daily rate of 225- East 15th street</u>
Parking <del>ade</del> Stall Charges	<u>Stall per day billed per current daily rate of 112 East 1st street surface lot +</u>

**PARKING, STREET USE & TOW SHOTS**

	<del>TransLink tax \$15 per stall per day +</del> <del>TransLink tax</del>
Parking Lots/Gravel Fields	\$500 <u>per</u> /day
Parking Infraction	<del>to</del> \$150 <u>per</u> /day per occurrence
<b>RCMP (MINIMUM 4 HOUR CALLOUT AND 48 HOUR CANCELLATION NOTICE)</b> <b><u>NOTE: Hourly rate includes mileage and meal times. Hourly start time will commence once RCMP Officer and/or Sergeant reaches RCMP detachment.</u></b>	
RCMP Officer (Cst/Cpl)	\$1 <del>6355</del> <u>per</u> /hour
RCMP Sergeant	\$1 <del>9485</del> <u>per</u> /hour
Clerical Staff Time (overtime)	\$80 <u>per</u> /hour (no 4 hour minimum)

**FIRE DEPARTMENT (MINIMUM 4 HOUR CALLOUT AND 48 HOUR CANCELLATION NOTICE)** **NOTE: Will include charged time for officers to change into uniform, secure vehicles, depart from, and arrive back at the Fire Hall.**

Firefighters & Vehicles	Charged as per "Fire Bylaw No. 8852"
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**SPECIAL EFFECTS APPLICATION (PYROTECHNICS)**

Special Effects Permit (SPFX)	\$150 (minimum)
Special Effects On-Site Inspection by Fire Officer	\$100 <u>per</u> /hour

**CITY BUILDINGS AND PLAZAS: DAILY RATE**

Fire Hall, Operations Yard, 14 <sup>th</sup> Street Plaza & other similar sites	\$600 <u>per</u> /day
City Hall (per named component)	\$600 <u>per</u> /day
City Library	<del>\$2,500</del> 1,000/day
Parks	\$600 <u>per</u> /day
Lunch Tents in Parks	\$250 <u>per</u> /day
Prep and Wrap Days – 50% daily amount	<u>50% of daily amount</u>
Parks Restoration Fee (not mandatory) (GST EXEMPT)	



### CITY SHIPYARDS PUBLIC REALM: DAILY RATE

Each named component (e.g. Spirit Trail, Wallace Mews, Shipbuilder Square, etc.)	\$1,000 <u>per</u> /day
Burrard Dry Dock	\$2,500 <u>per</u> /day
The Shipyard Commons	\$4,500 <u>per</u> /day
The Commons Ice Rink (in addition to the Commons Fee)	\$1,500 <u>per</u> /day
Prep and Wrap Days	50% <u>of</u> daily amount ( <del>min</del> )
Electrical connection	\$150 per day per connection
Parking- at Wallace Mews	\$350 per half block face per day
<u>Shipyards Public Realm Lunch Tents (Shipbuilders' Square or Cates Deck)</u>	<ul style="list-style-type: none"> <li>• <u>\$250 daily per tent no larger than 20'x40'</u></li> <li>• <u>\$500 daily per tent larger than 20'x40'</u></li> <li>• <u>\$1,000 daily for tents that encompass the entire space</u></li> </ul>

### CEMETERY: DAILY RATE

Cemetery (Heritage Section)	\$3,000 <u>per</u> /day
Prep and Wrap Days <del>—50% daily amount</del>	<u>50% daily amount</u>
Cemetery Caretaker (out of hours only)	\$80 <u>per</u> /hour
<u>Cemetery Ground Interment Preparation (incl. digger, truck &amp; two staff)</u> <del>Grave Digging (incl. digger, truck &amp; two staff)</del>	\$1, <del>760</del> 600
Parks Restoration Fee (not mandatory) (GST EXEMPT)	

### MISCELLANEOUS FEES

Site Meeting / site liaison fee, for City of North Vancouver staff	at cost
Film Liaison on site	\$ <del>80</del> 75 <u>per</u> /hour

GST applies to the fees listed above, except for Electrical Permits. Please note that items in this Schedule of Fees are subject to change without notice.

### **FEE REDUCTION**

The City's Film Office staff have the authority to consider a request for a one-time 50% fee reduction of the City's location fees, subject to the following criteria:

1. Productions should be either non-theatrical (such as shorts, student foundation films, documentaries), or
2. Theatrical productions that are under \$500,000 total gross budget (staff will request they provide their budget top sheet to verify),
3. Filming will not take place over more than two days in the City location,
4. This reduction does not apply to The Shipyards Public Realm

*[Bylaw 8858, July 19, 2021]*

## PART 16 – SCHEDULES

### Schedule "A" – Fees and Deposits

#### 1. GENERAL REGULATIONS

##### 1. Penalties:

Work that has commenced without a permit is subject to a double permit fee not exceeding \$20,000.

##### 2. Refunds:

Upon receipt of a written request for a refund, accompanied by the originally issued permit, 50% of the total permit fee may be refunded on condition that:

1. work has not commenced;
2. the permit has not expired;
3. the permit has not been extended.

##### 3. Re-Inspection Fee:

Where more than two inspections are necessary due to non-compliance with the provisions of this Bylaw, or to correct the violations from previous inspections or a no-show or no access provided, then the third inspection shall be charged at a rate equal to the original permit fee or \$1~~2000~~ (plus HST), whichever is less. A fourth re-inspection is \$2~~4000~~, a fifth is \$3~~6000~~, and a sixth (and greater) is \$4~~8000~~ (plus HST).

##### 4. Change of Contractor or Consultants:

An issued and valid permit may be transferred to a new applicant or assigned to new consultants upon the payment of \$75 (plus HST).

##### 5. Interim Occupancy Certificate:

Residential Occupancies	\$1 <del>3240</del> (plus HST) per dwelling unit to maximum of \$ <del>65,650</del> (plus HST) per 30 days
Other Occupancies	\$ <del>66550</del> (plus HST) per 30 days

##### 6. Electronic Copy Fee:

All drawings larger than 11"x17"	\$4 per sheet (plus HST)
All drawings 11"x17" or smaller	\$1 per sheet (plus HST)

##### 7. Strata Conversion Applications:

Application Fee	\$500 and
Legal Fees	\$500 and
Inspection Fee	
Duplex Building	\$200
Multiple unit residential, commercial, industrial or institutional buildings	\$200 per unit to a maximum of \$1,200 (plus HST)

##### 8. Alternative Solution Fees:

Up to two applications under the same cover	\$ <del>540450</del> each (plus HST)
Each subsequent Alternate Solution under the same cover	\$4 <del>8000</del> each (plus HST)



**9. Plans and Document Revisions:**

Plan revisions are to be charged based on \$~~12000~~ (plus HST) per plan revision as determined by the Building Official.

A charge shall be applied to any document retrieval and copying for a building permit applicant that is initiated after issuance of the building permit, and shall be charged at a rate of \$60 per half hour (plus HST).

**10. Application Extension Fee:**

10% of the original application fee but not less than \$~~12000~~ (plus HST) to extend the life of an application beyond its 6 month expiry date for a period not exceeding 6 months

**11. Permit Renewal Fee:**

10% of original permit fee but not less than \$~~12000~~ (plus HST) for the first extension not exceeding 6 months. The second and subsequent extension shall be charged at 15% of the original permit fee but not less than \$~~18050~~ (plus HST).

**12. Zoning and Building Compliance Letters:**

Single family or duplex buildings \$110 (plus HST)

Multiple unit residential (per suite),  
commercial, industrial or institutional buildings \$210 (plus HST)

**13. Repealed** [Bylaw 8477, May 2, 2016]

**14. Temporary Buildings:**

Permit fees will be charged in accordance with Section 2.5 of this schedule.  
A \$750 deposit is required upon application and is refundable only when the building, structure or shelter is removed in it's entirety and the site is left in a safe and sanitary condition.

**15. Special Inspections:**

Inspections made in response to a request by those having a legal interest in establishing the status of a plumbing, electrical, gas system or building structure is \$~~12000~~ (plus HST)

**16. Overtime Inspection Requests:**

Inspections which are requested outside of normal working hours are subject to the following hourly rate (plus HST)

Monday-Friday (Minimum 1 hour) \$~~120400~~ per hour

Saturday-Sunday (Minimum 2 hours) \$~~1850~~ per hour

**17. Occupant Load Calculations:**

For all licensed beverage establishments \$~~24000~~ (plus HST)

**18. Plan Retrieval and Copies:**

For a copy of the first page of any drawing  
(to a max size of 11"x17") \$~~360~~ (plus HST)

Each subsequent page (to a max size of 11"x17") \$~~1.850~~ (plus HST)

**19. Waived Fees:** [Bylaw 8907, January 31, 2022]

Permit fees for City-led civic projects on City-owned land may be waived in whole or in part, at the discretion of the Director of Planning and Development.

## 2. BUILDING PERMIT FEES

### 1. Building Permit Application Fee:

An application shall be accompanied by:

for construction values up to \$200,000	50% of the fee prescribed and as set out in 2.5 of this schedule but not less than \$100
for construction values from \$200,001 to \$500,000	\$200 plus 40% of the fee prescribed and as set out in 2.5 of this schedule
for construction values more than \$500,001	\$500 plus 30% of the fee prescribed and as set out in 2.5 of this schedule

which said sum shall not be refundable.

### 2. Application Extension Fee:

10% of the original permit fee but not less than \$1~~2000~~ (plus HST) for an extension not exceeding 6 months.

### 3. Partial Permit Fees:

Building permit fees for partial permits may be based on the value of the portion of work being permitted, as determined by the building official plus \$1~~200~~ (plus HST) as a partial permit processing fee.

### 4. Completion Deposit:

Building permit applications for additions, alterations, renovations, move-on buildings, sign permits and tenant improvements shall be accompanied by a deposit of 2% of the total construction value, not less than \$100 and not more than \$1,000. The deposit is forfeited if the work is not completed within 2 years.

### 5. Scale of Building Permit Fees:

The calculation of building permit values shall be based on the total construction or demolition costs, including materials and labour, as provided by the applicant, subject to approval by the *building official*.

If, under Section 7.3.2., it has been determined by the *Manager*, *Inspections* that a Professional Engineer or Architect is required to Certify that the plans, or specified aspects of the plans submitted with the permit application comply with the current *Provincial Building Code* and other applicable enactments respecting safety, the fees required for that permit will be reduced by five (5) percent, to a maximum of five hundred dollars (\$500).

Building permit fees payable for a permit for the construction, demolition, addition, alteration, repair of any building or structure or any part thereof, shall be as follows:

When the cost does not exceed \$5,000 \$1~~2000~~.00

For each additional \$1,000 or part thereof by which the cost exceeds \$5,00~~0~~10 up to a maximum of \$15,000 \$1~~5.122~~60

For each additional \$1,000 or part thereof by which the cost exceeds \$15,00~~0~~10 up to a maximum of \$50,000 \$1~~3.621~~35

For each additional \$1,000 or part thereof by which the cost exceeds \$50,00~~0~~1 up to a maximum of \$100,000 \$1~~1.829~~85

For each additional \$1,000 or part thereof by which the cost exceeds \$10~~00~~0010 \$~~9.728~~10

**6. Residential Inspection Fees:**

Where an application is made for a Building Permit with respect to the construction of a self-contained housing unit or units, there shall be, in addition to any other fees payable, an Inspection Fee for each self-contained unit of \$2~~4000~~ (plus HST)

**7. Fire-stopping for Plumbing Re-Pipe Permit Fees:**

Building Inspection fees for the re-inspection of fire-stopping in re-pipe installations is \$1~~3.50~~4.25 per dwelling unit with a minimum fee of \$1~~8050~~.

**3. PLUMBING PERMIT FEES**

**1. Plumbing Fixtures:**

When the number of fixtures does not exceed 4 \$1~~2000~~.00

Each Plumbing fixture in excess of 4 installed or roughed-in \$2~~7.002~~50

(Plumbing Fixture as defined by the BC Plumbing Code including Drains, Hot Tub, Catch Basin, Junction Box, Manhole, O/G Interceptor, Sump, Neutralizer, Inspection Chamber, Back Flow Preventer, Fire Hydrant, Fire Department Connection, Fire Hose Connection, Fire Hose Station)

**2. Service Pipes:**

Service lines including Sanitary Sewer, Storm Sewer, and Water Services

For the first 30m or part thereof \$1~~2000~~.00

For each additional 30m (100 feet) or part thereof \$~~33.422~~7.85

**3. Fire Protection Services:**

Installation or alteration of fire sprinkler systems

First Sprinkler head \$1~~2000~~.00

Each Additional head \$~~2.101~~75

**4. Installation and Alteration of Piping Only:**

For installation or alteration of plumbing piping where no alteration of fixtures is involved:

For the first 30m (100 feet) \$1~~2000~~.00

For each additional 30m (100 feet) of pipe, or part thereof \$~~27.853~~3.42



#### 4. GAS PERMIT FEES

For installation, alteration or replacement of appliances, vents for each appliance, or piping for each appliance

<u>Fee Per Appliance</u>	<u>Fee Payable</u>
<u>Installation or replacement: 1 or 2 appliances</u>	<u>\$129.00</u>
<u>Next 3 to 10 appliances</u>	<u>\$67.00</u>
<u>Next 11 to 20 appliances</u>	<u>\$39.00</u>
<u>Next 21 to 100 appliances</u>	<u>\$24.00</u>
<u>For each appliance over 100</u>	<u>\$11.00</u>

~~For installation, alteration or replacement of up to 3 appliances, vents for each appliance, or piping for each appliance~~ ~~\_\_\_\_\_~~ ~~\$100.00~~

~~Service Water Heater~~ ~~\_\_\_\_\_~~ ~~\$50.00~~

~~Each appliance, vent or piping, for each appliance thereafter~~ ~~\_\_\_\_\_~~ ~~\$27.85~~

#### 5. ELECTRICAL PERMIT FEES

- Homeowner Installation:**  
Fees based upon the total cost of materials.

<u>Service Install or upgrade/relocation</u>	<u>Fee Payable</u>
<u>Installation of each residential service of less than or equal to 125A</u>	<u>\$806</u>
<u>Installation of each residential service of 126A-200A</u>	<u>\$1,172</u>
<u>Upgrade of each residential service up to and including 200A</u>	<u>\$541</u>

<u>More Than</u>	<u>Not More Than</u>	<u>Fee Payable</u>
<u>\$0</u>	<u>\$500</u>	<u>\$100.00</u>
<u>\$500</u>	<u>\$1,000</u>	<u>\$143.75</u>
<u>\$1,000</u>	<u>\$1,500</u>	<u>\$187.75</u>
<u>\$1,500</u>	<u>\$2,000</u>	<u>\$231.50</u>
<u>\$2,000</u>	<u>\$2,500</u>	<u>\$274.50</u>
<u>\$2,500</u>	<u>\$3,000</u>	<u>\$318.25</u>
<u>\$3,000</u>	<u>\$3,500</u>	<u>\$362.00</u>
<u>\$3,500</u>	<u>\$4,000</u>	<u>\$405.00</u>

\$4,000	\$4,500	\$448.75
\$4,500	\$5,000	\$492.75
\$5,000	and over	\$535.50 plus \$40 per \$500 or part thereof

**2. Contractor Installation:**

Fees based upon the value of the proposed electrical installation including all material and labour.

