



# NOTICE OF CHANGE OF MEETING ORDER

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## REGULAR COUNCIL MEETING

**MONDAY, FEBRUARY 3, 2025 AT 6:00 PM**

Notice is hereby given that consideration of the Regular Council Meeting Agenda on Monday, February 3, 2025, will commence at 7:00 pm in the Council Chamber and held electronically (hybrid) and livestreamed from City Hall, 141 West 14<sup>th</sup> Street, North Vancouver, BC.

The time change accommodates a 6:00 pm Committee of the Whole meeting, to be held in Conference Room A/B, which will be immediately closed to the public pursuant to the *Community Charter*, Sections 90(1)(e) [land matter], 90(1)(k) [proposed service] and 90(2)(b) [intergovernmental relations]. It will not be livestreamed.

Members of the public may access the open meeting agenda on the Council Meetings webpage at [cnv.org/City-Hall/Council-Meetings](http://cnv.org/City-Hall/Council-Meetings).

A handwritten signature in blue ink, appearing to read 'Peter DeJong', is positioned above a horizontal line.

Peter DeJong  
Acting Corporate Officer  
Posted: January 30, 2025



**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, FEBRUARY 3, 2025 AT 6:00 PM**

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Watch Livestream at [cnv.org/LiveStreaming](https://cnv.org/LiveStreaming), commencing at 7:00 PM  
View complete Agenda Package at [cnv.org/CouncilMeetings](https://cnv.org/CouncilMeetings)

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

**CALL TO ORDER – 6:00 PM (IN CONFERENCE ROOM A/B)**

**RECESS TO CLOSED SESSION**

**RECONVENE REGULAR COUNCIL MEETING – 7:00 PM (IN COUNCIL CHAMBER)**

**APPROVAL OF AGENDA**

1. Regular Council Meeting Agenda, February 3, 2025

**ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, January 27, 2025

**PROCLAMATIONS**

Heart Month – February 2025

Black History Month – February 2025

**PUBLIC INPUT PERIOD**

**CONSENT AGENDA**

Items \*3, \*4, \*5, \*6, \*7, \*8 and \*9 are listed in the Consent Agenda and may be considered separately or in one motion.

**BYLAWS – ADOPTION**

- \*3. “Heritage Advisory Committee Bylaw, 2025, No. 9019”
- \*4. “Advisory Planning Commission Bylaw, 2025, No. 9105”
- \*5. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9072”  
(Vernacular Studio Inc., 245 West 27<sup>th</sup> Street, RS-2)

**REPORT**

- \*6. Advisory Design Panel Bylaw, 1997, No. 6839, Amendment Bylaw, 2025, No. 9106

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

- \*7. “Advisory Design Panel Bylaw, 1997, No. 6839, Amendment Bylaw, 2025, No. 9106” (Terms of Reference)

**REPORT**

- \*8. Public Notice Bylaw, 2025, No. 9102 (To Provide for Alternative Methods of Publication)

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

- \*9. “Public Notice Bylaw, 2025, No. 9102”

**BYLAW – ADOPTION**

10. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9060” (By Design Construction, 2416 Western Avenue, CD-766)

**PRESENTATION**

Development Approval Process Update – Chief Building Official

**REPORT**

11. Development Approvals Process Update

**PRESENTATION**

The Year in Review – 2024 Accomplishments – Chief Financial Officer

**REPORTS**

12. The Year in Review – 2024 Accomplishments  
13. 2025 UBCM Next Generation 911 Funding Application  
14. Housing Target Order 6-Month Progress Report

**PUBLIC CLARIFICATION PERIOD**

**COUNCIL INQUIRIES**

**NEW ITEMS OF BUSINESS**

**NOTICES OF MOTION**

**RECESS TO CLOSED SESSION**

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

**ADJOURN**

**CALL TO ORDER – 6:00 PM (IN CONFERENCE ROOM A/B)**

**RECESS TO CLOSED SESSION**

THAT Council recess to the Committee of the Whole, Closed Session, pursuant to the *Community Charter*, Sections 90(1)(e) [land matter], 90(1)(k) [proposed service] and Section 90(2)(b) [intergovernmental relations], and where required, Council considers that discussion of the matters could reasonably be expected to harm the interests of the City if they were held in public.

**RECONVENE REGULAR COUNCIL MEETING – 7:00 PM (IN COUNCIL CHAMBER)**

**APPROVAL OF AGENDA**

1. Regular Council Meeting Agenda, February 3, 2025

**ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, January 27, 2025

**PROCLAMATIONS**

Heart Month – February 2025

Black History Month – February 2025

**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 **6:30 and 6:50pm** 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 604-990-4234. 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), including Zoning Bylaws for which a Public Hearing will not be held or is prohibited under section 464 of the *Local Government Act*.

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, \*4, \*5, \*6, \*7, \*8 and \*9 are listed in the Consent Agenda and may be considered separately or in one motion.

### **RECOMMENDATION:**

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

## **START OF CONSENT AGENDA**

### **BYLAWS – ADOPTION**

- \*3. “Heritage Advisory Committee Bylaw, 2025, No. 9019”

### **RECOMMENDATION:**

THAT “Heritage Advisory Committee Bylaw, 2025, No. 9019” be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

- \*4. “Advisory Planning Commission Bylaw, 2025, No. 9105”

### **RECOMMENDATION:**

THAT “Advisory Planning Commission Bylaw, 2025, No. 9105” be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

- \*5. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9072” (Vernacular Studio Inc., 245 West 27<sup>th</sup> Street, RS-2)

### **RECOMMENDATION:**

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9072” (Vernacular Studio Inc., 245 West 27<sup>th</sup> Street, RS-2) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

## **REPORT**

- \*6. Advisory Design Panel Bylaw, 1997, No. 6839, Amendment Bylaw, 2025, No. 9106 – File: 01-0360-20-0001/2025

Report: Acting Corporate Officer, January 15, 2025

### **RECOMMENDATION:**

PURSUANT to the report of the Acting Corporate Officer, dated January 15, 2025, entitled “Advisory Design Panel Bylaw, 1997, No. 6839, Amendment Bylaw, 2025, No. 9106”:

THAT “Advisory Design Panel Bylaw, 1997, No. 6839, Amendment Bylaw, 2025, No. 9106” be considered for readings.

*Item 7 refers.*

**CONSENT AGENDA – Continued**

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

- \*7. “Advisory Design Panel Bylaw, 1997, No. 6839, Amendment Bylaw, 2025, No. 9106” (Terms of Reference)

**RECOMMENDATION:**

THAT “Advisory Design Panel Bylaw, 1997, No. 6839, Amendment Bylaw, 2025, No. 9106” (Terms of Reference) be given first and second readings;

AND THAT “Advisory Design Panel Bylaw, 1997, No. 6839, Amendment Bylaw, 2025, No. 9106” (Terms of Reference) be given third reading.

**REPORT**

- \*8. Public Notice Bylaw, 2025, No. 9102 (To Provide for Alternative Methods of Publication) – File: 01-0550-01-0001/2025

Report: Acting Corporate Officer, January 8, 2025

**RECOMMENDATION:**

PURSUANT to the report of the Acting Corporate Officer, dated January 8, 2025, entitled “Public Notice Bylaw, 2025, No. 9102 (to Provide for Alternative Methods of Publication)”:

THAT, having duly considered the principles for effective public notice set out in B.C. Reg. 52/2022, the Public Notice Regulation, “Public Notice Bylaw, 2025, No. 9102” be considered for readings.

*Item 9 refers.*

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

- \*9. “Public Notice Bylaw, 2025, No. 9102”

**RECOMMENDATION:**

THAT “Public Notice Bylaw, 2025, No. 9102” be given first and second readings;

AND THAT “Public Notice Bylaw, 2025, No. 9102” be given third reading.

**END OF CONSENT AGENDA**

## **BYLAW – ADOPTION**

10. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9060” (By Design Construction, 2416 Western Avenue, CD-766)

### **RECOMMENDATION:**

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9060” (By Design Construction, 2416 Western Avenue, CD-766) be adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

## **PRESENTATION**

Development Approval Process Update – Chief Building Official

*Item 11 refers.*

## **REPORT**

11. Development Approvals Process Update – File: 13-6630-01-0001/2024

Report: Chief Building Official, January 15, 2025

### **RECOMMENDATION:**

PURSUANT to the report of the Chief Building Official, dated January 15, 2025, entitled “Development Approvals Process Update”:

THAT the report of the Chief Building Official, dated January 15, 2025, entitled “Development Approvals Process Update”, be received for information.

## **PRESENTATION**

The Year in Review – 2024 Accomplishments – Chief Financial Officer

*Item 12 refers.*

## **REPORTS**

12. The Year in Review – 2024 Accomplishments – File: 01-0620-20-0008/2025

Report: Chief Financial Officer, January 15, 2025

### **RECOMMENDATION:**

PURSUANT to the report of the Chief Financial Officer, dated January 15, 2025, entitled “The Year in Review – 2024 Accomplishments”:

THAT the report of the Chief Financial Officer, dated January 15, 2025, entitled “The Year in Review – 2024 Accomplishments”, be received for information.

**REPORTS – Continued**

13. 2025 UBCM Next Generation 911 Funding Application – File: 04-1340-30-0001/1

Report: Senior Manager, Information Technology, January 15, 2025

**RECOMMENDATION:**

PURSUANT to the report of the Senior Manager, Information Technology, dated January 15, 2025, entitled “2025 UBCM Next Generation 911 Funding Application”:

THAT staff be directed to prepare and submit an application for the 2025 UBCM Next Generation 911 funding;

THAT, if grant funding is approved, staff be directed to receive and manage the grant funding;

THAT Council supports the proposed activities and accepts responsibility for overall grant management;

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

14. Housing Target Order 6-Month Progress Report – File: 10-4720-20-0003/1

Report: Planner 1, January 15, 2025

**RECOMMENDATION:**

PURSUANT to the report of the Planner 1, dated January 15, 2025, entitled “Housing Target Order 6-Month Progress Report”:

THAT the City of North Vancouver’s Housing Target Interim Progress Report: July 1, 2024 – December 31, 2024 be received, in accordance with the *Housing Supply Act* and *Housing Supply Regulation*;

AND THAT the Housing Target Interim Progress Report: July 1, 2024 – December 31, 2024 be submitted to the Minister of Housing, in accordance with the *Housing Supply Act* and *Housing Supply Regulation*.

**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**

**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*, Sections 90(1)(d) [security of City property] and 90(2)(b) [intergovernmental relations], and where required, Council considers that discussion of the matters could reasonably be expected to harm the interests of the City if they were held in public.

**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, JANUARY 27, 2025**

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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  
B. Pearce, Deputy CAO  
P. DeJong, Acting Corporate Officer  
J. Peters, Manager, Legislative and Election Services  
L. Sawrenko, Chief Financial Officer  
H. Granger, City Solicitor  
K. Magnusson, Director, Engineering, Parks and Environment  
D. Hutch, Deputy Director, Parks and Public Spaces  
B. Willock, Deputy Director, Infrastructure Management  
J. Hall, Manager, Public Realm Infrastructure  
A. Man-Bourdon, Manager, Parks and Natural Spaces  
W. Wong, Section Manager, Traffic Engineering  
M. Kwaterska, Manager, The Shipyards and Waterfront  
J. Draper, Deputy Director, Planning and Development  
T. Ryce, Chief Building Official  
M. Friesen, Manager, Planning (Urban Regeneration and Analytics)  
H. Evans, Community Planner  
D. Fergusson, Manager, Planning (City Design and Planning)  
J. Greig, Manager, Planning (Development Planning)  
M. Menzel, Development Planner  
L. Mulleder, Development Planner  
F. McAdam, Development Planner  
M. Chan, Director, Real Estate, Facilities and Economic Development  
B. Lightfoot, Manager, Real Estate  
R. Skene, Deputy Director, Civic Development & Strategic Initiatives  
G. Schalk, Public Safety Director and Fire Chief  
C. Thompson, Sr. Manager, Police Support Services  
E. Doran, Director, People, Culture and Transformation  
A. Gibbs, Sr. Manager, Communications and Engagement  
S. Peters, Manager, Projects and Initiatives  
S. Balraj, Sr. Manager, Information Technology  
D. Hutchison Koep, Chief Librarian, NVCL  
Z. Mackoff de Miranda, Director, MONOVA  
M. Hunter, Deputy Director, Recreation and Culture, NVRC  
H. van Gelderen, Legislative Services Advisor

The meeting was called to order at 6:01 pm.

**APPROVAL OF AGENDA**

Moved by Councillor Shahriari, seconded by Councillor Girard

1. Regular Council Meeting Agenda, January 27, 2025

**CARRIED UNANIMOUSLY**

R2025-01-27/1

## **ADOPTION OF MINUTES**

Moved by Councillor Valente, seconded by Councillor Girard

2. Special Council Meeting Minutes, January 13, 2025

**CARRIED UNANIMOUSLY**

R2025-01-27/2

Moved by Councillor Valente, seconded by Councillor Girard

3. Workshop Council Meeting Minutes, January 20, 2025

**CARRIED UNANIMOUSLY**

R2025-01-27/3

## **PROCLAMATIONS**

Mayor Buchanan declared the following proclamations:

Alzheimer's Awareness Month – January 2025 – read by Councillor McIlroy

International Holocaust Remembrance Day – January 27, 2025

## **PUBLIC INPUT PERIOD**

- Sonja Aquila, Burnaby, spoke regarding restrictive zoning for recreation businesses in the Harbourside area.

## **CONSENT AGENDA**

Moved by Councillor Bell, seconded by Councillor Back

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

**CARRIED UNANIMOUSLY**

## **START OF CONSENT AGENDA**

## **CORRESPONDENCE**

4. Board in Brief, Metro Vancouver Regional District, November 29, 2024  
– File: 01-0400-60-0006/2024

Re: Metro Vancouver – Board in Brief

Moved by Councillor Bell, seconded by Councillor Back

THAT the correspondence from Metro Vancouver, dated November 29, 2024, regarding the "Metro Vancouver – Board in Brief", be received and filed.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2025-01-27/4

**CONSENT AGENDA – Continued**

**REPORTS**

5. Integrated Transportation Committee Terms of Reference – File: 01-0360-20-0040/2025

Report: Acting Corporate Officer, January 8, 2025

Moved by Councillor Bell, seconded by Councillor Back

PURSUANT to the report of the Acting Corporate Officer, dated January 8, 2025, entitled “Integrated Transportation Committee Terms of Reference”:

THAT the proposed Terms of Reference for the Integrated Transportation Committee (ITC) be approved.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2025-01-27/5

6. Social Planning Advisory Committee Terms of Reference – File: 01-0360-20-0088/2025

Report: Acting Corporate Officer, January 8, 2025

Moved by Councillor Bell, seconded by Councillor Back

PURSUANT to the report of the Acting Corporate Officer, dated January 8, 2025, entitled “Social Planning Advisory Committee Terms of Reference”:

THAT the proposed Terms of Reference for the Social Planning Advisory Committee (SPAC) be approved.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2025-01-27/6

7. Advisory Planning Commission Bylaw, 2025, No. 9015 – File: 01-0360-20-0002/2025

Report: Acting Corporate Officer, January 8, 2025

Moved by Councillor Bell, seconded by Councillor Back

PURSUANT to the report of the Acting Corporate Officer, dated January 8, 2025, entitled “Advisory Planning Commission Bylaw, 2025, No. 9105”:

THAT “Advisory Planning Commission Bylaw, 2025, No. 9105” be considered for readings.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2025-01-27/7

**CONSENT AGENDA – Continued**

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

8. “Advisory Planning Commission Bylaw, 2025, No. 9105”

Moved by Councillor Bell, seconded by Councillor Back

THAT “Advisory Planning Commission Bylaw, 2025, No. 9105” be given first and second readings;

AND THAT “Advisory Planning Commission Bylaw, 2025, No. 9105” be given third reading.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2025-01-27/8

**REPORT**

9. Heritage Advisory Committee Bylaw, 2025, No. 9019 – File: 01-0360-20-0036/2025

Report: Acting Corporate Officer, January 8, 2025

Moved by Councillor Bell, seconded by Councillor Back

PURSUANT to the report of the Acting Corporate Officer, dated January 8, 2025, entitled “Heritage Advisory Committee Bylaw, 2025, No. 9019”:

THAT “Heritage Advisory Committee Bylaw, 2025, No. 9019”, be considered for readings.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2025-01-27/9

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

10. “Heritage Advisory Committee Bylaw, 2025, No. 9019”

Moved by Councillor Bell, seconded by Councillor Back

THAT “Heritage Advisory Committee Bylaw, 2025, No. 9019” be given first and second readings;

AND THAT “Heritage Advisory Committee Bylaw, 2025, No. 9019” be given third reading.

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2025-01-27/10

**END OF CONSENT AGENDA**

## **PUBLIC HEARING – 311 West 14<sup>th</sup> Street**

Moved by Councillor Back, seconded by Councillor Valente

THAT the meeting recess to the Public Hearing regarding “Heritage Designation Bylaw, 2024, No. 9095” (“Follis Residence”, 311 West 14<sup>th</sup> Street).

**CARRIED UNANIMOUSLY**

The meeting recessed to the Public Hearing at 6:09 pm and reconvened at 6:20 pm.

## **BYLAWS – THIRD READING**

11. “Heritage Designation Bylaw, 2024, No. 9095” (“Follis Residence”, 311 West 14<sup>th</sup> Street)

Moved by Councillor Shahriari, seconded by Councillor Girard

THAT “Heritage Designation Bylaw, 2024, No. 9095” (“Follis Residence”, 311 West 14<sup>th</sup> Street) be given third reading.

**CARRIED UNANIMOUSLY**

R2025-01-27/11

12. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9094” (DLP Architecture Inc., 311 West 14<sup>th</sup> Street, CD-768)

Moved by Councillor Shahriari, seconded by Councillor Girard

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9094” (DLP Architecture Inc., 311 West 14<sup>th</sup> Street, CD-768) be given third reading.

**CARRIED UNANIMOUSLY**

R2025-01-27/12

## **FINANCE COMMITTEE MEETING – Draft 2025-2029 Financial Plan**

Moved by Councillor Bell, seconded by Councillor McIlroy

THAT the meeting recess to the Finance Committee Meeting regarding the “Draft 2025-2029 Financial Plan”.

**CARRIED UNANIMOUSLY**

The meeting recessed to the Finance Committee Meeting at 6:21 pm and reconvened at 8:44 pm.

## **REPORTS**

13. Draft 2025-2029 Financial Plan – File: 05-1700-01-0001/2025

Report: Chief Financial Officer, January 8, 2025

Moved by Councillor Valente, seconded by Councillor Shahriari

PURSUANT to the report of the Chief Financial Officer, dated January 8, 2025, entitled “Draft 2025-2029 Financial Plan”:

THAT Council provide input on the 2025 Draft Operating Budget, 2025 Draft Shipyards Budget, 2025 Draft Cemetery Budget, and Proposed New Items that reflects a baseline tax rate increase of 4.75%, transfers to Capital of 1.25% and New Items of 0.89%;

THAT Council provide feedback on the 2025-2029 Draft Capital Plan;

AND THAT the 2025 Draft Operating Budget, 2025 Draft Shipyards Budget, 2025 Draft Cemetery Budget, and 2025-2029 Draft Capital Plan be adjusted on the basis of feedback received and brought back at a subsequent meeting for consideration.

**CARRIED UNANIMOUSLY**

R2025-01-27/13

14. Zoning Bylaw Amendment for 146-160 East 2<sup>nd</sup> Street (Anthem LMV East 2<sup>nd</sup> Developments Limited Partnership) – File: 08-3400-20-0095/1

Report: Planner 3, January 8, 2025

Moved by Councillor McIlroy, seconded by Councillor Back

PURSUANT to the report of the Planner 3, dated January 8, 2025, entitled “Zoning Bylaw Amendment for 146-160 East 2<sup>nd</sup> Street (Anthem LMV East 2<sup>nd</sup> Developments Limited Partnership)”:

THAT the application submitted by Anthem LMV East 2<sup>nd</sup> Developments Limited Partnership for a text amendment to the Comprehensive Development 7 (CD-007) Zone, associated with the property located at 146-160 East 2<sup>nd</sup> Street, be considered;

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9100” (Anthem LMV East 2<sup>nd</sup> Developments Limited Partnership, 146-160 East 2<sup>nd</sup> Street, CD-007 Text Amendment) be considered for first, second and third readings, with no Public Hearing held, in accordance with the *Local Government Act, section 464(3) [public hearing prohibited]*;

THAT “Housing Agreement Bylaw, 2025, No. 9101” (Anthem LMV East 2<sup>nd</sup> Developments Limited Partnership, 146-160 East 2<sup>nd</sup> Street, CD-007, Rental Housing Commitments) be considered for first, second and third readings;

*Continued...*

**REPORTS – Continued**

14. Zoning Bylaw Amendment for 146-160 East 2<sup>nd</sup> Street (Anthem LMV East 2<sup>nd</sup> Developments Limited Partnership) – File: 08-3400-20-0095/1 – Continued

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

AND THAT the Mayor and Corporate Officer be authorized to sign the required legal agreements, including an encroachment agreement to permit solar shades, which are permanently affixed to the proposed building and encroach over City property, and any other necessary documentation to give effect to this resolution.

**CARRIED UNANIMOUSLY**

R2025-01-27/14

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

15. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9100” (Anthem LMV East 2<sup>nd</sup> Developments Limited Partnership, 146-160 East 2<sup>nd</sup> Street, CD-007 Text Amendment)

Moved by Councillor McIlroy, seconded by Councillor Back

THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9100” (Anthem LMV East 2<sup>nd</sup> Developments Limited Partnership, 146-160 East 2<sup>nd</sup> Street, CD-007 Text Amendment) be given first and second readings;

AND THAT “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2025, No. 9100” (Anthem LMV East 2<sup>nd</sup> Developments Limited Partnership, 146-160 East 2<sup>nd</sup> Street, CD-007 Text Amendment) be given third reading.

**CARRIED UNANIMOUSLY**

R2025-01-27/15

16. “Housing Agreement Bylaw, 2025, No. 9101” (Anthem LMV East 2<sup>nd</sup> Developments Limited Partnership, 146-160 East 2<sup>nd</sup> Street, CD-007 Text Amendment, Rental Housing Commitments)

Moved by Councillor McIlroy, seconded by Councillor Back

THAT “Housing Agreement Bylaw, 2025, No. 9101” (Anthem LMV East 2<sup>nd</sup> Developments Limited Partnership, 146-160 East 2<sup>nd</sup> Street, CD-007 Text Amendment, Rental Housing Commitments) be given first and second readings;

AND THAT “Housing Agreement Bylaw, 2025, No. 9101” (Anthem LMV East 2<sup>nd</sup> Developments Limited Partnership, 146-160 East 2<sup>nd</sup> Street, CD-007 Text Amendment, Rental Housing Commitments) be given third reading.

**CARRIED UNANIMOUSLY**

R2025-01-27/16

## REPORT

### 17. 2024 Round Two Community Grant Recommendations – File: 05-1850-20-0005/2024

Report: Community Planner, January 8, 2025

Moved by Councillor McIlroy, seconded by Councillor Valente

PURSUANT to the report of the Community Planner, dated January 8, 2025, entitled “2024 Round Two Community Grant Recommendations”:

THAT the 2024 Round Two Community Grants be allocated to the following organizations, in the total amount of \$80,869, with funds allocated from the 2024 Community Grants budget;

Alano Club of the North Shore - Operating	\$10,000
Crisis Intervention & Suicide Prevention Centre of BC - Program - Crisis Intervention and Suicide Prevention	\$2,000
Hollyburn Community Services Society - Program - Life Success	\$500
Hollyburn Community Services Society - Program - North Shore Youth Safe House	\$2,000
Hollyburn Community Services Society - Program - Rewired	\$500
Hollyburn Community Services Society - Program - Seniors Safe House	\$1,000
Hollyburn Community Services Society - Program - Youth Education Navigator	\$1,500
Junior Achievement of BC (JABC) - Program - Success Skills for North Vancouver Youth	\$4,000
Living Systems: Family Systems Counselling, Education, Training & Research Society - Program - Access Counselling	\$4,500
North Shore Alliance Church - Program - North Shore Community Christmas Dinner	\$3,000
North Shore Stroke Recovery Centre - Program - Art Therapy	\$2,500
North Shore Stroke Recovery Centre - Program - Exercise Therapy	\$3,000
Parkgate Community Services Society - Program - Youth Outreach	\$3,500
Pathways Serious Mental Illness Society - Program - Serious Mental Illness Awareness	\$3,000
Spectrum Mothers Support Society - Operating	\$5,500
Lookout Housing and Health Society - Program - Peer Support Worker	\$10,000
BC International Seniors' Society - Program - Physical and Mental Wellbeing of Seniors	\$2,000
Free to Be Talks Society - Program - North Vancouver Classrooms	\$1,000
Gal Senior Care Foundation - Program - Senior Fraud Seminars	\$500

*Continued...*

**REPORT – Continued**

17. 2024 Round Two Community Grant Recommendations – File: 05-1850-20-0005/2024 – Continued

Leave Out Violence (LOVE) BC - Program - Art 4 Youth in North Van	\$3,000
Roundabout Urban Gardens - Program - Gardens for the Future	\$5,000
Vancouver Iranian Choir - Operating	\$2,000
Vancouver Iranian Choir - Program - Nowruz Celebration Concert	\$1,500
Wellwishers Professional Volunteer Society - Program - Seasonal Festivals	\$5,000
Wonder Wonders Foundation - Operating	\$2,169
Wonder Wonders Foundation - Program - North Shore Kids Festival	\$2,200
<b>Total</b>	<b>\$80,869</b>

AND THAT the following organizations be notified that their application for a 2024 Community Grant will not be funded:

BC International Seniors' Society - Operating
Middlepeace Clinical Counselling Society - Operating
Middlepeace Clinical Counselling Society - Program - Train the Trainer: Tackling Barriers to Unemployment and Isolation for Newcomers
Shiraz Seniors Services Society - Operating
Vancouver Waldorf School - Operating
Vancouver Waldorf School - Program - Waldorf Community Gardens

**CARRIED UNANIMOUSLY**

R2025-01-27/17

**PUBLIC CLARIFICATION PERIOD**

Nil.

**COUNCIL INQUIRIES**

Nil.

**COUNCIL REPORTS**

Nil.

**NEW ITEMS OF BUSINESS**

Nil.

**NOTICES OF MOTION**

Nil.

## **RECESS TO CLOSED SESSION**

Moved by Councillor McIlroy, seconded by Councillor Shahriari

THAT Council recess to the Committee of the Whole, Closed Session, pursuant to the *Community Charter*, Sections 90(1)(a) [personal information], 90(1)(e) [land matter], 90(1)(k) [contract negotiations/proposed service], 90(2)(b) [intergovernmental relations] and 90(2)(d) [other enactments], and where required, Council considers that discussion of the matters could reasonably be expected to harm the interests of the City if they were held in public.

**CARRIED UNANIMOUSLY**

The meeting recessed to the Committee of the Whole, Closed Session, at 9:14 pm and reconvened at 9:48 pm.

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

Moved by Councillor McIlroy, seconded by Councillor Girard

THAT the following items from the Committee of the Whole (Closed Session), of January 27, 2025, be ratified:

18. Personal Information – File: 07-2685-01-0001/2025

Report: Acting Corporate Officer, January 8, 2025

PURSUANT to the report of the Acting Corporate Officer, dated January 8, 2025, regarding personal information:

THAT the wording of the resolution and the report of the Acting Corporate Officer, dated January 8, 2025, remain in the Closed session.

R2025-01-27/18

19. Land Matter – File: 02-0890-20-0027/1

Report: Manager, Real Estate, and Director, Real Estate, Facilities and Economic Development, January 2, 2025

PURSUANT to the report of the Manager, Real Estate, and the Director, Real Estate, Facilities and Economic Development, dated January 2, 2025, regarding a land matter:

THAT the wording of the resolution and the report of the Manager, Real Estate, and the Director, Real Estate, Facilities and Economic Development, dated January 2, 2025, remain in the Closed session.

R2025-01-27/19

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

20. Contract Negotiations/Proposed Service / Intergovernmental Relations / Other Enactment  
– File: 02-0800-30-0028/1

Report: Deputy Chief Administrative Officer and City Engineer, January 8, 2025

PURSUANT to the report of the Deputy Chief Administrative Officer and the City Engineer, dated January 8, 2025, regarding contract negotiations/proposed service, intergovernmental relations and another enactment:

THAT the wording of the resolution and the report of the Deputy Chief Administrative Officer and the City Engineer, dated January 8, 2025, remain in the Closed session.

R2025-01-27/20

21. 2025 Appointments to the Board of Variance – File: 01-0360-20-0007/2025

Report: Acting Corporate Officer, January 8, 2025

PURSUANT to the report of the Acting Corporate Officer, dated January 8, 2025, entitled “2025 Appointments to the Board of Variance”:

THAT Pam Chilton be re-appointed to the Board of Variance for the term commencing on February 1, 2025 and concluding on January 31, 2028;

THAT Delaney Hendricks be appointed to the Board of Variance for the term commencing on February 1, 2025 and concluding on January 31, 2028;

AND THAT the resolution be released and the report of the Acting Corporate Officer, dated January 8, 2025, entitled “2025 Appointments to the Board of Variance”, remain in the Closed session.

R2025-01-27/21

22. 2025 Appointments to the Heritage Advisory Committee – File: 01-0360-20-0036/2025

Report: Acting Corporate Officer, January 8, 2025

PURSUANT to the report of the Acting Corporate Officer, dated January 8, 2025, entitled “2025 Appointments to the Heritage Advisory Committee”:

THAT Carolyn Jack be appointed to the Heritage Advisory Committee for the term commencing on February 1, 2025 and concluding on January 31, 2027;

AND THAT the resolution be released and the report of the Acting Corporate Officer, dated January 8, 2025, entitled “2025 Appointments to the Heritage Advisory Committee”, remain in the Closed session.

