



**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, MARCH 10, 2025 AT 6:00 PM**

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

**CALL TO ORDER**

**APPROVAL OF AGENDA**

1. Regular Council Meeting Agenda, March 10, 2025

**ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, March 3, 2025

**PROCLAMATIONS**

Nowruz – March 20, 2025

World Down Syndrome Day – March 21, 2025

**PUBLIC INPUT PERIOD**

**DELEGATION**

Murray Mollard, Executive Director, North Shore Community Resources  
– North Shore Community Resources

**CORRESPONDENCE**

3. Murray Mollard, Executive Director, North Shore Community Resources  
– North Shore Community Resources

**PRESENTATION**

City of North Vancouver Investment Policy – Chief Financial Officer

**REPORTS**

4. Investment Policy Update
5. Annual Review of Fees and Charges – 2025

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

6. “Fees and Charges Bylaw, 2024, No. 9000, Amendment Bylaw, 2025, No. 9065”  
(Schedules A - J)
7. “The Street Sign and House Numbering Bylaw, 1908, No. 40, Amendment Bylaw,  
2025, No. 9087” (Fees and Charges)
8. “Parks Regulation Bylaw, 1996, No. 6611, Amendment Bylaw, 2025, No. 9092”  
(Parks and Greenways Donation Program)

**REPORT**

9. 2025 Utilities Budget Amendment for Atmospheric River Repair and Restoration

**NOTICE OF MOTION**

10. Responding to United States Tariffs through Local Government Action  
– Mayor Buchanan

**PUBLIC CLARIFICATION PERIOD**

**COUNCIL INQUIRIES**

**COUNCIL REPORTS**

**NEW ITEMS OF BUSINESS**

**NOTICES OF MOTION**

**RECESS TO CLOSED SESSION**

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

**ADJOURN**

## **CALL TO ORDER**

## **APPROVAL OF AGENDA**

1. Regular Council Meeting Agenda, March 10, 2025

## **ADOPTION OF MINUTES**

2. Regular Council Meeting Minutes, March 3, 2025

## **PROCLAMATIONS**

Nowruz – March 20, 2025

World Down Syndrome Day – March 21, 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 5:30 and 5:50pm 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”.

## **DELEGATION**

Murray Mollard, Executive Director, North Shore Community Resources

Re: North Shore Community Resources

*Item 3 refers.*

## **CORRESPONDENCE**

3. Murray Mollard, Executive Director, North Shore Community Resources, January 31, 2025 – File: 01-0230-20-0043/2025

Re: North Shore Community Resources

### **RECOMMENDATION:**

THAT the correspondence from Murray Mollard, Executive Director, North Shore Community Resources, dated January 31, 2025, regarding the “North Shore Community Resources”, be received for information with thanks.

## **PRESENTATION**

City of North Vancouver Investment Policy – Chief Financial Officer

*Item 4 refers.*

## **REPORTS**

4. Investment Policy Update – File: 05-1860-01-0001/2025

Report: Chief Financial Officer, February 19, 2025

### **RECOMMENDATION:**

PURSUANT to the report of the Chief Financial Officer, dated February 19, 2025, entitled “Investment Policy Update”:

THAT the Investment Policy be approved.

**REPORTS – Continued**

5. Annual Review of Fees and Charges – 2025 – File: 05-1715-20-0001/2025

Report: Chief Financial Officer, February 19, 2025

**RECOMMENDATION:**

PURSUANT to the report of the Chief Financial Officer, dated February 19, 2025, entitled “Annual Review of Fees and Charges – 2025”:

THAT the following bylaws be considered for readings:

- “Fees and Charges Bylaw, 2024, No. 9000, Amendment Bylaw, 2025, No. 9065” (Schedules A - J);
- “The Street Sign and House Numbering Bylaw, 1908, No. 40, Amendment Bylaw, 2025, No. 9087” (Fees and Charges); and
- “Parks Regulation Bylaw, 1996, No. 6611, Amendment Bylaw, 2025, No. 9092” (Parks and Greenways Donation Program).

*Items 6, 7 and 8 refer.*

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

6. “Fees and Charges Bylaw, 2024, No. 9000, Amendment Bylaw, 2025, No. 9065” (Schedules A - J)

**RECOMMENDATION:**

THAT “Fees and Charges Bylaw, 2024, No. 9000, Amendment Bylaw, 2025, No. 9065” (Schedules A - J) be given first and second readings;

AND THAT “Fees and Charges Bylaw, 2024, No. 9000, Amendment Bylaw, 2025, No. 9065” (Schedules A - J) be given third reading.

7. “The Street Sign and House Numbering Bylaw, 1908, No. 40, Amendment Bylaw, 2025, No. 9087” (Fees and Charges)

**RECOMMENDATION:**

THAT “The Street Sign and House Numbering Bylaw, 1908, No. 40, Amendment Bylaw, 2025, No. 9087” (Fees and Charges) be given first and second readings;

AND THAT “The Street Sign and House Numbering Bylaw, 1908, No. 40, Amendment Bylaw, 2025, No. 9087” (Fees and Charges) be given third reading.

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

8. “Parks Regulation Bylaw, 1996, No. 6611, Amendment Bylaw, 2025, No. 9092”  
(Parks and Greenways Donation Program)

**RECOMMENDATION:**

THAT “Parks Regulation Bylaw, 1996, No. 6611, Amendment Bylaw, 2025, No. 9092” (Parks and Greenways Donation Program) be given first and second readings;

AND THAT “Parks Regulation Bylaw, 1996, No. 6611, Amendment Bylaw, 2025, No. 9092” (Parks and Greenways Donation Program) be given third reading.

**REPORT**

9. 2025 Utilities Budget Amendment for Atmospheric River Repair and Restoration  
– File: 05-1820-04-0001/2025

Report: Chief Financial Officer and Director, Engineering, Parks and Environment, February 19, 2025

**RECOMMENDATION:**

PURSUANT to the report of the Chief Financial Officer and the Director, Engineering, Parks and Environment, dated February 19, 2025, entitled “2025 Utilities Budget Amendment for Atmospheric River Repair and Restoration”:

THAT the amended 2025 Sewer & Drainage Utility Capital Plan and the amended 2025 Sewer & Drainage Budget, dated February 19, 2025, be endorsed.

**NOTICE OF MOTION**

10. Responding to United States Tariffs through Local Government Action  
– File: 03-1200-01-0001/2025

Submitted by Mayor Buchanan

**RECOMMENDATION:**

WHEREAS tariffs from the United States of America (US) threaten local jobs and the economy in the City of North Vancouver;

WHEREAS other orders of government including the Province of British Columbia and municipalities are preparing coordinated responses to such threats;

*Continued...*

**NOTICE OF MOTION – Continued**

10. Responding to United States Tariffs through Local Government Action  
– File: 03-1200-01-0001/2025 – Continued

WHEREAS municipalities like The City of North Vancouver are purchasers of goods and services;

WHEREAS The City of North Vancouver has a Sustainable Purchasing Policy which makes no reference to preferential treatment for domestic suppliers;

WHEREAS similar motions adopted by other local governments have demonstrated the willingness of local governments to take decisive action to protect their economies from external trade pressures;

AND WHEREAS the Metro Vancouver Regional District has identified potential cross-jurisdictional impacts of US tariffs that require a coordinated regional approach;

THEREFORE BE IT RESOLVED:

THAT Council affirms and signals the City of North Vancouver supports the Team Canada approach to align local, provincial, and national priorities as necessary to counter foreign policies designed to harm the Canadian economy, joining other BC municipalities in this unified stance;

THAT Council direct staff to initiate a review of the City's sustainable purchasing policy and trade agreement exposure to identify opportunities to update the policy to Buy Local / Buy Canadian on a priority basis and report back as soon as possible with immediate and long-term strategies supporting the Team Canada approach;

THAT Council direct staff to initiate a review of the City's regulations to identify opportunities to streamline regulations and help the City of North Vancouver respond quickly to economic threats like tariffs and supply chain disruptions;

FURTHER THAT Council direct staff to establish an Internal Roundtable, to facilitate the rapid response to tariffs and other economic challenges facing the City of North Vancouver, including direction to report back on actions the City can take on an urgent basis given the US government imposition of tariffs including (but not limited to):

- Potential adjustments to the City's business licensing regime to enable businesses to expand the scope of their operations in the face of economic uncertainty, through a "split-licence" mechanism that would reduce regulatory burden;
- Other opportunities that might exist;

*Continued...*

**NOTICE OF MOTION – Continued**

10. Responding to United States Tariffs through Local Government Action  
– File: 03-1200-01-0001/2025 – Continued

THAT Council direct staff to immediately begin work with local business and community economic development organizations (including but not limited to Lower Lonsdale Business Improvement Area (LLBIA), Local Companies' Organization of British Columbia (LOCO BC), North Vancouver Chamber (NV Chamber), Canadian Federation of Independent Business (CFIB), Vancouver's North Shore Tourism Association) to explore opportunities to initiate and promote a targeted Buy Local / Buy Canadian campaign in response to tariffs, building on the successful "Support Local BC" model;

THAT Council direct staff to work with regional counterparts to develop a coordinated response strategy that amplifies the collective economic influence of BC municipalities;

THAT Council direct staff to engage with Invest Vancouver, to formally communicate that bolstering local economic development and attracting direct foreign investment from diverse markets beyond the US are key priorities for the City of North Vancouver;

THAT Council direct staff to report back on the implementation of these measures;

AND THAT a copy of this resolution be sent to the following:

LLBIA, LOCO BC, NV Chamber, CFIB, Vancouver's North Shore Tourism Association, District of North Vancouver Mayor and Council, District of West Vancouver Mayor and Council, and Invest Vancouver (Metro Vancouver).

**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**

**COUNCIL REPORTS**

**NEW ITEMS OF BUSINESS**

**NOTICES OF MOTION**



**RECESS TO CLOSED SESSION**

THAT Council recess to the Committee of the Whole, Closed Session, pursuant to the *Community Charter*, Sections 90(1)(a) [personal information], 90(1)(e) [land matter], 90(1)(i) [legal advice], 90(1)(k) [contract negotiations/proposed service] and 90(1)(l) [annual report].

**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, MARCH 3, 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  
A. Cifarelli, Corporate Officer  
J. Peters, Manager, Legislative and Election Services  
L. Sawrenko, Chief Financial Officer  
D. Van Heerden, Manager, Financial Planning  
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  
M. Kwaterska, Manager, The Shipyards and Waterfront  
S. Galloway, Director, Planning and Development  
G. Schalk, Public Safety Director and Fire Chief  
E. Doran, Director, People, Culture and Transformation  
M. Trespalacios, Diversity, Equity and Inclusion Leader  
A. Gibbs, Sr. Manager, Communications and Engagement  
S. Peters, Manager, Projects and Initiatives  
H. van Gelderen, Legislative Services Advisor

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

**APPROVAL OF AGENDA**

Moved by Councillor Back, seconded by Councillor Shahriari

1. Regular Council Meeting Agenda, March 3, 2025

**CARRIED UNANIMOUSLY**

R2025-03-03/1

**ADOPTION OF MINUTES**

Moved by Councillor Bell, seconded by Councillor Girard

2. Regular Council Meeting Minutes, February 24, 2025

**CARRIED UNANIMOUSLY**

R2025-03-03/2

**PROCLAMATION**

Mayor Buchanan declared the following proclamation:

International Women's Day – March 8, 2025 – read by Councillor Back

## **PUBLIC INPUT PERIOD**

Moved by Councillor Bell, seconded by Councillor Girard

THAT the Public Input Period be extended to hear all the speakers listed on the sign-up sheet.

**CARRIED UNANIMOUSLY**

- Mike Griffin, North Delta, spoke regarding Item 8 – Notice of Motion, Support for First Responder Resiliency.
- Jon Lundgren, North Vancouver, spoke regarding the skate park feasibility study and the bike park at Capilano Mall.
- Louise Nicholson-Woodward, North Vancouver, spoke regarding the quality of life in North Vancouver, traffic congestion and infrastructure for increased density.
- Patricia McClung, North Vancouver, spoke regarding the Translink development proposal on East 3<sup>rd</sup> Street (after signing up to speak regarding International Women’s Day and Item 5 – Financial Planning Update).
- Gerry Duke, North Vancouver, spoke regarding the Translink development proposal on East 3<sup>rd</sup> Street and high rise developments.
- Branden Curry, Port Moody, spoke regarding Item 8 – Notice of Motion, Support for First Responder Resiliency.
- Kathleen Murphy, North Vancouver, spoke regarding the Translink development proposal on East 3<sup>rd</sup> Street (and provided her notes to the Corporate Officer after speaking for 2 minutes).
- Brandon Steele, Vancouver, spoke regarding Item 8 – Notice of Motion, Support for First Responder Resiliency.

## **CONSENT AGENDA**

Moved by Councillor Girard, seconded by Councillor Valente

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

**CARRIED UNANIMOUSLY**

## **START OF CONSENT AGENDA**

### **REPORTS**

3. 2025 UBCM Community Emergency Preparedness Fund Grant Application – Emergency Support Services Equipment and Training – File: 14-7130-01-0001/2025

Report: Director, North Shore Emergency Management, February 12, 2025

Moved by Councillor Girard, seconded by Councillor Valente

PURSUANT to the report of the Director, North Shore Emergency Management, dated February 12, 2025, entitled “2025 UBCM Community Emergency Preparedness Fund Grant Application – Emergency Support Services Equipment and Training”:

*Continued...*

## **CONSENT AGENDA – Continued**

### **REPORTS – Continued**

3. 2025 UBCM Community Emergency Preparedness Fund Grant Application – Emergency Support Services Equipment and Training – File: 14-7130-01-0001/2025 – Continued

THAT the application submitted to the UBCM Community Emergency Preparedness Fund (CEPF), under the stream of “2025 Emergency Support Services Equipment and Training” for the “Modernizing Emergency Support Services (ESS) on the North Shore” project, in the amount of \$90,000 be endorsed;

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

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2025-03-03/3

4. Disaster Resilience and Innovation Funding Program – Disaster Risk Reduction Action Plan for the North Shore – File: 14-7130-01-0001/2025

Report: Director, North Shore Emergency Management, February 12, 2025

Moved by Councillor Girard, seconded by Councillor Valente

PURSUANT to the report of the Director, North Shore Emergency Management, dated February 12, 2025, entitled “Disaster Resilience and Innovation Funding Program – Disaster Risk Reduction Action Plan for the North Shore”:

THAT the “Disaster Risk Reduction Action Plan for the North Shore” Full Proposal, submitted to the Disaster Resilience and Innovation Funding Program in the amount of \$997,000, be endorsed;

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

**(CARRIED UNANIMOUSLY BY CONSENT)**

R2025-03-03/4

### **END OF CONSENT AGENDA**

### **PRESENTATIONS**

- A. Diversity, Equity and Inclusion Framework – Diversity, Equity and Inclusion Leader

The Diversity, Equity and Inclusion Leader and the Director, People and Culture, provided a PowerPoint presentation regarding the “Diversity, Equity and Inclusion Framework” and responded to questions from Council.

- B. 2025-2029 Financial Planning Update – Chief Financial Officer

The Chief Financial Officer provided a PowerPoint presentation regarding the “2025-2029 Financial Planning Update” and, along with other staff, responded to questions from Council.

## **REPORTS**

5. 2025-2029 Financial Planning Update – File: 05-1700-01-0001/2025

Report: Chief Financial Officer, February 12, 2025

Moved by Councillor Valente, seconded by Councillor Girard

PURSUANT to the report of the Chief Financial Officer, dated February 12, 2025, entitled “2025-2025 Financial Planning Update”:

THAT the following budgets and plans be endorsed:

- 2025 Draft Operating Budget;
- 2025-2029 Draft Capital Plan;
- 2025 Draft Shipyards Budget;
- 2025 Draft Cemetery Budget;
- 2025-2029 Draft Financial Plan;

AND THAT staff bring forward a Financial Plan Bylaw (2025 to 2029) that reflects an overall 2025 tax rate increase of 5.95%.

Moved by Councillor Bell, seconded by Councillor Back

THAT the following clause be inserted as the first active clause:

“THAT staff be directed to shift the \$50,000 feasibility study for a skate park roof from the 2027 Capital Plan to the 2026 Capital Plan;”

Amendment motion, **CARRIED UNANIMOUSLY**

PURSUANT to the report of the Chief Financial Officer, dated February 12, 2025, entitled “2025-2025 Financial Planning Update”:

THAT staff be directed to shift the \$50,000 feasibility study for a skate park roof from the 2027 Capital Plan to the 2026 Capital Plan;

THAT the following budgets and plans be endorsed:

- 2025 Draft Operating Budget;
- 2025-2029 Draft Capital Plan;
- 2025 Draft Shipyards Budget;
- 2025 Draft Cemetery Budget;
- 2025-2029 Draft Financial Plan;

AND THAT staff bring forward a Financial Plan Bylaw (2025 to 2029) that reflects an overall 2025 tax rate increase of 5.95%.

Main motion, as amended, **CARRIED UNANIMOUSLY**

R2025-03-03/5

## **REPORTS – Continued**

6. 2025 Early Appropriations – File: 05-1705-30-0019/2025

Report: Chief Financial Officer, February 12, 2025

Moved by Councillor Valente, seconded by Councillor Bell

PURSUANT to the report of the Chief Financial Officer, dated February 12, 2025, entitled “2025 Early Appropriations”:

THAT (Funding Appropriation #2501) an amount of \$165,000 be appropriated from the General Capital Reserve for the purpose of funding the 2025-2029 Capital Plan;

THAT (Funding Appropriation #2502) an amount of \$4,171,268 be appropriated from the Growing Communities Reserve for the purpose of funding the 2025-2029 Capital Plan;

THAT (Funding Appropriation #2503) an amount of \$39,955 be appropriated from the Sustainable Transportation Reserve for the purpose of funding the 2025-2029 Capital Plan;

THAT (Funding Appropriation #2504) an amount of \$229,306 be appropriated from the Carbon Reserve for the purpose of funding the 2025-2029 Capital Plan;

THAT funding in an amount of \$1,400,000 be transferred from the “2024 Pavement Management Streets and Lanes” project to the “Casano Loutet Overpass” project;

AND THAT should any of the amounts remain unexpended as at December 31, 2028, the unexpended balances shall be returned to the credit of the respective reserves.

**CARRIED UNANIMOUSLY**

R2025-03-03/6

## **NOTICES OF MOTION**

7. Provincial Funding for Public Libraries: Overdue – File: 01-0230-20-0056/2025

Submitted by Councillor Valente

Moved by Councillor Valente, seconded by Councillor Girard

WHEREAS in the past 15 years, BC’s population has grown 29% while public libraries have continued to rely on stagnant funding to provide services in increasingly challenging circumstances, including addressing the province’s important goals of enhancing economic growth, reducing costs for families, and making communities safer;

*Continued...*

## **NOTICES OF MOTION – Continued**

7. Provincial Funding for Public Libraries: Overdue – File: 01-0230-20-0056/2025  
– Continued

AND WHEREAS public libraries continue to meet these goals by supporting the economic and social health of their communities, providing information and services for consumers, individuals seeking employment and career enhancement, entrepreneurs and small businesses, providing critical locations of refuge during emergencies, and supporting the process of reconciliation with Indigenous peoples;

THEREFORE BE IT RESOLVED that a copy of this motion be forwarded to UBCM to request that the provincial government recognize the evolving and challenging situation for public libraries as well as their unique role in keeping costs low for British Columbians and making communities safer, and increase the annual core provincial funding for libraries to \$30 million in keeping with the long-standing request made by the BC Public Library Partners and the recommendation of the province's Select Standing Committee on Finance and Government Services.

**CARRIED UNANIMOUSLY**

R2025-03-03/7

8. Support for First Responder Resiliency – Health and Wellbeing of BC's Public Safety Personnel – File: 01-0230-20-0056/2025

Submitted by Councillor Valente

Moved by Councillor Valente, seconded by Councillor

WHEREAS psychological-only injury workplace claims have increased five-fold in British Columbia since 2018, particularly within the public safety sector, where fire and police personnel suffer from occupational stress injuries at rates four times that of the general population, including those resulting in symptoms of anxiety, depression, and trauma which, as a result the demands of their service to our communities, affect their work and personal lives;

AND WHEREAS since 2019, over 500 first responders from municipalities across BC have participated in the BC First Responder Resiliency Program (FRRP), an educational retreat operating in partnership between the University of British Columbia, Vancouver General Hospital, Vancouver Coastal Health, the British Columbia Professional Fire Fighters Association, the British Columbia Police Association, the Vancouver Police Union, and the Vancouver Police Department, resulting in positive, evidence-based outcomes lasting six months past program completion;

*Continued...*



## **NOTICES OF MOTION – Continued**

8. Support for First Responder Resiliency – Health and Wellbeing of BC’s Public Safety Personnel – File: 01-0230-20-0056/2025 – Continued

THEREFORE BE IT RESOLVED that a copy of this motion be forwarded to UBCM to request two years of funding for the BC First Responder Resiliency Program from the Government of British Columbia to ensure continuous support for first responders across the province while longer-term funding models are developed, ensuring program participants, their employee associations/unions, families and communities, do not bear the direct cost of providing occupational health and safety education for British Columbia’s public safety personnel;

AND BE IT FURTHER RESOLVED that UBCM ask British Columbia’s Ministry of Health, Ministry of Labour, and Ministry of Public Safety and Solicitor General to collaborate with FRRP interest holder organizations to develop mental health and wellness policies, regulations, and funding mechanisms to ensure the long-term viability and expansion of this program for the benefit of all British Columbia first responders, in communities across the province.

**CARRIED UNANIMOUSLY**

R2025-03-03/8

Moved by Mayor Buchanan, seconded by Councillor Valente

THAT the Mayor, on behalf of Council, write to the Minister of Health, Minister of Labour, Minister of Public Safety and Solicitor General to collaborate with FRRP interest holder organizations to develop mental health and wellness policies, regulations, and funding mechanisms to ensure the long-term viability and expansion of this program for the benefit of all British Columbia first responders, in communities across the province.

**CARRIED UNANIMOUSLY**

## **PUBLIC CLARIFICATION PERIOD**

Nil.

## **COUNCIL INQUIRIES**

Nil.

## **NEW ITEMS OF BUSINESS**

Nil.

## **NOTICES OF MOTION**

Mayor Buchanan advised of her intention to bring forward a Notice of Motion at the next opportunity regarding local tariffs.

## **RECESS TO CLOSED SESSION**

Moved by Councillor Back, seconded by Councillor Bell

THAT Council recess to the Committee of the Whole, Closed Session, pursuant to the *Community Charter*, Sections 90(1)(a) [personal information], 90(1)(c) [labour relations] and 90(1)(k) [proposed service], 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 8:40 pm and reconvened at 8:58 pm.

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

Moved by Councillor Valente, seconded by Councillor Shahriari

THAT the actions directed regarding the following items from the Committee of the Whole (Closed Session) of March 3, 2025, be ratified:

9. Labour Relations / Proposed Service – File: 07-2700-20-0001/1

Report: Manager, People and Culture, February 12, 2025

PURSUANT to the report of the Manager, People and Culture, dated February 12, 2025, regarding labour relations and a proposed service:

THAT the wording of the resolution and the report of the Manager, People and Culture, dated February 12, 2025, remain in the Closed session.

R2025-03-03/9

10. Proposed Service – File: 01-0360-20-0010/2025

Report: Acting Corporate Officer, February 19, 2025

PURSUANT to the report of the Acting Corporate Officer, dated February 19, 2025, regarding a proposed service:

THAT the wording of the resolution and the report of the Acting Corporate Officer, dated February 19, 2025, remain in the Closed session.

R2025-03-03/10

**CARRIED UNANIMOUSLY**

**ADJOURN**

Moved by Councillor Bell, seconded by Councillor Back

THAT the meeting adjourn.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:59 pm.

*“Certified Correct by the Acting Corporate Officer”*

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ACTING CORPORATE OFFICER

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## Office of the Mayor

CITY OF NORTH VANCOUVER  
BRITISH COLUMBIA

# Proclamation

## NOWRUZ

*Whereas*

Nowruz is celebrated by many in the City of North Vancouver as a day to connect with nature, loved ones and community as a start of a “New Day” after a long, dark winter;

*Whereas*

Nowruz marks the beginning of spring, symbolizing a time for friendship, connection, vibrancy, hope, rejuvenation and renewal;

*Whereas*

all residents of the City can benefit from opportunities to celebrate our cultural diversity and learn about the holidays and traditions of all people;

*And Whereas*

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

*Now Therefore*

I, Linda Buchanan, Mayor of the City of North Vancouver, do hereby proclaim **March 20, 2025** as **Nowruz** in the City of North Vancouver, the traditional territories of the Squamish and Tsleil-Waututh Nations.

So proclaimed on Monday, March 10, 2025

*Linda C. Buchanan*

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Mayor Linda Buchanan



## Office of the Mayor

CITY OF NORTH VANCOUVER  
BRITISH COLUMBIA

# Proclamation

## WORLD DOWN SYNDROME DAY

*Whereas* an estimated 45,000 Canadian citizens and approximately 1 in every 781 babies born in Canada today have Down syndrome;

*Whereas* United Nations World Down Syndrome Day is a global awareness initiative that recognizes the meaningful contributions of individuals with Down syndrome who are deserving of equal rights and opportunities to participate in society;

*And Whereas* the City of North Vancouver supports inclusive environments which enhance the well-being of all individuals with Down syndrome and their ability to live, work and participate as fully included members of society alongside their friends, families and peers;

*Now Therefore* I, Linda Buchanan, Mayor of the City of North Vancouver, do hereby proclaim **March 21, 2025** as **World Down Syndrome Day** in the City of North Vancouver, the traditional territories of the Squamish and Tsleil-Waututh Nations.

So proclaimed on Monday, March 10, 2025

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Mayor Linda Buchanan



## Delegation to City of North Vancouver Council

Murray Mollard, Executive Director  
March 10, 2025



## North Shore Community Resources

**Our Vision: A Thriving North Shore Community**

**Our Mission: Operating since 1976, NSCR designs and delivers programs and services for the North Shore community that enhance well-being, social connections, empowerment and community participation**



## WHO WE ARE

A diverse Board of 13 Directors from all NS municipalities and professions

Over 36 professional staff

Nearly 200 Volunteers Providing Almost 7000 hours of their time



## WHO WE SERVE:

People/Orgs From Deep Cove to Lions Bay and Two First Nations

All Ages

Primarily Lower Income

Over 43,000 client contacts in 2024

More than ~35% of these clients are CNV residents





## WHAT WE DO

### 4 Program Areas:

Children and Families

Seniors

Community Legal Services

Community Engagement

Annual Report: <https://nscr.ca/wp-content/uploads/2024/11/Annual-Report-2023-2024.pdf>



## Seniors Programs

Caregiver Support

Better at Home

SOS and Community  
Connectors



## Community Legal Services

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**Legal Advocates**

**Family Law Advocate**

**Information and  
Referral Service**



## Children and Families

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**Child Care  
Resources & Referral**

**Community Action  
Program for Children**

**Intergenerational  
Mother Goose**



# Community Engagement

Volunteer + Tax Programs

Info & Volunteer North Shore

CHAC

Democracy Cafe

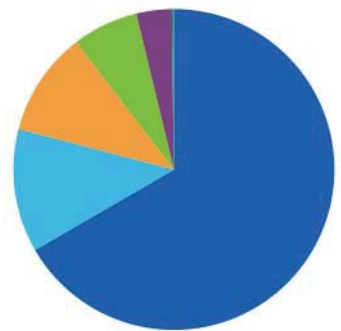


## FINANCIAL SNAPSHOT

2023/2024 Revenues: \$2,614,018



2023/2024 Expenditures: \$2,570,055



Salaries and wages	1,712,777
Program expenses	319,430
Inter-agency transfers	270,359
Office operations	170,469
Consulting & professional fees	91,721
Amortization	5,299



# WHAT WE VALUE:

## Collaboration

Partnerships with gov't,  
First Nations, businesses and  
not for profit orgs

## Wrap Around Services

## Impact

e.g. Income Tax Service:

800 clients, > \$300,000 in refunds  
Plus \$\$\$ in income assistance,  
collaboration with Squamish Nation



We really value our continuing  
relationship with the  
City of North Vancouver  
**THANK YOU!**





Reviewed by CAO \_\_\_\_\_ *M*

January 31, 2025

Corporate Officer  
Legislative Services Division  
City of North Vancouver  
North Vancouver, BC

Via Email: [clerks@cnv.org](mailto:clerks@cnv.org)

Dear Corporate Officer:

RE: Request for a Delegation by North Shore Community Resources

I am writing to request a delegation to City of North Vancouver Council.

The purpose of our request is to update the City with respect to the programs and services of North Shore Community Resources (NSCR).

NSCR is the recipient of a core grant by the City and as such would like to report on the impact of that funding as well as the impact of programs and services more broadly.

NSCR will be turning 50 in 2026 and we value the important partnership with the City of North Vancouver over our history of working together for the wellbeing of the residents of the City of North Vancouver and the North Shore more broadly.

We look forward to an opportunity for a delegation to Council.

Yours sincerely,

Murray Mollard,  
Executive Director

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## Outline

- Background
- Revised Investment Policy Structure
- Responsible Investments
- Next Steps

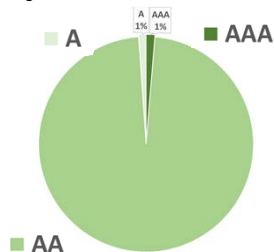
## Background

➤ CNV has approximately \$300 Million of invested funds.

➤ Funds are held:

- on deposit with the Municipal Finance Authority (MFA) in High Interest Savings Accounts
- in a fixed Income portfolio consisting of high credit quality Provincial and Canadian bank bonds

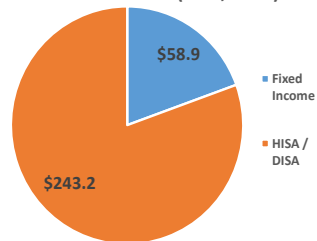
➤ CNV's portfolio is earning an annual return of 4.8%, vs the target return of 4.2%\*



**All investments are investment grade**

\* As of September 30, 2024

CNV Total Portfolio ('000,000's)



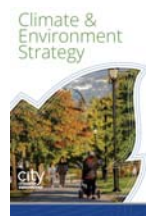
## Background

- CNV's Investment Policy provides the framework for management of the CNV Investment Portfolio
- CNV's current Investment Policy can benefit from a refresh
- The Municipal Finance Authority (MFA) provides local governments with an up-to-date Investment Policy template:
  - to stay current with industry best practices for policy structure, terminology, risk management, etc
  - that aligns with statutory requirements for local governments



## Recommended Investment Policy Structure

- Staff recommend adopting the new MFA Investment Policy template, with some minor modifications to:
  - Account for CNV's relationships with external agencies
  - Take into account CNV's current Treasury capabilities
  - Align with CNV's other existing policies
  - Remove overlap with the Community Charter
  - Provide additional clarity in some areas
  - Add a **Responsible Investment** section to support CNV's Climate & Environment Strategy



## Responsible Investment

- Responsible Investment (RI) refers to the incorporation of Environmental (E), Social (S), and Governance (G) factors (ESG) into investment selection

### Proposed Investment Parameter:

***“The CNV may consider Responsible Investment strategies and investments that adhere to statutory requirements and Policy objectives, for a portion of or all investable funds, where responsible investments provide comparable risk, return and liquidity.”***

### Key Considerations:

- The Investment Policy objectives of Principle Protection, Liquidity, and Risk Adjusted Return remain paramount, in alignment with the MFA template policy.
- There are not yet universally accepted sustainability definitions, standards or reporting frameworks for Environmental (E), Social (S), and Governance (G) risk factors
- A general ESG Parameter provides the flexibility to invest in RI under the Community Charter now, which can be adapted over time as industry standards are developed and adopted.

## Selected Local Government RI Approaches

- Of the ~25 Local Government investment policies reviewed, inclusion of RI was present in only 7 investment policies

Local Government	Approach
<b>City of Burnaby</b>	<ul style="list-style-type: none"> <li>• Work with MFABC &amp; others to gradually move forward RI &amp; ESG Standards.</li> <li>• Report percentage of Fossil Fuel Free Investments.</li> </ul>
<b>City of Richmond</b>	<ul style="list-style-type: none"> <li>• Report ESG rating of investments using Morgan Stanley Capital International (MSCI) ESG ratings on a quarterly basis.</li> </ul>
<b>City of Vancouver</b>	<ul style="list-style-type: none"> <li>• Divestment of Fossil Fuel Investments</li> </ul>
<b>Metro Vancouver</b>	<ul style="list-style-type: none"> <li>• Screen out direct investment in Fossil Fuels.</li> <li>• Gradually implement additional sustainable investing criteria</li> </ul>

- Most investment policies take a gradual approach to implement RI factors “where possible” while the sector matures.
- Leaders are reporting on their ESG Investments
  - Criteria available at low cost/free include MSCI, Moody’s, MFA

## MSCI ESG Rating Scale

- Applicable to Chartered Banks (ie Daily Interest Savings Accounts) free of charge
- Rating designed to measure resilience to financially material ESG risks compared to peers
- Government Debt ratings are available, subject to a fee (\$8,000 USD annually)



- MSCI's ESG Ratings can be incorporated into CNV's investment reporting

## Moody's ESG Credit Impact Scores

- Moody's ESG Credit Impact Scores assess the impact of ESG considerations on an Issuer's Credit worthiness
- Credit Impact Scores Range from 1 (positive impact) to 5 (pronounced impact, credit rating lower than if ESG risks were not present).

CNV Fixed Income Investments



Score	Definition
CIS-1	ESG considerations have a positive impact on the current rating which is higher than it would have been in the absence of ESG considerations.
CIS-2	ESG considerations do not have a material impact on the current rating.
CIS-3	ESG considerations have a limited impact on the current rating, with potential for greater negative impact over time.
CIS-4	ESG considerations have a discernible impact on the current rating, which is lower than it would have been if ESG risks did not exist. The negative impact of ESG considerations on the rating is higher than for an issuer scored CIS-3.
CIS-5	ESG considerations have a pronounced impact on the current rating, which is lower than it would have been if ESG risks did not exist. The negative impact of ESG considerations on the rating is higher than for an issuer scored CIS-4.

- Moody's ESG Credit Impact Scores can be incorporated into CNV's investment reporting at no cost

## MFA Suite of Pooled Funds

MFA Pooled Fund	Responsible Investment Classification
Money Market Fund	--
Government Focused Ultra Short Bond Fund	ESG Integrated, Fossil Fuel Free
Short Term Bond Fund	ESG Integrated
Fossil Fuel Free Bond Fund	ESG Integrated, Fossil Fuel Free
Pooled Mortgage Fund	ESG Integrated, Fossil Fuel Free
Fossil Fuel Free Diversified Multi Asset Class Fund	ESG Integrated, Fossil Fuel Free
Diversified Multi Asset Class Fund	ESG Integrated, Carbon Light

**MFA Responsible Investment Classification Terms**

**ESG Integrated** – The ongoing consideration of ESG factors within an investment analysis and decision making process with the aim to improve risk adjusted returns.

**Fossil Fuel Free** – The exclusion of investments issued by companies directly involved in extracting, processing, or transporting coal, oil, or natural gas.

**Carbon Light** – An investment fund which aims to minimize its carbon impact, including up to 40% fossil fuel free.

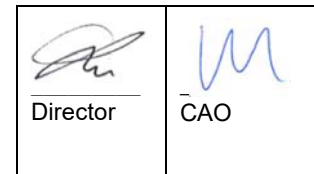
- MFA also classifies its funds using RI classifications that can be incorporated into CNV's investment reporting at no cost

## Next Steps

- Council consider updated Investment Policy
- Complete development of Updated Treasury Reporting
- Finalize Financial Plan and Long Term Cash Forecast
- Rebalance Investment portfolio
  - Considering RI Investments



Thank You



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: INVESTMENT POLICY UPDATE

Date: February 19, 2025 File No: 05-1860-01-0001/2025

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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 Chief Financial Officer, dated February 19, 2025, entitled "Investment Policy Update":

THAT the recommended Investment Policy be approved.

**ATTACHMENTS**

1. Investment Policy, March 23, 2009 (CityDocs [2637322](#))
2. Draft Investment Policy, 2025 (CityDocs [2583526](#))
3. Draft Investment Policy, 2025 – Tracked Changes Version (CityDocs [2608270](#))

**BACKGROUND**

Authority to manage CNV's investment program is derived from Section 149 of the Community Charter, as follows:

***Financial Officer***

*149 One of the municipal officer positions must be assigned the responsibility of financial administration, which includes the following powers, duties and functions:*

*... (c) investing municipal funds, until required, in authorized investments;*

Investment of City of North Vancouver (CNV) funds is executed in accordance with the CNV Investment Policy approved by Council March 23, 2009 (**Attachment 1**). This Policy provides the framework for the management of CNV's investment portfolio, and adheres to statutory requirements.

The Municipal Finance Authority of British Columbia (MFA) provides investment services to BC local governments, including CNV. One of the services the MFA provides to local governments is a sample Investment Policy that conforms to the requirements of the Community Charter, follows best practices, but also provides some modest flexibility so that it can align to the capabilities of different sizes of local governments. The MFA reviews and updates this template on a frequent basis to stay current with industry best practices for policy structure, terminology, and risk management, all within the statutory requirements for local governments.

## DISCUSSION

Staff have prepared an updated Investment Policy to safeguard CNV's assets, while generating investment income for Council's consideration (**Attachment 2**). The updated Policy being brought before Council at this time is based on the Municipal Finance Authority of British Columbia (MFA) sample Investment Policy template. Finance staff also reviewed adopted investment policies of other local governments, focusing on ones that have fully or partially adopted the MFA template.

For ease of reference, **Attachment 3** shows the Staff's proposed adjustments to the MFA Investment Policy template in track changes and added comments explaining the adjustments. Where there are sections of the recommended Investment Policy that have material changes, these changes are summarized below:

### 1.0 Definitions

Section added to provide reference and clarity regarding specific terminology used within the investment policy.

### 2.2 Liquidity

Section revised to remove language regarding active trading of portfolio investments, as CNV Treasury has not been established with active trading capability.

### 3.2 Ethics and Conflicts of Interest

Section revised to reference CNV Staff Policy 202, Conflicts of Interest.

### 3.3 Delegation of Authority

Section revised to reference CNV Officers and Officials Bylaw, 2013, No. 8322, and to remove language that is duplicated in the Community Charter.

### Section 4.0 Authorized Investments

Section revised to remove the Community Charter Section 183 wording as it is captured in the Community Charter already and therefore needs not be repeated.

### 4.1 Commingling of Funds

Section added to address CNV practice for management of funds, which is in place in CNV's existing Investment Policy. This is a common addition to investment policies for other local governments, and enables more efficient management of the investment portfolio.

#### 4.2 Investment Denomination

Section revised to reflect that CNV will only invest in Canadian Dollar denominated investments as the CNV does not normally have significant foreign currency exposures.

#### 4.3.1 Portfolio Limits by Credit Rating

Section revised to remove reference to unrated securities. CNV will only invest in securities that carry an investment grade credit rating as its Treasury has not been established with resources sufficient to conduct ongoing independent credit analysis of unrated investment issuers.

#### 4.3.2 Portfolio Limits By Investment/Issuer Type, Table

Table revised to change single issuer limit for chartered banks to 25%. This limit is in place in the CNV existing investment policy, as the CNV needs the ability to have all funds in liquid savings accounts at the three chartered banks that MFABC has negotiated favorable deposit rates and at CNV's cash management bank. Maximum allocation to Credit Unions has also been reduced to 25% to align with the MFABC's recommended maximum allocation to BBB rated securities, which is where the majority of credit unions that have a credit rating are rated.

#### 4.7 Unrated Securities

Section revised to restrict investment in unrated securities and require investment grade credit ratings on portfolio investments. CNV's Treasury resources are not sufficient to conduct credit rating assessments for investment issuers that do not carry a credit rating from a recognized ratings agency.

#### 4.8 Long Term Portfolio (10 years +)

An Appendix (Appendix B) was added for reference to clarify the investment horizon of the MFA pooled funds.

#### 5.1 Diversification

Section edited to add the criteria that the maximum exposure to a single security cannot exceed 10% of the total portfolio. This criteria is in place in the existing policy and is a common risk management limit.

#### 5.3 Liquidity

Section removed, as Liquidity is addressed as a Policy Objective in Section 2.2 Liquidity, and Section 5.3 Maturity. Liquidity measures are more appropriately addressed in a future liquidity policy.

#### 5.3 Responsible Investment

This section was added to the policy to enable the consideration of responsible investments (RI) that meet statutory requirements and investment policy objectives, but does not restrict investment in authorized investment where comparable RI's are not available or do not satisfy the policy objectives. This approach is a middle ground across the varied Responsible Investment approaches taken by local governments, which range from not incorporating Responsible Investment in the investment policy to exclusionary screening practices.

### 6.0 Competitive Bids

Section revised to change the retention period for verbal bids and other documentation for a minimum of 7 audit years, which aligns with most financial regulatory agencies. Reference to assignment of CNV investments to a third party manager was also removed, as CNV uses MFABC for investment services. If this were to change, staff would present an updated investment policy to council for consideration.

### 8.2 Internal Controls

Section revised to assign responsibility for internal controls to CNV's CFO as per the Community Charter and review of internal controls to the CNV Manager, Internal Audit, to reduce cost of this review work.

### 9.0 Performance Standards

Section added to document that investment performance will be reviewed relative to benchmarks, without an excess return target given CNV's Treasury has not been resourced for active management. This section is a common addition in the local government policies reviewed by staff.

### 9.0 Policy Review

Section removed to align with CNV's policy template, which has this information in Section 14.

### 11.0 Authority, 12.0 References, 13.0 Policy History, 14.0 Policy Review Dates

Sections added to conform to the CNV Policy Template.

### Appendix A:

The appendix was revised with a table that provides the investment grade credit rating definitions for each recognized ratings agency.

## **FINANCIAL IMPLICATIONS**

Investment income earned from the CNV investment portfolio supports departments in financing capital and operating expenses and is included in CNV's financial plan.

## **INTER-DEPARTMENTAL IMPLICATIONS**

The Investment Policy applies to the cash and investment assets of the Corporation of the City of North Vancouver. Lonsdale Energy Corporation, City of North Vancouver Public Library, North Vancouver Recreation Commission, North Shore Emergency Management, and Museum and Archives of North Vancouver are entities not under the sole oversight of the City of North Vancouver and have therefore been excluded from this policy. This policy was reviewed and supported by CNV's Leadership Team on January 22, 2025.



## STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS

This report's recommendation aligns with the statement in the Official Community Plan for CNV to "Diversify its revenue to reduce reliance on property taxation and increase the City's resilience" and CNV's Corporate Business Plan Outcome to be "A Fiscally Responsible Organization".

RESPECTFULLY SUBMITTED:



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Larry Sawrenko  
Chief Financial Officer

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February 2009

## POLICY

It is the policy of the City of North Vancouver to invest funds in a manner which will provide the optimal blend of investment return and security while meeting the daily cash flow demands of the City and complying with the statutory requirements of the Community Charter.

## SCOPE

This policy applies to all cash assets of the City and includes all cash assets within all funds. Except for cash in certain restricted or special funds, the City will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to individual funds based on their respective share of the total funds invested.

## PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, as would be used by the "prudent person" who would use discretion and intelligence as they would in their own affairs. Investments shall be made not for speculation, but for investment, considering the probable safety of the capital as well as the income to be derived.

Investment officers acting in accordance with written procedures and investment policy and exercising due diligence shall be relieved of personal responsibility, provided appropriate action is taken to control adverse developments.

## OBJECTIVES

A conservative management philosophy based upon three fundamental objectives shall be employed:

***Safety and Preservation of Capital*** – Investment managers must consider both credit and interest rate risks in all investment decisions. The preservation of capital is accomplished through the placement of funds with institutions esteemed as having the highest credit worthiness. Diversification is required in order to minimize potential losses on individual investments.

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**Liquidity** – a portion of investment portfolio will remain sufficiently liquid to enable the municipality to meet all operating requirements, which might be reasonably anticipated. Investment terms will be structured as much as possible to ensure cash flow needs are met.

**Return on Investments** – the investment portfolio shall be designed with the objective of maximizing the level of return after considering both safety and preservation of capital as well as liquidity. All investment decisions will be made within the established policy limits.

**DELEGATION OF AUTHORITY**

Authority to manage the city's investment program is derived from Section 146 and 149 of the Community Charter which state in part:

146. A council

(a) must, by bylaw, establish officer positions in relation to the powers, duties and functions under sections 148(corporate officer) and 149(financial officer),

149. One of the municipal officer positions must be assigned the responsibility of financial administration, which includes the following powers, duties and functions:

.....  
(c) investing funds, until required, in authorized investments;  
.....

Management responsibility is hereby delegated to the Manager, Financial Services (MFS) who shall establish and maintain written procedures for the operation of the investment program consistent with this investment policy. The MFS shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of employees involved in the process.

Controls and procedures should include reference to buying and selling of investments, safekeeping, and communication of instructions to custodial institutions, cash management techniques, accounting treatment and reporting procedures. The

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procedures shall include explicit delegation of authority to persons responsible for investment transactions.

### **ETHICS AND CONFLICT OF INTEREST**

Officers and employees shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Investment employees and officials shall disclose to the City Clerk any material financial interests in financial institutions and/or investment dealers that conduct business with the City.

### **AUTHORIZED INVESTMENT DEALERS AND INSTITUTIONS**

The MFS will maintain a list, approved by the Director of Finance, of financial institutions and investment dealers authorized to provide investment services. All qualified bidders will be members in good standing of the Investment Dealers Association. The MFS will be responsible for monitoring changes in the credit rating of financial institutions and for regular review and consideration of current international, national and provincial economic and political developments in making investment decisions.

### **AUTHORIZED AND SUITABLE INVESTMENTS**

Section 183 of the Community Charter empowers the City to invest in the following types of securities:

183. *Money held by a municipality that is not immediately required may only be invested or reinvested in one or more of the following:*
- (a) securities of the Municipal Finance Authority;*
  - (b) pooled investment funds under section 16 of the Municipal Finance Authority Act;*
  - (c) securities of Canada or of a province;*
  - (d) securities guaranteed for principal and interest by Canada or by a province;*
  - (e) securities of a municipality, regional district or greater board;*
  - (f) investments guaranteed by a chartered bank;*
  - (g) deposits in a savings institution, or non-equity or membership shares of a credit union;*
  - (h) other investments specifically authorized under this or another Act.*

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The City chooses to impose dollar limits on these investments. Attachment A (titled "*Investment Guidelines*") defines those limits per

- Schedule I Banks
- Other Banks and Trusts
- Municipal Organizations
- Federal Government Organizations
- Provincial Government Organizations

The dollar limits set out in Attachment A will guide our investment decisions. They are to be reviewed periodically by the MFS and adjusted for changes in credit ratings, financial risks of issuing agencies, economic conditions and political climate, and approved annually by the Director of Finance. In the case of Major Schedule I Banks and Government Organizations with a rating of A or higher, the credit limit guidelines may be exceeded provided we meet our diversification criteria.

#### **INTERNAL FINANCING**

The City may, from time to time as approved by bylaw, internally finance borrowings for capital projects.

#### **DIVERSIFICATION**

The City will diversify its investments by institution and security type, governed by cash flow and/or liquidity requirements. With the exception of securities issued and/or guaranteed by the Government of Canada, not more than the lesser of 25% of the City's total investment portfolio, or the dollar limits outlined in the Investment Guidelines attached (Attachment A), will be invested with a single organization. As well no more than 10% of the total portfolio will be invested in any one financial issue or investment.