More Than	Not More Than	Fee Payable
\$0	\$2501,000	\$59.00
\$2511,000	\$1,0000,000	\$103.00 plus \$53.04 per \$1,000 or part thereof over \$1,000
\$1,00100	\$50,0002,500	\$177.00 plus \$30.76 per \$1,000 or part thereof over \$10,000
\$2,50150,000	\$5,000100,000	\$287.00 plus \$24.40 per \$1,000 or part thereof over \$50,000
\$5,001100,000	\$10,000500,000	\$441.00 plus \$12.57 per \$1,000 or part thereof over \$100,000
\$10,001500,000	\$20,0001,000,000	\$722.00 plus \$11.45 per \$1,000 or part thereof over \$500,000
\$20,0011,000,000	\$35,000and over	\$1,057.00 plus \$7.53 per \$1,000 or part thereof over \$1,000
\$35,001	\$50,000	\$1,474.00
\$50,001	\$100,000	\$2,114.00
\$100,001	\$200,000	\$3,167.00
\$200,001	\$1,000,000	\$2,880.00 +0.5% of job value
\$1,000,001	and over	\$5,759.00 +0.25% of job value

**3. Temporary Power Connections:**

Temporary Power Less than or equal to 125A Pole and portion thereof	\$102 per year or 443 per permit
126A-200A Temporary Current Permit thereof	\$102 per metre per year or portion 772 per permit
201A-400A	\$1,057 per permit
Greater than 400A	\$1,474 per permit

**4. Sign Connection:**

The first sign connection	\$12002.00
Each subsequent sign connection for the same site where the permit is issued at the same time	\$6050.00

<b>5.</b>	<b>Electrical Permit Fees (Temporary Event Connections):</b>	
	Each Permit	\$1 <del>48</del> 24.00
	<i>[Bylaw 8762, February 24, 2020]</i>	
<b>6.</b>	Deleted <i>[Bylaw 8762, February 24, 2020]</i>	
<b>7.</b>	<b>Electrical Permit Fees (Annual Permits):</b>	
	1,000 H.P. or less	\$2 <del>45</del> 04.00
	Each additional 100 H.P. or fraction thereof	\$ <del>312</del> 6.020
	Education Facilities per classroom, shop, laboratory, gymnasium, auditorium, or office	\$ <del>6.65</del> .50
	Maximum annual fee	\$1,952,340 <del>0</del> .00

## 6. COMPRESSED GAS SYSTEMS AND OIL STORAGE TANKS

For the installation, replacement, renewal, alteration, removal or repair of any oil or compressed gas system or storage tank:

<b>1.</b>	Commercial or domestic oil burner	\$100.00
<b>2.</b>	Fuel dispensing nozzle	\$100.00
<b>3.</b>	Flammable or combustible liquid storage tank:	
	Up to 4,546 L	\$100.00
	Over 4,546 L	\$141.00
<b>4.</b>	Compressed gas system	\$100.00



## SCHEDULE "F" – FEES

Permit Type	Authority to Issue	Processing Fee	Occupancy Fee
Temporary Building Zone	s.404.2	\$80.00	<del>\$2-503.05</del> per day per 10 m <sup>2</sup> of street property but not less than \$100.00, plus GST;
Temporary Street Occupancy	s.404.2	\$80.00	<del>\$2-503.05</del> per day per 10 m <sup>2</sup> of street property but not less than \$100.00, plus GST;
Temporary Street Closure	s.404.2	\$80.00	N/A
Block Party*	s.408.5	\$25.00	N/A
Parade/Procession	s.701	\$100.00	N/A
Container on Street Allowance	s.813.2	\$60.00	N/A
Extraordinary Traffic – Permit to move over height, over width and overweight loads	s.905 <i>[Bylaw 8699, May 13, 2019]</i>	\$80.00	N/A
Congestion and Curbside Management (Transportation Network Services) – vehicles other than Zero-emission Vehicles and Accessible Passenger Directed Vehicles <i>[Bylaw 8768, March 30, 2020]</i>	s.520.3	N/A	\$0.10 per pick up and drop off Monday to Friday, 7 AM to 9 AM and 2 PM to 6 PM
Congestion and Curbside Management (Transportation Network Services – Zero-emission Vehicles) <i>[Bylaw 8768, March 30, 2020]</i>	s.520.3	N/A	\$0.05 per pick up and drop off Monday to Friday, 7 AM to 9 AM and 2 PM to 6 PM
E-Bike Share Permit – Permit for Shared E-Bikes (Total fleet deployed) <i>[Bylaw 8791, December 7, 2020]</i>	s.822.3	\$250.00	\$40 + GST per E-Bike deployed <i>[Bylaw 8815, February 8, 2021]</i>
E-Bike Share Permit – Security for Performance <i>[Bylaw 8791, December 7, 2020]</i>	s.822.4	N/A	\$10,000.00

\*Street parties organized by the North Vancouver Block Watch Program are exempt from the processing fee.

*[Bylaw 8476, May 2, 2016]*

## **SCHEDULE A**

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### **Water Services**

#### **2023 CONNECTIONS AND SEVERANCE RATES**

**1. Water Service Connections**

**Size**

**Fee**

Standard 19 mm

~~\$5,500~~ \$9,600

>19 mm

At Cost, with a minimum charge equal to the standard fee.

**2. Water Service Severance**

For Standard 19 mm Replacement

\$1,250

>19 mm service replacement

At Cost, with a minimum charge equal to the standard fee.

**3. Water Connection Reuse**

\$2,600

**4. Turn on/off**

\$50

**5. Flat fee for installation and removal of temporary meter**

\$420

A 50% rebate is available for standard 19mm water service replacements that are installed less than 2 years in advance of a City initiated programmed replacement of water services within the block.

*[Bylaw 8953, December 15, 2022]*

## **SCHEDULE A**

---

### **Sewer and Drainage Services**

#### **2023 CONNECTION AND SEVERANCE FEES**

##### **1. SANITARY CONNECTION**

<b>Size</b>	<b>Fee</b>
Standard 100mm Replacement or Relining	<del>\$5,500</del> <a href="#">\$8,600</a>
>100mm	At Cost, with a minimum charge equal to the standard fee
Inspection Chamber	\$2,600
Private Sewer Connection Inspection and Certification Deposit	\$2,600
Sanitary Severance	\$1,250

##### **2. STORM CONNECTION**

<b>Size</b>	<b>Fee</b>
Standard 150mm Replacement or Relining	<del>\$5,300</del> <a href="#">\$6,900</a>
>150mm	At Cost, with a minimum charge equal to the standard fee
Inspection Chamber	\$2,600
Storm Sewer Extension and Connection for Single Unit Developments exceeding \$150,000 and excluding subdivision	\$1,300 per linear metre based on the total width of the lot serviced
Storm Severance	\$1,250
Off-Site Stormwater Management Facility Fees	\$33 per square metre of premises lot area or at cost to provide works on public property
Storm Collection System Ditch Culvert	\$260 per linear metre based on Construction the length of the culvert pipe

[Bylaw 8954, December 15, 2022]





THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## **“North Vancouver Cemetery Bylaw, 2011, No. 8109”**

### **CONSOLIDATED FOR CONVENIENCE – JUNE 27, 2022**

<b>Amendment #</b>	<b>Adoption Date</b>	<b>Subject</b>
8263	October 22, 2012	Schedules A and B
8349	June 16, 2014	Schedules A and B
8446	December 7, 2015	Schedules A and B
8587	December 4, 2017	Schedules A and B
8721	December 9, 2019	Schedules A and B
8920	June 27, 2022	Fee Schedule and Memorial Regulations

## THE CORPORATION OF THE CITY OF NORTH VANCOUVER

### BYLAW NO. 8109

#### A Bylaw for the operation of the North Vancouver Cemetery

##### WHEREAS:

- A. Pursuant to the provisions of the *Community Charter* S.B.C. 2003, as amended, including but not limited to section 8(f) thereof, and subject to the provisions of the Crematorium, Interment and Funeral Services Act, S.B.C. 2004, c. 35 (the "CIFSA"), Council may, by bylaw, regulate and impose requirements in relation to cemeteries, ~~crematoriums~~crematoria, ~~columbariums~~columbaria and mausoleums and the interment or other disposition of the dead;
- B. The Corporation of the City of North Vancouver owns and operates the North Vancouver Cemetery and Council in this Bylaw establishes itself as a Board of Cemetery Trustees in accordance with section 37(2)(b) of the CIFSA;
- C. Pursuant to section 39(1) of the CIFSA, an operator of a cemetery must adopt bylaws for:
- the organization, operation and management of the cemetery;
  - the rights, privileges and responsibilities of the operator, persons who visit the place of interment and suppliers in respect of the place of interment;
  - the rights, privileges and responsibility of right holders in respect of the place of Interment; and
  - the size, class and kind of memorials permitted in a cemetery and materials to be used for memorials.

Council of the Corporation of the City of North Vancouver, lawfully assembled, enacts as follows:

##### PART 1 – INTERPRETATION

###### 1.1 Name of Bylaw

This Bylaw shall be known and cited for all purposes as the "North Vancouver Cemetery Bylaw, 2011, No. 8109".

###### 1.2 Table of Contents

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#### SCHEDULE A – NORTH VANCOUVER CEMETERY FEES

#### SCHEDULE B – NORTH VANCOUVER CEMETERY MEMORIALS

### 1.3 Definitions

In this Bylaw, unless the context otherwise requires:

**ADMINISTRATION FEE** means fees levied to cover additional administration costs associated with the surrender or the transfer of a right of interment for an unoccupied grave space;

**ADMINISTRATIVE AUTHORITY** means the Business Practices and Consumer Protection Authority established under the Business Practices and Consumer Protection Authority Act;

**CARE FUND** means a fund for the perpetual care and maintenance of the Cemetery as required by the CIFSA;



**CARETAKER** means a person duly authorized to perform Interments and to care for and maintain the Cemetery;

**CASKET** means a rigid container usually constructed of wood, metal, or similar materials, ornamented and lined with fabric, designed for the encasement of human remains;

**CEMETERY** means “North Vancouver Cemetery”, being the civic lands set apart or used as a place of interment and memorialization, together with any incidental or ancillary buildings;

**CIFSA** means the Cremation, Interment and Funeral Services Act, S.B.C. 2004 C.35 administered by the Administrative Authority, as may be amended or superseded from time to time and all regulations made there under;

**CITY** means The Corporation of the City of North Vancouver;

**COLUMBARIUM** means an above ground structure specifically designed to hold containers of cremated remains;

**COMMUNITY BURIAL (Interment)** means intentional burial or interment of individuals, who are not related or connected in any way, being interred together in the same lot.

**COUNCIL** means the Council of the City acting in its capacity as the Board of Cemetery Trustees established pursuant to Part 4.1 of this Bylaw;

**CREMATED REMAINS** means human bone fragments that remain after cremation of a deceased human body;

**DEPENDENT** means a son or daughter that can be natural, adopted, or step;

**DISINTERMENT** means removal of cremated remains or human remains, along with the casket or any of the remaining casket holding the human remains, from the lot in which they had been interred;

**EXHUMATION** means the exposure of interred human remains for viewing or for examination, whether in or removed from the lot in which the human remains had been interred;

**FAMILY MEMBER** means a parent, step parent, grandparent, step grandparent, spouse, common law spouse, same sex spouse, or natural, adopted or step sibling, child, or grandchild;

**FEES** means the amount to be paid to the City as specified in Schedule “A” of the North Vancouver Cemetery Bylaw, 2011, No. 8109 as amended from time to time (resident and non-resident fees);

**FUNERAL PROVIDER** means an individual licensed to arrange, conduct or direct funerals or the transfer or disposition of human remains, or to arrange burials;

**GRAVE GARDEN (Family Care & City Care)** means a defined area excavated adjacent to the marker and on the top of the grave for the purpose of planting a garden;

**GRAVE LINER** means a concrete vault in which a casket is placed for an in-ground interment, to provide reinforcement to the lot;

**HERITAGE SECTION** refers to the portion of the Cemetery that lies west of Lillooet Lane with Blocks numbered 1 – 118, inclusive and Blocks A, B, C and D;

**HUMAN REMAINS** means a dead human body in any stage of decomposition, but does not include cremated remains;

**INTERMENT** means the burial of human remains or cremated remains in a grave or crypt, or the placing of cremated remains in a niche; *[Bylaw 8446, December 7, 2015]*

**INTERMENT AUTHORIZATION** means a document completed at time of need that may include statistical, executor and next of kin information that authorizes Interment of the deceased by the representative;

**INTERMENT RIGHT CONTRACT** means a contract that provides for a right of interment for human remains or cremated remains in a lot;

**LAWN CRYPT** means interment space in the Cemetery which contains a pre-constructed and pre-buried concrete vault capable of holding a casket; *[Bylaw 8446, December 7, 2015]*

**LOT** means a space used or intended to be used for the interment of human remains or cremated remains under a right of interment and includes a grave, crypt or niche; *[Bylaw 8446, December 7, 2015]*

**MEMORIAL** means all memorial work (monument, plaque, tablet, pillow, headstone or other marker) that is set on a lot and used to memorialize a deceased person; or a columbarium niche ~~frontdoor~~ engraving for the same purpose;

**NICHE** means an individual compartment in a columbarium for placing an urn that contains cremated remains;

**NON-RESIDENT** means a person who does not qualify as a resident;

**PREPARATION AND PLACEMENT** means the process of completing an interment including, but not limited to, administrative, legal, labour and equipment resources provided to facilitate the opening of a lot, interment of human remains or cremated remains and the subsequent closing of a lot;

**REPRESENTATIVE** means the person or agency as defined in Section 5 of the CIFSA who has the authority to control the disposition of the human remains or cremated remains;

**RESIDENT** refers to the residency of the deceased person or person for whom the lot is being purchased. Proof of residence shall be produced to the satisfaction of the City at the time of purchase. Resident means a person who was:

- a) A registered owner of a property in the City or District of North Vancouver for a minimum of twelve (12) months immediately preceding the date of death; or
- b) A tenant or occupier of real property within the City or District of North Vancouver for a minimum of twelve (12) months immediately preceding the date of death.

*[Bylaw 8721, December 9, 2019]*

**RIGHT HOLDER** means a person to whom a right of interment has been issued;

**RIGHT OF INTERMENT** means a right, for the interment of human remains or cremated remains, in a designated lot;

**URN** means a receptacle for the encasement of cremated remains;

**URN VAULT** means a receptacle to hold and protect an urn while buried in the ground.

#### **1.4 Schedules**

The attached schedules form part of this Bylaw.

### **PART 2 – LEGAL DESCRIPTION OF THE NORTH VANCOUVER CEMETERY**

The following lands have been set aside, operated, used or maintained as a Cemetery by the City:

- a) North Vancouver Cemetery, legally described as being District Lot 1620, Group 1, New Westminster District.

### **PART 3 – CEMETERY PLAN**

- a) All areas of the Cemetery shall be divided into blocks and lots or niches.
- b) A copy of the Cemetery Plan shall be filed with the Administrative Authority and copies shall be kept available for public inspection at North Vancouver City Hall.

### **PART 4 – CEMETERY OPERATION**

#### **4.1 Board of Trustees**

In accordance with the provisions of Part 8, Section 37(2) of the Cremation, Interment and Funeral Services Act, Council hereby establishes itself as a Board of Cemetery Trustees to own and operate the Cemetery.

#### **4.2 The City:**

- a) is responsible for the general administration and enforcement of this Bylaw;
- b) has general care and custody of the Cemetery, and control and direction of all the workers employed therein;
- c) shall establish and maintain all records for the administration and management of the Cemetery as is required by the Administrative Authority under the CIFSA;
- d) may issue right of interments and memorial permits authorized by this Bylaw;
- e) shall enforce all rules and regulations relating to the Cemetery;
- f) may keep, or cause to be kept, the Cemetery well maintained, the grass cut, the graves well kept, and the roads in good condition; and prevent heavy loads from entering the Cemetery when the roads are in unfit condition.

### **PART 5 – RIGHT OF INTERMENT**

#### **5.1 Issuance of Right of Interment**

The City may, subject to payment of fees, grant to any person a right of interment for a vacant, unreserved lot. A right of interment does not vest in the holder any title or interest in the land or lot but instead allows for the exclusive use of the lot designated in the interment right contract for the purpose only of interment. All right of interments shall be subject to the provisions of this Bylaw and all Bylaws now or hereafter to be passed by the Council.

#### **5.2 Transfer of Right of Interment**

A right of interment for any unused lots may be transferred to a family member at the discretion of the City. The right holder or executor must submit this request in writing and the original right of interment must be surrendered to the City. An administration fee as specified in Schedule "A" may be applicable to cover the additional administrative costs associated with the transfer of a right of interment.

#### **5.3 Cancellation of Right of Interment**

The right holder must give written notice to the City for intent to cancel the right of interment for an unoccupied lot. The person requesting the refund is required to produce the original



license or right of interment and proof satisfactory to the City of their right to claim a refund. A right of interment can only be surrendered back to the City. It cannot be sold privately.

If the purchaser cancels the right of interment within 30 days of entering into an interment right contract, they will be refunded the full amount paid less the cost of specially ordered goods or services rendered.

After 30 days from the date of entering into an interment right contract no refund shall be made of any care fund contribution collected. Fees associated with the removal of any memorial on the lot, must be paid before a refund is issued.

The refund is calculated as follows:

- a) If the lot was purchased on or before June 18, 2006:  
The amount refunded will equal 75% of the fees set out in North Vancouver Cemetery Bylaw No. 7667 for the resident lot fee (lot license) and less the administration fee as specified in Schedule 'A' of North Vancouver Cemetery Bylaw, 2011, No. 8109, as amended from time to time.
- b) If the lot was purchased on or after June 19, 2006:  
The amount refunded will equal the amount paid for the lot fee (lot license) less the administration fee as specified in Schedule "A" of North Vancouver Cemetery Bylaw, 2011, No. 8109, as amended from time to time.

*[Bylaw 8446, December 7, 2015]*

#### **5.4 Prohibition on Advertising**

A right holder or other person must not advertise or publicize that a lot is available for purchase.

#### **5.5 Reclamation of Unused Right of Interment**

With prior approval of the Administrative Authority, the City may reclaim a right of interment for a vacant lot for which a right of interment had previously been issued.