R2025-01-27/22

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

23. 2025 Appointments to the Social Planning Advisory Committee  
– File: 01-0360-20-0088/2025

Report: Acting Corporate Officer, January 8, 2025

PURSUANT to the report of the Acting Corporate Officer, dated January 8, 2025, entitled “2025 Appointments to the Social Planning Advisory Committee”:

THAT Farnoosh Fallah, Liza Feris, Kathy McGreenera and Zeyus Spenta be re-appointed to the Social Planning Advisory Committee for the term commencing on February 1, 2025 and concluding on January 31, 2027;

THAT Edward Booker, Massoud Karimaei and Victoria Nwabuisi be appointed to the Social Planning Advisory Committee for the term commencing on February 1, 2025 and concluding on January 31, 2027;

AND THAT the resolution be released and the report of the Acting Corporate Officer, dated January 8, 2025, entitled “2025 Appointments to the Social Planning Advisory Committee”, remain in the Closed session.

R2025-01-27/23

24. 2025 Appointments to the Advisory Planning Commission  
– File: 01-0360-20-0002/2025

Report: Acting Corporate Officer, January 8, 2025

PURSUANT to the report of the Acting Corporate Officer, dated January 8, 2025, entitled “2025 Appointments to the Advisory Planning Commission”:

THAT Anna Boltenko and William Cassie be appointed to the Advisory Planning Commission for the term commencing on February 1, 2025 and concluding on January 31, 2028;

AND THAT the resolution be released and the report of the Acting Corporate Officer, dated January 8, 2025, entitled “2025 Appointments to the Advisory Planning Commission”, remain in the Closed session.

R2025-01-27/24

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

25. 2025 Appointments to the Integrated Transportation Committee  
– File: 01-0360-20-0040/2025

Report: Acting Corporate Officer, January 8, 2025

PURSUANT to the report of the Acting Corporate Officer, dated January 8, 2025, entitled “2025 Appointments to the Integrated Transportation Committee”:

THAT Karen Speirs and Benjamin Woodyatt be re-appointed to the Integrated Transportation Committee for the term commencing on February 1, 2025 and concluding on January 31, 2027;

THAT Mark Adams, Andrew Major, Rita Odey and Michael Okun be appointed to the Integrated Transportation Committee for the term commencing on February 1, 2025 and concluding on January 31, 2027;

AND THAT the resolution be released and the report of the Acting Corporate Officer, dated January 8, 2025, entitled “2025 Appointments to the Integrated Transportation Committee”, remain in the Closed session.

R2025-01-27/25

**CARRIED UNANIMOUSLY**

**ADJOURN**

Moved by Councillor Valente, seconded by Councillor McIlroy

THAT the meeting adjourn.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 9:49 pm.

*“Certified Correct by the Acting Corporate Officer”*

\_\_\_\_\_  
ACTING CORPORATE OFFICER

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## Office of the Mayor

CITY OF NORTH VANCOUVER  
BRITISH COLUMBIA

# Proclamation

## HEART MONTH

*Whereas*

the Heart & Stroke Canvassing Campaign takes place in February of each year to raise awareness and raise funds to support life-saving research on heart disease and stroke and share vital health information with the public;

*Whereas*

heart disease or stroke takes a Canadian life every seven minutes; and the Heart & Stroke's mission is to improve the health of Canadians by preventing and reducing disability and death from heart disease and promoting recovery of heart disease and stroke;

*Whereas*

heart disease is on the rise in women, some risk factors for and symptoms of heart disease are different for women than for men, and 'Wear Red Canada' Day on February 13 is an opportunity to raise awareness of women's cardiovascular health issues and to show support for women at risk of and suffering from heart disease;

*And Whereas*

we commend the thousands of volunteers, staff and researchers for their dedication and commitment and wish them continued success;

*Now Therefore*

I, Linda Buchanan, Mayor of the City of North Vancouver, do hereby proclaim February 2025 as Heart Month in the City of North Vancouver, the traditional territories of the Squamish and Tsleil-Waututh Nations.

So proclaimed on Monday, February 3, 2025

*Linda C. Buchanan*

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Mayor Linda Buchanan



## Office of the Mayor

CITY OF NORTH VANCOUVER  
BRITISH COLUMBIA

# Proclamation

## BLACK HISTORY MONTH

- Whereas* the City of North Vancouver is a culturally diverse place where all people are welcomed, included and celebrated;
- Whereas* the City of North Vancouver supports Black History Month with the intent of advancing equality for Black Canadians, by opposing anti-Black racism and intolerance, and by listening to and learning from Black histories of continued injustices;
- Whereas* we reflect on the power of their self-determination, represented by resilient individuals who have proactively built their futures, navigating adversity with grace and courage;
- And Whereas* for over 30 years, the BC Black History Awareness Society has hosted public events and programs during Black History Month to recognize and celebrate the achievements and contributions of historical and contemporary people of African descent;
- Now Therefore* I, Linda Buchanan, Mayor of the City of North Vancouver, do hereby proclaim **February 2025** as **Black History Month** in the City of North Vancouver, the traditional territories of the Squamish and Tsleil-Waututh Nations.

So proclaimed on Monday, February 3, 2025

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Mayor Linda Buchanan

# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 9019

### A Bylaw to establish a Heritage Advisory Committee

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

#### Citation

1. This Bylaw shall be known and cited for all purposes as “**Heritage Advisory Committee Bylaw, 2025, No. 9019**”.

#### Vision Statement

2. To provide community perspectives on heritage education and awareness in support of Council's strategic priority to foster a Vibrant City where dynamic public spaces and places provide opportunities for connection and enable residents to engage with their community, and celebrate their culture and history.

#### Mandate

3. The Heritage Advisory Committee's role is to provide recommendations on matters referred by Council or staff related to the City's Heritage Program and matters under Part 15 of the *Local Government Act* including:
  - (a) support for heritage education and public awareness through programs such as Heritage Week displays, heritage awards, and the heritage plaque program;
  - (b) maintenance of the community heritage register;
  - (c) planning applications pertaining to heritage property;
  - (d) land use and planning matters that have potential heritage implications.

#### Voting Members

4. The Committee will be comprised of up to five (5) voting members in accordance with the following provisions:
  - (a) up to four (4) members appointed by Council from the Community at Large, reflecting the demographic diversity of the City and being either residents of the City or owners of property listed in the City of North Vancouver Heritage Register;
  - (b) one (1) member of the Architects Institute of BC (AIBC), recommended by AIBC and appointed by Council;
  - (c) a quorum shall consist of a majority of the Committee's voting members.

#### Non-Voting Members

5. The Committee will include one (1) seat for the following non-voting member:
  - (a) one (1) Council Liaison appointed annually by Council.

## **Terms of Service**

6. The following terms are applicable to the Voting and Non-Voting Members of the Committee:
  - (a) terms for Architect Members are for two (2) years, renewable by Council once, subject to AIBC consent;
  - (b) terms for Community Members are for two (2) years, renewable by Council to a maximum of four (4) terms;
  - (c) terms for Council Liaisons are for one (1) year; and
  - (d) mid-term vacancies may be addressed by Council immediately or at the end of a term.

## **Committee Resources**

7. The Heritage Advisory Committee shall have the following resources:
  - (a) primary staff support and oversight will be the responsibility of the Director of Planning and Development through their designated professional staff for the provision of:
    - i. annual work plans in alignment with the Committee's mandate, and
    - ii. agendas and meeting materials reflecting annual work plans, in general support of the Committee;
  - (b) clerical staff support will be provided by the Legislative Services Division of the Deputy Chief Administrative Officer's Office.

## **Chair**

8. A Chair is to be chosen annually from amongst the voting members. In the event of the Chair's absence, the Committee will select from amongst its voting members an Acting Chair.

## **Attendance**

9. Members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting; any member who is absent from three consecutive meetings of the Committee without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution cease to be a member of the Committee.

## **Meeting Frequency**

10. The Committee shall meet monthly subject to cancellation by the Committee Clerk due to impending lack of quorum or lack of matters for consideration by the Committee as determined by the Director, Planning and Development.

## **Reporting**

11. Committee recommendations shall be communicated through staff along with annual reporting on work plan accomplishments, expenses and alignment of Council priorities with planned work for the coming year per the City of North Vancouver Advisory Body Procedures Manual, as amended from time to time.

## Governance

12. The Heritage Advisory Committee is a select committee of Council established under section 142 of the *Community Charter* and, while it may provide recommendations on matters referred to it by Council or staff related to the City's Heritage Program and matters under Part 15 of the *Local Government Act* in accordance with section 3 of this Bylaw, it is not a designated Community Heritage Commission under section 597 of the *Local Government Act* exercising the powers of a Commission under section 143 of the *Community Charter*.

## Rules of Procedure and Conduct

13. Procedure and conduct shall be in accordance with the City of North Vancouver Advisory Body Procedures Manual, as amended from time to time, including but not limited to the following City documents:
  - (a) Advisory Body Appointee Agreement, to be signed at the first meeting;
  - (b) Respectful Communication Policy;
  - (c) Respectful Workplace Policy No. 203;
  - (d) Social Media Policy No. 212;
  - (e) "Council Procedure Bylaw, 2015, No.8500" (excerpts applicable to Advisory Bodies).

## Repeal

14. "Heritage Advisory Commission Bylaw, 1994, No. 6619" and all amendments thereto are hereby repealed.

READ a first time on the 27<sup>th</sup> day of January, 2025.

READ a second time on the 27<sup>th</sup> day of January, 2025.

READ a third time on the 27<sup>th</sup> day of January, 2025.

ADOPTED on the <> day of <>, 2025.

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MAYOR

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ACTING CORPORATE OFFICER

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# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 9105

### A Bylaw to re-establish and reconstitute an Advisory Planning Commission

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

#### Citation

1. This Bylaw shall be known and cited for all purposes as “**Advisory Planning Commission Bylaw, 2025, No. 9105**”.

#### Vision Statement

2. To provide a community perspective on general planning and land use issues in support of Council’s strategic priority to foster a Prosperous, Vibrant City for People.

#### Mandate

3. The Commission’s role is to provide advice on the community planning aspects of the following:
  - (a) the Official Community Plan, including proposed amendments;
  - (b) Federal, Provincial, regional or neighbouring municipality development plans which may affect the City’s Official Community Plan;
  - (c) zoning bylaws and amendments which are referred to the Advisory Planning Commission by the Director of Planning and Development under the authority of “Development Procedures Bylaw, 2001, No. 7343”;
  - (d) matters respecting proposed bylaws and permits under Part 14, Divisions 4-14 and section 546 of the *Local Government Act* that are referred to it by Council or the Director of Planning and Development;
  - (e) any other Community Planning matter referred by Council.

#### Voting Members

4. The Commission will be comprised of up to nine (9) voting members in accordance with the following provisions:
  - (a) up to nine (9) members appointed by Council from the Community at Large, reflecting the demographic diversity of the City, at least two-thirds of whom are City residents;
  - (b) a quorum shall consist of a majority of the Commission’s voting members.

#### Non-Voting Members

5. The Commission will include three (3) seats for the following non-voting members:
  - (a) two (2) Council Liaisons appointed annually by Council;
  - (b) one (1) School Trustee representative from School District No.44, designated annually in September by SD44.

## **Terms of Service**

6. The following terms are applicable to the Voting and Non-Voting Members of the Commission:
  - (a) terms for Community Members are for three (3) years, renewable by Council to a maximum of two (2) terms;
  - (b) terms for Council Liaisons and School District members are continuous, revolving 1 year terms, subject only to:
    - (i) the elected office or good standing of the member; and
    - (ii) the designation of the member as the organization's representative for the year or portion thereof;
  - (c) mid-term vacancies may be addressed by Council immediately or at the end of a term.

## **Commission Resources**

7. The Commission shall have the following resources:
  - (a) Internal:
    - (i) Primary staff support and oversight will be the responsibility of the Director of Planning and Development through their designated professional staff for the provision of the following in general support of the Commission:
      - A. annual work plans in alignment with the Commission's mandate, and
      - B. agendas and meeting materials reflecting the annual work plans;
    - (ii) Secondary staff support may be provided by other departments;
    - (iii) Clerical staff support will be provided by the Legislative Services Division of the Deputy Chief Administrative Officer's Office;
  - (b) External:
    - (i) As appropriate, representatives may be invited from external governments, agencies or organizations to provide specialized knowledge and perspectives to the Commission.

## **Chair**

8. A Chair is to be chosen annually from amongst the voting members. In the event of the Chair's absence, the Commission will select from amongst its voting members an Acting Chair.

## **Attendance**

9. Members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting; any member who is absent from three consecutive meetings of the Commission without leave of absence from the Commission, or a reason satisfactory to the Commission, shall by Committee resolution cease to be a member of the Commission.

## **Meeting Frequency**

10. The Commission shall meet monthly subject to cancellation by the Committee Clerk due to impending lack of quorum or lack of matters for consideration by the Commission as determined by the Director, Planning and Development.

## Reporting

11. Commission recommendations shall be communicated through staff along with annual reporting on work plan accomplishments, expenses and alignment of Council priorities with planned work for the coming year per the City of North Vancouver Advisory Body Procedures Manual, as amended from time to time.

## Governance

12. The Advisory Planning Commission is established under section 461 of the *Local Government Act*.

## Rules of Procedure and Conduct

13. Procedure and conduct shall be in accordance with the City of North Vancouver Advisory Body Procedures Manual, as amended from time to time, including but not limited to the following City documents:
  - (a) Advisory Body Appointee Agreement, to be signed at the first meeting;
  - (b) Respectful Communication Policy;
  - (c) Respectful Workplace Policy No. 203;
  - (d) Social Media Policy No. 212;
  - (e) "Council Procedure Bylaw, 2015, No.8500" (excerpts applicable to Advisory Bodies).

## Repeal

14. "Advisory Planning Commission Bylaw, 1990, No. 6138" and all amendments thereto are hereby repealed.

READ a first time on the 27<sup>th</sup> day of January, 2025.

READ a second time on the 27<sup>th</sup> day of January, 2025.

READ a third time on the 27<sup>th</sup> day of January, 2025.

ADOPTED on the <> day of <>, 2025.

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MAYOR

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ACTING CORPORATE OFFICER

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THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 9072

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

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

1. This Bylaw shall be known and cited for all purposes as “**Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9072**” (Vernacular Studio Inc., 245 West 27<sup>th</sup> Street, RS-2).
2. Division VI: Zoning Map of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by reclassifying the following lands currently having a civic address of 245 West 27<sup>th</sup> Street and legally described below as henceforth being transferred, added to and forming part of RS-2 (One-Unit Residential 1 Zone):

PID: 013-525-042	LOT 9 BLOCK 227A DISTRICT LOT 545 PLAN 2836
------------------	---

from zone RS-1 (One-Unit Residential 1 Zone).

READ a first time on the 23<sup>rd</sup> day of September, 2024.

READ a second time on the 23<sup>rd</sup> day of September, 2024.

READ a third time on the 23<sup>rd</sup> day of September, 2024.

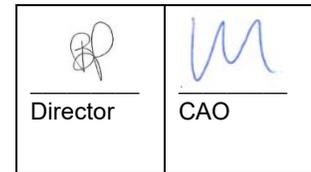
APPROVED pursuant to section 52(3)(a) of the *Transportation Act* on the 22<sup>nd</sup> day of January, 2025.

ADOPTED on the <> day of <>, 2025.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ACTING CORPORATE OFFICER

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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**OFFICE OF THE DEPUTY CHIEF ADMINISTRATIVE OFFICER**

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Peter DeJong, Acting Corporate Officer

Subject: ADVISORY DESIGN PANEL BYLAW, 1997, NO. 6839, AMENDMENT  
BYLAW, 2025, NO. 9106

Date: January 15, 2025 File No: 01-0360-20-0001/2025

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

**RECOMMENDATION**

PURSUANT to the report of the Acting Corporate Officer, dated January 15, 2025, entitled “Advisory Design Panel Bylaw, 1997, No. 6839, Amendment Bylaw, 2025, No. 9106”:

THAT “Advisory Design Panel Bylaw, 1997, No. 6839, Amendment Bylaw, 2025, No. 9106” be considered for readings.

**ATTACHMENTS**

1. Consolidated “Advisory Design Panel Bylaw, 1997, No. 6839”, with tracked proposed changes (CityDocs [2619075](#))
2. Proposed “Advisory Design Panel Bylaw, 1997, No. 6839, Amendment Bylaw 2025, No. 9106” (CityDocs [2618821](#))
3. Advisory Body Formatted Terms of Reference (ADP) (CityDocs [2610760](#))

**SUMMARY**

The purpose of this report is to introduce proposed amendments to the Advisory Design Panel Bylaw for Council’s consideration.

## BACKGROUND

The current Advisory Design Panel Bylaw 6839 was adopted in 1997 under the previous *Municipal Act*, as it existed at that time. Under the proposed amendment bylaw, the Advisory Design Panel (the “Panel”) would be continued under the *Community Charter* and the *Local Government Act*. The original bylaw has not been amended since adding a North Shore Arts Commission representative in the year 2000. There are several changes required for both clarity and continued functioning under current legislation. Those amendments are shown in a tracked changes consolidated version and included as Attachment 1 to this report.

## DISCUSSION

Generally, efforts have been made to clarify existing provisions and the role of staff, define staff’s role in supporting the Committee and providing annual reporting to Council, and reference the updated Advisory Body Procedures Manual for guidance on procedural matters common to all City Advisory Bodies, resulting in a more clear and concise Terms of Reference. A new Advisory Body formatted Terms of Reference, to be consistently used for all Advisory Bodies, whether established through bylaw or not, is also attached.

Specifically however, there are a few changes that warrant highlighting. Updated references for the North Shore arts representative can be found in sections 2A(7) and 3E. The reference to remuneration in section 3 was removed as it is covered generally in the Advisory Body Procedures Manual (the “Procedures Manual”).

Clarity regarding quorum and process in the event there is no (a) architect, or (b) landscape architect, present at the meeting is provided in proposed amendments to sections 6 and 8 of the bylaw.

*Community Charter* requirements for open meetings, subject only to the enumerated grounds listed in section 90 of the *Charter*, are incorporated into section 9 of the bylaw.

A proposed amendment to the provisions of section 11A would see the Panel’s terms of reference narrowed by excluding residential developments with less than 6 dwelling units, whereas the current scope of review only excludes one and two family residential development. The intent is to enhance the value of the Panel by raising the minimum review threshold to larger, more complex multi-family developments.

## FINANCIAL IMPLICATIONS

There are no financial implications associated with the proposed amendments to Bylaw 6839.

## INTER-DEPARTMENTAL IMPLICATIONS

The Director of Planning and Development has provided input and feedback for the proposed amendments to Bylaw 6839.

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The proposed amendments for the Advisory Design Panel will continue to encourage a high quality built environment throughout the community in support of Council's strategic priority to foster a well-built City for People.

RESPECTFULLY SUBMITTED:



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Peter DeJong, BA, LLB  
Acting Corporate Officer



THE CORPORATION OF THE CITY OF NORTH VANCOUVER

**“ADVISORY DESIGN PANEL BYLAW, 1997, NO. 6839”**

**CONSOLIDATED FOR CONVENIENCE – MARCH 6, 2000**

Amendment Bylaw, 1999, No. 7160	August 9, 1999
Amendment Bylaw, 2000, No. 7213	March 6, 2000

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 6839

A Bylaw to establish an Advisory Design Panel as a consultative Committee to Council and staff under the provisions of Sections 287, 734 and 963 of the Municipal Act  
And to continue the Advisory Design Panel under the provisions of Sections 122 and 142 of the Community Charter and Part 14 of the Local Government Act

WHEREAS it is desirable that an Advisory Design Panel be established for the purpose of encouraging a high quality built environment throughout the community;

AND WHEREAS the Advisory Design Panel (the "Panel") is continued under the provisions of the Community Charter and the Local Government Act;

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

1. This Bylaw shall be known and cited for all purposes as "**Advisory Design Panel Bylaw, 1997, No. 6839**".
2. There is hereby established an Advisory Design Panel of ten (10) members. The membership shall consist of: *[Bylaw 7213, March 6, 2000]*

A. Voting Members:

- (1) three architects;
- (2) two landscape architects;
- (3) one representative from the business community;
- (4) one representative from the construction industry;
- (5) one representative from the community at large;
- (6) an appointee of the Officer-in-Charge, North Vancouver Detachment, RCMP;
- (7) one representative from the North Shore arts community. *[Bylaw 7213, March 6, 2000]*

B. Non-voting Members:

- (1) one member of Council.

3. With the exception of the RCMP appointee designated annually by the Officer-in-Charge, all voting Members of the Advisory Design Panel shall be appointed by Council on the following basis:

- A. the three architects and the two landscape architects must be members in good standing of the British Columbia chapter of their professional organizations and preferably live in, or have their place of business located in, or have worked in the City of North Vancouver;

**Deleted:** one artist representing the North Shore Arts Commission

**Deleted:** .

**Moved down [1]: ¶**  
(2) . the Director of Development Services, or his appointees¶  
(3) . a secretary to be provided from City Staff who shall record and transcribe the events of the Panel meetings, contact members, make appointments, and draft correspondence

**Deleted:** V

**Deleted:** , excluding the appointee of the Officer-in-Charge, North Vancouver Detachment, RCMP, and the member of Council, shall serve without remuneration and

- B. the appointee from the business community shall be either a member of the Urban Development Institute or be a member of the North Vancouver City business community;
- C. the appointee from the construction industry should preferably be active in construction activities on the North Shore and should have done work within the City, ~~but should not be a member of the Urban Development Institute;~~
- D. the appointee who is a member from the community at large is required, as a qualification, to reside within the boundaries of the City of North Vancouver;
- E. ~~the appointee from the North Shore arts community is to be recommended to Council by the North Vancouver Recreation and Culture Commission's public art advisory committee.~~

4. Unless otherwise indicated, each voting member is appointed for a period of two years commencing February 1, of the year of appointment, and terminating January 31, two years hence. Vacancies caused by death, removal, or resignation of voting members ~~may~~ be filled for the unexpired terms of such members. All voting members shall hold office until their successors are appointed. ~~Every voting member is eligible for reappointment, but in no event shall serve more than two (2) consecutive terms.~~

Any voting member who fails to attend (3) consecutive regular meetings of the Panel without leave of the Panel, ~~or a reason satisfactory to the Panel, shall by Panel resolution cease to be a member of the Advisory Design Panel.~~

5. The Advisory Design Panel shall be presided over by a Chairman, to be chosen annually from amongst its voting members. In the event of the Chairman's absence, the Panel will select from amongst its voting members an Acting Chairman.

6. A quorum shall consist of four (4) voting members, ~~provided that one of the voting members present is an architect.~~ [Bylaw 7160, August 9, 1999]

7. Decisions shall be by simple majority vote, and all recommendations shall be submitted to the Director of ~~Planning and~~ Development.

8. If one of the architects is unable to attend a meeting of the Advisory Design Panel ~~they~~ should ensure that ~~another architect~~ is able to attend. In the event that no architects are able to attend, the meeting shall be postponed. In the event that no landscape architects are able to attend, the Advisory Design Panel ~~may postpone the meeting or~~ defer commenting on landscape matters until the next meeting when a landscape architect member is present.

9. The frequency of the Advisory Design Panel meetings shall be ~~monthly, subject to the needs and dictates of the workload, as determined by the Director of Planning and Development.~~ All meetings of the Advisory Design Panel are ~~open to the public except to the extent there are grounds to close the meeting in accordance with section 90 of the Community Charter.~~

10. The Advisory Design Panel ~~shall conduct business in accordance with the City of North Vancouver Advisory Body Procedure Manual, as amended from time to time.~~

**Deleted:** the member of Council shall be appointed annually.

**Deleted:** shall

**Deleted:** With the exception of the R.C.M.P. appointee, and the members of Council, the Director of Development Services, or his appointees, and the Secretary, no person shall be appointed who holds any municipal office.

**Deleted:** ADP

**Deleted:** shall herewith cease to be a member and his appointment shall be automatically terminated

**Deleted:** on rezoning applications

**Deleted:** Services

**Deleted:** All recommendations for the development of properties which are pre-zoned and submitted in accordance with the zoning regulations shall be submitted to the Assistant Director - Inspections. All recommendations shall be signed by the secretary on behalf of the Chairman.

**Deleted:** or landscape architects

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**Deleted:** ural or landscape architectural representative

**Deleted:** shall

**Deleted:** determined by

**Deleted:** and/or

**Deleted:** Panel

**Deleted:** to be considered held "in camera-" and no other group or individual shall attend a meeting of the Panel unless at the instruction of the Panel.

**Deleted:** may adopt

**Deleted:** rules of procedure and may, from time to time, vary such rules by vote of a majority of the members of the Panel.

11. Terms of Reference for the Advisory Design Panel are hereby established as follows:

A. The Advisory Design Panel shall consider and make recommendations on all applications for renovations, additions, or new construction for all development except residential development of less than six dwelling units, and such review shall be based on the following considerations:

- (1) the relationship of the building or buildings to one another, to the site and to other properties in the immediate vicinity;
- (2) the impact upon the subject property and upon both natural and manmade elements (rock outcrops, steep slopes, ravines, watercourses, soil and trees, existing buildings and structures, etc.);
- (3) the mass or bulk and scale of the building(s);
- (4) architectural or design consistency;
- (5) the role and quality of the landscape architecture;
- (6) the impact in design terms, upon adjacent properties;
- (7) type and quality of exterior finishing and colours to be employed;
- (8) crime prevention through environmental design.

B. Sign applications, which are to be considered by Council by virtue of the proposed sign being either contrary to the Sign Bylaw or not provided for in the Sign Bylaw, may first be considered by the Advisory Design Panel.

C. Notwithstanding (A) above, the Advisory Design Panel may consider and make recommendations on any project, including residential development of less than six dwelling units, which may from time to time be referred to the Panel by Council or staff.

D. The Advisory Design Panel may make recommendations with respect to amending the Zoning Bylaw for those items observed in the course of their normal deliberations as outlined in the preceding terms of reference.

E. The Advisory Design Panel shall consider and make recommendations on major development proposals on public streets, parks, and other public properties referred to the Panel by Council or staff.

12. The Director of Planning and Development, or their designate, shall act as liaison between an applicant and the Advisory Design Panel. As appropriate, representatives may be invited by staff from external governments or agencies to provide specialized knowledge and perspectives to the Panel. Clerical staff support will be provided by the Legislative Services Division.

13. \_\_\_\_\_

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**Deleted:** one-family and two-family residential development

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**Deleted:** one or two-family residential developments

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**Deleted:** for a rezoning

**Deleted:** The Assistant Director -Inspections shall act as liaison between the applicant for a building permit and the Advisory Design Panel.

**Moved (insertion) [1]**

**Deleted:** The Advisory Design Panel shall annually request an operating appropriate from Council and its expenditures shall be kept within the same appropriation. The unused portion of the monies shall be returned to the Treasurer at the end of each year.

Commission recommendations shall be communicated through staff along with annual reporting on work plan accomplishments, expenses and alignment of Council priorities with planned work for the coming year per the City of North Vancouver Advisory Body Procedures Manual, as amended from time to time.

14. The "Advisory Design Panel Bylaw, 1989, No. 5951" and all the amendments thereto are hereby repealed.

READ a first time by the Council on the 6th day of January, 1997.

READ a second time by the Council on the 6th day of January, 1997.

READ a third time and passed by the Council on the 6th day of January, 1997.

RECONSIDERED and finally adopted by the Council, signed by the Mayor and City Clerk and sealed with the Corporate Seal on the 13th day of January, 1997.

Signed by: Mayor John E. Loucks

Signed by: Bruce Hawkshaw, City Clerk

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

**BYLAW NO. 9106**

**A Bylaw to amend “Advisory Design Panel Bylaw, 1997, No. 6839”.**

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 “**Advisory Design Panel Bylaw, 1997, No. 6839, Amendment Bylaw, 2025, No. 9106**” (Terms of Reference).
2. Advisory Design Panel Bylaw, 1997, No. 6839 (“Bylaw 6839”) is hereby amended by adding the following to the descriptive title of Bylaw 6839:

**“And to continue the Advisory Design Panel under the provisions of Sections 122 and 142 of the *Community Charter* and Part 14 of the *Local Government Act*”**

3. Bylaw 6839 is further amended by adding a second recital as follows:

**“AND WHEREAS** the Advisory Design Panel (“ADP”) is continued under the provisions of the *Community Charter* and the *Local Government Act*,”

4. Section 2.A. of Bylaw 6839 is amended by deleting subsection (7) and replacing it with the following: “one representative from the North Shore arts community.”
5. Section 2.B. of Bylaw 6839 is amended by deleting subsections (2) and (3).
6. Bylaw 6839 is further amended by deleting the introductory clause of section 3 and replacing it with the following:

“With the exception of the RCMP appointee designated annually by the Officer-in-Charge, all voting Members of the Advisory Design Panel shall be appointed by Council on the following basis:”

7. Section 3 of Bylaw 6839 is further amended by:
  - A. Adding the following phrase to the end of subsection C: “, but should not be a member of the Urban Development Institute”; and
  - B. Deleting subsection E. and replacing it with the following:
 

“the appointee from the North Shore arts community is to be recommended to Council by the North Vancouver Recreation and Culture Commission’s public art advisory committee.”