#### **COMPETITIVE BIDS**

The City shall solicit competitive verbal quotations for the purchase and sale of securities when it is prudent to do so. This policy recognizes that from time to time, offerings of value may require immediate action. Under such circumstances, competitive bids may not be sought provided that value can be substantiated by market data.

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### **SAFEKEEPING AND CUSTODY**

All security transactions entered into by the City shall be conducted on a delivery against payment (DAP) basis to ensure that securities are deposited prior to the release of funds. Verbal settlement instructions will be given to dealers and financial institutions followed by written confirmations authorized by one of the City's signing officers. Settlement may take place at the City's custodial bank in any Canadian city. The custodial bank shall not accept delivery or payment without prior authorization and instructions from the City.

Securities shall be held by the City's custodial bank or alternatively be registered with the Central Depository for Securities. All securities that are in registrable form shall be registered in the name of the City of North Vancouver, or the nominee of the City's custodial bank.

### **INTERNAL CONTROL**

The Director of Finance shall establish an annual process of independent review by an external auditor to assure compliance with policies and procedures.

### **PERFORMANCE STANDARDS**

The investment portfolios will be designed to obtain a market average rate of return, taking into account the City's investment risk constraints, cash flow requirements, and active management strategy. This policy recognizes the reliability of performance evaluation (comparison to benchmarks) increases with the duration of the measurement period. It is the City's policy to purchase investments and hold them to maturity; investments are not purchased with future trading in mind.

The benchmark rate of return will be 20 basis points (.20%) above the yield of the 90-day Treasury Bill yield. The average rate of return on the portfolio will be compared periodically to that of the Municipal Finance Authority rates to determine if funds should be invested in their pooled funds.

### **REPORTING**

The Director of Finance is charged with the responsibility of reporting to Council on investment holdings and investment performance on an annual basis.

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**INVESTMENT POLICY ADOPTION**

The City's investment policy shall be adopted by Council and the Director of Finance shall review the policy every three years and report to Council on any modifications.

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Isabel Gordon  
Director of Finance

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<b>Policy Name</b>	Investment Policy	
<b>Policy Number</b>	TBD	<b>Previous Policy Number</b> 16
<b>Effective Date</b>	March 10, 2025	
<b>Approved By</b>	City Council	

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## PURPOSE

The purpose of the City of North Vancouver (“CNV”) Investment Policy is to provide a management framework for its investment portfolio. Further, this Policy was created to adhere to the statutory requirements of the Community Charter and the Local Government Act as applicable.

## SCOPE

This Investment Policy applies to all cash and investment assets (the “Total Portfolio”) of the City of North Vancouver.

## POLICY

It is the policy of the City of North Vancouver to invest its funds in a manner that provides for the optimal blend of security and risk-adjusted returns while meeting current and future cash flow demands.

### 1.0 DEFINITIONS

#### 1.1 Short Term Investments

Investments with a term to maturity of 365 days or less.

#### 1.2 Long Term Investments

Investments with a term to maturity greater than 1 year.

#### 1.3 Liquidity

Liquidity is the ease of turning an investment to cash without a substantial loss in value; also, the extent to which an organization has sufficient cash resources to cover short-term obligations

#### 1.4 Credit Risk

Is the risk that another party to an investment transaction will not fulfill its obligations when due.

#### 1.5 Schedule I Bank

Domestic Financial Institution regulated under the Bank Act authorized to accept deposits.

#### 1.6 Schedule II Bank

Foreign Bank Subsidiaries regulated under the Bank Act, authorized to accept deposits.

#### 1.7 Pooled Fund

A pooled fund is a collection of stocks, bonds or other securities managed by professional portfolio managers with a stated investment goal such as growth, income, or some combination of the two. All investors in a particular fund share in both the expenses and the potential profits of the pooled fund.



## **1.8 Yield**

The income return on an investment. This refers to the interest or dividends received from a security and are usually expressed annually as a percentage based on the investment's cost, its current market value or its face value

## **1.9 Delivery vs Payment**

There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

## **1.10 Responsible Investment**

Responsible investment (RI) refers to the incorporation of environmental, social and governance factors (ESG) into the selection and management of investments.

## **1.11 ESG Integration**

The consideration of Environmental, Social, and Governance factors in addition to traditional financial analysis in the investment analysis and decision making process.

## **1.12 Total Portfolio**

Cash & Investment assets of the Corporation of the City of North Vancouver, excluding Lonsdale Energy Corporation, City of North Vancouver Public Library, North Vancouver Recreation Commission, North Shore Emergency Management, and Museum & Archives of North Vancouver, which are excluded from this Policy.

## **2.0 OBJECTIVES**

The objectives of the investment program, in order of importance are: principal protection, liquidity, and risk-adjusted return on investment.

### **2.1 Principle Protection:**

Preservation of capital at the portfolio level is of utmost importance. It is central to this objective a prospective investment issuer's creditworthiness be considered, and furthermore monitored if an investment is made. Secondly, portfolio diversification in terms of asset classes, sectors, and issuers, whenever legislatively permissible, must be applied, when possible, to limit concentration and other associated risks and to provide a wider array of assets to offset losses. Identifying, monitoring, and adjusting for additional and foreseeable investment risks is prudent and necessary for the effective management of the investment program.

### **2.2 Liquidity:**

The investment portfolio shall be managed in a manner where liquid assets are available for all reasonably anticipated funding requirements. This process includes assessing cash demands and selecting investments that mature (or have a duration) prior (or shorter) to (than) the need for the cash. For monies which are not required immediately, such as reserve funds, this Policy recognizes it may be prudent to invest in longer-termed investments (or longer durations) to maximize returns which may not be as liquid as shorter-termed assets. Investments in less-liquid assets shall only be made with cash which is anticipated to be used after the less-liquid investment matures.

Securities purchased and managed by internal staff are intended to be held until maturity. Although it is the aim in most cases to hold securities until maturity, should cash requirements emerge, the investment portfolio shall mainly consist of securities with active secondary resale markets.

Investments in MFA Pooled Investment Funds will be, under normal circumstances, held at a minimum as long as MFA's recommended holding period for each Fund. After the recommended holding period, it is best practice to shift these investments into shorter-dated investments (such as a money market fund or deposit product(s)) when the need for these monies are within 1 year.

## **2.3 Return on Investment**

Return on investment is a secondary objective to principal protection and liquidity. The adequacy of the investment portfolio's returns is contemplated in the context of the requirements to preserve capital and manage liquidity while adhering to the investment parameters of the Community Charter and this Policy. It is prudent to review investment performance on a regular basis, and this may be achieved through considering returns against a benchmark portfolio. Overall, the aim is to maximize risk-adjusted returns as opposed to returns on absolute basis.

## **3.0 STANDARD OF CARE**

### **3.1 Prudence**

Investments shall be made with the same level of care, skill, diligence, and judgement as would be exercised by a prudent investor. The objectives of principal protection, liquidity management, and attainment of adequate risk-adjusted returns are integral to the tenet of prudence. Speculative activities are prohibited. Staff must be aware of foreseeable risks, trends and fluctuations which may affect the investment portfolio.

### **3.2 Ethics and Conflict of Interest**

Staff involved with the investment process shall refrain from personal business activity which could conflict with the proper execution and management of the investment program or may impair their ability to make impartial decisions. Staff shall comply with **Staff Policy 202, Conflicts of Interest**. Any potential conflict of interest must be disclosed to the Chief Financial Officer and will be considered on a case-by-case basis.

### **3.3 Delegation of Authority**

Authority to manage CNV 's investment program is granted to the Chief Financial Officer and is derived from Section 149 the Community Charter and the **Officers and Officials Bylaw, 2013, No. 8322**.

## **4.0 AUTHORIZED INVESTMENTS**

All investments shall be made in accordance with Section 183 of the Community Charter.

Authorized Investments shall conform to conditions detailed within this Policy.

### **4.1 Comingling of Funds**

With the exception of the Cemetery Trust, the CNV commingles cash balances across its funds to

maximize investment earnings, and increase efficiencies with regards to investment pricing, safekeeping and administration. Investment income is allocated to the various funds based on their respective share of total funds invested and according to generally accepted accounting principles.

## 4.2 Investment Denomination

Investments shall only be denominated in Canadian dollars. Speculative currency investments are prohibited.

## 4.3 Portfolio Limits:

The following two tables outline the limitations imposed by this Policy on the universe of investments available to CNV. The portfolio limits rank equal and are to be managed synchronously.

From time-to-time, portfolio limits may be exceeded, per Section 4.6

### 4.3.1 Portfolio Limits By Credit Rating

The Total Portfolio shall maintain a weighted-average credit rating of A+. All rated securities, except for securities held in a MFA Pooled Investment Funds and deposits, must be investment grade rated at the time of purchase (See Appendix A). Further, the composition of the Total Portfolio's credit exposures are subject to the thresholds outlined in the following table.

Credit Rating <sup>[1]</sup>	Maximum % Share of Total Portfolio
A- (or higher) [short-term rating R-1 (low) or higher]	100%
BBB+/BBB/BBB- [short-term rating R-2 (high) or Lower]	25%

(1) Subject to Section 4.4

### 4.3.2 Portfolio Limits by Asset Class and Investment/Issuer Type

Asset Classes	Maximum % Share of Total Portfolio	Minimum % of Total Portfolio
Cash & Cash Equivalent (e.g. money market funds, deposits, treasury bills, notes and GICs with <90 days to maturity)	100%	N/A
Fixed Income (e.g. bonds, treasury bills, notes, and GICs with >90 days to maturity)	75%	N/A
Mortgages, Alternatives, Equities [1]	35%	N/A

[1]Only accessible through MFA Pooled Investment Funds

Investment / Issuer Type	Maximum Investment / Issuer Type % Share of Total Portfolio	Maximum Single Investment / Issuer % of Total Portfolio	Minimum Term	Maximum Term
Federal Government <sup>[1]</sup>	100%	100%	N/A	30 years
Provincial Governments <sup>[1]</sup>	100%	50%	N/A	20 years
Securities of the MFA <sup>[1][3]</sup>	25%	25%	N/A	20 years
Local Governments <sup>[1]</sup>	25%	25%	N/A	10 years
Chartered Banks <sup>[1][6]</sup>	70%	25% <sup>[2]</sup>	N/A	5 years
Other Savings Institutions & Credit Unions <sup>[1][5]</sup>	25%	10% <sup>[2]</sup>	N/A	5 years
MFA Pooled Investment Funds <sup>[4]</sup> <i>(Excluding MFA Mortgage Fund and MFA Diversified Multi-asset Class Funds)</i>	100%	N/A	N/A	N/A <sup>[5]</sup>
MFA Mortgage Fund <sup>[4]</sup>	10%	N/A	3 years	N/A <sup>[5]</sup>
MFA Diversified Multi-asset Class Funds <sup>[4]</sup>	25%	N/A	10 years	N/A <sup>[5]</sup>

[1] Holdings of this Investment / Issuer Type within a MFA Pooled Investment Fund are not factored in the calculation of Issuer Type limits. In other words, the Issuer Type Limits are related to directly held securities (not part of a Pooled Investment Fund).

[2] Total investments (deposits/securities) of a single chartered bank, savings institution, or credit union may not exceed 1.00% of the financial institution's last reported year-end total deposits.

[3] Refers to commercial paper or bonds issued by the Municipal Finance Authority of BC.

[4] MFA Pooled Investment Funds are perpetual funds and do not mature. MFA Pooled Investment Funds may be held indefinitely. Best practice is to have an investment horizon for placements into a MFA Pooled Investment Fund which exceeds the average term of the assets in that Fund at the time of purchase.

[5] Section 183 of the Community Charter refers explicitly to "Investments guaranteed by Chartered Bank." Senior notes/bonds, unless backed by deposit, are not explicitly guaranteed by chartered banks as required by legislation.

[6] Only deposits are permissible, not securities of these issuers.

#### 4.4 Credit Ratings

Credit ratings shall be obtained from "Recognized Ratings Agencies" defined as: DBRS Morningstar ("DBRS"), Fitch Ratings ("Fitch"), Moody's Investors Service ("Moody's"), and Standard & Poor's ("S&P").

#### **4.4.1 Credit Ratings Equivalency**

Credit Ratings within this Policy are quoted using S&P's long-term scale and DBRS's short-term scale. Equivalent credit ratings from other Recognized Ratings Agencies apply to **4.3.1**, **4.3.2**, and **4.6**. A *Credit Rating Equivalency Chart* is provided in **Appendix A**.

#### **4.5 Adherence to Limits**

Portfolio Limitations as outlined in Section 4.3 shall not be normally exceeded. However, it is anticipated from time-to-time due to varying circumstances such as changes in credit quality of portfolio assets, or market or operational (e.g. tax collection) fluctuations, the investment portfolio may not be in compliance with this Policy. In situations where the portfolio is not in compliance, CNV is not obligated to sell securities immediately to conform with this Policy. Rather, the portfolio must be rebalanced when it is most prudent to do so in any manner deemed appropriate.

In cases of non-compliance, the Chief Financial Officer shall create a briefing note for Council detailing at minimum:

- The limit(s) breached
- The reason(s) for the breached limit(s)
- The relevant security/securities (issuer name(s), issuer type(s), security type(s), amount(s) invested, credit rating(s));
- The dollar amount(s) above the stated limit(s)
- The action plan(s).

#### **4.6 Split Ratings**

If an issuer or security is rated by more than one Recognized Ratings Agency, for the purposes of determining adherence to this investment policy, the highest credit rating shall be referred to.

#### **4.7 Unrated Securities**

Portfolio investments must be rated by at least one recognized ratings agency and must have an investment grade credit rating, as outlined in Appendix A. It is the policy of CNV to not invest in unrated securities.

#### **4.8 Long Term Portfolio (10+ Years)**

After first ensuring adequate short & mid-term liquidity, if the Chief Financial Officer identifies monies not needed for 10 years or longer, the Chief Financial Officer may request that Council acknowledge those monies as "long-term: 10 years+" and suitable for investments with long investment horizons. If funds have been designated as "long-term: 10 years+" the Chief Financial Officer may invest those monies in:

- Any MFA Pooled Investment Fund created specifically for investment of long-term reserves; or
- Section 183 investments with a minimum long-term credit rating of at least A-.

MFA constructs its long-term Pooled Investment Funds as stand-alone Funds with appropriate diversification, risk and return characteristics for long-term investing requirements. As such, the assets held in these Funds do not apply to concentration, credit or other investment policy limits described elsewhere in this Policy except for total investments limits assigned to these type of investments.

It is typical for multi-asset class funds to exhibit volatile performance over the short-to-medium-term, but with overall positive results over the long-run. Risks which cause performance fluctuation for multi-asset class funds include but are not limited to equity, interest rate, and credit risks. It is CNV's intent to hold long-term fixed income investments to maturity. It is CNV's intent to hold perpetual long-term MFA Funds for 10 years or longer – in alignment with but redeemed prior to future obligations (See Appendix B for an identification of MFA's long term 10+ year investment funds).

For the purposes of assessing performance of the long-term portfolio (10 years+), quarterly returns will be evaluated on a rolling three, four, and five-year basis versus a suitable benchmark(s).

## **5.0 INVESTMENT PARAMETERS**

### **5.1 Diversification**

It is the CNV Policy to diversify its investment portfolio. To reduce the risk of loss resulting from overconcentration of assets in a specific maturity, issuer, sector, or class of security, investments shall be diversified by maturity, asset classes, sector, and issuer type.

In addition, the maximum exposure to a single investment security cannot exceed 10% of the total portfolio.

Diversification strategies shall be determined and revised periodically by the Chief Financial Officer.

### **5.2 Maturity**

To the extent possible, CNV shall attempt to match the maturity of its investments with anticipated cash flow requirements. Due to the imprecise nature of forecasting cash flow needs, a portion of the investment portfolio shall be continuously invested in short-dated securities. Investments in longer-dated securities which may be less-liquid requires approval from the Chief Financial Officer considering whether or not those funds will not be needed until after those long-dated securities mature.

### **5.3 Responsible Investment:**

CNV may consider Responsible Investment strategies and investments that adhere to statutory requirements and Policy Objectives, for a portion of or all investable funds, where responsible investments provide comparable risk, return and liquidity.

## **6.0 COMPETITIVE BIDS**

When possible, CNV will obtain quotes for the purchase and sale of investments. The Chief Financial Officer shall aim to obtain best execution. Best execution is the blend of cost and fees, security price, and speed and likelihood of execution, which best meets the trade objective. While obtaining quotes is considered the standard process, due to the time-sensitive nature of the marketplace, immediate action may be taken. Under such circumstances, market data may be used to substantiate the action taken.

Verbal bids must be recorded and such documentation retained for a minimum of 7 audit years.

## **7.0 AUTHORIZED INVESTMENT DEALERS AND FINANCIAL INSTITUTIONS**

A list of approved investment dealers and financial institutions authorized to provide investment services will be maintained by CNV. All qualified bidders for investment transactions shall be in good standing with their applicable regulatory agencies.

## **8.0 SAFEKEEPING AND CUSTODY**

### **8.1 Delivery vs Payment, Safekeeping**

All securities purchased by the CNV shall be held in the name of the Corporation of the City of North Vancouver. All security transactions shall be conducted on a delivery versus payment basis. The Chief Financial Officer must be satisfied the security is rightfully in possession of CNV and segregated from the balance sheet of a broker/dealer or held by a custodial service.

### **8.2 Internal Control**

The Chief Financial Officer shall establish a system of internal controls, to be documented in writing.

The internal controls shall be reviewed by CNV's Manager, Internal Audit. The Manager, Internal Audit shall review the internal controls whenever this Policy is reviewed or when amendments are made to the internal controls. The Manager, Internal Audit may request an independent auditor review any proposed amendments to the internal controls.

The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, non-compliance with applicable legislation, regulation or policy, and imprudent actions by employees and officers of CNV.

Individuals acting in accordance with all legal requirements, corporate procedures and controls and this Policy shall be relieved of personal responsibility for adverse changes associated with an investment, provided the adverse changes are reported in a timely fashion and appropriate actions are taken.

## **9.0 PERFORMANCE STANDARDS**

The investment portfolio will be managed in accordance with the parameters specified within this Policy, to achieve the objectives outlined in Section 2.0. The performance of the investment portfolio will be reviewed relative to appropriate investment benchmarks found suitable for comparison, as approved by the Chief Financial Officer. Investments in MFA Pooled Funds will be evaluated relative to each Pooled Fund's stated benchmark.

## **10.0 REPORTING**

The Chief Financial Officer must create a report for Council, at minimum, on an annual basis. The report shall contain at a minimum, the following details:

- Portfolio activity and performance summary
- List of securities held and salient details
- Maturity distribution of investments
- Confirmation of compliance with Investment Policy.

### 11.0 AUTHORITY

- (1) Community Charter [SBC 2003] Chapter 26, Section 149
- (2) Community Charter [SBC 2003] Chapter 26, Section 183
- (3) Municipal Finance Authority Act [RSBC 1996}, Chapter 325, Section 16

### 12.0 REFERENCES

- 1) Officers and Officials Bylaw, 2013, No. 8322 Consolidated (<https://www.cnv.org/-/media/City-of-North-Vancouver/Documents/Bylaws/Consolidated/8322-C.pdf>)
- 2) HR Policy Manual, 202 CONFLICTS OF INTEREST (Citydocs [1487254](#))

### 13.0 POLICY HISTORY

Date	Action	Approved By
Month DD, YYYY	Approved	Council

### 14.0 POLICY REVIEW DATES

Date	Action	Responsible Department
Month DD, YYYY	Review	Finance & Information Technology



## APPENDIX A – Credit Rating Equivalency Chart

INVESTMENT GRADE	DBRS		S&P		Moody's		Fitch	
	Long Term	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term	Short Term
INVESTMENT GRADE	AAA	R-1 (High)	AAA	A-1+	Aaa	P-1	AAA	F1+
	AA (High)	R-1(high)	AA+	A-1+	Aa1	P-1	AA+	F1+
	AA	R-1 (middle)	AA	A-1+	Aa2	P-1	AA	F1+
	AA(Low)	R-1 (Middle)	AA-	A-1+	Aa3	P-1	AA-	F1+
	A (High)	R-1 (Low)	A+	A-1	A1	P-1	A+	F1 or F1+
	A	R-1 (Low)	A	A-1	A2	P-1	A	F1 or F1+
	A (low)	R-1 (Low)	A-	A-2	A3	P-2	A-	F2 or F1
	BBB (High)	R-2 (High)	BBB+	A-2	Baa1	P-2	BBB+	F2 or F1
	BBB	R-2 (Middle)	BBB	A-2	Baa2	P-3	BBB	F3 or F2
	BBB (Low)	R-2 (Low)/ R-3	BBB-	A-3	Baa3	P-3	BBB-	F3
SPECULATIVE	BB (High)	R-4	BB+	B	Ba1	Not Prime (NP)	BB+	B
	BB	R-4	BB	B	Ba2	NP	BB	B
	BB (Low)	R-4	BB-	B	Ba3	NP	BB-	B
	B (High)	R-4	B+	B	B1	NP	B+	B
	B	R-5	B	B	B2	NP	B	B
	B (Low)	R-5	B-	B	B3	NP	B-	B
	CCC	R-5	CCC+/CCC/CCC-	C	Caa1	NP	CCC+/CCC/CCC-	C
	CC	R-5	CC	C	Caa2	NP	CC	C
	C	R-5	C	C	Caa3	NP	C	C
D	D	D	D	Ca	NP	RD/D	RD/D	

### Ratings Information

DBRS: [Short Term And Long Term Ratings Relationships, https://dbrs.morningstar.com/](https://dbrs.morningstar.com/)

S&P Global: [S&P Global Ratings Definitions, General Criteria: Methodology for Linking Long And Short Term Ratings, https://www.spglobal.com/ratings/en/](https://www.spglobal.com/ratings/en/)

Moody's: [Moody's Ratings Symbols & Definitions, https://www.moody.com/](https://www.moody.com/)

Fitch: [Ratings Definitions, https://www.fitchratings.com/](https://www.fitchratings.com/)

There is no "official" mapping of credit rating equivalency between credit rating agencies. Each ratings form has its own specific definitions making "equivalency" somewhat subjective. Furthermore, a rating agency commonly provides a range of short-term ratings which may align with its long term ratings, making a straight across assessment of short-to-long imprecise. This chart is created on a best efforts basis, and is intended to simplify assessments and align understanding

## APPENDIX B

### MFA Suite of Pooled Investment Products

MFA Pooled Fund	Suggested Investment Horizon
Pooled High Interest Savings Accounts (HISA) <sup>(1)</sup>	0 – 12 Months
Money Market Fund	0 – 24 Months
Government Focused Ultra Short Bond Fund	0 – 24 Months
Short Term Bond Fund	2 – 5 Years
Fossil Fuel Free Bond Fund	2 – 5 Years
Pooled Mortgage Fund	3 Years +
Fossil Fuel Free Diversified Multi Asset Class Fund	10 Years +
Diversified Multi Asset Class Fund	10 Years +



# POLICY

<b>Policy Name</b>	Investment Policy	
<b>Policy Number</b>	<u>TBD</u>	<b>Previous Policy Number</b> 16
<b>Effective Date</b>	March 10, 2025	
<b>Approved By</b>	City Council	

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## PURPOSE

The purpose of the City of North Vancouver (“CNV”) Investment Policy is to provide a management framework for its investment portfolio. Further, this Policy was created to adhere to the statutory requirements of the Community Charter and the Local Government Act as applicable.

**Moved down [1]:** It is the policy of [name of local government] to invest its funds in a manner that provides for the optimal blend of security and risk-adjusted returns while meeting current and future cashflow demands.

## SCOPE

This Investment Policy applies to all cash and investment assets (“the “Total Portfolio”) of the City of North Vancouver.

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## POLICY

It is the policy of [name of local government] to invest its funds in a manner that provides for the optimal blend of security and risk-adjusted returns while meeting current and future cashflow demands.

**Moved (insertion) [1]**

**Commented [LS2]:** Policy Statement moved from the Purpose section to the Policy Section to align with CNV’s policy template

**Commented [LS3]:** Section added to provide clarity around terms in the Policy, which is a Standard practice across investment policies adopted by other Local Governments

### 1.0 DEFINITIONS

#### 1.1 Short Term Investments

Investments with a term to maturity of 365 days or less.

#### 1.2 Long Term Investments

Investments with a term to maturity greater than 1 year.

#### 1.3 Liquidity

Liquidity is the ease of turning an investment to cash without a substantial loss in value; also, the extent to which an organization has sufficient cash resources to cover short-term obligations

#### 1.4 Credit Risk

Is the risk that another party to an investment transaction will not fulfill its obligations when due.

#### 1.5 Schedule I Bank

Domestic Financial Institution regulated under the Bank Act authorized to accept deposits.

#### 1.6 Schedule II Bank

Foreign Bank Subsidiaries regulated under the Bank Act, authorized to accept deposits.

#### 1.7 Pooled Fund

Document: #####

A pooled fund is a collection of stocks, bonds or other securities managed by professional portfolio managers with a stated investment goal such as growth, income, or some combination of the two. All investors in a particular fund share in both the expenses and the potential profits of the pooled fund.

### **1.8 Yield**

The income return on an investment. This refers to the interest or dividends received from a security and are usually expressed annually as a percentage based on the investment's cost, its current market value or its face value

### **1.9 Delivery vs Payment**

There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

### **1.10 Responsible Investment**

Responsible investment ("RI") refers to the incorporation of environmental, social and governance factors ("ESG") into the selection and management of investments.

### **1.11 ESG Integration**

The consideration of Environmental, Social, and Governance factors in addition to traditional financial analysis in the investment analysis and decision making process.

### **1.12 Total Portfolio**

Cash & Investment assets of the Corporation of the City of North Vancouver, excluding Lonsdale Energy Corporation, City of North Vancouver Public Library, North Vancouver Recreation Commission, North Shore Emergency Management, and Museum & Archives of North Vancouver, which are excluded from this Policy.

**Commented [LS4]:** Entities excluded from this policy are as follows:

- Lonsdale Energy Corporation**, incorporated under the Business Corporations Act (British Columbia) is a wholly owned subsidiary of the CNV, but operates as a separate legal entity. Part 14 of the LEC Articles of Incorporation, assigns LEC Directors the authority to manage and supervise the affairs & business of the company.
- North Vancouver City Library** is governed by the Library Board of Trustees in accordance with the BC Library Act. Responsibilities of the Board include budget and financial management of library funds.
- North Vancouver Recreation and Culture Commission** was established through agreement (Consolidated Bylaw 8020) between CNV and DNV. The CNV & DNV jointly fund the Commission. Under Delegation Bylaw 8381 where the Director of Recreation and Culture is assigned responsible for ensuring proper policies and procedures are in place to safeguard assets, and DNV's CFO is the "Appointed Financial Officer responsible for oversight of Financial Administration"
- North Shore Emergency Management** was established through Bylaw (Consolidated Bylaw 7418) between CNV, DNV, and DWV. The NSEM Management Agreement responsibility for the management of NSEM's accounts to DNV.
- North Vancouver Museum and Archives Commission** was established jointly by the CNV & DNV (Consolidated Bylaw 6719), as a joint civic properties commission. The Commission is responsible for policies under which the Museum and Archive services shall operate & rules under which the facilities shall be used. The Director of the Museum & Archives is responsible for implementation of the Commission's rules and Policies and although the City Treasurer is responsible for supervising all funds and securities of the commission, the Commission operates on a cost recovery basis surplus funds, if any, are typically temporary and retained in an operating bank account.

## **2.0 OBJECTIVES**

The objectives of the investment program, in order of importance are: principal protection, liquidity, and risk-adjusted return on investment.

### **2.1 Principal Protection**

Preservation of capital at the portfolio level is of utmost importance. It is central to this objective a prospective investment issuer's creditworthiness be considered, and furthermore monitored if an investment is made. Secondly, portfolio diversification in terms of asset classes, sectors, and issuers, whenever legislatively permissible, must be applied, when possible, to limit concentration and other associated risks and to provide a wider array of assets to offset losses. Identifying, monitoring, and adjusting for additional and foreseeable investment risks is prudent and necessary for the effective management of the investment program.

### **2.2 Liquidity**

The investment portfolio shall be managed in a manner where liquid assets are available for all reasonably anticipated funding requirements. This process includes assessing cash demands and selecting investments that mature (or have a duration) prior (or shorter) to (than) the need for the cash. For monies which are not required immediately, such as reserve funds, this Policy recognizes it may be prudent to invest in longer-termed investments (or longer durations) to maximize returns

which may not be as liquid as shorter-termed assets. Investments in less-liquid assets shall only be made with cash which is anticipated to be used after the less-liquid investment matures.

Securities purchased and managed by internal staff are intended to be held until maturity. Although it is the aim in most cases to hold securities until maturity, should cash requirements emerge, the investment portfolio shall mainly consist of securities with active secondary resale markets.

Investments in MFA Pooled Investment Funds will be, under normal circumstances, held at a minimum as long as MFA's recommended holding period for each Fund. After the recommended holding period, it is best practice to shift these investments into shorter-dated investments (such as a money market fund or deposit product(s)) when the need for these monies are within 1 year.

### 2.3 Return on Investment

Return on investment is a secondary objective to principal protection and liquidity. The adequacy of the investment portfolio's returns is contemplated in the context of the requirements to preserve capital and manage liquidity while adhering to the investment parameters of the Community Charter and this Policy. It is prudent to review investment performance on a regular basis, and this may be achieved through considering returns against a benchmark portfolio. Overall, the aim is to maximize risk-adjusted returns as opposed to returns on absolute basis.

## 3.0 STANDARD OF CARE

### 3.1 Prudence

Investments shall be made with the same level of care, skill, diligence, and judgement as would be exercised by a prudent investor. The objectives of principal protection, liquidity management, and attainment of adequate risk-adjusted returns are integral to the tenet of prudence. Speculative activities are prohibited. Staff must be aware of foreseeable risks, trends and fluctuations which may affect the investment portfolio.

### 3.2 Ethics and Conflict of Interest

Staff involved with the investment process shall refrain from personal business activity which could conflict with the proper execution and management of the investment program or may impair their ability to make impartial decisions. Staff shall comply with Staff Policy 202, Conflicts of Interest. Any potential conflict of interest must be disclosed to the Chief Financial Officer and will be considered on a case-by-case basis.

### 3.3 Delegation of Authority

Authority to manage CNV 's investment program is granted to the Chief Financial Officer and is derived from Section 149 the Community Charter and the Officers and Officials Bylaw, 2013. No. 8322.

## 4.0 AUTHORIZED INVESTMENTS

All investments shall be made in accordance with section 183 of the *Community Charter*:

**Deleted:** unless favourable market conditions afford a substantial opportunity to sell early

**Commented [LS6]:** Edited to reflect the CNV staff Policy 202, Conflicts of Interest.

**Commented [LS7]:** To incorporate the delegation in CNV's Officers & Officials Bylaw

**Deleted:**

**Deleted:** as follow:

**Deleted:** Section 149: One of the municipal officer positions must be assigned the responsibility of financial administration, which includes the following powers, duties and functions: (c) investing municipal funds, until required, in authorized investments.¶

**Commented [LS8]:** Removed this section as it is already captured in the Community Charter and so this policy would not have to be updated in the case of changes.

**Deleted:** Authorized investments are regulated per section 183 of the *Community Charter*, and further as outlined in **Section 4** of this Policy.

**Deleted:** ¶

**Deleted:** The Chief Financial Officer's primary responsibilities include:¶  
Developing and reviewing investment policies for recommendation and approval by Council¶  
Establishing and maintaining written procedures and controls to assist decision-making and limiting risks, consistent with this Policy¶  
Monitoring and reporting compliance with this Policy¶  
Reviewing and reporting portfolio performance¶  
Delegating authority to staff to transact the investment portfolio¶  
Investing funds to align with anticipated liquidity requirements¶  
Authorizing agents to exercise any of the investment support functions, which may include but is not limited to:¶  
Performance measurement and evaluation; and¶  
Custodial services.

**Deleted:** ¶

Authorized Investments shall conform to conditions detailed within this Policy.

#### 4.1 Comingling of Funds

With the exception of the Cemetery Trust, the CNV commingles cash balances across its funds to maximize investment earnings, and increase efficiencies with regards to investment pricing, safekeeping and administration. Investment income is allocated to the various funds based on their respective share of total funds invested and according to generally accepted accounting principles.

#### 4.2 Investment Denomination

Investments shall only be denominated in Canadian dollars. Speculative currency investments are prohibited.

#### 4.3 Portfolio Limitations

The following two tables outline the limitations imposed by this Policy on the universe of investments available to CNV. The portfolio limits rank equal and are to be managed synchronously.

From time-to-time portfolio limits may be exceeded, per Section 4.6.

##### 4.3.1. Total Portfolio Limits by Credit Rating

The Total Portfolio shall maintain a weighted-average credit rating of A+. All rated securities, except for securities held in a MFA Pooled Investment Funds and deposits, must be investment grade (See Appendix A) rated at the time of purchase. Further, the composition of the Total Portfolio's credit exposures are subject to the following thresholds:

Credit Rating <sup>[1]</sup>	Maximum % Share of Total Portfolio
A- (or higher) [short-term rating R-1 (low) or higher]	100%
BBB+/BBB/BBB- [short-term rating R-2 (high) or Lower]	25%

[1] Subject to 4.4.

##### 4.3.2 Portfolio Limits by Asset Class and Investment/Issuer Type

Asset Classes	Maximum % Share of Total Portfolio	Minimum % of Total Portfolio
Cash & Cash Equivalent (e.g. money market funds, deposits, treasury bills, notes and GICs with <90 days to maturity)	100%	N/A
Fixed Income (e.g. bonds, treasury bills, notes, and GICs with >90 days to maturity)	75%	N/A

**Deleted: Investment of municipal funds¶**  
**183** Money held by a municipality that is not immediately required may only be invested or reinvested in one or more of the following:¶  
 securities of the Municipal Finance Authority;¶  
 pooled investment funds under section 16 of the *Municipal Finance Authority Act*;¶  
 securities of Canada or of a province;¶  
 securities guaranteed for principal and interest by Canada or a province;¶  
 securities of a municipality, regional district or greater board;¶  
 investments guaranteed by a chartered bank;¶  
 deposits in a savings institution, or non-equity or membership shares of a credit union;¶  
 other investments specifically authorized under this or another Act.

**Deleted:** ¶

**Commented [LS11]:** Added section – part of CNV's current Investment Policy, and is commonly added by other Local Governments to enable more efficient portfolio management and improved investment returns.

**Commented [LS12]:** CNV does not normally have significant foreign currency exposures and CNV's Treasury has not been established to manage foreign currency investments.

**Deleted:** or U.S

**Deleted:** The Chief Financial Officer

**Deleted:** may invest in U.S.-dollar-denominated assets that comply with section 183 of the Community Charter to meet specified future U.S.-dollar needs (e.g. investing/saving for a future U.S.-dollar capital purchase). Investments shall typically be denominated in Canadian Dollars and

**Commented [LS13]:** MFA recommends A+ or AA-. A+ selected, which is investment grade, to provide additional flexibility.

**Deleted:** [

**Deleted:** AA-]

**Commented [LS14]:** Definitions of investment grade were not included in MFA's template policy and were added by CNV Treasury based on external research, for additional clarity

**Deleted:** or Unrated

Mortgages, Alternatives, Equities [1]	35%	N/A
---------------------------------------	-----	-----

[1] Only accessible through MFA Pooled Investment Funds.

Investment / Issuer Type	Maximum Investment / Issuer Type % Share of Total Portfolio	Maximum Single Investment / Issuer % of Total Portfolio	Minimum Term	Maximum Term
Federal Government <sup>[1]</sup>	100%	100%	N/A	30 years
Provincial Governments <sup>[1]</sup>	100%	50%	N/A	20 years
Securities of the MFA <sup>[1][3]</sup>	25%	25%	N/A	20 years
Local Governments <sup>[1]</sup>	25%	25%	N/A	10 years
Chartered Banks <sup>[1],[6]</sup>	70%	<del>25%</del> <sup>[2]</sup>	N/A	5 years
Other Savings Institutions & Credit Unions <sup>[1],[5]</sup>	<del>25%</del>	10% <sup>[2]</sup>	N/A	5 years
MFA Pooled Investment Funds <sup>[4]</sup>	100%	N/A	N/A	N/A <sup>[5]</sup>

**Commented [LS16]:** CNV 2011 Investment Policy as 25% limit and CNV needs the ability to have all funds in liquid savings accounts at the 3 Chartered Banks where MFA has negotiated favourable deposit rates and CNV's cash management bank.

**Deleted:** <sup>[4]</sup>

**Deleted:** <sup>7</sup>

**Deleted:** 15

**Commented [LS17]:** Lower limit aligns with the maximum 25% allocation to BBB rated securities, which is where the majority of credit unions are rated.

**Deleted:** 50

**Deleted:** <sup>6</sup>

(Excluding MFA Mortgage Fund and MFA Diversified Multi-asset Class Funds)				
MFA Mortgage Fund <sup>[4]</sup>	10%	N/A	3 years	N/A <sup>[5]</sup>
MFA Diversified Multi-asset Class Funds <sup>[4]</sup>	25%	N/A	10 years	N/A <sup>[5]</sup>

[1] Holdings of this Investment / Issuer Type within a MFA Pooled Investment Fund are not factored in the calculation of Issuer Type limits. In other words, the Issuer Type Limits are related to directly held securities (not part of a Pooled Investment Fund).

[2] Total investments (deposits/securities) of a single chartered bank, savings institution, or credit union may not exceed 1.00% of the financial institution's last reported year-end total deposits.

[3] Refers to commercial paper or bonds issued by the Municipal Finance Authority of BC.

[4] MFA Pooled Investment Funds are perpetual funds and do not mature. MFA Pooled Investment Funds may be held indefinitely. Best practice is to have an investment horizon for placements into a MFA Pooled Investment Fund which exceeds the average term of the assets in that Fund at the time of purchase.

[5] Section 183 of the Community Charter refers explicitly to "Investments guaranteed by Chartered Bank." Senior notes/bonds, unless backed by deposit, are not explicitly guaranteed by chartered banks as required by legislation.

[6] Only deposits are permissible, not securities of these issuers.

#### 4.4 Credit Ratings

Credit ratings shall be obtained from "Recognized Ratings Agencies" defined as: DBRS Morningstar ("DBRS"), Fitch Ratings ("Fitch"), Moody's Investors Service ("Moody's"), and Standard & Poor's ("S&P").

##### 4.4.1 Credit Ratings Equivalency

Credit Ratings within this Policy are quoted using S&P's long-term scale and DBRS's short-term scale. Equivalent credit ratings from other Recognized Ratings Agencies apply to **4.3.1**, **4.3.2**, and **4.6**. A *Credit Rating Equivalency Chart* is provided in **Appendix A**.

#### 4.5 Adherence to Limits



Portfolio Limitations as outlined in Section 4.3 shall not be normally exceeded. However, it is anticipated from time-to-time due to varying circumstances such as changes in credit quality of portfolio assets, or market or operational (e.g. tax collection) fluctuations, the investment portfolio may not be in compliance with this Policy. In situations where the portfolio is not in compliance, CNV is not obligated to sell securities immediately to conform with this Policy. Rather, the portfolio must be rebalanced when it is most prudent to do so in any manner deemed appropriate.

In cases of non-compliance, the Chief Financial Officer shall create a briefing note for Council detailing at minimum:

- The limit(s) breached
- The reason(s) for the breached limit(s)
- The relevant security/securities (issuer name(s), issuer type(s), security type(s), amount(s) invested, credit rating(s));
- The dollar amount(s) above the stated limit(s)
- The action plan(s).

#### 4.6 Split Ratings

If an issuer or security is rated by more than one Recognized Ratings Agency, for the purposes of determining adherence to this investment policy, the highest credit rating shall be referred to.

#### 4.7 Unrated Securities

Portfolio investments must be rated by at least one recognized ratings agency and must have an investment grade credit rating, as outlined in Appendix A. It is the policy of CNV to not invest in unrated securities.

#### 4.8 Long-term Portfolio (10 years+)

After first ensuring adequate short & mid-term liquidity, if the Chief Financial Officer identifies monies not needed for 10 years or longer, the Chief Financial Officer may request that Council acknowledge those monies as “long-term: 10 years+” and suitable for investments with long investment horizons. If funds have been designated as “long-term: 10 years+” the Chief Financial Officer may invest those monies in:

- Any MFA Pooled Investment Fund created specifically for investment of long-term reserves; or
- Section 183 investments with a minimum long-term credit rating of at least A-.

MFA constructs its long-term Pooled Investment Funds as stand-alone Funds with appropriate diversification, risk and return characteristics for long-term investing requirements. As such, the assets held in these Funds do not apply to concentration, credit or other investment policy limits

**Commented [LS18]:** The highest crating was selected to provide additional protection.

**Deleted:** [

**Deleted:** /lowest]

**Deleted:** If an authorized investment (security or deposit) per section 183 of the *Community Charter* is unrated and an internal credit rating has not been determined, it shall be rated as BBB for the purposes of determining adherence to this Policy.

**Commented [LS19]:** CNV Resource constraints are not sufficient to conduct shadow credit rating assessments for issuers that do not carry a credit rating from a recognized ratings agency.

**Commented [LS20]:** To enable long term investments in securities rated better than A-

described elsewhere in this Policy except for total investments limits assigned to these type of investments.

It is typical for multi-asset class funds to exhibit volatile performance over the short-to-medium-term, but with overall positive results over the long-run. Risks which cause performance fluctuation for multi-asset class funds include but are not limited to equity, interest rate, and credit risks. It is CNV's intent to hold long-term fixed income investments to maturity. It is CNV's intent to hold perpetual long-term MFA Funds for 10 years or longer – in alignment with but redeemed prior to future obligations (See Appendix B for an identification of MFA's long term 10+ year investment funds).

**Commented [LS21]:** Appendix added to provide additional clarity on MFA Pooled Investment Funds by Investment Term.

For the purposes of assessing performance of the long-term portfolio (10 years+), quarterly returns will be evaluated on a rolling three, four, and five-year basis versus a suitable benchmark(s).

## 5.0 INVESTMENT PARAMETERS

### 5.1 Diversification

It is the CNV Policy to diversify its investment portfolio. To reduce the risk of loss resulting from overconcentration of assets in a specific maturity, issuer, sector, or class of security, investments shall be diversified by maturity, asset classes, sector, and issuer type.

**Commented [LS22]:** To clarify that diversification by maturity to mitigate overconcentration of assets by maturity is also an objective

In addition, the maximum exposure to a single investment security cannot exceed 10% of the total portfolio.

**Commented [LS23]:** CNV has this limit in place currently, is a common risk management limit, and offers additional risk mitigation without being too restrictive.

Diversification strategies shall be determined and revised periodically by the Chief Financial Officer.

### 5.2 Maturity

To the extent possible, CNV shall attempt to match the maturity of its investments with anticipated cashflow requirements. Due to the imprecise nature of forecasting cashflow needs, a portion of the investment portfolio shall be continuously invested in short-dated securities. Investments in longer-dated securities which may be less-liquid requires approval from the Chief Financial Officer considering whether or not those funds will not be needed until after those long-dated securities mature.

**Deleted:** certainty

### 5.3 Responsible Investment

CNV may consider Responsible Investment strategies and investments that adhere to statutory requirements and Policy Objectives, for a portion of or all investable funds, where responsible investments provide comparable risk, return and liquidity.

**Deleted:** ¶  
**5.3 Liquidity**  
¶  
The investment portfolio shall remain sufficiently liquid to meet, at a minimum, [6] months of forecasted net cash outflow to fund operations [MFA template comment: "Depends on the comfort level of CFO. Some like to use payrolls e.g. 3 months of Payrolls"].

**Deleted:** ¶  
¶

## 6.0 COMPETITIVE BIDS

When possible, CNV will obtain quotes for the purchase and sale of investments. The Chief Financial Officer shall aim to obtain best execution. Best execution is the blend of cost and fees, security price, and speed and likelihood of execution, which best meets the trade objective. While obtaining quotes is considered the standard process, due to the time-sensitive nature of the marketplace, immediate

**Commented [LS25]:** Responsible Investment (RI) section added to policy to enable the ability to invest in RI Strategies and securities that meet both statutory requirements (EX:MFA Pooled funds, Government Green Bonds) and investment policy objectives, but does not restrict investment in authorized investments where comparable RI investments are not available, or do not satisfy policy objectives. As there is not a standard framework for ESG & RI, this provides flexibility to incorporate RI criteria as regulations & frameworks are developed.

action may be taken. Under such circumstances, market data may be used to substantiate the action taken.

Verbal bids must be recorded and such documentation retained for a minimum of 7 audit years.

## 7.0 AUTHORIZED INVESTMENT DEALERS AND FINANCIAL INSTITUTIONS

A list of approved investment dealers and financial institutions authorized to provide investment services will be maintained by CNV. All qualified bidders for investment transactions shall be in good standing with their applicable regulatory agencies.

## 8.0 SAFEKEEPING AND CUSTODY

### 8.1 Delivery vs. Payment, Safekeeping

All securities purchased by the CNV shall be held in the name of the Corporation of the City of North Vancouver. All security transactions shall be conducted on a delivery versus payment basis. The Chief Financial Officer must be satisfied the security is rightfully in possession of CNV and segregated from the balance sheet of a broker/dealer or held by a custodial service.

### 8.2 Internal Controls

The Chief Financial Officer shall establish a system of internal controls, to be documented in writing.

The internal controls shall be reviewed by CNV's Manager, Internal Audit. The Manager, Internal Audit shall review the internal controls whenever this Policy is reviewed or when amendments are made to the internal controls. The Manager, Internal Audit may request an independent auditor review any proposed amendments to the internal controls.

The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, non-compliance with applicable legislation, regulation or policy, and imprudent actions by employees and officers of CNV.

Individuals acting in accordance with all legal requirements, corporate procedures and controls and this Policy shall be relieved of personal responsibility for adverse changes associated with an investment, provided the adverse changes are reported in a timely fashion and appropriate actions are taken.

## 9.0 PERFORMANCE STANDARDS

The investment portfolio will be managed in accordance with the parameters specified within this Policy, to achieve the objectives outlined in Section 2.0. The performance of the investment portfolio will be reviewed relative to appropriate investment benchmarks found suitable for comparison, as approved by the Chief Financial Officer. Investments in MFA Pooled Funds will be evaluated relative to each Pooled Fund's stated benchmark.

**Commented [LS26]:** Propose changing to 7 years, as most financial regulatory agencies require financial records to be kept for 7 years. For example, the Canadian Investment Regulatory Association (CIRO) Rule 3800 for Investment Dealers requires dealer members to retain all records required under Corporation requirements for 7 years. CNV's Record Retention policy is that, if a record is considered important, it is retained in CityDocs indefinitely or until a schedule is approved. The Community Charter does not explicitly address these types of records.

**Deleted:** 2

**Deleted:** If all or a portion of CNV's investments are assigned to a third-party asset manager for investment management services, the competitive bid process will reflect the terms and conditions of the management agreement with the third-party asset manager, however best execution must be able to be demonstrated upon the request of CNV.

**Deleted:** ¶

**Deleted:** an independent auditor and the Finance Committee

**Deleted:** Finance Committee

**Deleted:** Finance Committee

**Commented [LS28]:** Internal Controls will be developed by CNV's CFO as required by the Community Charter, working with CNV's Controller. Additional internal control reviews can be most efficiently completed by CNV's Manager, Internal Audit who is also qualified to complete this work to reduce the cost of this work.