### **PART 6 – INTERMENTS**

#### **6.1 General Interment Information**

- a) Only human remains, or cremated remains of a human body, shall be interred and memorialized in the Cemetery.
- b) An Interment may be made within the Cemetery after:
  - i. the representative has completed and duly signed an interment authorization;
  - ii. the required information as deemed necessary by the CIFSA has been provided to the City; and
  - iii. all applicable fees have been paid as specified in Schedule "A".
- c) All interments shall be subject to and comply with the provisions of this Bylaw and all Bylaws now or thereafter passed by the Council.
- d) The interment of cremated remains cannot be booked more than 90 days in advance. All documents must be signed and all fees must be completed within 30 days of all fees being paid at the time of booking the interment.
- e) All Interments shall:
  - i. be performed within the Cemetery by the caretaker; and
  - ii. be conducted in predefined lots approved by the City.
- f) The representative must apply to the City for permission to inter human remains or cremated remains at least two business days prior to the interment.

#### **6.2 Interment Hours**

Interments shall be scheduled within the following hours, or at other times approved by the City.

- a) In-ground casket burial shall be scheduled Monday to Friday from 9:30 am - 1:00 pm
- b) Interment of cremated remains shall be scheduled Monday to Friday from 9:00 am - 2:00 pm  
[Bylaw 8349, June 16, 2014]

### 6.3 In-Ground Interments

- a) The right of interment for an in-ground lot may be purchased when scheduling an interment in the lot at the time there is a need. At that time, the City may allow the purchase of the right of interment for a second adjacent ~~in-ground cremation or~~ single depth casket lot. To reserve a second single depth casket lot, the interment in the originating lot must be a casket burial. The City reserves the right to stop the sale of secondary single-depth lots at its discretion. [Bylaw 8587, December 4, 2017]
- b) If the interment of cremated remains in an adult size lot precedes the casket burial, disinterment and re-interment fees for the cremated remains may be applicable at the time of the casket interment. An urn vault is required for each cremation interment in a full size lot that precedes the casket interment in the lot. The urn vaults shall be purchased from the City. [Bylaw 8446, December 7, 2015]
- c) An adult single depth lot may hold:
  - i. one interment of adult human remains and a maximum of ~~four-six~~ interments of cremated remains; or
  - ii. one interment of adult human remains and the human remains of a child less than two years of age and a maximum of ~~two-four~~ interments of cremated remains.
- d) An adult double-depth lot may hold two interments of human remains and a maximum of ~~four-six~~ interments of cremated remains. The first interment of human remains will be at the lower level. [Bylaw 8587, December 4, 2017]
- e) If the second casket (upper) is scheduled at the same time as the first one (lower) the preparation and place for the second casket is waived.
- f) Cremation lots that are 2'x2' in size may hold a maximum of two interments of cremated remains. The right of interment for an in-ground cremation lot may be purchased when scheduling an interment in the lot at the time there is a need. At that time, the City may allow the purchase of the right of interment for a second adjacent in-ground cremation lot. The City reserves the right to stop the sale of secondary lots at its discretion.
- ~~f)g)~~ Cremation lots that are 3'x3' in size may hold a maximum of four interments of cremated remains. The right of interment for an in-ground cremation lot may be purchased when scheduling an interment in the lot at the time there is a need. At that time, the City may allow the purchase of the right of interment for a second adjacent in-ground cremation lot. The City reserves the right to stop the sale of secondary lots at its discretion.
- ~~g)h)~~ An infant/child lot may hold an infant/child casket and a maximum of two interments of cremated remains of individuals who are related to the child. - The right of interment for an infant/child lot may be purchased when scheduling an interment of a child twelve years and under. [Bylaw 8446, December 7, 2015]
- ~~h)i)~~ The positioning of the cremated remains within the grave is subject to approval by the City.
- ~~i)j)~~ A casket is required for the interment of human remains.
- ~~j)k)~~ A precast concrete grave liner, which is supplied by the City, must be used for the interment of human remains in an adult size lot. No grave liner is required for the interment of a child less than twelve years of age being interred in an infant/child lot.
- ~~k)l)~~ Each grave liner used in an adult single lot or adult double-depth lot shall be made of reinforced concrete and shall consist of side walls, end walls, a base for each casket and a cover for each casket that is sufficient to bridge the caskets over their entire lengths.
- ~~l)m)~~ Families may request permission to witness the casket lowered to ground level subject to the following criteria:

- i. a request to witness the casket lowered to ground level must be communicated to the City when confirming Interment date and time;
- ii. a liability waiver must be signed by the representative;
- iii. all persons must stand back twenty five feet from the grave side while the casket is lowered to ground level;
- iv. the City will not be held liable for any injury to members of the public that are attending or witnessing the casket being lowered;
- v. all proceedings at the interment site shall be under the sole direction of the caretaker; and
- vi. the caretaker may request, within a reasonable time frame, that all persons vacate the interment area to allow for the completion of the interment.

#### 6.4 Columbarium Interments

- a) Subject to the requirements of this Bylaw, the City will grant a right of interment for up to four columbarium niches, which may be used for the immediate interment of cremated remains or for future use providing that all applicable fees have been paid as specified in Schedule "A".
- b) Each columbarium niche may hold a maximum of two interments of cremated remains.
- c) Cremated remains placed in a columbarium niche must be enclosed in a sealed container or urn constructed of permanent, durable material approved by the City.
- d) The right holder is responsible for ensuring that the urns used for interment in the columbarium will fit within the niche. *[Bylaw 8349, June 16, 2014]*
- e) The rights holder is also responsible for making sure that the engraving meets the standards that the City has set out and that they use one of the companies approved to do that engraving.

#### 6.5 Veteran Section

- a) The Veteran Section is an area in the Cemetery that Council set aside for the interment of members or ex-members of Her Majesty's Naval, Military, or Air Forces, or Merchant Seamen who had served in the Merchant Navy during World Wars One or Two.
- b) The Veteran Section is described as Blocks 406 to 409 inclusive; 422 to 425 inclusive; 437 to 441 inclusive; 447 to 457 inclusive; 648 to 651 inclusive; and Block 914, Lots 41 to 54 inclusive.
- c) Council has set aside an area for the interment of dependents of veterans interred in the North Vancouver Cemetery. The area is described as Blocks 405, 410, 421, 426, 436, and 442.
- d) Lots in the Veteran Section may hold no more interments than:
  - i. that of the initial member or veteran and the cremated remains of the legal spouse, and/or the dependents of the veteran; and
  - ii. as permitted within the total interment limits set out in Part 6.3 c) of this Bylaw.
- e) Veterans from all other wars since World War II may be buried (interred) throughout the cemetery and recorded as veterans.

*[Bylaw 8349, June 16, 2014]*

#### 6.6 Heritage Section

(Blocks numbered 1-118 inclusive and Blocks A, B, C and D)

- a) See Part 6.3 c) of this Bylaw for the number of allowable interments in these lots.
- b) All existing curbing in the Heritage Section will be allowed to remain and is the sole responsibility of the families to maintain.
- a)c) No new curbing is allowed in the Heritage Section.
- b)d) Installation of concrete curbing shall only be allowed in the Heritage Section around the perimeter of family blocks. All curbing is subject to the approval of the City and shall be installed to the satisfaction of the City. Families will be responsible for all costs incurred.

*[Bylaw 8349, June 16, 2014]*



## PART 7 – EXHUMATION AND DISINTERMENT

- 7.1 No exhumation or disinterment will occur until:
- a) the City receives a written request to do so from the representative of the deceased;
  - b) the City receives approval from the Administrative Authority for any exhumations or disinterment requiring such approval;
  - c) the City gives written notice to, and receives permission from, a Medical Health Officer for the area of the health region in which the Cemetery is located when the human remains are those of a person who, at the time of death, was known to have had an infectious or contagious disease or other disease dangerous to public health; and
  - d) the applicable fees have been paid to the City as specified in Schedule “A”.
- 7.2 The City shall exercise all due care and attention in making an exhumation or disinterment but is not responsible for damage to any casket, urn or other container sustained during exhumation or disinterment.
- 7.3 The City’s responsibility with respect to exhumation or disinterment is limited to:
- a) excavation of sufficient quantities of soil to permit access to the human remains or cremated remains;
  - b) removal of intact burial containers (integrity of such containers to be determined by City staff); and
  - c) closure of the lot.
- 7.4 A Funeral Provider employed at the expense of the right holder or their successors is required for the supervision of the disinterment or exhumation of human remains and handling of any human remains in the existing lot and/or any transfer of the remains to a new lot or location.

## PART 8 – FINANCIAL MATTERS

### 8.1 Fees and Prices

Any person who applies for issuance, disposition, surrender, or cancellation of a right of interment or memorial permit or who requests or orders any product or service under this Bylaw set out in Schedule “A”, must pay the fee or price set out in Schedule “A” ~~in-advance~~ at the time of making such application, request or order, and in accordance with any requirements set out in Schedule “A”.

### 8.2 Proof of Residency

For the purpose of defining resident and non-resident, proof of residence within the City or District of North Vancouver shall be produced to the satisfaction of the City at the time of purchase. [Bylaw 8721, December 9, 2019]

### 8.3 Care Fund

- a) A care fund for the future maintenance and care of the Cemetery and the lots therein is hereby established, set aside and maintained. All monies in the care fund will be held and invested as trust funds by the City.
- b) The amount to be transferred to the care fund will be specified on all applicable receipts for right of interment and on the interment right contract as set out in Schedule “A”.
- c) The City may accept voluntary payments to the care fund from any person or organization.
- d) The principal sum of the care fund will not be reduced other than in accordance with an order from the Administrative Authority.
- e) After 30 days from the date of entering into a purchase agreement no refund shall be made of any care fund contribution collected as part of any purchase.

**PART 9 – DELETED** [Bylaw 8587, December 4, 2017]

**PART 10 – LOT ADORNMENT REGULATIONS**

**10.1 Floral Tribute**

- a) On the day of interment and for fourteen days after the day of interment, a person may adorn a lot with any floral tribute. The tribute may be removed by the City staff after 14 days.
- b) The following floral tributes may adorn a lot at any time and may be removed when their condition is considered to be detrimental to the appearance of the Cemetery. Cemetery staff may remove these items at any time during maintenance operations.
  - i. A maximum of two potted plants in a plastic or biodegradable container with a diameter measuring 8" or less will be allowed to sit on the surface of the memorial.
  - ii. Fresh cut flowers may be placed in a City installed in-ground vase or may be placed on the surface of the memorial.
  - iii. Artificial flowers may be placed in a City installed in-ground vase. [Bylaw 8263, October 22, 2012]
  - iv. Deleted [Bylaw 8587, December 4, 2017]

**10.2 Deleted** [Bylaw 8920, June 27, 2022]

**10.3 In-ground Flower Vases**

- a) All in-ground vases must be purchased from the City and fees paid as specified in Schedule "A".
- b) ~~In-ground vases shall be permitted in all areas of the Cemetery excluding the Veteran Section. In-ground vases shall be permitted on defined lots, in all areas of the Cemetery, where lot sizes allow, with the exception of the Veteran's Section.~~
- c) A maximum of two in-ground vases shall be allowed and set in each lot.
- d) In-ground vases shall be installed flush to the ground by the caretaker.  
[Bylaw 8349, June 16, 2014]

**10.4 Adornment Restrictions**

- a) Items such as candles, lanterns, solar lamps, glass vases, picture frames, toys and glass, ceramic or metal objects of any kind shall not be left to adorn any lot in the Cemetery.
- b) The burning of incense, candles or other flammable products is strictly prohibited within the Cemetery grounds. [Bylaw 8349, June 16, 2014]
- c) A person must not place, install, construct, or plant anything in or on a lot, alter a lot or remove anything from a lot, unless permitted in this Bylaw.
- d) No ground lot shall be defined by a fence, railing, coping, hedge, netting, loose rock or by any other marking except as permitted in the memorial provisions of this Bylaw.
- e) No person, other than the caretaker, shall plant, place, remove, cut down or destroy any tree, shrub, plant, flower, bulb, rocks or decorative feature within the Cemetery unless permitted in this Bylaw.
- f) No item shall be taped, glued or attached in any way to the columbaria. Items will be removed by Cemetery staff immediately. The columbaria remain the property of the City of North Vancouver and such actions will be considered vandalism of City property. [Bylaw 8587, December 4, 2017]
- g) Flowers or any other items shall not be placed on the top or at the base of columbaria.  
[Bylaw 8587, December 4, 2017]

**10.5 Removal of Adornments and Other Personal Property**

- a) The City has no responsibility for any lot adornment or for maintenance or preservation of any adornment.

- b) The caretaker may remove from any lot or from the Cemetery any adornment or other personal property that is detrimental to the operation or maintenance of the Cemetery, constitutes a hazard to visitors, employees or machinery, is unsightly or abandoned, is inconsistent with the dignity of the Cemetery or general community standards or is placed in violation of this Bylaw. *[Bylaw 8263, October 22, 2012]*
- c) The caretaker has no obligation to give notice to any person that they have removed adornments or other personal property from the Cemetery, and the caretaker may destroy any perishable adornments or other personal property so removed.

## **PART 11 – CEMETERY REGULATIONS**

### **11.1 Public Hours**

- a) The Cemetery is open to the public daily. A caretaker is onsite from 8 am – 4 pm daily excluding statutory holidays. Visitors are welcome during the following hours:
  - September 7 to April 7 from 8 am – 4 pm
  - April 8 to September 6 from 8 am – 8 pm
- b) The Cemetery entrance gates are locked at closing times. Visitors are responsible for removing their vehicles from the Cemetery before closing.
- c) Any person found in the Cemetery outside of visiting hours without the special permission from the City, shall be guilty of an infraction of this Bylaw and subject to the penalties.

*[Bylaw 8446, December 7, 2015]*

### **11.2 Behaviour in Cemetery**

- a) Every person, including those in funeral processions, when entering and while within the Cemetery, shall obey the instructions of the caretaker. Any person not behaving with proper decorum within the Cemetery or who disturbs the peace, quiet and good order of the Cemetery may be evicted by the caretaker, and in addition, shall be guilty of an infraction of this Bylaw.
- b) No person shall throw, deposit, or leave any rubbish, garbage, excrement, or other offensive matter.
- c) No person shall disturb the proceedings at a grave side service or gathering. *[Bylaw 8587, December 4, 2017]*
- d) No person shall discharge any firearm within the Cemetery, except at Military Funerals where the discharge of firearms is permitted only in regular volleys, under the command of the officer in charge, and only during the conduct of the burial service.
- e) No person shall damage, destroy or deface any lot, memorial, fence, vegetation, gate or any structure in the Cemetery or injure or destroy any Cemetery improvements.
- f) No person shall scatter or otherwise dispose of human remains or cremated remains within the boundaries of the Cemetery except in accordance with this Bylaw. *[Bylaw 8587, December 4, 2017]*

### **11.3 Motor Vehicle Regulations**

- a) No person shall enter the Cemetery in a vehicle outside of Cemetery visiting hours, or drive a vehicle in the Cemetery at any time at a speed of more than 10 km per hour. All operators of vehicles shall at all times obey the directions and orders of the caretaker.
- b) No automobile or vehicles, with the exception of cemetery operation and maintenance vehicles, shall operate anywhere but on roads or other areas designated for the use of motor vehicles;
- c) Owners of automobiles will be held responsible for any damage done by them or their servants or agents in violation of the provisions of this Bylaw.
- d) Vehicles left after hours in the Cemetery may be retrieved the following day. *[Bylaw 8349, June 16, 2014]*

### **11.4 Solicitations and Advertisements**



No person shall solicit orders for goods or services within the Cemetery or advertise within the Cemetery.

#### **11.5 General Public Use of Cemetery**

- a) The public may walk throughout the Cemetery during visiting hours.
- b) Only dogs on leash will be admitted within the Cemetery. Dogs and horses must be kept on the roadway. They are not allowed on the turf areas of the Cemetery. *[Bylaw 8721, December 9, 2019]*
- c) No person without first obtaining permission from the City shall make use of the Cemetery for any purpose other than that clearly established by this Bylaw.
- d) Any person receiving such permission shall, at all times, comply with the conditions thereby imposed, and the applicable provisions of this Bylaw; and shall be required to provide a Comprehensive General Liability Insurance Certificate, which will indemnify and save the City harmless from and against any and all claims, demands, suits or compensations of whatsoever kind arising directly or indirectly out of the permission thereby granted.
- e) No person shall play ~~at~~ any game or sport within the Cemetery.

#### **11.6 Enforcement**

This Bylaw and its provisions shall be enforced by all persons designated as a Bylaw Enforcement Officer by the City of North Vancouver.

### **PART 12 – PENALTY FOR INFRACTIONS**

- a) An individual who violates any of the provisions of this Bylaw, or who consents, allows or permits any act or thing to be done or who neglects or omits to do anything required to be done pursuant to a provision of this Bylaw is guilty of an offense and shall be liable on summary conviction to a fine of not less than One Hundred Dollars (\$100.00) and not more than Two Thousand Five Hundred Dollars (\$2,500.00). A corporation that violates any provision of this Bylaw is liable to a fine of not more than One Hundred Thousand Dollars \$100,000.