8. Section 4 of Bylaw 6839 is amended as follows:

- A. in the second sentence,
  - (1) by striking the word “shall” and

- (2) substituting the word “may”;
  - B. by deleting the fourth sentence in its entirety;
  - C. in the sixth sentence (second paragraph),
    - (1) by striking the phrase “shall herewith cease to be a member and his appointment shall be automatically terminated.” and
    - (2) substituting the phrase: “or a reason satisfactory to the Panel, shall by Panel resolution cease to be a member of the Advisory Design Panel.”
9. Section 6 of Bylaw 6839 is amended by adding the phrase: “provided that one of the voting members present is an architect.”
10. Bylaw 6839 is further amended by deleting section 7 and replacing it with the following:  
“Decisions shall be by simple majority vote, and all recommendations shall be submitted to the Director of Planning and Development.”
11. Section 8 of Bylaw 6839 is amended by:
  - A. deleting the first sentence and replacing it with the following:  
“If one of the architects is unable to attend a meeting of the Advisory Design Panel, they should ensure that another architect is able to attend.” and
  - B. striking the word “shall” in the third sentence and replacing it with the following phrase: “may postpone the meeting or”.
12. Bylaw 6839 is further amended by deleting section 9 and replacing it with the following:  
“The frequency of the Advisory Design Panel meetings shall be monthly, subject to the needs and dictates of the workload, as determined by the Director of Planning and Development. All meetings of the Advisory Design Panel are open to the public except to the extent there are grounds to close the meeting in accordance with section 90 of the *Community Charter*.”
11. Section 10 of Bylaw 6839 is deleted in its entirety and replaced with the following:  
“The Advisory Design Panel shall conduct business in accordance with the City of North Vancouver Advisory Body Procedure Manual, as amended from time to time.”
12. Section 11A of Bylaw 6839 is amended by:
  - A. deleting the introductory clause and replacing it with the following:  
“The Advisory Design Panel shall consider and make recommendations on all applications for renovations, additions, or new construction for all development except residential development of less than six dwelling units , and such review shall be based on the following considerations:”;

- B. striking the first occurrence of the word “buildings” in subsection (1) and replacing it with the word “building”;
  - C. deleting subsection C. and replacing it with the following:

“Notwithstanding (A) above, the Advisory Design Panel may consider and make recommendations on any project, including residential development of less than six dwelling units, which may from time to time be referred to the Panel by Council or staff.”
  - D. adding the phrase “referred to the Panel by Council or staff” to the end of subsection E.
13. Bylaw 6839 is further amended by deleting sections 12 and 13 and replacing them with the following sections:
- “12. The Director of Planning and Development, or their designate, shall act as liaison between an applicant and the Advisory Design Panel. As appropriate, representatives may be invited by staff from external governments or agencies to provide specialized knowledge and perspectives to the Panel. Clerical staff support will be provided by the Legislative Services Division.
  - 13. Commission recommendations shall be communicated through staff along with annual reporting on work plan accomplishments, expenses and alignment of Council priorities with planned work for the coming year per the City of North Vancouver Advisory Body Procedures Manual, as amended from time to time.”

READ a first time on the <> day of <>, 2025.

READ a second time on the <> day of <>, 2025.

READ a third time on the <> day of <>, 2025.

ADOPTED on the <> day of <>, 2025.

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MAYOR

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ACTING CORPORATE OFFICER

## Advisory Design Panel Terms of Reference

Committee Name	Advisory Design Panel (ADP)
Vision / Goal Statement	To encourage a high quality built environment throughout the community in support of Council's strategic priority to foster a well-built City for People.
Mandate	<p>The ADP's role is to consider and made recommendations on all applications for renovations, additions, or new construction for all development, except residential development of less than 6 dwelling units (other than those specifically referred by Council or staff), based on the following considerations:</p> <ul style="list-style-type: none"> <li>(1) the relationship of the building(s) to one another, to the site and to other properties in the immediate vicinity;</li> <li>(2) the impact upon the subject property and upon both natural and man-made elements (rock outcrops, steep slopes, ravines, watercourses, soil &amp; trees, existing buildings and structures, etc.);</li> <li>(3) the mass or bulk and scale of the building(s);</li> <li>(4) architectural or design consistency;</li> <li>(5) the role and quality of the landscape architecture;</li> <li>(6) the impact in design terms, upon adjacent properties;</li> <li>(7) type and quality of exterior finishing and colours to be employed;</li> <li>(8) crime prevention through environmental design.</li> </ul> <p>The ADP may make recommendations regarding Zoning Bylaw amendments while undertaking the foregoing considerations.</p> <p>If requested by Council or staff, the ADP may also consider and make recommendations in respect of major development proposals on public streets, parks, and other public properties, as well as sign applications not covered or allowed by the Sign Bylaw.</p>

Voting Members	<p>The Advisory Design Panel will be comprised of up to 10 voting members in accordance with the following provisions:</p> <ol style="list-style-type: none"> <li>1. Architect Members (up to 3, preferably living and working in the CNV, recommended by the AIBC and appointed by Council)</li> <li>2. Landscape Architect Members ( up to 2, preferably living and working in the CNV, recommended by the BCSLA and appointed by Council)</li> <li>3. Representative from the Business Community (1 appointed by Council from either the Urban Development Institute or the CNV Business Community)</li> <li>4. Representative from the Construction Industry (1, preferably working within the CNV, or at least on the North Shore, and not a member of UDI, appointed by Council)</li> <li>5. Representative from the Community at Large (1 CNV resident appointed by Council)</li> <li>6. Representative of the North Shore Arts Community (1 recommended by NVRCC’s public art advisory committee and appointed by Council)</li> <li>7. Representative from the North Vancouver RCMP detachment (1 designated by Officer in Command)</li> </ol>
Non-Voting Members	<p>The ADP will include 1 seat for the following non-voting members:</p> <ol style="list-style-type: none"> <li>1. Council Liaison (1 appointed annually by Council)</li> </ol>
Terms of Service	<p>The following terms are applicable to the Voting and Non-Voting Members of the Advisory Design Panel:</p> <ol style="list-style-type: none"> <li>1. Terms for all Voting Members other than the RCMP designate are for 2 years to a maximum of 2 terms (Architect members subject to AIBC consent for 2<sup>nd</sup> term). Mid-term vacancies may be addressed immediately or at the end of a term.</li> <li>2. Terms for Council Liaisons and RCMP members are continuous, revolving 1 year terms, subject only to: <ol style="list-style-type: none"> <li>a. the elected office or good standing of the member; and</li> <li>b. the designation of the member as the organization’s representative for the year or portion thereof.</li> </ol> </li> </ol>
Advisory Design Panel Resources	<p>The Panel shall have the following resources:</p> <ol style="list-style-type: none"> <li>1. Internal: <ol style="list-style-type: none"> <li>a. Primary staff support and oversight will be the responsibility of the Director of Planning and Development. The Director or their designate will act as liaison between the Panel and an applicant</li> <li>b. Secondary staff support may be provided by other departments</li> </ol> </li> </ol>

	<p>c. Clerical staff support will be provided by the Legislative Services Division of the DCAO's Office</p> <p>2. External: As appropriate, representatives may be invited by staff from external governments or agencies to provide specialized knowledge and perspectives to the Panel.</p>
Chair	A Chair is to be chosen annually from amongst the voting members. In the event of the Chair's absence, the Panel will select from amongst its voting members an Acting Chair.
Quorum	A quorum shall consist of 4 voting members, 1 of whom must be an Architect. If no Landscape Architect present, meeting may be postponed <i>or</i> landscape matters deferred to the next meeting.
Attendance	Members shall advise the Clerk of their intent to attend or to be absent from a meeting. Any member who is absent from three consecutive meetings of the ADP without leave of absence from the Panel, or a reason satisfactory to the Panel, shall by Panel resolution cease to be a member of the ADP. Section 144 of the <i>Community Charter</i> gives Council the power to rescind an appointment at any time.
Meeting Frequency	The Panel shall meet monthly subject to cancellation by the Clerk due to impending lack of quorum or matters for consideration by the Commission.
Reporting	ADP recommendations shall be communicated through staff along with annual reporting on work plan accomplishments, expenses and alignment of Council priorities with planned work for the coming year per City of North Vancouver Advisory Body Procedures, as amended from time to time.
Governance*	<p><i>Community Charter</i> and "Advisory Design Panel Bylaw, 1997, No. 6839", as amended.</p> <p><i>*Any conflict between this Terms of Reference and Bylaw 6839 shall be governed by the Bylaw.</i></p>
Rules of Procedure and Conduct	<p>City of North Vancouver Advisory Body Procedures, as amended from time to time, including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Advisory Body Appointee Agreement, to be signed at 1st meeting;</li> <li>2. Respectful Communication Policy;</li> <li>3. Respectful Workplace Policy No. 203;</li> <li>4. Social Media Policy No. 212;</li> <li>5. "Council Procedure Bylaw, 2015, No. 8500" (excerpts applicable to Advisory Bodies).</li> </ol>

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

**BYLAW NO. 9106**

**A Bylaw to amend “Advisory Design Panel Bylaw, 1997, No. 6839”.**

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 “**Advisory Design Panel Bylaw, 1997, No. 6839, Amendment Bylaw, 2025, No. 9106**” (Terms of Reference).
2. Advisory Design Panel Bylaw, 1997, No. 6839 (“Bylaw 6839”) is hereby amended by adding the following to the descriptive title of Bylaw 6839:

**“And to continue the Advisory Design Panel under the provisions of Sections 122 and 142 of the *Community Charter* and Part 14 of the *Local Government Act*”**

3. Bylaw 6839 is further amended by adding a second recital as follows:

**“AND WHEREAS** the Advisory Design Panel (“ADP”) is continued under the provisions of the *Community Charter* and the *Local Government Act*,”

4. Section 2.A. of Bylaw 6839 is amended by deleting subsection (7) and replacing it with the following: “one representative from the North Shore arts community.”
5. Section 2.B. of Bylaw 6839 is amended by deleting subsections (2) and (3).
6. Bylaw 6839 is further amended by deleting the introductory clause of section 3 and replacing it with the following:

“With the exception of the RCMP appointee designated annually by the Officer-in-Charge, all voting Members of the Advisory Design Panel shall be appointed by Council on the following basis:”

7. Section 3 of Bylaw 6839 is further amended by:
  - A. Adding the following phrase to the end of subsection C: “, but should not be a member of the Urban Development Institute”; and
  - B. Deleting subsection E. and replacing it with the following:

“the appointee from the North Shore arts community is to be recommended to Council by the North Vancouver Recreation and Culture Commission’s public art advisory committee.”

8. Section 4 of Bylaw 6839 is amended as follows:

- A. in the second sentence,
  - (1) by striking the word “shall” and

- (2) substituting the word “may”;
  - B. by deleting the fourth sentence in its entirety;
  - C. in the sixth sentence (second paragraph),
    - (1) by striking the phrase “shall herewith cease to be a member and his appointment shall be automatically terminated.” and
    - (2) substituting the phrase: “or a reason satisfactory to the Panel, shall by Panel resolution cease to be a member of the Advisory Design Panel.”
9. Section 6 of Bylaw 6839 is amended by adding the phrase: “provided that one of the voting members present is an architect.”
10. Bylaw 6839 is further amended by deleting section 7 and replacing it with the following:  
“Decisions shall be by simple majority vote, and all recommendations shall be submitted to the Director of Planning and Development.”
11. Section 8 of Bylaw 6839 is amended by:
  - A. deleting the first sentence and replacing it with the following:  
“If one of the architects is unable to attend a meeting of the Advisory Design Panel, they should ensure that another architect is able to attend.” and
  - B. striking the word “shall” in the third sentence and replacing it with the following phrase: “may postpone the meeting or”.
12. Bylaw 6839 is further amended by deleting section 9 and replacing it with the following:  
“The frequency of the Advisory Design Panel meetings shall be monthly, subject to the needs and dictates of the workload, as determined by the Director of Planning and Development. All meetings of the Advisory Design Panel are open to the public except to the extent there are grounds to close the meeting in accordance with section 90 of the *Community Charter*.”
11. Section 10 of Bylaw 6839 is deleted in its entirety and replaced with the following:  
“The Advisory Design Panel shall conduct business in accordance with the City of North Vancouver Advisory Body Procedure Manual, as amended from time to time.”
12. Section 11A of Bylaw 6839 is amended by:
  - A. deleting the introductory clause and replacing it with the following:  
“The Advisory Design Panel shall consider and make recommendations on all applications for renovations, additions, or new construction for all development except residential development of less than six dwelling units , and such review shall be based on the following considerations:”;

- B. striking the first occurrence of the word “buildings” in subsection (1) and replacing it with the word “building”;
  - C. deleting subsection C. and replacing it with the following:

“Notwithstanding (A) above, the Advisory Design Panel may consider and make recommendations on any project, including residential development of less than six dwelling units, which may from time to time be referred to the Panel by Council or staff.”
  - D. adding the phrase “referred to the Panel by Council or staff” to the end of subsection E.
13. Bylaw 6839 is further amended by deleting sections 12 and 13 and replacing them with the following sections:
- “12. The Director of Planning and Development, or their designate, shall act as liaison between an applicant and the Advisory Design Panel. As appropriate, representatives may be invited by staff from external governments or agencies to provide specialized knowledge and perspectives to the Panel. Clerical staff support will be provided by the Legislative Services Division.
  - 13. Commission recommendations shall be communicated through staff along with annual reporting on work plan accomplishments, expenses and alignment of Council priorities with planned work for the coming year per the City of North Vancouver Advisory Body Procedures Manual, as amended from time to time.”

READ a first time on the <> day of <>, 2025.

READ a second time on the <> day of <>, 2025.

READ a third time on the <> day of <>, 2025.

ADOPTED on the <> day of <>, 2025.

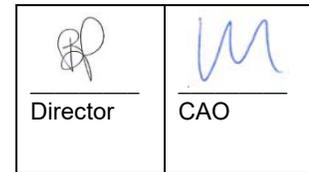
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MAYOR

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ACTING CORPORATE OFFICER

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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**OFFICE OF THE DEPUTY CHIEF ADMINISTRATIVE OFFICER**

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Peter DeJong, Acting Corporate Officer

Subject: PUBLIC NOTICE BYLAW, 2025, NO. 9102 (TO PROVIDE FOR ALTERNATIVE METHODS OF PUBLICATION)

Date: January 8, 2025 File No: 01-0550-01-0001/2025

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

**RECOMMENDATION**

PURSUANT to the report of the Acting Corporate Officer, dated January 8, 2025, entitled “Public Notice Bylaw, 2025, No. 9102 (to Provide for Alternative Methods of Publication)”:

THAT, having duly considered the principles for effective public notice set out in B.C. Reg. 52/2022, the Public Notice Regulation, “Public Notice Bylaw, 2025, No. 9102” be considered for three readings.

**ATTACHMENTS**

1. *Community Charter*, sections 94, 94.1 and 94.2 (CityDocs [2605171](#))
2. Public Notice Regulation (B.C. Reg. 52/2022) (CityDocs [2605173](#))
3. Proposed “Public Notice Bylaw, 2025, No. 9102” (CityDocs [2605147](#))

**SUMMARY**

The purpose of this report is to seek Council endorsement of “Public Notice Bylaw, 2025, No. 9102” (the proposed Bylaw), to provide for alternative methods of publication of statutory notices. The proposed Bylaw seeks to amend the City’s requirement of posting notices in accordance with section 94.1 of the *Community Charter*, namely in two successive weekly editions of the local newspaper and instead, provide residents with official published notices via both the printed version of the newspaper and by posting such notices on information boards or stands at the North Vancouver City Library; this is in addition to the official public notice posting places prescribed by the City’s “Council

Procedure Bylaw, 2015, No. 8500”, as amended (the “Procedure Bylaw”). The intent is to expand the means and opportunities for the public to be made aware of important applications or processes coming before Council.

## BACKGROUND

The City of North Vancouver is required to give public notice in accordance with section 94 of the *Community Charter* (the “*Charter*”) for various matters set out in the *Charter* and the *Local Government Act* (eg: zoning bylaw amendments, public hearings, permissive tax exemptions, election notices and other processes for which statutory notice is required). Traditionally, this has meant using the public notice posting places as well as publishing in a newspaper that is distributed at least weekly in the area affected by the subject matter of the notice, once each week for two consecutive weeks; these are the default publication requirements in section 94.1 of the *Charter* (Attachment 1). The City of North Vancouver’s Procedure Bylaw defines “public notice posting places” as City Hall and the City’s Website (<https://www.cnv.org/City-Hall/Council-Meetings/Public-Notices>).

The onset of the COVID-19 pandemic marked a significant turning point in the ways residents interact with their local governments with the opportunity for increased communication via online platforms and other facilities. *Bill 26* amended section 94 of the *Charter* to enable local governments to consider adopting a bylaw to provide for at least two alternative means of public notification instead of the required newspaper publishing in two consecutive editions; local governments can still use a local newspaper as one of the notification methods, but may also provide for other options, such as social media channels and other facilities, like libraries and community centres. These options are in addition to the official public notice posting places described in the applicable local government procedure bylaw.

In order to regulate alternative notice bylaws to ensure the means of publication meet certain criteria, the Province also enacted B.C. Reg. 52/2022, the Public Notice Regulation (Attachment 2), with respect to the alternative means of public notice to require that Councils and Regional District Boards consider:

- (1) the prescribed Principles for Effective Public Notice and whether such means are:
  - (a) reliable,
  - (b) suitable, and
  - (c) accessible.
- (2) Means of publication are *reliable* if:
  - (a) they provide factual information, and
  - (b) publication takes place at least once a month or, if the means of publication is a website, the website is updated at least once a month.
- (3) Means of publication are *suitable* for providing notices if:
  - (a) they allow all information in a notice to be displayed legibly,
  - (b) they allow a notice to be published by the required date, and
  - (c) they allow a person to consult a notice more than once during the period from the date of publication until the date of the matter for which notice is required.

- (4) Means of publication are *accessible* if:
- (a) they are directed or made available to a diverse audience or readership, and
  - (b) they are easily found.

## DISCUSSION

Currently, the City of North Vancouver publishes notices under section 94.1 of the *Charter*, the default publication requirements (see Attachment 1 for the relevant sections of the *Charter*). Under the proposed Bylaw if enacted pursuant to section 94.2 of the *Charter*, the City would still publish one notice in the North Shore News on the Wednesday, five (5) days prior to the Council meeting at which the matter will be considered. Additionally, a copy of the notice would be printed and posted at the City Library on an information board or stand on the Friday, ten (10) days prior to the applicable Council meeting.

This is consistent with the new section 94.2 of the *Charter* and the principles described above and prescribed in B.C. Reg. 52/2022. It is expected that residents would feel secure that the sources of information are *reliable*, *suitable* and *accessible*, in that public notices can be found not only on the City's website and notice boards at City Hall, but as well, people may view the public notices at the Library in addition to the local newspaper.

Current in-person visitation at the City Library is approximately 35,000/month. The Chief Librarian has agreed to enable clerks to post notices on an information board or stand at the library for the periods required by each notice.

The proposed Bylaw would commit the City of North Vancouver to post public notices under the *Charter* in the following places:

1. Public Notice Posting Places required by the Procedure Bylaw;
  - (a) The bulletin board at City Hall;
  - (b) The City of North Vancouver primary website;
2. North Shore News printed newspaper; and
3. Information board or stand at the City's Public Library.

Section 4 of the proposed Bylaw also provides for contingent means of publication if either or both the printed newspaper and the Library's information board are unavailable. In that event, publication could occur through:

- (a) an electronic version of the North Shore News; and/or
- (b) an electronic newsletter or email subscription service hosted directly or indirectly by the City (eg: CityView eNews); and/or
- (c) one of the City's official social media platforms such as, but not limited to, its official Facebook page.

Presently, the City distributes a weekly e-Newsletter, CityView, to residents that have signed up to receive it. CityView was developed a few years ago, pre-pandemic, in response to a shifting media landscape and an increasing move away from traditional print to online content (e.g., City events, public notices, City information, etc.). The overarching intent of the CityView e-Newsletter is to provide an additional method for

residents to receive regular updates on what is happening in the community and across all City departments and facilities.

The City of North Vancouver regularly reviews how residents and visitors obtain information from the City, including questions in public engagement processes about where and how residents find information. The results consistently indicate a large portion of participants are aware of and obtain information on the City's website and, increasingly, on its social media platforms. The recent Communications Engagement Framework survey bears this out with the City's website, Facebook page and e-Newsletter occupying three of the top four sources for community information, with first place held by Community Signage (e.g. Library and Community Centres).

CityView e-News maintains a subscription base of approximately 1100 individuals (as of December 2024) and the City of North Vancouver's Facebook page has about 15,000 followers. A link to the weekly CityView e-Newsletter is also shared on the City's Facebook page, which helps promote the e-Newsletter. The new quarterly print version of CityView will help to elevate the CityView e-Newsletter to a more prominent position within the City's communications framework with residents.

Adoption of the proposed Bylaw would represent the minimum public notification required by the City and does not restrict notices to only these locations. The City is free to post additional notices, as it deems appropriate, in other places and mediums.

## **FINANCIAL IMPLICATIONS**

The City spends an average of approximately \$30-35,000 per year on public notices in the North Shore News and substantially more in an election year. The other two North Shore municipalities spend similar amounts, so the overall impact of municipal spending on public notices on the North Shore is significant. It is anticipated that the proposed Bylaw would result in a reduction of about \$10-15,000 in the City's annual budget (and approximately \$10,000 more in an election year).

## **INTERDEPARTMENTAL IMPLICATIONS**

Shifting to publication of public notices by the means prescribed in the proposed Bylaw would not result in any appreciable additional work. Clerks staff would need to walk over a copy of each notice for posting when they post on the notice board in City Hall. The Communications division would not face any additional work unless the contingent provisions of section 4 had to be implemented, potentially requiring Communications staff to add such notices to the CityView e-Newsletter each week, as applicable. There would be no operational impacts for Planning and Development staff.

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

The proposed Bylaw would help meet Council's commitment to being open, engaged and informed by ensuring the public has multiple means and opportunities to be notified of pending applications and processes coming before Council, leading to a more engaged and Vibrant City.

RESPECTFULLY SUBMITTED:



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Peter DeJong, BA, LLB  
Acting Corporate Officer

## Division 4 — Public Notice and Access to Records

### Requirements for public notice

- 94** (1) If this or another Act requires notice to be given or published in accordance with this section, the notice must be published
- (a) in accordance with section 94.1 or 94.2, as applicable, and
  - (b) by posting the notice in the public notice posting places.
- (2) If a matter is subject to 2 or more requirements for publication in accordance with this section, the notices may be combined so long as the requirements of all applicable provisions are met.
- (3) A council may provide any additional notice respecting a matter that it considers appropriate, including by the internet or other electronic means.

### Default publication requirements

- 94.1** (1) Unless a council has adopted a bylaw under section 94.2, and subject to subsection (3) of this section, a notice must be published
- (a) in a newspaper that is distributed at least weekly
    - (i) in the area affected by the subject matter of the notice, and
    - (ii) if the area affected is not in the municipality, also in the municipality, and
  - (b) unless this or another Act provides otherwise, once each week for 2 consecutive weeks.
- (2) The obligation under subsection (1) may be met by publication of the notice in more than one newspaper, if this is in accordance with that subsection when the publications are considered together.
- (3) If publication under subsection (1) is not practicable, the notice may be given in the areas by alternative means so long as the notice
- (a) is given within the same period as required for newspaper publication,
  - (b) is given with the same frequency as required for newspaper publication, and
  - (c) provides notice that the council considers is reasonably equivalent to that which would be provided by newspaper publication.
- (4) As an exception, subsection 3 (b) does not apply in relation to an area if the alternative means is by individual distribution to the persons resident in the area.

**Bylaw to provide for alternative means of publication**

**94.2** (1) A council may, by bylaw, provide for alternative means of publishing a notice instead of publishing the notice in a newspaper in accordance with section 94.1 (1) (a) and (b).

(2) A bylaw adopted under this section must specify at least 2 means of publication by which a notice is to be published, not including posting in the public notice posting places.

(3) Subject to the regulations, a council may specify, in a bylaw adopted under this section, any means of publication, so long as, before adopting the bylaw, the council considers the principles prescribed by regulation under subsection (6) (a).

(4) Section 12 does not apply in relation to a council's authority to adopt a bylaw under this section.

(5) If a bylaw is adopted under this section, the applicable notice referred to in section 94 (1) (a)

(a) must be published by the means specified in that bylaw,

(b) subject to the regulations and unless this or another Act provides otherwise, must be published at least 7 days before the date of the matter for which notice is required, and

(c) if a period is prescribed for the purpose of this paragraph and unless this or another Act provides otherwise, must be published in the prescribed period before the date of the matter for which notice is required.

(6) The minister may make regulations as follows:

(a) prescribing the principles that must be considered before adopting a bylaw under this section;

(b) prescribing one of the means of publication that must be specified in a bylaw adopted under this section;

(c) requiring that one or more of the means of publication specified in a bylaw adopted under this section be selected from the prescribed means;

(d) for the purpose of subsection (5) (b), prescribing a number of days, other than 7 days, before the date of the matter for which notice is required;

(e) for the purpose of subsection (5) (c), prescribing a period of time.

B.C. Reg. 52/2022  
M55/2022

Deposited March 1, 2022

This consolidation is current to November 26, 2024.

[Link to consolidated regulation \(PDF\)](#)

### ***Community Charter***

## **PUBLIC NOTICE REGULATION**

### **Definition**

- 1 In this regulation, "**Act**" means the *Community Charter*.

### **Principles for effective public notice**

- 2 (1) Before adopting, under section 94.2 of the Act, a bylaw providing for alternative means of publishing a notice, a council must consider the following principles:

- (a) the means of publication should be reliable;
- (b) the means of publication should be suitable for providing notices;
- (c) the means of publication should be accessible.

- (2) Means of publication are reliable if

- (a) they provide factual information, and
- (b) publication takes place at least once a month or, if the means of publication is a website, the website is updated at least once a month.

- (3) Means of publication are suitable for providing notices if

- (a) they allow all information in a notice to be displayed legibly,
- (b) they allow a notice to be published by the required date, and
- (c) they allow a person to consult a notice more than once during the period from the date of publication until the date of the matter for which notice is required.

- (4) Means of publication are accessible if

- (a) they are directed or made available to a diverse audience or readership, and
- (b) they are easily found.

[Provisions relevant to the enactment of this regulation: *Community Charter*, S.B.C. 2003, c. 26, s. 94.2.]

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# CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 9102

### **A Bylaw to provide for alternative means of publishing statutory notices.**

WHEREAS the *Community Charter* and the *Local Government Act* require local governments to provide advance public notice of matters of public interest; and

WHEREAS public notices may also inform the public of opportunities to participate in local government decision-making or share their views, or both; and

WHEREAS pursuant to section 94.2 of the *Community Charter*, a municipality may adopt a bylaw to provide alternative means of publishing a public notice; and

WHEREAS the Council has determined to provide public notice by alternative means which it considers to be reliable, suitable and accessible, as prescribed by the *Public Notice Regulation B.C. Reg. 52/2022*;

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

#### **Citation**

1. This Bylaw may be cited for all purposes as “**Public Notice Bylaw, 2025, No. 9102**”.

#### **Definitions**

2. In this Bylaw:

“City” means The Corporation of the City of North Vancouver;

“City Hall” means the City Hall located at 141 West 14<sup>th</sup> Street, North Vancouver, British Columbia;

“City’s Website” means the City’s primary online information resource found at [www.cnv.org](http://www.cnv.org);

“Public Library” means the main branch of the City of North Vancouver Public Library at 120 West 14<sup>th</sup> Street, North Vancouver, British Columbia, and any future branches located elsewhere within the City of North Vancouver; and

“Public Notice Posting Places” means the notice boards at City Hall and the City’s Website.

#### **Public Notification**

3. Any notice required to be given or published in accordance with section 94 of the *Community Charter* shall be posted to the City’s Public Notice Posting Places and, subject to any prescribed notice periods, at least 7 days before the date of the matter for which notice is required via the following additional means of publication:

- (a) in a printed version of the North Shore News newspaper; and
- (b) printed and posted to one or more information boards or stands at the Public Library.

4. If either or both of the additional means of publication listed in section 3 of this bylaw are unavailable for use at the time notice is required, one or more of the following means may be substituted as an additional means of publication to meet the requirements of section 94.2 of the *Community Charter*:
  - (a) in an electronic version of the North Shore News newspaper;
  - (b) in an electronic newsletter or email subscription service hosted directly or indirectly by the City; and
  - (c) on one of the City's official social media platforms such as, but not limited to, its official Facebook page.
5. If any matter is subject to two or more requirements for publication in accordance with section 94 of the *Community Charter*, the notices may be combined so long as all applicable provisions are met.
6. Nothing in this bylaw shall preclude the City from employing further means of public notification or communication as it deems appropriate in the circumstances.

READ a first time on the <> day of <>, 2025.

READ a second time on the <> day of <>, 2025.

READ a third time on the <> day of <>, 2025.

ADOPTED on the <> day of <>, 2025.

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MAYOR

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ACTING CORPORATE OFFICER

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

**BYLAW NO. 9060**

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

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

1. This Bylaw shall be known and cited for all purposes as **“Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2024, No. 9060” (By Design Construction, 2416 Western Avenue, CD-766)**.
2. Division VI: Zoning Map of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by reclassifying the following lands currently having a civic address of 2416 Western Avenue and legally described below as henceforth being transferred, added to and forming part of CD-766 (Comprehensive Development 766 Zone):

PID: 031-694-012	LOT A BLOCK 215 DISTRICT LOT 545 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP119522
------------------	---

from zone RS-1.