**Commented [LS29]:** The MFA template does not have a performance standards section, however, of the other Local Government Investment policies reviewed, the majority included this benchmark information. A performance standards section was added to document that performance will be reviewed relative to benchmarks without a value added excess return target, as CNV's Treasury has not been established to provide active management.

**Deleted:** ¶

**9.0 POLICY**

**Deleted:** REVIEW¶

¶

This Policy shall be reviewed periodically by the Chief Financial Officer to ensure it meets current regulatory requirements and investment management best practices. This Policy shall be reviewed by the Chief Financial Officer annually.

**Deleted:** ¶

## 10.0 REPORTING

The Chief Financial Officer must create a report for Council, at minimum, on an annual basis. The report shall contain at a minimum, the following details:

- Portfolio activity and performance summary
- List of securities held and salient details
- Maturity distribution of investments
- Confirmation of compliance with Investment Policy.

## 11.0 AUTHORITY

- (1) [Community Charter \[SBC 2003\] Chapter 26, Section 149](#)
- (2) [Community Charter \[SBC 2003\] Chapter 26, Section 183](#)
- (3) [Municipal Finance Authority Act \[RSBC 1996\], Chapter 325, Section 16](#)

**Commented [LS31]:** Additional section to conform to the CNV Policy Template

## 12.0 REFERENCES

- 1) [Officers and Officials Bylaw, 2013, No. 8322 Consolidated \(https://www.cnv.org/-/media/City-of-North-Vancouver/Documents/Bylaws/Consolidated/8322-C.pdf\)](https://www.cnv.org/-/media/City-of-North-Vancouver/Documents/Bylaws/Consolidated/8322-C.pdf)
- 2) [HR Policy Manual, 202 CONFLICTS OF INTEREST \(Citydocs 1487254\)](#)

**Commented [LS32]:** Additional section to conform to the CNV Policy Template

## 13.0 POLICY HISTORY

Date	Action	Approved By
Month DD, YYYY	Approved	Council

**Commented [LS33]:** Additional section to conform to the CNV Policy Template

## 14.0 POLICY REVIEW DATES

Date	Action	Responsible Department
Month DD, YYYY	Review	Finance & Information Technology

**Commented [LS34]:** Additional section to conform to the CNV Policy Template. Review to take place annually.

**APPENDIX A – Credit Rating Equivalency Chart**

INVESTMENT GRADE	DBRS		S&P		Moody's		Fitch		
	Long Term	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term	Short Term	
INVESTMENT GRADE	AAA	R-1 (High)	AAA	A-1+	Aaa	P-1	AAA	F1+	
	AA (High)	R-1(high)	AA+	A-1+	Aa1	P-1	AA+	F1+	
	AA	R-1 (middle)	AA	A-1+	Aa2	P-1	AA	F1+	
	AA(Low)	R-1 (Middle)	AA-	A-1+	Aa3	P-1	AA-	F1+	
	A (High)	R-1 (Low)	A+	A-1	A1	P-1	A+	F1 or F1+	
	A	R-1 (Low)	A	A-1	A2	P-1	A	F1 or F1+	
	A (low)	R-1 (Low)	A-	A-2	A3	P-2	A-	F2 or F1	
	BBB (High)	R-2 (High)	BBB+	A-2	Baa1	P-2	BBB+	F2 or F1	
	BBB	R-2 (Middle)	BBB	A-2	Baa2	P-3	BBB	F3 or F2	
	BBB (Low)	R-2 (Low)/ R-3	BBB-	A-3	Baa3	P-3	BBB-	F3	
	SPECULATIVE	BB (High)	R-4	BB+	B	Ba1	Not Prime (NP)	BB+	B
		BB	R-4	BB	B	Ba2	NP	BB	B
		BB (Low)	R-4	BB-	B	Ba3	NP	BB-	B
		B (High)	R-4	B+	B	B1	NP	B+	B
B		R-5	B	B	B2	NP	B	B	
B (Low)		R-5	B-	B	B3	NP	B-	B	
CCC		R-5	CCC+/CCC/CCC-	C	Caa1	NP	CCC+/CCC/CCC-	C	
CC		R-5	CC	C	Caa2	NP	CC	C	
C		R-5	C	C	Caa3	NP	C	C	
D		D	D	D	Ca	NP	RD/D	RD/D	

**Ratings Information**

DBRS: Short Term And Long Term Ratings Relationships. <https://dbrs.morningstar.com/>

S&P: S&P Global Ratings Definitions, General Criteria: Methodology for Linking Long And Short Term Ratings. <https://www.spglobal.com/ratings/en/>

Moody's: Moody's Ratings Symbols & Definitions. <https://www.moody's.com/>

Fitch: Ratings Definitions. [Error! Hyperlink reference not valid.](#)

There is no "official" mapping of credit rating equivalency between credit rating agencies. Each ratings form has its own specific definitions making "equivalency" somewhat subjective. Furthermore, a rating agency commonly provides a range of short-term ratings which may align with its long term ratings, making a straight across assessment of short-to-long imprecise. This chart is created on a best efforts basis, and is intended to simplify assessments and align understanding

**Commented [LS35]:** Original Table replaced with one that more clearly shows the investment grade and speculative grade Credit Ratings for each Credit Rating Agency.

**Deleted:** <https://www.fitchratings.com/>

**Commented [LS36]:** Original table replaced with the one above.

Credit Quality	S&P		
	Short-term	Long-term	Short-term
Superior	A-1+	AAA	p-1
	A-1+	AA+	p-1
	A-1+	AA	p-1
	A-1+	AA-	p-1
Good	A-1	A+	p-1
	A-1	A	p-1
	A-1	A-	p-2
Adequate	A-2	BBB+	p-2
	A-2	BBB	p-2
	A-3	BBB-	p-3
Speculative	B-1	BB+	Not Prim
	B-2	BB	Not Prim
	B-3	BB-	Not Prim
Highly Speculative	C	B+	Not Prim
	C	B	Not Prim
	C	B-	Not Prim
	C	CCC	Not Prim

**Deleted:**

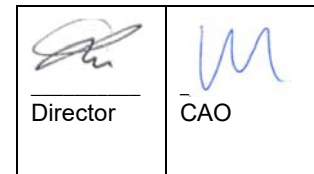


**APPENDIX B**

**MFA Suite of Pooled Investment Products**

<b>MFA Pooled Fund</b>	<b>Suggested Investment Horizon</b>
<u>Pooled High Interest Savings Accounts (HISA) <sup>(1)</sup></u>	<u>0 – 12 Months</u>
<u>Money Market Fund</u>	<u>0 – 24 Months</u>
<u>Government Focused Ultra Short Bond Fund</u>	<u>0 – 24 Months</u>
<u>Short Term Bond Fund</u>	<u>2 – 5 Years</u>
<u>Fossil Fuel Free Bond Fund</u>	<u>2 – 5 Years</u>
<u>Pooled Mortgage Fund</u>	<u>3 Years +</u>
<u>Fossil Fuel Free Diversified Multi Asset Class Fund</u>	<u>10 Years +</u>
<u>Diversified Multi Asset Class Fund</u>	<u>10 Years +</u>

**Commented [LS37]:** Appendix B Added to document the MFA Pooled Investment Funds by Term and Responsible Investment Classification.



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: Annual Review of Fees and Charges – 2025

Date: February 19, 2025 File No: 05-1715-20-0001/2025

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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 Chief Financial Officer, dated February 19, 2025, entitled “Annual Review of Fees and Charges – 2025”:

THAT the following bylaws be considered for readings for effect on April 1, 2025:

- “Fees and Charges Bylaw, 2024, No. 9000, Amendment Bylaw, 2025, No. 9065” (Schedules A - J);
- “The Street Sign and House Number Bylaw, 1908, No. 40, Amendment Bylaw, 2025, No. 9087” (Fees and Charges); and
- “Parks Regulation Bylaw, 1996, No. 6611, Amendment Bylaw, 2025, No. 9092” (Parks and Greenways Donation Program).

**ATTACHMENTS**

1. Proposed Bylaw 9065, Tracked changes version, Fees and Charges Bylaw, 2024, No. 9000 (CityDocs [2546020](#))
2. Proposed Bylaw 9087, Tracked changes version, The Street Sign and House Number Bylaw, 1908, No. 40 (CityDocs [2573352](#))
3. Memo – Parks & Greenways Donation Program – Proposed Fee Increases (CityDocs [2634649](#))
4. C57C Policy Community Events in Parks and Public Open Spaces (CityDocs [1150021](#))
5. Proposed Bylaw 9092, Tracked changes version, Parks Regulation Bylaw, 1996, No. 6611” (CityDocs [2583653](#))
6. Memo – Public Electric Vehicle (EV) Charger Fees (CityDocs [2577911](#))
7. “Fees and Charges Bylaw, 2024, No. 9000, Amendment Bylaw, 2025, No. 9065” (CityDocs [2587632](#) and [2587968](#))



8. “The Street Sign and House Number Bylaw, 1908, No. 40, Amendment Bylaw, 2025, No. 9087” (CityDocs [2573392](#))
9. “Parks Regulation Bylaw, 1996, No. 6611, Amendment Bylaw, 2025, No. 9092” (CityDocs [2583753](#))

## SUMMARY

This report seeks Council’s approval of recommended changes to CNV’s fees as included in CNV’s Fees and Charges Bylaw 2024, No. 9000 to generally increase CNV’s fees by 2.4%, an inflationary adjustment, to ensure continued cost recovery. The proposed fee increases, if supported by Council and implemented, are projected to increase CNV’s annual fee revenue by \$276,400, including general operating revenue of \$213,400, which is sufficient to offset a property tax increase of 0.3%. Some additional changes to the Fees and Charges Bylaw are also being proposed following a general annual review of the Bylaw, for Council consideration.

## BACKGROUND

Section 194(1) of the Community Charter allows Council to impose fees payable in respect of the following:

- a) All of part of a service of the municipality [194(1)(a)],
- b) The use of municipal property [194(1)(b)], and
- c) The exercise of authority to regulate, prohibit or impose requirements [194(1)(c)]

CNV seeks to diversify its revenue to reduce reliance on property taxation and increase CNV’s resiliency, as stated in its 2014 Official Community Plan (Bylaw No. 8400).

## DISCUSSION

Before the establishment of the Fees and Charges Bylaw, CNV did not have an efficient mechanism to annually adjust its Fees and Charges to maintain cost recovery. A few fees were reviewed with Council and adjusted annually (ie CNV’s Utility Fees), but most have not been adjusted for a considerable period. With the exception of the fees adjusted on November 27, 2023, this situation remains the case. The new Fees and Charges Bylaw, 2024, No. 9000 adopted July 22, 2024 provides CNV with the opportunity to efficiently adjust its fees on an annual basis to support cost recovery.

Staff are proposing a general increase to CNV’s fees, effective April 1, 2025, of 2.4% to keep pace with rising costs. This increase aligns with the year over year percentage change in Statistics Canada’s All Items Customer Price Index (“CPI”) from August 2023 to August 2024, for British Columbia.

- An “All Items” index is being proposed as the cost drivers behind the broad array of services associated with CNV’s fees are diverse.
- A British Columbia index is being proposed as it reflects trends in the region where CNV sources many of its supplies, but smooths out volatility associated with a very local index.

- The period from August to August is being proposed as this allows annual updates to be considered by Council for the upcoming calendar year each fall as part of annual financial planning.

All changes to Fees and Charges Bylaw can be seen in a “track changes” version of the Bylaw (**Attachment 1**). A summary of the recommended changes is presented in the table below:

Schedule	Description	2024 Budget	2025 Budget	Increment	%
<b>A</b>	Corporate and Finance Fees	89,000	91,100	2,100	2.4%
<b>B</b>	Protective Services Fees	387,500	401,400	13,900	3.6%
<b>C</b>	Filming Fees	211,100	216,100	5,000	2.4%
<b>D</b>	Development, Permitting and Regulation Fees	3,796,100	3,920,600	124,500	3.3%
<b>E</b>	Parks and Recreation Fees	50,100	68,600	18,500	36.9%
<b>F</b>	Licensing Fees	1,573,800	1,611,600	37,800	2.4%
<b>G</b>	Cemetery Fees	449,000	459,800	10,800	2.4%
<b>H</b>	Streets and Plazas Fees	505,000	517,100	12,100	2.4%
<b>I</b>	Water Utility Services Fees	814,100	833,600	19,500	2.4%
<b>J</b>	Sewer and Drainage Utility Services Fees	1,331,500	1,363,500	32,000	2.4%
<b>K</b>	*				
		<b>9,207,200</b>	<b>9,483,400</b>	<b>276,200</b>	<b>3.0%</b>

\* Adjustments to Fees and Charges Bylaw Schedule K (Solid Waste Management Services Fees) are not proposed in this report, as that Schedule was sufficiently amended as a part of the annual 2025 Utility Rates Review that took place in December 2024.

Some additional changes to the Fees and Charges Bylaw (Schedules B, D, and E) are also being proposed following a general annual review of the Bylaw. Any fees recommended to increase by amounts differing from inflation, as well as additions, removals or other changes to the schedules within the Fees and Charges Bylaw, have associated rationale detailed below.

### Schedule A – Corporate and Finance Fees

#### Copies:

- Removal of “Athletic Commission Fee”
  - The Athletic Commission no longer exists.

#### General Fees:

- Updating “Return Cheques By Bank” to “Returned Payment”
  - Many payments are now made by electronic means and this update better applies the returned payment fee to these other payment options
- Updating “Tax Refund to Mortgage Companies – per property tax roll” to “Tax Refund – per property tax roll”.
  - Tax refunds are made to more entities than just mortgage companies necessitating the need to broaden the fee description application.

### **Lawn Watering:**

- All “Lawn Watering Fees” for permits are moved from Schedule A to Schedule I, “Water Utility Services Fees”.
  - These fees are collected for the City’s Water Utility, so are being moved in the Bylaw to the more appropriate section.

## **Schedule B – Protective Services Fees**

### **Police Fees:**

- Police fees are charged at the North Vancouver RCMP detachment for both CNV and DNV. The fees are typically aligned. For 2025, DNV already increased its Police Fees by 5% to reflect 2 years of inflation from 2022. As CNV has not increased its fees for many years since before 2022, there is justification to align its Police fee increases with DNV, which has the added benefit of increased administrative efficiency at the detachment.

### **Audio Reproduction:**

- For each hour of work over the first hour, a lower rate has been added to align with DNV’s tiered rate structure.

## **Schedule D – Development, Permitting and Regulation Fees**

### **Gas and Electric Fees:**

- Gas and Electrical Permit fees, are increasing in the range of 9.1% to 12.8% for 2025, and in one case are decreasing by 13.6%. Adjustments to Gas and Electrical Permit Fees were previously approved by Council in November 2023 and were intended to closely align with Tech Safety BC’s (“TSBC”) schedules. Recommended fee increases are necessary in order to align with TSBC’s 2025 Schedule, to offset growing costs, and maintain safety oversight.

### **Change of house number:**

- “Change of house number” found in “The Street Sign and House Number Bylaw, 1908, No. 40” has been added to the draft Schedule D. Bylaw No. 40 is being amended to refer the fee to Schedule D of the “Fees and Charges Bylaw, 2024, No. 9000” (**Attachment 2**).
- The Change of house number fee will be updated to \$261.10, to apply the 2.4% inflationary increase. There will be an opportunity in 2025 to review the costs behind the Change of house number fee, and make a further adjustment if supported.

## **Schedule E – Parks and Recreation Fees**

### **Parks and Greenways Donation Program:**

- A review of the program has been conducted by Parks Planning staff and is detailed in the attached memo (**Attachment 3**). A number of changes are recommended to:
  - Simplify the catalogue of donation items and offerings

- Change language: “Masterplanned Donation Areas” to “Existing Donation Area”
- Change language “Non Masterplanned Donation Areas” to “New Donation Area”
- Provide a different fee structure for Existing Donation Areas and New Donation Areas to reflect the difference in expenses and administrative time
- Update “14<sup>th</sup> Street Civic Plaza Bench ipe wood slats 8 ft. length” detailed description to more simplified “Civic Plaza Wood Bench”
- Adjust the cost to donors who elect to renew their donation after the 10-year term is up to the rate for planned sites.
- This program has not had a fee increase since 2010, where inflation on the costs have risen significantly. An assessment of current expenses in relation to the fees collected for each donation item has been completed. The recommended fees are set to a 40% City subsidy rate as explained in the attached memo.

#### **Event Fees:**

- Fees for Events in Parks are not currently included in CNV Bylaws
- Event fees are recommended to be added to Schedule E of the Fees and Charges Bylaw from Schedule A of CNV Policy for Events in Parks and Public Open Spaces, Policy C57C. (**Attachment 4**), and increased by 2.4%.
- Part 803 Park Events in the “Parks Regulation Bylaw, 1996, No. 6611” is amended to direct readers to the “Fees and Charges Bylaw, 2024, No. 9000”. (**Attachment 5**)

### **Schedule F – Licensing Fees**

#### **Inter-Municipal Business Licenses:**

- The Inter-Municipal Business License fee is not recommended to be increased, as the current amount reflects a May 2024 alignment and coordination with CNV’s peer municipalities.

#### **Business Licences for Residential Rental – Long Term and Short Term and Accessory Boarding – Long Term and Short Term**

- No increase is recommended for these licences, as they were newly added in May 2024.

#### **Business License Fee Exemptions:**

- Future business license fee increases are not recommended to apply to Child Care, Charitable Sales, or Registered Society uses to continue to provide support to these areas, and remain at \$5.

### **Schedule H – Streets and Plazas Fees**

#### **City-owned Electric Vehicle Charging Station User Fees:**

- In 2019, Council approved the introduction of the following City fees for usage of public electric vehicle (“EV”) charging stations:
  - \$2/hour for Level 2 stations; and

- \$16/hour for Level 3 (fast charging) stations
- “Streets and Traffic Bylaw, 1991, No. 6234” was updated to facilitate the ability for CNV to levy fees. However, the bylaw did not include fee amounts.
- Fees for “City-owned Electric Vehicle Charging Station User Fees” to be incorporated into the Fees and Charges Bylaw are per Memo from Planning & Development (**Attachment 6**). In summary, it is proposed to formalize the following fee structure in this Bylaw:
  - \$2/hour for Level 2 stations with a reduced rate of \$1/hour at load-sharing stations or stations that are subject to parking fees with fees applicable from 6am to 10pm;
  - \$16/hour for Level 3 (fast charging) stations, 24 hours a day.

## Schedules I to K – Utilities Fees

Schedules I (Water Utility Services Fees), J (Sewerage & Drainage Utility Services Fees) and K (Solid Waste Management Services Fees) were brought forward for Council’s consideration as a part of the normal Utility Rates setting process on November 25, 2024, forming “Fees and Charges Bylaw, 2024, No. 9000, Amendment Bylaw, 2024, No. 9096” (Schedules I, J, K).

The above bylaw amendments included 2025 Water Use Rates at Schedule I, 2025 Sewer and Drainage Rates at Schedule J, and Annual User Charge fees at Schedule K. There are no further adjustments for Schedule K, thus it is omitted from this amendment to the Schedules of the Bylaw.

### Schedule I (Water Utility Services Fees)

Inflationary adjustments are applied to the 2025 Connections and Severance Rates. Additionally, as mentioned in the adjustments to Schedule A, all “Lawn Watering Fees” are moved from Schedule A to Schedule I as these fees are collected for CNV’s Water Utility.

### Schedule J (Sewerage & Drainage Utility Services Fees)

Inflationary adjustments are applied to the 2025 Connections and Severance Fees.

Some other amendments have been made to the fee schedule, for example where rates were embedded into language to separate those rates from the fee language and move them into the fee column to enable more efficient management of the rate table in the future. Some minor spelling corrections were also made.

## FINANCIAL IMPLICATIONS

Each additional 1% increase is equivalent to approximately \$78,300 in additional revenue. General Revenues are estimated to increase by \$213,400 due to the 2.4% inflationary adjustment and specific other changes mentioned above. This \$213,400 increase is the equivalent of a property tax increase of 0.3% that would otherwise be needed if CNV’s fees are not adjusted by inflation, all things equal.

<b>Fund</b>	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>Increment</b>	<b>%</b>
<b>General Operating</b>	6,592,600	6,806,000	213,400	3.2%
<b>Cemetery</b>	449,000	459,800	10,800	2.4%
<b>Shipyards</b>	20,000	20,500	500	2.5%
<b>Water Utility</b>	814,100	833,600	19,500	2.4%
<b>Sewer and Drainage Utility</b>	1,331,500	1,363,500	32,000	2.4%
	<b>9,207,200</b>	<b>9,483,400</b>	<b>276,200</b>	<b>3.0%</b>

### **INTER-DEPARTMENTAL IMPLICATIONS**

Finance staff relied on their close working relationship with staff in other departments to identify items to be included within this report and provide rationale for the recommended increases.

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

Updating fees as recommended in this report are consistent with the City's Official Community Plan that notes CNV seeks to "Diversify its revenue to reduce reliance on property taxation ...".

RESPECTFULLY SUBMITTED:



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Larry Sawrenko  
Chief Financial Officer

**SCHEDULE A**  
**CORPORATE AND FINANCE FEES**

**Fees and Charges Bylaw, 2024, No. 9000**

<b>Copies</b>		
Council Minutes - Per page	<del>\$ 0.25</del>	\$ 0.26
Bylaws - 1-4 pages	<del>\$ 1.00</del>	\$ 1.02
Bylaws - 5-15 pages	<del>\$ 2.00</del>	\$ 2.05
Bylaws - 16-25 pages	<del>\$ 5.00</del>	\$ 5.12
Bylaws - 26-35 pages	<del>\$ 8.00</del>	\$ 8.19
Bylaws - 36 pages plus	<del>\$ 10.00</del>	\$ 10.24
Official Community Plan	<del>\$ 15.00</del>	\$ 15.36
Zoning Bylaw - Component One: General Regulations Consolidated	<del>\$ 10.00</del>	\$ 10.24
Zoning Bylaw - Component Two: Development Regulations	<del>\$ 20.00</del>	\$ 20.48
Zoning Bylaw - Component Three: Zoning Map - page	<del>\$ 2.63</del>	\$ 2.69
Zoning Bylaw - Component Three: Zoning Map - each additional page	<del>\$ 1.76</del>	\$ 1.80
Zoning Bylaw - Component Three: Zoning Map - full map	<del>\$ 39.47</del>	\$ 40.42
S. 237 Community Charter - Tax Demand Notice	<del>\$ 20.00</del>	\$ 20.48
S. 258 Community Charter - Certificate of Tax Status - Manual	<del>\$ 35.00</del>	\$ 35.84
S. 258 Community Charter - Certificate of Tax Status - via internet and BC Online	<del>\$ 30.00</del>	\$ 30.72
<del>Athletic Commission Fee - Per seat</del>	<del>\$ 1.00</del>	

<b>General Fees</b>		
<del>Returned Payment Return Cheques by Bank</del>	<del>\$ 25.00</del>	\$ 25.60
<del>Tax Refund to Mortgage Companies - per property tax roll</del>	<del>\$ 30.00</del>	\$ 30.72
Mortgage Company Administration Fee for payment of property taxes - per property tax roll	<del>\$ 10.00</del>	\$ 10.24
Registered Plans - per page	<del>\$ 0.88</del>	\$ 0.90
Strata Title Plans - per page	<del>\$ 0.88</del>	\$ 0.90
Geographic Information System Plots and Reports - administration fee	<del>\$ 25.00</del>	\$ 25.60
Geographic Information System Plots and Reports - plus per hour processing (minimum 1/2 hour)	<del>\$ 100.00</del>	\$ 102.40
Site History Review	<del>\$ 200.00</del>	\$ 204.80

<b>Maps</b>		
CNV Parcel Maps - per page	<del>\$ 2.63</del>	\$ 2.69
CNV Parcel Maps - each additional page	<del>\$ 1.76</del>	\$ 1.80
CNV Parcel Maps - full map	<del>\$ 39.47</del>	\$ 40.42
GIS - City Map - 18 x 24	<del>\$ 15.00</del>	\$ 15.36
GIS - City Map - 24 x 36	<del>\$ 20.00</del>	\$ 20.48
GIS - City Map - 36 x 44	<del>\$ 30.00</del>	\$ 30.72

<b>Building Plans</b>		
Building Plans - microfiche - administration fee	<del>\$ 25.00</del>	\$ 25.60
Building Plans - microfiche - plus per page	<del>\$ 0.88</del>	\$ 0.90
<del>Building Plans - paper copy - administration fee, plus cost of printing</del>	<del>-\$25.00 plus cost of printing</del>	
<del>Building Plans - paper copy - administration fee</del>		\$ 25.60
<del>Building Plans - paper copy - plus cost of printing</del>		plus cost printing

<b>Survey Information</b>		
Survey Lot Corners or Sewer Inverts	<del>\$ 150.00</del>	\$ 153.60
Survey and Service Information - Single family dwelling	<del>\$ 220.00</del>	\$ 225.28
Survey and Service Information - Duplex	<del>\$ 220.00</del>	\$ 225.28
Survey, Building Grades and Service Information - Multi-family units	<del>\$ 340.00</del>	\$ 317.44
Survey, Building Grades and Service Information - Commercial	<del>\$ 340.00</del>	\$ 317.44
Survey, Building Grades and Service Information - Additional copies on request - per copy	<del>\$ 15.00</del>	\$ 15.36

<b>Liquor Licenses</b>		
<del>Increased Liquor License Capacity - per application, plus actual cost of advertising</del>	<del>\$500 +</del>	
<del>Increased Liquor License Capacity - per application</del>		\$ 512.00
<del>Increased Liquor License Capacity - actual cost of advertising</del>		at cost
Patron Participation Endorsement - per application	<del>\$ 450.00</del>	\$ 460.80

<b>Tree Permits</b>		
Tree Permit Fee - Low impact	<del>\$ 75.00</del>	\$ 76.80
Tree Permit Fee - Moderate impact	<del>\$ 125.00</del>	\$ 128.00
Tree Permit Fee - High impact	<del>\$ 175.00</del>	\$ 179.20

<b>Street Tree Planting</b>		
Street Tree Planting - per tree	<del>\$ 750.00</del>	\$ 768.00

<b>Lawn Watering</b>		
<del>Lawn Watering Permit - Single Family / Duplex</del>	<del>\$ 30.00</del>	
<del>Lawn Watering Permit - Multi-Family</del>	<del>\$ 75.00</del>	
<del>Lawn Watering Permit - Commercial / Industrial</del>	<del>\$ 150.00</del>	
<del>Lawn Watering Permit - Lawn with Clover</del>	<del>No fee</del>	



**SCHEDULE B**  
**PROTECTIVE SERVICES FEES**  
**POLICE FEES**

**Fees and Charges Bylaw, 2024, No. 9000**

In order to recover some of the costs of various policing services, certain services carry a user or administration fee. The fees below are not inclusive of GST.

<b>Fees for Police Services</b>			
Audio Reproduction - First Hour		<del>\$ 70.00</del>	\$ 73.50
Audio Reproduction - Each additional hour			\$ 27.30
Audio Reproduction - Cost of CD / DVD		<del>\$ 5.10</del>	\$ 5.36
CD of Photographs		<del>\$ 40.00</del>	\$ 42.00
<del>Court Ordered File Disclosure - Fee</del>			<del>copying charge + \$57.50</del>
Court Ordered File Disclosure - Fee		<del>\$ 57.50</del>	\$ 60.40
Court Ordered File Disclosure - Plus Copying Charge			copying charge
Crash Data Retrieval Report		<del>\$ 180.00</del>	\$ 189.00
Police Information Check		<del>\$ 58.70</del>	\$ 61.64
Police Information Check - Volunteers - Local Residents			Free
<del>Field Drawing / Diagram / Reproduction</del>			<del>cost + \$40</del>
Field Drawing / Diagram / Reproduction - Cost			Cost
Field Drawing / Diagram / Reproduction - Plus Fee		<del>\$ 40.00</del>	\$ 42.00
File Research - Cost per Hour		<del>\$ 50.00</del>	\$ 52.50
Fingerprints (up to 2 sets)		<del>\$ 58.70</del>	\$ 61.64
Fingerprints - Additional sets		<del>\$ 10.00</del>	\$ 10.50
Forensic Video Analysis - Cost per hour		<del>\$ 200.00</del>	\$ 210.00
Full Collision Analyst / Reconstruction Report		<del>\$ 600.00</del>	\$ 630.00
Insurance Claim Letter		<del>\$ 57.50</del>	\$ 60.40
Local Police Records Checks		<del>\$ 57.50</del>	\$ 60.40
Measurements		<del>\$ 207.00</del>	\$ 217.40
<del>Mechanical Inspection Report</del>			<del>cost + \$57.50</del>
Mechanical Inspection Report - Cost			Cost
Mechanical Inspection Report - Plus Fee		<del>\$ 57.50</del>	\$60.40
MV6020 - Motor Vehicle Accident Report		<del>\$ 57.50</del>	\$ 60.40
Name Change Application		<del>\$ 57.50</del>	\$ 60.40
Passport Letter		<del>\$ 57.50</del>	\$ 60.40
Photocopying charge per page		<del>\$ 0.75</del>	\$ 0.79
Photographs (each 4 x 6)		<del>\$ 4.00</del>	\$ 4.20
Police Certificate (including fingerprints if required)		<del>\$ 57.50</del>	\$ 60.40
Police Report		<del>\$ 57.50</del>	\$ 60.40
Security Licence		<del>\$ 90.00</del>	\$ 94.50
<del>Shipping</del>			<del>cost + \$5</del>
Shipping - Cost			Cost
Shipping - Plus Fee		\$5.00	\$5.25
Taxi Permit Application		<del>\$ 58.70</del>	\$ 61.64
Taxi Permit Application (2 years)		<del>\$ 115.00</del>	\$ 120.80
Taxi Permit (lost/replacement fee)		<del>\$ 28.75</del>	\$ 30.20
Traffic Analyst Investigation Report		<del>\$ 90.00</del>	\$ 94.50
Video Reproduction - First hour		<del>\$ 70.00</del>	\$ 73.50
Video Reproduction - Each additional hour		<del>\$ 26.00</del>	\$ 27.30
Video Reproduction - Cost of CD / DVD		<del>\$ 16.00</del>	\$ 16.80
Visa Application (including fingerprints if required)		<del>\$ 57.00</del>	\$ 59.85

**Security Alarm System Bylaw, 2022, No. 8931**

<b>Security Systems - False Alarms</b>			
<b>Fee Based on Calendar Year</b>			<b>Per Year</b>
First False Alarm		\$ -	\$ -
Second False Alarm		<del>\$ 150.00</del>	\$ 153.60
Third False Alarm		<del>\$ 250.00</del>	\$ 256.00
Fourth False Alarm		<del>\$ 400.00</del>	\$ 409.60
Fifth False Alarm		<del>\$ 600.00</del>	\$ 614.40
Subsequent to Fifth False Alarms		<del>\$ 900.00</del>	\$ 921.60

**FIRE DEPARTMENT FEES**

**Fire Bylaw, 2021, No. 8852**

<b>Fire Bylaw Fees</b>			
File Search – Comfort Letter (up to 2 Hours)	per 2 hours	<del>\$ 150.00</del>	\$ 153.60
Fire Safety Plan Review (up to 2 Hours)	per 2 hours	<del>\$ 150.00</del>	\$ 153.60
Pre-Incident Fire Plan Review (up to 2 Hours)	per 2 hours	<del>\$ 150.00</del>	\$ 153.60
Special Effects Application Review (up to 2 Hours)	per 2 hours	<del>\$ 150.00</del>	\$ 153.60
Development Review Fee	Based on value of Building Permit		0.10%
Development Review Fee	Minimum on Building Permit	<del>\$ 75.00</del>	\$ 76.80
<b>Hourly Fee (For Reviews, Inspections and File Searches):</b>			
Straight Time	per hour	<del>\$ 100.00</del>	\$ 102.40
Time & Half	per hour	<del>\$ 150.00</del>	\$ 153.60
Double Time	per hour	<del>\$ 200.00</del>	\$ 204.80
<b>Fire Investigation:</b>			
Minimum Fee	per investigation	<del>\$ 750.00</del>	\$ 768.00
Damaged or Lost Equipment/Supplies			Replacement Cost
<b>After Hours Fire Investigation:</b>			
Straight Time	per hour	<del>\$ 100.00</del>	\$ 102.40
Time & Half	per hour	<del>\$ 150.00</del>	\$ 153.60
Double Time	per hour	<del>\$ 200.00</del>	\$ 204.80
<b>Fire Department Standby (Required by Fire Department):</b>			
After Hours – Straight Time	per hour	<del>\$ 100.00</del>	\$ 102.40
After Hours – Time & Half	per hour	<del>\$ 150.00</del>	\$ 153.60
After Hours – Double Time	per hour	<del>\$ 200.00</del>	\$ 204.80
Vehicle/Apparatus	per hour	<del>\$ 171.00</del>	\$ 175.10

<b>Fire Permit Fees</b>			
Permit fees must be paid to the Municipality by all applicants for any Permit required by the Fire Bylaw, 2021, No. 8852 or by the regulations passed pursuant to the Fire Services Act (1996) c. 144, as amended or replaced.			
Permit Processing (up to 2 hours):			
Hourly Fees for Permit Processing as per above "Hourly Fee"	per 2 hours	<del>\$ 150.00</del>	\$ 153.60
Permit Inspections as per above "Hourly Fee"	per 2 hours	<del>\$ 150.00</del>	\$ 153.60
			<b>per calendar year</b>
<b>False Alarms and Nuisance Alarms (Based on Calendar Year)</b>			
First False and/or Nuisance Alarm		\$ -	\$ -
Second False and/or Nuisance Alarm		<del>\$ 150.00</del>	\$ 153.60
Third False and/or Nuisance Alarm		<del>\$ 250.00</del>	\$ 256.00
Fourth False and/or Nuisance Alarm		<del>\$ 400.00</del>	\$ 409.60
Fifth False and/or Nuisance Alarm		<del>\$ 600.00</del>	\$ 614.40
Subsequent to Fifth False and/or Nuisance Alarm		<del>\$ 900.00</del>	\$ 921.60

**Life Safety Upgrade Bylaw, 2011, No. 8090**

<b>Life Safety Upgrade Permit</b>			
Fee payable for the issuance of a Life Safety Upgrade Permit		<del>\$ 100.00</del>	\$ 102.40

**BYLAWS FEES**

**Noise Control Bylaw, 2021, No. 8885**

<b>Noise Exemption by Permission</b>			
Application under Section 6 of the "Noise Control Bylaw, 2021, No. 8885", Schedule "B" a non-refundable application fee of:			
application submitted at least 5 business days prior to the date of the proposed activity:		<del>\$ 150.00</del>	\$ 153.60
application submitted less than 5 business days prior to the date of the proposed activity:		<del>\$ 300.00</del>	\$ 307.20

**Rental Premises Standards of Maintenance and Prevention of Nuisances Bylaw, 2008, No. 7931**

<b>Excessive Nuisance Abatement Fees</b>			
Per "Rental Premises Standards of Maintenance and Prevention of Nuisances Bylaw, 2008, No. 7931", PART 5 - NUISANCES, 40. Repeat Nuisance Service Calls			
Police Nuisance Response and Abatement Service Call, per call		<del>\$ 195.00</del>	\$ 199.70
City Staff Nuisance Response and Abatement Service Call - per hour		<del>\$ 50.00</del>	\$ 51.20
Administration Fee - 10% on Total Service Call Fees			10%

**SCHEDULE C**  
**FILMING FEES**

**Fees and Charges Bylaw, 2024, No. 9000**

<b>Permit</b>			
Film Permit Fee		<del>\$ 230.00</del>	\$ 235.50
Material changes to Issued Permit		<del>\$ 75.00</del>	\$ 76.80
Cancellation of Issued Permit	Permit fee plus all non recoverable costs to the City		
Each additional location		<del>\$ 230.00</del>	\$ 235.50
Commercial Media: i.e. still photography, reality TV, corporate video		<del>\$ 225.00</del>	\$ 230.40
Student Film Permit			Free
Damage/Security Deposit	dependant on location/ project	<del>\$ 5,000.00</del>	\$ 5,120.00
Youth in Film (one time annual fee, not mandatory) (GST Exempt)		<del>\$ 250.00</del>	\$ 256.00
<b>Electrical Permit (GST Exempt)</b>			
Single Location Permit (one inspection / location)		<del>\$ 124.00</del>	\$ 127.00
Annual Permit		<del>\$ 750.00</del>	\$ 768.00
<b>Parking, Street Use &amp; Tow Shots</b>			
Street Encroachment Fee	per day per 100m block face	<del>\$ 350.00</del>	\$ 358.40
Missing No Parking Sign, replacement cost	per sign	<del>\$ 15.00</del>	\$ 15.36
Signage Amendment	per sign	<del>\$ 6.00</del>	\$ 6.14
Tow Shots		<del>\$ 150.00</del>	\$ 153.60
Street Filming User Fee	per block	<del>\$ 175.00</del>	\$ 179.20
Street Meter Charges	Standard vehicle space per day billed per current daily rate of 225 East 15th Street		
Parking Stall Charges	Stall per day billed per current daily rate of 112 East 1st Street surface lot + Translink tax		
Parking Lots / Gravel Fields	per day	<del>\$ 500.00</del>	\$ 512.00
Parking Infraction	per day per occurrence	<del>\$ 150.00</del>	\$ 153.60
<b>RCMP (Minimum 4 Hour Callout and 48 Hour Cancellation Notice)</b>			
<b>Note:</b> Hourly rate includes mileage and meal times. Hourly start time will commence once RCMP Officer and/or Sergeant reaches RCMP detachment.			
RCMP Officer (Cst/Cpl)	per hour	<del>\$ 163.00</del>	\$ 166.90
RCMP Sergeant	per hour	<del>\$ 194.00</del>	\$ 198.70
Clerical Staff Time (overtime, no 4 hour minimum)	per hour	<del>\$ 80.00</del>	\$ 81.90

<b>Fire Department (Minimum 4 Hour Callout and 48 Hour Cancellation Notice)</b>			
<b>Note:</b> Will include charged time for officers to change into uniform, secure vehicles, depart from, and arrive back at the Fire Hall.			
Firefighters & Vehicles	Charged as per "Fire Bylaw, 2021, No. 8852"		
<b>Special Effects Application (Pyrotechnics)</b>			
Special Effects Permit (SPFX)	minimum	<del>\$ 150.00</del>	\$ 153.60
Special Effects On-Site Inspection by Fire Officer	per hour	<del>\$ 100.00</del>	\$ 102.40
<b>City Buildings and Plazas: Daily Rate</b>			
Fire Hall, Operations Yard, 14th Street Plaza & other similar sites	per day	<del>\$ 600.00</del>	\$ 614.40
City Hall (per named component)	per day	<del>\$ 600.00</del>	\$ 614.40
City Library	per day	<del>\$ 2,500.00</del>	\$ 2,560.00
Parks	per day	<del>\$ 600.00</del>	\$ 614.40
Lunch Tents in Parks	per day	<del>\$ 250.00</del>	\$ 256.00
Prep and Wrap Days	50% daily amount		
Parks Restoration Fee (not mandatory) (GST Exempt)			
<b>City Shipyards Public Realm: Daily Rate</b>			
Each named component (e.g. Spirit Trail, Wallace Mews, Shipbuilders' Square, etc.)	per day	<del>\$ 1,000.00</del>	\$ 1,024.00
Burrard Dry Dock	per day	<del>\$ 2,500.00</del>	\$ 2,560.00
The Shipyard Commons	per day	<del>\$ 4,500.00</del>	\$ 4,608.00
The Commons Ice Rink (in addition to the Commons Fee)	per day	<del>\$ 1,500.00</del>	\$ 1,536.00
Prep and Wrap Days	per day		50% daily amount (min)
Electrical connection	per day per connection	<del>\$ 150.00</del>	\$ 153.60
Parking at Wallace Mews	per half block face per day	<del>\$ 350.00</del>	\$ 358.40
The Shipyards Public Realm Lunch Tents (Shipbuilders' Square or Cates Deck)	daily per tent no larger than 20' x 40'	<del>\$ 250.00</del>	\$ 256.00
	daily per tent larger than 20' x 40'	<del>\$ 500.00</del>	\$ 512.00
	daily for tents that encompass the entire space	<del>\$ 1,000.00</del>	\$ 1,024.00
<b>Cemetery: Daily Rate</b>			
Cemetery (Heritage Section)	per day	<del>\$ 3,000.00</del>	\$ 3,072.00
Prep and Wrap Days			50% daily amount
Cemetery Caretaker (out of hours only)	per hour	<del>\$ 80.00</del>	\$ 81.90
Cemetery Ground Interment Preparation (incl. digger, truck & two staff)		<del>\$ 1,760.00</del>	\$ 1,802.20
Parks Restoration Fee (not mandatory) (GST Exempt)			

<b>Miscellaneous Fees</b>			
Site Meeting / site liaison fee, for City of North Vancouver staff			at cost
Film Liaison on site	per hour	<del>\$ 80.00</del>	\$ 81.90

GST applies to the fees listed above, except for Electrical Permits. Please note that items in this Schedule of Fees are subject to change without notice.

<b>Fee Reduction</b>
The City's Film Office staff have the authority to consider a request for a one-time 50% fee reduction of the City's location fees, subject to the following criteria:
Productions should be either non-theatrical (such as shorts, student foundation films, documentaries), or
Theatrical productions that are under \$500,000 total gross budget (staff will request they provide their budget top sheet to verify),
Filming will not take place over more than two days in the City location,
This reduction does not apply to the Shipyards Public Realm.

## SCHEDULE D

### DEVELOPMENT, PERMITTING AND REGULATION FEES

DEVELOPMENT FEES
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<i>Development Procedures Bylaw, 2001, No. 7343</i>
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<b>INFORMATION</b>
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**Minor vs. Major Applications**

For the purpose of this Bylaw, the following definitions differentiate between the scale of minor and major proposals:

Minor – 1-5 principal residential units, primary child care use, or non-profit applicants (where a minimum of 80% of proposed residential units are secured at a minimum of 10% below market rental rates).

Major – 6 or more principal residential units, mixed-use, commercial, industrial, or institutional uses.

**Waived Fees**  
Fees for City-led projects will be waived.

<b>TYPE OF APPLICATION</b>
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**1. Official Community Plan (OCP)**

OCP Amendment	<del>\$ 10,000.00</del>	\$ 10,240.00
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<i>The following additional fee applies to any site area exceeding 8,000 m<sup>2</sup> or to policy development within any Special Study Area</i>		<i>(\$1 per m<sup>2</sup> site area x FSR)/2</i>
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<i>The following additional fee applies to any site area exceeding 8,000 m<sup>2</sup> or to policy development within any Special Study Area</i>	<i>(per m<sup>2</sup> site area x FSR)/2</i>	<del>\$ 1.00</del>	\$ 1.02
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**2. Zoning Bylaw Amendment**

Text Amendment or Rezoning to an Existing Zone	<del>\$ 4,000.00</del>	\$ 4,096.00
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Rezoning to a New Comprehensive Development (CD) Zone	<del>\$ 6,000.00</del>	\$ 6,144.00
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<i>The following additional fees apply to major proposals, to a maximum total rezoning fee of \$25,000</i>	maximum	<del>\$ 25,000.00</del>	\$ 25,600.00
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<del>Per proposed principal residential unit</del>			<del>-\$50 per unit</del>
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Per proposed principal residential unit	per unit	<del>\$ 50.00</del>	\$ 51.20
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<del>Per m<sup>2</sup> of proposed commercial space</del>			<del>-\$1 per m<sup>2</sup></del>
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Per m <sup>2</sup> of proposed commercial space	per m <sup>2</sup>	<del>\$ 1.00</del>	\$ 1.02
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<del>Per m<sup>2</sup> of proposed industrial or institutional space</del>			<del>-\$1 per 2m<sup>2</sup></del>
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Per m <sup>2</sup> of proposed industrial or institutional space	per 2m <sup>2</sup>	<del>\$ 1.00</del>	\$ 1.02
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<b>3. Development Permit</b>			
Amendment to Development Permit		<del>\$ 1,000.00</del>	\$ 1,024.00
Council Consideration of Development Permit (additional fee)		<del>\$ 1,500.00</del>	\$ 1,536.00
Coach House Development Permit		<del>\$ 1,250.00</del>	\$ 1,280.00
Rooftop Antenna Development Permit		<del>\$ 2,500.00</del>	\$ 2,560.00
Other Form and Character Development Permit		<del>\$ 4,000.00</del>	\$ 4,096.00
<i>The following additional fees apply to major proposals, to a maximum total development permit fee of \$15,000</i>	maximum	<del>\$ 15,000.00</del>	\$ 15,360.00
<del>Per principal residential unit</del>			<del>-\$75 per unit</del>
Per principal residential unit	per unit	<del>\$ 75.00</del>	\$ 76.80
<del>Per m<sup>2</sup> of proposed commercial space</del>			<del>-\$1 per m<sup>2</sup></del>
Per m <sup>2</sup> of proposed commercial space	per m <sup>2</sup>	<del>\$ 1.00</del>	\$ 1.02
<b>4. Development Variance Permit</b>			
Variance with staff consideration of variance concurrent with rezoning		<del>\$ 1,500.00</del>	\$ 1,536.00
Variance with Council consideration		<del>\$ 3,000.00</del>	\$ 3,072.00
<b>5. Temporary Use Permit (TUP)</b>			
Obtain, amend, or renew a TUP		<del>\$ 2,500.00</del>	\$ 2,560.00
<b>6. Heritage Revitalization Agreement (HRA)</b>			
Minor HRA (including amendment to existing HRA)		<del>\$ 4,000.00</del>	\$ 4,096.00
Major HRA		<del>\$ 6,000.00</del>	\$ 6,144.00
<b>ADDITIONAL ITEMS</b>			
<b>1. Pre-Consultation Application (PCA)</b>			
Minor PCA		<del>\$ 500.00</del>	\$ 512.00
Major PCA		<del>\$ 1,500.00</del>	\$ 1,536.00
Early direction from Council (additional fee)		<del>\$ 1,500.00</del>	\$ 1,536.00
<b>2. Public Meeting or Public Hearing</b>			
For any application requiring a public meeting or public hearing (to be charged per instance)		<del>\$ 1,750.00</del>	\$ 1,792.00
<b>3. Environmental Site Disclosure</b>			
For any application requiring a Site Disclosure Statement (otherwise waived)		<del>\$ 105.00</del>	\$ 107.50



**CONSTRUCTION REGULATION FEES AND DEPOSITS**

*Construction Regulation Bylaw, 2003, No. 7390*

<b>1. General Regulations</b>			
<b>1. Penalties:</b>			
Work that has commenced without a permit subject to double permit fee not exceeding		<del>\$ 20,000.00</del>	\$ 20,480.00
<b>2. Refunds:</b>			
Upon receipt of a written request for a refund, accompanied by the originally issued permit, may be refunded on condition that:			50% of total permit fee
1. work has not commenced;			
2. the permit has not expired;			
3. the permit has not been extended.			
<b>3. Re-inspection Fee:</b>			
<del>Where more than two inspections are necessary due to non-compliance with the provisions of "Construction Regulation Bylaw, 2003, No. 7390", or to correct the violations from previous inspections or a no-show or no access provided, then the third inspection shall be charged at a rate equal to the original permit fee or \$120 (plus GST), whichever is less.</del>			up to \$120.00
For inspection of partially-completed work, where more than one inspection of the same type is necessary, then the second (and greater) inspection shall be charged at a rate equal to (plus GST):		<del>\$ 120.00</del>	\$ 122.90
For inspection of fully-completed work, where more than two inspections are necessary due to non-compliance with the provisions of "Construction Regulation Bylaw, 2003, No. 7390", or to correct the violations from previous inspections or a no-show or no access provided, then the third inspection shall be charged at a rate equal to (plus GST):		<del>\$ 120.00</del>	\$ 122.90
4th re-inspection (plus GST)		<del>\$ 240.00</del>	\$ 245.80
5th re-inspection (plus GST)		<del>\$ 360.00</del>	\$ 368.60
6th (and greater) re-inspection (plus GST)		<del>\$ 480.00</del>	\$ 491.50
<b>4. Change of Contractor or Consultants:</b>			
An issued and valid permit may be transferred to a new applicant or assigned to new consultants upon the payment of (plus GST)		<del>\$ 75.00</del>	\$ 76.80
<b>5. Interim Occupancy Certificate:</b>			
Residential Occupancies per dwelling unit <del>to a maximum of \$6,600 (plus GST) per 30 days</del>		<del>\$ 132.00</del>	\$ 135.20
Residential Occupancies <del>per dwelling unit to a maximum of \$6,600 (plus GST) per 30 days</del> maximum		<del>\$ 6,600.00</del>	\$ 6,758.40
Other Occupancies - (plus GST) per 30 days		<del>\$ 660.00</del>	\$ 675.80
<b>6. Electronic Copy Fee:</b>			
All drawings larger than 11" x 17" - per sheet (plus GST)		<del>\$ 4.00</del>	\$ 4.10
All drawings 11" x 17" or smaller - per sheet (plus GST)		<del>\$ 1.00</del>	\$ 1.02
<b>7. Strata Conversion Applications:</b>			
Application Fee, and Legal Fee, and Inspection Fee			
Application Fee		<del>\$ 500.00</del>	\$ 512.00
and Legal Fees		<del>\$ 500.00</del>	\$ 512.00
and Inspection Fee			
Inspection Fee - Duplex Building		<del>\$ 200.00</del>	\$ 204.80
Inspection Fee - Multiple unit residential, commercial, industrial or institutional buildings - per unit <del>to a maximum of \$1,200 (plus GST)</del>		<del>\$ 200.00</del>	\$ 204.80
Inspection Fee - Multiple unit residential, commercial, industrial or institutional buildings - <del>per unit to a maximum of \$1,200 (plus GST)</del> maximum		<del>\$ 1,220.00</del>	\$ 1,249.28
<b>8. Alternative Solution Fees:</b>			
Up to two applications under the same cover, each (plus GST)		<del>\$ 540.00</del>	\$ 553.00
Each subsequent Alternate Solution under the same cover, each (plus GST)		<del>\$ 480.00</del>	\$ 491.50

<b>9. Plans and Document Revisions:</b>			
Plan revisions are to be charged based on per plan revision as determined by the Building Official (plus GST)		<del>\$ 120.00</del>	\$ 122.90
A charge shall be applied to any document retrieval and copying for a building permit applicant that is initiated after issuance of the building permit, and shall be charged at a rate per half hour (plus GST)		<del>\$ 60.00</del>	\$ 61.44
<b>10. Application Extension Fee:</b>			
10% of the original application fee but not less than <b>amount shown, \$420</b> (plus GST) to extend the life of an application beyond its 6 month expiry date for a period not exceeding 6 months	not less than	<del>\$ 120.00</del>	\$ 122.90
<b>11. Permit Renewal Fee:</b>			
For the first extension not exceeding 6 months, 10% of original permit fee but not less than <b>\$420</b> (plus GST)	not less than	<del>\$ 120.00</del>	\$ 122.90
The second and subsequent extension shall be charged at 15% of original permit fee but not less than <b>\$480</b> (plus GST)	not less than	<del>\$ 180.00</del>	\$ 184.30
<b>12. Zoning and Building Compliance Letters:</b>			
Single family or duplex buildings (plus GST)		<del>\$ 110.00</del>	\$ 112.60
Multiple unit residential (per suite), commercial, industrial or institutional buildings (plus GST)		<del>\$ 210.00</del>	\$ 215.00
<b>13. Repealed [Bylaw 8477, May 2, 2016]</b>			
<b>14. Temporary Buildings:</b>			
Permit fees will be charged in accordance with Section 2.5 of this schedule. A deposit is required upon application and is refundable only when the building, structure or shelter is removed in it's entirety and the site is left in a safe and sanitary condition.		<del>\$ 750.00</del>	\$ 768.00
<b>15. Special Inspections:</b>			
Inspections made in response to a request by those having a legal interest in establishing the status of a plumbing, electrical, gas system or building structure (plus GST)		<del>\$ 120.00</del>	\$ 122.90
<b>16. Overtime Inspection Requests:</b>			
Inspections which are requested outside of normal working hours are subject to the following hourly rate (plus GST):			
Monday-Friday (minimum 1 hour) per hour		<del>\$ 120.00</del>	\$ 122.90
Saturday-Sunday (minimum 2 hours) per hour		<del>\$ 180.00</del>	\$ 184.30
<b>17. Occupant Load Calculations:</b>			
For all Licensed beverage establishments (plus GST)		<del>\$ 240.00</del>	\$ 245.80
<b>18. Plan Retrieval and Copies:</b>			
For a copy of the first page of any drawing (to a max size of 11" x 17") (plus GST)		<del>\$ 36.00</del>	\$ 36.86
Each subsequent page (to a max size of 11" x 17") (plus GST)		<del>\$ 1.80</del>	\$ 1.84
<b>19. Waived Fees: [Bylaw 8907, January 31, 2022]</b>			
Permit fees for City-led civic projects on City-owned land may be waived in whole or in part, at the discretion of the Director of Planning and Development.			