### **PART 13 – SEVERABILITY**

If any Part, clause or phrase of this Bylaw is, for any reason, held to be invalid by a court of competent jurisdiction, it will be deemed to be severed and the remainder of the Bylaw will remain valid and enforceable in accordance with its terms.

### **PART 14 – REPEAL OF BYLAW**

“Cemetery Bylaw, 2005, No. 7667”, and all amendments thereto, are hereby repealed.

### **PART 15 – FORCE AND EFFECT**

This Bylaw is to come into force and take effect on the date of its enactment.

READ a first time by the Council on the 4<sup>th</sup> day of April, 2011.

READ a second time by the Council on the 4<sup>th</sup> day of April, 2011.

READ a third time and passed by the Council on the 4<sup>th</sup> day of April, 2011.

RECONSIDERED and finally adopted by the Council, signed by the Mayor and City Clerk and sealed with the Corporate Seal on the 9<sup>th</sup> day of May, 2011.

\_\_\_\_\_  
"Darrell R. Mussatto"

MAYOR

\_\_\_\_\_  
"Robyn G. Anderson"

CITY CLERK

# **NORTH VANCOUVER CEMETERY**

## **Schedule A – North Vancouver Cemetery Fees**

North Vancouver Cemetery Bylaw, 2011, No. 8109,  
Amendment Bylaw, 2019, No. 8721 – Effective July 1, 2023

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

T 604 983 7351  
F 604 985 9417

[cemetery@cnv.org](mailto:cemetery@cnv.org)

Field Code Changed

In-ground Interments Resident Fees <small>[Bylaw 8920, June 27, 2022]</small>	Lot	Care Fund	Right of Interment	Preparation / Placement	Formatted Table	
Adult Casket-Single Depth	(\$3,710.00 <sup>600</sup> + \$2,060.00 <sup>000</sup> ) = \$5,770.00 <sup>600</sup>			\$1,760.00 <sup>000</sup>	\$980.00 <sup>950</sup>	\$8,510.00 <sup>250</sup>
Adult Casket-Single Depth Crypt	(\$4,790.00 <sup>650</sup> + \$2,060.00 <sup>000</sup> ) = \$6,850.00			\$1,760.00		\$8,610.00 <sup>350</sup>
Adult Casket-Double Depth Crypt ♦ 1 <sup>st</sup> Casket at Lower Level	(\$6,390.00 <sup>400</sup> + \$2,580.00 <sup>2,500</sup> ) = \$8,970.00 <sup>600</sup>			\$1,760.00 <sup>000</sup>		\$10,730.00 <sup>40,300</sup>
Adult Casket-Double Depth Crypt ♦ 2 <sup>nd</sup> Casket at Upper Level		\$830.00 <sup>800</sup>		\$1,760.00 <sup>000</sup>		\$2,590.00 <sup>000</sup>
<u>Infant/Child Casket (0-2 years)</u>						\$0.00
Infant/Child Casket (20-12 years)	(\$1,080.00 <sup>4,040</sup> + \$1,030.00 <sup>4,000</sup> ) = \$2,110.00 <sup>2,040</sup>			\$890.00 <sup>600</sup>		\$3,000.00 <sup>2,900</sup>
Cremation Lot with 1 <sup>st</sup> Interment	(\$2,060.00 + \$9850.00) = \$3,040.00 <sup>2,950</sup>			\$370.00 <sup>50</sup>		\$3,410.00 <sup>300</sup>
Cremated Remains in Occupied Lot		\$520.00 <sup>000</sup>		\$370.00 <sup>50</sup>		\$890.00 <sup>50</sup>

Columbarium Niche Resident Fees	Lot	Care Fund	Right of Interment	Preparation/ Placement	Liner	Total
Niche with 1st Interment (top 2 rows)	\$2,270.00 <sup>200</sup>	\$1,030.00 <sup>000</sup>	\$3,300.00 <sup>200</sup>	\$260.00 <sup>50</sup>		\$3,560.00 <sup>450</sup>
Niche with 1st Interment (mid 2 rows)	\$1,650.00 <sup>600</sup>	\$1,030.00 <sup>000</sup>	\$2,680.00 <sup>600</sup>	\$260.00 <sup>50</sup>		\$2,940.00 <sup>850</sup>
Niche with 1st Interment (bottom row)	\$1,140.00 <sup>400</sup>	\$1,030.00 <sup>000</sup>	\$2,170.00 <sup>400</sup>	\$260.00 <sup>50</sup>		\$2,430.00 <sup>350</sup>
2nd Interment in niche		\$210.00 <sup>000</sup>		\$260.00 <sup>50</sup>		\$470.00 <sup>50</sup>

In-ground Interments Non-Resident Fees <small>[Bylaw 8920, June 27, 2022]</small>	Lot	Care Fund	Right of Interment	Preparation / Placement	Formatted Table	
Adult Casket-Single Depth	(\$6,910.00 <sup>900</sup> + \$4,330.00 <sup>000</sup> ) = \$11,240.00 <sup>40,900</sup>			\$1,760.00 <sup>000</sup>	\$980.00 <sup>50</sup>	\$13,980.00 <sup>550</sup>
Adult Casket-Single Depth Crypt	(\$8,300.00 <sup>050</sup> + \$4,120.00 <sup>000</sup> ) = \$12,420.00 <sup>050</sup>			\$1,760.00 <sup>000</sup>		\$14,180.00 <sup>3,750</sup>
Adult Casket-Double Depth Crypt ♦ 1 <sup>st</sup> Casket at Lower Level	(\$13,7300.00 + \$5,150.00 <sup>000</sup> ) = \$18,850.00 <sup>300</sup>			\$1,760.00 <sup>000</sup>		\$20,610.00 <sup>000</sup>
Adult Casket-Double Depth Crypt ♦ 2 <sup>nd</sup> Casket at Upper Level		\$830.00 <sup>000</sup> =	\$830.00	\$1,760.00 <sup>000</sup>		\$2,590.00 <sup>000</sup>
Infant/Child Casket (0-12 years)	(\$2,630.00 <sup>550</sup> + \$2,060.00 <sup>000</sup> ) = \$4,690.00 <sup>550</sup>			\$930.00 <sup>000</sup>		\$5,620.00 <sup>450</sup>
Cremation Lot with 1 <sup>st</sup> Interment	(\$3,860.00 <sup>750</sup> + \$1,860.00 <sup>000</sup> ) = \$5,720.00 <sup>550</sup>			\$370.00 <sup>50</sup>		\$6,090.00 <sup>5,900</sup>
Cremated Remains in Occupied Lot		\$520.00 <sup>000</sup>		\$370.00 <sup>50</sup>		\$890.00 <sup>50</sup>



**NORTH VANCOUVER CEMETERY**  
**Schedule A – North Vancouver Cemetery Fees**  
 North Vancouver Cemetery Bylaw, 2011, No. 8109,  
 Amendment Bylaw, 2019, No. 8721 – Effective July 1, 2023

City of North Vancouver  
 141 West 14<sup>th</sup> Street  
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Field Code Changed

Columbarium Niche Non-Resident Fees	Lot	Care Fund	Right of Interment	Preparation / Plating	Formatted Table
Niche with 1 <sup>st</sup> Interment (top 2 rows)	(\$2,950.00 <del>860</del> +	\$1,340.00 <del>000</del> ) =	\$4,290.00 <del>160</del>	\$260.00 <del>50</del>	\$4,550.00 <del>410</del>
Niche with 1 <sup>st</sup> Interment (mid 2 rows)	(\$2,150.00 <del>980</del> +	\$1,340.00 <del>000</del> ) =	\$3,490.00 <del>380</del>	\$260.00 <del>50</del>	\$3,750.00 <del>630</del>
Niche with 1 <sup>st</sup> Interment (bottom row)	(\$1,480.00 <del>030</del> +	\$1,340.00 <del>000</del> ) =	\$2,820.00 <del>730</del>	\$260.00 <del>50</del>	\$3,080.00 <del>2,980</del>
2 <sup>nd</sup> Interment in niche		\$210.00 <del>000</del>		\$260.00 <del>50</del>	\$470.00 <del>50</del>

Memorial Fees [Bylaw 8920, June 27, 2022]	Care Fund	Permit	Formatted Table
Memorial Permit	\$110.00 <del>000</del>	\$130.00 <del>020</del>	\$240.00 <del>020</del>
Memorial Resetting		\$130.00 <del>020</del>	\$130.00 <del>020</del>
City Concrete Foundation		\$1,240.00	\$1,240.00 <del>000</del>
Memorial Tablet Levelling		\$160.00	\$160.00 <del>050</del>

Lot Adornment Fees [Bylaw 8920, June 27, 2022]	Total
In-ground Vase (includes installation)	\$100.00 <del>90</del>

Disinterment & Exhumation Fees [Bylaw 8920, June 27, 2022]	Formatted Table
Adult Casket-Single Depth	\$2,170.00 <del>140</del>
Adult Casket <u>Single-depth Crypt -Lower Level-of-Double-Depth-Lot</u>	\$2,600
<u>Adult Casket Double-depth Crypt</u>	
♦ <u>Casket – Upper Level</u>	\$2,170.00
♦ <u>Casket – Lower Level</u>	\$2,680.00
♦ <u>Both Caskets (at the same time)</u>	\$4,850.00
Infant/Child Casket <u>(0-12 years)</u>	\$1,240.00 <del>000</del>
Cremated Remains (in-ground)	\$470.00 <del>50</del>
Cremated Remains (in-ground) with re-interment	\$670.00 <del>020</del>
Cremated Remains (niche)	\$230.00 <del>020</del>

**NORTH VANCOUVER CEMETERY**  
**Schedule A – North Vancouver Cemetery Fees**  
 North Vancouver Cemetery Bylaw, 2011, No. 8109,  
 Amendment Bylaw, 2019, No. 8721 – Effective July 1, 2023

City of North Vancouver  
 141 West 14<sup>th</sup> Street  
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Field Code Changed

**Additional Fees** *[Bylaw-8920, June 27, 2022]*

*A surcharge is applicable for interments on weekends and after regular interment hours on weekdays.  
 See 6.2 of this Bylaw.*

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After Hours Surcharge for Adult Casket Burial	<b>\$1,650.00</b>
After Hours Surcharge for Infant/Child Casket Burial	<b>\$540.00</b>
After Hours Surcharge for In-ground Cremation Interment	<b>\$310.00</b>
After Hours Surcharge for Niche Interment	<b>\$210.00</b>
Cremation Urn Vault – Single	<b>\$110.00</b>
Administration Fee	<b>\$90.00</b>

**Lot Surrender Refund For Lots Purchased on or before June 18, 2006**

See 'Cancellation of Right of Interment' for complete details.

**Total**

Adult Single Depth Lot	\$1,163
Adult Double Depth Lot	\$1,845
Infant/Child Lot	\$608
Cremation Lot	\$405
Niche in Upper Two Rows	\$1,200
Niche in Lower Two Rows	\$885

## **NORTH VANCOUVER CEMETERY**

### **Schedule A – North Vancouver Cemetery Fees**

North Vancouver Cemetery Bylaw, 2011, No. 8109,  
Amendment Bylaw, 2019, No. 8721 – Effective July 1, 2023

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Field Code Changed

**RESIDENT** refers to the residency of the deceased person or person for whom the lot is being purchased. Proof of residence shall be produced to the satisfaction of the City at the time of purchase.

Resident means a person who was:

- a) A registered owner of a property in the City or District of North Vancouver for a minimum of twelve (12) months immediately preceding the date of death, or
- b) A tenant or occupier of real property within the City or District of North Vancouver for a minimum of twelve (12) months immediately preceding the date of death.

**NON-RESIDENT** refers to a person who does not qualify as a resident.

### **CANCELLATION OF RIGHT OF INTERMENT**

The right holder must give written notice to the City for intent to cancel the right of interment for an unoccupied lot. The person requesting the refund is required to produce the original license or right of interment and proof satisfactory to the City of their right to claim a refund. A right of interment can only be surrendered back to the City. It cannot be sold privately. No refund shall be made for the right of interment for a columbaria niche where the niche door has been engraved.

If the purchaser cancels the right of interment within 30 days of entering into an interment right contract, they will be refunded the full amount paid less the cost of specially ordered goods or services rendered.

After 30 days from the date of entering into an interment right contract no refund shall be made of any care fund contribution collected. Fees associated with the removal of any memorial on the lot, must be paid before a refund is issued.

The refund is calculated as follows:

- a) If the lot was purchased on or before June 18, 2006:  
The amount refunded will equal 75% of the fees set out in North Vancouver Cemetery Bylaw No. 7667 for the resident lot fee (lot license) and less the administration fee as specified in Schedule 'A' of North Vancouver Cemetery Bylaw, 2011, No. 8109, as amended from time to time.
- b) If the lot was purchased on or after June 19, 2006:  
The amount refunded will equal the amount paid for the lot fee (lot license) less the administration fee as specified in Schedule "A" of North Vancouver Cemetery Bylaw, 2011, No. 8109, as amended from time to time.

**All fees shall be paid at the time of application and are subject to applicable taxes.**



#### **General Memorial Information**

- a) Memorials may only be installed, removed or modified in the Cemetery after a memorial permit has been issued by the City. The memorial permit fee as specified in Schedule 'A' must be paid before the permit is issued.
- b) Before obtaining a memorial permit, the right holder or authorized representative, or a person authorized by the City shall submit complete details of the proposed memorial and obtain approval from the City.
- c) All memorials shall conform to the specifications set out in Schedule "B". The City may refuse to issue a memorial permit to the applicant if the applicant has failed to comply with the requirements of this Bylaw and Schedule "B".
- d) A permit for a memorial marker to be placed on an in-ground lot for a deceased person, who is not to be interred in the Cemetery, will be issued with the understanding that the memorial must indicate 'in memoriam' within the inscription. In memoriam inscriptions placed on a memorial marker count towards the total number of allowable interments in such lot. See Part 6.3 of this Bylaw.
- e) The City reserves the right to reject any memorial marker which, in their opinion, is not in keeping with the dignity of the Cemetery.
- f) The name of the deceased on the memorial marker must be in the English alphabet to ensure accurate record keeping by the City. The name of the deceased may be duplicated in a second language within the inscription.
- g) The memorial shall be placed on a lot in the location designated by the City.
- h) All memorial markers shall be constructed of granite or bronze. The use of marble is prohibited.
- i) The design and lettering on granite memorials must be level with the surface of the marker.
- j) The design and lettering on bronze memorials may be raised to a maximum of 0.5" above the surface of the concrete or granite support.
- k) The City shall not be liable for any damage done to any memorial marker or tablet during the course of setting the same, or for damage resulting from any person, other than City staff, having interfered with the memorial marker or tablet after it has been installed.
- l) The City shall not be held liable for, or be obliged to repair, any breakage or damage to any memorial in the Cemetery, except as shall arise as the result of the negligence of the caretaker.
- m) All memorials are the property of the purchaser and required care or repair is the responsibility of the purchaser.
- n) Installation of memorials shall occur during the Cemetery's hours of staff operation.

#### **Columbaria Niche Door Engraving**

- a) Columbaria niche door inscriptions must be approved by the City with the engraving carried out by a company authorized by the City. To ensure readability and aesthetics, the City adheres to a professional engraving standard.
- b) Niche door engraving for a deceased person who is not to be interred in the niche shall count towards the total number of allowable interments in the lot. The niche door inscription does not have to indicate 'in memoriam'.

## NORTH VANCOUVER CEMETERY

### Schedule B – North Vancouver Cemetery Memorials

North Vancouver Cemetery Bylaw, 2011, No. 8109,

Amendment Bylaw, 2019, No. 8721 – Effective January 1, 2020

City of North Vancouver  
141 West 14<sup>th</sup> Street  
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[cemetery@cnv.org](mailto:cemetery@cnv.org)

Field Code Changed

#### Memorial Definitions

- a) **Tablet Memorial** means a flat rectangular granite or bronze memorial.
- b) **Pillow Memorial** means a slightly sloping memorial with a low profile. These memorials sit above the ground and are installed on a foundation.
- c) **Upright Memorial** means a memorial that sits upright above the ground. These memorials are installed on a foundation. They do not include pillow or tablet markers.
- d) **Die** means the upper portion of an upright memorial usually placed above the base.
- e) **Base** means the lowest portion of a memorial set on a foundation.
- f) **Foundation** means a concrete or granite slab, set at grade to support a memorial.
- g) **Height** means the dimension as measured from the top to the bottom of the memorial, die, or base as applicable.
- h) **Depth** means the dimension as measured from the front edge to the back edge of the memorial, die, or base, as applicable.
- i) **Width** means the dimension as measured from the left edge to the right edge of the memorial, die, or base, as applicable.