3. Part 11 of Division V: Comprehensive Development Regulations of Document “A” of “Zoning Bylaw, 1995, No. 6700” is hereby amended by:
  - A. Adding the following Comprehensive Development Zone to Section 1101 in numerical order:

“CD-766 Comprehensive Development 766 Zone” (2416 Western Avenue)

In the CD-766 Zone, permitted Uses, regulations for permitted Uses, regulations for the size, shape and siting of Buildings and Structures and required Off-Street Parking shall be as in the RG-3 Zone, except that:

    - (1) Three (3) Principal Buildings shall be permitted on one Lot;
    - (2) Section 563(4) Required Accessory Lock-Off Unit Use shall be waived;
    - (3) Density:
      - (a) The Gross Floor Area shall not exceed 1.0 times the Lot Area based on the original lot size of 1,311.5 square meters (14,117 square feet);
      - (b) For the purposes of calculating Gross Floor Area, all residential floor area on the Cellar and any residential floor area located directly above the portion of the Cellar used for Parking, Secure Bicycle Parking, Garbage and Recycling, and common electrical, mechanical and LEC rooms, of an shall be excluded from the calculation;

- (4) Lot Coverage:
  - (a) The Lot Coverage shall not exceed 54% the Lot Area based on the original lot size of 1,311.5 square meters (14,117 square feet);
- (5) Building Height:
  - (a) Principal Buildings on the Western portion of the lot shall not exceed a Building Height of 3 storeys and 12 metres (39.3 feet), as measured from the average Building Grade at the North property based on the original lot measuring 120.0 metres (393.55 feet) geodetic;
  - (b) Principal Building on the Eastern portion of the lot shall not exceed a Building Height of 2 storeys and 9 metres (29.5 feet), as measured from the average Building Grade at the North property based on the original lot measuring 120.0 metres (393.55 feet) geodetic;
- (6) Height Exceptions:
  - (a) The Heights of Buildings and Structures permitted elsewhere in the Bylaw may be exceeded for:
    - i. parapet walls, guard rails, Garden Structures, staircase and elevator structures by not more than 3.3 metres (10.8 feet);
    - ii. Fully screened mechanical equipment located at least 2 metres (9.8 feet) from the roof edge by not more than 2.0 metres (6.6 feet);
- (7) The minimum required Principal Building setback, measured to each building face, shall be limited to:
  - (a) 3 metres (9.8 feet) from the Front Lot Line;
  - (b) 1.2 metres (3.94 feet) from an Interior Side Lot Line or Exterior Side Lot Line; and
  - (c) 0.6 metres (2 feet) from the Rear Lot Line;
- (8) Off-Street Parking, Short-Term and Secure Bicycle Parking, and Accessory Off-Street Loading Spaces shall be provided in conformity with the requirements of Division IV, Parts 9, 10, and 10A, except that:
  - (a) Minimum number of accessory off-street Parking Spaces required Residential Use is varied to 0.95 per unit;

- (b) Visitor Parking shall be provided according to section 908 Visitor Parking except that 1 visitor parking space shall be provided.

READ a first time on the 9<sup>th</sup> day of September, 2024.

READ a second time on the 9<sup>th</sup> day of September, 2024.

READ a third time on the 9<sup>th</sup> day of September, 2024.

APPROVED pursuant to section 52(3)(a) of the *Transportation Act* on the 22<sup>nd</sup> day of January, 2025.

ADOPTED on the <> day of <>, 2025.

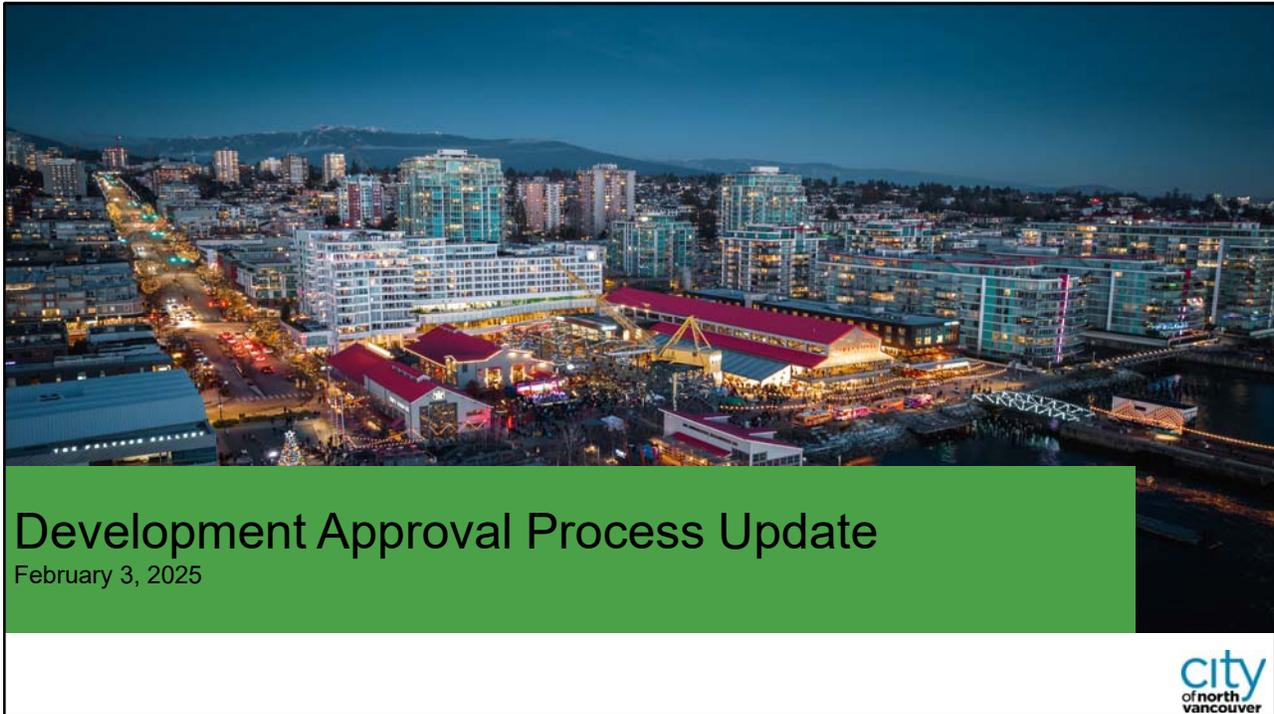
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MAYOR

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ACTING CORPORATE OFFICER

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## Development Approval Process Update

February 3, 2025

city  
of north  
vancouver

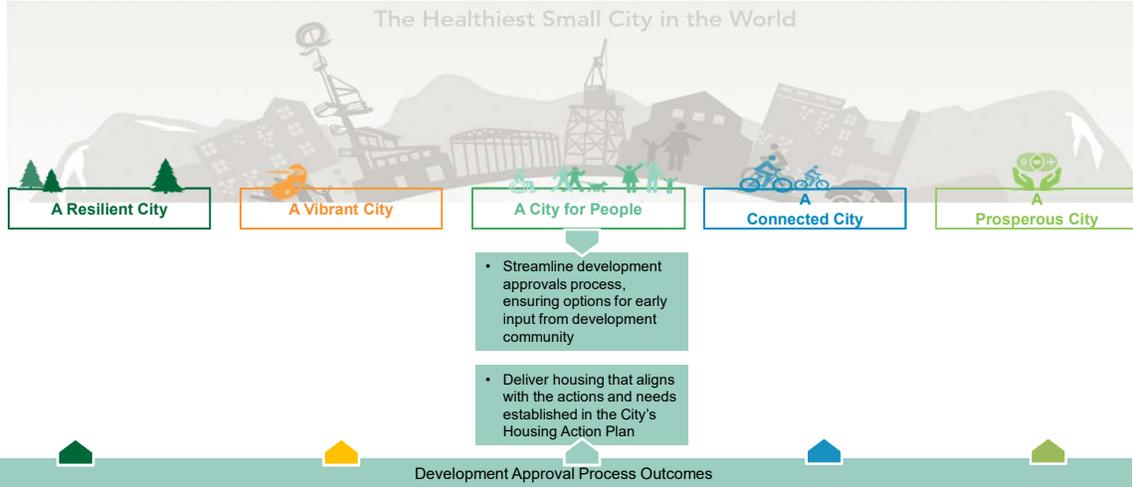
## Purpose

- **Share Progress:** Highlight key improvements made to the development approval process over the past two years.
- **Present Future Plans:** Outline upcoming initiatives aimed at further enhancing process efficiency and customer experience.

city  
of north  
vancouver

2

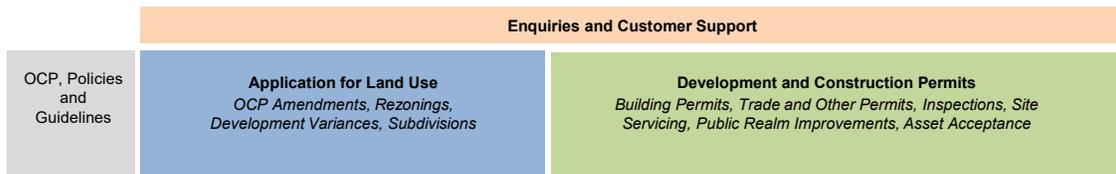
# Alignment with Council Strategic Vision



# Purpose and Core Services

Purpose: The Development Approvals Process (DAP) exists to ensure public safety (codes & standards), monitor compliance with City plans and zoning bylaws, manage responsible city infrastructure and growth, and improve community wellbeing.

## Core Services within the Development Approval Process



# COVID-19 Adaptations & Influences

## Internal Changes (2020-2021)

### 2020 - paperless and limited contact

- Electronic permit application/issuance
- Remote/alternate inspections methods

### 2021 - process adaptations for distributed workforce

- Service Center redesign – Gateway
- Established dedicated low density housing review team (streamline reviews)
- Enhanced staff delegation for minor variances (streamline approvals)

### 2020

- Increased political focus on development approval process: Ministry of Municipal affairs and housing conducts BC Wide Development Approvals Review (DAP)

### 2021

- Surge of permit volume (low interest rate environment)
- Staffing challenges due to BC Building Act - mandatory building/plumbing official qualifications
- Resources redirected to Harry Jerome development lands, limited capacity for other development applications

## Operational Context (2020-2021)



# Post-COVID Adaptations & Influences

## The starting point:

- Limited in-person services
- Staffing challenges (qualification requirements)
- Limited capacity for the high volume application, resources redirected to prioritized City projects.
- Political focus on housing supply and development approvals process

### Businesses:

- Streamlined license inspections
- Simplified servicing requirements (SDCB)
- Field Review Building Permits for simple permits
- Inspections Guides – first release
- Customer survey/process review

### Process Assistance:

- Application checklists for high-volume project types
- Inspections Guides - expansion
- Process Improvement:
  - Initiated project CLEAR to optimise Development Approval Process
  - Initiated Subdivision Control Bylaw updates

### Piloted BC Building Permit Application Portal (Online applications)

- Suite Assessment Service and streamlined Building Permits for secondary suites
- CLEAR: Customer engagements, Future state design, Pre-Application Reviews for Building permits



### BC Building Code Updates

*Implications:* Confusion among staff and design professionals. Review iterations.

### Legislative changes: New provincial regulations for accelerated housing.

*Implications:* Resource realignment.

### Rising Interest Rates

*Implications:* Increased pressure on project completion, from surge of applications submitted in lower rates.

### Provincial funding for implementation

*Implications:* Staff turnover as larger municipalities attracted talent.

### Resources redirected to North Shore Neighborhood House Phase 2

*Implications:* Limited capacity for other development applications.

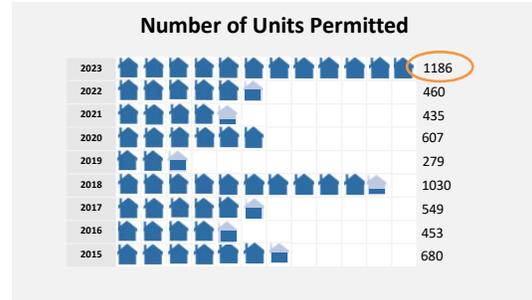
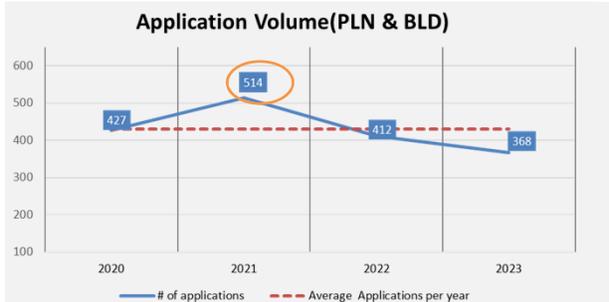
Housing Accelerator Fund targets, Housing Target Order



#### Legend:

- SDCB - Subdivision & Development Control Bylaw
- DAP – Development Approval Process
- CLEAR - Coordinated Lean Application Approval review

## Service Delivery



2021: Record applications stemming from low interest rates and pent-up COVID demand.

2023: Record unit count in issued building permits.

### Challenges:

- Building permits issued in a low-interest environment now face construction (particularly public realm completion and acceptance) under high-interest rates.
- Development speed is driven by market and complicates resource planning.



## Continuous Improvement Guiding Principles



## Customer Personas for User-Oriented Service Delivery



Service must be tailored for:

- Technical knowledge
- Process knowledge
- Services accessed
- Communication method preference

## Customer Persona

### Homeowner



Customer type:  Infrequent  Repeat

#### General Characteristics:

- Owns home. Generally wants to renovate, rebuild, or add a secondary dwelling (coach house or suite).
- Minimal exposure to zoning and building regulations. Prefers simple process and communications.
- Emotionally and financially invested in personal property project.
- Often balances personal or professional responsibilities, leaving limited time to navigate development requirements.
- May / may not employ experienced contractor or industry professional for assistance.

#### Services Accessed:

- Enquiries (email or in-person at Gateway)
- Development Permits
- Building Permits
- Inspections

#### Statistics:

- **33%** of permits are for Alterations (Homeowner is Primary customer)

## Customer Persona

### Business Owner



Customer type:  Infrequent  Repeat

#### General Characteristics:

- Wants to open small or medium-sized business; looking to expand, renovate, or build commercial property.
- Minimal exposure to zoning and building regulations.
- Likely to be navigating municipal approval processes for the first time or has done so infrequently in the past.
- Time-constrained and focused on getting approvals quickly to avoid disruptions to business operations.

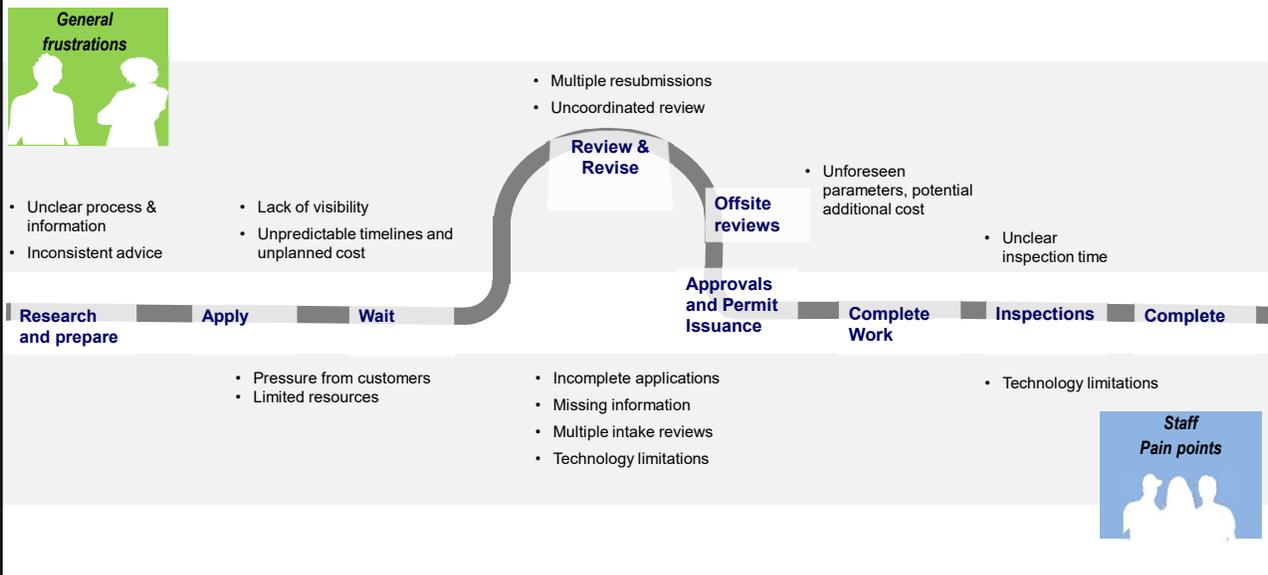
#### Services Accessed:

- Enquiries (email or in person at Gateway)
- Building Permits - Tenant Improvement
- Inspections
- Licensing

#### Statistics:

- **19%** of City's permits are for Tenant Improvement (Business Owner is primary customer)

## Journey Overview and Common Pain Points : Alterations & Tenant Improvement



## Potential Improvements for Homeowners and Business Owners



- Improved advice and support (e.g.- in-person support by appointment).
- Single point of contact throughout project.
- Streamline the journey:
  - ❖ Early feedback on application quality and any missing requirements; reduce review iterations.
  - ❖ Essential technical reviews only.
- Publish processing times.
- Simplify communications / notifications.

## Customer Persona

### Skilled Professional

*e.g. Architects & Engineers*



Customer type:  Infrequent  Repeat

#### General Characteristics:

- Represents homeowners, contractors, developers to provide detailed plans and designs for various developments.
- Liaise with both clients and municipalities to ensure compliance.
- Highly detail-oriented and expect technical precision from the review process.

#### Services Accessed:

- Planning applications
- Subdivisions
- Development permits
- Building permits

#### Statistics:

- **12%** of City's permits are for New Construction where the Primary Customer is a Skilled Professional

## Customer Persona

### Contractors



Customer type:  Infrequent  Repeat

#### General Characteristics:

- Working on behalf of clients; generally manage multiple projects ranging from single-family homes to multi-unit and mid-rise developments.
- Experienced with multiple development projects across different municipalities.
- Familiar with regulations but requires clarity from the City.
- Focused on delivering project on time and on budget to clients.
- Generally coordinating multiple aspects of project and overseeing multiple trades.

#### Services Accessed:

- Enquiries (email or Gateway)
- Development permits
- Building permits
- Trades Permits
- Inspections
- Servicing upgrades
- Street Use Permits

#### Statistics:

- **16%** of City's permits are for New Construction where the Primary Customer is a Contractor

## Journey Overview and Common Pain Points for: New Construction



#### General Frustrations (for Customer \* and for Staff ^)

- Complex and contradictory requirements and bylaws \* ^
- Limited in-person support \*
- No prioritization by work type / project type \* ^
- Lack of visibility and unpredictable time \*
- Lots of back-and-forth for changes, missing submissions, inconsistent interpretations of requirements \* ^
- Uncoordinated feedback, sometimes conflicting \*
- Unclear deposit processes \* ^
- No proactive communication from staff \*

#### General Frustrations (for Customer \* and for Staff ^)

- Perceived duplicated work and requirements \* ^
- Lack of continuity from Planning Application stage \*
- Unpredictable wait time, no visibility into status of applications \*
- Incomplete applications, missing information ^
- Different feedback from Planning applications \* ^
- Multiple back and forth to interpret Building Code requirements / Public realm and servicing requirements \* ^
- No single point of contact \*
- Broad time window for inspections \*
- Limited resources to perform inspections \* ^
- Unclear deposits, public realm acceptance criteria \* ^

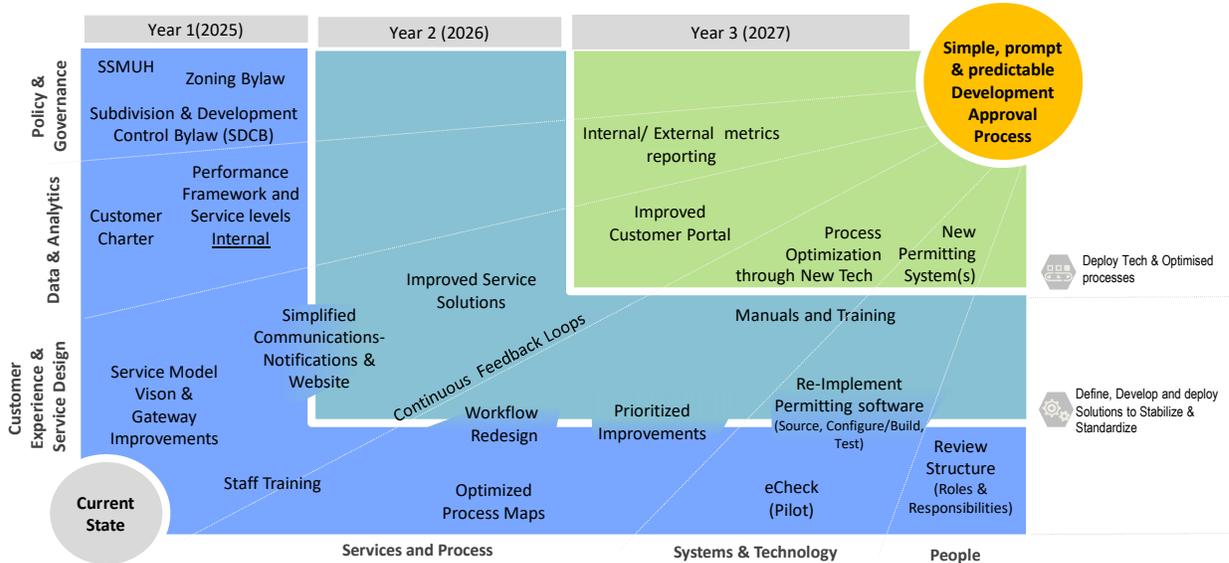
## Potential Improvements for Contractors and Skilled Professionals



- Simplify Zoning Bylaw
  - Review permit types (bundle/unbundle).
- Streamline journey
  - Clearer requirements & early feedback through better intake review and potentially automated e-checks (Pilot).
  - Essential technical reviews only.
  - Coordinated internal reviews.
  - Public realm review and servicing process.
- Single point of contact for all applications; project facilitator for complex cases.
- Improve inspections services.
- Publish processing times.
- Simplify communications / automatic notifications.



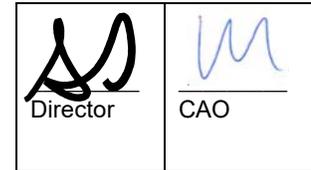
## Transformation Approach: Phased/multi-year effort. Coordinated Improvements to Policy, Core Services/Process, Customer Support, Systems / Technology, and People





Thank you.





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

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Tim Ryce, Chief Building Official

Subject: DEVELOPMENT APPROVALS PROCESS UPDATE

Date: January 15, 2025 File No: 13-6630-01-0001/2024

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

**RECOMMENDATION**

PURSUANT to the report of the Chief Building Official, dated January 15, 2025, entitled “Development Approvals Process Update”:

THAT the report of the Chief Building Official, dated January 15, 2025, entitled “Development Approvals Process Update”, be received for information.

**SUMMARY**

This report updates Council on ongoing initiatives to improve the delivery of the City's development administration services and outlines the next phase of our process improvement project.

**BACKGROUND**

The City endeavors to facilitate well-designed urban development through a comprehensive development administration process. This ensures compliance with Provincial/Regional regulations and City policies, enabling responsible growth and improved community well-being. Clear communication and understanding between project proponents and City staff are crucial for successful outcomes. The process must continually adapt to changing requirements.

Recently, several external factors have impacted the City's ability to provide efficient Development Approvals Process (DAP) services, including:

1. **Staffing Challenges:** Provincial regulations, such as the *BC Building Act*, have made it difficult to recruit qualified staff.
2. **Frequent Code Changes:** Frequent updates to the BC Building Code have created confusion for both staff and professionals.
3. **Provincial Mandates:** New provincial regulations aim to accelerate housing development, including mandates for rezoning, density increases, and addressing short-term rentals.
4. **Resource Strain:** A surge in construction projects, followed by rising interest rates, is overwhelming City resources for inspections and approvals. Now, rising rates pressure developers to finish quickly, straining City resources and increasing demand for qualified contractors.

Additionally, challenges internal to the City have developed that have impacted service delivery in this area, such as:

- Difficulties in reconfiguring existing permit software to adapt to Provincial regulatory changes and to allow for online/self-service paperless transactions and process enhancements.
- Challenges completing application reviews in a timely manner given frequently-changing regulations and a shift towards more intensive projects involving higher densities, advanced sustainable design features, intricate public realm interfaces, and complex development approval arrangements.
- Prioritization of select City projects such as the Harry Jerome Community Recreation Centre replacement and the multi-phased project encompassing the relocation of the North Shore Neighbourhood House and associated housing developments.
- The process modifications implemented in response to COVID-19 restrictions have been under review. A return to more traditional, in-person business practices is necessary.

The combination of external and internal factors have made existing DAP processes harder to facilitate. To address this, staff have sought to review and adjust the DAP process on an ongoing basis. Staff have undertaken several projects in recent years to improve process delivery. The following is a selection of these initiatives:

2020:

- Introduced electronic plan submission and review for major permit types. This allowed for high-volume applications to be submitted remotely and at any time of day, rather than in person in City Hall during business hours.
- Introduced tools allowing for alternative inspection methods in certain situations, reducing delays caused by limited inspector availability.

2021:

- Expanded electronic plan review to all permit types and introduced electronic permit issuance. This completed the transition to fully 'paperless' permitting, further simplifying administration burdens while offering modern service delivery.
- Launched "Gateway", a unified customer service center currently handling inquiries, payments, and other customer interactions relating to Building,

Development Services, Development Planning and Business Licensing. Gateway provides a continuity-of-care previously not possible while serving as an early notification tool for projects requiring attention.

- Established the Low Density Housing Review Centre, consolidating two parts of the Building Permit review process into a single work group, improving efficiency and coordination for applicants and staff.
- Simplified business licensing requirements for low-risk businesses like home-based businesses and multi-office tenancies, reducing staff burden and allowing businesses to operate sooner.

2022:

- Modified the Subdivision & Development Control Bylaw to streamline servicing requirements for common tenant improvement projects, reducing staff workload and costs for businesses.
- Created the Building Permit Field Review process to facilitate the immediate issuance of simple building permits.
- Developed initial Permit Inspections Guides for high-volume inspection types to increase 'pass' rates, reduce repeat inspections, and save time for both builders and staff.

2023:

- Creation of new application checklists for emerging project types (e.g., heat pump installations) to guide applicants and reduce the need for staff to request additional information.
- Continued the expansion of Permit Inspections Guides into additional permit types and added select business license types, improving efficiency for a wider range of clients.

2024:

- Participated in the launch of the BC Building Permit Hub as the first municipality in BC to successfully integrate into the pilot project service. This platform provides immediate feedback on application completeness, which may potentially reduce staff workload if the pilot project is successful and widely adopted.
- Created a program to legalize existing illegal secondary suites. This program offers homeowners an in-home assessment and a streamlined path to compliance, reducing permit processing time and the need for enforcement actions.

These incremental enhancements, though effective in their targeted goals, are largely reactive to emerging needs and challenges. Developed and implemented in an active processing environment, the ability for comprehensive improvement is limited. Throughout, staff have recognized a broad assessment and revamp of the City's DAP would be beneficial. To address this, the City has created and filled a new role dedicated to process analysis, implementation, and continuous improvement. This role focuses on identifying systemic inefficiencies, implementing best practices, and ensuring ongoing process optimization to meet evolving demands.

In 2022, the City was one of nine municipalities in the lower mainland to secure funding from UBCM through the Development Approvals Process Review (DAPR) Grant and

conducted a third-party review of its development approval and construction permitting processes. This resulted in a report with 13 priority recommendations for process improvement.

In 2023, staff began implementing priority recommendations, focusing on standardized internal review processes. However, it became evident that a service-oriented process analysis was crucial for achieving desired improvements.

Staff have now developed a comprehensive work plan to advance DAP service delivery as the next phase of this ongoing process improvement project.

## **DISCUSSION**

Through consultation with clients and the enhancements implemented thus far, staff have noted that issues experienced by applicants are often influenced by the type of service requested and the familiarity of the client with relevant regulations or bylaws, and City processes or systems. A client-centric approach is crucial to address common challenges in development administration.

### A Client-Centric Approach

Five personas have been developed to represent different applicant needs and experiences, considering their technical knowledge, familiarity with City processes, and frequency of service use.

1. **Skilled Professional** – this persona represents qualified industry professionals highly experienced in municipal development processes. Further, this group provides the City with the ability to assume responsibility for technical decisions and interpretations. This group includes Registered Professional Planners, Architects, and Professional Engineers, amongst others.

Skilled Professionals possess in-depth knowledge of technical regulations and development processes. They are highly familiar with City requirements and can often navigate the system independently. Due to their expertise, they typically require minimal administrative assistance from City staff.

2. **Developer** – this persona represents individuals or companies who identify, acquire, and develop land. They oversee the entire development process, from initial planning and design to construction and final sale or lease. This group includes members of the Urban Development Institute.

This group is experienced in City development processes and often require additional administrative support due to the complexity of their projects.

3. **Contractor/Builder** – this persona represents an individual who oversees the building or remodeling of structures. They manage the project from start to finish, including hiring subcontractors, acquiring permits, and ensuring the project adheres to building codes and regulations.

Contractors possess good technical skills but may have limited familiarity with specific City requirements and processes. They often work across multiple municipalities, making it difficult to track the status of their permits. As a result, they require both technical and administrative support from City staff

4. Business Owner – this persona represents an individual or group whose primary expertise lies in the operating of a commercial business in a retail unit or office space.

Business Owners may only engage with City development approvals processes during their business's initial startup. City staff often provide a high level of technical support and administrative assistance throughout this period.

5. Homeowner – this persona represents an individual who owns property in the City, most typically a house or residential unit.

Homeowners may rarely require City permits. When they do, they often act as their own project managers, which can lead to unfamiliarity with technical and administrative requirements. This often necessitates significant staff assistance.

### Client Engagement

Formal engagement with these client groups thus far include input received from Skilled Professionals and Developers (online survey, 2021) and Contractors (in-person focus group, 2024). These opportunities, supported by informal feedback and complaints tracking, have identified the following initial issues with current DAP processes:

- Skilled Professionals, Developers, Contractors
  - Limited opportunities for in-person support
  - No visibility into application review status
  - The appearance of duplicate and/or conflicting application review comments from different staff groups
  - A lack of consistent communication and hand-off from one application phase to the next
- Business Owners, Homeowners
  - Unclear application information and process requirements
  - Limited opportunities for in-person support
  - No visibility into application review status
  - The addition of unanticipated requirements and costs during the review process.

Further consultation opportunities are planned for each group, both initially and on an ongoing basis.

### Project Work Plan

As noted above, staff have developed a comprehensive three-year work plan to modernize City DAP service delivery (see Figure 1 below).