<b>2. Building Permit Fees</b>			
<b>1. Building Permit Application Fee:</b>			
An application shall be accompanied by:			
for construction values up to \$200,000: 50% of the fee prescribed and as set out in 2.5 of this schedule <del>but not less than \$100</del>	not less than	<del>\$ 100.00</del>	\$ 102.40
for construction value from \$200,001 to \$500,000: <del>\$200 plus</del> 40% of the fee prescribed and as set out in 2.5 of this schedule plus the additional amount	additional amount	<del>\$ 200.00</del>	\$ 204.80
for construction value more than \$500,001: <del>\$500 plus</del> 30% of the fee prescribed and as set out in 2.5 of this schedule plus additional amount	additional amount	<del>\$ 500.00</del>	\$ 512.00
which said sum shall not be refundable.			
<b>2. Application Extension Fee:</b>			
for an extension not exceeding 6 months, 10% of the original permit fee but not less than <del>\$120</del> (plus GST).	not less than	<del>\$ 120.00</del>	\$ 122.90
<b>3. Partial Permit Fees:</b>			
Building permit fees for partial permits may be based on the value of the portion of work being permitted, as determined by the building official, plus <del>as a</del> partial permit processing fee <del>\$120</del> (plus GST) .	partial permitting processing fee	<del>\$ 120.00</del>	\$ 122.90
<b>4. Completion Deposit:</b>			
Building permit applications for additions, alterations, renovations, move-on buildings, sign permits and tenant improvements shall be accompanied by a deposit of 2% of the total construction value, <del>not less than \$100 and not more than \$1,000</del> . The deposit is forfeited if the work is not completed within 2 years.	not less than	<del>\$ 100.00</del>	\$ 102.40
	not more than	<del>\$ 1,000.00</del>	\$ 1,024.00
<b>5. Scale of Building Permit Fees:</b>			
The calculation of building permit values shall be based on the total construction or demolition costs, including materials and labour, as provided by the applicant, subject to approval by the <i>building official</i> .			
If, under Section 7.3.2. of " <b>Construction Regulation Bylaw, 2023, No. 7390</b> ", it has been determined by the <i>Chief Building Official</i> that a Professional Engineer or Architect is required to Certify that the plans, or specified aspects of the plans submitted with the permit application comply with the current <i>Provincial Building Code</i> and other applicable enactments respecting safety, the fees required for that permit will be reduced by five (5) percent, to a maximum of five hundred dollars (\$500).			
Building permit fees payable for a permit for the construction, demolition, addition, alteration, repair of any building or structure or any part thereof, shall be as follows:			
When the cost does not exceed \$5,000		<del>\$ 120.00</del>	\$ 122.90
For each additional \$1,000 or part thereof by which the cost exceeds \$5,000 up to a maximum of \$15,000		<del>\$ 15.12</del>	\$ 15.50
For each additional \$1,000 or part thereof by which the cost exceeds \$15,000 up to a maximum of \$50,000		<del>\$ 13.62</del>	\$ 13.90
For each additional \$1,000 or part thereof by which the cost exceeds \$50,000 up to a maximum of \$100,000		<del>\$ 11.82</del>	\$ 12.10
For each additional \$1,000 or part thereof by which the cost exceeds \$100,000		<del>\$ 9.72</del>	\$ 9.95

<b>6. Residential Inspection Fees:</b>			
Where an application is made for a Building Permit with respect to the construction of a self-contained housing unit or units, there shall be, in addition to any other fees payable, an Inspection Fee for each self-contained unit (plus GST)		<del>\$ 240.00</del>	\$ 245.80
<b>7. Fire-stopping for Plumbing Re-Pipe Permit Fees:</b>			
Building Inspection fees for the re-inspection of firestopping in re-pipe installations is <del>\$13.50</del> per dwelling unit with a minimum fee of <del>\$180.</del>	per dwelling unit	<del>\$ 13.50</del>	\$ 13.82
	minimum	<del>\$ 180.00</del>	\$ 184.30
<b>3. Plumbing Permit Fees</b>			
<b>1. Plumbing Fixtures:</b>			
When the number of fixtures does not exceed 4		<del>\$ 120.00</del>	\$ 122.90
Each plumbing fixture in excess of 4 installed or roughed-in		<del>\$ 27.00</del>	\$ 27.65
(Plumbing Fixture as defined by the BC Plumbing Code including Drains, Hot Tub, Catch Basin, Junction Box, Manhole, O/G Interceptor, Sump, Neutralizer, Inspection Chamber, Back Flow Preventer, Fire Hydrant, Fire Department Connection, Fire Hose Connection, Fire Hose Station)			
<b>2. Service Pipes:</b>			
Service lines including Sanitary Sewer, Storm Sewer, and Water Services			
For the first 30m (100 feet) or part thereof		<del>\$ 120.00</del>	\$ 122.90
For each additional 30m (100 feet) or part thereof		<del>\$ 33.42</del>	\$ 34.22
<b>3. Fire Protection Services:</b>			
Installation or alteration of fire sprinkler systems			
First Sprinkler head		<del>\$ 120.00</del>	\$ 122.90
Each Additional head		<del>\$ 2.10</del>	\$ 2.15
<b>4. Installation and Alteration of Piping Only:</b>			
For installation or alteration of plumbing piping where no alteration of fixtures is involved:			
For the first 30m (100 feet)		<del>\$ 120.00</del>	\$ 122.90
For each additional 30m (100 feet) of pipe, or part thereof		<del>\$ 33.42</del>	\$ 34.22
<b>4. Gas Permit Fees</b>			
For installation, alteration or replacement of appliances, vents for each appliance, or piping for each appliance:			Fee Payable
Installation or replacement: 1 or 2 appliances		<del>\$ 129.00</del>	\$ 144.00
<del>Next 3 to 10 appliances</del>			
<del>Fee per appliance - Next 3 to 10 appliances</del>		<del>\$ 67.00</del>	\$ 75.00
<del>Next 11 to 20 appliances</del>			
<del>Fee per appliance - Next 11 to 20 appliances</del>		<del>\$ 39.00</del>	\$ 44.00
<del>Next 21 to 100 appliances</del>			
<del>Fee per appliance - Next 21 to 100 appliances</del>		<del>\$ 24.00</del>	\$ 27.00
For each appliance over 100		<del>\$ 11.00</del>	\$ 12.00
Installation or alteration of <u>venting or gas piping</u> without appliances			\$ 68.00

<b>5. Electrical Permit Fees</b>			
<b>1. Service Installation, Upgrade or Relocation:</b>			
Fees based upon final rating of each service installation, upgrade or relocation.		Service Install, Upgrade or Relocation	
Less than or equal to 125A		<del>\$ 443.00</del>	\$ 493.00
126A-200A		<del>\$ 722.00</del>	\$ 804.00
201A-400A		<del>\$ 1,057.00</del>	\$ 1,176.00
Greater than 400A		<del>\$ 1,474.00</del>	\$ 1,640.00
<b>2. Electrical Installation:</b>			
Fees based upon the value of the proposed electrical installation including all material and labour.			
From \$0 to \$250		<del>\$ 59.00</del>	\$ 51.00
From \$251 to \$1,000		<del>\$ 103.00</del>	\$ 115.00
From \$1,001 to \$2,500		<del>\$ 177.00</del>	\$ 199.00
From \$2,501 to \$5,000		<del>\$ 287.00</del>	\$ 322.00
From \$5,001 to \$10,000		<del>\$ 441.00</del>	\$ 495.00
From \$10,001 to \$20,000		<del>\$ 722.00</del>	\$ 811.00
From \$20,001 to \$35,000		<del>\$ 1,057.00</del>	\$ 1,188.00
From \$35,001 to \$50,000		<del>\$ 1,474.00</del>	\$ 1,656.00
From \$50,001 to \$100,000		<del>\$ 2,114.00</del>	\$ 2,374.00
From \$100,001 to \$200,000		<del>\$ 3,167.00</del>	\$ 3,557.00
\$200,001 to \$1,000,000 Fee is based on a fixed fee <u>plus</u> 0.5% of the job value as described		<del>\$ 2,880.00</del>	\$ 3,234.00 +0.5% of Job Value
\$1,000,001 and over Fee is based on a fixed fee <u>plus</u> 0.25% of the job value as described		<del>\$ 5,759.00</del>	\$ 6,469.00 +0.25% of job value
<b>3. Temporary Power Connections:</b>			
Temporary Power Pole, per year or portion thereof		<del>\$ 120.00</del>	\$ 122.90
<b>and</b> Temporary Current Permit, per meter per year or portion thereof		<del>\$ 120.00</del>	\$ 122.90
<b>4. Sign Connection:</b>			
The first sign connection		<del>\$ 120.00</del>	\$ 122.90
Each subsequent sign connection for the same site where the permit is issued at the same time		<del>\$ 60.00</del>	\$ 61.40
<b>5. Electrical Permit Fees (Temporary Event Connections):</b>			
Each Permit		<del>\$ 148.00</del>	\$ 151.60
6. Deleted [Bylaw 8762, February 24, 2020]			
<b>7. Electrical Permit Fees (Annual Permits):</b>			
1,000 H.P. or less		<del>\$ 245.00</del>	\$ 250.90
Each additional 100 H.P. or fraction thereof		<del>\$ 31.20</del>	\$ 31.90
Educational facilities per classroom, shop, laboratory, gymnasium, auditorium, or office		<del>\$ 6.60</del>	\$ 6.76
Maximum annual fee		<del>\$ 2,340.00</del>	\$ 2,396.20

<b>6. Compressed Gas Systems and Oil Storage Tanks</b>			
For the installation, replacement, renewal, alteration, removal or repair of any oil or compressed gas system or storage tank:			
1. Commercial or domestic oil burner		<del>\$ 100.00</del>	\$ 102.40
2. Fuel dispensing nozzle		<del>\$ 100.00</del>	\$ 102.40
3. Flammable or combustible liquid storage tank:			
Up to 4,546 L		<del>\$ 100.00</del>	\$ 102.40
Over 4,546 L		<del>\$ 141.00</del>	\$ 144.40
4. Compressed gas system		<del>\$ 100.00</del>	\$ 102.40

**SUBDIVISION AND DEVELOPMENT CONTROL**

***Subdivision and Development Control Bylaw, 2010, No. 8014***

<b>Landscaping Agreement</b>			
<b>2. Landscaping Obligations</b>			
Landscaping Agreement item 2.a.			
The Owner: shall, upon execution of this Agreement, deposit the Deposit with the City to secure due and proper performance of this Agreement, <del>together with a non-refundable administration fee of Fifty (\$50.00) Dollars to cover the City's administration and processing costs</del>			
Non-refundable administration fee to cover the City's administration and processing costs		<del>\$ 50.00</del>	\$ 51.20
<b>Fees and Deposits</b>			
<b>Preliminary Application Fees</b>			
<b>Type of Application</b>			
Realignment of Lot Line, per application		<del>\$ 600.00</del>	\$ 614.40
Creating New Lots, Air Space Subdivision and Bare Land Strata			
Per Application		<del>\$ 1,000.00</del>	\$ 1,024.00
For First Lot Created		<del>\$ 100.00</del>	\$ 102.40
For Each Additional Lot Created		<del>\$ 50.00</del>	\$ 51.20
Phased Strata Plan			
Per Application		<del>\$ 1,000.00</del>	\$ 1,024.00
<b>Fee Calculation Example:</b>			
If you were proposing to split a single lot into two, the fees would be: \$1,000 processing fee + \$100 for the first lot created + \$50 for the second lot created = \$1,150.			
<b>Conditional Approval Extension</b>			
The following fee is payable to extend conditional approval of a subdivision application			
Conditional Approval Extension Fee, for each extension granted		<del>\$ 250.00</del>	\$ 256.00
<b>Final Subdivision Review</b>			
The following fee is payable with each request to perform a final subdivision review and receive Approving Officer signature.			
Plan Examination Fee, for each request		<del>\$ 500.00</del>	\$ 512.00

<b>Payable Prior to Subdivision Approval or Building Permit Issuance</b>			
<b>Servicing Agreement Administration Fee</b>			
Fee covers City cost only for staff processing of servicing agreement preparation.		<del>\$ 500.00</del>	\$ 512.00
<b>Servicing Agreement Renewal Administration Fee</b>			
Fee covers City cost only for staff processing of servicing agreement preparation.		<del>\$ 500.00</del>	\$ 512.00
<b>Construction Process Administration Fee</b>			
A construction process administration fee is payable whenever a servicing or landscaping agreement is required. The Fee shall be calculated in accordance with the following table:			
Estimated Value of Engineering Works			% fee
\$1 to \$100,000		5.50%	
\$100,001 to \$250,000		5.00%	
\$250,001 to \$500,000		4.50%	
\$500,001 to \$1,000,000		4.00%	
Over \$1,000,000		3.75%	
Minimum Construction Process Administration Fee		<del>\$ 100.00</del>	\$ 102.40
<b>Water Service Severance/Connection as per "Water Utility Bylaw 6417, 1994, No. 6417", as amended</b>			
Water Service Severance / Connection Fee covers City cost only to sever an existing service and/or install a new service or re-connect an existing service.			
<b>Sewer Service Severance / Connection as per "Sewerage and Drainage Utility Bylaw, 1995, No. 6746", as amended</b>			
Sewer Service Severance / Connection Fee covers City cost only to sever an existing service and/or install an existing service.			
<b>Property Security/Damage Deposit**</b>			
Deposit covers the cost of possible damage to City property which occurs during construction on private property adjacent to City streets. Upon completion of the remedial works, that portion of the deposit not required shall be returned to the Depositor.			
** Where in the opinion of the City Engineer, or the Chief Building Inspector, proposed excavation poses a risk to public property, additional damage deposits may be required, in accordance with Construction Regulation Bylaw No. 7390, 2003, Part 7.3.63 as amended.			
Residential Building Permit application under \$600,000, payable prior to issuance of Building Permit		<del>\$ 1,000.00</del>	\$ 1,024.00
Residential Building Permit application \$600,000 or more, per unit <del>to a max of \$20,000 with a minimum of \$2,500</del>		<del>\$ 1,000.00</del>	\$ 1,024.00
<del>to a maximum of</del>			\$ 20,480.00
<del>with a minimum of</del>			\$ 2,560.00
Commercial/industrial: per frontage metre of abutting highway <del>minimum of \$5,000 rounded to closest \$100</del>		<del>\$ 150.00</del>	\$ 153.60
<del>minimum, rounded to closest \$100</del>		<del>\$ 5,000.00</del>	\$ 5,100.00
<b>Security/Damage Deposit Administration Fee</b>			
Fee covers City cost only for staff processing of deposit management.		<del>\$ 280.00</del>	\$ 286.70
The developer is responsible for requesting City Staff review the security/damage deposit/bond upon completion of the works and maintenance period. If after 2 years from the date of Certificate of Total Completion or Final Occupancy, the applicant will forfeit the deposit(s)/bond to the City.			

**SIGN FEES AND CHARGES**

***Sign Bylaw, 1992, No. 6363***

**Signs Permits**

The following permit fees shall be paid before a sign permit is issued:

(a) For each sign requiring a permit, where the sign area:

(i) Does not exceeding an area of 1.86 sq. meters	<del>\$ 30.00</del>	\$ 30.72
(ii) Exceeds an area of 1.86 sq. meters	<del>\$ 50.00</del>	\$ 51.20

(b) Where a sign installation has commenced prior to the issuance of a sign permit required under "Sign Bylaw, 1992, No. 6363" an additional service charge equal to the permit fee shall be paid.

(c) The fees described above allow for one review of plans or field inspection to the initial sign application. Where additional reviews of structural drawings or field inspections as may be determined by the Building Inspector is required to complete the final approval, an additional fee per inspection equal to the original permit fee will be charged.

(d) Where a sign application has been approved or refused, no sign application fee shall be refunded but if the application is withdrawn prior to approval or refusal by the City, the Building Inspector shall refund to the applicant 50% of the fee paid.

**BOARD OF VARIANCE**

***Board of Variance Application Fee Bylaw, 1994, No. 6523***

**Application Fee**

A person making application to the Board of Variance shall at the time of filing the application, pay to the Corporation of the City of North Vancouver a fee as a prerequisite to the processing of such application.		<del>\$ 420.00</del>	\$ 430.10
If the application is withdrawn prior to a hearing, a refund of 50% of the fee may be returned to the applicant.			



**DIVISION VII: DEVELOPMENT PERMIT GUIDELINES**

***Zoning Bylaw, 1995, No. 6700 - (6700 2C - Division VII)***

Division VII contains "Development Permit Guidelines" which apply to specific Development Permit Areas, as designated through the Official Community Plan.

**Fees- Streamside Protection and Enhancement**

When submitting a Development Permit Application for Streamside Protection and Enhancement Areas, the following fees are applicable:

Obtain a Development Permit (DP) for Streamside Protection and Enhancement:			
Exemption from DP (alteration or removal of high to extreme risk tree)		<del>\$ 25.00</del>	\$ 25.60
Minor DP (Landscape, Accessory Building or Accessory Structure)		<del>\$ 50.00</del>	\$ 51.20
Full DP (Principal Building in any Zone)		<del>\$ 350.00</del>	\$ 358.40
Full DP with Variance (Variance to Zoning or not meet Guidelines)		<del>\$ 1,700.00</del>	\$ 1,740.80

**CHANGE HOUSE NUMBER**

***The Street Sign and House Numbering Bylaw, 1908, No. 40***

Change of house number		<del>\$ 255.00</del>	\$ 261.10
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**SCHEDULE E**  
**PARKS AND RECREATION FEES**

**PARKS AND GREENWAYS DONATION PROGRAM**

*Parks Regulation Bylaw, 1996, No. 6611*

All donation items come with a powder coated bronze plaque, except for trees which include a commemorative certificate.

<b>Standard Site Furnishings</b>				
<del>A1 - Tree 2 1/2 inch caliper, species varies with site</del>				
				<del>\$ 650.00</del>
<del>B1 - Urban Parks Bench black powder coated steel, 6 ft. length</del>				
				<del>\$ 2,300.00</del>
<del>B2 - Parks and Greenways Bench green powder coated steel, 6 ft. length</del>				
				<del>\$ 2,300.00</del>
<del>C3 - Chair powder coated steel (green in Parks and Greenways, black in Urban Parks)</del>				
				<del>\$ 1,300.00</del>
<del>C4 - Chair &amp; Table powder coated steel (green in Parks and Greenways, black in Urban Parks) 3 ft. dia.</del>				
				<del>\$ 2,600.00</del>
<del>D1 - Picnic Table polished concrete with exposed aggregate finish</del>				
				<del>\$ 2,800.00</del>
	<b>Existing Donation Area</b>	<b>New Donation Area</b>		<b>Renewal (All Sites)</b>
<b>Standard Site Furnishings</b>				
A1 - Tree 2 1/2 inch caliper, species varies with site	N/A	\$ 765.80		N/A
B1 - Urban Parks Bench black powder coated steel, 6 ft. length	\$ 3,815.10	\$ 6,396.90		\$ 3,815.10
B2 - Parks and Greenways Bench green powder coated steel, 6 ft. length	\$ 3,690.90	\$ 6,261.90		\$ 3,690.90
<b>Custom Site Furnishings - Limited Quantities in Select Areas</b>				
<del>B5 - Victoria Park Bench black powder coated steel 6 ft. length</del>				
				<del>\$ 1,800.00</del>
<del>B6 - Victoria Park Bench (Curved) black powder coated steel</del>				
				<del>\$ 2,900.00</del>
<del>B7 - Victoria Park Bench (Long) black powder coated steel 18 ft. length</del>				
				<del>\$ 4,500.00</del>
<del>B8 - 14th St Civic Plaza Bench ipe wood slats 8 ft. length</del>				
				<del>\$ 2,400.00</del>
B5 - Victoria Park Bench black powder coated steel 6 ft. length	\$ 3,185.40	N/A		\$ 3,185.40
B8 - Civic Plaza Wood Bench	\$ 3,690.90	N/A		\$ 3,690.90
<b>Plaque Replacement</b>				
Plaque				\$ 480.00

**EVENT FEES**

***Parks Regulation Bylaw, 1996, No. 6611***

<b>Events organized by community groups and private events</b>			
<b>Event Type</b>			<b>Fee</b>
Community Event (General public)	per hour	<del>\$ 11.75</del>	\$ 12.03
Community Event (Children and Seniors, North Vancouver School District)	per hour	<del>\$ 5.85</del>	\$ 5.99
Weddings, picnics, birthday parties	per hour (market rate)	<del>\$ 23.49</del>	\$ 24.05
<b>Events organized by commercial or for profit organizations</b>			
<b>Event Size</b>	<b>Number of participants</b>		<b>Park booking fee</b>
Small commercial event	1-250	<del>\$ 250.00</del>	\$ 256.00
Medium commercial event	251-500	<del>\$ 500.00</del>	\$ 512.00
Large commercial event	501-1000	<del>\$ 1,000.00</del>	\$ 1,024.00
<ul style="list-style-type: none"> <li>• Events organized by community and commercial groups are required to pay a refundable damage deposit. Refundable damage deposits range between \$100-\$500 dependent upon event size, history, and nature of the event. Amount required for deposit will be specified by the Community Events Programmer during the approval process.</li> </ul>			
<ul style="list-style-type: none"> <li>• The Community Events Programmer will return the damage deposit refund to the event organizer upon the completion of the event and the City inspection of the event site. If after 2 years from the date of the event, and or site inspection, the refund of the deposit is undeliverable to the organizer, the funds will default to the City.</li> </ul>			
<ul style="list-style-type: none"> <li>• Weddings, picnics, and birthday parties are not required to pay a damage deposit.</li> </ul>			
<ul style="list-style-type: none"> <li>• Extra fees to cover additional services by City staff will be charged where appropriate.</li> </ul>			
<ul style="list-style-type: none"> <li>• For more complex commercial events that require more administrative time there is a higher fee structure. Contact the Community Events Programmer for further details.</li> </ul>			

## WHARF MOORAGE FEES

### *Wharf Regulation Bylaw, 2005, No. 7665 (St. Roch Dock, Burrard Dry Dock and Goldsworthy Pier)*

1. (a) Moorage fees for the St. Roch Dock		per hour maximum 3 hours	<del>\$ 4.00</del>	\$ 4.10
2. Moorage Agreement Fees for the Goldsworthy Pier, Burrard Dry Dock Pier, and the St. Roch Dock are as follows:				
(a) Vessel or Watercraft Length and Applicable Moorage Agreement Rates				
Up to 39ft (11.9m)		per foot per day*	<del>\$ 1.80</del>	\$ 1.84
40ft (12.5m) to 79ft (24m)		per foot per day*	<del>\$ 1.90</del>	\$ 1.95
80ft (24.4m) to 149ft (45.4m)		per foot per day*	<del>\$ 2.25</del>	\$ 2.30
150ft (45.7m) to 199ft (60.6m)		per foot per day*	<del>\$ 3.25</del>	\$ 3.33
200ft (60.9m) or greater		per foot per day*	<del>\$ 4.50</del>	\$ 4.61
* Day = 24 hour period or portion thereof				
(b) No Moorage is permitted on Burrard Dry Dock Pier without written authorization in the form of a Moorage Agreement signed by the Wharf Manager;				
(c) Notwithstanding (a), a Moorage Agreement is required for Moorage in excess of 3 hours at St. Roch Dock and Goldsworthy Pier;				
(d) Fees are waived for a Vessel that is not of a commercial type or design and belongs to Her Majesty in the right of Canada or to a foreign government that is not engaged in commercial activity;				
(e) For commercial vessel overnight layovers, fees will be calculated hourly for repeated overnight Moorages if the individual Moorages are of five (5) or more individual nonconsecutive nights, calculated based on vessel arrival time, if the booking is made more than two weeks in advance of the initial overnight layover date;				
(f) For non-working commercial Vessels during the shoulder season (beginning of November to end of March, excluding the Easter weekend) , the minimum charge will be:				
per vessel without potable water available		daily	<del>\$ 650.00</del>	\$ 665.60
per vessel with potable water supply		daily	<del>\$ 800.00</del>	\$ 819.20
(g) For the docks and piers to be used as film location(s), the Filming Fees in Schedule "C" of "Fees and Charges Bylaw 2024, No. 9000" apply;				
(h) For the booking of the Burrard Dry Dock Pier and/or St. Roch Dock for events, then the applicable fees are those contained in The Shipyards Events Policy (2018); and				
(i) The Wharf Manager may adjust or waive fees for Vessels of significant public interest, and reserves the right, to determine for the purposes of moorage fees, the length of any Vessel.				
3. Emergency Vessel Moorage Fees				
(a) Emergency Service Vessels, while actively performing emergency services or engaged in training exercises, shall not be subject to the Moorage fees listed at this Schedule E.				

**SCHEDULE F**  
**LICENSING FEES**

**ANIMAL CONTROL**

*Dog Tax and Regulation Bylaw, 2010, No. 8113*

<b>Annual Licence Fees</b>		
For every Dog	<del>30.00</del>	\$ 30.72
For a dog deemed to be vicious	<del>200.00</del>	\$ 204.80
For assistance dog, upon application - no charge	<del>—</del>	\$ -
Replacement licence of valid dog licence from another municipality including City of Vancouver Shall not apply to a Dog declared vicious or dangerous in another municipality and the full Licence amount shall apply to such Dog	<del>5.00</del>	\$ 5.12
On or after September 1st in current year, dog reached licence age of four (4) months, or was brought into the City of North Vancouver from outside the Province of British Columbia.		fee at 50%
Duplicate license tag	<del>5.00</del>	\$ 5.12
<b>Kennel License Fees</b>		
Application for Kennel licence	<del>60.00</del>	\$ 61.44
<b>Pound Fees (excluding vicious dog)</b>		
For a licensed dog; first time impounded in a licensing year	<del>30.00</del>	\$ 30.72
For a licensed dog; second time impounded in a licensing year	<del>60.00</del>	\$ 61.44
For a licensed dog; third time impounded in a licensing year	<del>100.00</del>	\$ 102.40
For an unlicensed dog	<del>150.00</del>	\$ 153.60
Maintenance cost per day or part thereof, after the first day, for the period a dog is impounded	<del>10.00</del>	\$ 10.24
<b>Pound Fees (vicious dog)</b>		
Vicious dog; first time impounded in a licensing year	<del>200.00</del>	\$ 204.80
Vicious dog; second time impounded in a licensing year	<del>500.00</del>	\$ 512.00
Vicious dog; third and subsequent impoundments in a licensing year	<del>1,000.00</del>	\$ 1,024.00
Maintenance cost per day or part thereof, after the first day, for the period a vicious dog is impounded	<del>30.00</del>	\$ 30.72

**BUSINESS LICENSING**

*Business Licence Bylaw, 2018, No. 8640*

<b>Business Licences - Fees by Business Code</b>			
<b>Business Code</b>	<b>Business Classification</b>		<b>Fee or Fee Table</b>
3254	Cannabis-Licensed Medical Production	<del>\$ 3,691.00</del>	\$ 3,779.60
3398	Food Manufacturer	<del>\$ 192.00</del>	\$ 196.60
3399	Manufacturer		IA
4189	Wholesaler		IA
4411	Auto Dealer		IA, IB
4451	Grocery Store		IE
4452	Other Food Retailer	<del>\$ 192.00</del>	\$ 196.60
4453	Wine/Liquor Store	<del>\$ 384.00</del>	\$ 393.20
4461	Health and Personal Care Store	<del>\$ 192.00</del>	\$ 196.60
4462	Pharmacies	<del>\$ 256.00</del>	\$ 262.10
4471	Gas Station	<del>\$ 256.00</del>	\$ 262.10
4533	Second Hand Dealer	<del>\$ 256.00</del>	\$ 262.10
4539	Charitable Sales		\$ 5.00
4546	Peddler	<del>\$ 256.00</del>	\$ 262.10
4841	Transportation and Support	<del>\$ 192.00</del>	\$ 196.60
4860	Port Industries	<del>\$ 2,485.00</del>	\$ 2,544.60
4931	Warehousing		IB, ID
5120	Movie Theatre	<del>\$ 2,485.00</del>	\$ 2,544.60
5191	Photography, Film, TV, etc.	<del>\$ 256.00</del>	\$ 262.10
5211	Financial Inst. (Bank, Credit Union)	<del>\$ 1,032.00</del>	\$ 1,056.80

5121	Adult Movie Theatre	<del>\$ 2,485.00</del>	\$ 2,544.60
5222	Pawn Broker	<del>\$ 615.00</del>	\$ 629.80
5269	Financial Services	<del>\$ 192.00</del>	\$ 196.60
5312	Real Estate Service	<del>\$ 192.00</del>	\$ 196.60
5411	Legal Service	<del>\$ 192.00</del>	\$ 196.60
5413	Architectural and Engineering Service	<del>\$ 192.00</del>	\$ 196.60
5414	Design Service	<del>\$ 192.00</del>	\$ 196.60
5611	General and Administrative Support	<del>\$ 192.00</del>	\$ 196.60
6111	Private Primary/sec. School	<del>\$ 256.00</del>	\$ 262.10
6211	Medical Office	<del>\$ 192.00</del>	\$ 196.60
6212	Dentist/Orthodontic office	<del>\$ 192.00</del>	\$ 196.60
6213	Other Health Office	<del>\$ 192.00</del>	\$ 196.60
6244	Child Care Facility		\$ 5.00
6245	Group Child Care		\$ 5.00
7131	Amusement Park	<del>\$ 2,485.00</del>	\$ 2,544.60
7211	Hotel (excl. leased operations and paid parking areas)	<del>\$ 2,485.00</del>	\$ 2,544.60
7212	RV Park and Recreation Camp	<del>\$ 192.00</del>	\$ 196.60
7223	Food Trucks	<del>\$ 250.00</del>	\$ 256.00
7226	Licensed (liquor) Restaurant	<del>\$ 192.00</del>	\$ 196.60
7227	Restaurant Unlicensed	<del>\$ 192.00</del>	\$ 196.60
7228	Limited Service Restaurant Licensed (liquor)	<del>\$ 192.00</del>	\$ 196.60
7229	Limited Service Restaurant Unlicensed	<del>\$ 192.00</del>	\$ 196.60
9115	Inter-Municipal		\$ 60.00

531113	Residential Rental – Long Term per dwelling unit (up to 5)		\$ 75.00
	per each subsequent dwelling unit		\$ 25.00
531111	Residential Rental – Short Term		\$ 550.00
721198	Accessory Boarding – Long Term		\$ 122.00
72131	Accessory Boarding – Short Term		\$ 250.00



**Business Licences - Fees Tables**
**TABLE I - AREAS**

A.	For areas of sales, service, display and storage space, contained within the building, from:		Per Annum
	0 to 500 sq. me. the sum of	<del>\$ 128.00</del>	\$ 131.10
	501 to 1,000 sq. me. the sum of	<del>\$ 256.00</del>	\$ 262.10
	1,001 to 3,000 sq. me. the sum of	<del>\$ 384.00</del>	\$ 393.20
	3,001 to 5,000 sq. me. the sum of	<del>\$ 500.00</del>	\$ 512.00
	For each additional 90 sq. me. of sales, service, display and storage space or any portion thereof contained within the building in excess of 5001 sq. me. the sum of	<del>\$ 46.00</del>	\$ 47.10
	To a maximum of	<del>\$ 2,485.00</del>	\$ 2,544.60
	And for outside ground storage area adjacent to the building, as determined by Table IB		
B.	Storage Areas (Open)		Per Annum
	0 to 200 sq. me. of ground space	<del>\$ 42.00</del>	\$ 43.00
	201 to 500 sq. me. of ground space	<del>\$ 88.00</del>	\$ 90.10
	501 to 1,500 sq. me. of ground space	<del>\$ 157.00</del>	\$ 160.80
	1,501 to 1,800 sq. me. of ground space	<del>\$ 314.00</del>	\$ 321.50
	1,801 to 5,000 sq. me. of ground space	<del>\$ 731.00</del>	\$ 748.50
	5,001 to 10,000 sq. me. of ground space	<del>\$ 1,102.00</del>	\$ 1,128.40
	10,001 to 15,000 sq. me. of ground space	<del>\$ 2,215.00</del>	\$ 2,268.20
	15,000+	<del>\$ 2,485.00</del>	\$ 2,544.60
C.	Commercial Rental		Per Annum
	For 0 to 93 sq. me. of floor space	<del>\$ 29.00</del>	\$ 29.70
	and for each additional 93. sq. me. of floor space or any portion thereof	<del>\$ 29.00</del>	\$ 29.70
D.	General Warehousing & Storage, Other Warehousing & Storage, and Self-Storage Mini-Warehouses		Per Annum
	For each 100 sq. me. of floor space contained within the building, the sum of	<del>\$ 58.00</del>	\$ 59.40

<b>E.</b>	<b>Department Stores, Supermarkets &amp; Other Grocery Stores, Hardware Stores, and General-Line Building Supplies Wholesaler-Distributor</b>		<b>Per Annum</b>
	For areas of sales, service, display and storage space, contained within the building, from:		
	0 to 500 sq. me. the sum of	<del>\$ 494.00</del>	\$ 505.90
	501 to 950 sq. me. the sum of	<del>\$ 842.00</del>	\$ 862.20
	951 to 1,400 sq. me. the sum of	<del>\$ 1,698.00</del>	\$ 1,738.80
	For areas in excess of 1400 sq. me. of floor space, the sum of	<del>\$ 2,485.00</del>	\$ 2,544.60
	And for outside ground storage area adjacent to the building, as determined by Table IB		
<b>TABLE II - UNITS</b>			
<b>A.</b>	<b>Vending Machine Operators</b>		<b>Per Annum</b>
	For each machine	<del>\$ 88.00</del>	\$ 90.10
<b>B.</b>	<b>Marinas</b>		<b>Per Annum</b>
	with not more than 50 leased spaces	<del>\$ 111.00</del>	\$ 113.70
	with 51 to 100 leased spaces	<del>\$ 166.00</del>	\$ 170.00
	with 101 to 200 leased spaces	<del>\$ 268.00</del>	\$ 274.40
	with 201 to 300 leased spaces	<del>\$ 371.00</del>	\$ 379.90
	with 301 to 400 leased spaces	<del>\$ 493.00</del>	\$ 504.80
	with 401 to 500 leased spaces	<del>\$ 581.00</del>	\$ 594.90
	with 501 to 600 leased spaces	<del>\$ 686.00</del>	\$ 702.50
	with 601 to 700 leased spaces	<del>\$ 787.00</del>	\$ 805.90
	with 701 to 800 leased spaces	<del>\$ 889.00</del>	\$ 910.30
	with 801 to 900 leased spaces	<del>\$ 993.00</del>	\$ 1,016.80
	with 901 to 1,000 leased spaces	<del>\$ 1,053.00</del>	\$ 1,078.30
<b>C.</b>	<b>Vehicles for Hire</b>		<b>Per Annum</b>
	for each unit	<del>\$ 111.00</del>	\$ 113.70

D.	Arcades		Per Annum
	Classification 1 - arcade with 3 machines	<del>\$ 439.00</del>	\$ 449.50
	Classification 2 - arcade with 4 machines	<del>\$ 542.00</del>	\$ 555.00
	Classification 3 - arcade with 5 machines	<del>\$ 644.00</del>	\$ 659.50
	Classification 4 - arcade with 6 machines	<del>\$ 746.00</del>	\$ 763.90
	Classification 5 - arcade with 7 machines	<del>\$ 849.00</del>	\$ 869.40
	Classification 6 - arcade with 8 machines	<del>\$ 952.00</del>	\$ 974.80
	<del>Each additional machine located on site exceeding eight (8) shall constitute a change in classification with a corresponding change in numerical designation and the fee shall increase on an increment basis of \$101.00 per machine to a maximum annual of \$1,678.00</del>		<del>-maximum \$1,678-</del>
	Each additional machine located on site exceeding eight (8) shall constitute a change in classification with a corresponding change in numerical designation and the fee shall increase on an increment basis per machine (maximum below).		\$ 103.40
	Each additional machine located on site exceeding eight (8) to a maximum annual fee.		\$ 1,718.30
	Where a device accommodates more than one (1) game or function each game or function shall be regarded as a separate unit and licensed accordingly under the unit designations or classifications as enumerated in this section.		