#### Memorials for Cremation Lots

Upright memorials are not permitted in this section.

All memorial tablets shall be set level and flush with the surface of the surrounding ground.

- a) Main tablet memorial - 8" x 12", 12" x 20" or 16" x 28" where lot size allows
- b) Secondary tablet memorial - 8" x 12", 12" x 20" or 16" x 28" where lot size allows
- c) Secondary tablet memorial shall not be larger than the main tablet memorial

#### Memorials for Infant/Child Lots

Upright memorials are not permitted in this section.

All memorial tablets shall be set level and flush with the surface of the surrounding ground.

- a) Main tablet memorial - 12" x 20" ~~or 16" x 28"~~
- b) Secondary tablet memorial – 8" x 12", or 12" x 20" ~~or 16" x 28"~~
- c) Secondary tablet memorial shall not be larger than the main tablet memorial

#### Memorials for Veteran Section

Upright memorials are not permitted in this section. A lot in the Veteran Section may contain only one memorial for the member or veteran interred in the lot and it shall meet the requirements of the Commonwealth War Graves Commission or Veterans Affairs Canada. One additional 12" x 20" flat tablet memorial shall be allowed to commemorate the second person interred in that lot. All other interments in the lot can have 8"x12" memorials up to the maximum interments allowed.

#### Memorials for Adult Size Lots in the Heritage Section

Blocks 1 to 118 and Blocks A, B, C and D

Permits for new upright memorials will not be issued for the Heritage Section.

The replacement and/or restoration of existing damaged memorials in the Heritage Section shall be at the discretion of the City.

- a) Main memorial:
  - i. Tablet memorial - 12" x 20" or 16" x 28" set flush to the ground or on a foundation which allows for a minimum 2" border of exposed foundation; or
  - ii. Pillow memorial - 12" x 20" x 6/4" or 16" x 28" x 6/4" set on a foundation which allows for a minimum 2" border of exposed foundation; or

## NORTH VANCOUVER CEMETERY

### Schedule B – North Vancouver Cemetery Memorials

North Vancouver Cemetery Bylaw, 2011, No. 8109,

Amendment Bylaw, 2019, No. 8721 – Effective January 1, 2020

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

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F 604 985 9417

[cemetery@cnv.org](mailto:cemetery@cnv.org)

Field Code Changed

- iii. Tablet memorial – 18" x 30" centered between adjacent side-by-side lots set flush to the ground ~~or on a foundation which allows for a minimum 2" border of exposed foundation~~; or
- iv. Pillow memorial - 18" x 30" x 6/4" centered between adjacent side-by-side lots and set on a foundation that allows for a minimum 2" border of exposed foundation.
- b) ~~Secondary-Subsequent~~ memorials, up to the total number of burials allowed for the lot, shall be a tablet memorial – 8" x 12", 12" x 20" or 16" x 28" set flush to the ground and shall not be larger than the main memorial or memorials already installed.

#### Memorials for Adult Size Lots in Blocks 643 to 647 and Blocks 730 to 747 [Bylaw 8920, June 27, 2022]

Upright memorials are not permitted in these areas.

All memorial tablets shall be set level and flush with the surface of the surrounding ground.

- a) Main tablet memorial - 12" x 20" or 16" x 28"; or
- b) Main tablet memorial centered between adjacent side-by-side lots - 18" x 30".
- c) Secondary tablet memorial – 8" x 12", 12" x 20" or 16" x 28" and shall not be larger than the main tablet memorial.

#### Memorials for Adult Size Lots (in areas not indicated above)

Upright memorials are permitted as the main marker in these sections.

- a) Main memorial:
  - i. Upright memorial to a maximum height of 36"; or
  - ii. Tablet memorial - 12" x 20" or 16" x 28" set flush to the ground or on a foundation which allows for a minimum 2" border of exposed foundation; or
  - iii. Pillow memorial - 12" x 20" x 6/4" or 16" x 28" x 6/4" set on a foundation which allows for a minimum 2" border of exposed foundation; or
  - iv. Tablet memorial – 18" x 30" centered between adjacent side-by-side lots set flush to the ground or on a foundation which allows for a minimum 2" border of exposed foundation; or
  - v. Pillow memorial - 18" x 30" x 6/4" centered between adjacent side-by-side lots and set on a foundation which allows for a minimum 2" border of exposed foundation.
- b) Secondary memorial shall be a tablet memorial – 8" x 12", 12" x 20" or 16" x 28" set flush to the ground and shall not be larger than the main tablet memorial.

#### Tablet Memorial Specifications

All tablet memorials shall follow the specifications outlined below and shall be either granite or bronze set level and flush with the surface of the surrounding ground and must follow the dimensions and layouts provided to families at the time they purchase the rights to a lot.

- a) Granite tablet memorials shall have a minimum thickness of 3".
- b) All tablet memorials shall have sides and edges cut true and perpendicular with the top surface.
- c) The tablet shall not be pinned or affixed in any way to a foundation.
- d) All bronze plaques shall be securely affixed to a concrete or granite support of a uniform thickness between 3" and 5". The bronze plaque shall not extend beyond the edges of the support.
- e) Bronze memorials with loose plates shall only be used on adult size lots for the main memorial and will require a foundation. This type of memorial shall only be installed in areas where foundations are permitted.

- f) No person shall attach any fixture or other thing to any memorial installed flush with the ground.

**Pillow Memorial Specifications**

- a) The standard height of a granite pillow memorial is 6" at the back sloping to 4" at the front.
- b) These memorials sit above the ground and are installed on a foundation.
- c) The pillow shall not be pinned or affixed in any way to the foundation.
- d) No inscription or lettering shall be placed on the back or any side of a pillow marker.

**Upright Memorial Specifications**

- a) The maximum total allowable height is 36".
- b) All upright memorials shall be placed on a foundation as specified and shall allow for a minimum 2" border of exposed foundation.
- c) The casket interment must precede the placement of an upright memorial.
- d) Only one upright memorial is permitted on any lot or portion thereof, and it must be placed at the head of the lot as designated by the City.
- e) Upright memorials may include the addition of a granite vase or statue. These pieces shall be affixed to the granite base and not extend beyond the edges of the base.
- f) A Base:
  - i. must be placed on a foundation;
  - ii. shall have sides and edges cut true and perpendicular with the top surface;
  - iii. must have rock pitch finished sides (excluding the top and bottom);
  - iv. must have a height that is between 3" and 8"; and
  - v. must allow for a minimum 2" border of exposed foundation.
- g) A Die:
  - i. must have a minimum depth of 6" at the bottom;
  - ii. must be of a single piece;
  - iii. must not exceed the width and depth dimensions of the base; and
  - iv. must be securely attached to a base or foundation to the satisfaction of the City.

**Memorial Foundation Specifications**

- a) Shall have a minimum 3" thickness
- a)b) Shall support a maximum total memorial height of 36"
- b)c) Shall only be installed after the ground has had sufficient time to settle
- e)d) Shall have sides and edges cut true and perpendicular with the top surface
- d)a) Shall have a minimum 3" thickness
- e) A Pre-Cast Concrete Foundation:
  - i. shall be installed by a memorial company;
  - ii. shall support a maximum total memorial height of 20";
  - iii. depth shall be between 16" and 22";
  - iv. width shall be between 24" and 36";
  - v. shall be installed flush to the surrounding ground; and
  - vi. shall not have a tablet marker or pillow marker pinned or affixed to it.
- e)f) A City Installed Concrete Foundation:
  - i. shall be 28" x 48"; and
  - ii. the location and elevation of the concrete foundation will be at the City's discretion.
- f)g) A Granite Foundation:
  - i. Shall be installed by the memorial company;



**NORTH VANCOUVER CEMETERY**

**Schedule B – North Vancouver Cemetery Memorials**

North Vancouver Cemetery Bylaw, 2011, No. 8109,

Amendment Bylaw, 2019, No. 8721 – Effective January 1, 2020

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Field Code Changed

- ii. Shall have a maximum width of 48" and maximum depth of 28"; and
- iii. Shall be installed flush to the surrounding ground.

~~g)a) — A Pre-Cast Concrete Foundation:~~

- ~~i. shall be installed by a memorial company;~~
- ~~ii.i. shall support a maximum total memorial height of 20";~~
- ~~iii.i. depth shall be between 16" and 22";~~
- ~~iv.i. width shall be between 24" and 26";~~
- ~~v.i. shall be installed flush to the surrounding ground; and~~
- ~~vi.i. shall not have a tablet marker or pillow marker pinned or affixed to it.~~

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# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 8961

### A Bylaw to amend “North Vancouver Cemetery Bylaw, 2011, No. 8109”

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 “**North Vancouver Cemetery Bylaw, 2011, No. 8109, Amendment Bylaw, 2023, No. 8961**” (Fee Schedule and Memorial Regulations).
2. “North Vancouver Cemetery Bylaw, 2011, No. 8109” is amended as follows:
  - A. In section A. of the beginning WHEREAS statement, by replacing the words “crematoriums, columbariums” with “crematoria, columbaria”.
  - B. By adding the following definition to Part 1.3:

**COMMUNITY BURIAL (Interment)** means intentional burial or interment of individuals, who are not related or connected in any way, being interred together in the same lot;
  - C. By deleting the definition for MEMORIAL in its entirety and replacing with:

**MEMORIAL** means all memorial work (monument, plaque, tablet, pillow, headstone or other marker) that is set on a lot and used to memorialize a deceased person; or a columbarium niche door engraving for the same purpose;
  - D. By deleting Part 6.1 d) in its entirety and replacing with:
    - d) The interment of cremated remains cannot be booked more than 90 days in advance. All documents must be signed and all fees must be paid at the time of booking the interment.
  - E. By deleting Part 6.3 a) in its entirety and replacing with:
    - a) The right of interment for an in-ground lot may be purchased when scheduling an interment in the lot at the time there is a need. At that time, the City may allow the purchase of the right of interment for a second adjacent single depth casket lot. To reserve a second single-depth casket lot, the interment in the originating lot must be a casket burial. The City reserves the right to stop the sale of secondary single-depth lots at its discretion.
  - F. By deleting Part 6.3 c) in its entirety and replacing with:
    - c) An adult single depth lot may hold:
      - i. one interment of adult human remains and a maximum of six interments of cremated remains; or

- ii. one interment of adult human remains and the human remains of a child, two years of age and under, and a maximum of four interments of cremated remains.
- G. By deleting Part 6.3 d) in its entirety and replacing with:
  - d) An adult double-depth lot may hold two interments of human remains and a maximum of six interments of cremated remains. The first interment of human remains will be at the lower level.
- H. By adding Part 6.3 e) as follows and renumbering subsequent sections accordingly:
  - e) If the second casket (upper) is scheduled at the same time as the first one (lower), the preparation and placement fee for the second casket is waived.
- I. By deleting Part 6.3 f) in its entirety and replacing with:
  - f) Cremation lots that are 2'x2' in size may hold a maximum of two interments of cremated remains. The right of interment for an in-ground cremation lot may be purchased when scheduling an interment in the lot at the time there is a need. At that time, the City may allow the purchase of the right of interment for a second adjacent in-ground cremation lot. The City reserves the right to stop the sale of secondary lots at its discretion.
- J. By adding Part 6.3 g) as follows:
  - g) Cremation lots that are 3'x3' in size may hold a maximum of four interments of cremated remains. The right of interment for an in-ground cremation lot may be purchased when scheduling an interment in the lot at the time there is a need. At that time, the City may allow the purchase of the right of interment for a second adjacent in-ground cremation lot. The City reserves the right to stop the sale of secondary lots at its discretion.
- K. By deleting Part 6.3 h) in its entirety and replacing with:
  - h) An infant/child lot may hold an infant/child casket and a maximum of two interments of cremated remains of individuals who are related to the child. The right of interment for an infant/child lot may be purchased when scheduling an interment of a child twelve years and under.
- L. By adding Part 6.4 e) as follows:
  - e) The rights holder is also responsible for making sure that the engraving meets the standards that the City has set out and that they use one of the companies approved to do that engraving.



- M. By adding Part 6.5 e) as follows:
- e) Veterans from all other wars since World War II may be buried (interred) throughout the cemetery and recorded as veterans.
- N. By deleting Part 6.6 Heritage Section in its entirety and replacing with:
- (Blocks numbered 1-118 inclusive and Blocks A, B, C and D)
- a) See Part 6.3 c) of this Bylaw for the number of allowable interments in these lots.
  - b) All existing curbing in the Heritage Section will be allowed to remain and is the sole responsibility of the families to maintain.
  - c) No new curbing is allowed in the Heritage Section.
- O. By deleting Part 8.1 Fees and Prices in its entirety and replacing with:
- Any person who applies for issuance, disposition, surrender, or cancellation of a right of interment or memorial permit or who requests or orders any product or service under this Bylaw set out in Schedule "A", must pay the fee or price set out in Schedule "A" at the time of making such application, request or order and in accordance with any requirements set out in Schedule "A".
- P. By deleting Part 8.2 Proof of Residency in its entirety and replacing with:
- For the purpose of defining resident and non-resident, proof of residence within the City or District of North Vancouver shall be produced to the satisfaction of the City at the time of purchase.
- Q. By deleting Part 10.3 b) in its entirety and replacing with:
- b) In-ground vases shall be permitted on defined lots, in all areas of the Cemetery, where lot sizes allow, with the exception of the Veteran's Section.
- R. By deleting Part 11.5 e) in its entirety and replacing with:
- e) No person shall play any game or sport within the Cemetery.
- S. By deleting Schedule "A" North Vancouver Cemetery Fees in its entirety and replacing it with the Schedule "A" attached to this Bylaw.
- T. By deleting Schedule "B" North Vancouver Cemetery Memorials in its entirety and replacing it with the Schedule "B" attached to this Bylaw.

3. The effective date of this bylaw is January 1, 2024.

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

**NORTH VANCOUVER CEMETERY****Schedule A – North Vancouver Cemetery Fees**

“North Vancouver Cemetery Bylaw, 2011, No. 8109,  
Amendment Bylaw, 2023, No. 8961” – Effective January 1, 2024

City of North Vancouver

141 West 14<sup>th</sup> Street

North Vancouver, BC V7M 1H9

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<b>In-ground Interments Resident Fees</b>	<b>Lot</b>	<b>Care Fund</b>		<b>Right of Interment</b>	<b>Preparation/ Placement</b>	<b>Liner</b>	<b>Total</b>
Adult Casket Single-depth	\$3,710.00	\$2,060.00	=	\$5,770.00	\$1,760.00	\$980.00	\$8,510.00
Adult Casket Single-depth Crypt	\$4,790.00	\$2,060.00	=	\$6,850.00	\$1,760.00		\$8,610.00
Adult Casket Double-depth Crypt							
♦ 1st Casket at Lower Level	\$6,390.00	\$2,580.00	=	\$8,970.00	\$1,760.00		\$10,730.00
Adult Casket Double-depth Crypt							
♦ 2nd Casket at Upper Level		\$830.00			\$1,760.00		\$2,590.00
Infant/Child Casket (2-12 years)	\$1,080.00	\$1,030.00	=	\$2,110.00	\$890.00		\$3,000.00
Infant/Child Casket (0-2 years)							\$0.00
Cremation Lot with 1st Interment	\$2,060.00	\$980.00	=	\$3,040.00	\$370.00		\$3,410.00
Cremated Remains in Occupied Lot		\$520.00			\$370.00		\$890.00

<b>Columbarium Niche Resident Fees</b>	<b>Lot</b>	<b>Care Fund</b>		<b>Right of Interment</b>	<b>Preparation/ Placement</b>	<b>Total</b>
Niche with 1st Interment (top 2 rows)	\$2,270.00	\$1,030.00	=	\$3,300.00	\$260.00	\$3,560.00
Niche with 1st Interment (mid 2 rows)	\$1,650.00	\$1,030.00	=	\$2,680.00	\$260.00	\$2,940.00
Niche with 1st Interment (bottom row)	\$1,140.00	\$1,030.00	=	\$2,170.00	\$260.00	\$2,430.00
2nd Interment in niche		\$210.00			\$260.00	\$470.00

<b>In-ground Interments Non-Resident Fees</b>	<b>Lot</b>	<b>Care Fund</b>		<b>Right of Interment</b>	<b>Preparation/ Placement</b>	<b>Liner</b>	<b>Total</b>
Adult Casket Single-depth	\$6,910.00	\$4,330.00	=	\$11,240.00	\$1,760.00	\$980.00	\$13,980.00
Adult Casket Single-depth Crypt	\$8,300.00	\$4,120.00	=	\$12,420.00	\$1,760.00		\$14,180.00
Adult Casket Double-depth Crypt							
♦ 1st Casket at Lower Level	\$13,700.00	\$5,150.00	=	\$18,850.00	\$1,760.00		\$20,610.00
Adult Casket double-depth Crypt							
♦ 2nd Casket at Upper Level		\$830.00	=	\$830.00	\$1,760.00		\$2,590.00
Infant/Child Casket (0-12 years)	\$2,630.00	\$2,060.00		\$4,690.00	\$930.00		\$5,620.00
Cremation Lot with 1st Interment	\$3,860.00	\$1,860.00		\$5,720.00	\$370.00		\$6,090.00
Cremated Remains in Occupied Lot		\$520.00			\$370.00		\$890.00