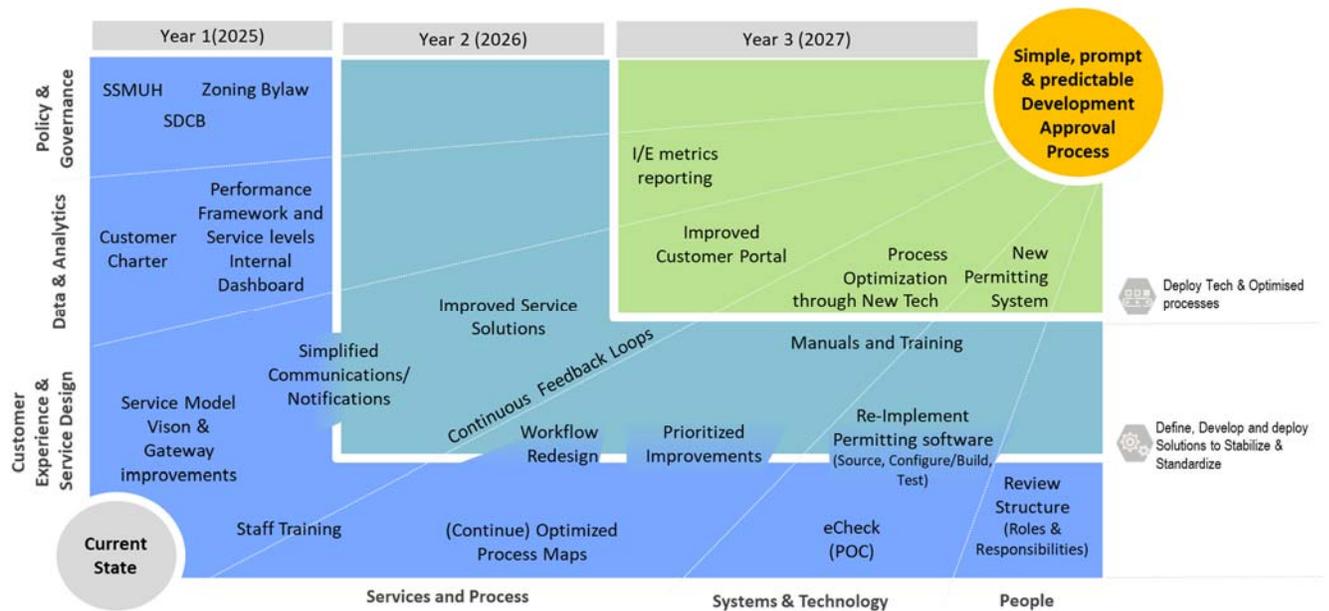


Figure 1: Project Work Plan

This plan consists of five coordinated work streams designed to work in conjunction to improve the City’s development approval and permitting process:

1. **Data & Analytics** – This work stream will establish key performance indicators for development processes, setting service level targets for each. Additionally, a customer charter will be drafted to define service commitments to the public. Combined, the customer charter and service level framework will provide assurance of long-term transparency and process certainty for customers.
2. **Customer Experience & Service Design** – This work stream will work to ensure City services are approachable and accessible, tailored to the familiarity each type of applicant, improving the user experience. This will include optimization of the Gateway unified service center model, along with an expansion of the online self-service permit portal.
3. **Services & Processes** – This work stream will continue the optimization of development-related processes, leveraging new opportunities arising from updated City policies and bylaws.
4. **Systems & Technology** – This work stream will address software-related shortcomings in current systems through the reimplementation of optimized processes in a modern technology package. This rebuild will be completed with a focus on the customer experience, as defined in the work stream above.
5. **People** – This work stream will align city human resources with the new ways of doing business, ensuring sufficient staff capacity with appropriate knowledge levels is available to provide service at each process step.

Next Steps

Improvements to the City’s development approvals process are ongoing, and will be phased as enhancements become available. Through consultations and feedback to date, a number of potential near-term improvements have been identified for priority action.

For example, representatives of the Homeowner and Business Owner personas have identified that increasing availability of in-person support as highly beneficial; in response, we will offer in-person application support appointments. We will also publish estimated processing times and simplify our automated communications by using plain language, eliminating the use of industry jargon.

Separately, near-term improvements are planned that will improve service delivery for the Skilled Professional and Contractor personas, as these individuals typically access the more complex City services and bring a high level of familiarity with development processes. To improve service these groups, we will streamline applications with early feedback and reduced reviews, implement a single point of contact for complex projects, and publish estimated processing times for complex applications.

Lastly, staff have implemented a Management Review Team (MRT) to bring together managers from Engineering, Parks and Environment and Planning and Development to assist when applications are at a decision point with different requests coming from a variety of divisions.

## **FINANCIAL IMPLICATIONS**

Portions of this project relating directly to process improvement form an Initiative identified in the Housing Accelerator Fund grant and will be funded through that program. The software reimplementation work stream is proposed to be funded through a capital project request for the 2025 Financial Plan.

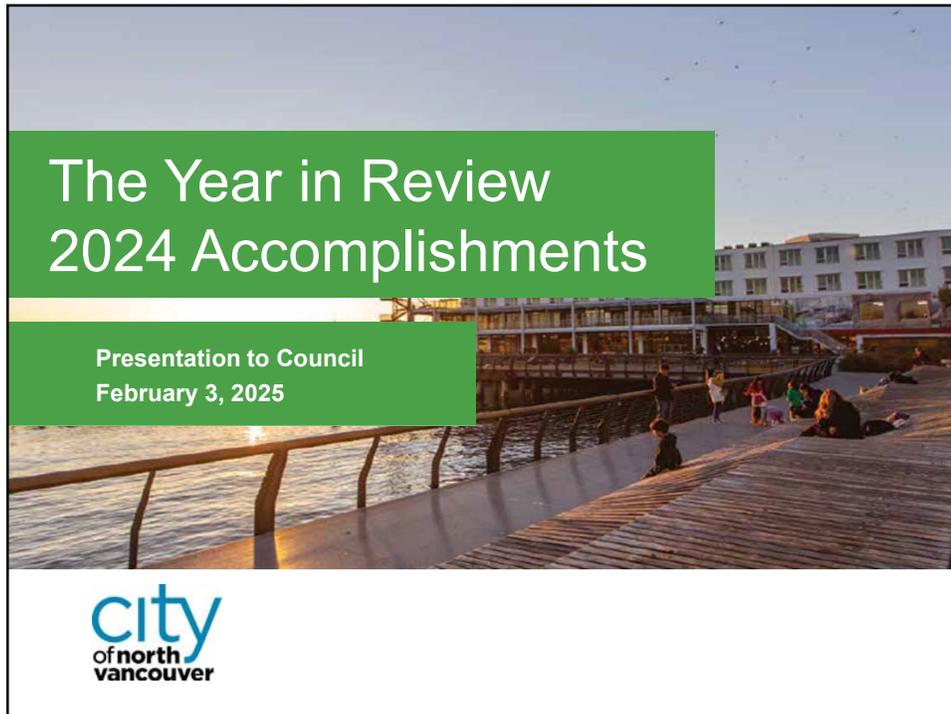
## **INTER-DEPARTMENTAL IMPLICATIONS**

This project is being prioritized organization-wide. As such, this report has been developed with input from and the support of all City departments.

RESPECTFULLY SUBMITTED:

  
\_\_\_\_\_  
Tim Ryce  
Chief Building Official

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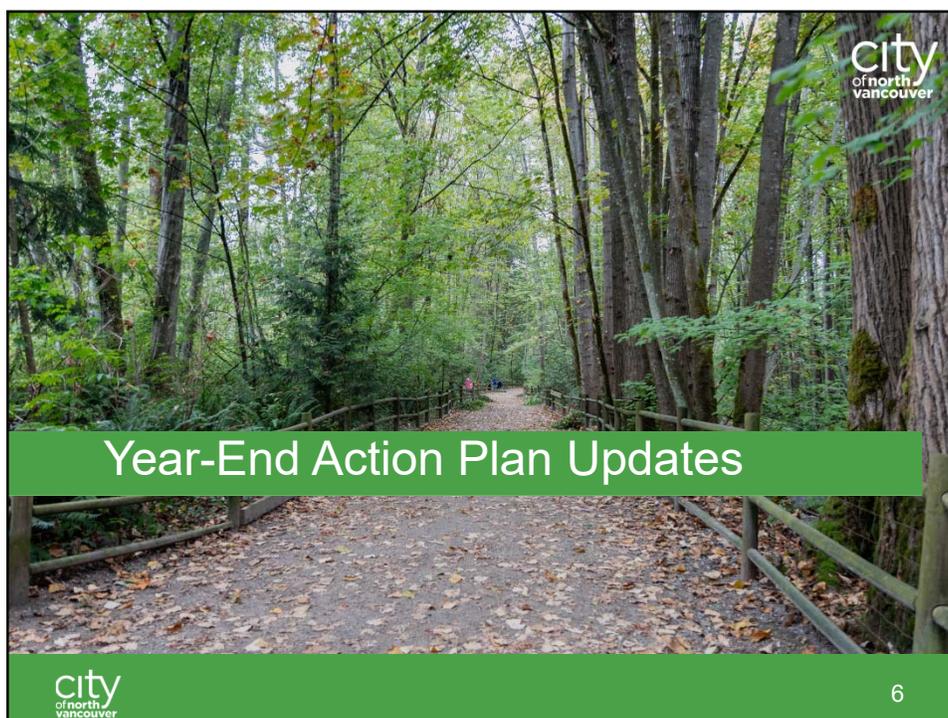
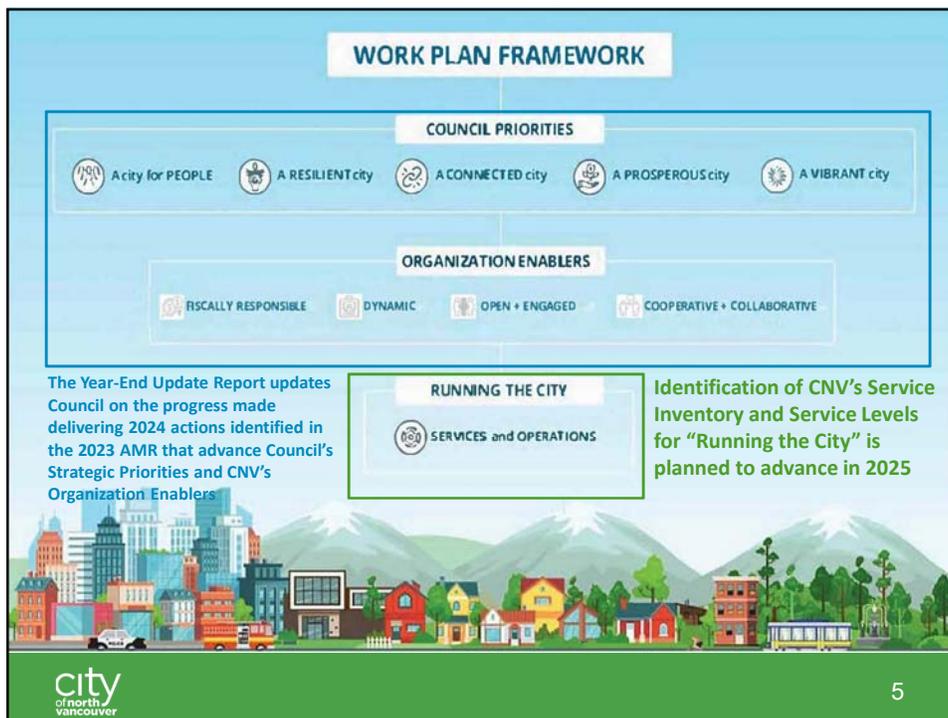
## Outline

- Background
- Planning & Reporting Framework
- Year-End Action Plan Updates
- Next Steps

## Background

- 2023 Annual Municipal Report
  - CNV presented its 2023 AMR to Council in June 2024, as required by the Community Charter.
  - The report included CNV's planned actions for 2024.
  
- Year-End Update for 2024
  - With 2024 now complete, staff have developed a Year-End Update on the progress made in delivering these actions..







## A CITY FOR PEOPLE



**Harry Jerome Community Rec Centre/Silver Harbour Seniors Activity Centre (DCAO)**

- Over 60% of construction complete, with 85% of structural steel and mass timber installed, and 65% of mechanical and electrical systems complete.
- Aquatic centre, gymnasium, and arena roofs are watertight, 2 of 3 pool tank bottoms complete, and change room area works initiated.
- On track to stay within \$230 million budget.



**Community Wellbeing Strategy (P&D)**

- June 24, 2024: Community Well-being Strategy adopted by Council.
- Implementation plans were prepared by staff for the 2025 Workplans.



**North Shore Neighbourhood House Phase 2 (DCAO)**

- January 2024: Council directed staff to expedite planning for Phase 2, including an 18-storey mass timber building with 179 rental homes (30% below-market) on top of a 3-storey podium housing a new North Shore Neighbourhood House.
- February 2024: the Province of BC announced funding for the non-profit housing component via BC Builds Program.
- July 2024: Financing was approved for new NSNH portion of project.
- Base building has proceeded through permitting and tendering stages.


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## A RESILIENT CITY



**Urban Forest Planning and Living Tree Program (P&D)**

- Staff built awareness and provided opportunities for public input on the community's urban forest, with summary engagement report presented to Council in the fall.
- All trees from the 2023 Living Tree Program were planted, and 2024 program plantings began in the fall.



**Climate & Environment Strategy (P&D)**

- May 27, 2024: Council adopted the Climate & Environment Strategy.
- Staff prepared implementation plans as part of the 2025 Workplans development.



**Lonsdale Energy Corporation Decarbonization (LEC)**

- 5MW Sewer Heat Recovery Plant project announced, supported by grants of \$17.5M.
- 3MW electric boiler plant in the construction phase.
- Both projects to provide 40% low carbon energy for the system by 2027.


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## A CONNECTED CITY



**Overpass from Casano to Loutet (EPE)**

- The Ministry of Transportation and Transit (MOTT) granted the permit to proceed.
- An RFT was issued to pre-qualified contractors.
- Shovel testing conducted, no archaeological materials found.
- Construction anticipated to begin in Q1/Q2 2025, lasting approximately 10 months.



**Lonsdale Highway Overpass Mobility Improvements (EPE)**

- Council supported staff in conducting an options analysis, concept design, and public engagement for the project.
- Staff working on engaging the Ministry of Transportation and Transit (MOTT) on a project governance structure.



**Mobility Network (EPE)**

- Project delivery aligned with the delivery of the overpass from Casano to Loutet.
- Eastern portion of route advanced to engagement and design.
- Council endorsed alignment of the Upper Levels Greenway project and approved combining it with Lonsdale Highway Overpass Mobility Improvements.


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## A PROSPEROUS CITY



**Lonsdale Great Street (R/E, EcDev, & Facilities)**

- Project governance structure implemented.
- A consultant team engaged after conducting a Request for Proposals.
- Work underway in the following areas:
  - Research and review of background materials
  - Development of a project plan and timeline
  - Preparations for public engagement in early 2025



**Economic Development Strategy (R/E, EcDev, & Facilities)**

- April 22, 2024: Council endorsed the Economic Development Strategy.
- Staff preparing Implementation plans as part of the development of the 2025 Workplans.



**Modernized Business Licensing System (R/E, EcDev, & Facilities)**

- Ongoing work to create a modernized business licensing bylaw.
- Revision of procedures for business inquiries related to opening a new business in CNV.


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## A VIBRANT CITY



**Shipyards Operational Plan & Business Model (EPE)**

- RFP issued to engage consultant support, and a consultant has been selected.
- Phase I, involving discovery, research, analysis, and a State of the Shipyards Report, is underway.



**Kings Mill Walk Park (EPE)**

- Team finalized plans for foreshore habitat reconstruction, site densification, and sea level rise mitigation.
- Staging and phasing prioritized to minimize public loss of park amenities during construction.
- CNV debt financing secured to fund the project.



**City Wide Parks Comprehensive Plan (EPE)**

- CNV's Parks and Public Space Comprehensive Plan launched in Q4.
- A systems-based analysis of CNV's current inventory of green space and public recreational amenities commenced.


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## A FISCALLY RESPONSIBLE ORGANIZATION



**Asset Management Planning – Sewer, Drainage, Water, Bridges, Roads (EPE)**

- CNV adopted the Asset Management BC framework for its asset management practices, and Council received information on CNV's Draft Asset Management Strategy.
- State of the Asset Reporting evolved to include current state, past actions, and future strategic investments.
- Ongoing inventory and condition assessments for waterfront and pavement structures.
- The Natural Asset Management roadmap project began.



**Work Planning and New Financial Framework (Fin&IT)**

- Development of draft 2025 Action Plans/Workplans moved ahead of the financial planning process to provide more guidance to the development of the Financial Plan.
- External analysis and information on key budget drivers were provided to Council early in the financial planning timeline to support budget deliberations.
- Financial Plan public engagement process enhanced.



**Consolidated Fees Bylaw (Fin&IT)**

- Council approved an updated Consolidated Fees and Charges Bylaw and a new Fees & Charges Policy.


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## A DYNAMIC ORGANIZATION



**Diversity, Equity and Inclusion (PC&T)**

- The base DEI framework was developed.
- Supporting Communication Plan and materials are in development.
- Council endorsed the development of the Accessibility Plan, and initial actions and consultations began.



**Business Support & Transformation and Leadership Development Framework**

- CNV launched a new Business Support & Transformation function, with initial focus on improvements within the Development Approvals Process.
- CNV selected a group to deliver a new Leadership Development Program and framework design.



**Employee & Labour Relations (PC&T)**

- Collective bargaining between CUPE/IAFF and CNV successfully completed.
- Collective bargaining at the Library and MONOVA also successfully completed.


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## AN OPEN + ENGAGED ORGANIZATION



**Public Engagement Framework (DCAO)**

- Staff completed comprehensive engagement activities to shape a draft framework for CNV.
- An emergent findings report was delivered to Council in December.
- Print newsletter launched to ensure all residents, regardless of access to digital tools, can participate in CNV initiatives.



**Access improvements to City Hall, Online and In-Person Services (R/E, EcDev, & Facilities)**

- Developed a centralized Gateway counter at City Hall to enhance customer experience and streamline services.



**Monuments & Memorials Policy and Flight PS752 Memorial (EPE)**

- Council confirmed the site for the Flight PS752 Memorial at Jack Loucks Court.
- Council endorsed a Flight PS 752 project approach and design process.


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**A COOPERATIVE + COLLABORATIVE ORGANIZATION**



**Information Technology Master Plan (Fin&IT)**

- Council endorsed an original IT Master Plan in 2023.
- CNV's new Chief Information Officer has been onboarded.
- The final plan is now in the detail planning phase as part of the development of CNV's overall 2025 Workplan.



**Community Safety Advisory Committee (PS)**

- Terms of Reference and roles/functions of the Committee approved by Council.
- Committee members have been approved.
- First Committee meeting scheduled for February 2025.



**Enhance CNV's Emergency Preparedness Program (PS)**

- North Shore Emergency Management completed the North Shore Disaster Resilience Assessment.
- CNV's Active Threat Response Plan was completed, and staff training conducted.
- Emergency Operations Centre training for staff was completed.
- North Shore Extreme Heat Mapping and Vulnerability Project completed and communicated to neighbouring municipalities and nations.

**city of north vancouver** 15

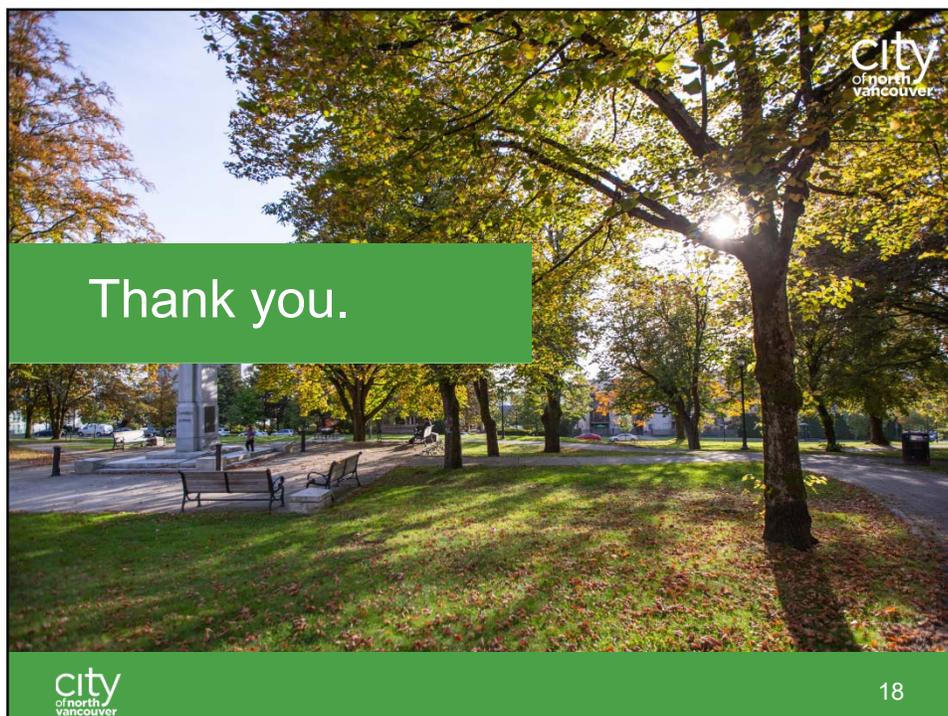


**Next Steps**

**city of north vancouver** 16

## Next Steps

- Incorporate this update and Council feedback into the 2024 Annual Municipal Report for Council consideration.



Thank you.

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

**REPORT**

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To: Mayor Linda Buchanan and Members of Council  
From: Larry Sawrenko, Chief Financial Officer  
Subject: THE YEAR IN REVIEW – 2024 ACCOMPLISHMENTS  
Date: January 15, 2025 File No: 01-0620-20-0008/2025

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

**RECOMMENDATION**

PURSUANT to the report of the Chief Financial Officer, dated January 15, 2025, entitled “The Year in Review – 2024 Accomplishments”:

THAT the report of the Chief Financial Officer, dated January 15, 2025, entitled “The Year in Review – 2024 Accomplishments”, be received for information.

**ATTACHMENTS**

1. The Year in Review – 2024 Accomplishments (CityDocs [2602948](#))

**SUMMARY**

The purpose of this report is to update Council on the accomplishments and progress CNV has made in 2024 towards delivering the 2024 Action Plans that are advancing Council’s 2022-2026 Strategic Plan.

**BACKGROUND**

On September 25, 2023, Council adopted its 2022-2026 Strategic Plan. Staff then developed a number of 2024 Action Plans to advance Council’s Strategic Plan and integrated these actions into CNV’s 2024 Work Plan. Key 2024 Action Plans are identified in CNV’s 2023 Annual Municipal Report.

## DISCUSSION

The attached “Year in Review - 2024 Accomplishments” report (**Attachment 1**) provides an update on the progress made in 2024 towards advancing and completing the above identified key Action Plans identified in the last Annual Municipal Report. Action Plans not completed by year-end are being carried forward and incorporated into 2025 Workplans.

## FINANCIAL IMPLICATIONS

The “Year in Review - 2024 Accomplishments” report was prepared by CNV’s internal staff. No incremental financial costs were incurred to produce the report.

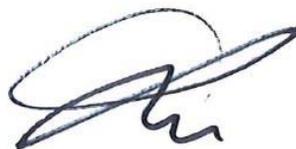
## INTER-DEPARTMENTAL IMPLICATIONS

The “Year in Review - 2024 Accomplishments” report was prepared by CNV staff in the Finance Department and in the Strategic Initiatives Division of the Deputy Chief Administrative Officer’s Department, who worked closely with staff in all CNV departments when developing this report.

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

The “Year in Review - 2024 Accomplishments” report supports CNV’s efforts to be a “Responsible” and “Open & Engaged” organization.

RESPECTFULLY SUBMITTED:



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Larry Sawrenko  
Chief Financial Officer

*January 2025*

CITY OF NORTH VANCOUVER | BRITISH COLUMBIA

# THE YEAR IN REVIEW

## 2024 ACCOMPLISHMENTS

Each year we revisit our annual actions and report back to Council and the community on our progress, as part of our Annual Reporting process. We have provided a general status update on each initiative in this 2024 Report, together with one of four assigned ratings as defined below.

- COMPLETED
- ONGOING AND ON TRACK
- ONGOING AND LAGGING
- NOT STARTED

Department Abbreviations Used Throughout the Report:

**DCAO:** Office of the Deputy CAO

**EPE:** Engineering, Parks & Environment

**FIN:** Financial Services

**IT:** Information Technology

**LEC:** Lonsdale Energy Corporation

**PC&T:** People, Culture & Transformation

**P&D:** Planning & Development

**PS:** Public Safety

**R/E, EcDev, & Facilities:** Real Estate, Economic Development and Facilities

# THE YEAR IN REVIEW

## A CITY FOR PEOPLE

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

- **Harry Jerome Community Recreation Centre/Silver Harbour Senior Activity Centre (DCAO)**

The construction of the new centre has progressed beyond the 60% completion mark. Significant strides have been made, with concrete work largely finished and the installation of structural steel and mass timber now 85% complete. Mechanical and electrical systems are 65% finished. The roofs of the Aquatic Centre, gymnasium, and arena are now watertight, while exterior insulation, glazing, and brick masonry work are well underway. Two of the three pool tank bottoms have been completed, subject to final tank testing. Pool tiling will start after testing, and work on the change room areas in both the arena and natatorium was initiated. A communications strategy for the centre's grand opening has been finalized. Additionally, the project has reached a key milestone by completing the tendering process for all work scopes, with the exception of audio-visual equipment and offside roadworks. With this milestone met, the project remains on track to be completed within the \$230 million budget.

- **Mickey McDougall Community Recreation Centre Upgrades (DCAO)**

In Q3, the renovation scope, including that for Flicka's tenant improvements, was issued for construction tender to four pre-qualified contractors. A development agreement and a lease between Flicka and CNV are nearing completion. The majority of the construction is on track to occur in early 2025. Flicka is set to move into the facility when the current Harry Jerome Community Recreation Centre closes.

- **Mahon Park Childcare Centre & Fieldhouse (DCAO)**

Construction of the new childcare and fieldhouse is 75% completed. The building's structural elements are fully finished, and envelope work – including glazing, roofing, and cladding – is 90% complete. Exterior underground utilities and stormwater systems have been installed, interior mechanical and electrical rough-ins are completed, and drywall work has been initiated. The project is on track for completion in Q1 2025, with the YMCA planning to occupy the facility and open it to the public in the spring of 2025.

- **Community Wellbeing Strategy (P&D)**

On June 24, 2024, the Community Well-being Strategy was adopted by Council. Implementation plans were prepared by staff as part of the development of the 2025 Workplans.

- **North Shore Neighbourhood House Phase 2 (DCAO)**

In January 2024, Council directed staff to expedite planning for Phase 2. This phase (The Hub Redevelopment) includes an 18-storey mass timber building with 179 rental homes, including 30% below-market rentals, on top of a three-storey podium, housing a new North Shore Neighbourhood House. In February 2024, the Province of BC announced funding through the BC Builds Program for the non-profit housing component delivered by Catalyst Community Development Society. In July 2024, CNV's financing for the construction of the North Shore Neighbourhood House was approved. The base building was tendered and proceeded through permitting stage. The tenant improvement portion of the project housing the North Shore Neighbourhood House was in the detailed design stage.

- **Supportive Funding Review (P&D)**

Project preparation, internal information gathering and analysis as well as external research of funding trends and other municipal processes has been completed. An initial list of draft supportive funding framework values was prepared.

- **Development Application Process Review (P&D)**

The current process was documented to identify key improvement areas and the team prioritized necessary actions and system improvements. Development of various system improvements are underway.

- **Zoning Bylaw Update (P&D)**

The project was launched and the engagement, information gathering, and analysis phase was complete. Staff have prepared a draft of a new Zoning Bylaw and Development Permit Guidelines.

- **Indigenous Relations Initiatives (DCAO)**

Planning is underway for protocol activities with Tsleil-Waututh Nation and Squamish Nation.

- **Public Realm Accessibility Improvements (EPE)**

A Focus Group was engaged to provide input on new tactile transit signs as part of a TransLink Pilot Project to improve access for people with visual impairments. Tactile walking surface indicators were installed at Esplanade to align with new Translink Guidelines that CNV helped establish. The program has been completed for the year.

- **Housing Needs Report (P&D)**

An update to CNV's 2021 Housing Needs Report, as required by provincial legislation, was initiated. Necessary data and background information was collected, and the consulting support needed to meet the provincially imposed deadline of December 31<sup>st</sup>, 2024 was engaged to enable staff to present updated materials to Council for consideration in December, prior to the Holiday break.

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## **A RESILIENT CITY**

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

- **Urban Forest Planning (P&D)**

In Q1/Q2, staff built awareness and provided opportunities for the public to share their vision for the community's urban forest. A report identifying what was heard during public engagement was brought forward this fall. The draft Urban Forest Plan is projected to be presented to Council for consideration in the first quarter of 2025.

- **Climate & Environment Strategy (P&D)**

On May 27, 2024, Council adopted the Climate & Environment Strategy. Implementation plans were prepared by staff as part of the development of 2025 Workplans.

- **Lonsdale Energy Corporation Decarbonization (LEC)**

Lonsdale Energy Corporation publicly announced two major decarbonization projects – a 5MW Sewer Heat Recovery Plant to be located on a site owned by CNV, and a 3MW electrical boiler plant. The electrical boiler plant is currently in the permitting and construction phase, is expected to be operational in 2025, and will provide Lonsdale Energy’s community energy system with 15% low carbon energy for 2025. Once the Sewer Heat Recovery Plant is in operation in 2027, it is expected that the two projects combined will provide more than 40% low carbon energy for the system. For the Sewer Heat Recovery project, government grants totaling \$17.5 million had been secured through the Clean BC Communities fund, and detailed design is set to commence in 2025.