**TABLE III - UNITS**

<b>A.</b>	<b>Business uses</b>	<b>Units</b>		<b>Per Annum</b>
	Accessory Dormitory Use	for each room	<del>\$ 10.50</del>	\$ 10.75
	Amusement Machines	two (2) or less	<del>\$ 346.00</del>	\$ 354.30
	Commercial Parking Lot	for each space	<del>\$ 19.00</del>	\$ 19.46
	Bed & Breakfast	for each room	<del>\$ 19.00</del>	\$ 19.46
	Billiard/Pool Hall	for each table	<del>\$ 42.00</del>	\$ 43.01
	Bowling Alley	for each alley	<del>\$ 42.00</del>	\$ 43.01
	Coin-operated Laundries and Dry Cleaners	for each machine	<del>\$ 14.50</del>	\$ 14.85
	Curling Rink	for each sheet	<del>\$ 38.50</del>	\$ 39.42
	Mobile Canteen	for each unit	<del>\$ 166.00</del>	\$ 169.98
	Automated Teller Machines	for each machine	<del>\$ 434.00</del>	\$ 444.42
	Mobile Carts	for each unit	<del>\$ 123.00</del>	\$ 125.95
	Post Box Rental Agency	for each box	<del>\$ 2.00</del>	\$ 2.05
	Mobile Carts - On-Street	for each unit	<del>\$ 166.00</del>	\$ 169.98
	Free Publication Boxes	for each box	<del>\$ 84.00</del>	\$ 86.02

<b>B.</b>	<b>Itinerants</b>		<b>Per Day</b>
	Bingo Operations, Games of Chance	<del>\$ 144.00</del>	\$ 147.50
	Carnivals	<del>\$ 144.00</del>	\$ 147.50
	Circuses	<del>\$ 144.00</del>	\$ 147.50
	Dog & Cat Shows	<del>\$ 144.00</del>	\$ 147.50
	Exhibitions	<del>\$ 144.00</del>	\$ 147.50
	Performing Arts Promoters (Presenters) without Facilities	<del>\$ 144.00</del>	\$ 147.50
	Sports Presenters and Other Presenters without Facilities	<del>\$ 144.00</del>	\$ 147.50
	Theatrical Shows (when held in other than a duly licensed theatre)	<del>\$ 144.00</del>	\$ 147.50
	Other forms of itinerant shows, entertainment, amusement or exhibition not hereinbefore enumerated	<del>\$ 144.00</del>	\$ 147.50
	Soliciting for charity		\$ 5.00
<b>TABLE IV - ENTERTAINMENT, SOCIAL AND RECREATIONAL FACILITIES</b>			
<b>A.</b>	<b>Liquor Primary – Pubs</b>		<b>Per Annum</b>
	For the first 10 seats	<del>\$ 337.00</del>	\$ 345.10
	For each additional 10 seats or any portion thereof	<del>\$ 39.00</del>	\$ 39.94
	To a maximum of	<del>\$ 1,500.00</del>	\$ 1,536.00
<b>B.</b>	<b>Body Rub Parlour</b>		<b>Per Annum</b>
	Body Rub Parlour	<del>\$ 3,691.00</del>	\$ 3,779.60
<b>TABLE V - LIQUOR LICENSING</b>			
<b>A.</b>			<b>Per Annum</b>
	Non- refundable Liquor Primary application fee	<del>\$ 500.00</del>	\$ 512.00
<b>B.</b>			
	Permanent change to existing Liquor Primary Licence	<del>\$ 250.00</del>	\$ 256.00
<b>C.</b>			
	Temporary change to existing Liquor Primary Licence where local government input required	<del>\$ 250.00</del>	\$ 256.00
<b>D.</b>			
	New Food Primary Licence application fee when local government input is required	<del>\$ 500.00</del>	\$ 512.00

<b>TABLE VI - CANNABIS SALES</b>			<b>Per Annum</b>
<b>A.</b>	Non-refundable application fee	<del>\$ 5,000.00</del>	\$ 5,120.00
<b>B.</b>	Business licence processing fee	<del>\$ 1,500.00</del>	\$ 1,536.00
<b>C.</b>	Annual licence fee	<del>\$ 3,694.00</del>	\$ 3,779.60
<b>D.</b>	Permanent change to Cannabis licence	<del>\$ 1,500.00</del>	\$ 1,536.00
<b>TABLE VII - BUSINESS LICENCE FEE INCREASE EXEMPTIONS</b>			
<b>A.</b>	Future business licence fee increases will not apply to Child Care, Charitable Sales or Registered Society uses.		
<b>TABLE VIII - CRIME FREE MULTI-HOUSING</b>			
<b>A.</b>	The Business Licence annual fee is to be reduced by 10% for those properties participating as active members of the Crime Free Multi-Housing Program, as long as they are current participants in the Program.		
<b>TABLE IX – ALL OTHER BUSINESS FEES</b>			<b>Per Annum</b>
<b>A.</b>	Home based businesses	<del>\$ 122.00</del>	\$ 124.90
<b>B.</b>	Non-resident business	<del>\$ 256.00</del>	\$ 262.10
<b>C.</b>	Registered Society		\$ 5.00
<b>D.</b>	All other businesses not specified	<del>\$ 128.00</del>	\$ 131.10
<b>TABLE X - ADMINISTRATION</b>			
<b>A.</b>	Non-refundable application fee (for new licences for businesses without specific application fees). Child Care and Registered Societies exempt.	<del>\$ 50.00</del>	\$ 51.20
<b>B.</b>	Any changes to a business licence (ownership, transfer of a valid and current Business Licence from one location to another, business name change etc.)	<del>\$ 50.00</del>	\$ 51.20

**TREE BYLAW FEES**

*Tree Bylaw, 2022, 8888*

**Permit Fees**

Application Base Fee + Tree Removal Fee	per tree removed		-\$175.00 + \$75.00-
Application Base Fee	per application	\$ <del>175.00</del>	\$ 179.20
Tree Removal Fee	per tree removed	\$ <del>75.00</del>	\$ 76.80
Inspection Fee	per site visit	\$ <del>130.00</del>	\$ 133.10
Replacement Tree Security	per tree replaced	\$ <del>975.00</del>	\$ 998.40
Tree Replacement Cash-in-Lieu	per tree removed	\$ <del>750.00</del>	\$ 768.00
Ecological Compensation	per tree removed	\$ <del>1,500.00</del>	\$ 1,536.00

**SCHEDULE G**  
**CEMETERY FEES**

**North Vancouver Cemetery Bylaw, 2011, No. 8109**

**All fees shall be paid at the time of application and are subject to applicable taxes.**

<b>In-Ground Interments Resident Fees</b>	Lot	+ Care Fund	= Right of Interment	Preparation / Placement	Liner	Total
Adult Casket - Single Depth	<del>\$3,710</del>	<del>\$2,060</del>	<del>\$5,770</del>	<del>\$1,760</del>	<del>\$980</del>	<del>\$8,510</del>
	\$3,799	\$2,109	\$5,908	\$1,802	\$1,004	\$8,714
Adult Casket - Single Depth Crypt	<del>\$4,790</del>	<del>\$2,060</del>	<del>\$6,850</del>	<del>\$1,760</del>		<del>\$8,610</del>
	\$4,905	\$2,109	\$7,014	\$1,802		\$8,816
Adult Casket - Double Depth Crypt - 1st Casket at Lower Level	<del>\$6,390</del>	<del>\$2,580</del>	<del>\$8,970</del>	<del>\$1,760</del>		<del>\$10,730</del>
	\$6,543	\$2,642	\$9,185	\$1,802		\$10,987
Adult Casket - Double Depth Crypt - 2nd Casket at Upper Level		<del>\$830</del>		<del>\$1,760</del>		<del>\$2,590</del>
		\$850		\$1,802		\$2,652
Infant/Child Casket (2-12 years)	<del>\$1,080</del>	<del>\$1,030</del>	<del>\$2,110</del>	<del>\$890</del>		<del>\$3,000</del>
	\$1,106	\$1,055	\$2,161	\$911		\$3,072
Infant/Child Casket (0-2 years)						\$0
Cremation Lot - 1st Interment	<del>\$2,060</del>	<del>\$980</del>	<del>\$3,040</del>	<del>\$370</del>		<del>\$3,410</del>
	\$2,109	\$1,004	\$3,113	\$379		\$3,492
Cremated Remains in Occupied Lot		<del>\$520</del>		<del>\$370</del>		<del>\$890</del>
		\$532		\$379		\$911



<b>Columbarium Niche Resident Fees</b>	Lot	+	Care Fund	=	Right of Interment	Preparation / Placement	Total	
Niche with 1st Interment (top 2 rows)	\$2,270		\$1,030		\$3,300	\$260	\$3,560	
	\$2,324		\$1,055		\$3,379	\$266	\$3,645	
Niche with 1st Interment (mid 2 rows)	\$1,650		\$1,030		\$2,680	\$260	\$2,940	
	\$1,690		\$1,055		\$2,745	\$266	\$3,011	
Niche with 1st Interment (bottom row)	\$1,140		\$1,030		\$2,170	\$260	\$2,430	
	\$1,167		\$1,055		\$2,222	\$266	\$2,488	
2nd Interment in niche			\$210			\$260	\$470	
			\$215			\$266	\$481	
<b>In-Ground Interments Non-Resident Fees</b>	Lot	+	Care Fund	=	Right of Interment	Preparation / Placement	Liner	Total
Adult Casket - Single Depth	\$6,910		\$4,330		\$11,240	\$1,760	\$980	\$13,980
	\$7,076		\$4,434		\$11,510	\$1,802	\$1,004	\$14,316
Adult Casket - Single Depth Crypt	\$8,300		\$4,120		\$12,420	\$1,760		\$14,180
	\$8,499		\$4,219		\$12,718	\$1,802		\$14,520
Adult Casket - Double Depth Crypt - 1st Casket at Lower Level	\$13,700		\$5,150		\$18,850	\$1,760		\$20,610
	\$14,029		\$5,274		\$19,303	\$1,802		\$21,105
Adult Casket - Double Depth Crypt - 2nd Casket at Upper Level			\$830		\$830	\$1,760		\$2,590
			\$850		\$850	\$1,802		\$2,652
Infant/Child Casket (0-12 years)	\$2,630		\$2,060		\$4,690	\$930		\$5,620
	\$2,693		\$2,109		\$4,802	\$952		\$5,754
Cremation Lot with 1st Interment	\$3,860		\$1,860		\$5,720	\$370		\$6,090
	\$3,953		\$1,905		\$5,858	\$379		\$6,237
Cremated Remains in Occupied Lot			\$520			\$370		\$890
			\$532			\$379		\$911

<b>Columbarium Niche Non-Resident Fees</b>					
	Lot	+ Care Fund	= Right of Interment	Preparation / Placement	Total
Niche with 1st Interment (top 2 rows)	\$2,950	\$1,340	\$4,290	\$260	\$4,550
	\$3,021	\$1,372	\$4,393	\$266	\$4,659
Niche with 1st Interment (mid 2 rows)	\$2,150	\$1,340	\$3,490	\$260	\$3,750
	\$2,202	\$1,372	\$3,574	\$266	\$3,840
Niche with 1st Interment (bottom row)	\$1,480	\$1,340	\$2,820	\$260	\$3,080
	\$1,516	\$1,372	\$2,888	\$266	\$3,154
2nd Interment in niche		\$210		\$260	\$470
		\$215		\$266	\$481
<b>Memorial Fees</b>					
		Care Fund	Permit		Total
Memorial Permit		\$110	\$130		\$240
		\$113	\$133		\$246
Memorial Resetting			\$130		\$130
			\$133		\$133
Memorial Tablet Levelling			\$160		\$160
			\$164		\$164
City Concrete Foundation			\$1,240		\$1,240
			\$1,270		\$1,270
<b>Lot Adornment Fees</b>					Total
In-ground Vase (includes installation)				\$100	\$102
<b>Disinterment &amp; Exhumation Fees</b>					Total
Adult Casket - Single depth				\$2,170	\$2,222
Adult Casket - Single depth Crypt				\$2,170	\$2,222
Adult Casket - Double depth Crypt: Casket - Upper Level				\$2,170	\$2,222
Adult Casket - Double depth Crypt: Casket - Lower Level				\$2,680	\$2,744
Adult Casket - Double depth Crypt: Casket - Both Caskets (at the same time)				\$4,850	\$4,966
Infant/Child Casket (0 - 12 years)				\$1,240	\$1,270
Cremated Remains (in-ground)				\$470	\$481
Cremated Remains (in-ground) with re-interment				\$670	\$686
Cremated Remains (niche)				\$230	\$236

<b>Additional Fees</b>		Total
After Hours Surcharge for Adult Casket Burial	\$1,650	\$1,690
After Hours Surcharge for Infant/Child Casket Burial	\$540	\$553
After Hours Surcharge for In-ground Cremation Interment	\$310	\$317
After Hours Surcharge for Niche Interment	\$210	\$215
Cremation Urn Vault - Single	\$110	\$113
Administration Fee	\$90	\$92
<b>Lot Surrender Refund for Lots Purchased on or before June 18, 2006</b>		Total
See 'Cancellation of Right of Interment' for complete details.		
Adult Single Depth Lot	\$1,163	\$1,191
Adult Double Depth Lot	\$1,845	\$1,889
Infant/Child Lot	\$608	\$623
Cremation Lot	\$405	\$415
Niche in Upper Two Rows	\$1,200	\$1,229
Niche in Lower Two Rows	\$885	\$906

**SCHEDULE H**  
**STREETS AND PLAZAS FEES**

**Street and Traffic Bylaw, 1991, No. 6234**

<b>s.510 Special Parking Privileges, .2 Resident Exempt Zone, (b)</b>			
a shared vehicle organization which applies for an exemption and pays annual application fee, per shared vehicle in the shared vehicle organizations' fleet of shared vehicles.	<b>\$25 annual fee, per vehicle</b>		
	annual fee, per vehicle	<del>\$ 25.00</del>	\$ 25.60

<b>Fees</b>						
Permit Type	Authority to Issue*		Processing Fee	Occupancy Fee		
<i>*Authority to Issue sections noted are within "Streets and Traffic Bylaw, 1991, No. 6234"</i>						
Temporary Building Zone	s.404.2	<del>\$ 80.00</del>	\$ 81.90	<del>\$3.05 per day per 10 m<sup>2</sup> of street property but not less than \$100.00, plus GST;</del>		
				per day per 10 m <sup>2</sup> of street property, plus GST	<del>\$ 3.05</del>	\$ 3.12
				but not less than (plus GST)	<del>\$ 100.00</del>	\$ 102.40
Temporary Street Occupancy	s.404.2	<del>\$ 80.00</del>	\$ 81.90	<del>\$3.05 per day per 10 m<sup>2</sup> of street property but not less than \$100.00, plus GST;</del>		
				per day per 10 m <sup>2</sup> of street property, plus GST	<del>\$ 3.05</del>	\$ 3.12
				but not less than (plus GST)	<del>\$ 100.00</del>	\$ 102.40
Temporary Street Closure	s.404.2	<del>\$ 80.00</del>	\$ 81.90	N/A		
Block Party*	s.408.5	<del>\$ 25.00</del>	\$ 25.60	N/A		
<i>* Street parties organized by the North Vancouver Block Watch Program are exempt from the processing fee.</i>						
Parade/Procession	s.701	<del>\$ 100.00</del>	\$ 102.40	N/A		
Container onStreet Allowance	s.813.2	<del>\$ 60.00</del>	\$ 61.44	N/A		
Extraordinary Traffic - Permit to move over height, over width and overweight loads	s.905	<del>\$ 80.00</del>	\$ 81.90	N/A		
Congestion and Curbside Management (Transportation Network Services) – vehicles other than Zero-emission Vehicles and Accessible Passenger Directed Vehicles	s.520.3		N/A	<del>\$0.10 per pick up and drop off Monday to Friday, 7 AM to 9 AM and 2 PM to 6 PM</del>		
				per pick up and drop off Monday to Friday, 7 AM to 9 AM and 2 PM to 6 PM	<del>\$ 0.10</del>	\$ 0.10

Congestion and Curbside Management (Transportation Network Services – Zero-emission Vehicles)	s.520.3		N/A	<del>\$0.05 per pick up and drop off Monday to Friday, 7 AM to 9 AM and 2 PM to 6 PM</del>	
				per pick up and drop off Monday to Friday, 7 AM to 9 AM and 2 PM to 6 PM	<del>\$ 0.05</del> \$ 0.05
E-Bike Share Permit – Permit for Shared E-Bikes (Total fleet deployed)	s.822.3	<del>\$ 250.00</del>	\$ 256.00	\$40 + GST per E-Bike deployed [Bylaw 8815, February 8, 2021]	
				plus GST per E-Bike deployed [Bylaw 8815, February 8, 2021]	<del>\$ 40.00</del> \$ 40.96
E-Bike Share Permit – Security for Performance	s.822.4		N/A	<del>\$ 10,000.00</del>	\$ 10,240.00

City-owned Electric Vehicle Charging Station User Fees					
<b>Public Level 2 Charging Station</b>					
Fees apply 6am to 10pm	per hour	<del>\$ 2.00</del>	\$ 2.00		
	minimum, per minute	<del>\$ 0.0333</del>	\$ 0.0333		
or, at load-sharing (limited power) stations or stations that are subject to pay parking fees					
Fees apply 6am to 10pm	per hour	<del>\$ 1.00</del>	\$ 1.00		
	minimum, per minute	<del>\$ 0.0166</del>	\$ 0.0166		
<b>Public Level 3 (Fast) Charging Station</b>					
Fees apply 24 hours a day	per hour	<del>\$ 16.00</del>	\$ 16.00		
	minimum, per minute	<del>\$ 0.2666</del>	\$ 0.2666		

## SCHEDULE I

### WATER UTILITY SERVICES FEES

*Water Utility Bylaw, 1994, No. 6417*

#### 2025 CONNECTIONS AND SEVERANCE RATES

<b>1. WATER SERVICE CONNECTIONS</b>		
Size	Fee	
Standard 19 mm	<del>\$ 9,600.00</del>	\$ 9,830.40
> 19 mm	at cost with	a minimum charge equal to the standard fee.

<b>2. WATER SERVICE SEVERANCE</b>		
Size	Fee	
For Standard 19 mm Replacement	<del>\$ 1,290.00</del>	\$ 1,321.00
> 19 mm service replacement	at cost with	a minimum charge equal to the standard fee.

<b>3. WATER CONNECTION REUSE</b>	<del>\$ 2,690.00</del>	\$ 2,754.60
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<b>4. TURN ON/OFF</b>	<del>\$ 52.00</del>	\$ 53.25
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<b>5. INSTALLATION AND REMOVAL OF TEMPORARY METEF</b>	flat fee	<del>\$ 430.00</del>	\$ 440.30
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A 50% rebate is available for standard 19mm water service replacements that are installed less than 2 years in advance of a City initiated programmed replacement of water services within the block.

## 2025 WATER USE RATES

### 1. WATER RATES

1.1 Water For Temporary Service during construction		Fee
Building Size (Total Floor Area)		
46 sq. m to 460 sq. m		\$ 199.00
Over 460 sq. m but not exceeding 4,600 sq. m		\$ 392.00
Over 4,600 sq. m but not exceeding 23,000 sq. m		\$ 650.00
Over 23,000 sq. m		\$ 1,035.00
1.2 Flat Rates (un-metered premises)		Per year
Single Unit Dwelling		\$ 663.00
Duplexes (including infills) per unit		\$ 556.00
Multiple Unit Dwellings (including extra living units within single unit dwellings, apartments, condominiums, garden apartments and coach houses) for each dwelling		\$ 390.00
Stores, offices, other commercial premises not elsewhere designated; Churches and Public Halls per fixture		\$ 150.00
Water Cooling Units		\$ 1,029.00
Schools per Classroom		\$ 475.00
Minimum charge for any service		\$ 663.00

### 2. METERED WATER RATES

2.1 For commercial and industrial properties, hospitals and schools served by water meters the following scale of charges shall apply:		Per cubic metre
January 1 to May 31		\$ 1.6493
June 1 to September 30		\$ 2.0616
October 1 to December 31		\$ 1.6493
A minimum bill for 30 cubic metres per month will be charged if a lesser quantity or no water is consumed		min charge

### 2.2 Metered Charges for Mixed Use Premises

The charge for Mixed Use Premises on metered rates shall be the greater of the flate rate for Multiple Dwelling Units provided in this Schedule times the number of dwelling units or the metered rates.

### 3. MISCELLANEOUS CHARGES

Testing a Meter as Provided in Section 703 Water Utility Bylaw, 1994, No. 6417		Fee
For meters 50 mm and smaller	<del>\$ 375.00</del>	\$ 384.00
For meters over 50 mm	<del>\$ 536.00</del>	\$ 549.00

<b>4. DATE OF PAYMENT AND PENALTIES</b>
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<b>4.1 For Flat Rate (un-metered premises)</b>		
Rates set out above shall be due on the last business day in February each year.		
A penalty of 5% shall be added to rates that are not paid on or before the last business day of February	penalty	5%
and a further penalty of 5% shall be added to rates that are not paid on or before the last business day of April in the year the rates are due.	penalty	+ 5%

<b>4.2 For Metered Premises</b>		
A penalty of five percent (5%) shall be added to rates which are not paid on or before the due date as indicated on metered account bills.	penalty	5%

<b>Lawn Watering</b>		
Lawn Watering Permit - Single Family / Duplex		\$ 30.72
Lawn Watering Permit - Multi-Family		\$ 76.80
Lawn Watering Permit - Commercial / Industrial		\$ 153.60
Lawn Watering Permit - Lawn with Clover		No fee



## SCHEDULE J

### SEWER AND DRAINAGE UTILITY SERVICES FEES

*Sewerage and Drainage Utility Bylaw, 1995, No. 6746*

#### 2025 CONNECTIONS AND SEVERANCE FEES

<b>1. SANITARY CONNECTION</b>		
Size		Fee
Standard 100 mm Replacement or Relining	<del>\$ 8,600.00</del>	\$ 8,806.00
> 100 mm	at cost with a minimum charge equal to the standard fee	
Inspection Chamber	<del>\$ 2,680.00</del>	\$ 2,744.00
Private Sewer Connection Inspection and Certification Deposit	<del>\$ 2,680.00</del>	\$ 2,744.00
Sanitary Severance	<del>\$ 1,290.00</del>	\$ 1,321.00

<b>2. STORM CONNECTION</b>		
Size		Fee
Standard 150 mm Replacement or Relining	<del>\$ 6,900.00</del>	\$ 7,066.00
> 150 mm	at cost with a minimum charge equal to the standard fee	
Inspection Chamber	<del>\$ 2,680.00</del>	\$ 2,744.00
Storm Sewer Extension and Connection for Single Unit Developments exceeding \$150,000 and excluding subdivision	per linear metre based on the total width of the lot serviced <div style="text-align: right;"><del>\$ 1,340.00</del></div>	\$ 1,372.00
Storm Severance	<del>\$ 1,290.00</del>	\$ 1,321.00
Off-Site Stormwater Management Facility Fees	per sq. m of premises lot area or at cost to provide works on public property <div style="text-align: right;"><del>\$ 34.00</del></div>	\$ 34.82
Storm Collection System Ditch Culvert	per linear metre based on Construction the length of the culvert pipe <div style="text-align: right;"><del>\$ 270.00</del></div>	\$ 276.48

## 2025 SEWER AND DRAINAGE RATES

The following rates shall apply to all real property used for one or more of the following purposes and from which there is a connection to the sewer systems of the City:

<b>1. SANITARY SEWER</b>	<b>2025 Rates per year</b>
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<b>1.1 Annual Sewer Parcel Tax</b>	
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<b>1.2 Flat Rates (un-metered premises)</b>	
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Single Unit Dwelling		\$ 778.00
Duplexes (including infills) per unit		\$ 720.00
Multiple Unit Dwellings (including extra living units within single unit dwellings, apartments, condominiums, garden apartments and coach houses)	for each dwelling	\$ 485.00
Stores, offices, other commercial premises not elsewhere designated; Churches and Public Halls	per fixture	\$ 190.00
Minimum charge for any service is		\$ 778.00
Rate surcharge for combined connections		\$ 778.00

<b>1.3 Metered Rates</b>	
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For commercial and industrial properties, hospitals and schools served by water meters the following scale of charges shall apply:

Per cubic metre		\$ 3.1600
A minimum bill for 30 cubic metres per month will be charged if a lesser quantity or no water is consumed.		
Rate surcharge for combined connections	per cubic metre	\$ 3.1600

<b>1.4 GVS &amp; DD Special Industrial User Charge</b>	
--	--

Where the owner or occupier of a parcel of real property is a special industrial user, that owner or occupier shall pay to the municipality for the use of the sewerage system the greater of:

- |   |  |
|---|--|
| A. the charges payable under this Schedule, 2024 Sewer and Drainage Rates, Section 1, Subsections 1, 2 and 3; or  |  |
| B. the GVS & DD special industrial user charge as determined by the GVS & DD for that owner or occupier, prorated if necessary for monthly or quarterly billings. |  |

<b>1.5 Charges for Contaminated Groundwater Discharges to Sanitary Sewer</b>	
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Ground Water Discharges	per m <sup>3</sup>	\$ 0.38
or as determined by the GVS & DD.		

**1.6 Metered Charges for Mixed Use Premises**

The charge for Mixed Use Premises on metered rates shall be the greater of the flat rate for Multiple Dwelling Units provided in this Schedule times the number of dwelling units or the metered rates.

**1.7 Sewer Use Charges**

Users having a metered water service, who return less than 40% of water purchased to the sanitary sewer system, may make application to the Director of Finance for a Flat Rate Sewer charge based on their number of plumbing fixtures discharging into the sewer outlet of the premises, together with a charge of \$400 per million dollars of taxable assessment.

Applications for flat rate sewer charges must be received prior to December 1 of the year of application, and must include a full description of water usage and the total number of fixtures on the property, as described in this Schedule, 2024 Sewer and Drainage Rates.

The Director of Finance will examine each application and the supporting documentation and may visit the site to ensure that the conditions described are representative of a complete year's usage and that the total number of fixtures is accurate.

The Director of Finance will either reject the application providing reasons, or approve a Flat Rate charge. This charge, if approved, will be billed annually.

Any user rate so adjusted will be subject to periodic review by the Director of Finance and may, at any time, be returned to a user rate based on metered water consumption and the applicant so notified.

In no case shall the annual charge for a sewer-user having a metered water connection be less than the rate for a Single Unit Dwelling

**1.8 Date of Payment, Penalties and Surcharge Fees**

<b>A. For Flat Rate (un-metered premises)</b>		
Rates set out above shall be due on the last business day in February each year.		
A penalty of 5% shall be added to rates that are not paid on or before the last business day of February	penalty	5%
<b>and</b> a further penalty of 5% shall be added to rates that are not paid on or before the last business day of April in the year the rates are due.	penalty	+ 5%
A 100% surcharge fee will be applied to any sewer connections with combined storm drainage inflow to a sanitary connection contrary to City bylaws. The surcharge would be applied at the discretion of the City Engineer a minimum of 6 months following notification, and would be applied to the annual bill until the combined inflow is separated.	surcharge	100%
<b>B. For Metered Premises</b>		
A penalty of 5% shall be added to rates that are not paid on or before the due date as indicated on metered account bills.	penalty	5%
A 100% surcharge fee will be applied to the unit rate for any sewer connections with combined storm drainage inflow to a sanitary connection contrary to City bylaws. The surcharge would be applied at the discretion of the City Engineer a minimum of 6 months following notification, and would be applied to the annual bill until the combined inflow is separated.	surcharge	100%

## 2. STORM DRAINAGE

The Storm Drainage Levy is based on the taxable assessment of a property and is charged on the following classes per thousand dollars of taxable assessment based on the BC Assessment assessed value of:

Residential  
Utility  
Major Industry  
Light Industry  
Business  
Recreation/non-profit

and is included on the Property Tax Notice payable annually in July of each year as set by Council.

### 2.2 Storm Drainage Charges

2.1 A user, who is aggrieved by the application of this Schedule, 2024 Sewer and Drainage Rates, Section 2, Subsection 1 to a specific parcel, may make application to the City Engineer, in writing, stating the basis for the complaint. The City Engineer will respond, in writing, to the applicant's concern outlining any appropriate adjustment that may be authorized.

### 2.3 Penalty

5% penalty will be added to the balance owed if unpaid by the end of the first working day in July,

penalty 5%

and a further 5% penalty will be added to the balance owed if unpaid by the first working day of September.

penalty + 5%



THE CORPORATION OF THE CITY OF NORTH VANCOUVER

**“Street Sign and Housing Numbering Bylaw, 1908,  
No. 40”**

**CONSOLIDATED FOR CONVENIENCE – MARCH 6, 1995**

<b>Amendment #</b>	<b>Adoption Date</b>	<b>Subject</b>
6515	March 14, 1994	Change of Address
6648	March 6, 1995	Change of Address

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

**BYLAW NO. 40**

WHEREAS, it is deemed necessary and convenient that the houses along the streets of the City of North Vancouver should be systematically numbered, and that the Streets be suitably named and properly classified, and that the names of the streets should be painted or otherwise designated, and such names affixed at the corners thereof.

THEREFORE the Mayor and Aldermen of The Corporation of the City of North Vancouver in Council Assembled hereby enacts as follows:-

- (1). INTERPRETATION: In the construction and for the purposes of this Bylaw the following words and expressions shall have the respective meanings hereby assigned to them unless the same be repugnant to or inconsistent with the context (that is to say):-

"HOUSE" shall mean any dwelling, place of residence, business block, or building used for business purposes.

"STREET" or "THOROUGHFARE" shall mean any street, thoroughfare, avenue, boulevard, road, court, drive, place, lane, alley or highway which has been or shall be legally dedicated to or acquired for the use of the Public.

"THE COUNCIL" shall mean the Council of the Corporation of the City of North Vancouver.

"THE CITY" shall mean the City of North Vancouver.

"BLOCK" shall generally mean that portion of any thoroughfare laying between any two nearest principal intersections with other thoroughfares.

"FRONTAGE" shall mean property fronting or abutting on any thoroughfare.

Words in the past tense include the future tense; words in the singular number include the plural, and words in the plural number the singular, and the word "person" or "persons" include firms, partnerships, co-partnerships, companies, and corporations.

- (2). STREET SIGNS: It shall be lawful for The Corporation of the City of North Vancouver to order the making of signs which may be painted or otherwise, indicating the names of the Streets of the City, and the City Engineer is authorized to affix or cause the same to be affixed at the corners thereof on either public or private property.
- (3). The names of Streets already dedicated and named in the City of North Vancouver shall subject to the provision of Section 6 hereof, remain as at the passing of this Bylaw and to all Streets hereafter dedicated or laid out in the City shall be assigned or approved of by resolution of the Council such names as are consistent with the system provided for in sections 4,5,6,7, & 8 hereof, or if no suitable provision is therein contained then by resolution of the Council.

- (4). CLASSIFICATION OF THOROUGHFARES: Subject to the provisions contained in section 3 hereof and excepting thoroughfares 150 feet and over in width which shall be called boulevards, all thoroughfares running in a general east and west direction shall be called streets; all thoroughfares running in a general north and south direction shall be called Avenues; all diagonal thoroughfares shall be called roads; all short or disconnected thoroughfares running in a general North & South direction shall be called places, and in a general east and west direction shall be called Courts; all curved thoroughfares shall be called Drives.
- (5). All thoroughfares in the City running in a general east and west direction and defined as "Streets" in Section 4 hereof shall have only a number as a prefix, which number may be either designated by a figure as "1st Street" "2nd Street" etc. or by a lettered word as "First Street", "Second Street", etc. and such numbers shall commence at First Street and continue in regular numerical order consecutively as nearly as may be northward.
- (6). The portion of all thoroughfares in the City running in a general east and west direction which are situated eastward from Lonsdale Avenue shall have the suffix "E" meaning east; added to the names of the said thoroughfares, and the portions situated westward from Lonsdale Avenue shall have the suffix "W" meaning west, added to the names of the said thoroughfares.
- (7). All thoroughfares other than those defined as "Streets" in section 4 hereof shall have any suitable word or words as a prefix, as for instance: Lonsdale Avenue, Grand Boulevard, St. George's Avenue, etc.
- (8). All new thoroughfares hereafter dedicated in the City shall be named in accordance with the provisions of this Bylaw and in such a manner as to conform as nearly as may be with existing names of thoroughfares previously dedicated, so that each thoroughfare or the continuation thereof shall have one distinct name for its entire length, excepting as to the distinguishing suffix "E" & "W" (East and West) for those thoroughfares as designated in section 6 hereof.
- (9). NUMBERING: The system of house numbering adopted by the City shall be known as the Philadelphia or decimal system which provides generally for 100 numbers to the average full sized block.
- (10). On thoroughfares in the City running in a general east and west direction in Blocks 1000 feet or less in length, a number will be allotted to every 20 feet of frontage. On thoroughfares running in a general north and south direction in Blocks 500 feet or less in length a number will be allotted to every 10 feet of frontage excepting from the water front of Burrard Inlet to First Street; and from 21st. Street northward, where a number will be allotted to each 20 feet of frontage.
- (11). All short or irregular streets and blocks will have numbers allotted corresponding with through streets and regular blocks.
- (12). The even numbers are to be allotted to the North and East side of Streets, and the odd numbers to the South and West side of Streets.

- (13). On all streets in the City in a northerly and southerly direction the houses shall commence their numbering at the water line of Burrard Inlet using the numbers 1 to 49 from the water line to Esplanade and 50 to 99 from Esplanade to First Street; 100 to 199 from First Street to Second Street; 200 to 299 from Second Street to Third Street, etc. First Street will be the basis of the 100 block and Second Street of the 200 block, and so on, continuing to use generally 100 numbers to the block in such a manner that progressing northward as for instance at 15th. Street the basic number will be 1500.
- (14). On all streets running easterly and westerly from Lonsdale Avenue, the houses shall be numbered easterly and westerly from Lonsdale Avenue commencing at the number 100 at Lonsdale Avenue; 200 at St. George's and Chesterfield Avenues respectively; 300 at St. Andrew's and Mahon Avenues respectively, and thus continuing generally with 100 numbers to the block until the easterly and westerly City limits are reached.
- (15). LOCATION OF NUMBERS:- The numbers shall in general be placed upon the centre of the casing or lentel immediately above the front doorway or entrance porch to each house. Where this is impracticable, the location will be designated by the City Engineer.
- (16). It shall be lawful for the Council to furnish a certificate of correct number and a suitable number plate to any owner or agent applying therefor and paying the sum of twenty five cents for each front entrance thus numbered.

In the absence of such application and payment, or failure of any owner or agent to keep a suitable number on his or her house in accordance with the provisions of this Bylaw, it shall then be lawful for the Council to order the painting of numbers or affixing of number plates on such house, and to collect from the owner thereof the sum of fifty cents for each front entrance thus numbered.

- (17). There shall be prepared by the City Engineer maps of all streets required to be numbered, drawn to an accurate scale, showing all intersecting streets, and the location of the fronts of all houses and each front Doorway in the same. The whole length of the street shall be divided into spaces or lots of 10 or 20 feet frontage as aforesaid.

A number shall be given for each space, and the number coinciding most nearly with the location of any doorway shall be the number of the same. Consecutive numbers shall be the number of the same. Consecutive numbers shall be placed directly opposite on lines at right angles to the street. All numbers placed on houses under the provisions of this Bylaw shall be indicated on said maps. Said maps shall be bound in convenient volumes and kept on file in the Office of the City Engineer, and shall be the property of the City.

An owner of a house may apply in writing, together with the fee set out in ["Schedule D to the "Fees and Charges Bylaw, 2024, No. 9000"](#), to the building inspector to change an assigned house number. The building inspector shall consider such an application and may approve or reject it. The building inspector shall provide written reasons for rejecting an application.

Where an application is rejected, 50% of the fee will be refunded to the house owner.

The fee prescribed in ["Fees and Charges Bylaw, 2024, No. 9000"](#) shall not apply to changes required by the City or new developments and subdivisions.

Deleted: "Schedule A"

Deleted: "Schedule A"



- (18). It shall be unlawful for any person to take down, remove, or deface any street sign, number plate, or number put up in accordance with the provisions of this Bylaw, unless where necessary during alterations or the removal or tearing down of any building; and it shall be unlawful for any person to retain any number on his or her house or make use of any street sign or house number other than that provided for under this Bylaw.
- (19). Any person guilty of an infraction of this Bylaw shall, upon conviction before the Mayor, Police Magistrate or any Justice or Justices of the Peace having jurisdiction in the City, on the oath or affirmation of any credible witness forfeit and pay at the discretion of the said Mayor, Police Magistrate, Justice or Justices of the Peace convicting, a penalty not exceeding the sum of \$50. and the costs for each offence; and in default of payment thereof it shall be lawful for the Mayor, Police Magistrate, Justice or Justices of the Peace convicting, as aforesaid, to issue a warrant under his hand and seal, or in the case of any two or more of them acting together therein then under the hand and seal of one of them to levy the said penalty with costs, or penalty or costs by distress and sale of the Offender's goods and chattels, and should there not be sufficient to satisfy the said penalty or costs only, then it shall and may be lawful for the said Mayor, Police Magistrate, Justice or Justices of the Peace so convicting to commit the offender or offender to any lock-up in the said City or to the provincial Jail at New Westminster for any period not exceeding one month unless the said penalty and costs or penalty or costs be sooner paid.
- (20). This Bylaw may be cited for all purposes as **"The Street Sign and House Numbering Bylaw, 1908, No. 40."**

Passed by the Council on the Twenty eighth day of May A.D. 1908.

Reconsidered and finally adopted by the Council, signed by the Mayor and City Clerk, and Sealed with the Corporate Seal on the First day of June A.D. 1908.

"Arnold Kealy, Mayor"

"Thomas Shephard, City Clerk"

|



**Deleted: SCHEDULE "A"**  
*[Bylaw 6515, March 14, 1994]*  
¶  
¶  
Change of house number.....\$255.00 *[Bylaw 6648, March 6, 1995]*



**ENGINEERING, PARKS & ENVIRONMENT  
OPERATIONS DIVISION**  
CITY OF NORTH VANCOUVER T 604 987 7155  
61 BEWICKE AVENUE F 604 987 5379  
NORTH VANCOUVER ENG@CNV.ORG  
BC / CANADA / V7M 3B6 CNV.ORG

## Memo

**From:** Allison Tweedie, Parks Planner I  
**Date:** February 14, 2025  
**Re:** **Parks & Greenways Donation Program – Proposed Fee Increases**

### 1. Attachments

- Parks & Greenways Donations Program Catalogue (Current)
- Parks & Greenways Donations Program Catalogue (Proposed 2025)

### 2. Introduction

The City's Parks and Greenways Donation Program offers a variety of donation opportunities throughout the parks and greenways system. The program last received a fee increase in 2010. Since then, the costs of many donation items have risen significantly beyond the rate of inflation, leading to a higher portion of the program being funded by the City each year.

For example, the expenses to supply the most popular donation item, a steel 6' bench with a commemorative plaque, has increased in cost beyond inflation. Using 2013 known costs of these items, staff have calculated the inflationary increase compared to the percentage increase in costs.

Expenses	2013 Cost	2025 Cost	Increase in expenses	Fee with inflation between 2013 - 2024 (31.44%) *
Bench 6' Green powder coated steel	\$1,526.04	\$4,932.48	223.22%	\$2,005.79
Francis Andrew Commemorative Plaque	\$270.71	\$416.64	53.91%	\$355.82

\* Inflation costs based on Bank of Canada (<https://www.bankofcanada.ca/rates/related/inflation-calculator/>)

Based on these costs, we estimate that the City subsidized the program by about 25% in 2013, whereas this subsidy has increased up to 78% now. The proposed fee updates for 2024 aim to set the City subsidy at 40% for donation items. This cost was determined by balancing societal benefit that the program provides, the increased costs to provide the service, the ability for the donor to pay, and by benchmarking the fees across other municipalities that offer a donation program.

In addition to updating the fee structure, staff are proposing changes to the program to streamline the process and better reflect the administrative time required to support the program. This memo outlines the proposed changes and the updated fee structure.

### 3. Proposed Program Changes

The following changes are being proposed for the Parks and Greenways Donation program:

- Simplify the catalogue of donation items and offerings
- Change language of site selection categories to:
  - “*Masterplanned Donation Areas*” → changed to “*Existing Donation Area*”
  - “*Non-Masterplanned Donation Areas*” → changed to “*New Donation Area*”
- Provide a different fee structure for the two categories of sites to reflect the difference in expenses and administrative time
- Donors have the opportunity to renew their donation after the 10-year term is up. The fee for renewal is currently the same amount as the initial cost of the donation. Staff recommend that the renewal fee should be further subsidized.

### 4. Proposed Fee Updates

The proposed fee is calculated by assessing all expenses associated with each donation item, including supply costs, installation, and administrative time. Once these expenses are determined, the City subsidizes 40% of the total cost, while the donor covers the remaining 60%.

#### A. Existing Donation Area (formerly “Masterplanned Sites”)

Donation Item	Expenses	Current Fee	Current City Subsidy	Proposed Fee	Proposed City Subsidy	Fee Increase
	Includes 10 year warranty and admin time (2025)	Donation fees last updated in 2010	Percentage of the program expenses paid by the City		Percentage of the program expenses paid by the City	Percentage that the fee is increased from 2010 fees
Bench 6' Green powder coated steel	<b>\$6,151.50</b>	\$2,300.00	62.61%	\$3,690.90	40.00%	60.47%
Bench, 6' Black powder coated steel	<b>\$6,358.50</b>	\$2,300.00	63.83%	\$3,815.10	40.00%	65.87%
Victoria Park Bench, 6' Black powder coated steel	<b>\$5,308.92</b>	\$1,800.00	66.09%	\$3,185.40	40.00%	76.96%
Civic Plaza Wood Bench	<b>\$6,151.50</b>	\$2,400.00	62.61%	\$3,690.90	40.00%	60.47%

### B. New Donation Area (Formerly Non Masterplanned Sites)

Donation Item	Expenses	Current Fee	Current City Subsidy	Proposed Fee	Proposed City Subsidy	Fee Increase
	Includes supply, install and admin time (2025)	Donation fees last updated in 2010	Percentage of the program expenses paid by the City		Percentage of the program expenses paid by the City	Percentage that the fee is increased from 2010 fees
Bench 6' Green powder coated steel	<b>\$10,436.41</b>	\$2,300.00	78.43%	\$6,261.90	40.00%	172.25%
Bench, 6' Black powder coated steel	<b>\$10,661.41</b>	\$2,300.00	78.43%	\$6,396.90	40.00%	178.12%
Tree 2 ½ caliper	<b>\$1,276.25</b>	\$650.00	49.07%	\$765.80	40.00%	17.81%

### C. Plaque Replacement

Donors may wish to change the wording on their plaques for a variety of reasons. Donors are responsible for covering 100% of the fees associated with a new plaque.

Donation Item	Expenses	Proposed Fee
	Includes supply, install and admin time (2025)	
Plaque	\$480.00	\$480.00

### D. Renewal Fees (All Sites)

Currently, renewal fees (to extend donation for another 10 year term) are charged at the same rate as the initial cost. The new fee proposal recommends that renewal fees should be charged at the same rate as the Planned Sites.

Donation Item	Current Renewal Fee for 10 year term	2024 Proposed Renewal fee for 10 year term
Bench 6' Green powder coated steel	\$2,300.00	\$3,690.90
Bench, 6' Black powder coated steel	\$2,300.00	\$3,815.10
Victoria Park Bench, 6' Black powder coated steel	\$1,800.00	\$3,185.40
Civic Plaza Wood Bench	\$2,400.00	\$3,690.90
Tree 2 ½ caliper	n/a	n/a

## 5. Municipal Benchmark

Many other municipalities across the lower mainland also have a Parks and Greenways donation program. The current donation fees in the City of North Vancouver are the lowest despite being the only municipality to offer a steel bench, which is more durable. The proposed fees would bring the program fee in line with other municipalities.

### A. Parks and Greenways: Bench Donations

Municipality	Bench Material	Donation Fee		Donation Term (years)	Renewal Term
		New Bench	Existing Bench		
North Vancouver * Current Program	Steel	\$2,300.00	\$2,300.00	10	yes
North Vancouver * Proposed 2025	Steel	\$6,261.85	\$3,690.90	10	yes
West Vancouver	Wood	\$3,600.00	n/a	10	yes
Burnaby	IPE	\$3,000.00	n/a	10	yes
Vancouver (fee updated 2024)	Wood	n/a	\$8,500.00	10	yes
Richmond	Wood	\$3,500.00	n/a	10	yes
Coquitlam	Wood	\$2,500.00	\$1,250.00	10	yes
New Westminister	Wood	n/a	\$3,465.00	10	yes
Port Moody	Wood	\$4,000.00	n/a	10	No
Surrey	Wood	\$3,800.00	\$2,850.00	20	No
Delta	Recycled Plastic	\$3,000.00	n/a	10	?

## B. Parks and Greenways: Tree Donations

Municipality	Tree Type	Donation Fee (2024)	Plaque	Donation Term
North Vancouver * Current Program	2 1/2" Caliper	\$650.00	no	Life of the tree, guaranteed for 10 years
North Vancouver * Proposed 2025	2 1/2" Caliper	\$765.75	no	Life of the tree, guaranteed for 10 years
West Vancouver	Established Trees	\$1,500-2,000	yes	10
Burnaby	n/a	n/a	n/a	n/a
Vancouver	n/a	n/a	n/a	n/a
Richmond	2 3/4" Caliper	\$650.00	no	?
Coquitlam	specimen tree approved by staff	\$2,500.00	no	Life of the tree, guaranteed for 10 years
New Westminster	n/a	n/a	n/a	n/a
Port Moody	n/a	n/a	n/a	n/a
Surrey	n/a	n/a	n/a	n/a
Delta	varies	\$1,000.00	no	Life of the tree, guaranteed for 10 years

Note: At this time, other than the City of Vancouver, we were not able to determine when these fees were last updated

## 6. Conclusion

In conclusion, staff recommend increasing the fees for the Parks and Greenways Donation program beyond inflation rate as expenses associated with the program have increased beyond inflation. Proposed fees per donation item are below:

### A. Existing Donation Area

Donation Item	Current Fee	Proposed Fee (2025)	Renewal Fee
	Donation fees last updated in 2010	10 year term	
Bench 6' Green powder coated steel	\$2,300.00	\$3,690.90	\$3,690.90
Bench, 6' Black powder coated steel	\$2,300.00	\$3,815.10	\$3,815.10
Victoria Park Bench, 6' Black powder coated steel	\$650.00	\$3,185.40	\$3,185.40
Civic Plaza Wood Bench	\$2,800.00	\$3,690.90	\$3,690.90

### B. New Donation Area

Donation Item	Current Fee	Proposed Fee (2025)	Renewal Fee
	Donation fees last updated in 2010	10 year term	
Bench 6' Green powder coated steel	\$2,300.00	\$6,261.90	\$3,690.90
Bench, 6' Black powder coated steel	\$2,300.00	\$6,396.90	\$3,815.10
Tree 2 ½ caliper	\$650.00	\$765.80	n/a



**Attachment 1: Parks & Greenways Donations Program Catalogue (Current)**

Type	Donation Item	Description	Fees
<b>Trees</b>			
		Tree 2 1/2 inch caliper species varies	\$650.00
<b>Standard Parks Furnishings</b>			
		Parks and Greenways Bench Green powder coated steel 4 ft. or 6 ft. long	\$2,300.00
		Urban Parks Bench Black powder coated steel 4 ft. or 6 ft. long	\$2,300.00
 		Chair powder coated steel C1, Green - Parks and Greenways C2, Black - Urban Parks	\$1,300.00
 		Chair & Side Table powder coated steel CT1, Green - Parks and Greenways CT2, Black - Urban Parks	\$2,100.00
 		Picnic Table powder coated steel D1, Green - Parks and Greenways D2, Black - Urban Parks	\$5,000.00
<b>Custom Parks Furnishings - Limited Quantities in Select Areas</b>			
		Victoria Park Bench Black powder coated steel 6 ft. long	\$1,800.00
		Victoria Park Bench (Curved) Black powder coated steel 12 ft. long	\$2,900.00
		Victoria Park Bench (Long) Black powder coated steel 18 ft. long	\$4,500.00
		14th Street Civic Plaza Bench wood slats 8 ft. long	\$2,400.00

\* Donors who choose custom benches B4, B5 and B6 and B2 benches at 14th Street Civic Plaza will receive *existing* park furnishings

## Attachment 2: Parks &amp; Greenways Donations Program Catalogue (Proposed 2025)

## Parks and Greenways Donation Program: Catalogue

Donation Item	Description	Fee	Renewal Fee
<b>Existing Donation Areas</b>			
	Parks and Greenways Bench Green powder coated steel 6 ft. long	\$3,690.90	\$3,690.90
	Urban Parks Bench Black powder coated steel 6 ft. long	\$3,815.10	\$3,815.10
	Victoria Park Bench Black powder coated steel 6 ft. long	\$3,185.40	\$3,185.40
	14th Street Civic Plaza Benchwood slats 8 ft. long	\$3,690.90	\$3,690.90
<b>New Donation Areas</b>			
	Tree 2 1/2 inch caliper species varies	\$765.80	N/A
	Parks and Greenways Bench Green powder coated steel 6 ft. long	\$6,261.80	\$3,690.90
	Urban Parks Bench Black powder coated steel 6 ft. long	\$6,396.90	\$3,815.10

\* Refer to Parks & Greenways Donation Program webpage for available Existing Donation Areas

## City of North Vancouver CORPORATE POLICY



**Policy Name:** Policy for Events in Parks and Public Open Spaces

**Policy Number:** C57C

### POLICY

#### REASON FOR POLICY

The City of North Vancouver recognizes that park events significantly contribute to the community's sense of place and are an important form of public celebration.

Community events are an integral part of creating a vibrant and diverse City. This policy provides a framework to support events in parks and public open spaces, and establishes objectives to ensure that events are compatible with the City's vision for a highly liveable and sustainable community.

#### AUTHORITY TO ACT

Administration of this policy is delegated to the Manager, Parks and Environment.

Approval date:	March 10, 2014	Approved by:	Council
Amended	June 11, 2018		Council

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## Glossary of Terms and Definitions

<b>Community Events Programmer</b>	<p>Means an employee of the North Vancouver Recreation and Culture Commission responsible for the administration of community events in the City and District of North Vancouver parks and open spaces.</p> <p>The Community Events Programmer receives the Special Event Application Forms, manages a calendar of events, establishes start/completion times for events, taking into account Municipal Bylaws, coordinates Municipal participation and notifies the City Insurance and Risk Advisor of all events.</p>
<b>Community Group</b>	<p>Means a non-incorporated group composed of individuals joined together or a non-profit organization incorporated under the Society Act of BC and /or the Canada Business Corporations Act, Part II. The groups shall meet all the following criteria:</p> <ul style="list-style-type: none"><li>• At least 75% of the members are residents of North Vancouver or work at a business address in North Vancouver</li><li>• Membership of the group is open and available to any North Shore resident</li><li>• The purposes and practices of the group are not contrary to the BC Human Rights Code</li><li>• The purpose of the group will enrich the liveability of the North Vancouver community</li><li>• The group is not a registered political party</li></ul>
<b>Commercial Group</b>	<p>Means any group which is not a community group.</p>
<b>Park or Parks and Public Open Space</b>	<p>Means all lands and improvements within the areas defined in Schedule "C" of this policy.</p>
<b>Regional events</b>	<p>Draw participants from outside the City and provide economic and cultural benefits back to the community. They are large, complex events with typically more than 4,000 participants. Regional events are organized by community groups, but require significant coordination with City staff, and other external agencies such as the RCMP or Vancouver Coastal Health.</p>

## **City Support for Events in Parks and Public Open Spaces**

The City of North Vancouver recognizes that park events significantly contribute to the community's sense of place and are an important form of public celebration.

Community events are an integral part of creating the City's vision to be a vibrant and diverse community. Community events instil and encourage community spirit, pride and personal responsibility. They invite participation and provide numerous benefits to the City.

### **Objectives for Events in Parks and Public Open Spaces**

To ensure that events are compatible with the City's vision for a liveable, healthy community, the City supports and manages events in order to meet the following objectives:

- Balance the needs of event participants, parks users and neighbours;
- Ensure that events are compatible with event venues;
- Ensure the protection of the natural environment;
- Promote a diverse range of activities and opportunities; and,
- Encourage participation and inclusion of all members of the community.

### **Purpose**

This document provides a framework to support events in City parks and open spaces. It includes descriptions of the following:

- 1.0** Types of Events
- 2.0** Event restrictions
- 3.0** Events Application Procedure
- 4.0** Wedding and Picnic Application Procedure
- 5.0** Event Approval
- 6.0** Site Suitability and Priorities
- 7.0** Event Support Services
- 8.0** Conditions of Use
- 9.0** Commercial Activities and Advertising
- 10.0** Special Vending Concessions

#### **1.0 Types of Events**

There are many different types of events in the City of North Vancouver, from multi-day festivals that draw 30,000 people to small group picnics. This policy provides guidelines and an approval process for small scaled community events, weddings and

picnics. Large scale regional events and events in public plazas and the Shipyards are addressed under separate policies.

Small scale events include any organised activities that require permitted access to a City park, trail or public open space.

It is recognised that events may have a temporary impact on the general public use of these space, and the event can either be open to the public or have an invited guest list. However, all events must maintain some free public access through the park or open space for the general community.