<b>Columbarium Niche Non-Resident Fees</b>	<b>Lot</b>	<b>Care Fund</b>		<b>Right of Interment</b>	<b>Preparation/ Placement</b>	<b>Total</b>
Niche with 1st Interment (top 2 rows)	\$2,950.00	\$1,340.00	=	\$4,290.00	\$260.00	\$4,550.00
Niche with 1st Interment (mid 2 rows)	\$2,150.00	\$1,340.00	=	\$3,490.00	\$260.00	\$3,750.00
Niche with 1st Interment (bottom row)	\$1,480.00	\$1,340.00	=	\$2,820.00	\$260.00	\$3,080.00
2nd Interment in niche		\$210.00			\$260.00	\$470.00

**NORTH VANCOUVER CEMETERY****Schedule A – North Vancouver Cemetery Fees**

“North Vancouver Cemetery Bylaw, 2011, No. 8109,  
Amendment Bylaw, 2023, No. 8961” – Effective January 1, 2024

City of North Vancouver  
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<b>Memorial Fees</b>	<b>Care Fund</b>	<b>Permit</b>	<b>Total</b>
Memorial Permit	\$110.00	\$130.00	\$240.00
Memorial Resetting		\$130.00	\$130.00
Memorial Tablet Levelling		\$160.00	\$160.00
City Concrete Foundation		\$1,240.00	\$1,240.00

<b>Lot Adornment Fees</b>	<b>Total</b>
In-ground Vase (includes installation)	\$100.00

<b>Disinterment &amp; Exhumation Fees</b>	<b>Total</b>
Adult Casket Single-depth	\$2,170.00
Adult Casket Single-depth Crypt	\$2,170.00
Adult Casket Double-depth Crypt	
♦ Casket – Upper Level	\$2,170.00
♦ Casket – Lower Level	\$2,680.00
♦ Both Caskets (at the same time)	\$4,850.00
Infant/Child Casket (0-12 years)	\$1,240.00
Cremated Remains (in-ground)	\$470.00
Cremated Remains (in-ground) with reinterment	\$670.00
Cremated Remains (niche)	\$230.00

<b>Additional Fees</b>	<b>Total</b>
After Hours Surcharge for Adult Casket Burial	\$1,650.00
After Hours Surcharge for Infant/Child Casket Burial	\$540.00
After Hours Surcharge for In-ground Cremation Interment	\$310.00
After Hours Surcharge for Niche Interment	\$210.00
Cremation Urn Vault - Single	\$110.00
Administration Fees	\$90.00

<b>Lot Surrender Refund For Lots Purchased on or before June 18, 2006</b> See ‘Cancellation of Right of Interment’ for complete details.	<b>Total</b>
Adult Single Depth Lot	\$1,163
Adult Double Depth Lot	\$1,845
Infant/Child Lot	\$608
Cremation Lot	\$405
Niche in Upper Two Rows	\$1,200
Niche in Lower Two Rows	\$885



## **NORTH VANCOUVER CEMETERY**

### **Schedule A – North Vancouver Cemetery Fees**

“North Vancouver Cemetery Bylaw, 2011, No. 8109,  
Amendment Bylaw, 2023, No. 8961” – Effective January 1, 2024

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**RESIDENT** refers to the residency of the deceased person or person for whom the lot is being purchased. Proof of residence shall be produced to the satisfaction of the City at the time of purchase.

Resident means a person who was:

- a) A registered owner of a property in the City or District of North Vancouver for a minimum of twelve (12) months immediately preceding the date of death, or
- b) A tenant or occupier of real property within the City or District of North Vancouver for a minimum of twelve (12) months immediately preceding the date of death.

**NON-RESIDENT** refers to a person who does not qualify as a resident.

### **CANCELLATION OF RIGHT OF INTERMENT**

The right holder must give written notice to the City for intent to cancel the right of interment for an unoccupied lot. The person requesting the refund is required to produce the original license or right of interment and proof satisfactory to the City of their right to claim a refund. A right of interment can only be surrendered back to the City. It cannot be sold privately. No refund shall be made for the right of interment for a columbaria niche where the niche door has been engraved.

If the purchaser cancels the right of interment within 30 days of entering into an interment right contract, they will be refunded the full amount paid less the cost of specially ordered goods or services rendered.

After 30 days from the date of entering into an interment right contract no refund shall be made of any care fund contribution collected. Fees associated with the removal of any memorial on the lot, must be paid before a refund is issued.

The refund is calculated as follows:

- a) If the lot was purchased on or before June 18, 2006:  
The amount refunded will equal 75% of the fees set out in North Vancouver Cemetery Bylaw No. 7667 for the resident lot fee (lot license) and less the administration fee as specified in Schedule ‘A’ of North Vancouver Cemetery Bylaw, 2011, No. 8109, as amended from time to time.
- b) If the lot was purchased on or after June 19, 2006:  
The amount refunded will equal the amount paid for the lot fee (lot license) less the administration fee as specified in Schedule “A” of North Vancouver Cemetery Bylaw, 2011, No. 8109, as amended from time to time.

**All fees shall be paid at the time of application and are subject to applicable taxes.**

**NORTH VANCOUVER CEMETERY**  
**Schedule B – North Vancouver Cemetery Memorials**

“North Vancouver Cemetery Bylaw, 2011, No. 8109,  
Amendment Bylaw, 2023, No. 8961” – Effective January 1, 2024

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**General Memorial Information**

- a) Memorials may only be installed, removed or modified in the Cemetery after a memorial permit has been issued by the City. The memorial permit fee as specified in Schedule ‘A’ must be paid before the permit is issued.
- b) Before obtaining a memorial permit, the right holder or authorized representative, or a person authorized by the City shall submit complete details of the proposed memorial and obtain approval from the City.
- c) All memorials shall conform to the specifications set out in Schedule “B”. The City may refuse to issue a memorial permit to the applicant if the applicant has failed to comply with the requirements of this Bylaw and Schedule “B”.
- d) A permit for a memorial marker to be placed on an in-ground lot for a deceased person, who is not to be interred in the Cemetery, will be issued with the understanding that the memorial must indicate ‘in memoriam’ within the inscription. In memoriam inscriptions placed on a memorial marker count towards the total number of allowable interments in such lot. See Part 6.3 of this Bylaw.
- e) The City reserves the right to reject any memorial marker which, in their opinion, is not in keeping with the dignity of the Cemetery.
- f) The name of the deceased on the memorial marker must be in the English alphabet to ensure accurate record keeping by the City. The name of the deceased may be duplicated in a second language within the inscription.
- g) The memorial shall be placed on a lot in the location designated by the City.
- h) All memorial markers shall be constructed of granite or bronze. The use of marble is prohibited.
- i) The design and lettering on granite memorials must be level with the surface of the marker.
- j) The design and lettering on bronze memorials may be raised to a maximum of 0.5” above the surface of the concrete or granite support.
- k) The City shall not be liable for any damage done to any memorial marker or tablet during the course of setting the same, or for damage resulting from any person, other than City staff, having interfered with the memorial marker or tablet after it has been installed.
- l) The City shall not be held liable for, or be obliged to repair, any breakage or damage to any memorial in the Cemetery, except as shall arise as the result of the negligence of the caretaker.
- m) All memorials are the property of the purchaser and required care or repair is the responsibility of the purchaser.
- n) Installation of memorials shall occur during the Cemetery’s hours of staff operation.

**Columbaria Niche Door Engraving**

- a) Columbaria niche door inscriptions must be approved by the City with the engraving carried out by a company authorized by the City. To ensure readability and aesthetics, the City adheres to a professional engraving standard.
- b) Niche door engraving for a deceased person who is not to be interred in the niche shall count towards the total number of allowable interments in the lot. The niche door inscription does not have to indicate ‘in memoriam’.

### **Memorial Definitions**

- a) **Tablet Memorial** means a flat rectangular granite or bronze memorial.
- b) **Pillow Memorial** means a slightly sloping memorial with a low profile. These memorials sit above the ground and are installed on a foundation.
- c) **Upright Memorial** means a memorial that sits upright above the ground. These memorials are installed on a foundation. They do not include pillow or tablet markers.
- d) **Die** means the upper portion of an upright memorial usually placed above the base.
- e) **Base** means the lowest portion of a memorial set on a foundation.
- f) **Foundation** means a concrete or granite slab, set at grade to support a memorial.
- g) **Height** means the dimension as measured from the top to the bottom of the memorial, die, or base as applicable.
- h) **Depth** means the dimension as measured from the front edge to the back edge of the memorial, die, or base, as applicable.
- i) **Width** means the dimension as measured from the left edge to the right edge of the memorial, die, or base, as applicable.

### **Memorials for Cremation Lots**

Upright memorials are not permitted in this section.

All memorial tablets shall be set level and flush with the surface of the surrounding ground.

- a) Main tablet memorial – 8” x 12”, 12” x 20” or 16” x 28” where lot size allows
- b) Secondary tablet memorial – 8” x 12”, 12” x 20” or 16” x 28” where lot size allows
- c) Secondary tablet memorial shall not be larger than the main tablet memorial

### **Memorials for Infant/Child Lots**

Upright memorials are not permitted in this section.

All memorial tablets shall be set level and flush with the surface of the surrounding ground.

- a) Main tablet memorial – 12” x 20”
- b) Secondary tablet memorial – 8” x 12” or 12” x 20”
- c) Secondary tablet memorial shall not be larger than the main memorial tablet

### **Memorials for Veteran Section**

Upright memorials are not permitted in this section. A lot in the Veteran Section may contain only one memorial for the member or veteran interred in the lot and it shall meet the requirements of the Commonwealth War Graves Commission or Veterans Affairs Canada. One additional 12” x 20” flat tablet memorial shall be allowed to commemorate the second person interred in that lot. All other interments in the lot can have 8”x12” memorials up to the maximum interments allowed.

### **Memorials for Adult Size Lots in the Heritage Section**

Blocks 1 to 118 and Blocks A, B, C and D

Permits for new upright memorials will not be issued for the Heritage Section.

The replacement and/or restoration of existing damaged memorials in the Heritage Section shall be at the discretion of the City.

- a) Main memorial:
  - i. Tablet memorial – 12” x 20” or 16” x 28” set flush to the ground or on a foundation which allows for a minimum 2” border of exposed foundation; or
  - ii. Pillow memorial – 12” x 20” x 6/4” or 16” x 28” x 6/4” set on a foundation which allows for a minimum 2” border of exposed foundation; or
  - iii. Tablet memorial – 18” x 30” centered between adjacent side-by-side lots set flush to the ground; or

**NORTH VANCOUVER CEMETERY**  
**Schedule B – North Vancouver Cemetery Memorials**

“North Vancouver Cemetery Bylaw, 2011, No. 8109,  
Amendment Bylaw, 2023, No. 8961” – Effective January 1, 2024

City of North Vancouver  
141 West 14<sup>th</sup> Street  
North Vancouver, BC V7M 1H9  
T 604 983 7351  
F 604 985 9417  
[cemetery@cnv.org](mailto:cemetery@cnv.org)

- iv. Pillow memorial – 18” x 30” x 6/4” centered between adjacent side-by-side lots and set on a foundation that allows for a minimum 2” border of exposed foundation.
- b) Subsequent memorials, up to the total number of burials allowed for the lot, shall be a tablet memorial – 8” x 12”, 12” x 20” or 16” x 28” set flush to the ground and shall not be larger than the main memorial or memorials already installed.

**Memorials for Adult Size Lots in Blocks 643 to 647 and Blocks 730 to 747** [Bylaw 8920, June 27, 2022]

Upright memorials are not permitted in these areas.

All memorial tablets shall be set level and flush with the surface of the surrounding ground.

- a) Main tablet memorial – 12” x 20” or 16” x 28”; or
- b) Main tablet memorial centered between adjacent side-by-side lots - 18” x 30”.
- c) Secondary tablet memorial – 8” x 12”, 12” x 20” or 16” x 28” and shall not be larger than the main tablet memorial.

**Memorials for Adult Size Lots (in areas not indicated above)**

Upright memorials are permitted as the main marker in these sections.

- a) Main memorial:
  - i. Upright memorial to a maximum height of 36”; or
  - ii. Tablet memorial – 12” x 20” or 16” x 28” set flush to the ground or on a foundation which allows for a minimum 2” border of exposed foundation; or
  - iii. Pillow memorial – 12” x 20” x 6/4” or 16” x 28” x 6/4” set on a foundation which allows for a minimum 2” border of exposed foundation; or
  - iv. Tablet memorial – 18” x 30” centered between adjacent side-by-side lots set flush to the ground or on a foundation which allows for a minimum 2” border of exposed foundation; or
  - v. Pillow memorial – 18” x 30” x 6/4” centered between adjacent side-by-side lots and set on a foundation which allows for a minimum 2” border of exposed foundation.
- b) Secondary memorial shall be a tablet memorial – 8” x 12”, 12” x 20” or 16” x 28” set flush to the ground and shall not be larger than the main tablet memorial.

**Tablet Memorial Specifications**

All tablet memorials shall follow the specifications outlined below and shall be either granite or bronze set level and flush with the surface of the surrounding ground and must follow the dimensions and layouts provided to families at the time they purchase the rights to a lot.

- a) Granite tablet memorials shall have a minimum thickness of 3”.
- b) All tablet memorials shall have sides and edges cut true and perpendicular with the top surface.
- c) The tablet shall not be pinned or affixed in any way to a foundation.
- d) All bronze plaques shall be securely affixed to a concrete or granite support of a uniform thickness between 3” and 5”. The bronze plaque shall not extend beyond the edges of the support.
- e) Bronze memorials with loose plates shall only be used on adult size lots for the main memorial and will require a foundation. This type of memorial shall only be installed in areas where foundations are permitted.
- f) No person shall attach any fixture or other thing to any memorial installed flush with the ground.



### **Pillow Memorial Specifications**

- a) The standard height of a granite pillow memorial is 6” at the back sloping to 4” at the front.
- b) These memorials sit above the ground and are installed on a foundation.
- c) The pillow shall not be pinned or affixed in any way to the foundation.
- d) No inscription or lettering shall be placed on the back or any side of a pillow marker.

### **Upright Memorial Specifications**

- a) The maximum total allowable height is 36”.
- b) All upright memorials shall be placed on a foundation as specified and shall allow for a minimum 2” border of exposed foundation.
- c) The casket interment must precede the placement of an upright memorial.
- d) Only one upright memorial is permitted on any lot or portion thereof, and it must be placed at the head of the lot as designated by the City.
- e) Upright memorials may include the addition of a granite vase or statue. These pieces shall be affixed to the granite base and not extend beyond the edges of the base.
- f) A Base:
  - i. must be placed on a foundation;
  - ii. shall have sides and edges cut true and perpendicular with the top surface;
  - iii. must have rock pitch finished sides (excluding the top and bottom);
  - iv. must have a height that is between 3” and 8”; and
  - v. must allow for a minimum 2” border of exposed foundation.
- g) A Die:
  - i. must have a minimum depth of 6” at the bottom;
  - ii. must be of a single piece;
  - iii. must not exceed the width and depth dimensions of the base; and
  - iv. must be securely attached to a base or foundation to the satisfaction of the City.

### **Memorial Foundation Specifications**

- a) Shall have a minimum 3” thickness
- b) Shall support a maximum total memorial height of 36”
- c) Shall only be installed after the ground has had sufficient time to settle
- d) Shall have sides and edges cut true and perpendicular with the top surface
- e) A Pre-Cast Concrete Foundation:
  - i. shall be installed by a memorial company;
  - ii. shall support a maximum total memorial height of 20”;
  - iii. depth shall be between 16” and 22”;
  - iv. width shall be between 24” and 36”;
  - v. shall be installed flush to the surrounding ground; and
  - vi. shall not have a tablet marker or pillow marker pinned or affixed to it.
- f) A City Installed Concrete Foundation:
  - i. shall be 28” x 48”; and
  - ii. the location and elevation of the concrete foundation will be at the City’s discretion.
- g) A Granite Foundation:
  - i. Shall be installed by the memorial company;
  - ii. Shall have a maximum width of 48” and maximum depth of 28”; and
  - iii. Shall be installed flush to the surrounding ground.