- **Storm Water Management (EPE)**

Storm water management continued with modelling of the system for resiliency planning, construction of missing gaps in the piped conveyance system, and introduction of new raingardens through developer and CNV Capital project changes to CNV streets.

- **Living Tree Program (EPE)**

All trees from the 2023 Living Tree Program were planted. This program was moved to the Urban Forest Group within Parks Planning, where a new improved notification process to reduce individual site negotiation and minimize rejected sites/species was being developed. 2024 program plantings begun in fall 2024 and continue through spring 2025.

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## A CONNECTED CITY

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

- **Overpass from Casano to Loutet (EPE)**

The Ministry of Transportation and Transit (MOTT) has granted the permit to proceed, and a Request for Tender (RFT) was issued to pre-qualified contractors. Shovel testing was conducted and no archaeological materials were found. Construction is nevertheless required to follow the appropriate steps outlined in the Archaeological Impact Assessment (AIA) and the Alteration Permit. Tree removal is set to begin in Q1 2025, prior to nesting season with red cedars removed during this process to be donated to the Squamish Nation. Construction is anticipated to begin in Q1/Q2 2025, with an estimated duration of 10 months.

- **Mobility Network (EPE)**

A project manager was onboarded for the Mid-Town connector. Staff were evaluating route options and considering phasing to effectively integrate project delivery with the delivery of the overpass from Casano to Loutet. The eastern portion of Midtown advanced to engagement and design. Council also endorsed the alignment of the Upper Levels Greenway project and approved the combination of the Upper Levels Greenway project with the Lonsdale Highway Overpass Mobility Improvements in April. The North-South connection between E23rd and the MOTT overpass will be constructed in collaboration with the HJCRC and will be ready for opening.

- **Lonsdale Highway Overpass Mobility Improvements (EPE)**

Council supported staff in undertaking an options analysis, concept design, and public engagement for the project in April. Staff are working to engage MOTT on a project governance structure.

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## A PROSPEROUS CITY

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

- **Lonsdale Great Street (R/E, EcDev, & Facilities)**

A project governance structure was implemented and, after conducting a Request for Proposals process, a consultant team was engaged to work with an interdepartmental staff team to advance this initiative. The consultant team has commenced work, including research and review of background materials, the development of a project plan and timeline, and preparations for public engagement in early 2025.

- **Economic Development Strategy (R/E, EcDev, & Facilities)**

On April 22, 2024, the Economic Development Strategy was endorsed by Council. Implementation plans were prepared by staff as part of the development of 2025 Workplans.

- **Modernized Business Licensing System (R/E, EcDev, & Facilities)**

Work to create a modernized business licensing bylaw, revised procedures for business inquiries related to opening a new business in the City, and the new digital application process is underway.

- **Health and Life Science Cluster (R/E, EcDev, & Facilities)**

Following initial work in 2024 to complete background research, a high-level investment attraction sector profile, and investment monitoring, staff worked with a consultant to complete a situational assessment of the current Health and Life Sciences sector in the City that identified the primary business types and activities, developed a SWOT analysis of the typical cluster elements, and identified site selection elements as they apply to the City. The situational assessment identified a number of potential opportunities. Work to develop targeted investment lead profiles and investment promotion materials to align with the City's strengths and the identified opportunities is underway.

- **Strategic Land Stewardship Model (R/E, EcDev, & Facilities)**

Work to develop a plan to optimize CNV's land portfolio was delayed to enable staff's clear focus on the North Shore Neighborhood House Phase 2 project.

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## A VIBRANT CITY

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

- **Shipyards Operational Plan & Business Model (EPE)**

A Request for Proposal to engage a consultant to support the development of a Shipyards Operating Plan and Business Model was issued, and a consultant was selected. The project is in Phase I, involving discovery, research, analysis, an economic impact analysis, and a State of the Shipyards Report, is underway.

- **Phase 2 of the Dog Friendly Plan (EPE)**

A draft Request for Proposal had been prepared for a Communications Consultant to support the project.

- **City Wide Parks and Public Space Comprehensive Plan (EPE)**

CNV's Parks and Public Space Comprehensive Plan project launched in Q4 of 2024 and delved into a systems-based analysis of the CNV's current inventory of green space and public recreational amenities. The plan will define the level of service and ensure future investment is targeted to the highest need.

- **Kings Mill Walk Park (EPE)**

The project team finalized plans for foreshore habitat reconstruction, site densification, and sea level rise mitigation, which are required to be completed prior to park reconstruction with the approved design. Staging and phasing were a focus in 2024 to ensure the public will have a minimized loss of park amenity during the construction of the new park. CNV debt financing to fund the project was also secured.

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## **A FISCALLY RESPONSIBLE ORGANIZATION**

We are a leader in promoting transparent fiscal sustainability and accountability.

- **Asset Management Planning - Sewer & Drainage, Water, Bridges, and Roads (EPE)**

In Q2, Council endorsed adopting the Asset Management BC framework to guide CNV's asset management practices and received information on CNV's Draft Asset Management Strategy. State of the Asset Reporting evolved to include the current state as well as past actions, and the future continued to inform strategic investments in utilities to provide long-term Inventory and condition assessments for waterfront and pavement structures, which were ongoing. The Natural Asset Management roadmap project has also begun.

- **New Financial Framework (Fin&IT)**

A new monthly close-off calendar and process has been implemented, incorporating additional accrual information to improve the relevance and reliability of information. A new CFO Quarterly Financial Reporting Package was developed with consolidated Q3 financial information, which continues to be refined. Monthly financial statements prepared for the Museum & Archives have been modernized in consultation with the Commission's management to better support financial operations. A financial planning calendar has been developed and is underway, bringing forward consideration of 2025 budgets and adding enhanced opportunities for public engagement, improving governance. CNV's quarterly reserve reporting processes has been enhanced, and reserve best practice research has been completed.

- **Consolidated Fees Bylaw (Fin&IT)**

On July 15<sup>th</sup>, 2024, Council approved a new Consolidated Fees and Charges Bylaw. Following that, Council approved an updated Fees & Charges Policy, completing the final stage of the project.

- **Protection of Privacy System Program (DCAO)**

A gap analysis was completed, a charter was drafted, and training & development software was implemented. Requirements for staff training were determined, and training courses are being written.

- **Key Performance Indicators (Fin&IT)**

KPMG was engaged to help develop public-facing KPIs that aligned with Council's Strategic Priorities. Staff and civic partners completed internal workshops and identified a number of potential KPIs, guided by the Municipal Reference Model, a leading framework used by municipalities that provides a standardized

framework for describing and categorizing municipal programs and services, defining outputs and beneficiaries, and setting target service levels. Additional external benchmarking research was conducted in the summer/fall to further refine the final draft framework.

- **Work Planning (Fin&IT)**

Staff brought the process to develop 2025 Action Plans and overall Workplans forward in 2024 so that they were developed well in advance of the financial planning process kicking off. Actions Plans and Workplans provided more guidance into the development of draft 2025 budgets and the 2025-2029 Financial Plan. Additionally, external analysis and information on key budget drivers were provided to Council early in the financial planning timeline as part of a new Budget Outlook presentation to support budget deliberations.

- **Development Cost Charges and Amenity Cost Charges (Fin&IT)**

A consultant to support the development of updated Development Cost Charges and new Amenity Cost Charges had been engaged. Initial interviews with key staff were held, and preliminary development forecasts, service levels, and capital cost estimates were drafted. The project is behind its original schedule, but remains on track to provide recommendations to Council in Q2 2025, well in advance of revised provincial deadlines.

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## A DYNAMIC ORGANIZATION

We are recognized as a top, innovative employer where there is a well-established culture of performance, accountability, learning, inclusion and continuous improvement.

- **People Strategy (PC&T)**

This work was postponed to follow the development of Key Performance Indicators and the implementation of revised Work Planning and People Planning processes, which will provide a foundation for the development of a People Strategy.

- **Diversity, Equity and Inclusion (PC&T)**

The base DEI framework was developed and reached the final graphic design stage. A supporting Communication Plan and materials also reached the development phase. Council endorsed the development of the Accessibility Plan, and initial actions and consultations within the project plan had commenced.

- **Business Support and Transformation (PC&T)**

In Q2, the Business Support & Transformation function was created with an initial focus on continuous improvements within the Development Approvals Process.

- **Leadership Development Framework (PC&T)**

An external vendor was selected, and the project was launched in Q4 with the Leadership Development Program and framework design.

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## AN OPEN + ENGAGED ORGANIZATION

We are actively and consistently engaging our residents, partnerships and interest holders on CNV projects, programs, services and supports. We are committed to providing timely, transparent, and accessible information to the public about CNV policies and services.

- **Public Engagement Framework (DCAO)**

Staff completed comprehensive engagement activities that helped shape a draft framework for CNV. The team delivered an emergent findings report to Council in December and outlined the final phase of engagement. The launch of new training programs, tools, and the framework is planned for 2025. Quick starts include the delivery of a print newsletter to ensure all residents, regardless of access to digital tools, can participate in CNV initiatives.

- **Monuments and Memorials Policy (EPE)**

Staff continue to advance work on the Monuments and Memorials Policy for Council's consideration in Q2 of 2025.

- **Access improvements to City Hall, Online and In-Person Services (R/E, EcDev, & Facilities)**

A centralized Gateway counter at City Hall to enhance customer experience and streamline services has been developed.

- **Flight PS752 Memorial (EPE)**

Earlier this year, Council confirmed a site for the memorial location at Jack Loucks Court and, late in the year, Council endorsed a project approach and design process that will allow the memorial to proceed into the next project phases.

- **Strategic Communications (DCAO)**

CNV moved toward a comprehensive approach to planning, monitoring, and evaluating its communications efforts. This work included regular tracking and reporting on media and social media coverage, public input, and interest holder relations.

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## A COOPERATIVE + COLLABORATIVE ORGANIZATION

We work with a wide range of partners to continually improve the delivery programs, services and infrastructure within the City of North Vancouver.

- **Information Technology Master Plan (Fin&IT)**

Council endorsed an original IT Master Plan in 2023. The final plan is now in the detail planning phase as part of the development of CNV's overall 2025 Workplan. Development of deliverables for the high-priority and foundational Action Plans is underway with a completion target of Q1 in 2025.

- **Community Safety Advisory Committee (PS)**

The Terms of Reference and the roles and functions of the Committee have been approved by Council. Committee members have been approved. The first meeting is now scheduled for February 2025.

- **Enhance CNV's Emergency Preparedness Program (PS)**

North Shore Emergency Management had completed the North Shore Disaster Resilience Assessment. CNV's Active Threat Playbook is complete and related staff training has been conducted. Emergency Operations Centre training for staff has also been provided. The North Shore Extreme Heat Mapping and Vulnerability Project has been completed with results communicated to neighbouring municipalities and nations.

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

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Sundesh Balraj, Senior Manager, Information Technology

Subject: 2025 UBCM Next Generation 911 Funding Application

Date: January 15, 2025 File No: 04-1340-30-0001/1

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

**RECOMMENDATION**

PURSUANT to the report of the Senior Manager, Information Technology, dated January 15, 2025, entitled “2025 UBCM Next Generation 911 Funding Application”:

THAT staff be directed to prepare and submit an application for the 2025 UBCM Next Generation 911 funding;

THAT, if grant funding is approved, staff be directed to receive and manage the grant funding;

THAT Council supports the proposed activities and accepts responsibility for overall grant management;

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

**ATTACHMENTS**

1. 2025 UBCM NG911 Funding Program and Application Guide (CityDocs [2617154](#))

## **SUMMARY**

Staff is seeking Council's endorsement to apply for \$100,000 in funding through the Union of BC Municipalities (UBCM) 2025 Next Generation 911 (NG911) program. This funding will support efforts to prepare and enhance Geographical Information Systems (GIS) data to meet public safety standards and ensure readiness for NG911 implementation.

## **BACKGROUND**

Next Generation 911 (NG911) refers to the modernization of 911 networks and infrastructure across Canada. It is a federally mandated transition of the emergency communications network from the current system to an Internet Protocol-based technology.

The Canadian Radio-television and Telecommunications Commission (CRTC) has directed all telecommunications providers to migrate to NG911 services, enabling improved emergency services through world-class telecommunications networks.

E-Comm, as the Public Safety Answering Point (PSAP) for 99 percent of 911 calls in British Columbia, has established a NG911 program team dedicated to implementing NG911 across the 25 regional districts and contracted public safety partners currently served by their emergency communications centers.

The goal of the Next Generation 911 program is to support local preparedness for the implementation of NG911 and provide funding to eligible applicants to facilitate the transition and operational readiness of existing 911 services to NG911, in compliance with the CRTC mandate.

UBCM is administering NG911 program funding on behalf of the BC Ministry of Citizen's Services. Under the 2023 NG911 Allocation-based Funding program, more than \$36.4 million was allocated to eligible recipients, including local governments (municipalities and regional districts), Treaty First Nations, and Indigenous National Governments with authority over lands and resources.

Approximately \$25 million is now available for the 2025 NG911 Application-based Funding. One of the funding streams, base funding, is designed to support local preparedness for the transition to NG911. Eligible recipients may request up to \$100,000 in base funding to support their local preparedness efforts. Applications must include Council endorsement of the proposed activities, a detailed budget, and must be submitted by April 11, 2024.

## **DISCUSSION**

Mapping and GIS are essential components supported by NG911 base funding, as they ensure the accuracy of location data for emergency call routing and response. This includes the preparation, enhancement, and validation of GIS data to meet NG911 standards, enabling precise mapping of addresses, road networks, and emergency service boundaries—critical for effective emergency services.

The City of North Vancouver was allocated \$45,000 in base funding under the 2023 NG911 Allocation-Based Funding program. This funding will be used for GIS data planning and assessment, including a GIS data readiness assessment, data quality evaluation, identification of data gaps, and an assessment of data integration needs. These activities will lay the foundation for future implementation work, ensuring that GIS data is properly prepared and enhanced for NG911 readiness.

If approved, the 2025 additional base funding will focus on implementation efforts, including GIS data preparation, enhancement, quality assurance/quality control (QA/QC), and the setup of data submission workflows. These tasks will address the gaps identified during the assessment and ensure that the GIS data meets NG911 standards for operational readiness.

## PROPOSED ACTIVITIES

The proposed GIS implementation activities under the 2025 additional base funding will focus on addressing data gaps identified in the assessment phase (under 2023 funding), and establishing a seamless workflow for GIS data provision to emergency service providers.

Key components of the project include:

- **GIS Data Enhancement and Standardization:** Updating GIS data to meet NG911's stringent accuracy and formatting requirements.
- **QA/QC of GIS Data:** Automating quality control processes to validate the integrity, accuracy, and completeness of GIS data.
- **Updating GIS Data Models:** Modifying existing database schemas to align with NG911-specific requirements.
- **Building Data Submission Workflows:** Establishing automated workflows for regular and efficient GIS data provision to NG911 systems.
- **Emergency Service Boundary Refinement:** Updating emergency service boundaries (e.g., fire, police, EMS) to ensure precision and eliminate overlaps.
- **Address Point and Road Network Updates:** Enhancing address point and road network data to meet NG911's accuracy and reliability standards.
- **Alignment of signage and GIS database:** verify that road signs, address plaques, and directional signage match the GIS database
- **Development of Metadata and Documentation:** Creating detailed metadata and documentation for all GIS datasets used in NG911.
- **Training for GIS Staff:** Providing advanced training to GIS team members to ensure effective and sustainable management of NG911 requirements.

These activities will ensure that GIS data aligns with NG911 standards, enabling accurate emergency call routing and response while supporting operational readiness.

## FINANCIAL IMPLICATIONS

The 2025 NG911 base funding is a maximum of \$100,000.

## INTER-DEPARTMENTAL IMPLICATIONS

The Information Technology (IT) department will collaborate with the Fire Department during the funding application process and throughout the funding management period to ensure alignment of efforts for the NG911 project.

## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

NG911 is a federally mandated initiative, and the proposed project supports this mandate while also aligning with Council's vision and priority to create a City for People—welcoming, inclusive, safe, accessible, and dedicated to promoting the health and well-being of all.

RESPECTFULLY SUBMITTED:

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Sundesh Balraj  
Senior Manager, Information Technology

# Next Generation 911

## 2025 Program and Application Guide

### Application-based Funding (updated December 2024)

Updated December 2024 - Applications will be accepted from November 1, 2024 to April 11, 2025 using the [LGPS Online Application Tool](#)

#### 1. Introduction

**Next Generation 911 (NG911)** refers to the modernization of 911 networks and infrastructure across Canada. It is a federally-mandated transition of the emergency communications network from the current network to an Internet Protocol based technology.

**NG911** will enable important improvements to public safety, including better 911 caller location information, real time texting, streaming audio and video, and new ways to direct calls to services other than police, fire, and ambulance, such as mental health support.

Please refer to [Appendix 1](#) for definitions of terms used in this guide. All defined terms are in **bold** in the program guide.

#### Background

The [Canadian Radio-television and Telecommunications Commission](#) (CRTC) has directed that all telecommunications providers migrate to **NG911** services to provide improved emergency services using world-class telecommunications networks.

[E-Comm](#), as the **Public Safety Answering Point (PSAP)** for 99 per cent of 911 calls in British Columbia, has initiated a **NG911** program team dedicated to the implementation of **NG911** for the 25 regional districts and contracted public safety partners currently served by their emergency communications centres. The Province of BC provided \$90 million to E-Comm to assist with **NG911** implementation costs on behalf of the agencies E-Comm provides 911 call-taking and/or dispatching services for.

The [NG911 GeoHub](#) is available to support local governments and First Nations to better understand the GIS data requirements for **NG911** as well as the resources and agencies that are available. Eligible applicants are encouraged to review the NG911 GeoHub and to contact [geobcinfo@gov.bc.ca](mailto:geobcinfo@gov.bc.ca) with any questions.

#### 2025 Next Generation 911 Application-based Funding Program

The intent of the Next Generation 911 program is to support local preparedness for the implementation of **NG911** and to provide funding to eligible applicants to support the transition and operational readiness of existing 911 services to **NG911**, in compliance with the CRTC Mandate.

Funding in the amount of \$60 million was provided by the Province of BC. The funding is being administered by the Union of BC Municipalities (UBCM) on behalf of the Ministry of Citizens' Services. Under the 2023 program, more than \$36.4 million was allocated to eligible recipients.

Approximately \$25 million is now available for the 2025 Next Generation 911 Application-based Funding.

## 2. Eligible Applicants

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Updated September 2024 - Eligible applicants in BC are limited to:

- Local governments (municipalities and regional districts)
- Treaty First Nations
- Indigenous National Governments with the authority for lands and resources

Eligible applicants can submit one application per funding stream intake. This includes applying as a sub-applicant in a regional application.

Updated December 2024 - Refer to [Appendix 2](#) for eligible applicants and eligible funding amounts.

## 3. Grant Maximum

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The 2025 Next Generation 911 Application-based Funding program can contribute up to 100% of the cost of eligible activities to maximums identified below:

1. Additional base funding: up to \$100,000
2. Eligible **primary PSAP**: up to \$2 million
3. Eligible **secondary PSAP**: up to \$2 million
4. Updated December 2024 - Eligible municipally-run RCMP Operational Communications Centres (OCC): up to \$2 million

Updated December 2024 - Refer to [Appendix 2](#) for eligible applicants and eligible funding amounts.

The Evaluation Committee may recommend that an application be approved in part, based on available funding and the merit of the proposed project.

In order to ensure transparency and accountability in the expenditure of public funds, all other financial contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant. This includes any other grant funding and any revenue that is generated from activities that are funded by the 2025 Next Generation 911 Application-based Funding program.

## 4. Eligible Projects

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To qualify for funding, proposed activities must support local preparedness for the implementation of **NG911** and transition and operational readiness of existing 911 services to **NG911**, in compliance with the CRTC Mandate, and be:

- A new or a subsequent phase of a project, and clearly distinct from any activities funded under the 2023 Next Generation 911 Allocation-based funding.
- Capable of completion by the applicant within two years from the date of grant approval.
- Where applicable, eligible for required approvals, authorizations, and permits.

### Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request. The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in [Section 7](#) of this guide. Each sub-applicant is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

## 5. Requirements for Funding

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As part of both the development of the application package and the delivery of the approved project, local governments are encouraged to proactively engage with local First Nations and Indigenous organizations, such as Friendship Centres and Métis Chartered Communities.

Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities, and enhance reconciliation. More information on engagement best practices is available [here](#).

As part of the Approval Agreement, approved projects must agree to the following requirements for funding:

- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.
- Where applicable, the Qualified Professionals that manage the proposed project must be subject matter experts and any professional activities must be developed and signed by a qualified professional as per the *Professional Governance Act*.

## 6. Eligible and Ineligible Costs and Activities

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### Eligible Costs and Activities

Local government applicants are encouraged to review the [Community Works Fund](#) (Canada Community-Building Fund) program materials. Under the new agreement, infrastructure that provides internet access to residents, businesses, and/or institutions are eligible under CWF. Examples include: high-speed backbone, point of presence, local distribution within communities, and satellite capacity.

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from January 1, 2020 until the final report is submitted.

Table 1 identifies eligible activities. Eligible activities must be cost-effective. Eligible applicants are encouraged to review the [NG911 GeoHub](#) and to contact [geobcinfo@gov.bc.ca](mailto:geobcinfo@gov.bc.ca) with any questions.

### Table 1: Activities Eligible for Funding

#### 1. Additional Base Funding to Support Local Preparedness for NG911

- Public education specific to **NG911**, including information related to increased opportunity for better location identification, voice, real time text, and eventually sending image/video to 911. Examples include:
  - Specific education activities tailored to local demographics or economy (translation, culturally appropriate education materials, education tailored for tourism, seasonal workers, work camps, etc.).
  - Updating local websites, social media, newsletters.
- Legal and contract costs for migration to **NG911** only, including service provider agreements with **primary PSAPs** and **secondary PSAPs**. Examples include:
  - Costs associated with reviewing and signing contracts (e.g., E-comm, Telus, or dispatchers for **NG911**).

- Mapping and GIS. Examples include:
  - Mapping/GIS readiness assessments.
  - Mapping/GIS improvements related to boundary disputes, out-dated place/road names, Indigenous place names.
  - Mapping/GIS software licenses provided the software licence is dedicated to **NG911** (or cost is pro-rated).
- Training for staff, local agencies, etc. including development of training materials. Examples include:
  - Targeted training for staff, elected officials, emergency response personnel, local fire departments, and/or community organizations (e.g., search and rescue, mental health workers, frontline support staff for unsheltered community members, etc.).
- Civic addressing and signage specific to **NG911**. Examples include:
  - Signage to standardize road names with GIS-based information.
  - Signage to support geolocation (Lat-Long).
  - Signage to convert local names to names shown in Mapping/GIS applications.
  - Any other signage supporting compliance with Mapping/GIS and geolocation standards.

## 2. Primary PSAPs Funding for NG911 Compliance

- Eligible activities for **primary PSAPs** are the same as **secondary PSAPs** (see Section 3 of Table 1); however, eligible activities for **primary PSAPs** also include:
  - Call handling solution and devices for **NG911** call answer and dispatch.
  - Governance for **primary PSAPs**.

## 3. Secondary PSAPs Funding for NG911 Compliance

- Purchase, upgrade, and installation of technology (hardware and software) for primary and back up sites that is required for the transition to **NG911** (or the cost is pro-rated):
 

<ul style="list-style-type: none"> <li>○ Data server hardware environment</li> <li>○ Switch software</li> <li>○ Call handling solutions and devices for dispatch</li> <li>○ Site cybersecurity, including:               <ul style="list-style-type: none"> <li>▪ Assessment of current situation</li> <li>▪ Planning and designing of cybersecurity components</li> <li>▪ Any component required of the <a href="#">NIST Cybersecurity 2.0 Framework</a>, excluding ongoing costs for services like monitoring, retainers for incident response and insurance</li> </ul> </li> <li>○ System resilience (e.g., redundant broadband, fibre or satellite connections)</li> <li>○ Computer Aided Dispatch (CAD) interface to call handling solution</li> <li>○ IP digital/analogue recording system</li> <li>○ Audio Interface between call handling solution, SIP switch, radio system(s) and recording software</li> </ul>	<ul style="list-style-type: none"> <li>○ Data storage</li> <li>○ Real Time Text upgrades to all technology (call handling, recording, CAD)</li> <li>○ Network switch capacity increase and cabling increase</li> <li>○ Link to local public alerting solution</li> <li>○ Contingencies to manage costs associated to changing specifications (UNI)</li> <li>○ Costs associated to bridge callers to services such as language line</li> <li>○ Network to network interfaces</li> <li>○ Upgrading/replacement of CAD</li> <li>○ Records management systems</li> <li>○ Other hardware or software that is required for the transition to <b>NG911</b></li> <li>○ Other hardware and software required to bridge the transition between E911 and <b>NG911</b></li> </ul>
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- Change management (e.g., leadership, stakeholder engagement, communication, change impact and readiness, training and organization design). Conferences, courses, and training that specifically support change management for the purpose of transitioning to **NG911** are limited to the following eligible expenditures:
  - For all virtual courses, eligible costs include: course/registration fee, required course materials, and travel (including accommodations and per diems) only if required for internet connection or access to necessary technology.
  - For all in-person courses, eligible costs include: course/registration fee, required course materials, and travel (including accommodations and per diems).
- Business continuity costs specific to **NG911** transition:
  - Minor renovations (wiring, cabling, shelving, server room improvements, etc.).
  - Temporary relocation and/or temporary use of a backup site.
  - Systems testing.
  - Archiving of analogue data and/or conversion of analogue data to digital.
  - Call centre upgrades (improvements to office furniture, room layout, physical security).
- Training:
  - Develop and/or update training standards for communication centres for new types of information/technology being introduced, including cybersecurity, and provide training.
  - Develop and/or update training standards, including Q&A documents, CAD administration and GIS requirements, and provide training for staff.
  - Develop and/or update operational guidelines for **NG911**, including service delivery, performance, interface standards for data exchange/sharing, call processing, security, redundancy, and reliability, and provide training for staff.
- Mapping and GIS (see examples under additional base funding).
- Legal and contract costs for migration to **NG911** only, including client end user agreements and service provider agreements.
- Collaboration with Indigenous communities for **NG911**, including mapping support.
- Governance of **secondary PSAPs**.

#### 4. OCC Funding for NG911 Compliance

- Updated December 2024 - Eligible activities for eligible OCCs are the same as **secondary PSAPs** (see Section 3 of Table 1); however, eligible activities for eligible OCCs also include:
  - Governance for eligible OCCs

#### Additional Eligible Costs and Activities

In addition to the activities identified in Table 1, the following expenditures are also eligible provided they relate directly to eligible activities:

- Incremental applicant staff and administration costs (e.g. creating a new position or adding new responsibilities to an existing position). Eligible expenses include wages/salary, mandatory employment related costs as required by federal or provincial law, and other employment related costs as required by the approved applicant.
- Consultant/contractor costs. Please note: if you intend to hire a qualified professional to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g., planning events) consultant rates are expected to be commensurate with the type of activity being undertaken.

- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers when they are scheduled to speak, present, or teach. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates.
- Translation costs and the development of culturally appropriate materials.
- Presentation to Council, Board, Treaty First Nation government, or community organizations, etc.
- Public information and engagement costs.

### Ineligible Costs and Activities

Any activity that is not outlined in Table 1 or the ‘Additional Eligible Costs and Activities’ section is not eligible for grant funding. This includes:

- Ongoing operational costs related to current or future 911 call answer and/or dispatch, including, but not limited to, monitoring, retainers for incident response, and insurance.
- Costs related to any activity being funded by E-Comm, RCMP, and/or BC Emergency Health Services.
- Major capital improvements or major renovations to existing facilities, and/or construction of new, permanent facilities.

## 7. Application Requirements and Process

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The [LGPS Online Application Tool](#) is required to be used. Refer to [Appendix 3](#) for full information.

### Application Deadline and Process

Updated December 2024 - The application deadline is April 11, 2025. Applicants will be advised of the status of their application within 90 days of the application deadline.

Please note, in the case that the timelines for the implementation of NG911 are extended by the CRTC, the application deadline may be adjusted.

### Required Application Contents

As of July 1, 2024, applicants will have the option to submit a resolution OR a letter of support from the CAO or CFO for applications that are from a single applicant and request less than \$50,000 in funding.

All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.

All applicants are required to complete the Online Application Form and submit an electronic copy of the following:

- Completed Application Worksheet with all required attachments.
- Treaty First Nation or local government resolution **OR** a letter of support from the CAO or CFO for applications that are from a single applicant and request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.
- Detailed budget that aligns with the proposed activities outlined in the Application Worksheet and indicates the proposed expenditures from 2025 Application-based funding and actual/proposed expenditures from 2023 Allocation-based funding. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).

- For regional projects only:
  - Treaty First Nation or local government resolution from the primary applicant, indicating support for the current proposed activities and willingness to provide overall grant management.
  - Treaty First Nation or local government resolution from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf. Resolutions from sub-applicants must include this language.

## Submission of Applications

Applications are required to be submitted in two steps prior to the application deadline:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

Refer to [Appendix 3](#) for more information on the new process and the information that will be required to be submitted during each step, including all application questions.

Worksheets and required attachments should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB. All materials should be submitted to Local Government Program Services, Union of BC Municipalities by email: [lgps@ubcm.ca](mailto:lgps@ubcm.ca).

## Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application contents have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

As required, the Evaluation Committee will assess and score all eligible applications. Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Higher application review scores will be given to projects that:

- Align with the intent of the 2025 Next Generation 911 Application-based Funding program by supporting:
  - local preparedness for the implementation of **NG911**
  - transition to, and operational readiness of, existing 911 services to **NG911**, in compliance with the CRTC Mandate.
- Demonstrate rationale for funding in addition to the 2023 Next Generation 911 Allocation-based funding.
- Demonstrate evidence of engagement with First Nations and/or Indigenous organizations in advance of submitting the application and as part of the proposed project (e.g., collaborative planning tables; incorporating First Nation values and perspectives in proposed activities; existing outreach, plans, engagement reports or processes; including First Nation engagement costs in the budget; completion of Indigenous Cultural Safety and Cultural Humility Training).
- Contribute to a comprehensive, cooperative, and regional approach; and,
- Are cost-effective.