#### **Types of events included within this policy:**

- **Community events** are organized by a non-profit or community organization and are open and accessible to the general public. The majority of the community group organising the event are residents of North Vancouver or work at a business address in North Vancouver (Refer to page 3 for definition of community group). The number of participants typically ranges from 50 to 4,000 people.
- **Weddings and picnics** are typically private events and are not intended for general community participation. These types of events are not for profit and are not commercial ventures.
- **Events organized by a commercial entity or a community group that operates primarily for profit or business purposes.** These events must meet the overall policy objectives but may involve an admission fee.

#### **Types of events OUTSIDE of this policy:**

- **City Produced Events:** The City of North Vancouver produces a number of public events throughout the year, such as park openings, or programming of public spaces. These events are organized directly by the City or the North Vancouver Recreation and Culture Commission, and therefore do not require a permit.
- **Regional Events:** Regional events draw participants from outside the City and provide economic and cultural benefits back to the community. They are larger and more complex events with more than 4,000 participants. Regional events are organized by community groups, but require significant coordination with City staff, and other external agencies, such as the RCMP or Vancouver Coastal Health. Some regional events also receive financial support from the City through grant programs. Damage deposits and park use fees are determined based on the specific nature of the event at the City's discretion.

## **2.0 Event Restrictions**

### **Ineligible Park Use/Event Types**

The City will not accept event applications from any group or organization that endorses views or ideas that promote discrimination, contempt or hatred. The purposes, practices and event proposals of applicant groups must be consistent with the BC Human Rights Code.

The following events or activities are not permitted in City parks or public open spaces:

- Events that conflict with the City's values or that are deemed to impact negatively on the City's identity as being family friendly.
- Events that endorse views and ideas that are likely to promote discrimination, contempt or hatred for any person on the basis of race, national or ethnic origin, citizenship, religion, age, gender, marital status, family status, sexual orientation, disability, political affiliation, economic status or level of literacy.
- Activities that exclude persons from participation in or enjoyment of the event on the basis of race, national or ethnic origin, citizenship, religion, gender, marital status, family status, sexual orientation, disability.

### 3.0 Event Application Procedure

- Event organisers must submit a "Community and Trail Event Application" (Schedule D) to the Community Events Programmer in order to be included in the application review and approval process.
- Permits are required for all events over 20 people that require formal access to the park or open space, during a specified time(s).
- If approved, the application will form the basis of a permit, referred to as a Community Events Rental Contract, which provides permission for event organizers to conduct their event in a City park or open space.
- The contract includes the specific conditions for the use of the site, and the required fees (refer to Schedule A).
- Completed application forms should be submitted to:

Community Events Office  
North Vancouver Recreation and Culture Commission  
2300 Kirkstone Road, North Vancouver, BC V7J 1Z6  
Phone: 604-983-6575 Email: [events@nvrc.ca](mailto:events@nvrc.ca)

- Applications can also be submitted online at [www.nvrc.ca/policies-conditions/community](http://www.nvrc.ca/policies-conditions/community) **Applications must be submitted by January 31<sup>st</sup> of the event year to be considered for approval.**
- For inquiries regarding booking for Burrard Dry Dock Pier and St.Roch Dock, contact the Wharf Manager at [bookings@cnv.org](mailto:bookings@cnv.org).
- For event booking at Shipbuilders' Square, all event organizers are required to fill out a Shipbuilders' Square Application. For additional information and application forms, contact the Filming and Wharf Liaison at [bookings@cnv.org](mailto:bookings@cnv.org)

### 4.0 Wedding and Picnic Application Procedure

- Permits are required for private group picnics and weddings in City parks and open spaces.  
Booking requests can be made at any time by email at [parks@nvrc.ca](mailto:parks@nvrc.ca) or visit [www.nvrc.ca/outdoor-facilities](http://www.nvrc.ca/outdoor-facilities) for more information



- The approved application becomes a permit referred to as a Picnic Rental Contract, which provides permission for the wedding or picnic to be held in the specified park or open space.
- The contract includes the specific conditions for use of the park or open space, and the required fees (refer to Schedule A).
- The Burrard Dry Dock Pier is not available for weddings, picnics and other private events.

## 5.0 Event Approval

- Applications are reviewed based on their compatibility with the City's objectives for events, as described in this policy, and the suitability of the requested site. The proposed venue for each application is reviewed based on park allocation criteria (refer to Section 6.0) and alternative locations may be suggested to event organizers.
- Events organized by a commercial group that provide a direct benefit to the community will be given priority over those commercial events focused on special interest. Those events that are of a commercial nature are subject to approval by the Manager, Parks and Environment.
- Upon completion of the review, the status of the event application will be communicated to the event applicant.
- Prior to finalizing the community events rental contract, the organization hosting the event must provide evidence of liability insurance in the form of an insurance certificate. A minimum of \$5,000,000 of insurance coverage is required for the duration of the event, including set up and dismantling times. Additional details on insurance requirements are provided in Schedule B.
- The municipality reserves the right to refuse use of parks, fields, trails, natural spaces, plazas and roadways. An application may be refused for any one of the following reasons:
  - Frequency of special events already scheduled for venue;
  - Inability to provide evidence of liability insurance;
  - Event size;
  - Event time and /or length;
  - Associated special event noise level;
  - Potential impact on booked sporting fields; or,
  - Incompatibility with park uses, the natural environment, and/or the surrounding neighbourhood.
- Upon approval, a designated event organizer shall be appointed and named on the permit to promote effective communication between event participants, residents, RCMP, and North Vancouver municipal staff.
- The event organizer must carry the park permit for the duration of the event and present it upon request. Permits may be revoked, without payment of any compensation or reimbursement, in the event of a breach of any laws, by-laws, or conditions described in the Community Event Contract.

## 6.0 Site Suitability and Priorities

Any event to be permitted in a City park or open space must be appropriate for the specific conditions of the requested site. Efforts are made to distribute events across the park system, and to regulate the frequency of events on any specific site. Park allocation criteria are used to evaluate proposals and match the event to the appropriate park venue. The goal is to manage the pressure on some of the higher use parks in order to prevent damage to park infrastructure and the environment, as well as minimizing disruption to the surrounding neighbourhood.

- The evaluation of proposed events and their suitability for specific sites will be based on the following criteria:
  - Compatibility of the event with existing uses and park users;
  - Concerns for public safety and damage to park infrastructure;
  - Intensity and frequency of existing park use (both scheduled and casual);
  - Environmental impacts, including proximity to sensitive habitat area;
  - Park carrying capacity; and,
  - Availability of appropriate on-site amenities.
  
- For high demand sites, priority for the allocation of event permits will be as follows:

	<b>1<sup>st</sup> Priority</b>	<b>2<sup>nd</sup> Priority</b>	<b>3<sup>rd</sup> Priority</b>	<b>4<sup>th</sup> Priority</b>
<b>Group producing and organizing event</b>	City of North Vancouver/ North Vancouver Recreation and Culture Commission	Community Group	Private Group	Commercial or for profit organization
<b>Primary Participants</b>	General Public	General Public	Special Interest	Special Interest/fee

- Recurring historical event requests will generally be given preference for their regular dates and locations.
- For new applications, the Manager, Parks and Environment will evaluate the site suitability for the proposed event.
- The City reserves the right to prevent the use of any park or open space in order to protect them from unreasonable degradation. The City also reserves the right to take a park event venue out of service on a temporary basis, to allow time for recovery or restoration following repeated use.

## 7.0 Event Support Services

- As deemed appropriate, the City will provide the following services for approved events:
  - On site meeting and tour of the park
  - Access to the park, existing washrooms and supplies, water and electrical connections (where available and with prior approval)
  - Opening of gates and concessions

- Marking of underground utilities such as water/power/gas lines/irrigation
- The City maintains a limited inventory of tables, chairs and tents that are suitable for outdoor use. With prior arrangement through the Community Events Planner, and based on available resources, the City can loan this equipment for use at a permitted Community Event. It should be noted that this service is not available to private or for-profit events, weddings or picnics.
- Pre and post event site inspections will be conducted to confirm conditions prior to releasing damage deposits. Costs for the above referenced City event support services are included in the permit fees. Refer to Schedule A for a detailed list of fees.

## 8.0 Conditions of Use

Refer to the North Vancouver Recreation and Culture Commission website at [www.nvrc.ca/policies-conditions/community](http://www.nvrc.ca/policies-conditions/community) for a general description of conditions of use. A letter outlining the specific conditions of use for each event will be sent to the event organizer upon approval of their event.

- All applicable municipal bylaws and guidelines must be followed by the event organizers.
- All events will be required to submit a safety and security plan as part of the application process that will address first aid, evacuation in the event of an emergency, security needs etc., the scope of which will vary by the nature and size of the event.
- A special events checklist is available upon request from the Community Events Programmer.
- Any property damage that occurs during the permitted event, set-up or take-down, is the responsibility of the event organizer and should be reported immediately. Damage to City property will be assessed by the City and repair costs will be billed to the event organizer.
- Where alcohol sales are a proposed part of a special event, a special occasion liquor license is required. A separate application must be submitted to the City for that license.
- A zero waste management plan is required for all events. The goal is to minimize the generation of waste in the Metro Vancouver Region by ensuring that all recyclables and compostable materials are removed from the waste stream, prior to disposal. Every event organizer should provide a zero waste management plan to the Community Events Programmer for approval. This plan should include names of volunteers responsible for reducing and managing waste. For information on banned and prohibited materials please refer to [www.metrovancouver.org/bannedmaterials](http://www.metrovancouver.org/bannedmaterials)
- The event organizer is responsible for leaving the venue free from litter and in the same condition as prior to the event. The City will conduct site inspections with the event organizer before and as soon as possible after the take down of the event. Clean-up costs will be based upon these inspections.
- Any additional clean-up costs borne by the City will be deducted from the damage deposit. The event organizer will be invoiced for any additional costs for park repairs that result from the event's operation.

## **9.0 Commercial Activities and Advertising**

- Commercial activities and advertising associated with an approved event are not permitted in parks unless approved, by the Manager, Parks and Environment.
- The Community Events Programmer must be advised one month in advance of the event if any commercial activity or advertising is to be present at the event.

## **10.0 Special Vending Concessions**

- The event organiser must provide the Community Event Programmer with a list of any vendors, including food services that will be operating as part of the event.
- Vendors that are not included on the list will not be permitted to operate on the site.
- Vendors that are part of the overall event do not require a City of North Vancouver Business Licence, or a separate permit.
- However, food services associated with an approved event do require a temporary food booth permit through Vancouver Coastal Health food inspector at [environmental.health@vch.ca](mailto:environmental.health@vch.ca) or at 604-983-6700.

## Schedule A – Event Fees (Taxes excluded)

### Events organized by community groups and private events

Event Type	Fee
Community Event (General public)	\$11.75/hour
Community Event (Children and Seniors, North Vancouver School District)	\$5.85 /hour
Weddings, picnics, birthday parties	\$23.49 /hour (market rate)

### Events organized by commercial or for profit organizations

Event size	Number of participants	Park booking fee
Small commercial event	1-250	\$250
Medium commercial event	251-500	\$500
Large commercial event	500-1000	\$1000

- Events organized by community and commercial groups are required to pay a refundable damage deposit. Refundable damage deposits range between \$100-\$500 dependent upon event size, history, and nature of the event. Amount required for deposit will be specified by the Community Events Programmer during the approval process.
- The Community Events Programmer will return the damage deposit refund to the event organizer upon the completion of the event and the City inspection of the event site. If after 2 years from the date of the event, and or site inspection, the refund of the deposit is undeliverable to the organizer, the funds will default to the City.
- Weddings, picnics, and birthday parties are not required to pay a damage deposit.
- Extra fees to cover additional services by City staff will be charged where appropriate.
- For more complex commercial events that require more administrative time there is a higher fee structure. Contact the Community Events Programmer for further details.

**Schedule B - Insurance Requirements for Events**

<b>Minimum Liability Insurance</b>	
Liability Insurance (City of North Vancouver, District of North Vancouver, North Vancouver Recreation and Culture Commission, School District 44 are all to be named as additional insured)	<b>Minimum of \$5,000,000 for all events</b>

- Liability insurance documentation must meet the liability insurance requirement above.
- All events (including weddings and picnics) require liability insurance.
- Event organizers may purchase insurance from the North Vancouver Recreation and Culture Commission or purchase from their own provider.
- Where the event is deemed to require paid police or additional security presence, arrangements will be made and paid for by the event organizer.

Schedule C - Map of Parks and Open Spaces included in this policy



# Schedule D - Community and Trail Event Application



North Vancouver  
Recreation & Culture

## Community and Trail Event Application

Community Events Office,  
North Vancouver Recreation & Culture Commission  
2300 Kirkstone Road, North Vancouver, BC V7J 3M3  
Phone: 604-983-6575 events@nvrcc.ca

### Contact Information

Organization Name (if applicable) \_\_\_\_\_

Event Organizer Contact Name: \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_ Preferred Contact Phone # \_\_\_\_\_

Email \_\_\_\_\_ Website of Organization \_\_\_\_\_

**Group Type (please check one):**

Community Group  Individual  Commercial   
 Public Agency  Non-profit  Other  Registered Society No. \_\_\_\_\_

### Event Information

Event Name \_\_\_\_\_

Requested Location \_\_\_\_\_

Date of the Event \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set-up time: \_\_\_\_\_ Take-down time: \_\_\_\_\_

Type of Event: Community Event  Race  Other- Please Describe:  \_\_\_\_\_

Do you intend on charging for this event? Yes  No

If so, how much will you charge per person? \_\_\_\_\_

Expected Attendance: Number of Participants \_\_\_\_\_  
 Number of Spectators \_\_\_\_\_  
 Number of Volunteers \_\_\_\_\_  
 Total Attendees: <sup>0</sup> \_\_\_\_\_

**Purpose of Event:** (Please include event activities)

Do you plan on having bouncy castles? Yes  No

Is alcohol proposed? Yes  No





North Vancouver  
Recreation & Culture

### Community and Trail Event Application

Community Events Office,  
North Vancouver Recreation & Culture Commission  
2300 Kirkstone Road, North Vancouver, BC V7J 3M3  
Phone: 604-983-6575 events@nvr.ca

**Route details:** Please provide description below and submit a clearly labeled Route Map

Does your event cross into any other municipalities/ jurisdictions?    Yes     No

If your route crosses, or makes use of any municipal roads, you must obtain a street use permit (CNV) or a Highway Use Permit (DNU)

**History of the Event:**

**Zero Waste/ Recycling Plan:** (Zero Waste is required in City of NV Parks)

**Marketing your Events:** (Please provide a 2-3 sentence description of your event for the NVRC Community Calendar and Events Newsletter)

**Additional Comments:**



North Vancouver  
Recreation & Culture

## Community and Trail Event Application

Community Events Office,  
North Vancouver Recreation & Culture Commission  
2300 Kirkstone Road, North Vancouver, BC V7J 3M3  
Phone: 604-983-6575 [events@nvr.ca](mailto:events@nvr.ca)

### Eco Friendly Tips:

- A **Zero Waste Management** approach is necessary for all events and required in the City of North Vancouver
  - Event organizers are to provide a zero waste management plan to the Community Events Programmer for approval
  - Please visit North Shore Recycling for your copy of the Zero Waste Events Guide  
<http://www.northshorerecycling.ca/recycling/zero-waste-events>
- North Vancouver follows the Metro Vancouver Material Ban (any Blue Box accepted recyclables are banned from municipal garbage)
  - Event organizers are required to provide on-site recycling to ensure recyclables do not enter the garbage. Please consider hiring an organization that specializes in Recycling as event organizers may be charged if recyclables are found in the garbage. For more information please contact [events@nvr.ca](mailto:events@nvr.ca)
  - As of 2015, organic materials (food scraps, compostable materials used for food preparation/ service) are banned from municipal garbage. Please consider this when planning your events.
- Where possible use washable or biodegradable plates, utensils, and napkins
- Encourage your attendees to bring their re-usable water bottles and provide fill up stations. Metro Vancouver offers the Water Wagon for community events. Please contact them at [waterwagon@metrovancouver.org](mailto:waterwagon@metrovancouver.org)
- Please limit the use of helium balloons especially at waterfront parks

### Additional Notes:

- Applications are due January 31<sup>st</sup> of the event year.
- Applications, new and returning, are reviewed for approval by the Parks Manager. Approval is not guaranteed and late submissions may not be accepted.
- Please include any relevant information regarding your event, including proposed route maps for races/ parades.
- If you are serving food, and it involves the services of a caterer or the preparation and service of food to members of the public, please contact the Vancouver Coastal Health Food Inspector at 604-983-6700 or at [www.vch.ca](http://www.vch.ca) to obtain approval. Food vendors may be required to submit their own liability insurance.
- If amplified sound is to be used, relaxation of DNV Noise Bylaw 7188 or CNV Noise Bylaw 5819 may be required. If alcoholic beverages will be served please call 604-990-3800 (District of North Vancouver) or 604-983-7356 (City of North Vancouver) for instructions.
- All bookings require a minimum of \$5million liability insurance coverage (more coverage may be required depending on the size and nature of your event) naming the North Vancouver Recreation and Culture Commission, the City of North Vancouver, the District of North Vancouver and North Vancouver School District 44 as additional insured's.
- Operators of Inflatable Devices/Rides with moving parts are required to submit their own liability insurance, including all additional insureds listed above, as well as submit a copy of their BCSA operator's certificate.
- Event Managers must carry their permit for the duration of the event and present it upon request.
- Commercial Activities/Advertising within your event is not permitted without approval. Request by organizers must be made a minimum of 1 week in advance of event.
- Advertising your event prior to receiving approval is not permitted.

Privacy Statement: The North Vancouver Recreation and Culture Commission and the non-profit associations and societies that operate our partner Community Centres are committed to protecting your privacy. Any personal information you provide to us is collected, used and disclosed in accordance with the Freedom of Information and Protection of Privacy Act (FOI/PPA) and/or the Personal Information Protection Act (PIPA). The Recreation & Culture Commission takes every precaution to protect your personal information. The information will only be used for the purpose of administering recreation services, informing you of our services and benefits, and for statistical purposes. The information will be stored in a secure location and will not be disclosed to third parties without your permission, except as required by law.



THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## “Parks Regulation Bylaw, 1996, No. 6611”

CONSOLIDATED FOR CONVENIENCE – JULY 22, 2024

Amendment Bylaw, 1997, No. 6858	Schedule D Park Bench Dedication
Amendment Bylaw, 2001, No. 7345	Schedule F Dogs in Parks
Amendment Bylaw, 2003, No. 7516	Trees
Amendment Bylaw, 2004, No. 7592	Use of skateboards and roller skates
Amendment Bylaw, 2005, No. 7669	Wharf Regulation Bylaw
Amendment Bylaw, 2006, No. 7753	Parks & Greenways Donation Program (formerly Commemorative Furnishings)
Amendment Bylaw, 2006, No. 7799	Schedule A, D, F and G
Amendment Bylaw, 2009, No. 8029	Bylaw Notice Process
Amendment Bylaw, 2010, No. 8069	Schedule A – 14 <sup>th</sup> Street Civic Plaza
Amendment Bylaw, 2010, No. 8098	Schedule D & Parks & Greenways Donation Program
Amendment Bylaw, 2012, No. 8245	Schedule F – Dogs in Parks
Amendment Bylaw, 2013, No. 8304	Ray Perrault Park Name Change and Housekeeping
Amendment Bylaw, 2014, No. 8398	Removal of Schedule B and C and Associated Park Events References
Amendment Bylaw, 2016, No. 8425	Schedule F
Amendment Bylaw, 2018, No. 8663	Schedule A
Amendment Bylaw, 2024, No. 9037	Fees and Charges

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

**Bylaw No. 6611**

**A Bylaw relating to parks in the City of North Vancouver**

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

**PART 1 – TABLE OF CONTENTS**

**101** This Bylaw, for purposes of convenience only, is divided into the following parts:

<b>PART</b>	<b>TITLE</b>
1	Table of Contents
2	Title
3	Interpretation
4	Inventory of Parks
5	Authorization by City Council
6	Organization
7	Regulations
8	Applications for Commemorative Benches, Use of Playing Fields & Group Picnics, Special Events at Waterfront Park
9	Prohibitions
10	Protection of Animals
11	Traffic Regulations
12	Enforcement
13	Repeal & Enactment
14	Schedules: A – Park Inventory Map B&C – deleted [Bylaw 8398 October 20, 2014] D – Parks & Greenways Donation Program F – Dogs in Parks

**PART 2 – TITLE**

**201** This Bylaw may be cited for all purposes as the “**Parks Regulation Bylaw, 1996, No. 6611**”.

**PART 3 – INTERPRETATION**

**301 Definitions**

- .1 “City” means The Corporation of the City of North Vancouver
- .2 “Commission” is the North Vancouver Recreation and Culture Commission  
*[Bylaw 8398 October 20, 2014]*

- .3 “Council” is the Mayor and Councillors of The Corporation of the City of North Vancouver
- .4 “Director of Recreation and Culture” is the person holding the office of Director of the North Vancouver Recreation and Culture Commission or duly authorized representative *[Bylaw 8398 October 20, 2014]*
- .5 “Engineer” is the person holding the office of City Engineer or duly authorized representative
- .6 Deleted *[Bylaw 8398 October 20, 2014]*
- .7 “Helmet” means a protective device intended to be worn on the head that must:
- have a smooth, rigid and durable outer surface,
  - be constructed so that the helmet is capable of absorbing energy on impact,
  - be strongly attached to a strap designed to be fastened under the chin of the person wearing it, and
  - be undamaged from use of misuse
- .8 “Manager, Lands” is the person holding the office of Manager, Lands, of the City of North Vancouver or duly authorized representative
- .9 “Park or Parks” means all lands and improvements within the areas defined in Schedule “A” of this Bylaw, whether or not they are dedicated parks
- .10 “Community Events Programmer” is the person defined as such in the Policy for Events in Parks and Public Open Spaces *[Bylaw 8398 October 20, 2014]*
- .11 “Manager, Parks ~~and Natural Spaces~~” is the person holding the office of Manager, Parks ~~and Natural Spaces~~ for the City of North Vancouver
- .12 “Roller Skates” means any footwear or device which may be attached to the foot or footwear, to which wheels are attached and such wheels may be used by the wearer for moving or propulsion, including but not limited to in-line skates commonly known as rollerblades
- .13 “Skateboard” means all wheeled objects, coasters, toys, conveyances, or similar devices used for transportation or sport which are propelled by human power and does not include bicycles or roller skate.
- .14 “Park Event” is an event as defined in the Policy for Events in Parks and Public Open Spaces. Types of events included in the policy include: community events, weddings and picnics, and events organized by a

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commercial entity or a community group that operates primarily for profit or business purposes. *[Bylaw 8398, October 20, 2014]*

#### **PART 4 – INVENTORY OF PARKS**

**401** Schedule "A" of this Bylaw, and the map attached thereto, lists and identifies the location of all the parks in the City of North Vancouver.

#### **PART 5 – AUTHORIZATION BY CITY COUNCIL**

**501** Business concessions or similar activities are not permitted in any Park unless a., approved as a part of a permitted park event, or b., previously approved by Council. *[Bylaw 8398 October 20, 2014]*

**502** Deleted *[Bylaw 8398 October 20, 2014]*

**503** Council has authorized management of the Parks as detailed in Part 6 of this Bylaw.

**504** Council has authorized the Director of Recreation and Culture to program events and activities in the Parks as outlined in Part 6 of this Bylaw. The role of the North Vancouver Recreation and Culture Commission, its Directors and staff are outlined in the "North Vancouver Recreation and Culture Commission Agreement Bylaw, 1994, No. 6623," and the amendments thereto. *[Bylaw 8398 October 20, 2014]*

#### **PART 6 – ORGANIZATION**

**601** Parks shall be managed as follows:

.1 The Manager, Parks and Natural Spaces is responsible to the Engineer for the construction, operation and maintenance of the Parks, and the placement of commemorative benches, plaques and trees.

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.2 The Manager, Parks and Natural Spaces, within a Park, is hereby authorized to:

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1. Establish times during which any Park, area within a Park, or facility therein is open or closed to the public, other than these times set in Section 802. Parks with times different from Section 802 shall be posted with a sign or notice thereon or nearby designating the established times during which any Park, area within a Park, or facility within a park is open or closed to the public, or, alternatively, by fencing, and closing by a locked gate or door.

2. Remove or cause to be removed from any Park, Roadway or Path, any obstruction or thing placed therein or thereon contrary to the provisions of this Bylaw; and is hereby authorized to do every lawful act required to have any such obstruction removed in the shortest

possible time, and to hold any article or thing causing such obstruction until the expense of the removal thereof has been paid, or alternatively disposed of by public auction.

3. Post signs to prohibit, direct or control traffic and parking within a Park.
4. Establish playing times and regulate the use of all facilities in the Parks provided for amusement, sports, games and other activities which have not been authorized or organized by the Commission.
5. Prohibit the use of any facility in any Park, when, in the Manager, Parks and Natural Space's opinion, such use would cause damage to or result in unreasonable or unacceptable wear and tear on any such facility.

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.3 The Director of Recreation and Culture, or his duly authorized delegate, is responsible for the programming of activities in water play areas, sport activities in the parks, and for the booking of park events in accordance with the policy for Events in Parks and Public Open Spaces. [Bylaw 8398 October 20, 2014]

.4 The Manager, Lands is responsible for managing the leases of facilities within the Parks.

## PART 7 – REGULATIONS

**701** Parks are for the general enjoyment of all. Those who interfere with that general enjoyment or the provisions of this Bylaw are in violation of this Bylaw.

### **702 Hours of Use**

Unless otherwise posted, all Parks are closed from 11:00 P.M. to 6:00 A.M. No person may enter a Park when the Park is closed. The provisions of sub-section 702 do not apply to a Peace Officer or an employee of the City or the Commission, in the performance of their duties.

## PART 8 – APPLICATIONS FOR COMMEMORATIVE BENCHES, COMMEMORATIVE TREE(S) USE OF PLAYING FIELDS, PARK EVENTS AND MOORAGE AT WATERFRONT PARK [Bylaw 8398 October 20, 2014]

### **801 Commemorative Benches and Commemorative Tree(s)**

Commemorative Benches and Tree(s) can be installed in accordance with Schedule D of this Bylaw. Applications for Permits shall be directed to the Manager, Parks and Natural Spaces.

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**802 Use of Playing fields** [Bylaw 8398 October 20, 2014]

Applications for the use of play fields in a Park shall be directed to the Director of Recreation and Culture.

**803 Park Events**

Applications to hold a park event shall be directed to the Community Events Programmer in accordance with Event Fees set out in Schedule E to the "Fees and Charges Bylaw, 2024, No. 9000".

**PART 9 – PROHIBITIONS**

**901 No person shall:**

- .1 cut, remove, prune, limb, top or in any way damage a tree within any Park without authorization from the Manager, Parks and Natural Spaces.
- .2 erect, constrict, or build, or cause to be erected, constructed or built in or on any Park, any tent, building, shelter or other structure without a permit.
- .3 cut, break, injure or in any way damage or vandalize any shrub, plant, turf or flower, or any building, structure, fence, railing, lighting, sign (including election campaign signs), notice, seat, facility, bench or ornament of any kind, or in any way foul or pollute any fountain, lake, stream, pool, pond, well, or spring in any Park, or upon any boulevard, roadway or path within a Park.
- .4 deposit or remove top soil, wood, rock or other materials or Park assets in, to, from or within any Park without authorization from the Manager, Parks and Natural Spaces.
- .5 throw or place upon the ground any lighted match, cigar, cigarette or other burning substance, or make a fire except in a facility provided or authorized by the City for that purpose; portable, self-contained gas barbecues and camping stoves are exempted.
- .6 cause or allow water from any reservoir, pond or lake connected with any Park to run to waste or dam or block any water courses or drainage facilities.
- .7 obstruct or interfere with any person lawfully using a Park or interfere in any way with any contractor, person, or employee of the City engaged in the execution of his or her duties.
- .8 interfere with, or obstruct, the free use of any play field or park facility by those lawfully entitled to use them.

**Deleted: 803 . Park Events [Bylaw 8398 October 20, 2014]**  
¶  
Applications to hold a park event shall be directed to the Community Events Programmer in accordance with the Policy for Events in Parks and Public Open Spaces. [Bylaw 8398 October 20, 2014]¶

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- .9 play any organized game on any portion of a Park unless it is in accordance with the rules and regulations prescribed by the Manager, Parks and Natural Spaces.
- .10 conduct oneself in a disorderly or offensive manner, or molest or injure any other person, or loiter within any Park.

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## **PART 10 – PROTECTION OF ANIMALS**

**1001** No person shall:

- .1 Permit an animal or fowl to run at large, in any Park or upon any roadway or path.
- .2 Feed, molest, disturb, frighten, injure, trap or snare any bird, animal, wildlife or aquatic species.

### **1002 Riding**

- .1 No person shall ride an animal on any boulevard or within any Park, other than on a roadway or path made, provided and signed for such purposes.
- .2 No person shall allow an animal to become out of control.
- .3 Persons riding animals must obey the directions of any person lawfully directing traffic within a Park.

### **1003 Dogs in Parks**

- .1 Dogs may be exercised in specified parks, providing the owner or person having control of the dog complies with Schedule "F" of this Bylaw.

## **PART 11 – TRAFFIC REGULATIONS**

**1101** No person shall:

- .1 Drive a vehicle, operate roller skates, skateboards or other mode of conveyance on any path or roadway signed for pedestrian traffic only. Wheel chairs and children's carriages are allowed on footwalks, providing they do not interfere with pedestrians.
- .2 Drive a vehicle upon a roadway or path, in contravention of, and at a rate of speed not consistent with signage and with disregard for the safety of persons who may be upon the roadway or path.
- .3 Disobey the directions of any person lawfully directing traffic within a Park.
- .4 Park vehicles except in areas designated by signs for such a purpose.

- .5 No person shall propel, coast, ride or in any other way use a skateboard or roller skates in a park unless that person is properly wearing a helmet on his or her head, except if that person is a person for whom the wearing of a helmet would interfere with an essential religious practice.
- .6 No parent or guardian of a person under the age of 16 years shall authorize or knowingly permit that person to propel, coast, ride or in any other way use a skateboard or roller skates in a park unless that person is properly wearing a helmet on his or her head, except if that person is a person for whom the wearing of a helmet would interfere with an essential religious practice.

## **PART 12 – ENFORCEMENT**

### **1201 Offences, Penalties, and Enforcement:**

- .1 Every person who violates a provision of this Bylaw, or consents, allows or permits an act or thing to be done in violation of a provision of this Bylaw, or who neglects to or refrains from doing anything required to be done by a provision of this Bylaw, is guilty of an offence and is liable to the penalties imposed under this Bylaw or any other applicable Bylaw of the City, and is guilty of a separate offence each day that a violation continues to exist.

Any person who contravenes any of the provisions of this bylaw commits an offence punishable upon summary conviction and is liable to a fine of not more than \$10,000.00 or to imprisonment for not more than six months or to both. Each day that an offence continues shall constitute a separate offence.

Pursuant to Section 264 of the Community Charter, S.B.C. 2003 Chapter 26, any person designated as a Bylaw Enforcement Officer pursuant to the Bylaw Notice Enforcement Bylaw, 2005, No. 7675 or is named as the enforcement officer pursuant to the Ticket Information Utilization Bylaw, 1992, No. 6300 is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or Municipal Ticket Information or as otherwise provided by this or any other Bylaw.

The provisions of this Bylaw are severable. If, for any reason, any provision is held to be invalid by the decision of a court of competent jurisdiction, such a decision shall not affect the validity of the remaining provisions of this Bylaw.

- .2 Where more than one tree is cut down, removed or damaged in violation of this bylaw, a separate offence is committed in respect of each tree.
- .3 Any person who removes or damages any City tree in violation of this bylaw shall be required to pay the City of North Vancouver equitable

compensation as defined in Section 1201.4 of this bylaw, in addition to the fines described on any Bylaw Notice or a Municipal Ticket Information issued for that removal or damage.

- .4 Equitable compensation for the value of a City tree as determined by a Certified Arborist using the methods described in the "Guide for Plant Appraisal" (most recent edition), shall be required by the City if, in the opinion of the Manager, Parks and Natural Spaces, a City tree has been irreparably damaged or has been removed without prior authorization. Repairable tree damage shall be appraised and the reduced tree value and/or cost of the repair will be considered as equitable compensation.

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## PART 13 – REPEAL AND ENACTMENT

### 1301 Repeal

"Parks Regulation Bylaw, 1979, No. 5237," and all amending bylaws thereto, are hereby repealed.

**READ** a first time by the Council on the 6<sup>th</sup> day of May, 1996.

**READ** a second time by the Council on the 6<sup>th</sup> day of May, 1996.

**READ** a third time and passed by the Council on the 6<sup>th</sup> day of May, 1996.

**RECONSIDERED** and finally adopted by the Council, signed by the Mayor and City Clerk, and sealed with the Corporate Seal on the 13<sup>th</sup> day of May, 1996.

Signed by: John E. Loucks, Mayor

Signed by: Sandra E. Dowey, Acting City Clerk

**PART 14 – SCHEDULE A**  
**Park Inventory Map**  
*[Bylaw 8663, July 23, 2018]*



**PART 14 – SCHEDULE B & C DELETED** [Bylaw 8398 October 20, 2014]

**PART 14 – SCHEDULE D**

**1401 PARKS AND GREENWAYS DONATIONS PROGRAM**

**1. Purpose**

- 1.1. This bylaw provides guidelines and direction for receiving, maintaining and replacing donation items in the City of North Vancouver parks and greenways.

▼ [Bylaw 9037, July 22, 2024]

- 1.2. [Donation Items consist of site furnishings and trees as set out in Schedule E of "Fees and Charges Bylaw, 2024, No. 9000", as well as an associated commemorative plaque \(if applicable\).](#)

**Deleted:** Donation Items consist of site furnishings trees, and other items as set out in Schedule E of "Fees and Charges Bylaw, 2024, No. 9000", as well as an associated commemorative plaque (if applicable).

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**2. Conditions of Application**

- 2.1. The City accepts donation items subject to this bylaw and the procedures contained within.
- 2.2. Donation items are accepted provided that:
  - 2.2.1 The park or open space in question has space for these items as determined by staff of the Engineering, Parks and Environment Department.
  - 2.2.2 The applicant submits a signed Application Form (Appendix 1) requesting the selected donation item and its associated plaque (if applicable). Signature will constitute agreement with the procedures and stipulations within this policy.
  - 2.2.3 Payment in full of the current fee for the donation item (as set out in Schedule E of "Fees and Charges Bylaw, 2024, No. 9000") is received after the location is approved by the Manager, Parks and Natural Spaces. An income tax receipt will be issued at the time of payment if requested. [Bylaw 9037, July 22, 2024]
  - 2.2.4 The wording on the plaque (if applicable) is deemed appropriate by City staff (refer to 3.7)

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**3. Procedures**

- 3.1. The style and type of donation item will be determined by the Engineering, Parks and Environment Department from time to time. Plaques will be attached to or near the donation item (if applicable). The amount of text

on the plaque will be specified by the Engineering, Parks and Environment Department from time to time (see Appendix 1) and will reflect cost, aesthetics and physical fit to the donation item.

- 3.2. The fee for a donation item covers the procurement and installation of a new donation item for a ten (10) year donation term as set out in Schedule E of "Fees and Charges Bylaw, 2024, No. 9000". [Bylaw 9037, July 22, 2024]
- 3.3. If the donation item is damaged, destroyed or defaced to an extent that, in the opinion of the Manager, Parks and Natural Spaces, replacement is required within the ten year donation term, it will be done at no cost to the applicant.
- 3.4. At the discretion of the Manager, Parks and Natural Spaces, the donor may be offered renewal of the donation item for another 10 year term. However, the Manager may elect not to renew a donation item for reasons of safety, security, maintenance issues, or park reconfiguration.

[Bylaw 9037, July 22, 2024]

- 3.5. The cost of the renewal term will be outlined in Schedule E of "Fees and Charges Bylaw, 2024, No. 9000" at the future renewal date.
- 3.6. Within six months of the end of the ten (10) year donation term, the City will attempt to contact the applicant or alternate to discuss the possibility of donation renewal.
- 3.7. Should the donor choose not to renew the donation item, or the City is unable to contact the applicant or alternate by the end of the donation term, the City reserves the right to make the donation item available to another applicant. If the donor chooses not to renew the donation item, the City will offer the plaque to the donor at no charge (if applicable).
- 3.8. The donation of items in no way constitutes ownership of the item by the applicant, nor the land upon which it is situated, or the surrounding lands. The City retains the right to use the lands adjacent to these donated items as it deems appropriate, up to and including moving donation items to other locations. Should this be necessary, the City will make every effort to contact the donor prior to relocating the item.
- 3.9. Wording on plaques shall not contain the phrase "in memory of". Final wording is subject to approval by the Manager, Parks and Natural Spaces.

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City of North Vancouver  
**Parks and Greenways Donation Program**  
**Application Form**



*The City's Parks & Greenways Donation Program offers a variety of park furnishings for donation throughout our beautiful parks and open spaces. Commemorate a special event, family member or friend by giving a unique gift that expresses your sentiments while contributing to the community.*

**DONOR CONTACT INFORMATION:**

**ALTERNATE CONTACT INFORMATION:**

\_\_\_\_\_  
 DONOR NAME

\_\_\_\_\_  
 UNIT/HOUSE NUMBER    STREET

\_\_\_\_\_  
 CITY                                  PROVINCE    POSTAL CODE

\_\_\_\_\_  
 HOME PHONE                                  BUSINESS PHONE/OTHER

\_\_\_\_\_  
 EMAIL

\_\_\_\_\_  
 NAME

\_\_\_\_\_  
 UNIT/HOUSE NUMBER    STREET

\_\_\_\_\_  
 CITY                                  PROVINCE    POSTAL CODE

\_\_\_\_\_  
 HOME PHONE                                  BUSINESS PHONE/OTHER

\_\_\_\_\_  
 EMAIL

**PLEASE COMPLETE THE FOLLOWING DONATION INFORMATION:**

**1) NAME OF DONATION ITEM**

*Please select donation items such as an Urban Parks Bench, Chair or Tree. For a complete list of items available please refer to the City's Donation Catalogue or visit [www.cnv.org](http://www.cnv.org).*

**2) LOCATION**

*Please choose from one of the following options:*

**A. Select a pre-designated location by indicating a site number from one of the City's Donation Maps.**  
*(For example: Victoria Park, B1-01 or visit [www.cnv.org](http://www.cnv.org) for maps.)*

**B. Propose a new location for your donation item.**  
*(Please provide a detailed description of your preferred location. To assist with identifying the location, you may provide photographs or a map - please attach.)*

**CHOOSE THREE POTENTIAL LOCATIONS (IN ORDER OF PREFERENCE) FOR REVIEW BY THE CITY:**

\_\_\_\_\_  
 1ST CHOICE

\_\_\_\_\_  
 2ND CHOICE

\_\_\_\_\_  
 3RD CHOICE

**3) PROPOSED PLAQUE WORDING**

*Your message can be a maximum of 75 characters, including spaces and punctuation.*

\_\_\_\_\_

1ST LINE (21 CHARACTERS)

\_\_\_\_\_

2ND LINE (27 CHARACTERS)

\_\_\_\_\_

3RD LINE (27 CHARACTERS)

**PAYMENT:**

After the proposed donation item has been approved by the City, please submit a cheque payable to the "City of North Vancouver" in order to have your application processed.

Do you require a tax receipt?    YES     NO

I hereby apply to have the indicated donation item installed in accordance with the City Parks Regulation Bylaw, 1996, No. 6611. I understand that the term of the donation is ten (10) years from the installation date and that the City will attempt to contact me or my alternate contact in the last six months of the donation term to discuss the possibility of renewal. The City reserves the right to relocate the donation item for reasons of security, safety, maintenance, or park reconfiguration. This signature constitutes agreement with the Parks Regulation Bylaw, 1996, No. 6611, Amendment Bylaw 8098, Section 14 – Schedule D (Parks and Greenways Donation Program.)

  X  

Signature of Applicant

**APPLICATION STATUS (Office Use Only):**

APPROVED

NOT APPROVED

Briefly describe the reason(s) below:

LANDSCAPE ARCHITECT

MANAGER, PARKS AND ENVIRONMENT

DATE

DONATION CODE (LOCATION, TYPE AND SITE NUMBER)

COST OF DONATION ITEM

INSTALLED BY

DATE OF INSTALLATION

DATE OF DONATION TERM EXPIRY

**DONATION CATALOGUE: PROPOSED ITEMS AND FEES – DELETED**

[Bylaw 9037, July 22, 2024]



**PART 14 – SCHEDULE F  
CITY OF NORTH VANCOUVER**

**PARKS REGULATIONS  
PERTAINING TO DOGS IN MUNICIPAL PARKS AND RECREATION AREAS**

Dogs, except vicious dogs, ARE ALLOWED, through the City of North Vancouver on all thoroughfares and in certain parks, some with date restrictions, provided they are on leash.

NOTE: Assistance Dogs are NOT subject to the following restrictions:

Dogs ARE NOT ALLOWED on playgrounds, picnic areas, playing fields, beaches, fitness circuits, running tracks, golf courses, bowling greens, tennis courts or in the North Vancouver Cemetery and, specifically, not allowed in the parks listed below as being prohibited:

<b>Dogs Prohibited</b>	<b>Permitted off Leash</b>	<b>Permitted on Leash</b>
Civic Plaza	Lynnmouth Park	Bewicke
Boulevard	Mosquito Creek – West trail	Chief August Jack
Chief Dan George	Kings Mill Walk (fenced area in west portion)	Cloverley
Chief Mathias Joe		Eastview
Crickmay		Grand Boulevard (between West and East Grand Blvd.)
Derek Inman		Green Necklace Greenway
Emerald		Greenwood
Hammersley		Heywood (wilderness area trails)
Heywood (playground area, playing fields)		High Place
Jack Loucks Court		Hyak
Larson		Kings Mill Walk (trails outside of fenced area)
Loutet (playing fields)		Loutet (trails east of soccer field)
Mahon (playgrounds, picnic area, playing fields)		Macleod
McDougal Field		Mahon (wilderness area trails)
McEvoy		Moodyville
Mosquito (section at 16 <sup>th</sup> & Fell playground and playfield)		Mosquito Creek (wilderness area trails) east side
Norseman		Ottawa Gardens
Rey Sargent		Spirit Trail
Rodger Burnes		Sunrise
Sam Walker		Tempe Heights (wilderness area trails)
Semisich		Victoria Park (East and West)
St. Andrews		Wagg Creek
Stella Jo Dean Plaza		Waterfront (north of CN Rail tracks and seawall)
Tempe Heights (playground)		
Tot Lot 27 <sup>th</sup> St. E. 200 Block		
Tot Lot 28 <sup>th</sup> St. E. 300 Block		
Waterfront (south of CN Rail tracks, except seawall)		
Westview		

[Bylaw 8425, January 18, 2016]



PLANNING & DEVELOPMENT DEPARTMENT  
CITY OF NORTH VANCOUVER  
141 WEST 14TH STREET / NORTH VANCOUVER / BC / V7M 1H9  
T 604 985 7761

## Memo

To: Larry Sawrenko, Chief Financial Officer, Finance  
From: Meg Wray, Planning Assistant, P&D  
Date: September 27, 2024  
Re: **Public Electric Vehicle (EV) Charger Fees**

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### ATTACHMENTS

- Council Report – Electric Vehicle Charging Station User Fees, dated February 20, 2019 (CityDocs [1758513](#))

### BACKGROUND

The City owns a number of public EV chargers, which speaks to the *Climate and Environment Strategy* tactic of supporting the switch to zero-emission vehicles.

In 2019, Council approved the introduction of the following City fees, for usage of public electric vehicle (EV) charging stations:

- \$2/hour for Level 2 stations; and
- \$16/hour for Level 3 (fast charging) stations.

At that time, the *Street and Traffic Bylaw* was updated to facilitate the ability for the City to take fees. However, the bylaw does not specify the fee amounts.

### FEES FOR LEVEL 2 CHARGERS

The City owns public Level 2 chargers at six locations. Level 2 chargers offer a slow charge, so usage sessions are often for a couple of hours or overnight. The City's \$2/hour fees generally align with regional trends because most municipalities use a starting rate of \$2/hour. At load-sharing chargers, the City applies a reduced rate of \$1/hour to recognize that these stations deliver a slower energy output and take longer to charge. It's proposed that the reduced \$1/hour rate also be applied, if the station is subject to parking fees (applicable at the Library location). Additionally, it's proposed to apply the \$2/hour fees from 6am to 10pm because these hours reflect the highest utilization. This would extend the fee-paying hours which are currently 9am to 6pm.

### FEES FOR LEVEL 3 FAST CHARGERS

The City owns Level 3 chargers at two locations. These 'fast chargers' provide a fast charge with users connecting on average for around 35-45 minutes. In the 2019 report to Council

(Attachment 1), it was noted that adjustments to the fees would be made periodically. Subsequently, staff lowered the fees to \$12/hour in 2020 due to the fact that, at that time, there were other BC Hydro fast chargers available in the City for free. Since this no longer the case, staff propose to formalize into the bylaw the original rate of \$16/hour as approved by Council. The \$16/hour rate aligns with a number of other municipalities such as the District of North Vancouver, City of Vancouver, and Richmond.

## POLICY PRINCIPLES

A guiding principle of the *Fees & Charges Bylaw* is a cost recovery analysis. The cost recovery analysis below assumes:

- maintenance costs are estimated based on the current year, but could fluctuate year-to-year;
- the proposal for the Level 2 chargers is to extend the fee-paying hours by almost double, so we might anticipate roughly double the revenue; and
- the proposal to reinstate the \$16/hour rate for Level 3 charges would be a 30% increase in fees, so could increase revenue by around 30%.

*Table 1 Cost recovery analysis*

<b>LEVEL 2 CHARGERS</b>	
Revenue from user fees (2023)	\$13,676
Electricity costs (2023)	-\$22,256
Estimated data services costs	-\$2,700
Estimated maintenance costs (2024)	-\$3,660
<b>Current net cost/revenue</b>	<b>-\$14,940</b>
<b>Projected net cost/revenue (revenue doubles)</b>	<b>-\$1,264</b>
<b>LEVEL 3 CHARGERS</b>	
Revenue from user fees (2023)	\$38,236
Electricity costs (2023)	-\$24,630
Estimated data services costs	-\$800
Estimated maintenance costs (2024)	-\$17,475
<b>Current net cost/revenue</b>	<b>-\$4,669</b>
<b>Projected net cost/revenue (revenue increase 30%)</b>	<b>\$6,802</b>
<b>TOTAL</b>	
<b>Overall projected cost/revenue</b>	<b>\$5,538</b>

The cost recovery analysis is an estimate. The proposed fees are also supported by the *Fees & Charges Bylaw* principle of providing societal benefit by lowering emissions in the City, and benchmarking against other municipalities as described above. Replacement costs over the next years (see Table 3 below) will be funded by annual revenue from the chargers as well as additional climate action funding. Over the coming years, adjustments to the fees may be proposed to optimize charger usage considering utilization and wait times.

## **CONCLUSION**

In summary, it is proposed to formalize the following fee structure in the *Fees & Charges Bylaw*:

- \$2/hour for Level 2 stations with a reduced rate of \$1/hour at load-sharing stations or stations that are subject to parking fees. Fees apply 6am to 10pm;
- \$16/hour for Level 3 (fast charging) stations, 24 hours a day.

If the proposal is approved by Council, staff would notify the community of the new fee structure through the City's website and signage at the charging stations.