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8979

A Bylaw to amend “Street and Traffic Bylaw, 1991, No. 6234”

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 “**Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2023, No. 8979**” (Schedule F – Fees).
2. “Street and Traffic Bylaw, 1991, No. 6234” is amended as follows:
  - A. In Schedule F – Fees:
    - (1) By replacing the Occupancy Fee of “\$2.50” of Permit Type – Temporary Building Zone with “\$3.05”;
    - (2) By replacing the Occupancy Fee of “\$2.50” of Permit Type – Temporary Street Occupancy with “\$3.05”.
3. The effective date of this bylaw is January 1, 2024.

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

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

**BYLAW NO. 8980**

**A Bylaw to amend “Water Utility Bylaw, 1994, No. 6417”**

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 **“Water Utility Bylaw, 1994, No. 6417, Amendment Bylaw, 2023, No. 8980” (Schedule A – Water Services Fees)**.
2. “Water Utility Bylaw, 1994, No. 6417” is amended as follows:
  - A. In Schedule A – Water Services, by replacing the Standard 19 mm fee of “\$5,500” with “\$9,600”.
3. The effective date of this bylaw is January 1, 2024.

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8981

**A Bylaw to amend “Sewerage and Drainage Utility Bylaw, 1995, No. 6746”**

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 **“Sewerage and Drainage Utility Bylaw, 1995, No. 6746, Amendment Bylaw, 2023, No. 8981” (Schedule A – Sewer and Drainage Services Fees)**.
2. “Sewerage and Drainage Utility Bylaw, 1995, No. 6746” is amended as follows:
  - A. In Schedule A – Sewer and Drainage Services:
    - (1) In section 1 – Sanitary Connection, by replacing the Standard 100mm Replacement or Relining fee of “\$5,500” with “\$8,600”;
    - (2) In section 2 – Storm Connection, by replacing the Standard 150mm Replacement or Relining fee of “\$5,300” with “\$6,900”.
3. The effective date of this bylaw is January 1, 2024.

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

**BYLAW NO. 8982**

**A Bylaw to amend “Construction Regulation Bylaw, 2003, No. 7390”**

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 “**Construction Regulation Bylaw, 2003, No. 7390, Amendment Bylaw, 2023, No. 8982**” (Schedule A – Fees and Deposits).
2. “Construction Regulation Bylaw, 2003, No. 7390” is amended as follows:
  - A. By deleting Schedule A – Fees and Deposits in its entirety and replacing it with the new Schedule A attached to this bylaw.
3. The effective date of this bylaw is March 1, 2024.

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## PART 16 – SCHEDULES

### Schedule “A” – Fees and Deposits

#### 1. GENERAL REGULATIONS

1. **Penalties:**

Work that has commenced without a permit is subject to a double permit fee not exceeding \$20,000.

2. **Refunds:**

Upon receipt of a written request for a refund, accompanied by the originally issued permit, 50% of the total permit fee may be refunded on condition that:

1. work has not commenced;
2. the permit has not expired;
3. the permit has not been extended.

3. **Re-Inspection Fee:**

Where more than two inspections are necessary due to non-compliance with the provisions of this Bylaw, or to correct the violations from previous inspections or a no-show or no access provided, then the third inspection shall be charged at a rate equal to the original permit fee or \$120 (plus HST), whichever is less. A fourth re-inspection is \$240, a fifth is \$360, and a sixth (and greater) is \$480 (plus HST).

4. **Change of Contractor or Consultants:**

An issued and valid permit may be transferred to a new applicant or assigned to new consultants upon the payment of \$75 (plus HST).

5. **Interim Occupancy Certificate:**

Residential Occupancies	\$132 (plus HST) per dwelling unit to maximum of \$6,600 (plus HST) per 30 days
Other Occupancies	\$660 (plus HST) per 30 days

6. **Electronic Copy Fee:**

All drawings larger than 11"x17"	\$4 per sheet (plus HST)
All drawings 11"x17" or smaller	\$1 per sheet (plus HST)

7. **Strata Conversion Applications:**

Application Fee	\$500 and
Legal Fees	\$500 and
Inspection Fee	
Duplex Building	\$200
Multiple unit residential, commercial, industrial or institutional buildings	\$200 per unit to a maximum of \$1,200 (plus HST)

8. **Alternative Solution Fees:**

Up to two applications under the same cover	\$540 each (plus HST)
Each subsequent Alternate Solution under the same cover	\$480 each (plus HST)

9. **Plans and Document Revisions:**  
Plan revisions are to be charged based on \$120 (plus HST) per plan revision as determined by the Building Official.  
  
A charge shall be applied to any document retrieval and copying for a building permit applicant that is initiated after issuance of the building permit, and shall be charged at a rate of \$60 per half hour (plus HST).
10. **Application Extension Fee:**  
10% of the original application fee but not less than \$120 (plus HST) to extend the life of an application beyond its 6 month expiry date for a period not exceeding 6 months
11. **Permit Renewal Fee:**  
10% of original permit fee but not less than \$120 (plus HST) for the first extension not exceeding 6 months. The second and subsequent extension shall be charged at 15% of the original permit fee but not less than \$180 (plus HST).
12. **Zoning and Building Compliance Letters:**

Single family or duplex buildings	\$110 (plus HST)
Multiple unit residential (per suite), commercial, industrial or institutional buildings	\$210 (plus HST)
13. Repealed *[Bylaw 8477, May 2, 2016]*
14. **Temporary Buildings:**  
Permit fees will be charged in accordance with Section 2.5 of this schedule.  
A \$750 deposit is required upon application and is refundable only when the building, structure or shelter is removed in it's entirely and the site is left in a safe and sanitary condition.
15. **Special Inspections:**  
Inspections made in response to a request by those having a legal interest in establishing the status of a plumbing, electrical, gas system or building structure is \$120 (plus HST)
16. **Overtime Inspection Requests:**  
Inspections which are requested outside of normal working hours are subject to the following hourly rate (plus HST)

Monday-Friday (Minimum 1 hour)	\$120 per hour
Saturday-Sunday (Minimum 2 hours)	\$180 per hour
17. **Occupant Load Calculations:**

For all licensed beverage establishments	\$240 (plus HST)
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18. **Plan Retrieval and Copies:**

For a copy of the first page of any drawing (to a max size of 11"x17")	\$36 (plus HST)
Each subsequent page (to a max size of 11"x17")	\$1.80 (plus HST)
19. **Waived Fees:** *[Bylaw 8907, January 31, 2022]*  
Permit fees for City-led civic projects on City-owned land may be waived in whole or in part, at the discretion of the Director of Planning and Development.

## 2. BUILDING PERMIT FEES

### 1. Building Permit Application Fee:

An application shall be accompanied by:

for construction values up to \$200,000	50% of the fee prescribed and as set out in 2.5 of this schedule but not less than \$100
for construction values from \$200,001 to \$500,000	\$200 plus 40% of the fee prescribed and as set out in 2.5 of this schedule
for construction values more than \$500,001	\$500 plus 30% of the fee prescribed and as set out in 2.5 of this schedule

which said sum shall not be refundable.

### 2. Application Extension Fee:

10% of the original permit fee but not less than \$120 (plus HST) for an extension not exceeding 6 months.

### 3. Partial Permit Fees:

Building permit fees for partial permits may be based on the value of the portion of work being permitted, as determined by the building official plus \$120 (plus HST) as a partial permit processing fee.

### 4. Completion Deposit:

Building permit applications for additions, alterations, renovations, move-on buildings, sign permits and tenant improvements shall be accompanied by a deposit of 2% of the total construction value, not less than \$100 and not more than \$1,000. The deposit is forfeited if the work is not completed within 2 years.

### 5. Scale of Building Permit Fees:

The calculation of building permit values shall be based on the total construction or demolition costs, including materials and labour, as provided by the applicant, subject to approval by the *building official*.

If, under Section 7.3.2., it has been determined by the *Manager, Inspections* that a Professional Engineer or Architect is required to Certify that the plans, or specified aspects of the plans submitted with the permit application comply with the current *Provincial Building Code* and other applicable enactments respecting safety, the fees required for that permit will be reduced by five (5) percent, to a maximum of five hundred dollars (\$500).

Building permit fees payable for a permit for the construction, demolition, addition, alteration, repair of any building or structure or any part thereof, shall be as follows:



When the cost does not exceed \$5,000	\$120.00
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For each additional \$1,000 or part thereof by which the cost exceeds \$5,001 up to a maximum of \$15,000	\$15.12
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For each additional \$1,000 or part thereof by which the cost exceeds \$15,001 up to a maximum of \$50,000	\$13.62
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For each additional \$1,000 or part thereof by which the cost exceeds \$50,001 up to a maximum of \$100,000	\$11.82
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For each additional \$1,000 or part thereof by which the cost exceeds \$100,001	\$9.72
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6. **Residential Inspection Fees:**

Where an application is made for a Building Permit with respect to the construction of a self-contained housing unit or units, there shall be, in addition to any other fees payable, an Inspection Fee for each self-contained unit of \$240 (plus HST)

7. **Fire-stopping for Plumbing Re-Pipe Permit Fees:**

Building Inspection fees for the re-inspection of fire-stopping in re-pipe installations is \$13.50 per dwelling unit with a minimum fee of \$180.

3. **PLUMBING PERMIT FEES**

1. **Plumbing Fixtures:**

When the number of fixtures does not exceed 4	\$120.00
Each Plumbing fixture in excess of 4 installed or roughed-in	\$27.00

(Plumbing Fixture as defined by the BC Plumbing Code including Drains, Hot Tub, Catch Basin, Junction Box, Manhole, O/G Interceptor, Sump, Neutralizer, Inspection Chamber, Back Flow Preventer, Fire Hydrant, Fire Department Connection, Fire Hose Connection, Fire Hose Station)

2. **Service Pipes:**

Service lines including Sanitary Sewer, Storm Sewer, and Water Services	
For the first 30m or part thereof	\$120.00
For each additional 30m (100 feet) or part thereof	\$33.42

3. **Fire Protection Services:**

Installation or alteration of fire sprinkler systems	
First Sprinkler head	\$120.00
Each Additional head	\$2.10

4. **Installation and Alteration of Piping Only:**

For installation or alteration of plumbing piping where no alteration of fixtures is involved:

For the first 30m (100 feet)	\$120.00
For each additional 30m (100 feet) of pipe, or part thereof	\$33.42

#### 4. GAS PERMIT FEES

For installation, alteration or replacement of appliances, vents for each appliance, or piping for each appliance:

Fee Per Appliance	Fee Payable
Installation or replacement: 1 or 2 appliances	\$129.00
Next 3 to 10 appliances	\$67.00
Next 11 to 20 appliances	\$39.00
Next 21 to 100 appliances	\$24.00
For each appliance over 100	\$11.00

#### 5. ELECTRICAL PERMIT FEES

##### 1. Homeowner Installation:

Fees based upon the total cost of materials.

Service Install or upgrade/relocation	Fee Payable
Installation of each residential service of less than or equal to 125A	\$806
Installation of each residential service of 126A-200A	\$1,172
Upgrade of each residential service up to and including 200A	\$541

##### 2. Contractor Installation:

Fees based upon the value of the proposed electrical installation including all material and labour.

More Than	Not More Than	Fee Payable
\$0	\$250	\$59.00
\$251	\$1,000	\$103.00
\$1,001	\$2,500	\$177.00
\$2,501	\$5,000	\$287.00
\$5,001	\$10,000	\$441.00
\$10,001	\$20,000	\$722.00
\$20,001	\$35,000	\$1,057.00
\$35,001	\$50,000	\$1,474.00
\$50,001	\$100,000	\$2,114.00
\$100,001	\$200,000	\$3,167.00
\$200,001	\$1,000,000	\$2,880.00 +0.5% of job value
\$1,000,001	and over	\$5,759.00 +0.25% of job value

3. **Temporary Power Connections:**  
Less than or equal to 125A \$443 per permit  
126A-200A \$772 per permit  
201A-400A \$1,057 per permit  
Greater than 400A \$1,474 per permit
4. **Sign Connection:**  
The first sign connection \$120.00  
Each subsequent sign connection for the same site  
where the permit is issued at the same time \$60.00
5. **Electrical Permit Fees (Temporary Event Connections):**  
Each Permit \$148.00  
*[Bylaw 8762, February 24, 2020]*
6. Deleted *[Bylaw 8762, February 24, 2020]*
7. **Electrical Permit Fees (Annual Permits):**  
1,000 H.P. or less \$245.00  
Each additional 100 H.P. or fraction thereof \$31.20  
Education Facilities per classroom, shop, laboratory,  
gymnasium, auditorium, or office \$6.60  
Maximum annual fee \$2,340.00

## 6. COMPRESSED GAS SYSTEMS AND OIL STORAGE TANKS

For the installation, replacement, renewal, alteration, removal or repair of any oil or compressed gas system or storage tank:

1. Commercial or domestic oil burner \$100.00
2. Fuel dispensing nozzle \$100.00
3. Flammable or combustible liquid storage tank:  
Up to 4,546 L \$100.00  
Over 4,546 L \$141.00
4. Compressed gas system \$100.00

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 8983

**A Bylaw to amend “Bylaw Notice Enforcement Bylaw, 2018, No. 8675”**

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 **“Bylaw Notice Enforcement Bylaw, 2018, No. 8675, Amendment Bylaw, 2023, No. 8983” (Schedule A – Street and Traffic Bylaw Penalties)**.
2. “Bylaw Notice Enforcement Bylaw, 2018, No. 8675” is amended as follows:
  - A. In Schedule A – Designated Bylaw Contraventions & Penalties for Bylaw Contraventions:
    - (1) By deleting the “Parks Regulation Bylaw, 1996, No. 6611” table of penalties in its entirety and replacing it with the new table attached to this bylaw.
    - (2) By deleting the “Street and Traffic Bylaw, 1991, No. 6234” table of penalties in its entirety and replacing it with the new table attached to this bylaw.
3. The effective date of this bylaw is January 1, 2024.

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

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MAYOR

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CORPORATE OFFICER

<b>"Parks Regulation Bylaw, 1996, No. 6611"</b>						
<b>Description</b>	<b>Section</b>	<b>A1 Compliance Agreement Available</b>	<b>A2 Penalty</b>	<b>A3 Early Payment Penalty</b>	<b>A4 Late Payment Penalty</b>	<b>A5 Compliance Agreement Discount</b>
Unlawful Concession in Park	501	No	\$125	\$100	\$150	N/A
Unlawful Presence in Park (Hours)	702	No	\$125	\$100	\$150	N/A
Damage to Trees	901.1	No	\$75	\$50	\$100	N/A
Erection of Structure	901.2	No	\$75	\$50	\$100	N/A
Damage Thing or Area	901.3	No	\$75	\$50	\$100	N/A
Remove or Dump Materials	901.4	No	\$225	\$200	\$250	N/A
Unlawful Fire or Lit Material	901.5	No	\$500	\$500	\$500	N/A
Interfere with Drainage/ Watercourse	901.6	No	\$75	\$50	\$100	N/A
Interfering with Persons	901.7	No	\$75	\$50	\$100	N/A
Interfering with Lawful Use	901.8	No	\$75	\$50	\$100	N/A
Unlawful Organized Use	901.9	No	\$75	\$50	\$100	N/A
Disorderly Conduct/loitering	901.10	No	\$75	\$50	\$100	N/A
Animal or Fowl at Large	1001.1	No	\$75	\$50	\$100	N/A
Feeding/Interfering with Animal, Wildlife, Bird or Fish	1001.2	No	\$75	\$50	\$100	N/A
Riding Animal in Prohibited Area	1002.1	No	\$75	\$50	\$100	N/A
Out of Control Animal	1002.2	No	\$75	\$50	\$100	N/A
Rider Failing to Obey Lawful Traffic Direction	1002.3	No	\$75	\$50	\$100	N/A
Dog in Park Contrary to Schedule F	1003.1	No	\$120	\$100	\$150	N/A
Conveyance Unlawfully on Pedestrian Path or Roadway	1101.1	No	\$125	\$100	\$150	N/A
Unlawful Use of Vehicle	1101.2	No	\$125	\$100	\$150	N/A
Disobey Lawful Traffic Direction	1101.3	No	\$125	\$100	\$150	N/A
Skateboarding/ Rollerblading with no Helmet	1101.5	No	\$50	\$40	\$80	N/A
Parent or Guardian Permitting no Helmet	1101.6	No	\$75	\$50	\$100	N/A