As required, the Evaluation Committee may consider the provincial, regional, and urban/rural distribution of proposed projects, and previous funding. Recommendations will be made on a priority basis. All funding decisions will be made by UBCM.

UBCM may share all applications with the Province of BC and other subject matter experts as required

## **8. Grant Management and Applicant Responsibilities**

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Grants are awarded to approved applicants only and, as such, the approved applicant is responsible for completion of the project as approved and for meeting all reporting requirements.

Approved applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

### **Notice of Funding Decision and Payments**

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded. The Approval Agreement is required to be signed and returned to UBCM within 30 days.

Grants are awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM, and 50% when the project is complete and UBCM has received and approved the required final report and a financial summary.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

### **Progress Payments**

To request a progress payment, approved applicants are required to submit the [Interim Report Form](#). The form will require the following information:

- Description of activities completed to date.
- Description of funds expended to date (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)).
- Written rationale for receiving a progress payment.

### **Changes to Approved Projects (Amendment Requests)**

Approved grants are specific to the project as identified in the approved application, and grant funds are not transferable to other projects. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application or to a new or expanded location.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the approved project. Depending on the complexity of the proposed amendment, requests may take up to 90 days to review.

To propose changes to an approved project, applicants are required to submit the [Interim Report Form](#). If UBCM determines the amendment is eligible for consideration, applicants will be required to submit:

- Amended application package, including updated Application Worksheet, detailed budget (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)), required attachments, and an updated resolution/letter of support.
- For regional projects only: evidence of support from sub-applicants for proposed amendments will be required.

- Written rationale for proposed changes to activities and/or expenditures.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

### **Extensions to Project End Date**

All approved activities are required to be completed within the time frame identified in the Approval Agreement and all extensions beyond this date must be requested in writing and be approved by UBCM.

The [Interim Report Form](#) will be required to be submitted for all extension requests over six months. Extensions will not exceed one year from the date of the original Final Report deadline.

### **Recognition of Funding and Funders**

Approved applicants should contact UBCM for more information on recognizing funding. Please contact [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or (604) 270-8226 ext. 220. Guidelines on using BC logos, including downloadable files, are available [here](#).

## **9. Final Report Requirements and Process**

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All funded activities must be completed within two years of notification of funding approval and the final report is due within 30 days of project completion.

### **Final Reports**

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments.
- Detailed financial summary that indicates the actual expenditures from the Next Generation 911 program and other sources (if applicable), and that aligns with the actual activities outlined in the final report form.
- Copies, excerpts and/or links to all materials produced with grant funding.
- Optional: photos or media related to the funded project.

### **Submission of Reports**

Final reports should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB.

All reports should be submitted to Local Government Program Services, Union of BC Municipalities by email: [lgps@ubcm.ca](mailto:lgps@ubcm.ca).

### **Review of Final Reports**

UBCM will perform a preliminary review of all final reports to ensure the required report elements have been submitted.

All final report materials will be shared with the Province of BC.
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## **10. Additional Information**

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Union of BC Municipalities

Email: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Phone: 604-270-8226 ext. 220

## Appendix 1: Definitions

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**Approved Project:** Activities included in the approved application and costs included in the approved budget.

**In-Kind Expenditures:** The use of resources of the approved **primary applicant** or **sub-applicant(s)** for the development or implementation of the approved project. For example, the use of meeting rooms owned by the approved **primary applicant** or **sub-applicant(s)** can be an in-kind expenditure.

**Next Generation 911 (NG911):** An IP-based system comprised of hardware, software, data, and operational policies and procedures that:

- a. Provides standardized interfaces from emergency call and message services to support emergency communications.
- b. Processes all types of emergency calls, including voice, data, and multimedia information.
- c. Acquires and integrates additional emergency call data useful to call routing and handling.
- d. Delivers the emergency calls, messages, and data to the appropriate public safety answering point and other appropriate emergency entities; and
- e. Supports data or video communications needs for coordinated incident response and management (Source: [NENA Knowledge Base Glossary](#)).

**Public Safety Answering Point (PSAP):** A physical or virtual entity where 9-1-1 calls are delivered by the 9-1-1 Service Provider (Source: [NENA Knowledge Base Glossary](#)).

**Primary Applicant:** Eligible applicant that is the primary contact for the application and that is responsible for project oversight, grant management and all reporting requirements.

**Primary PSAP:** PSAP to which 9-1-1 calls are routed directly from the 9-1-1 Control Office (Source: [NENA Knowledge Base Glossary](#)).

**Secondary PSAP:** PSAP to which 9-1-1 calls are transferred from a Primary PSAP (Source: [NENA Knowledge Base Glossary](#)).

**Sub-applicant(s):** In the case of regional projects, the sub-applicants are eligible applicants that are included in an approved application.

## Appendix 2: Eligible Applicants and Eligible Funding Requests (added December 2024)

Table 2 provides information on eligible applicants and eligible funding requests by regional district and for other eligible applicants. Eligible funding is identified with a check mark (✓).

Note: cells shaded in grey indicate areas without primary and/or secondary PSAP service and/or areas where there is more than one primary and/or secondary PSAP service (or PSAP information was not available).

<b>Table 2: Eligible Applicants and Eligible Funding Requests</b>						
<b>Eligible Applicant</b>	<b>Eligibility - Base Funding</b>	<b>Primary PSAP (911 Call Answer)</b>	<b>Eligibility - Primary PSAP Funding</b>	<b>Secondary PSAP (Fire Dispatch)</b>	<b>Eligibility - Secondary PSAP Funding</b>	<b>Eligibility - OCC Funding</b>
<b>Alberni-Clayoquot Regional District</b>						
Alberni-Clayoquot RD (unincorporated areas)	✓	E-comm		North Island 911		
Port Alberni, City	✓	E-comm		North Island 911		
Tofino, District	✓	E-comm		North Island 911		
Ucluelet, District	✓	E-comm		North Island 911		
<b>Regional District of Bulkley-Nechako</b>						
Bulkley-Nechako RD (unincorporated areas)	✓	E-comm		Fraser-Fort George 911 Services		
Burns Lake, Village	✓	E-comm		Fraser-Fort George 911 Services		
Fort St. James, District	✓	E-comm		Fraser-Fort George 911 Services		
Fraser Lake, Village	✓	E-comm		Fraser-Fort George 911 Services		
Granisle, Village	✓	E-comm		Fraser-Fort George 911 Services		
Houston, District	✓	E-comm		Fraser-Fort George 911 Services		

Eligible Applicant	Eligibility - Base Funding	Primary PSAP (911 Call Answer)	Eligibility - Primary PSAP Funding	Secondary PSAP (Fire Dispatch)	Eligibility - Secondary PSAP Funding	Eligibility - OCC Funding
Smithers, Town	✓	E-comm		Fraser-Fort George 911 Services		
Telkwa, Village	✓	E-comm		Fraser-Fort George 911 Services		
Vanderhoof, District	✓	E-comm		Fraser-Fort George 911 Services		
<b>Capital Regional District</b>						
Capital RD (unincorporated areas)	✓	E-comm		E-Comm		
Central Saanich, District	✓	E-comm		E-Comm		
Colwood, City	✓	E-comm		Surrey Fire Regional Dispatch		
Esquimalt, Township	✓	E-comm		Surrey Fire Regional Dispatch		
Highlands, District	✓	E-comm		E-Comm		
Langford, City	✓	E-comm		Surrey Fire Regional Dispatch		
Metchosin, District	✓	E-comm		E-Comm		
North Saanich, District	✓	E-comm		Surrey Fire Regional Dispatch		
Oak Bay, District	✓	E-comm		E-Comm		
Saanich, District	✓	E-comm		E-Comm		
Sidney, Town	✓	E-comm		Surrey Fire Regional Dispatch		
Sooke, District	✓	E-comm		E-Comm		
Victoria, City	✓	E-comm		Surrey Fire Regional Dispatch		

Eligible Applicant	Eligibility - Base Funding	Primary PSAP (911 Call Answer)	Eligibility - Primary PSAP Funding	Secondary PSAP (Fire Dispatch)	Eligibility - Secondary PSAP Funding	Eligibility - OCC Funding
View Royal, Town	✓	E-comm		Surrey Fire Regional Dispatch		
<b>Cariboo Regional District</b>						
Cariboo RD (unincorporated areas)	✓	E-comm		Fraser-Fort George 911 Services		
100 Mile House, District	✓	E-comm		Fraser-Fort George 911 Services		
Quesnel, City	✓	E-comm		Fraser-Fort George 911 Services		
Wells, District	✓	E-comm		Fraser-Fort George 911 Services		
Williams Lake, City	✓	E-comm		Fraser-Fort George 911 Services		
<b>Central Coast Regional District</b>						
Central Coast RD (unincorporated areas)	✓					
<b>Regional District of Central Kootenay</b>						
Central Kootenay RD (unincorporated areas)	✓	E-comm		Fraser-Fort George 911 Services		
Castlegar, City	✓	E-comm		Kamloops Fire Dispatch		
Creston, Town	✓	E-comm		Fraser-Fort George 911 Services		
Kaslo, Village	✓	E-comm		Fraser-Fort George 911 Services		
Nakusp, Village	✓	E-comm		Fraser-Fort George 911 Services		
Nelson, City	✓	Nelson	✓	Nelson		

Eligible Applicant	Eligibility - Base Funding	Primary PSAP (911 Call Answer)	Eligibility - Primary PSAP Funding	Secondary PSAP (Fire Dispatch)	Eligibility - Secondary PSAP Funding	Eligibility - OCC Funding
New Denver, Village	✓	E-comm		Fraser-Fort George 911 Services		
Salmo, Village	✓	E-comm		Fraser-Fort George 911 Services		
Silverton, Village	✓	E-comm		Fraser-Fort George 911 Services		
Slocan, Village	✓	E-comm		Fraser-Fort George 911 Services		
<b>Regional District of Central Okanagan</b>						
Central Okanagan RD (unincorporated areas)	✓	E-comm		Kelowna Fire Dispatch		
Kelowna, City	✓	E-comm		Kelowna Fire Dispatch	✓	
Lake Country, District	✓	E-comm		Kelowna Fire Dispatch		
Peachland, District	✓	E-comm		Kelowna Fire Dispatch		
West Kelowna, City	✓	E-comm		Kelowna Fire Dispatch		
<b>Columbia Shuswap Regional District</b>						
Columbia-Shuswap RD (unincorporated areas)	✓	E-comm		Surrey Fire Regional Dispatch		
Golden, Town	✓	E-comm		Surrey Fire Regional Dispatch		
Revelstoke, City	✓	E-comm		Surrey Fire Regional Dispatch		
Salmon Arm, City	✓	E-comm		Surrey Fire Regional Dispatch		
Sicamous, District	✓	E-comm		Surrey Fire Regional Dispatch		

Eligible Applicant	Eligibility - Base Funding	Primary PSAP (911 Call Answer)	Eligibility - Primary PSAP Funding	Secondary PSAP (Fire Dispatch)	Eligibility - Secondary PSAP Funding	Eligibility - OCC Funding
<b>Comox Valley Regional District</b>						
Comox Valley RD (unincorporated areas)	✓	E-comm		North Island 911	✓	
Comox, Town	✓	E-comm		North Island 911		
Courtenay, City	✓	E-comm		North Island 911		
Cumberland, Village	✓	E-comm		North Island 911		
<b>Cowichan Valley Regional District</b>						
Cowichan Valley RD (unincorporated areas)	✓	E-comm		North Island 911		
Duncan, City	✓	E-comm		North Island 911		
Ladysmith, Town	✓	E-comm		North Island 911		
Lake Cowichan, Town	✓	E-comm		North Island 911		
North Cowichan, District	✓	E-comm		North Island 911		
<b>Regional District of East Kootenay</b>						
East Kootenay RD (unincorporated areas)	✓	E-comm		Kelowna Fire Dispatch		
Canal Flats, Village	✓	E-comm		Kelowna Fire Dispatch		
Cranbrook, City	✓	E-comm		Kelowna Fire Dispatch		
Elkford, District	✓	E-comm		Kelowna Fire Dispatch		
Fernie, City	✓	E-comm		Kelowna Fire Dispatch		
Invermere, District	✓	E-comm		Kelowna Fire Dispatch		
Kimberley, City of	✓	E-comm		Kelowna Fire Dispatch		

Eligible Applicant	Eligibility - Base Funding	Primary PSAP (911 Call Answer)	Eligibility - Primary PSAP Funding	Secondary PSAP (Fire Dispatch)	Eligibility - Secondary PSAP Funding	Eligibility - OCC Funding
Radium Hot Springs, Village	✓	E-comm		Kelowna Fire Dispatch		
Sparwood, District	✓	E-comm		Kelowna Fire Dispatch		
<b>Fraser Valley Regional District</b>						
Fraser Valley RD (unincorporated areas)	✓	E-comm		E-Comm		
Abbotsford, City	✓	E-comm		E-Comm		
Chilliwack, City	✓	E-comm		E-Comm		
Harrison Hot Springs, Village	✓	E-comm		E-Comm		
Hope, District	✓	E-comm		E-Comm		
Kent, District	✓	E-comm		E-Comm		
Mission, District	✓	E-comm		E-Comm		
<b>Regional District of Fraser-Fort George</b>						
Fraser-Fort George RD (unincorporated areas)	✓	E-comm		Fraser-Fort George 911 Services	✓	
Mackenzie, District	✓	E-comm		Fraser-Fort George 911 Services		
McBride, Village	✓	E-comm		Fraser-Fort George 911 Services		
Prince George, City	✓	E-comm		Fraser-Fort George 911 Services		
Valemount, Village	✓	E-comm		Fraser-Fort George 911 Services		

Eligible Applicant	Eligibility - Base Funding	Primary PSAP (911 Call Answer)	Eligibility - Primary PSAP Funding	Secondary PSAP (Fire Dispatch)	Eligibility - Secondary PSAP Funding	Eligibility - OCC Funding
<b>Regional District of Kitimat-Stikine</b>						
Kitimat-Stikine RD (unincorporated areas)	✓	E-comm				
Hazelton, Village	✓	E-comm		Fraser-Fort George 911 Services		
Kitimat, District	✓	E-comm		Fraser-Fort George 911 Services		
New Hazelton, District	✓	E-comm		Fraser-Fort George 911 Services		
Stewart, District	✓	E-comm		Fraser-Fort George 911 Services		
Terrace, City	✓	E-comm		Fraser-Fort George 911 Services		
<b>Regional District of Kootenay Boundary</b>						
Kootenay Boundary RD (unincorporated areas)	✓	E-comm		Kelowna Fire Dispatch		
Fruitvale, Village	✓	E-comm		Kelowna Fire Dispatch		
Grand Forks, City	✓	E-comm		Kelowna Fire Dispatch		
Greenwood, City	✓	E-comm		Kelowna Fire Dispatch		
Midway, Village	✓	E-comm		Kelowna Fire Dispatch		
Montrose, Village	✓	E-comm		Kelowna Fire Dispatch		
Rossland, City	✓	E-comm		Kelowna Fire Dispatch		
Trail, City	✓	E-comm		Kelowna Fire Dispatch		
Warfield, Village	✓	E-comm		Kelowna Fire Dispatch		

Eligible Applicant	Eligibility - Base Funding	Primary PSAP (911 Call Answer)	Eligibility - Primary PSAP Funding	Secondary PSAP (Fire Dispatch)	Eligibility - Secondary PSAP Funding	Eligibility - OCC Funding
<b>Metro Vancouver (GVRD)</b>						
Metro Vancouver (unincorporated areas)	✓	E-comm				
Anmore, Village	✓	E-comm		Surrey Fire Regional Dispatch		
Belcarra, Village	✓	E-comm		Surrey Fire Regional Dispatch		
Bowen Island Municipality	✓	E-comm		Surrey Fire Regional Dispatch		
Burnaby, City	✓	E-comm		Burnaby Fire Dispatch	✓	
Coquitlam, City	✓	E-comm		E-Comm		✓
Delta, City	✓	E-comm		E-Comm		
Langley, City	✓	E-comm		Surrey Fire Regional Dispatch		
Langley, Township	✓	E-comm		Surrey Fire Regional Dispatch		✓
Lions Bay, Village	✓	E-comm		Surrey Fire Regional Dispatch		
Maple Ridge, City	✓	E-comm		Surrey Fire Regional Dispatch		
New Westminster, City	✓	E-comm		E-Comm		
North Vancouver, City	✓	E-comm		Surrey Fire Regional Dispatch		
North Vancouver, District	✓	E-comm		Surrey Fire Regional Dispatch		
Pitt Meadows, City	✓	E-comm		Surrey Fire Regional Dispatch		

Port Coquitlam, City	✓	E-comm		Surrey Fire Regional Dispatch		
Port Moody, City	✓	E-comm		E-Comm		
Richmond, City	✓	E-comm		E-Comm		
Surrey, City	✓	E-comm		Surrey Fire Regional Dispatch	✓	
Vancouver, City	✓	E-comm		E-Comm		
West Vancouver, District	✓	E-comm		Surrey Fire Regional Dispatch		
White Rock, City	✓	E-comm		Surrey Fire Regional Dispatch		
<b>Regional District of Mount Waddington</b>						
Mount Waddington RD (unincorporated areas)	✓	E-comm		North Island 911		
Alert Bay, Village	✓	E-comm		North Island 911		
Port Alice, Village	✓	E-comm		North Island 911		
Port Hardy, District	✓	E-comm		North Island 911		
Port McNeill, Town	✓	E-comm		North Island 911		
<b>Regional District of Nanaimo</b>						
Nanaimo RD (unincorporated areas)	✓	E-comm				
Nanaimo, City	✓	E-comm		Surrey Fire Regional Dispatch		
Lantzville, District	✓	E-comm		Surrey Fire Regional Dispatch		
Parksville, City	✓	E-comm		North Island 911		
Qualicum Beach, Town	✓	E-comm		North Island 911		

Eligible Applicant	Eligibility - Base Funding	Primary PSAP (911 Call Answer)	Eligibility - Primary PSAP Funding	Secondary PSAP (Fire Dispatch)	Eligibility - Secondary PSAP Funding	Eligibility - OCC Funding
<b>North Coast Regional District</b>						
North Coast RD (unincorporated areas)	✓					
Daajing Giids, Village	✓					
Masset, Village	✓					
Port Clements, Village	✓					
Port Edward, District	✓	Prince Rupert		Prince Rupert		
Prince Rupert, City	✓	Prince Rupert	✓	Prince Rupert		
<b>Regional District of North Okanagan</b>						
North Okanagan RD (unincorporated areas)	✓	E-comm		E-Comm		
Armstrong, City	✓	E-comm		E-Comm		
Coldstream, District	✓	E-comm		E-Comm		
Enderby, City	✓	E-comm		E-Comm		
Lumby, Village	✓	E-comm		E-Comm		
Spallumcheen, Township	✓	E-comm		E-Comm		
Vernon, City	✓	E-comm		Kelowna Fire Dispatch		
<b>Regional District of Okanagan-Similkameen</b>						
Okanagan-Similkameen RD (unincorporated areas)	✓	E-comm		Kelowna Fire Dispatch		
Keremeos, Village	✓	E-comm		Kelowna Fire Dispatch		
Oliver, Town	✓	E-comm		Kelowna Fire Dispatch		

Eligible Applicant	Eligibility - Base Funding	Primary PSAP (911 Call Answer)	Eligibility - Primary PSAP Funding	Secondary PSAP (Fire Dispatch)	Eligibility - Secondary PSAP Funding	Eligibility - OCC Funding
Osoyoos, Town	✓	E-comm		Kelowna Fire Dispatch		
Penticton, City	✓	E-comm		Kelowna Fire Dispatch		
Princeton, Town	✓	E-comm		Kelowna Fire Dispatch		
Summerland, District	✓	E-comm		Kelowna Fire Dispatch		
<b>Peace River Regional District</b>						
Peace River RD (unincorporated areas)	✓	E-comm		North Island 911		
Chetwynd, District	✓	E-comm		North Island 911		
Dawson Creek, City	✓	E-comm		North Island 911		
Fort St. John, City	✓	E-comm		North Island 911		
Hudson's Hope, District	✓	E-comm		North Island 911		
Pouce Coupe, Village	✓	E-comm		North Island 911		
Taylor, District	✓	E-comm		North Island 911		
Tumbler Ridge, District	✓	E-comm		North Island 911		
<b>qathet Regional District</b>						
qathet RD (unincorporated areas)	✓	E-comm		North Island 911		
Powell River, City	✓	E-comm		North Island 911		
<b>Squamish-Lillooet Regional District</b>						
Squamish-Lillooet RD (unincorporated areas)	✓	E-comm		E-Comm		
Lillooet, District	✓	E-comm		Surrey Fire Regional Dispatch		

Eligible Applicant	Eligibility - Base Funding	Primary PSAP (911 Call Answer)	Eligibility - Primary PSAP Funding	Secondary PSAP (Fire Dispatch)	Eligibility - Secondary PSAP Funding	Eligibility - OCC Funding
Pemberton, Village	✓	E-comm		E-Comm		
Squamish, District	✓	E-comm		E-Comm		
Whistler, Resort Municipality	✓	E-comm		E-Comm		
<b>Strathcona Regional District</b>						
Strathcona RD (unincorporated areas)	✓	E-comm		North Island 911		
Campbell River, City	✓	E-comm		North Island 911		
Gold River, Village	✓	E-comm		North Island 911		
Sayward, Village	✓	E-comm		North Island 911		
Tahsis, Village	✓	E-comm		North Island 911		
Zeballos, Village	✓	E-comm		North Island 911		
<b>Sunshine Coast Regional District</b>						
Sunshine Coast RD (unincorporated areas)	✓	E-comm		E-Comm		
Gibsons, Town	✓	E-comm		E-Comm		
Sechelt, District	✓	E-comm		E-Comm		
shíshálh Nation Government District	✓	E-comm		E-Comm		
<b>Thompson Nicola Regional District</b>						
Thompson-Nicola RD (unincorporated areas)	✓	E-comm		Kamloops Fire Dispatch		
Ashcroft, Village	✓	E-comm		Kamloops Fire Dispatch		
Barriere, District	✓	E-comm		Kamloops Fire Dispatch		

Eligible Applicant	Eligibility - Base Funding	Primary PSAP (911 Call Answer)	Eligibility - Primary PSAP Funding	Secondary PSAP (Fire Dispatch)	Eligibility - Secondary PSAP Funding	Eligibility - OCC Funding
Cache Creek, Village	✓	E-comm		Kamloops Fire Dispatch		
Chase, Village	✓	E-comm		Kamloops Fire Dispatch		
Clearwater, District	✓	E-comm		Kamloops Fire Dispatch		
Clinton, Village	✓	E-comm		Kamloops Fire Dispatch		
Kamloops, City	✓	E-comm		Kamloops Fire Dispatch	✓	
Logan Lake, District	✓	E-comm		Kamloops Fire Dispatch		
Lytton, Village	✓	E-comm		Kamloops Fire Dispatch		
Merritt, City	✓	E-comm		Kamloops Fire Dispatch		
Sun Peaks Mountain Resort Municipality	✓	E-comm		Kamloops Fire Dispatch		
<b>Other Eligible Applicants</b>						
Atlin Community Improvement District	✓					
Gingolx (Nisga'a Nation)	✓					
Gitlaxt'aamiks (Nisga'a Nation)	✓					
Gitwinksihlkw (Nisga'a Nation)	✓					
Huu-ay-aht First Nations	✓					
Islands Trust	✓					
Ka:'yu:'k't'h'/ Chek'tles7et'h' First Nations	✓					
Laxgalts'ap (Nisga'a Nation)	✓					

<b>Eligible Applicant</b>	<b>Eligibility - Base Funding</b>	<b>Primary PSAP (911 Call Answer)</b>	<b>Eligibility - Primary PSAP Funding</b>	<b>Secondary PSAP (Fire Dispatch)</b>	<b>Eligibility - Secondary PSAP Funding</b>	<b>Eligibility - OCC Funding</b>
Northern Rockies Regional Municipality	✓	Grande Prairie 911 Dispatch		Grande Prairie 911 Dispatch		
Tla'amin Nation	✓					
Toquaht Nation	✓					
Tsawwassen Nation	✓					
Uchucklesaht Tribe	✓					
Yuułuʔiłʔatḥ Government	✓					

## **Appendix 3: LGPS Online Application Tool**

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As outlined in [Section 7](#), applications are required to be submitted in two steps **prior to the application deadline**:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

### **STEP ONE: LGPS Online Application Form**

The following questions are required to be answered on the LGPS Online Application Form:

1. Name of the intake of the funding program that you want to apply for (select from menu).
2. Name of the Primary Applicant (select from menu). Please note: if the name of your organization is not included in the menu, contact UBCM in order to determine eligibility and next steps.
3. Primary and secondary contact information: full name, position, email, phone.
4. Primary applicant mailing address.
5. For regional projects only: name of sub-applicant(s) and rationale for regional project.
6. Project title.
7. Proposed start and end date.
8. Estimated total project budget.
9. Estimated total grant request.
10. Other funding amount and source.
11. Project summary (provide a brief summary, no more than 500 characters).
12. Progress to date. Provide an update on the status of previously approved projects if previously funded under same funding program/funding stream.
13. Certification that the information is complete and accurate.
14. Name and email of person submitting application.

When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

### **STEP TWO: Application Worksheet and Required Attachments**

#### Application Worksheet

The following questions will be required to be answered on the Application Worksheet:

1. Primary Applicant full name (local government or Treaty First Nation).
2. File Number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted).
3. Grant Request:

- Total proposed grant request (with breakdown for additional base funding, primary PSAP funding, secondary PSAP funding, and OCC funding)
  - Have you applied for, or received funding for, this project from other sources? If yes, please indicate the source and the amount of funding received or applied for.
4. Proposed activities for additional base funding.
  5. Proposed activities for primary PSAPs.
  6. Proposed activities for secondary PSAPs.
  7. Proposed activities for eligible OCCs.
  8. Alignment with funding stream:
    - Describe how the proposed activities will support local preparedness for the implementation of NG911.
    - Describe how the proposed activities will support transition to and operational readiness of existing 911 services to NG911, in compliance with the CRTC Mandate.
  9. Engagement with First Nations and/or Indigenous Organizations. Please identify the specific bands, Treaty First Nations, and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nations' land that may be impacted by the proposed project.
    - Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?
    - Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?
    - Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.

*If applicable, evidence of support for the proposed activities from First Nations and/or Indigenous organizations has been submitted with this application. This could be in the form of a letter, email, or other correspondence.*
  10. Comprehensive, cooperative, regional approach and benefits. Description of how your project will contribute to a comprehensive, cooperative, and regional approach and any regional benefits.
  11. Additional Information: Any other information you think may help support your submission.

### Required Attachments

The following attachments will be required to be submitted with the completed Application Worksheet:

- Treaty First Nation or local government resolution **OR** a letter of support from the CAO, or CFO for applications that are from a single applicant and request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.
- A detailed budget is required for each component of funding. The budget(s) must align with the proposed activities outlined in the Application Worksheet and indicate the proposed expenditures from 2025 Application-based funding and actual/proposed expenditures from 2023 Allocation-based funding. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).
- For regional projects only:

- Treaty First Nation or local government resolution from the primary applicant, indicating support for the current proposed activities and willingness to provide overall grant management; and,
- Treaty First Nation or local government resolution from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf. Resolutions from sub-applicants must include this language.

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

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Heather Sherlock, Planner 1

Subject: HOUSING TARGET ORDER 6-MONTH PROGRESS REPORT

Date: January 15, 2025 File No: 10-4720-20-0003/1

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

**RECOMMENDATION**

PURSUANT to the report of the Planner 1, dated January 15, 2025, entitled “Housing Target Order 6-Month Progress Report”:

THAT the City of North Vancouver’s Housing Target Interim Progress Report: July 1, 2024 – December 31, 2024 be received, in accordance with the *Housing Supply Act* and *Housing Supply Regulation*;

AND THAT the Housing Target Interim Progress Report: July 1, 2024 – December 31, 2024 be submitted to the Minister of Housing, in accordance with the *Housing Supply Act* and *Housing Supply Regulation*.

**ATTACHMENTS**

1. Housing Target Order Interim Progress Report: July 1, 2024 – December 31, 2024 (CityDocs [2620637](#))
2. Province of British Columbia Ministerial Order No. M207 (CityDocs [2620338](#))
3. City of North Vancouver Housing Target Order: List of Completions and Demolitions (July 1, 2024 – December 31, 2024) (CityDocs [2627785](#))

**SUMMARY**

In June 2024, the Province issued a Housing Target Order (HTO) to the City of North Vancouver, mandating the completion of 3,320 net new housing units commencing July 1, 2024 and ending June 30, 2029. The City of North Vancouver is required to provide regular progress reports on the housing targets, beginning six months after the order and continuing annually. As of December 31, 2024, the City of North Vancouver has reported

351 net new units, putting the City on track to meet the Year 1 target of 581 net new units by June 30, 2025.

## **BACKGROUND**

In May 2023, the BC Government introduced a new provincial authority to set housing targets in municipalities with the greatest perceived need, a power granted by the new Housing Supply Act and Housing Supply Regulation. In June 2024, the government issued a Housing Target Order (HTO) for the City of North Vancouver, mandating that it must facilitate the development of at least 3,320 homes by June 30, 2029; this represents 75% of the housing need for the area as identified by the Province at that time. Table 1 summarizes annual housing targets for the City of North Vancouver.