PLANNING & DEVELOPMENT DEPARTMENT  
 CITY OF NORTH VANCOUVER  
 141 WEST 14TH STREET / NORTH VANCOUVER / BC / V7M 1H9  
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Table 2 Replacement Schedule 2025-34

EV Charger Stations Replacement Schedule	Year Purchased	Replacement Cost	Charger Age	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
<b>Level 2 Chargers</b>														
Charger #1	2024	\$15,000	1										\$15,000	\$15,000
Charger #2	2013	\$15,000	12	\$15,000										\$15,000
Charger #3	2020	\$15,000	5	\$15,000										\$15,000
Charger #4	2021	\$15,000	4		\$15,000									\$15,000
Charger #5	2021	\$15,000	4		\$15,000									\$15,000
Charger #6	2023	\$15,000	2									\$15,000		\$15,000
<b>Level 3 Chargers</b>														
Charger #1	2021	\$100,000	4						\$100,000					\$100,000
Charger #2	2021	\$100,000	4						\$100,000					\$100,000
<b>Total</b>				<b>\$30,000</b>	<b>\$30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$290,000</b>

**MINUTES OF THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER, CITY HALL, 141 WEST 14<sup>th</sup> STREET, NORTH VANCOUVER, BC, ON MONDAY, MARCH 4, 2019**

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**REPORT**

6. Electric Vehicle Charging Station User Fees – File: 11-5280-20-0004/1

Report: Environmental Sustainability Specialist, February 20, 2019

Moved by Councillor McIlroy, seconded by Councillor Hu

PURSUANT to the report of the Environmental Sustainability Specialist, dated February 20, 2019, entitled “Electric Vehicle Charging Station User Fees”:

THAT usage fees be introduced for public electric vehicle charging stations as outlined in the report;

THAT “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2019, No. 8698” (Electric Vehicle Charging Stations) be considered;

AND THAT staff proceed with notification regarding the introduction of user fees at public electric vehicle charging stations.

Moved by Councillor McIlroy, seconded by Councillor Bell

THAT the motion be amended to add the following clause:

“THAT any surplus revenue be allocated for new electric vehicle infrastructure.”

Amendment motion, **CARRIED UNANIMOUSLY**

Main motion, as amended, **CARRIED UNANIMOUSLY**

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

7. “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2019, No. 8698” (Electric Vehicle Charging Stations)

Moved by Councillor McIlroy, seconded by Councillor Hu

THAT “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2019, No. 8698” (Electric Vehicle Charging Stations) be given first and second readings.




**CARRIED UNANIMOUSLY**

Moved by Councillor McIlroy, seconded by Councillor Hu

THAT “Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2019, No. 8698” (Electric Vehicle Charging Stations) be given third reading.

**CARRIED UNANIMOUSLY**



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

**REPORT**

---

To: Mayor Linda Buchanan and Members of Council  
From: Larisa Lensink, Environmental Sustainability Specialist  
Subject: ELECTRIC VEHICLE CHARGING STATION USER FEES  
Date: February 20, 2019 File No: 11-5280-20-0004/1

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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 Environmental Sustainability Specialist, dated February 20, 2019, entitled "Electric Vehicle Charging Station User Fees":

**THAT** usage fees be introduced for public electric vehicle charging stations as outlined in said report;

**THAT** Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2019, No. 8698 (Electric Vehicle Charging Stations) be introduced to allow a fee for usage of electric vehicle charging stations;

**AND THAT** staff proceed with notification regarding the introduction of user fees at public electric vehicle charging stations.

**ATTACHMENTS:**

1. 2018 City of North Vancouver Electric Vehicle Strategy (Document [#1696442](#))
2. Street and Traffic Bylaw, 1991, No. 6234, Amendment Bylaw, 2019, No. 8698 (Electric Vehicle Charging Stations) (Document [#1737821](#))

## PURPOSE

The purpose of this report is to provide Council with an update regarding the City's public electric vehicle charging stations. Also being presented is a Bylaw to introduce a fee for usage of public electric vehicle charging stations in the City as a means of easing station congestion and funding additional investment in charging infrastructure.

## BACKGROUND

The City's Electric Vehicle Strategy outlines key actions to accelerate the transition to electric vehicles (EVs) in order to reduce greenhouse gas emissions from private vehicle transportation in the City. When the EV Strategy was endorsed in September 2018, Council endorsed the following resolution:

**THAT** staff report back to Council regarding implementation of the following priority actions in the Strategy:

- (1) Updating the City's current electric vehicle charging infrastructure guidelines for new developments from the current 20% of residential spaces to consider a requirement for 100% of residential parking spaces, which is consistent with recent standards adopted by Vancouver, Richmond, and other local municipalities; and
- (2) Introducing a public charging station usage fee structure to ease station congestion and to fund additional investment in charging infrastructure;

This report is the fulfillment of Council's direction to report back regarding the introduction of a public charging station usage fee structure. On February 6, 2019, Council adopted a zoning bylaw amendment to require new residential construction to equip 100% of on-site parking stalls with electric vehicle charging capability in fulfillment of the first directive.

### Public Electric Vehicle Charging Infrastructure Update

Currently, the City operates three networked Level 2 EV charging stations and one Direct Current Fast Charging "Level 3" (DCFC) station that are available to the public and are free to use. The two types of stations used for public charging are outlined below:

- Level 2 (208V or 240V): provides approximately 30 km of range per hour of charging and takes between 4 and 8 hours to recharge a battery
- DCFC (200V - 400V): provides approximately 250 km of range per hour of charging and takes between 10 minutes and one hour to recharge a battery

Additionally, a DCFC station will be installed in the City Hall parking lot this spring. The City successfully secured \$75,000 of federal and provincial funding for this project through National Resources Canada's Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative. The City's contribution of up to \$65,000 to the project is funded through the previously approved Renewable Energy Strategy and Climate Action Implementation project budgets.



## **Station Congestion**

Usage of the City's EV charging stations has increased exponentially over the past four years with over 12,000 charging sessions, averaging eight hours of use per day at each charging port in 2018. The high usage of the EV charging stations has led to problems with congestion, reducing their utility to members of the public who rely on them.

Data from the EV charging stations indicates that approximately 20% of the time vehicles are plugged in to the City-operated stations, the vehicle's battery is already full, indicating a need for greater turnover. Further, at the two EV charging stations that have parking time limits, approximately 40% of charging sessions exceed these limits.

The City has received complaints from residents who have been unable to access the charging stations due to vehicles overstaying. EV drivers have also posted their frustrations with station congestion online on EV charging network websites and smartphone applications.

## **DISCUSSION**

The City does not currently require payment for use of City-operated EV charging stations that are accessible to the public. This approach has been an effective mechanism to encourage early EV adoption through providing low barrier access to EV charging. However, as EV ownership has increased in the City, more efficient use of the stations, managed through user fees, is necessary in order to maximize the number of EV drivers accessing the stations.

### **Proposed Fee Structure**

Staff are proposing an amendment to the Streets and Traffic Bylaw (Attachment #2) which would enable the City to collect fees for usage of the public EV charging stations in order to increase turnover at the stations. The following fee structure is proposed:

- Level 2 Charging Station: \$2.00/hour
- DCFC Station: \$16.00/hour

The fees would apply to the City's three networked, Level 2 charging stations, the new DCFC station at City Hall and any future City-operated public charging stations. The fees would not apply to the existing DCFC station which is owned by BC Hydro. A reduced rate of \$1.00/hour would be applied to the Level 2 charging station at the Centennial Theatre which is load managed and supplies a lower power level when both charging ports are in use.

The fees would be required during daytime hours, when usage is highest, and the stations would remain free to use overnight. Monitoring of station usage data would continue on a regular basis and adjustments would be made periodically to the user fees to maximize utilization of the stations.

## Rationale

The proposed fee structure is the recommended approach to meet the following objectives:

- **Increasing EV charging station availability.** Charging a time-based fee will encourage users to stay only as long as is required to receive a sufficient charge, and then to leave the station making it available to other users. This increased turnover will allow more EV drivers use of the station and will make the station use more convenient and efficient.
- **Familiarity for users.** The proposed rates match those used by the City of Vancouver and proposed in the City of Richmond. A time-based rate is easily understood and similar to those required at parking meters.
- **Encouraging home charging.** Requiring a fee for usage of the City's charging stations will encourage residents to charge at home when possible, further increasing the availability of the charging stations to users who lack access to home charging.
- **Differentiating between charging levels.** Level 2 charging stations have significantly lower capital and operational costs, and provide a lower charging level requiring a longer charging time. DCFC stations cost more to install and operate and provide a quicker charge with sessions typically lasting between 10 minutes to an hour. Charging user fees that reflect the different charging levels encourages drivers to use the type of station that is best suited to their needs, and increases the efficiency of the station use.
- **Encouraging the transition to EVs.** The proposed rates roughly equate to \$0.50 per litre of gasoline, depending on the energy efficiency of the vehicle. While these rates are more expensive than home charging (approximately \$0.20 per litre of gasoline), they are significantly lower than the cost of fueling a gasoline-powered vehicle.
- **Recovering costs.** It is anticipated that the proposed user fees will cover the operating costs of the stations and over time, recover the installation costs. Recovering the costs associated with the current stations will enable further investment in public charging infrastructure.

The intention to introduce user fees was outlined in the City's EV Strategy which was informed by the results of a public open house where residents expressed frustration with congestion at the EV charging stations. The EV Strategy has been publically available on the City's website since September 2018.

## Legal Authority

The City may sell electricity for a user fee at EV charging stations without regulation as a public utility under the British Columbia *Utilities Commission Act*. Municipalities are excluded from the definition of a public utility and therefore are able to own and operate EV charging stations with fees for usage.

## **Next Steps and Communications**

Should Council advance the proposed Bylaw change, the introduction of the fee structure at the City's EV charging stations would be implemented in coordination with the installation of the new DCFC station at City Hall this spring, so that the new station has user fees when it becomes operational. Communications staff will develop an outreach program to ensure broad awareness about the implementation of the user fees. Outreach will include signage on EV charging stations, as well as a digital communications campaign, and will leverage all of the City's digital platforms including the website and social media.

## **OPTIONS**

### **Option 1. Establish user fees for public EV charging stations as detailed in the report (Recommended)**

Under this option, the Street and Traffic Bylaw would be amended to allow EV charging stations to collect fees, similar to parking meters (Attachment #2). This is the recommended approach in order to ease congestion at the EV charging stations and fund additional investment in EV charging infrastructure.

Council would also direct staff to proceed with notifying residents of the introduction of user fees at public EV charging stations. The fees would be introduced in coordination with the installation of the new DCFC station at City Hall.

### **Option 2. Receive and file the report (Not Recommended)**

Should Council not wish to proceed at this time with the recommended approach of amending the Street and Traffic Bylaw to allow for user fees at public EV charging stations, Council could receive and file the report. Under this option, usage of the EV charging stations would remain free and the City would continue to bear the electricity costs of the stations. Council could direct staff to review the introduction of user fees in six month's time.

## **FINANCIAL IMPLICATIONS**

The cost of electricity for the City's EV charging stations is approximately \$20,000 annually. It is anticipated that the proposed users fees will pay for the annual operating costs, and over time recover the capital and installation costs. Depending on the behavior shift of EV drivers with the introduction of user fees, it is expected that the revenue from user fees will achieve a positive return-on-investment (ROI) for the Level 2 charging stations within three years. A short-term ROI is not expected for DCFC stations with user fees, however revenues will increase significantly as EV update continues to grow. Net revenues from the stations will be allocated to the Sustainable Transportation Reserve Fund to support further deployment of public EV charging infrastructure in the City.

## INTER-DEPARTMENTAL IMPLICATIONS

The proposed usage fee structure was developed with input from Business Services, Bylaws and Transportation. This report was reviewed and endorsed by the Leadership Team on February 19, 2019.

## CORPORATE PLAN AND/OR POLICY IMPLICATIONS

The recommendations of this report are in keeping with the Official Community Plan (OCP) and the Community Energy and Emissions Plan (CEEP). Emissions from private passenger vehicles account for 43% of greenhouse gas emissions in the City and the transition to EVs is a key component of the City's pathway to achieving the following emissions reductions targets outlined in the CEEP:

- 15% GHG emissions reductions, below 2007 levels, by 2020; and
- 50% GHG emissions reductions, below 2007 levels, by 2050.

Further, Council's resolve to encourage low carbon transportation is included in the following provision from the 2014 OCP:

Objective 2.3.8      Encourage transportation options that reduce fossil fuel use, such as walking, cycling, transit, carpooling, and electric vehicles.

RESPECTFULLY SUBMITTED:



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Larisa Lensink  
Environmental Sustainability Specialist

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

**BYLAW NO. 9065**

**A Bylaw to amend “Fees and Charges Bylaw, 2024, No. 9000”**

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

1. This Bylaw shall be known and cited for all purposes as **“Fees and Charges Bylaw, 2024, No. 9000, Amendment Bylaw, 2025, No. 9065” (Schedules A - J)**.
2. “Fees and Charges Bylaw, 2024, No. 9000” is amended as follows:
  - A. By deleting Schedules A, B, C, D, E, F, G, H, I and J in their entirety, and replacing them with the new Schedules A, B, C, D, E, F, G, H, I and J attached to this bylaw.
  - B. The effective dates for each new Schedule are as follows:

<b>Schedule</b>	<b>Description</b>	<b>Effective Date</b>
A	Corporate and Finance Fees	April 1, 2025
B	Protective Services Fees	April 1, 2025
C	Filming Fees	April 1, 2025
D	Development, Permitting and Regulation Fees	April 1, 2025
E	Parks and Recreation Fees	April 1, 2025
F	Licencing Fees	April 1, 2025
G	Cemetery Fees	April 1, 2025
H	Streets and Plazas Fees	April 1, 2025
I	Water Utility Services Fees	April 1, 2025
J	Sewer and Drainage Utility Services Fees	April 1, 2025

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.

\_\_\_\_\_  
MAYOR

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

## SCHEDULE A

### CORPORATE AND FINANCE FEES

#### Fees and Charges Bylaw, 2024, No. 9000

<b>Copies</b>	
Council Minutes - Per page	\$ 0.26
Bylaws - 1-4 pages	\$ 1.02
Bylaws - 5-15 pages	\$ 2.05
Bylaws - 16-25 pages	\$ 5.12
Bylaws - 26-35 pages	\$ 8.19
Bylaws - 36 pages plus	\$ 10.24
Official Community Plan	\$ 15.36
Zoning Bylaw - Component One: General Regulations Consolidated	\$ 10.24
Zoning Bylaw - Component Two: Development Regulations	\$ 20.48
Zoning Bylaw - Component Three: Zoning Map - page	\$ 2.69
Zoning Bylaw - Component Three: Zoning Map - each additional page	\$ 1.80
Zoning Bylaw - Component Three: Zoning Map - full map	\$ 40.42
S. 237 Community Charter - Tax Demand Notice	\$ 20.48
S. 258 Community Charter - Certificate of Tax Status - Manual	\$ 35.84
S. 258 Community Charter - Certificate of Tax Status - via Internet and BC Online	\$ 30.72

<b>General Fees</b>	
Returned Payment	\$ 25.60
Tax Refund - per property tax roll	\$ 30.72
Mortgage Company Administration Fee for payment of property taxes - per property tax roll	\$ 10.24
Registered Plans - per page	\$ 0.90
Strata Title Plans - per page	\$ 0.90
Geographic Information System Plots and Reports - administration fee	\$ 25.60
Geographic Information System Plots and Reports - plus per hour processing (minimum 1/2 hour)	\$ 102.40
Site History Review	\$ 204.80

<b>Maps</b>	
CNV Parcel Maps - per page	\$ 2.69
CNV Parcel Maps - each additional page	\$ 1.80
CNV Parcel Maps - full map	\$ 40.42
GIS - City Map - 18 x 24	\$ 15.36
GIS - City Map - 24 x 36	\$ 20.48
GIS - City Map - 36 x 44	\$ 30.72

<b>Building Plans</b>	
Building Plans - microfiche - administration fee	\$ 25.60
Building Plans - microfiche - plus per page	\$ 0.90
Building Plans - paper copy - administration fee	\$ 25.60
Building Plans - paper copy - plus cost of printing	plus cost printing

<b>Survey Information</b>	
Survey Lot Corners or Sewer Inverts	\$ 153.60
Survey and Service Information - Single family dwelling	\$ 225.28
Survey and Service Information - Duplex	\$ 225.28
Survey, Building Grades and Service Information - Multi-family units	\$ 317.44
Survey, Building Grades and Service Information - Commercial	\$ 317.44
Survey, Building Grades and Service Information - Additional copies on request - per copy	\$ 15.36

<b>Liquor Licenses</b>	
Increased Liquor License Capacity - per application, plus actual cost of advertising	\$ 512.00
Increased Liquor License Capacity - actual cost of advertising	at cost
Patron Participation Endorsement - per application	\$ 460.80

<b>Tree Permits</b>	
alex	\$ 76.80
Tree Permit Fee - Moderate impact	\$ 128.00
Tree Permit Fee - High impact	\$ 179.20

<b>Street Tree Planting</b>	
Street Tree Planting - per tree	\$ 768.00



**SCHEDULE B**

**PROTECTIVE SERVICES FEES**

**POLICE FEES**

***Fees and Charges Bylaw, 2024, No. 9000***

In order to recover some of the costs of various policing services, certain services carry a user or administration fee. The fees below are not inclusive of GST.

**Fees for Police Services**

Audio Reproduction - First Hour		\$ 73.50
Audio Reproduction - Each additional hour		\$ 27.30
Audio Reproduction - Cost of CD / DVD		\$ 5.36
CD of Photographs		\$ 42.00
Court Ordered File Disclosure - Fee		\$ 60.40
Court Ordered File Disclosure - Plus Copying Charge	copying charge	
Crash Data Retrieval Report		\$ 189.00
Police Information Check		\$ 61.64
Police Information Check - Volunteers - Local Residents		Free
Field Drawing / Diagram / Reproduction - Cost		Cost
Field Drawing / Diagram / Reproduction - Plus Fee		\$ 42.00
File Research - Cost per Hour		\$ 52.50
Fingerprints (up to 2 sets)		\$ 61.64
Fingerprints - Additional sets		\$ 10.50
Forensic Video Analysis - Cost per hour		\$ 210.00
Full Collision Analyst / Reconstruction Report		\$ 630.00
Insurance Claim Letter		\$ 60.40
Local Police Records Checks		\$ 60.40
Measurements		\$ 217.40
Mechanical Inspection Report - Cost		Cost
Mechanical Inspection Report - Plus Fee		\$60.40
MV6020 - Motor Vehicle Accident Report		\$ 60.40
Name Change Application		\$ 60.40
Passport Letter		\$ 60.40
Photocopying charge per page		\$ 0.79
Photographs (each 4 x 6)		\$ 4.20
Police Certificate (including fingerprints if required)		\$ 60.40
Police Report		\$ 60.40
Security Licence		\$ 94.50
Shipping - Cost		Cost
Shipping - Plus Fee		\$5.25
Taxi Permit Application		\$ 61.64
Taxi Permit Application (2 years)		\$ 120.80
Taxi Permit (lost/replacement fee)		\$ 30.20
Traffic Analyst Investigation Report		\$ 94.50
Video Reproduction - First hour		\$ 73.50
Video Reproduction - Each additional hour		\$ 27.30

Video Reproduction - Cost of CD / DVD		\$ 16.80
Visa Application (including fingerprints if required)		\$ 59.85

**Security Alarm System Bylaw, 2022, No. 8931**

<b>Security Systems - False Alarms</b>		
<b>Fee Based on Calendar Year</b>		<b>Per Year</b>
First False Alarm		\$ -
Second False Alarm		\$ 153.60
Third False Alarm		\$ 256.00
Fourth False Alarm		\$ 409.60
Fifth False Alarm		\$ 614.40
Subsequent to Fifth False Alarms		\$ 921.60

**FIRE DEPARTMENT FEES**

**Fire Bylaw, 2021, No. 8852**

<b>Fire Bylaw Fees</b>		
File Search – Comfort Letter (up to 2 Hours)	per 2 hours	\$ 153.60
Fire Safety Plan Review (up to 2 Hours)	per 2 hours	\$ 153.60
Pre-Incident Fire Plan Review (up to 2 Hours)	per 2 hours	\$ 153.60
Special Effects Application Review (up to 2 Hours)	per 2 hours	\$ 153.60
Development Review Fee	Based on value of Building Permit	0.10%
Development Review Fee	Minimum on Building Permit	\$ 76.80
Hourly Fee (For Reviews, Inspections and File Searches):		
Straight Time	per hour	\$ 102.40
Time & Half	per hour	\$ 153.60
Double Time	per hour	\$ 204.80
Fire Investigation:		
Minimum Fee	per investigation	\$ 768.00
Damaged or Lost Equipment/Supplies		Replacement Cost
After Hours Fire Investigation:		
Straight Time	per hour	\$ 102.40
Time & Half	per hour	\$ 153.60
Double Time	per hour	\$ 204.80
Fire Department Standby (Required by Fire Department):		
After Hours – Straight Time	per hour	\$ 102.40
After Hours – Time & Half	per hour	\$ 153.60
After Hours – Double Time	per hour	\$ 204.80
Vehicle/Apparatus	per hour	\$ 175.10

<b>Fire Permit Fees</b>		
Permit fees must be paid to the Municipality by all applicants for any Permit required by the Fire Bylaw, 2021, No. 8852 or by the regulations passed pursuant to the Fire Services Act (1996) c. 144, as amended or replaced.		
Permit Processing (up to 2 hours):		
Hourly Fees for Permit Processing as per above "Hourly Fee"	per 2 hours	\$ 153.60
Permit Inspections as per above "Hourly Fee"	per 2 hours	\$ 153.60
<b>False Alarms and Nuisance Alarms (Based on Calendar Year)</b>		<b>per calendar year</b>
First False and/or Nuisance Alarm		\$ -
Second False and/or Nuisance Alarm		\$ 153.60
Third False and/or Nuisance Alarm		\$ 256.00
Fourth False and/or Nuisance Alarm		\$ 409.60
Fifth False and/or Nuisance Alarm		\$ 614.40
Subsequent to Fifth False and/or Nuisance Alarm		\$ 921.60

***Life Safety Upgrade Bylaw, 2011, No. 8090***

<b>Life Safety Upgrade Permit</b>	
Fee payable for the issuance of a Life Safety Upgrade Permit	\$ 102.40

**BYLAWS FEES**

<b><i>Noise Control Bylaw, 2021, No. 8885</i></b>	
<b>Noise Exemption by Permission</b>	
Application under Section 6 of the "Noise Control Bylaw, 2021, No. 8885", Schedule "B" a non-refundable application fee of:	
application submitted at least 5 business days prior to the date of the proposed activity:	\$ 153.60
application submitted less than 5 business days prior to the date of the proposed activity:	\$ 307.20

<b><i>Rental Premises Standards of Maintenance and Prevention of Nuisances Bylaw, 2008, No. 7931</i></b>	
<b>Excessive Nuisance Abatement Fees</b>	
Per "Rental Premises Standards of Maintenance and Prevention of Nuisances Bylaw, 2008, No. 7931", PART 5 - NUISANCES, 40. Repeat Nuisance Service Calls	
Police Nuisance Response and Abatement Service Call, per call	\$ 199.70
City Staff Nuisance Response and Abatement Service Call - per hour	\$ 51.20
Administration Fee - 10% on Total Service Call Fees	10%

## SCHEDULE C

### FILMING FEES

#### Fees and Charges Bylaw, 2024, No. 9000

<b>Permit</b>		
Film Permit Fee		\$ 235.50
Material changes to Issued Permit		\$ 76.80
Cancellation of Issued Permit	Permit fee plus all non recoverable costs to the City	
Each additional location		\$ 235.50
Commercial Media: i.e. still photography, reality TV, corporate video		\$ 230.40
Student Film Permit		Free
Damage/Security Deposit	dependant on location/ project	\$ 5,120.00
Youth in Film (one time annual fee, not mandatory) (GST Exempt)		\$ 256.00
<b>Electrical Permit (GST Exempt)</b>		
Single Location Permit (one inspection / location)		\$ 127.00
Annual Permit		\$ 768.00
<b>Parking, Street Use &amp; Tow Shots</b>		
Street Encroachment Fee	per day per 100m block face	\$ 358.40
Missing No Parking Sign, replacement cost	per sign	\$ 15.36
Signage Amendment	per sign	\$ 6.14
Tow Shots		\$ 153.60
Street Filming User Fee	per block	\$ 179.20
Street Meter Charges	Standard vehicle space per day billed per current daily rate of 225 East 15th Street	
Parking Stall Charges	Stall per day billed per current daily rate of 112 East 1st Street surface lot + Translink tax	
Parking Lots / Gravel Fields	per day	\$ 512.00
Parking Infraction	per day per occurrence	\$ 153.60
<b>RCMP (Minimum 4 Hour Callout and 48 Hour Cancellation Notice)</b>		
<b>Note:</b> Hourly rate includes mileage and meal times. Hourly start time will commence once RCMP Officer and/or Sergeant reaches RCMP detachment.		
RCMP Officer (Cst/Cpl)	per hour	\$ 166.90
RCMP Sergeant	per hour	\$ 198.70
Clerical Staff Time (overtime, no 4 hour minimum)	per hour	\$ 81.90

<b>Fire Department (Minimum 4 Hour Callout and 48 Hour Cancellation Notice)</b>		
<b>Note:</b> Will include charged time for officers to change into uniform, secure vehicles, depart from, and arrive back at the Fire Hall.		
Firefighters & Vehicles	Charged as per "Fire Bylaw, 2021, No. 8852"	
<b>Special Effects Application (Pyrotechnics)</b>		
Special Effects Permit (SPFX)	minimum	\$ 153.60
Special Effects On-Site Inspection by Fire Officer	per hour	\$ 102.40
<b>City Buildings and Plazas: Daily Rate</b>		
Fire Hall, Operations Yard, 14th Street Plaza & other similar sites	per day	\$ 614.40
City Hall (per named component)	per day	\$ 614.40
City Library	per day	\$ 2,560.00
Parks	per day	\$ 614.40
Lunch Tents in Parks	per day	\$ 256.00
Prep and Wrap Days	50% daily amount	
Parks Restoration Fee (not mandatory) (GST Exempt)		
<b>City Shipyards Public Realm: Daily Rate</b>		
Each named component (e.g. Spirit Trail, Wallace Mews, Shipbuilders' Square, etc.)	per day	\$ 1,024.00
Burrard Dry Dock	per day	\$ 2,560.00
The Shipyard Commons	per day	\$ 4,608.00
The Commons Ice Rink (in addition to the Commons Fee)	per day	\$ 1,536.00
Prep and Wrap Days	per day	50% daily amount (min)
Electrical connection	per day per connection	\$ 153.60
Parking at Wallace Mews	per half block face per day	\$ 358.40
The Shipyards Public Realm Lunch Tents (Shipbuilders' Square or Cates Deck)	daily per tent no larger than 20' x 40'	\$ 256.00
	daily per tent larger than 20' x 40'	\$ 512.00
	daily for tents that encompass the entire space	\$ 1,024.00
<b>Cemetery: Daily Rate</b>		
Cemetery (Heritage Section)	per day	\$ 3,072.00
Prep and Wrap Days		50% daily amount
Cemetery Caretaker (out of hours only)	per hour	\$ 81.90
Cemetery Ground Interment Preparation (incl. digger, truck & two staff)		\$ 1,802.20
Parks Restoration Fee (not mandatory) (GST Exempt)		

<b>Miscellaneous Fees</b>		
Site Meeting / site liaison fee, for City of North Vancouver staff		at cost
Film Liaison on site	per hour	\$ 81.90

GST applies to the fees listed above, except for Electrical Permits. Please note that items in this Schedule of Fees are subject to change without notice.

<b>Fee Reduction</b>
The City's Film Office staff have the authority to consider a request for a one-time 50% fee reduction of the City's location fees, subject to the following criteria:
Productions should be either non-theatrical (such as shorts, student foundation films, documentaries), or
Theatrical productions that are under \$500,000 total gross budget (staff will request they provide their budget top sheet to verify),
Filming will not take place over more than two days in the City location,
This reduction does not apply to the Shipyards Public Realm.

## SCHEDULE D

### DEVELOPMENT, PERMITTING AND REGULATION FEES

#### DEVELOPMENT FEES

*Development Procedures Bylaw, 2001, No. 7343*

#### INFORMATION

##### Minor vs. Major Applications

For the purpose of this Bylaw, the following definitions differentiate between the scale of minor and major proposals:

Minor – 1-5 principal residential units, primary child care use, or non-profit applicants (where a minimum of 80% of proposed residential units are secured at a minimum of 10% below market rental rates).

Major – 6 or more principal residential units, mixed-use, commercial, industrial, or institutional uses.

##### Waived Fees

Fees for City-led projects will be waived.

#### TYPE OF APPLICATION

##### 1. Official Community Plan (OCP)

OCP Amendment	\$	10,240.00
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<i>The following additional fee applies to any site area exceeding 8,000 m<sup>2</sup> or to policy development within any Special Study Area</i>	(per m <sup>2</sup> site area x FSR)/2	\$	1.02
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##### 2. Zoning Bylaw Amendment

Text Amendment or Rezoning to an Existing Zone	\$	4,096.00
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Rezoning to a New Comprehensive Development (CD) Zone	\$	6,144.00
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<i>The following additional fees apply to major proposals, to a maximum total rezoning fee of</i>	maximum	\$	25,600.00
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Per proposed principal residential unit	per unit	\$	51.20
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Per m <sup>2</sup> of proposed commercial space	per m <sup>2</sup>	\$	1.02
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Per m <sup>2</sup> of proposed industrial or institutional space	per 2m <sup>2</sup>	\$	1.02
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<b>3. Development Permit</b>		
Amendment to Development Permit		\$ 1,024.00
Council Consideration of Development Permit (additional fee)		\$ 1,536.00
Coach House Development Permit		\$ 1,280.00
Rooftop Antenna Development Permit		\$ 2,560.00
Other Form and Character Development Permit		\$ 4,096.00
<i>The following additional fees apply to major proposals, to a maximum total development permit fee of</i>	maximum	\$ 15,360.00
Per principal residential unit	per unit	\$ 76.80
Per m <sup>2</sup> of proposed commercial space	per m <sup>2</sup>	\$ 1.02
<b>4. Development Variance Permit</b>		
Variance with staff consideration of variance concurrent with rezoning		\$ 1,536.00
Variance with Council consideration		\$ 3,072.00
<b>5. Temporary Use Permit (TUP)</b>		
Obtain, amend, or renew a TUP		\$ 2,560.00
<b>6. Heritage Revitalization Agreement (HRA)</b>		
Minor HRA (including amendment to existing HRA)		\$ 4,096.00
Major HRA		\$ 6,144.00
<b>ADDITIONAL ITEMS</b>		
<b>1. Pre-Consultation Application (PCA)</b>		
Minor PCA		\$ 512.00
Major PCA		\$ 1,536.00
Early direction from Council (additional fee)		\$ 1,536.00
<b>2. Public Meeting or Public Hearing</b>		
For any application requiring a public meeting or public hearing (to be charged per instance)		\$ 1,792.00
<b>3. Environmental Site Disclosure</b>		
For any application requiring a Site Disclosure Statement (otherwise waived)		\$ 107.50



## CONSTRUCTION REGULATION FEES AND DEPOSITS

### *Construction Regulation Bylaw, 2003, No. 7390*

<b>1. General Regulations</b>		
<b>1. Penalties:</b>		
Work that has commenced without a permit subject to double permit fee not exceeding		\$ 20,480.00
<b>2. Refunds:</b>		
Upon receipt of a written request for a refund, accompanied by the originally issued permit, may be refunded on condition that: 1. work has not commenced; 2. the permit has not expired; 3. the permit has not been extended.		50% of total permit fee
<b>3. Re-inspection Fee:</b>		
For inspection of partially-completed work, where more than one inspection of the same type is necessary, then the second (and greater) inspection shall be charged at a rate equal to (plus GST):		\$ 122.90
For inspection of fully-completed work, where more than two inspections are necessary due to non-compliance with the provisions of "Construction Regulation Bylaw, 2023, No. 7390", or to correct the violations from previous inspections or a no-show or no access provided, then the third inspection shall be charged at a rate equal to (plus GST):		\$ 122.90
4th re-inspection (plus GST)		\$ 245.80
5th re-inspection (plus GST)		\$ 368.60
6th (and greater) re-inspection (plus GST)		\$ 491.50
<b>4. Change of Contractor or Consultants:</b>		
An issued and valid permit may be transferred to a new applicant or assigned to new consultants upon the payment of (plus GST)		\$ 76.80
<b>5. Interim Occupancy Certificate:</b>		
Residential Occupancies per dwelling unit		\$ 135.20
Residential Occupancies to a maximum (plus GST) per 30 days	maximum	\$ 6,758.40
Other Occupancies - (plus GST) per 30 days		\$ 675.80
<b>6. Electronic Copy Fee:</b>		
All drawings larger than 11" x 17" - per sheet (plus GST)		\$ 4.10
All drawings 11" x 17" or smaller - per sheet (plus GST)		\$ 1.02
<b>7. Strata Conversion Applications:</b>		
Application Fee, and Legal Fee, and Inspection Fee		
Application Fee		\$ 512.00
<b>and</b> Legal Fees		\$ 512.00
<b>and</b> Inspection Fee		
Inspection Fee - Duplex Building		\$ 204.80
Inspection Fee - Multiple unit residential, commercial, industrial or institutional buildings - per unit		\$ 204.80

Inspection Fee - Multiple unit residential, commercial, industrial or institutional buildings - to a maximum	maximum	\$ 1,249.28
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<b>8. Alternative Solution Fees:</b>		
Up to two applications under the same cover, each (plus GST)		\$ 553.00
Each subsequent Alternate Solution under the same cover, each (plus GST)		\$ 491.50
<b>9. Plans and Document Revisions:</b>		
Plan revisions are to be charged based on per plan revision as determined by the Building Official (plus GST)		\$ 122.90
A charge shall be applied to any document retrieval and copying for a building permit applicant that is initiated after issuance of the building permit, and shall be charged at a rate per half hour (plus GST)		\$ 61.44
<b>10. Application Extension Fee:</b>		
10% of the original application fee but not less than amount shown, (plus GST) to extend the life of an application beyond its 6 month expiry date for a period not exceeding 6 months	not less than	\$ 122.90
<b>11. Permit Renewal Fee:</b>		
For the first extension not exceeding 6 months, 10% of original permit fee but not less than (plus GST)	not less than	\$ 122.90
The second and subsequent extension shall be charged at 15% of original permit fee but not less than (plus GST)	not less than	\$ 184.30
<b>12. Zoning and Building Compliance Letters:</b>		
Single family or duplex buildings (plus GST)		\$ 112.60
Multiple unit residential (per suite), commercial, industrial or institutional buildings (plus GST)		\$ 215.00
<b>13. Repealed [Bylaw 8477, May 2, 2016]</b>		
<b>14. Temporary Buildings:</b>		
Permit fees will be charged in accordance with Section 2.5 of this schedule. A deposit is required upon application and is refundable only when the building, structure or shelter is removed in it's entirety and the site is left in a safe and sanitary condition.		\$ 768.00
<b>15. Special Inspections:</b>		
Inspections made in response to a request by those having a legal interest in establishing the status of a plumbing, electrical, gas system or building structure (plus GST)		\$ 122.90
<b>16. Overtime Inspection Requests:</b>		
Inspections which are requested outside of normal working hours are subject to the following hourly rate (plus GST):		
Monday-Friday (minimum 1 hour) per hour		\$ 122.90
Saturday-Sunday (minimum 2 hours) per hour		\$ 184.30
<b>17. Occupant Load Calculations:</b>		
For all Licensed beverage establishments (plus GST)		\$ 245.80
<b>18. Plan Retrieval and Copies:</b>		
For a copy of the first page of any drawing (to a max size of 11" x 17") (plus GST)		\$ 36.86
Each subsequent page (to a max size of 11" x 17") (plus GST)		\$ 1.84

<b>19. Waived Fees:</b> [Bylaw 8907, January 31, 2022]		
Permit fees for City-led civic projects on City-owned land may be waived in whole or in part, at the discretion of the Director of Planning and Development.		
<b>2. Building Permit Fees</b>		
<b>1. Building Permit Application Fee:</b>		
An application shall be accompanied by:		
for construction values up to \$200,000: 50% of the fee prescribed and as set out in 2.5 of this schedule but	not less than	\$ 102.40
for construction value from \$200,001 to \$500,000: plus 40% of the fee prescribed and as set out in 2.5 of this schedule	fee and minimum total	\$ 204.80
for construction value more than \$500,001: plus 30% of the fee prescribed and as set out in 2.5 of this schedule	fee and minimum total	\$ 512.00
which said sum shall not be refundable.		
<b>2. Application Extension Fee:</b>		
for an extension not exceeding 6 months, 10% of the original permit fee but not less than (plus GST).	not less than	\$ 122.90
<b>3. Partial Permit Fees:</b>		
Building permit fees for partial permits may be based on the value of the portion of work being permitted, as determined by the building official, plus a partial permit processing fee (plus GST) .	not less than	\$ 122.90
<b>4. Completion Deposit:</b>		
Building permit applications for additions, alterations, renovations, move-on buildings, sign permits and tenant improvements shall be accompanied by a deposit of 2% of the total construction value. The deposit is forfeited if the work is not completed within 2 years.	not less than	\$ 102.40
	not more than	\$ 1,024.00
<b>5. Scale of Building Permit Fees:</b>		
The calculation of building permit values shall be based on the total construction or demolition costs, including materials and labour, as provided by the applicant, subject to approval by the <i>building official</i> .		
If, under Section 7.3.2. of " <b>Construction Regulation Bylaw, 2023, No. 7390</b> ", it has been determined by the <i>Chief Building Official</i> that a Professional Engineer or Architect is required to Certify that the plans, or specified aspects of the plans submitted with the permit application comply with the current <i>Provincial Building Code</i> and other applicable enactments respecting safety, the fees required for that permit will be reduced by five (5) percent, to a maximum of five hundred dollars (\$500).		
Building permit fees payable for a permit for the construction, demolition, addition, alteration, repair of any building or structure or any part thereof, shall be as follows:		
When the cost does not exceed \$5,000		\$ 122.90
For each additional \$1,000 or part thereof by which the cost exceeds \$5,000 up to a maximum of \$15,000		\$ 15.50
For each additional \$1,000 or part thereof by which the cost exceeds \$15,000 up to a maximum of \$50,000		\$ 13.90

For each additional \$1,000 or part thereof by which the cost exceeds \$50,000 up to a maximum of \$100,000		\$ 12.10
For each additional \$1,000 or part thereof by which the cost exceeds \$100,000		\$ 10.00
<b>6. Residential Inspection Fees:</b>		
Where an application is made for a Building Permit with respect to the construction of a self-contained housing unit or units, there shall be, in addition to any other fees payable, an Inspection Fee for each self-contained unit (plus GST)		\$ 245.80
<b>7. Fire-stopping for Plumbing Re-Pipe Permit Fees:</b>		
Building Inspection fees for the re-inspection of firestopping in re-pipe installations is per dwelling unit with a minimum fee	per dwelling unit	\$ 13.80
	minimum	\$ 184.30
<b>3. Plumbing Permit Fees</b>		
<b>1. Plumbing Fixtures:</b>		
When the number of fixtures does not exceed 4		\$ 122.90
Each plumbing fixture in excess of 4 installed or roughed-in		\$ 27.65
(Plumbing Fixture as defined by the BC Plumbing Code including Drains, Hot Tub, Catch Basin, Junction Box, Manhole, O/G Interceptor, Sump, Neutralizer, Inspection Chamber, Back Flow Preventer, Fire Hydrant, Fire Department Connection, Fire Hose Connection, Fire Hose Station)		
<b>2. Service Pipes:</b>		
Service lines including Sanitary Sewer, Storm Sewer, and Water Services		
For the first 30m (100 feet) or part thereof		\$ 122.90
For each additional 30m (100 feet) or part thereof		\$ 34.22
<b>3. Fire Protection Services:</b>		
Installation or alteration of fire sprinkler systems		
First Sprinkler head		\$ 122.90
Each Additional head		\$ 2.15
<b>4. Installation and Alteration of Piping Only:</b>		
For installation or alteration of plumbing piping where no alteration of fixtures is involved:		
For the first 30m (100 feet)		\$ 122.90
For each additional 30m (100 feet) of pipe, or part thereof		\$ 34.22
<b>4. Gas Permit Fees</b>		
For installation, alteration or replacement of appliances, vents for each appliance, or piping for each appliance:		Fee Payable
Installation or replacement: 1 or 2 appliances		\$ 144.00
Fee per appliance - Next 3 to 10 appliances		\$ 75.00
Fee per appliance - Next 11 to 20 appliances		\$ 44.00
Fee per appliance - Next 21 to 100 appliances		\$ 27.00
For each appliance over 100		\$ 12.00
Installation or alteration of <u>venting or gas piping</u> without appliances		\$ 68.00

<b>5. Electrical Permit Fees</b>		
<b>1. Service Installation, Upgrade or Relocation:</b>		
Fees based upon final rating of each service installation, upgrade or relocation.		Service Install, Upgrade or Relocation
Less than or equal to 125A		\$ 493.00
126A-200A		\$ 804.00
201A-400A		\$ 1,176.00
Greater than 400A		\$ 1,640.00
<b>2. Electrical Installation:</b>		
Fees based upon the value of the proposed electrical installation including all material and labour.		
From \$0 to \$250		\$ 51.00
From \$251 to \$1,000		\$ 115.00
From \$1,001 to \$2,500		\$ 199.00
From \$2,501 to \$5,000		\$ 322.00
From \$5,001 to \$10,000		\$ 495.00
From \$10,001 to \$20,000		\$ 811.00
From \$20,001 to \$35,000		\$ 1,188.00
From \$35,001 to \$50,000		\$ 1,656.00
From \$50,001 to \$100,000		\$ 2,374.00
From \$100,001 to \$200,000		\$ 3,557.00
\$200,001 to \$1,000,000 Fee is based on a fixed fee <i>plus</i> 0.5% of the job value as described		\$ 3,234.00 +0.5% of Job Value
\$1,000,001 and over Fee is based on a fixed fee <i>plus</i> 0.25% of the job value as described		\$ 6,469.00 +0.25% of job value
<b>3. Temporary Power Connections:</b>		
Temporary Power Pole, per year or portion thereof		\$ 122.90
<b>and</b> Temporary Current Permit, per meter per year or portion thereof		\$ 122.90
<b>4. Sign Connection:</b>		
The first sign connection		\$ 122.90
Each subsequent sign connection for the same site where the permit is issued at the same time		\$ 61.40
<b>5. Electrical Permit Fees (Temporary Event Connections):</b>		
Each Permit		\$ 151.60
6. Deleted [Bylaw 8762, February 24, 2020]		
<b>7. Electrical Permit Fees (Annual Permits):</b>		
1,000 H.P. or less		\$ 250.90
Each additional 100 H.P. or fraction thereof		\$ 31.90
Educational facilities per classroom, shop, laboratory, gymnasium, auditorium, or office		\$ 6.76
Maximum annual fee		\$ 2,396.20

<b>6. Compressed Gas Systems and Oil Storage Tanks</b>		
For the installation, replacement, renewal, alteration, removal or repair of any oil or compressed gas system or storage tank:		
1. Commercial or domestic oil burner		\$ 102.40
2. Fuel dispensing nozzle		\$ 102.40
3. Flammable or combustible liquid storage tank:		
Up to 4,546 L		\$ 102.40
Over 4,546 L		\$ 144.40
4. Compressed gas system		\$ 102.40

**SUBDIVISION AND DEVELOPMENT CONTROL**

*Subdivision and Development Control Bylaw, 2010, No. 8014*

**Landscaping Agreement**

**2. Landscaping Obligations**

Landscaping Agreement item 2.a.

The Owner: shall, upon execution of this Agreement, deposit the Deposit with the City to secure due and proper performance of this Agreement,

together with a non-refundable administration fee to cover the City's administration and processing costs		\$ 51.20
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**Fees and Deposits**

**Preliminary Application Fees**

**Type of Application**

Realignment of Lot Line, per application		\$ 614.40
Creating New Lots, Air Space Subdivision and Bare Land Strata		
Per Application		\$ 1,024.00
For First Lot Created		\$ 102.40
For Each Additional Lot Created		\$ 51.20
Phased Strata Plan		
Per Application		\$ 1,024.00

**Fee Calculation Example:**

If you were proposing to split a single lot into two, the fees would be: \$1,000 processing fee + \$100 for the first lot created + \$50 for the second lot created = \$1,150.		
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**Conditional Approval Extension**

The following fee is payable to extend conditional approval of a subdivision application		
Conditional Approval Extension Fee, for each extension		\$ 256.00

**Final Subdivision Review**

The following fee is payable with each request to perform a final subdivision review and receive Approving Officer signature.		
Plan Examination Fee, for each request		\$ 512.00

<b>Payable Prior to Subdivision Approval or Building Permit Issuance</b>		
<b>Servicing Agreement Administration Fee</b>		
Fee covers City cost only for staff processing of servicing agreement preparation.		\$ 512.00
<b>Servicing Agreement Renewal Administration Fee</b>		
Fee covers City cost only for staff processing of servicing agreement preparation.		\$ 512.00
<b>Construction Process Administration Fee</b>		
A construction process administration fee is payable whenever a servicing or landscaping agreement is required. The Fee shall be calculated in accordance with the following table:		
Estimated Value of Engineering Works		% fee
\$1 to \$100,000		5.63%
\$100,001 to \$250,000		5.12%
\$250,001 to \$500,000		4.61%
\$500,001 to \$1,000,000		4.10%
Over \$1,000,000		3.84%
Minimum Construction Process Administration Fee		\$ 102.40
<b>Water Service Severance/Connection as per "Water Utility Bylaw 6417, 1994, No. 6417", as amended</b>		
Water Service Severance / Connection Fee covers City cost only to sever an existing service and/or install a new service or re-connect an existing service.		
<b>Sewer Service Severance / Connection as per "Sewerage and Drainage Utility Bylaw, 1995, No. 6746", as amended</b>		
Sewer Service Severance / Connection Fee covers City cost only to sever an existing service and/or install an existing service.		
<b>Property Security/Damage Deposit**</b>		
Deposit covers the cost of possible damage to City property which occurs during construction on private property adjacent to City streets. Upon completion of the remedial works, that portion of the deposit not required shall be returned to the Depositor.		
** Where in the opinion of the City Engineer, or the Chief Building Inspector, proposed excavation poses a risk to public property, additional damage deposits may be required, in accordance with Construction Regulation Bylaw No. 7390, 2003, Part 7.3.63 as amended.		
Residential Building Permit application under \$600,000, payable prior to issuance of Building Permit		\$ 1,024.00
Residential Building Permit application \$600,000 or more, per unit		\$ 1,024.00
to a maximum of		\$ 20,480.00
with a minimum of		\$ 2,560.00
Commercial/industrial: per frontage metre of abutting highway		\$ 153.60
minimum, rounded to closest \$100		\$ 5,100.00



<b>Security/Damage Deposit Administration Fee</b>		
Fee covers City cost only for staff processing of deposit management.		\$ 286.70
The developer is responsible for requesting City Staff review the security/damage deposit/bond upon completion of the works and maintenance period. If after 2 years from the date of Certificate of Total Completion or Final Occupancy, the applicant will forfeit the deposit(s)/bond to the City.		
<b>SIGN FEES AND CHARGES</b>		

***Sign Bylaw, 1992, No. 6363***

<b>Signs Permits</b>		
The following permit fees shall be paid before a sign permit is issued:		
(a) For each sign requiring a permit, where the sign area:		
(i) Does not exceeding an area of 1.86 sq. meters	\$	30.72
(ii) Exceeds an area of 1.86 sq. meters	\$	51.20
(b) Where a sign installation has commenced prior to the issuance of a sign permit required under "Sign Bylaw, 1992, No. 6363" an additional service charge equal to the permit fee shall be paid.		
(c) The fees described above allow for one review of plans or field inspection to the initial sign application. Where additional reviews of structural drawings or field inspections as may be determined by the Building Inspector is required to complete the final approval, an additional fee per inspection equal to the original permit fee will be charged.		
(d) Where a sign application has been approved or refused, no sign application fee shall be refunded but if the application is withdrawn prior to approval or refusal by the City, the Building Inspector shall refund to the applicant 50% of the fee paid.		