<b>"Street and Traffic Bylaw, 1991, No. 6234"</b>						
<b>Description</b>	<b>Section</b>	<b>A1 Compliance Agreement Available</b>	<b>A2 Penalty</b>	<b>A3 Early Payment Penalty</b>	<b>A4 Late Payment Penalty</b>	<b>A5 Compliance Agreement Discount</b>
Overtime Parking	501.15	No	\$60	\$45	\$100	N/A
Parked Longer than 72 Hours	505	No	\$45	\$35	\$75	N/A
Recreational Vehicle 24 hour parking	519	Yes	\$300	\$250	\$400	\$75
Overtime - parked on the Same Block	513	No	\$55	\$40	\$95	N/A
Jaywalking	1103.1	No	\$45	\$35	\$75	N/A
No Valid Payment Coupon	1304	No	\$55	\$40	\$95	N/A
Expired Meter	1304.4	No	\$55	\$40	\$95	N/A
Parked on Sidewalk or Boulevard	501.1	No	\$110	\$95	\$150	N/A
Within 3m of Driveway	501.2	No	\$60	\$45	\$100	N/A
Within 3m of Lane	501.3	No	\$60	\$45	\$100	N/A
Within 5m of Fire Hydrant	501.4	No	\$110	\$95	\$150	N/A
Parked on Crosswalk	501.5	No	\$110	\$95	\$150	N/A
Parked in Intersection	501.5	No	\$110	\$95	\$150	N/A
Within 6m of Crosswalk	501.6	No	\$110	\$95	\$150	N/A
Within 6m of Intersection	501.6	No	\$110	\$95	\$150	N/A
Within 6m of Stop Sign	501.7	No	\$110	\$95	\$150	N/A
Parked in a Lane	501.8	No	\$60	\$45	\$100	N/A
Within 15m of Rail Crossing	501.9	No	\$60	\$45	\$100	N/A
Advertising Selling or Repairing	501.10	No	\$60	\$45	\$100	N/A
Double Parking	501.12	No	\$60	\$45	\$100	N/A
On a Bridge or In a Tunnel	501.13	No	\$60	\$45	\$100	N/A
Contrary to Traffic Control Device	501.14	No	\$60	\$45	\$100	N/A
Obstructing Visibility of Sign	501.16	No	\$60	\$45	\$100	N/A
In Front of a School	501.17	No	\$60	\$45	\$100	N/A
Against Yellow Curb	501.18	No	\$60	\$45	\$100	N/A

<b>"Street and Traffic Bylaw, 1991, No. 6234"</b>						
<b>Description</b>	<b>Section</b>	<b>A1 Compliance Agreement Available</b>	<b>A2 Penalty</b>	<b>A3 Early Payment Penalty</b>	<b>A4 Late Payment Penalty</b>	<b>A5 Compliance Agreement Discount</b>
Impeding Snow Removal	501.19	No	\$110	\$95	\$150	N/A
Impeding Fire Fighting	501.20	No	\$110	\$95	\$150	N/A
Impeding Traffic	501.21	No	\$110	\$95	\$150	N/A
Impeding Street Work	501.22	No	\$110	\$95	\$150	N/A
Insecure Vehicle	501.23	No	\$60	\$45	\$100	N/A
Drive over Hose	501.24	No	\$60	\$45	\$100	N/A
Parked Facing Traffic Flow	503.1	No	\$60	\$45	\$100	N/A
2 way Street - Parked More 30cm From Curb	503.1	No	\$60	\$45	\$100	N/A
1 way Street - Parked More 30cm From Curb	503.2	No	\$60	\$45	\$100	N/A
Parallel Parking - Parked Outside Painted Stall	503.3	No	\$60	\$45	\$100	N/A
Parallel Parking – Occupying More than 2 Painted Stalls	503.3	No	\$60	\$45	\$100	N/A
Improperly Parked on Grade	503.4	No	\$60	\$45	\$100	N/A
Improper Angle Parking – Outside lines	504	No	\$60	\$45	\$100	N/A
Improper Angle Parking – backed in/Front tires more than 30 cm from Curb	504	No	\$60	\$45	\$100	N/A
Improper Use of a Loading Zone	509.1	No	\$60	\$45	\$100	N/A
Improper Use of a Commercial Loading Zone	509.2	No	\$60	\$45	\$100	N/A
Improper Use of a Passenger Loading Zone	509.3	No	\$60	\$45	\$100	N/A
Improper Use of a Bus Zone as bus	509.4	No	\$110	\$95	\$150	N/A
Improper Use of a Bus Zone as Canada Post	509.5	No	\$60	\$45	\$100	N/A
Improper Use of a Bus Zone as taxi	509.6	No	\$60	\$45	\$100	N/A
Improper Use of a Taxi Zone	509.7	No	\$60	\$45	\$100	N/A
Improper Use of a Fire Zone	509.8	No	\$60	\$45	\$100	N/A
Improper Use of a Shared Vehicle Zone	509.11	No	\$60	\$45	\$100	N/A
Improper Use of a Resident Permit Only Zone	509.12	No	\$60	\$45	\$100	N/A
Improper Use of a Special Parking Permit Zone	509.13	No	\$60	\$45	\$100	N/A
Improper Use of an E-Bike Share Zone [Bylaw 8792, December 7, 2020]	509.14	No	\$60	\$45	\$100	N/A
Skateboarding Without Helmet	408.8	No	\$60	\$45	\$100	N/A
Skateboarding Without Helmet Under 16 Years of Age	408.9	No	\$60	\$45	\$100	N/A
Blocking Intersection while in Traffic	502	No	\$65	\$50	\$105	N/A
Over 4500kg GVWR: 6pm to 6am	506	No	\$110	\$95	\$150	N/A
Over 6.1 m length: 6pm to 6am	506	No	\$110	\$95	\$150	N/A
No Permit for Oversize	507	No	\$65	\$50	\$105	N/A
Parked Unattached Trailer	514	No	\$110	\$95	\$150	N/A
Parked Trailer attached to Vehicle incapable of Towing Trailer	514	No	\$110	\$95	\$150	N/A
Excessive Vehicle Idling	516	No	\$65	\$50	\$105	N/A
No Municipal Decal	820.2	No	\$65	\$50	\$105	N/A
Studded Tires May 1 to Sept 30	903.1	No	\$65	\$50	\$105	N/A
Tire(s) Not In Good Order	903.2	No	\$65	\$50	\$105	N/A
Sounding Horn in Quiet Zone	1001	No	\$65	\$50	\$105	N/A
Driving on Closed Streets	404.1	No	\$110	\$95	\$150	N/A
Loitering on Street	405	No	\$110	\$95	\$150	N/A
Unauthorized crowds/groups	406	No	\$110	\$95	\$150	N/A
Tethering Animals	407	No	\$110	\$95	\$150	N/A
Sports on Streets	408	No	\$110	\$95	\$150	N/A
Obey Peace Officer Direction	409	No	\$110	\$95	\$150	N/A
Improper Use of a Disability Zone	509.9	No	\$110	\$95	\$150	N/A
Noise Nuisance/Horns, Alarms	515	No	\$110	\$95	\$150	N/A
Obey All Traffic Control Devices	601	No	\$110	\$95	\$150	N/A
Obey Direction of Fire Dept.	602	No	\$110	\$95	\$150	N/A
Remove Notice If Not Owner	603	No	\$110	\$95	\$150	N/A
Erase Chalk Mark	603	No	\$110	\$95	\$150	N/A
Parade Without Permit	701	No	\$110	\$95	\$150	N/A
Interfere with Processions	703	No	\$110	\$95	\$150	N/A
Unapproved Structure/Posters	801	No	\$110	\$95	\$150	N/A

<b>“Street and Traffic Bylaw, 1991, No. 6234”</b>						
<b>Description</b>	<b>Section</b>	<b>A1 Compliance Agreement Available</b>	<b>A2 Penalty</b>	<b>A3 Early Payment Penalty</b>	<b>A4 Late Payment Penalty</b>	<b>A5 Compliance Agreement Discount</b>
Deposit Waste Matter/goods on Street	802	No	\$450	\$400	\$500	N/A
Spill Substance on Street	803	No	\$450	\$400	\$500	N/A
Not Using Street for Normal Use	805	No	\$110	\$95	\$150	N/A
Awning, Canopy, Marquee without Approval	806	No	\$110	\$95	\$150	N/A
Damage/Excavate Street without Approval	807	No	\$450	\$400	\$500	N/A
Drive on/across Boulevard/Sidewalk	810	No	\$110	\$95	\$150	N/A
Barricade for Street Work not Provided/Insufficient	811	No	\$450	\$400	\$500	N/A
Tamper With Barricades	812	No	\$110	\$95	\$150	N/A
Obstruct/Impede Traffic on Street/Sidewalk	813.1	No	\$450	\$400	\$500	N/A
Remove Snow/Ice From Sidewalk	814	No	\$110	\$95	\$150	N/A
Remove Leaves/Rubbish or Dirt From Sidewalk	815	No	\$110	\$95	\$150	N/A
Improper Commercial Use of Sidewalk	816	No	\$110	\$95	\$150	N/A
Non-compliant Sandwich Board Sign on Sidewalk	816.2	No	\$110	\$95	\$150	N/A
Obstructive Solicitation	817	No	\$105	\$90	\$145	N/A
Alter/remove Street Landscaping	818.1(a)	No	\$110	\$95	\$150	N/A
Alter/Damage Street Trees	818.1(b)	No	\$450	\$400	\$500	\$225 having consideration for the damage done
Street Trees	818.1(c)	No	\$450	\$400	\$500	N/A
Tag Day Solicitation without Approval	819	No	\$110	\$95	\$150	N/A
No Valid Licence Plates	820.1	Yes for decals missing only, not for uninsured	\$110	\$95	\$150	\$50 for decals missing
Truck off Designated Truck Route without Approval	902.1	No	\$450	\$400	\$500	N/A
Board or Alight Vehicle Safely	1002	No	\$110	\$95	\$150	N/A
Drive Over Wet Painted Lines	1006	No	\$110	\$95	\$150	N/A
Neighbourhood Zero Emission Vehicle on Unapproved Street	1007.1	No	\$110	\$95	\$150	N/A
Neighbourhood Zero Emission Vehicle Improper Use on Street	1007.2	No	\$110	\$95	\$150	N/A
Neighbourhood Zero Emission Vehicle on Restricted Street without Permit	1007.3	No	\$110	\$95	\$150	N/A
Use Right Hand Side Crosswalk	1101	No	\$110	\$95	\$150	N/A
Care When Exiting Bus	1102	No	\$110	\$95	\$150	N/A
Jaywalking (signalized crosswalk)	1103.2	No	\$45	\$35	\$75	N/A
Bicycle with Inadequate Brakes	1201	No	\$110	\$95	\$150	N/A
Damage a Parking Metre	1306	No	\$110	\$95	\$150	N/A
Vehicle Weight, Loads	901	No	\$200	\$180	\$250	N/A
Dimensions	901	No	\$200	\$180	\$250	N/A
Unsecured Vehicle Load	901.2	No	\$200	\$180	\$250	N/A
Vehicle as Living Quarters	517	N/A	\$205	\$155	\$255	N/A
Vehicle as Working Quarters	518	N/A	\$205	\$155	\$255	N/A
Unauthorized Street Closure	404.2	No	\$450	\$400	\$500	N/A
Improper Use of a Building Zone	509.10	No	\$450	\$400	\$500	N/A
Contravene Street Use Permit Conditions	1501	N/A	\$450	\$400	\$500	N/A
E-Bike Share Permit Infraction [Bylaw 8792, December 7, 2020]	822	No	\$50	\$40	\$80	N/A
Impeding Permitted Traffic in a Transit Lane [Bylaw 8787, September 14, 2020]	501.25	No	\$120	\$100	\$150	N/A
Improper Use of an Electric Vehicle Parking Space [Bylaw 8787, September 14, 2020] [ Bylaw 8825, April 19, 2021]	508.3	No	\$60	\$45	\$100	N/A
Impeding Traffic in a Mobility Lane [Bylaw 8816, February 8, 2021]	501.26	No	\$200	\$180	\$250	N/A



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

**BYLAW NO. 8984**

**A Bylaw to amend “Fees and Charges Bylaw, 1993, No. 6383”**

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 **“Fees and Charges Bylaw, 1993, No. 6383, Amendment Bylaw, 2023, No. 8984” (Schedule C – Filming Fees)**.
2. “Fees and Charges Bylaw, 1993, No. 6383” is amended as follows:
  - A. By deleting Schedule C – Filming Fees in its entirety and replacing it with the new Schedule C attached to this bylaw.
3. The effective date of this bylaw is January 1, 2024.

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

**SCHEDULE C  
FILMING FEES**

<b>PERMIT</b>	
Film Permit Fee	\$230
Material changes to Issued Permit	\$75
Cancellation of Issued Permit	Permit fee plus all non recoverable costs to the City
Each additional location	\$230
Commercial Media: i.e. still photography, reality TV, corporate video	\$225
Student Film Permit	Free
Damage/Security Deposit	\$5,000 (dependent on location/project)
Youth in Film (one time annual fee, not mandatory) (GST EXEMPT)	\$250

<b>ELECTRICAL PERMIT (GST EXEMPT)</b>	
Single Location permit (one inspection/location)	\$124
Annual Permit	\$750

<b>PARKING, STREET USE &amp; TOW SHOTS</b>	
Street Encroachment Fee	\$350 per day per 100m block face
Missing No Parking Sign, replacement cost	\$15 per sign
Signage Amendment	\$6 per sign
Tow shots	\$150
Street Filming User Fee (per block)	\$175
Street Meter Charges	Standard vehicle space per day billed per current daily rate of 225- East 15th street

<b>PARKING, STREET USE &amp; TOW SHOTS</b>	
Parking Stall Charges	Stall per day billed per current daily rate of 112 East 1st street surface lot + TransLink tax
Parking Lots/Gravel Fields	\$500 per day
Parking Infraction	\$150 per day per occurrence
<b>RCMP (MINIMUM 4 HOUR CALLOUT AND 48 HOUR CANCELLATION NOTICE)</b> <b>NOTE:</b> Hourly rate includes mileage and meal times. Hourly start time will commence once RCMP Officer and/or Sergeant reaches RCMP detachment.	
RCMP Officer (Cst/Cpl)	\$163 per hour
RCMP Sergeant	\$194 per hour
Clerical Staff Time (overtime)	\$80 per hour (no 4 hour minimum)

<b>FIRE DEPARTMENT (MINIMUM 4 HOUR CALLOUT AND 48 HOUR CANCELLATION NOTICE)</b> <b>NOTE:</b> Will include charged time for officers to change into uniform, secure vehicles, depart from, and arrive back at the Fire Hall.	
Firefighters & Vehicles	Charged as per "Fire Bylaw, 2021, No. 8852"

<b>SPECIAL EFFECTS APPLICATION (PYROTECHNICS)</b>	
Special Effects Permit (SPFX)	\$150 (minimum)
Special Effects On-Site Inspection by Fire Officer	\$100 per hour

<b>CITY BUILDINGS AND PLAZAS: DAILY RATE</b>	
Fire Hall, Operations Yard, 14 <sup>th</sup> Street Plaza & other similar sites	\$600 per day
City Hall (per named component)	\$600 per day
City Library	\$2,500 per day
Parks	\$600 per day

<b>CITY BUILDINGS AND PLAZAS: DAILY RATE</b>	
Lunch Tents in Parks	\$250 per day
Prep and Wrap Days	50% of daily amount
Parks Restoration Fee (not mandatory) (GST EXEMPT)	

<b>CITY SHIPYARDS PUBLIC REALM: DAILY RATE</b>	
Each named component (e.g. Spirit Trail, Wallace Mews, Shipbuilder Square, etc.)	\$1,000 per day
Burrard Dry Dock	\$2,500 per day
The Shipyard Commons	\$4,500 per day
The Commons Ice Rink (in addition to the Commons Fee)	\$1,500 per day
Prep and Wrap Days	50% of daily amount (min)
Electrical connection	\$150 per day per connection
Parking at Wallace Mews	\$350 per half block face per day
Shipyards Public Realm Lunch Tents (Shipbuilders' Square or Cates Deck)	<ul style="list-style-type: none"> <li>• \$250 daily per tent no larger than 20'x40'</li> <li>• \$500 daily per tent larger than 20x40</li> <li>• \$1,000 daily for tents that encompass the entire space</li> </ul>

<b>CEMETERY: DAILY RATE</b>	
Cemetery (Heritage Section)	\$3,000 per day
Prep and Wrap Days	50% of daily amount
Cemetery Caretaker (out of hours only)	\$80 per hour
Cemetery Ground Interment Preparation (incl. digger, truck & two staff)	\$1,760
Parks Restoration Fee (not mandatory) (GST EXEMPT)	



<b>MISCELLANEOUS FEES</b>	
Site Meeting / site liaison fee, for City of North Vancouver staff	at cost
Film Liaison on site	\$80 per hour

GST applies to the fees listed above, except for Electrical Permits. Please note that items in this Schedule of Fees are subject to change without notice.

### **FEE REDUCTION**

The City's Film Office staff have the authority to consider a request for a one-time 50% fee reduction of the City's location fees, subject to the following criteria:

1. Productions should be either non-theatrical (such as shorts, student foundation films, documentaries), or
2. Theatrical productions that are under \$500,000 total gross budget (staff will request they provide their budget top sheet to verify),
3. Filming will not take place over more than two days in the City location,
4. This reduction does not apply to The Shipyards Public Realm.