**Table 1. City of North Vancouver Housing Target Order by Reporting Year**

<b>Reporting Period</b>	<b>Cumulative Target</b>	<b>Units per year</b>
Year 1. July 1, 2024 – June 30, 2025	581	581
Year 2. July 1, 2025 – June 30, 2026	1,190	609
Year 3. July 1, 2026 – June 30, 2027	1,840	650
Year 4. July 1, 2027 – June 30, 2028	2,545	705
Year 5. July 1, 2028 – June 30, 2029	3,320	775

## **Progress Reports**

The City is required to provide regular progress reports on the housing targets, beginning six months after the order and continuing annually. This interim progress report is required to demonstrate satisfactory progress toward the Year 1 target. It is due to the Province on or before February 14, 2025, 45 days after the end of the reporting period.

The Province will measure the City's progress toward achieving the housing target order using two performance indicators:

1. Annual cumulative housing target; and,
2. Actions taken by the municipality toward meeting the annual cumulative housing target.

Municipalities that do not make satisfactory progress toward meeting their targets may face additional actions from the Province, including the appointment of an advisor to review the municipality's progress or the issuance of a directive to require the municipality to enact a bylaw or accept a permit to help meet the target.

## **Measuring Housing Units**

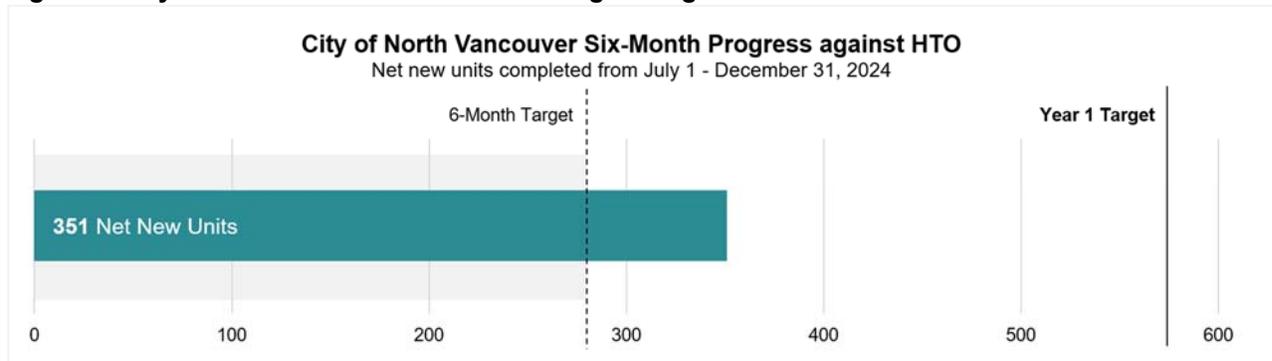
The HTO tracks housing creation through completed dwelling units, defined as those achieving occupancy. It is important to note that the units completed during this reporting period began construction before the HTO was issued, with the majority approved by Council in 2021. As such, these units were approved under City policies that existed prior to the issuance of the HTO and do not reflect any actions taken by the City to achieve the targets. Future reporting periods will likely follow this trend as housing projects approved under existing City policies progress to completion.

## DISCUSSION

### Progress towards Provincial Target

Since July 1, 2024, there have been 351 net new units completed in the City of North Vancouver. The City is therefore on track to meet its Year 1 target of 581 units, having completed 60% of the target in the first six months. For a list of occupied and demolished units, please refer to Attachment 3.

**Figure 1. City of North Vancouver 6-Month Progress against HTO**



Planning and Development Staff are projecting that in addition to these completed units, an estimated ~550 units will achieve occupancy by June 30, 2025.

### Actions taken by the municipality

In addition to overall unit numbers, the City is required to report on actions taken in the last 12 months to achieve housing targets. These actions include:

- Progress toward BC Provincial housing legislation and Housing Accelerator Fund (HAF) initiatives
- New Short Term Rentals (STR) Requirements
- Community Wellbeing Strategy
- Improvements to Housing Data Management
- Housing Needs Report 2024

### Relation to other housing targets

In March 2024, the City was selected as a successful applicant and was awarded a grant from the Federal Housing Accelerator Fund (HAF) Initiative. In addition to delivering nine initiatives to expand the supply and improve the quality, diversity, and affordability of housing in the City, the City agreed to a Housing Supply Growth Target of 1,895 net new units permitted over a three-year period. The City must report annually on new housing units created across a variety of metrics determined by the HAF. Table 2 summarizes the HAF Housing Supply Growth Target.

**Table 2. HAF Housing Supply Growth Target by Reporting Period**

Reporting Period	Cumulative Target	Progress
Year 1. January 2024 – January 2025	448 units	545 units
Year 2. January 2025 – January 2026	1,083 units	-
Year 3. January 2026 – January 2027	1,895 units	-

There are several differences between the HAF’s Housing Supply Growth Target and the Province’s HTO. Whereas the HTO requires the City to report on housing units that achieve occupancy, the HAF target tracks permitted units, measured as units associated with Building Permits issued. In addition, while the HTO is in effect for a five-year period from July 1, 2024 to June 30, 2029, the HAF agreement lasts three years, from January 19, 2024 to January 18, 2027.

The City is currently on track to meet its HAF Housing Supply Growth Target for Year 1, with 545 net new units permitted from January 19, 2024 to January 18, 2025, 20% over the Year 1 target of 448 net new units permitted. Units permitted through the HAF initiatives will likely contribute to housing completions in Years 4 and 5 of the HTO.

### **Data collection and analysis**

In response to these reporting requirements, the City has undertaken a project to update and centralize the systems and processes used for housing data collection and analysis. From June to December this year, staff designed, tested, and implemented updates to IPS, the City’s internal building and development permitting software, and rolled out corresponding process improvements to data collection, management, and analysis. This project has added greater consistency and rigour to the City’s building and planning data and will enable the City to better track and communicate both requirements outlined by the HTO and the HAF as well as other metrics to support future planning initiatives.

### **NEXT STEPS**

In order to satisfy the first HTO reporting requirement, the Housing Target Order Interim Progress Report: July 1, 2024 – December 31, 2024 must be received in a meeting that is open to the public and by Council resolution 45 days after the end of the reporting period, in this case February 14, 2025, and be submitted to the Minister of Housing as soon as practicable after Council resolution.

Staff will publish this progress report to the City of North Vancouver website and disseminate its findings to the public. Progress against the HTO will continue to be tracked, with the next reporting period concluding on June 30, 2025.

RESPECTFULLY SUBMITTED:



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Heather Sherlock,  
Planner 1, Urban Regeneration & Analytics

**HOUSING TARGET PROGRESS REPORT FORM**

Housing Targets Branch  
BC Ministry of Housing and Municipal Affairs

**PURPOSE**

Municipalities will use this form to complete the requirements for progress reporting under the [Housing Supply Act](#) (Act). The information provided will be evaluated to determine whether targets have been met or satisfactory progress has been made toward meeting targets.

**REPORT REQUIREMENTS**

The report must contain information about progress and actions taken by a municipality to meet housing targets as identified in the Housing Target Order (HTO).

The progress report must be received in a meeting that is open to the public and by Council resolution within 45 days after the end of the reporting period.

Municipalities must submit this report to the minister and post it to their municipal website as soon as practicable after it is approved by Council resolution.

**ASSESSMENT**

The Housing Targets Branch evaluates information provided in the progress report based on Schedule B - Performance Indicators in the HTO. If targets have not been met and satisfactory progress has not been made, the Minister may initiate compliance action as set out in the Act.

**REPORT SUBMISSION**

Please complete the attached housing target progress report form and submit to the Minister of Housing at [Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca) as soon as practicable after Council resolution.

**Do not submit the form directly to the Minister's Office.**



## HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch  
BC Ministry of Housing and Municipal Affairs

Section 1: MUNICIPAL INFORMATION	
Municipality	City of North Vancouver
Housing Target Order Date	June 25, 2024
Reporting Period	July 1, 2024 – December 31, 2024
Date Received by Council Resolution	February 3, 2025
Date Submitted to Ministry	
Municipal Website of Published Report	<a href="https://www.cnv.org">https://www.cnv.org</a>
Report Prepared By	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
Municipal Contact Info	Mike Friesen, Manager Urban Regeneration and Analytics <a href="mailto:mfriesen@cnv.org">mfriesen@cnv.org</a> 604-990-4206
Contractor Contact Info	<input checked="" type="checkbox"/> N/A

Section 2: NUMBER OF NET NEW UNITS				
<p>Record the number of net new housing units delivered during the reporting period, and cumulatively since the effective date of the HTO. Net new units are calculated as completions (occupancy permits issued) minus demolitions. <u>Legalizing existing unpermitted secondary suites or other housing types does not count toward completions.</u></p> <p style="text-align: center;"><b>Section 8 must be completed if a housing target has not been met for the reporting period.</b></p>				
	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since HTO Effective Date)
<b>Total</b>	393	42	351	351

Section 3: NUMBER OF HOUSING UNITS BY CATEGORY AND TYPE (Unit Breakdown Guidelines)				
<p>Record the number of housing units in each category below for the reporting period and cumulatively since the effective date of the HTO. Definitions are provided in the endnote.</p>				
	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since Effective HTO Date)
<b>Units by Size*</b>				
Studio	38	2	36	36
One Bedroom	169	10	159	159
Two Bedroom	61	19	42	42
Three Bedroom	108	6	102	102
Four or More Bedroom <sup>1</sup>	17	1	16	16
<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total	322	24	298	298



**HOUSING TARGET PROGRESS REPORT FORM**

Housing Targets Branch  
BC Ministry of Housing and Municipal Affairs

Rental – Purpose Built	279	23	256	256
Rental – Secondary Suite	39	1	38	38
Rental – Accessory Dwelling	4	0	4	4
Rental – Co-op	0	0	0	0
Owned Units	71	18	53	53
<b>Units by Rental Affordability**</b>				
Market	294	24	270	270
Below Market <sup>3</sup> - Total	0	0	0	0
Below Market - Rental Units with On-Site Supports <sup>4</sup>	0	0	0	0
<b>Notes:</b>				
*Units by Size: Bedroom mix unavailable for 4 demolition units.				
**Units by Rental Affordability: 28 Mid-Market Rental units (MMRs) were completed in the reporting period.				

**Section 4: MUNICIPAL ACTIONS AND PARTNERSHIPS TO ENABLE MORE HOUSING SUPPLY**

A) Describe applicable actions taken in the last 12 months to achieve housing targets, in line with the Performance Indicators in the HTO. Each entry should include a description of how the action aligns with achieving the housing target, the date of completion, and links to any publicly available information. For example:

- Streamlined development approvals policies, processes or systems.
- Updated land use planning documents (e.g., Official Community Plan, zoning bylaws).
- Updated Housing Needs Report.
- Innovative approaches and/or pilot projects.
- Partnerships (e.g., BC Housing, CMHC, or non-profit housing organizations except First Nations – see Section 4 B).
- Other housing supply related actions.

**Housing Accelerator Fund – January 19, 2024**

The City was awarded an \$18.6 million federal grant to help expand the supply and improve the quality, diversity, and affordability of housing in the City. The nine HAF-funded initiatives include:

1. Zoning Bylaw Update
2. Multi-plex Housing
3. Prezoning
4. Parking Review
5. Development Approvals Process Review
6. Alternative Housing Construction
7. Inclusionary Zoning Policy
8. Mid Market Rental Policy Update
9. Affordable Housing Reserve Fund Review

**New Short Term Rentals (STR) Requirements – May 2024**

The City amended its Business License Bylaw in May 2024 to align with new provincial regulations. This initiative restricts STRs to a resident's principal residence plus one additional rental unit on the same property, and requires operators to obtain a business license. This enables the city to regulate STRs, collect data pertaining to STRs, and ensure that rental operations are in compliance with building and life safety requirements.

**Community Wellbeing Strategy – June 2024**

The City adopted a 10-year action plan that supports expanding the supply and improving the quality, diversity, and affordability of housing in the City.

**Transit Oriented Area (Lonsdale Quay) – June 2024**

On June 24, 2024, Council adopted a Bylaw recognising the properties within 400 metres of the Lonsdale Quay Bus Exchange as a Transit Oriented Area.

**Improvements to Housing Data Management – December 2024**

The City undertook a piece of work to update and centralize the systems and processes used for housing data collection and analysis. This project has added consistency and rigor to the City's building and planning data and will enable the City to better track requirements for HTO reporting as well as other metrics for future housing initiatives.

**Housing Needs Report 2024 – December 2024**

In December 2024, Council received the City's 2024 Interim Housing Needs Report which provides an overview of current and anticipated housing needs in the City of North Vancouver. The interim report was completed in accordance with the new Provincial legislation and methodology for estimating the City's housing needs over the next 20 years.

**B)** Please provide any information about First Nation partnerships and/or agreements including planning, servicing and infrastructure that support delivery of housing on First Nation land including delivered and/or projected housing units.

**Section 5: APPROVED HOUSING DEVELOPMENT APPLICATIONS**

Report the number of approved applications issued by type since the effective date of the HTO. Each project should only be recorded once for the **most current** application type. Provide the estimated number of net new housing units to be delivered for each application category.

NOTE: units issued occupancy permits should be recorded in Section 2.

	Rezoning	Development Permit	Building Permit	Total
<b>Applications</b>	21	2	13	36
<b>New Units</b>	373	9	313	695
<b>Unit Breakdown</b>				
<b>Units by Size</b>				
Studio	55	0	54	109
One Bedroom	180	4	99	283



**HOUSING TARGET PROGRESS REPORT FORM**

Housing Targets Branch  
BC Ministry of Housing and Municipal Affairs

Two Bedroom	67	0	96	163
Three Bedroom	71	4	56	131
Four or More Bedroom <sup>1</sup>	0	1	8	9
<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total <sup>2</sup>	335	4	305	644
Rental – Purpose Built	299	0	296	595
Rental – Secondary Suite	36	4	8	48
Rental – Accessory Dwelling	0	0	1	1
Rental – Co-op	0	0	0	0
Owned Units	38	5	8	51
<b>Units by Rental Affordability</b>				
Market	310	4	245	559
Below Market <sup>3</sup> - Total	0	0	54	54
Below Market - Rental Units with On-Site Supports <sup>4</sup>	0	0	0	0
<b>Notes:</b> 25 Mid-Market Rental Units (MMRs) received Planning Approval in the reporting period. 5 Mid-Market Rental Units (MMRs) had Building Permits issued in the reporting period.				

<b>Section 6: WITHDRAWN OR NOT APPROVED HOUSING DEVELOPMENT APPLICATIONS</b>		
<b>A)</b> Indicate the number of applications and the estimated number of proposed units withdrawn by applicants, and /or not approved by staff or Council during this reporting period. Please include rezoning applications, development permits, and building permits.		
	<b>Applications Withdrawn</b>	<b>Applications Not Approved</b>
<b>Applications</b>	17	0
<b>Proposed Units</b>	24	0
<b>B)</b> Provide a description of each application (e.g., rezoning, development permit, building permit) and brief summary of why each project was withdrawn or not approved.		

**PLN2022-00025:** Rezoning from RS-1 to RT-1 to permit duplex; Application withdrawn at request of applicant (Applicant decided to sell their property and withdraw their application).

**PLN2024-00026:** RS-1 to RS-2 rezoning for future subdivision; Application withdrawn at request of applicant (Applicant decided to go forward with a Coach House instead).

**DPA2023-00001:** New Coach House; Reason unknown.

**DPA2023-00010:** Two-level wood framed Coach House; Application withdrawn at request of applicant (No reason provided).

**DPA2018-00028:** Coach house; Closed due to inactivity.

**DPA2022-00008:** Coach house (addition to garage); Closed due to inactivity.

**DPA2023-00014:** Coach House; Application withdrawn at request of applicant (No reason provided).

**DPA2024-00013:** A Coach house is proposed to be located at the rear of the site with adjacent surface stall parking; Application withdrawn at request of applicant (No reason provided).

**BLD2023-00017:** New Triplex residential building and a detached garage; Application withdrawn at request of applicant (Applicant decided to wait to see if upcoming amendments to the zoning bylaw would offer more density).

**BLD2024-00170:** Renovate existing space to meet requirements for a secondary suite; Application withdrawn at request of applicant (Applicant changed their mind from secondary suite to accessory bed and breakfast).

**BLD2024-00018:** New Duplex with secondary suites; Application withdrawn at request of applicant (Applicant cancelled new construction permit and applied for a renovation permit instead).

**BLD2024-00185:** New Coach House; Reason unknown.

**BLD2022-00291:** New Single Family with secondary suite; Closed due to inactivity.

**BLD2022-00290:** Demolition of SFD; Closed due to inactivity.

**BLD2023-00016:** Demolish an existing single family residence and a detached garage; Reason unknown.

**BLD2024-00235:** Demolition of SFD and Garage; Application withdrawn at request of applicant (No reason provided).

**BLD2024-00245:** New SFD w/ secondary suite and Garage; Application withdrawn at request of applicant (No reason provided).

**Section 7: OTHER INFORMATION**

Provide any other information not presented above that may be relevant to the municipality's effort and progress toward achieving the housing target.

**Mid-Market Rental Units (MMRs)**

To facilitate affordability in new market rental developments, the City's Housing Action Plan requires the provision of Mid-Market Rental units in all new market rental developments seeking a density bonus. Mid-Market Rental units are geared towards low and moderate income renters and secured through the City's Density Bonus and Community Benefits policy. The City's Mid-Market Rental (MMR) Policy requires that 10% of units in new market rental projects are rented at 10% below average rents in the City, as calculated by Canada Mortgage and Housing Corporation (CMHC).

There were 28 Mid-Market Rental Units (MMRs) completed in the last six months. A further 30 MMRs were approved in this time.

**Development pipeline**

Overall, there is substantial capacity in the City's development pipeline to continue meeting housing targets. As of January 2, 2025, the City had over 5,000 housing units either proposed or approved, including approximately 1,740 units under construction.

**Section 8: SUMMARY OF PLANNED ACTIONS TO MEET TARGETS**

**If the housing target has not been met for the reporting period**, please provide a summary of planned and future actions in line with the Performance Indicators that the municipality intends to take to meet housing targets during the two-year period following this report. For each action, provide:

- a description of how the action aligns with achieving the housing target;
- dates of completion or other major project milestones;
- links to any publicly available information; and
- the number of units anticipated by completing the action.

**NOTE: THIS SECTION IS NOT APPLICABLE FOR INITIAL SIX-MONTH REPORTING.**

<b>Name of Action:</b>	
<b>Description of Action:</b>	
<b>Completion/Milestone Date:</b>	
<b>Link:</b>	<b>Number of Units:</b>
<b>Name of Action:</b>	
<b>Description of Action:</b>	



**HOUSING TARGET PROGRESS REPORT FORM**

Housing Targets Branch  
BC Ministry of Housing and Municipal Affairs

<b>Completion/Milestone Date:</b>	
<b>Link:</b>	<b>Number of Units:</b>
<b>Name of Action:</b>	
<b>Description of Action:</b>	
<b>Completion/Milestone Date:</b>	
<b>Link:</b>	<b>Number of Units:</b>
<i>*Copy/Paste above description tables as needed</i>	

<sup>1</sup> If needed due to data gaps, it is acceptable to report “Three Bedroom” and “Four or More Bedroom” as one figure in the “Three Bedroom” row.  
<sup>2</sup> **Rental Units** include purpose built rental, certain secondary rentals (secondary suites, accessory dwellings) and co-op.  
<sup>3</sup> **Below Market Units** are units rented at or below 30% of the local Housing Income Limits (HIL) per unit size.  
<sup>4</sup> **Below Market Rental Units with On-Site Supports** are units rented at the Income Assistance Shelter rate providing permanent housing and on-site supports for people to transition out of homelessness.

## PROVINCE OF BRITISH COLUMBIA

## ORDER OF THE MINISTER OF HOUSING

*Housing Supply Act*

Ministerial Order No. M207

## WHEREAS

- A. The minister has, prior to making this Housing Target Order, considered the information set out in section 3 (1) *Housing Supply Act*, SBC 2022, c.38, in relation to the City of North Vancouver.
- B. In accordance with section 3(2) and (3) *Housing Supply Act*, SBC 2022, c. 38, the minister has consulted with the City of North Vancouver regarding this housing target order.
- C. The minister has:
- i. provided a description of the proposed Housing Target Order to the City of North Vancouver.
  - ii. in accordance with section 4(1), Housing Supply Regulation, B.C. Reg. 133/2023, provided the City of North Vancouver an opportunity to provide written comments to the minister.
- D. An extension to the consultation period, if any, granted by the minister to City of North Vancouver, pursuant to section 4(2), Housing Supply Regulation, Reg. 133/2023, has elapsed.

NOW THEREFORE Pursuant to section 2, *Housing Supply Act*, SBC 2022, c. 38, the Minister of Housing orders as follows:

1. A housing target order is made for the City of North Vancouver, effective July 1, 2024 (the “**Effective Date**”).
2. The housing targets for the City of North Vancouver under this housing target order are set out in the attached **Schedule A** (*Housing Targets*).
3. The performance indicators by which progress by the City of North Vancouver toward meeting each housing target is to be assessed are described in the attached **Schedule B** (*Performance Indicators*).
4. This Housing Target Order begins on the Effective Date and ends on June 30, 2029 (the “**End Date**”).

June 25, 2024

Date


  
Minister of Housing

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*(This part is for administrative purposes only and is not part of the Order.)*

**Authority under which Order is made:**Act and section: *Housing Supply Act*, S.B.C. 2022, c. 38, s 2Other: Housing Supply Regulation, B.C. Reg. 133/2023

5. The City of North Vancouver must prepare and submit a housing target progress report at the intervals set out in the attached **Schedule C** (*Housing Targets Progress Reporting*).

**SCHEDULE A**  
**Housing Targets**

1. The five-year housing target for City of North Vancouver is **3,320**, which is the total minimum number of net new completed housing units required to comply with this Provincial Housing Target Order.
2. The above housing targets reflect 75% of the total Provincial Housing Needs Estimate for the City of North Vancouver.
3. For each Progress Reporting Period as set out in Schedule C, the annual cumulative number of net new housing units will be measured as follows:
  - a. Year 1: 581
  - b. Year 2: 1,190
  - c. Year 3: 1,840
  - d. Year 4: 2,545
  - e. Year 5: 3,320

**SCHEDULE B**  
**Performance Indicators**

1. The performance indicators to measure annual progress toward achieving the housing target are set out in Table 1 and are based on:
  - a. Progress toward achieving the annual cumulative housing target; and
  - b. Actions taken by the municipality toward meeting the annual housing target.

**Table 1 - Performance Indicators**

Category	Performance Indicator	Data to Measure
<b>Annual cumulative housing target</b>	Satisfactory progress to meet annual cumulative housing target, measured by completed net new housing units.	Total number of net new housing units (completions minus demolitions) during the reporting period.
<b>Actions taken by the municipality toward meeting the annual cumulative housing target</b>	Satisfactory progress demonstrated by: <ol style="list-style-type: none"> <li>1. Update of land use planning documents to align with housing targets;</li> <li>2. Adoption of policies and initiatives to meet housing targets; and</li> <li>3. Residential approvals complete and/or in progress that met or will meet housing targets.</li> </ol>	<ol style="list-style-type: none"> <li>1. Relevant information about updates to land use planning documents such as the Official Community Plan, Zoning Bylaw, Housing Needs Report, Housing Action Plan/Strategy (other documents, e.g., Strategic Plan) including date of last update, and related policies that align with achieving annual housing targets.</li> <li>2. Description of new/amended bylaws and policies, innovative approaches, and pilot projects undertaken to achieve housing targets.</li> <li>3. The number of applications received and permits issued in relation to residential development such as development, building and rezonings.</li> </ol>

**SCHEDULE C**  
**Housing Targets Progress Reporting**

The City of North Vancouver must receive the progress report by resolution within 45 days of the end of the reporting period:

Reporting Period 1.1: July 1, 2024 – December 31, 2024

Reporting Period 1.2: July 1, 2024 – June 30, 2025

Reporting Period 2: July 1, 2025 – June 30, 2026

Reporting Period 3: July 1, 2026 – June 30, 2027

Reporting Period 4: July 1, 2027 - June 30, 2028

Reporting Period 5: July 1, 2028 – June 30, 2029

Progress Report Forms must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.

### City of North Vancouver Housing Target Order Interim Progress Report: List of Completions and Demolitions (July 1, 2024 – December 31, 2024)

**Table 1.** List of addresses where at least one housing unit achieved occupancy or was demolished in the City of North Vancouver from July 1, 2024 to December 31, 2024.

Address	Type	Units
364 to 366 W KEITH RD NORTH VANCOUVER BC V7M 1M1	Completion	4
752 E 3RD ST NORTH VANCOUVER BC V7L 1G9	Completion	11
228 E 20TH ST NORTH VANCOUVER BC V7L 3A5	Completion	2
432 to 434 E 1ST ST NORTH VANCOUVER BC V7L 1B7	Completion	8
614 E 9TH ST NORTH VANCOUVER BC V7L 2B7	Completion	2
608 E 9TH ST NORTH VANCOUVER BC V7L 2B7	Completion	1
3-1960 QUEENSBURY AVE NORTH VANCOUVER BC V7L 3W2	Completion	1
1115 E KEITH RD NORTH VANCOUVER BC V7L 1X4	Completion	2
632 E 3RD ST NORTH VANCOUVER BC V7L 1G7	Completion	31
1126 HEYWOOD ST NORTH VANCOUVER BC V7L 1H4	Completion	2
1132 HEYWOOD ST NORTH VANCOUVER BC V7L 1H4	Completion	2
3-730 E 17TH ST NORTH VANCOUVER BC V7L 2W8	Completion	1
416 E 16TH ST NORTH VANCOUVER BC V7L 2T5	Completion	2
418 E 16TH ST NORTH VANCOUVER BC V7L 2T5	Completion	2
821 E 16TH ST NORTH VANCOUVER BC V7L 2V3	Completion	2
250 E 15TH ST NORTH VANCOUVER BC V7L 2R4	Completion	279
543 E 7TH ST NORTH VANCOUVER BC V7L 1S2	Completion	2
3-821 E 16TH ST NORTH VANCOUVER BC V7L 2V3	Completion	1
502 W 24TH ST NORTH VANCOUVER BC V7M 2E1	Completion	2
463 W 14TH ST NORTH VANCOUVER BC V7M 2Y1	Completion	2
1348 FORBES AVE NORTH VANCOUVER BC V7M 2Y1	Completion	2
812 E 7TH ST NORTH VANCOUVER BC V7L 1S9	Completion	2
748 W 20TH ST NORTH VANCOUVER BC V7P 2B2	Completion	2
620 JONES AVE NORTH VANCOUVER BC V7M 2V6	Completion	2
3-2009 BOULEVARD CRES NORTH VANCOUVER BC V7L 3Y9	Completion	1
255 W 28TH ST NORTH VANCOUVER BC V7N 2H9	Completion	2
627 E 16TH ST NORTH VANCOUVER BC V7L 2T9	Completion	2
625 E 16TH ST NORTH VANCOUVER BC V7L 2T9	Completion	2
1104 GRAND BLVD NORTH VANCOUVER BC V7L 3X2	Completion	2
336 to 338 E 17TH ST NORTH VANCOUVER BC V7L 2V9	Completion	2
340 to 342 E 17TH ST NORTH VANCOUVER BC V7L 2V9	Completion	2
366 to 368 E KEITH RD NORTH VANCOUVER BC V7L 1V7	Completion	4
314 W 20TH ST NORTH VANCOUVER BC V7M 1Y5	Completion	2
819 W 20TH ST NORTH VANCOUVER BC V7P 2B5	Completion	1
1970 CASANO DR NORTH VANCOUVER BC V7J 2R2	Completion	1
553 E 7TH ST NORTH VANCOUVER BC V7L 1S2	Completion	1
740 E 14TH ST NORTH VANCOUVER BC V7L 2P4	Completion	1

1521 RIDGEWAY AVE NORTH VANCOUVER BC V7L 3S2	Completion	1
639 E 4TH ST NORTH VANCOUVER BC V7L 1J9	Completion	1
2A-1450 CHESTERFIELD AVE NORTH VANCOUVER BC V7M 2N4	Completion	1
359 W 23RD ST NORTH VANCOUVER BC V7M 2B6	Demolition	-1
329 E 9TH ST NORTH VANCOUVER BC V7L 2B3	Demolition	-1
1220 ST. GEORGES AVE NORTH VANCOUVER BC V7L 3J1	Demolition	-18
602 E 2ND ST NORTH VANCOUVER BC V7L 1E3	Demolition	-1
608 E 2ND ST NORTH VANCOUVER BC V7L 1E3	Demolition	-1
612 E 2ND ST NORTH VANCOUVER BC V7L 1E3	Demolition	-1
407 W 16TH ST NORTH VANCOUVER BC V7M 1V1	Demolition	-1
462 E 11TH ST NORTH VANCOUVER BC V7L 2H2	Demolition	-1
2612 LONSDALE AVE NORTH VANCOUVER BC V7N 3H9	Demolition	-5
758 E 3RD ST NORTH VANCOUVER BC V7L 1G9	Demolition	-1
762 E 3RD ST NORTH VANCOUVER BC V7L 1G9	Demolition	-1
378 E 5TH ST NORTH VANCOUVER BC V7L 1L9	Demolition	-1
325 E 21ST ST NORTH VANCOUVER BC V7L 3B9	Demolition	-1
870 E 15TH ST NORTH VANCOUVER BC V7L 2S6	Demolition	-1
618 E 2ND ST NORTH VANCOUVER BC V7L 1E3	Demolition	-1
338 W 24TH ST NORTH VANCOUVER BC V7M 2C6	Demolition	-1
412 E 11TH ST NORTH VANCOUVER BC V7L 2H2	Demolition	-1
204 E 1ST ST NORTH VANCOUVER BC V7L 1B3	Demolition	-1
508 E 16TH ST NORTH VANCOUVER BC V7L 2T6	Demolition	-1
512 E 16TH ST NORTH VANCOUVER BC V7L 2T6	Demolition	-1
312 E KEITH RD NORTH VANCOUVER BC V7L 1V7	Demolition	-1
<b>Total</b>		<b>351</b>

Source: City of North Vancouver IPS Data July 1, 2024 – December 31, 2024, accessed January 2, 2025.