**BOARD OF VARIANCE**

***Board of Variance Application Fee Bylaw, 1994, No. 6523***

<b>Application Fee</b>		
A person making application to the Board of Variance shall at the time of filing the application, pay to the Corporation of the City of North Vancouver a fee as a prerequisite to the processing of such application.		\$ 430.10
If the application is withdrawn prior to a hearing, a refund of 50% of the fee may be returned to the applicant.		

## DIVISION VII: DEVELOPMENT PERMIT GUIDELINES

### *Zoning Bylaw, 1995, No. 6700 - (6700 2C - Division VII)*

Division VII contains "Development Permit Guidelines" which apply to specific Development Permit Areas, as designated through the Official Community Plan.

#### **Fees- Streamside Protection and Enhancement**

When submitting a Development Permit Application for Streamside Protection and Enhancement Areas, the following fees are applicable:

Obtain a Development Permit (DP) for Streamside Protection and Enhancement:		
Exemption from DP (alteration or removal of high to extreme risk tree)	\$	25.60
Minor DP (Landscape, Accessory Building or Accessory Structure)	\$	51.20
Full DP (Principal Building in any Zone)	\$	358.40
Full DP with Variance (Variance to Zoning or not meet Guidelines)	\$	1,740.80

## CHANGE HOUSE NUMBER

### *The Street Sign and House Numbering Bylaw, 1908, No. 40*

Change of house number	\$	261.10
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## SCHEDULE E

### PARKS AND RECREATION FEES

#### PARKS AND GREENWAYS DONATION PROGRAM

#### *Parks Regulation Bylaw, 1996, No. 6611*

All donation items come with a powder coated bronze plaque, except for trees which include a commemorative certificate.

	Existing Donation Area	New Donation Area	Renewal (All Sites)
<b>Standard Site Furnishings</b>			
A1 - Tree 2 1/2 inch caliper, species varies with site	N/A	\$ 765.80	N/A
B1 - Urban Parks Bench black powder coated steel, 6 ft. length	\$ 3,815.10	\$ 6,396.90	\$ 3,815.10
B2 - Parks and Greenways Bench green powder coated steel, 6 ft. length	\$ 3,690.90	\$ 6,261.90	\$ 3,690.90
<b>Custom Site Furnishings - Limited Quantities in Select Areas</b>			
B5 - Victoria Park Bench black powder coated steel 6 ft. length	\$ 3,185.40	N/A	\$ 3,185.40
B8 - Civic Plaza Wood Bench	\$ 3,690.90	N/A	\$ 3,690.90
<b>Plaque Replacement</b>			
Plaque			\$ 480.00

## EVENT FEES

### *Parks Regulation Bylaw, 1996, No. 6611*

#### **Events organized by community groups and private events**

Event Type		Fee
Community Event (General public)	per hour	\$ 12.00
Community Event (Children and Seniors, North Vancouver School District)	per hour	\$ 6.00
Weddings, picnics, birthday parties	per hour (market rate)	\$ 24.10

#### **Events organized by commercial or for profit organizations**

Event Size	Number of participants	Park booking fee
Small commercial event	1-250	\$ 256.00
Medium commercial event	251-500	\$ 512.00
Large commercial event	501-1000	\$ 1,024.00

• Events organized by community and commercial groups are required to pay a refundable damage deposit. Refundable damage deposits range between \$100-\$500 dependent upon event size, history, and nature of the event. Amount required for deposit will be specified by the Community Events Programmer during the approval process.

• The Community Events Programmer will return the damage deposit refund to the event organizer upon the completion of the event and the City inspection of the event site. If after 2 years from the date of the event, and or site inspection, the refund of the deposit is undeliverable to the organizer, the funds will default to the City.

• Weddings, picnics, and birthday parties are not required to pay a damage deposit.

• Extra fees to cover additional services by City staff will be charged where appropriate.

• For more complex commercial events that require more administrative time there is a higher fee structure. Contact the Community Events Programmer for further details.

## WHARF MOORAGE FEES

### *Wharf Regulation Bylaw, 2005, No. 7665 (St. Roch Dock, Burrard Dry Dock and Goldsworthy Pier)*

1. (a) Moorage fees for the St. Roch Dock		per hour maximum 3 hours	\$ 4.10
2. Moorage Agreement Fees for the Goldsworthy Pier, Burrard Dry Dock Pier, and the St. Roch Dock are as follows:			
(a) Vessel or Watercraft Length and Applicable Moorage Agreement Rates			
Up to 39ft (11.9m)		per foot per day*	\$ 1.84
40ft (12.5m) to 79ft (24m)		per foot per day*	\$ 1.95
80ft (24.4m) to 149ft (45.4m)		per foot per day*	\$ 2.30
150ft (45.7m) to 199ft (60.6m)		per foot per day*	\$ 3.33
200ft (60.9m) or greater		per foot per day*	\$ 4.61
* Day = 24 hour period or portion thereof			
(b) No Moorage is permitted on Burrard Dry Dock Pier without written authorization in the form of a Moorage Agreement signed by the Wharf Manager;			
(c) Notwithstanding (a), a Moorage Agreement is required for Moorage in excess of 3 hours at St. Roch Dock and Goldsworthy Pier;			
(d) Fees are waived for a Vessel that is not of a commercial type or design and belongs to Her Majesty in the right of Canada or to a foreign government that is not engaged in commercial activity;			
(e) For commercial vessel overnight layovers, fees will be calculated hourly for repeated overnight Moorages if the individual Moorages are of five (5) or more individual nonconsecutive nights, calculated based on vessel arrival time, if the booking is made more than two weeks in advance of the initial overnight layover date;			
(f) For non-working commercial Vessels during the shoulder season (beginning of November to end of March, excluding the Easter weekend) , the minimum charge will be:			
per vessel without potable water available		daily	\$ 665.60
per vessel with potable water supply		daily	\$ 819.20
(g) For the docks and piers to be used as film location(s), the Filming Fees in Schedule "C" of "Fees and Charges Bylaw 2024, No. 9000" apply;			
(h) For the booking of the Burrard Dry Dock Pier and/or St. Roch Dock for events, then the applicable fees are those contained in The Shipyards Events Policy (2018); and			
(i) The Wharf Manager may adjust or waive fees for Vessels of significant public interest, and reserves the right, to determine for the purposes of moorage fees, the length of any Vessel.			

3. Emergency Vessel Moorage Fees

(a) Emergency Service Vessels, while actively performing emergency services or engaged in training exercises, shall not be subject to the Moorage fees listed at this Schedule E.

**SCHEDULE F**  
**LICENSING FEES**

**ANIMAL CONTROL**

***Dog Tax and Regulation Bylaw, 2010, No. 8113***

<b>Annual Licence Fees</b>	
For every Dog	\$ 30.72
For a dog deemed to be vicious	\$ 204.80
For assistance dog, upon application - no charge	\$ -
Replacement licence of valid dog licence from another municipality including City of Vancouver Shall not apply to a Dog declared vicious or dangerous in another municipality and the full Licence amount shall apply to such Dog	\$ 5.12
On or after September 1st in current year, dog reached licence age of four (4) months, or was brought into the City of North Vancouver from outside the Province of British Columbia.	fee at 50%
Duplicate license tag	\$ 5.12
<b>Kennel License Fees</b>	
Application for Kennel licence	\$ 61.44
<b>Pound Fees (excluding vicious dog)</b>	
For a licensed dog; first time impounded in a licensing year	\$ 30.72
For a licensed dog; second time impounded in a licensing year	\$ 61.44
For a licensed dog; third time impounded in a licensing year	\$ 102.40
For an unlicensed dog	\$ 153.60
Maintenance cost per day or part thereof, after the first day, for the period a dog is impounded	\$ 10.24
<b>Pound Fees (vicious dog)</b>	
Vicious dog; first time impounded in a licensing year	\$ 204.80
Vicious dog; second time impounded in a licensing year	\$ 512.00
Vicious dog; third and subsequent impoundments in a licensing year	\$ 1,024.00
Maintenance cost per day or part thereof, after the first day, for the period a vicious dog is impounded	\$ 30.72

**BUSINESS LICENCES***Business Licence Bylaw, 2018, No. 8640***Business Licences - Fees by Business Code**

<b>Business Code</b>	<b>Business Classification</b>	<b>Fee or Fee Table</b>
3254	Cannabis-Licensed Medical Production	\$ 3,779.60
3398	Food Manufacturer	\$ 196.60
3399	Manufacturer	IA
4189	Wholesaler	IA
4411	Auto Dealer	IA, IB
4451	Grocery Store	IE
4452	Other Food Retailer	\$ 196.60
4453	Wine/Liquor Store	\$ 393.20
4461	Health and Personal Care Store	\$ 196.60
4462	Pharmacies	\$ 262.10
4471	Gas Station	\$ 262.10
4533	Second Hand Dealer	\$ 262.10
4539	Charitable Sales	\$ 5.00
4546	Peddler	\$ 262.10
4841	Transportation and Support	\$ 196.60
4860	Port Industries	\$ 2,544.60
4931	Warehousing	IB, ID
5120	Movie Theatre	\$ 2,544.60
5191	Photography, Film, TV, etc.	\$ 262.10
5211	Financial Inst. (Bank, Credit Union)	\$ 1,056.80



5121	Adult Movie Theatre	\$ 2,544.60
5222	Pawn Broker	\$ 629.80
5269	Financial Services	\$ 196.60
5312	Real Estate Service	\$ 196.60
5411	Legal Service	\$ 196.60
5413	Architectural and Engineering Service	\$ 196.60
5414	Design Service	\$ 196.60
5611	General and Administrative Support	\$ 196.60
6111	Private Primary/sec. School	\$ 262.10
6211	Medical Office	\$ 196.60
6212	Dentist/Orthodontic office	\$ 196.60
6213	Other Health Office	\$ 196.60
6244	Child Care Facility	\$ 5.00
6245	Group Child Care	\$ 5.00
7131	Amusement Park	\$ 2,544.60
7211	Hotel (excl. leased operations and paid parking areas)	\$ 2,544.60
7212	RV Park and Recreation Camp	\$ 196.60
7223	Food Trucks	\$ 256.00
7226	Licensed (liquor) Restaurant	\$ 196.60
7227	Restaurant Unlicensed	\$ 196.60
7228	Limited Service Restaurant Licensed (liquor)	\$ 196.60
7229	Limited Service Restaurant Unlicensed	\$ 196.60
9115	Inter-Municipal	\$ 60.00

531113	Residential Rental – Long Term	\$ 75.00
	per dwelling unit (up to 5)	
	per each subsequent dwelling unit	\$ 25.00
531111	Residential Rental – Short Term	\$ 550.00
721198	Accessory Boarding – Long Term	\$ 122.00
72131	Accessory Boarding – Short Term	\$ 250.00

**Business Licences - Fees Tables**

**TABLE I - AREAS**

<b>A.</b>	<b>For areas of sales, service, display and storage space, contained within the building, from:</b>	<b>Per Annum</b>
	0 to 500 sq. me. the sum of	\$ 131.10
	501 to 1,000 sq. me. the sum of	\$ 262.10
	1,001 to 3,000 sq. me. the sum of	\$ 393.20
	3,001 to 5,000 sq. me. the sum of	\$ 512.00
	For each additional 90 sq. me. of sales, service, display and storage space or any portion thereof contained within the building in excess of 5001 sq. me. the sum of	\$ 47.10
	To a maximum of	\$ 2,544.60
	And for outside ground storage area adjacent to the building, as determined by Table IB	
<b>B.</b>	<b>Storage Areas (Open)</b>	<b>Per Annum</b>
	0 to 200 sq. me. of ground space	\$ 43.00
	201 to 500 sq. me. of ground space	\$ 90.10
	501 to 1,500 sq. me. of ground space	\$ 160.80
	1,501 to 1,800 sq. me. of ground space	\$ 321.50
	1,801 to 5,000 sq. me. of ground space	\$ 748.50
	5,001 to 10,000 sq. me. of ground space	\$ 1,128.40
	10,001 to 15,000 sq. me. of ground space	\$ 2,268.20
	15,000+	\$ 2,544.60
<b>C.</b>	<b>Commercial Rental</b>	<b>Per Annum</b>
	For 0 to 93 sq. me. of floor space	\$ 29.70
	and for each additional 93. sq. me. of floor space or any portion thereof	\$ 29.70
<b>D.</b>	<b>General Warehousing &amp; Storage, Other Warehousing &amp; Storage, and Self-Storage Mini-Warehouses</b>	<b>Per Annum</b>
	For each 100 sq. me. of floor space contained within the building, the sum of	\$ 59.40

<b>E.</b>	<b>Department Stores, Supermarkets &amp; Other Grocery Stores, Hardware Stores, and General-Line Building Supplies Wholesaler-Distributor</b>	<b>Per Annum</b>
	For areas of sales, service, display and storage space, contained within the building, from:	
	0 to 500 sq. me. the sum of	\$ 505.90
	501 to 950 sq. me. the sum of	\$ 862.20
	951 to 1,400 sq. me. the sum of	\$ 1,738.80
	For areas in excess of 1400 sq. me. of floor space, the sum of	\$ 2,544.60
	And for outside ground storage area adjacent to the building, as determined by Table IB	
<b>TABLE II - UNITS</b>		
<b>A.</b>	<b>Vending Machine Operators</b>	<b>Per Annum</b>
	For each machine	\$ 90.10
<b>B.</b>	<b>Marinas</b>	<b>Per Annum</b>
	with not more than 50 leased spaces	\$ 113.70
	with 51 to 100 leased spaces	\$ 170.00
	with 101 to 200 leased spaces	\$ 274.40
	with 201 to 300 leased spaces	\$ 379.90
	with 301 to 400 leased spaces	\$ 504.80
	with 401 to 500 leased spaces	\$ 594.90
	with 501 to 600 leased spaces	\$ 702.50
	with 601 to 700 leased spaces	\$ 805.90
	with 701 to 800 leased spaces	\$ 910.30
	with 801 to 900 leased spaces	\$ 1,016.80
	with 901 to 1,000 leased spaces	\$ 1,078.30
<b>C.</b>	<b>Vehicles for Hire</b>	<b>Per Annum</b>
	for each unit	\$ 113.70

<b>D.</b>	<b>Arcades</b>	<b>Per Annum</b>
	Classification 1 - arcade with 3 machines	\$ 449.50
	Classification 2 - arcade with 4 machines	\$ 555.00
	Classification 3 - arcade with 5 machines	\$ 659.50
	Classification 4 - arcade with 6 machines	\$ 763.90
	Classification 5 - arcade with 7 machines	\$ 869.40
	Classification 6 - arcade with 8 machines	\$ 974.80
	Each additional machine located on site exceeding eight (8) shall constitute a change in classification with a corresponding change in numerical designation and the fee shall increase on an increment basis per machine (maximum below).	\$ 103.40
	Each additional machine located on site exceeding eight (8) to a maximum annual fee.	\$ 1,718.30
	Where a device accommodates more than one (1) game or function each game or function shall be regarded as a separate unit and licensed accordingly under the unit designations or classifications as enumerated in this section.	

**TABLE III - UNITS**

<b>A.</b>	<b>Business uses</b>	<b>Units</b>	<b>Per Annum</b>
	Accessory Dormitory Use	for each room	\$ 10.75
	Amusement Machines	two (2) or less	\$ 354.30
	Commercial Parking Lot	for each space	\$ 19.46
	Bed & Breakfast	for each room	\$ 19.46
	Billiard/Pool Hall	for each table	\$ 43.01
	Bowling Alley	for each alley	\$ 43.01
	Coin-operated Laundries and Dry Cleaners	for each machine	\$ 14.85
	Curling Rink	for each sheet	\$ 39.42
	Mobile Canteen	for each unit	\$ 169.98
	Automated Teller Machines	for each machine	\$ 444.42
	Mobile Carts	for each unit	\$ 125.95
	Post Box Rental Agency	for each box	\$ 2.05
	Mobile Carts - On-Street	for each unit	\$ 169.98
	Free Publication Boxes	for each box	\$ 86.02

<b>B.</b>	<b>Itinerants</b>	<b>Per Day</b>
	Bingo Operations, Games of Chance	\$ 147.50
	Carnivals	\$ 147.50
	Circuses	\$ 147.50
	Dog & Cat Shows	\$ 147.50
	Exhibitions	\$ 147.50
	Performing Arts Promoters (Presenters) without Facilities	\$ 147.50
	Sports Presenters and Other Presenters without Facilities	\$ 147.50
	Theatrical Shows (when held in other than a duly licensed theatre)	\$ 147.50
	Other forms of itinerant shows, entertainment, amusement or exhibition not hereinbefore enumerated	\$ 147.50
	Soliciting for charity	\$ 5.00
<b>TABLE IV - ENTERTAINMENT, SOCIAL AND RECREATIONAL FACILITIES</b>		
<b>A.</b>	<b>Liquor Primary – Pubs</b>	<b>Per Annum</b>
	For the first 10 seats	\$ 345.10
	For each additional 10 seats or any portion thereof	\$ 39.90
	To a maximum of	\$ 1,536.00
<b>B.</b>	<b>Body Rub Parlour</b>	<b>Per Annum</b>
	Body Rub Parlour	\$ 3,779.60
<b>TABLE V - LIQUOR LICENSING</b>		<b>Per Annum</b>
<b>A.</b>	Non- refundable Liquor Primary application fee	\$ 512.00
<b>B.</b>	Permanent change to existing Liquor Primary Licence	\$ 256.00
<b>C.</b>	Temporary change to existing Liquor Primary Licence where local government input required	\$ 256.00
<b>D.</b>	New Food Primary Licence application fee when local government input is required	\$ 512.00

<b>TABLE VI - CANNABIS SALES</b>		<b>Per Annum</b>
<b>A.</b>	Non-refundable application fee	\$ 5,120.00
<b>B.</b>	Business licence processing fee	\$ 1,536.00
<b>C.</b>	Annual licence fee	\$ 3,779.60
<b>D.</b>	Permanent change to Cannabis licence	\$ 1,536.00
<b>TABLE VII - BUSINESS LICENCE FEE INCREASE EXEMPTIONS</b>		
<b>A.</b>	Future business licence fee increases will not apply to Child Care, Charitable Sales or Registered Society uses.	
<b>TABLE VIII - CRIME FREE MULTI-HOUSING</b>		
<b>A.</b>	The Business Licence annual fee is to be reduced by 10% for those properties participating as active members of the Crime Free Multi-Housing Program, as long as they are current participants in the Program.	
<b>TABLE IX – ALL OTHER BUSINESS FEES</b>		<b>Per Annum</b>
<b>A.</b>	Home based businesses	\$ 124.90
<b>B.</b>	Non-resident business	\$ 262.10
<b>C.</b>	Registered Society	\$ 5.00
<b>D.</b>	All other businesses not specified	\$ 131.10
<b>TABLE X - ADMINISTRATION</b>		
<b>A.</b>	Non-refundable application fee (for new licences for businesses without specific application fees). Child Care and Registered Societies exempt.	\$ 51.20
<b>B.</b>	Any changes to a business licence (ownership, transfer of a valid and current Business Licence from one location to another, business name change etc.)	\$ 51.20



**TREE BYLAW FEES**

*Tree Bylaw, 2022, 8888*

**Permit Fees**

Application Base Fee	per application	\$ 179.20
Tree Removal Fee	per tree removed	\$ 76.80
Inspection Fee	per site visit	\$ 133.10
Replacement Tree Security	per tree replaced	\$ 998.40
Tree Replacement Cash-in-Lieu	per tree removed	\$ 768.00
Ecological Compensation	per tree removed	\$ 1,536.00

## SCHEDULE G

### CEMETERY FEES

***North Vancouver Cemetery Bylaw, 2011, No. 8109***

**All fees shall be paid at the time of application and are subject to applicable taxes.**

<b>In-Ground Interments Resident Fees</b>	Lot	+ Care Fund	= Right of Interment	Preparation / Placement	Liner	Total
Adult Casket - Single Depth	\$3,799	\$2,109	\$5,908	\$1,802	\$1,004	\$8,714
Adult Casket - Single Depth Crypt	\$4,905	\$2,109	\$7,014	\$1,802		\$8,816
Adult Casket - Double Depth Crypt - 1st Casket at Lower Level	\$6,543	\$2,642	\$9,185	\$1,802		\$10,987
Adult Casket - Double Depth Crypt - 2nd Casket at Upper Level		\$850		\$1,802		\$2,652
Infant/Child Casket (2-12 years)	\$1,106	\$1,055	\$2,161	\$911		\$3,072
Infant/Child Casket (0-2 years)						\$0
Cremation Lot - 1st Interment	\$2,109	\$1,004	\$3,113	\$379		\$3,492
Cremated Remains in Occupied Lot		\$532		\$379		\$911
<b>Columbarium Niche Resident Fees</b>	Lot	+ Care Fund	= Right of Interment	Preparation / Placement		Total
Niche with 1st Interment (top 2 rows)	\$2,324	\$1,055	\$3,379	\$266		\$3,645
Niche with 1st Interment (mid 2 rows)	\$1,690	\$1,055	\$2,745	\$266		\$3,011
Niche with 1st Interment (bottom row)	\$1,167	\$1,055	\$2,222	\$266		\$2,488
2nd Interment in niche		\$215		\$266		\$481

<b>In-Ground Interments Non-Resident Fees</b>	Lot	+ Care Fund	= Right of Interment	Preparation / Placement	Liner	Total
Adult Casket - Single Depth	\$7,076	\$4,434	\$11,510	\$1,802	\$1,004	\$14,316
Adult Casket - Single Depth Crypt	\$8,499	\$4,219	\$12,718	\$1,802		\$14,520
Adult Casket - Double Depth Crypt - 1st Casket at Lower Level	\$14,029	\$5,274	\$19,303	\$1,802		\$21,105
Adult Casket - Double Depth Crypt - 2nd Casket at Upper Level		\$850	\$850	\$1,802		\$2,652
Infant/Child Casket (0-12 years)	\$2,693	\$2,109	\$4,802	\$952		\$5,754
Cremation Lot with 1st Interment	\$3,953	\$1,905	\$5,858	\$379		\$6,237
Cremated Remains in Occupied Lot		\$532		\$379		\$911
<b>Columbarium Niche Non-Resident Fees</b>	Lot	+ Care Fund	= Right of Interment	Preparation / Placement		Total
Niche with 1st Interment (top 2 rows)	\$3,021	\$1,372	\$4,393	\$266		\$4,659
Niche with 1st Interment (mid 2 rows)	\$2,202	\$1,372	\$3,574	\$266		\$3,840
Niche with 1st Interment (bottom row)	\$1,516	\$1,372	\$2,888	\$266		\$3,154
2nd Interment in niche		\$215		\$266		\$481
<b>Memorial Fees</b>		Care Fund	Permit			Total
Memorial Permit		\$113	\$133			\$246
Memorial Resetting			\$133			\$133
Memorial Tablet Levelling			\$164			\$164
City Concrete Foundation			\$1,270			\$1,270
<b>Lot Adornment Fees</b>						Total
In-ground Vase (includes installation)						\$102

<b>Disinterment &amp; Exhumation Fees</b>	Total
Adult Casket - Single depth	\$2,222
Adult Casket - Single depth Crypt	\$2,222
Adult Casket - Double depth Crypt: Casket - Upper Level	\$2,222
Adult Casket - Double depth Crypt: Casket - Lower Level	\$2,744
Adult Casket - Double depth Crypt: Casket - Both Caskets (at the same time)	\$4,966
Infant/Child Casket (0 - 12 years)	\$1,270
Cremated Remains (in-ground)	\$481
Cremated Remains (in-ground) with re-interment	\$686
Cremated Remains (niche)	\$236
<b>Additional Fees</b>	Total
After Hours Surcharge for Adult Casket Burial	\$1,690
After Hours Surcharge for Infant/Child Casket Burial	\$553
After Hours Surcharge for In-ground Cremation Interment	\$317
After Hours Surcharge for Niche Interment	\$215
Cremation Urn Vault - Single	\$113
Administration Fee	\$92
<b>Lot Surrender Refund for Lots Purchased on or before June 18, 2006</b>	Total
See 'Cancellation of Right of Interment' for complete details.	
Adult Single Depth Lot	\$1,191
Adult Double Depth Lot	\$1,889
Infant/Child Lot	\$623
Cremation Lot	\$415
Niche in Upper Two Rows	\$1,229
Niche in Lower Two Rows	\$906

## SCHEDULE H

### STREETS AND PLAZAS FEES

#### Street and Traffic Bylaw, 1991, No. 6234

#### **s.510 Special Parking Privileges, .2 Resident Exempt Zone, (b)**

a shared vehicle organization which applies for an exemption and pays annual application fee, per shared vehicle in the shared vehicle organizations' fleet of shared vehicles.	annual fee, per vehicle	\$ 25.60
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#### **Fees**

Permit Type	Authority to Issue*	Processing Fee	Occupancy Fee
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*\*Authority to Issue sections noted are within "Streets and Traffic Bylaw, 1991, No. 6234"*

Temporary Building Zone	s.404.2	\$ 81.90	per day per 10 m <sup>2</sup> of street property, plus GST \$ 3.12
			but not less than, plus GST \$ 102.40
Temporary Street Occupancy	s.404.2	\$ 81.90	per day per 10 m <sup>2</sup> of street property, plus GST \$ 3.12
			but not less than, plus GST \$ 102.40
Temporary Street Closure	s.404.2	\$ 81.90	N/A
Block Party*	s.408.5	\$ 25.60	N/A

*\* Street parties organized by the North Vancouver Block Watch Program are exempt from the processing fee.*

Parade/Procession	s.701	\$ 102.40	N/A
Container onStreet Allowance	s.813.2	\$ 61.40	N/A
Extraordinary Traffic - Permit to move over height, over width and overweight loads	s.905	\$ 81.90	N/A

Congestion and Curbside Management (Transportation Network Services) – vehicles other than Zero-emission Vehicles and Accessible Passenger Directed Vehicles	s.520.3	N/A	per pick up and drop off Monday to Friday, 7 AM to 9 AM and 2 PM to 6 PM	\$ 0.10
Congestion and Curbside Management (Transportation Network Services – Zero-emission Vehicles)	s.520.3	N/A	per pick up and drop off Monday to Friday, 7 AM to 9 AM and 2 PM to 6 PM	\$ 0.05
E-Bike Share Permit – Permit for Shared E-Bikes (Total fleet deployed)	s.822.3	\$ 256.00	plus GST per E-Bike deployed <i>[Bylaw 8815, February 8, 2021]</i>	\$ 40.96
E-Bike Share Permit – Security for Performance	s.822.4	N/A		\$ 10,240.00

<b>City-owned Electric Vehicle Charging Station User Fees</b>				
<b>Public Level 2 Charging Station</b>				
Fees apply 6am to 10pm			per hour	\$ 2.00
			minimum, per minute	\$ 0.0333
or, at load-sharing (limited power) stations or stations that are subject to pay parking fees				
Fees apply 6am to 10pm			per hour	\$ 1.00
			minimum, per minute	\$ 0.0166
<b>Public Level 3 (Fast) Charging Station</b>				
Fees apply 24 hours a day			per hour	\$ 16.00
			minimum, per minute	\$ 0.2666

# SCHEDULE I

## WATER UTILITY SERVICES FEES

*Water Utility Bylaw, 1994, No. 6417*

### 2025 CONNECTIONS AND SEVERANCE RATES

#### 1. WATER SERVICE CONNECTIONS

Size	Fee
Standard 19 mm	\$ 9,830.40
> 19 mm	at cost with a minimum charge equal to the standard fee.

#### 2. WATER SERVICE SEVERANCE

Size	Fee
For Standard 19 mm Replacement	\$ 1,321.00
> 19 mm service replacement	at cost with a minimum charge equal to the standard fee.

#### 3. WATER CONNECTION REUSE

\$ 2,754.60

#### 4. TURN ON/OFF

\$ 53.25

#### 5. INSTALLATION AND REMOVAL OF TEMPORARY METER

flat fee \$ 440.30

A 50% rebate is available for standard 19mm water service replacements that are installed less than 2 years in advance of a City initiated programmed replacement of water services within the block.

## 2025 WATER USE RATES

### 1. WATER RATES

#### 1.1 Water For Temporary Service during construction

Building Size (Total Floor Area)	Fee
46 sq. m to 460 sq. m	\$ 199.00
Over 460 sq. m but not exceeding 4,600 sq. m	\$ 392.00
Over 4,600 sq. m but not exceeding 23,000 sq. m	\$ 650.00
Over 23,000 sq. m	\$ 1,035.00

#### 1.2 Flat Rates (un-metered premises)

	Per year
Single Unit Dwelling	\$ 663.00
Duplexes (including infills) per unit	\$ 556.00
Multiple Unit Dwellings (including extra living units within single unit dwellings, apartments, condominiums, garden apartments and coach houses) for each dwelling	\$ 390.00
Stores, offices, other commercial premises not elsewhere designated; Churches and Public Halls per fixture	\$ 150.00
Water Cooling Units	\$ 1,029.00
Schools per Classroom	\$ 475.00
Minimum charge for any service	\$ 663.00

### 2. METERED WATER RATES

#### 2.1 For commercial and industrial properties, hospitals and schools served by water meters the following scale of charges shall apply:

	Per cubic metre
January 1 to May 31	\$ 1.6493
June 1 to September 30	\$ 2.0616
October 1 to December 31	\$ 1.6493
A minimum bill for 30 cubic metres per month will be charged if a lesser quantity or no water is consumed	min charge

#### 2.2 Metered Charges for Mixed Use Premises

The charge for Mixed Use Premises on metered rates shall be the greater of the flat rate for Multiple Dwelling Units provided in this Schedule times the number of dwelling units or the metered rates.

### 3. MISCELLANEOUS CHARGES

#### Testing a Meter as Provided in Section 703

##### Water Utility Bylaw, 1994, No. 6417

	Fee
For meters 50 mm and smaller	\$ 384.00
For meters over 50 mm	\$ 549.00



#### 4. DATE OF PAYMENT AND PENALTIES

##### 4.1 For Flat Rate (un-metered premises)

Rates set out above shall be due on the last business day in February each year.

A penalty of 5% shall be added to rates that are not paid on or before the last business day of February

penalty 5%

and a further penalty of 5% shall be added to rates that are not paid on or before the last business day of April in the year the rates are due.

penalty + 5%

##### 4.2 For Metered Premises

A penalty of five percent (5%) shall be added to rates which are not paid on or before the due date as indicated on metered account bills.

penalty 5%

##### Lawn Watering

Lawn Watering Permit - Single Family / Duplex

\$ 30.70

Lawn Watering Permit - Multi-Family

\$ 76.80

Lawn Watering Permit - Commercial / Industrial

\$ 153.60

Lawn Watering Permit - Lawn with Clover

No fee

## SCHEDULE J

### SEWER AND DRAINAGE UTILITY SERVICES FEES

*Sewerage and Drainage Utility Bylaw, 1995, No. 6746*

#### 2025 CONNECTIONS AND SEVERANCE FEES

<b>1. SANITARY CONNECTION</b>	
Size	Fee
Standard 100 mm Replacement or Relining	\$ 8,806.00
> 100 mm	at cost with a minimum charge equal to the standard fee
Inspection Chamber	\$ 2,744.00
Private Sewer Connection Inspection and Certification Deposit	\$ 2,744.00
Sanitary Severance	\$ 1,321.00

<b>2. STORM CONNECTION</b>	
Size	Fee
Standard 150 mm Replacement or Relining	\$ 7,066.00
> 150 mm	at cost with a minimum charge equal to the standard fee
Inspection Chamber	\$ 2,744.00
Storm Sewer Extension and Connection for Single Unit Developments exceeding \$150,000 and excluding subdivision	per linear metre based on the total width of the lot serviced \$ 1,372.00
Storm Severance	\$ 1,321.00
Off-Site Stormwater Management Facility Fees	per sq. m of premises lot area or at cost to provide works on public property \$ 34.82

Storm Collection System Ditch Culvert	per linear metre based on Construction the length of the culvert pipe	\$ 276.48
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**2024 SEWER AND DRAINAGE RATES**

The following rates shall apply to all real property used for one or more of the following purposes and from which there is a connection to the sewer systems of the City:

**2025 Rates  
per year**

**1. SANITARY SEWER**

<b>1.1 Annual Sewer Parcel Tax</b>	\$ -
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**1.2 Flat Rates (un-metered premises)**

Single Unit Dwelling	\$ 778.00
Duplexes (including infills) per unit	\$ 720.00
Multiple Unit Dwellings (including extra living units within single unit dwellings, apartments, condominiums, garden apartments and coach houses)	for each dwelling \$ 485.00
Stores, offices, other commercial premises not elsewhere designated; Churches and Public Halls	per fixture \$ 190.00
Minimum charge for any service is	\$ 778.00
Rate surcharge for combined connections	\$ 778.00

**1.3 Metered Rates**

For commercial and industrial properties, hospitals and schools served by water meters the following scale of charges shall apply:

Per cubic metre	\$ 3.1600
A minimum bill for 30 cubic metres per month will be charged if a lesser quantity or no water is consumed.	
Rate surcharge for combined connections	per cubic metre \$ 3.1600

**1.4 GVS & DD Special Industrial User Charge**

Where the owner or occupier of a parcel of real property is a special industrial user, that owner or occupier shall pay to the municipality for the use of the sewerage system the greater of:

- A. the charges payable under this Schedule, 2024 Sewer and Drainage Rates, Section 1, Subsections 1, 2 and 3; or
- B. the GVS & DD special industrial user charge as determined by the GVS & DD for that owner or occupier, prorated if necessary for monthly or quarterly billings.

**1.5 Charges for Contaminated Groundwater Discharges to Sanitary Sewer**

Ground Water Discharges or as determined by the GVS & DD.	per m <sup>3</sup> \$ 0.38
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**1.6 Metered Charges for Mixed Use Premises**

The charge for Mixed Use Premises on metered rates shall be the greater of the flat rate for Multiple Dwelling Units provided in this Schedule times the number of dwelling units or the metered rates.

**1.7 Sewer Use Charges**

Users having a metered water service, who return less than 40% of water purchased to the sanitary sewer system, may make application to the Director of Finance for a Flat Rate Sewer charge based on their number of plumbing fixtures discharging into the sewer outlet of the premises, together with a charge of \$400 per million dollars of taxable assessment.

Applications for flat rate sewer charges must be received prior to December 1 of the year of application, and must include a full description of water usage and the total number of fixtures on the property, as described in this Schedule, 2024 Sewer and Drainage Rates.

The Director of Finance will examine each application and the supporting documentation and may visit the site to ensure that the conditions described are representative of a complete year's usage and that the total number of fixtures is accurate.

The Director of Finance will either reject the application providing reasons, or approve a Flat Rate charge. This charge, if approved, will be billed annually.

Any user rate so adjusted will be subject to periodic review by the Director of Finance and may, at any time, be returned to a user rate based on metered water consumption and the applicant so notified.

In no case shall the annual charge for a sewer-user having a metered water connection be less than the rate for a Single Unit Dwelling

**1.8 Date of Payment, Penalties and Surcharge Fees**

<b>A. For Flat Rate (un-metered premises)</b>		
Rates set out above shall be due on the last business day in February each year.		
A penalty of 5% shall be added to rates that are not paid on or before the last business day of February	penalty	5%
<b>and</b> a further penalty of 5% shall be added to rates that are not paid on or before the last business day of April in the year the rates are due.	penalty	+ 5%
A 100% surcharge fee will be applied to any sewer connections with combined storm drainage inflow to a sanitary connection contrary to City bylaws. The surcharge would be applied at the discretion of the City Engineer a minimum of 6 months following notification, and would be applied to the annual bill until the combined inflow is separated.	surcharge	100%
<b>B. For Metered Premises</b>		
A penalty of 5% shall be added to rates that are not paid on or before the due date as indicated on metered account bills.	penalty	5%
A 100% surcharge fee will be applied to the unit rate for any sewer connections with combined storm drainage inflow to a sanitary connection contrary to City bylaws. The surcharge would be applied at the discretion of the City Engineer a minimum of 6 months following notification, and would be applied to the annual bill until the combined inflow is separated.	surcharge	100%

## 2. STORM DRAINAGE

The Storm Drainage Levy is based on the taxable assessment of a property and is charged on the following classes per thousand dollars of taxable assessment based on the BC Assessment assessed value of:

- Residential
- Utility
- Major Industry
- Light Industry
- Business
- Recreation/non-profit

and is included on the Property Tax Notice payable annually in July of each year as set by Council.

### 2.2 Storm Drainage Charges

2.1 A user, who is aggrieved by the application of this Schedule, 2024 Sewer and Drainage Rates, Section 2, Subsection 1 to a specific parcel, may make application to the City Engineer, in writing, stating the basis for the complaint. The City Engineer will respond, in writing, to the applicant's concern outlining any appropriate adjustment that may be authorized.

### 2.3 Penalty

5% penalty will be added to the balance owed if unpaid by the end of the first working day in July,

penalty	5%
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and a further 5% penalty will be added to the balance owed if unpaid by the first working day of September.

penalty	+ 5%
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**THE CORPORATION OF THE CITY OF NORTH VANCOUVER**

**BYLAW NO. 9087**

**A Bylaw to Amend “The Street Sign and House Numbering Bylaw, 1908, No. 40”**

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 **“The Street Sign and House Numbering Bylaw, 1908, No. 40, Amendment Bylaw, 2025, No. 9087” (Fees and Charges)**.
2. “The Street Sign and House Numbering Bylaw, 1908, No. 40” is amended as follows:
  - A. In Section (17)., in the third paragraph, by deleting the words “Schedule A” and replacing it with the following:
    - (1) “Schedule D to the “Fees and Charges Bylaw, 2024, No. 9000”.
  - B. In Section (17)., in the fifth paragraph, by deleting the words “Schedule A” and replacing it with the following:
    - (1) “Fees and Charges Bylaw, 2024, No. 9000”.
  - C. By deleting Schedule “A” in its entirety.

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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. 9092**

**A Bylaw to amend “Parks Regulation Bylaw, 1996, No. 6611”**

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 **“Parks Regulation Bylaw, 1996, No. 6611, Amendment Bylaw, 2025, No. 9092” (Parks and Greenways Donation Program)**.
2. “Parks Regulation Bylaw, 1996, No. 6611” is amended as follows:
  - A. In Part 3 – Interpretation:
    - (1) By replacing “Manager, Parks and Environment” with “Manager, Parks and Natural Spaces” wherever it appears in the bylaw.
  - B. In Part 8 – Applications for Commemorative Benches, Commemorative Tree(s) Use of Playing Fields, Park Events and Moorage at Waterfront Park:
    - (1) By deleting section 803 in its entirety and replacing it with the following:

803 Parks Events  
Applications to hold a park event shall be directed to the Community Events Programmer in accordance with Event Fees set out in Schedule E of the “Fees and Charges Bylaw, 2024, No. 9000”.
  - C. In Part 14 – Schedule D, section 1401 Parks and Greenways Donation Program:
    - (1) By deleting 1.2. in its entirety and replacing it with the following:

1.2. Donation Items consist of site furnishings and trees as set out in Schedule E of the “Fees and Charges Bylaw, 2024, No. 9000”, as well as an associated commemorative plaque (if applicable).
    - (2) By deleting 3.5. in its entirety and replacing it with the following:



- 3.5. The cost of the renewal term will be outlined in Schedule E of the “Fees and Charges Bylaw, 2024, No. 9000” at the future renewal date.

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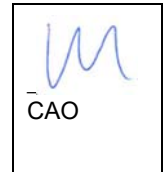
ADOPTED on the <> day of <>, 2025.

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MAYOR

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ACTING CORPORATE OFFICER



The Corporation of **THE CITY OF NORTH VANCOUVER**  
**FINANCE DEPARTMENT**  
**ENGINEERING, PARKS & ENVIRONMENT DEPARTMENT**

**REPORT**

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To: Mayor Linda Buchanan and Members of Council

From: Larry Sawrenko, Chief Financial Officer  
Karyn Magnusson, Director, Engineering, Parks and Environment

Subject: 2025 UTILITIES BUDGET AMENDMENT FOR ATMOSPHERIC RIVER  
REPAIR AND RESTORATION

Date: February 19, 2025 File No: 05-1820-04-0001/2025

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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 Chief Financial Officer and the Director, Engineering, Parks and Environment, dated February 19, 2025, entitled “2025 Utilities Budget Amendment for Atmospheric River Repair and Restoration”:

THAT the amended 2025 Sewer & Drainage Utility Capital Plan and the amended 2025 Sewer & Drainage Budget, dated February 19, 2025, be endorsed.

**ATTACHMENTS**

1. Amended 2025-2029 Sewerage & Drainage Utility Capital Plan (CityDocs [2634114](#))
2. Amended 2025 Sewerage & Drainage Budget (CityDocs [2633945](#))

**PURPOSE**

The 2025 Utilities Budgets and the 2025-2029 Utilities Capital Plans were endorsed by Council in 2024. The purpose of this report is to provide Council with a recommended amendment to what was previously endorsed for Sewerage & Drainage, in order to add a capital project to make repairs and restorations required as a result of the atmospheric river event of October 19-20, 2024.

## BACKGROUND

On October 19-20, 2024, an atmospheric river brought extreme rainfall to the North Shore, overwhelming drainage systems, triggering debris flows that clogged municipal culverts, and causing overland flooding. This event was classified as a 1:100-year storm (1% probability of occurring in any given year). While the storm's intensity was unprecedented, such events are expected to increase in frequency due to climate change, emphasizing the need for resilient infrastructure and proactive mitigation.

Although the City experienced fewer impacts than other North Shore communities, it still faced temporary service disruptions and infrastructure damage, including sanitary sewer surcharges, localized flooding, and significant creek erosion.

During the event, CNV undertook emergency response efforts, including clearing blockages, monitoring creek conditions and slope stability, and providing emergency support to impacted residents. CNV staff also distributed sandbags within the community and to neighboring municipalities (DNV, Squamish Nation, and DWV), where local crews were managing other priorities. Additionally, CNV Fire hosted the joint municipal Fire Department Operations Center (Fire DOC), enabling coordinated emergency response across the North Shore.

In the aftermath, CNV conducted rapid damage assessments to document impacts and develop a repair and restoration plan. Engineering consultants were engaged to complete detailed assessments and identify remediation solutions.

While no critical failures in hard infrastructure were recorded, the event highlighted vulnerabilities in the sewer and drainage systems. Inflow and infiltration significantly impacted sanitary sewer capacity, while sediment deposition and creek erosion created urgent restoration needs.

Since most of the City's drainage system discharges into local creeks, high flows resulted in widespread damage to creeks, trails, and natural areas creating a risk to public infrastructure and private structures. The most affected locations requiring substantial repair and restoration efforts include Mahon Park, Heywood Park, Mosquito Creek, and Thain Creek.

## DISCUSSION

CNV has identified three major repair and restoration projects necessary to address the impacts of the October 2024 atmospheric river event. The proposed budget amendment will fund critical infrastructure stabilization, drainage restoration, and environmental rehabilitation as well as mitigate future risks. The following table provides a breakdown of the preliminary estimated project costs:

<b>Project</b>	<b>Estimated Cost (\$M's)</b>
Thain Creek Slope Stabilization	2.9
Mosquito Creek at Marine Drive Bridge In-Stream Works	0.9
Park Trail Repairs and Creek Restoration	0.5
<b>Total</b>	<b>4.3</b>

### **Thain Creek Slope Stabilization**

Thain Creek, a tributary of Mosquito Creek, experienced severe bank erosion near Cypress Gardens residential complex due to high flows. This erosion toppled trees and caused slope regression, increasing the risk of further instability and potential risk to adjacent townhomes in future storm events.

The proposed project will stabilize the creek banks to protect properties and prevent further erosion. The scope includes engineering and environmental assessments to develop a remediation strategy for long-term stability. The preferred solution will undergo permitting and be tendered for construction, with work beginning in early summer 2025 to align with the fisheries least-impact window.

### **Mosquito Creek at Marine Drive Bridge In-Stream Works**

The atmospheric river deposited significant amount of sediment in Mosquito Creek's lower reaches, raising the streambed by over 40 cm at Marine Drive Bridge. This has increased flood risks, resulting in more frequent inundation of adjacent pathways and areas even during routine storm events.

This project involves targeted sediment removal to restore hydraulic capacity and reduce flood risk. Additionally, a hydrotechnical study will be conducted to develop a long-term sediment management strategy to reduce sediment deposition and decrease the frequency of dredging in the future. Construction is planned for 2026, aligning with fisheries least-impact window.

### **Park Trail Repairs and Creek Restoration**

High creek flows eroded trails and undermined footbridges in Mahon and Heywood Parks, compromising public access and impacting sensitive riparian habitats.

Restoration will include bank stabilization, trail regrading, and replacement of damaged structures. The project will also reinforce the failed stream banks, ensuring the reconstructed public trail can withstand future storms.

These priority projects will ensure that infrastructure and natural areas are restored and strengthened against future extreme weather events.

### **FINANCIAL IMPLICATIONS**

The overall 2025 Sewerage & Drainage budget endorsed by Council in November 2024 was \$32.7 million. The amended budget recommended for endorsement is \$36.1 million. The only change made in the recommended amended 2025 budget is the addition of \$3,423,000 (the 2025 component of the \$4.3M for the new "Atmospheric River Repair & Restoration" project and a corresponding increase in transfers from reserves needed to fund the project). There are adequate balances in the Sewer & Drainage reserves and prior surpluses to accommodate the change without requiring a change to the estimated drainage levy provided to Council with the original 2025 Sewer & Drainage Budget endorsed by Council in November 2024.

CNV is eligible for provincial Disaster Financial Assistance (DFA) funding to offset some of the response and recovery costs. Staff will also pursue additional grant opportunities, particularly those supporting climate resilience and nature-based solutions, to further reduce the City's financial burden. Results on DFA reimbursement are not expected to be known until later in 2025 or 2026.

### **INTER-DEPARTMENTAL IMPLICATIONS**

This report has been prepared collaboratively by CNV's Finance and Engineering, Parks & Environment departments.

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

The recommended project provides the funding to support the following goals and objectives of the 2014 Official Community Plan:

- 8.1.3 Consider stormwater management opportunities in streets, laneways and open spaces where appropriate;
- 8.2.2 Identify and monitor the condition of our infrastructure on a regular basis in order to identify the remaining operational life of individual elements, and to identify and rectify weaknesses before failure, thereby optimizing capital and maintenance program expenditures;

The proposed project also support Council's priority to be a Resilient City.

RESPECTFULLY SUBMITTED:



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Larry Sawrenko  
Chief Financial Officer

RESPECTFULLY SUBMITTED:



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Karyn Magnusson  
Director, Engineering, Parks and Environment

## 2025-2029 Sewerage & Drainage Utility Capital Plan

Project Name	2025	2026	2027	2028	2029	2025-2029	Description
Sewer Utility Main Replacement	2,812,950	2,953,598	3,101,277	3,256,341	3,419,158	15,543,324	To increase function, capacity, and resiliency of the sanitary sewer system.
Sanitary Sewer Private Side I&I Management	-	350,000	350,000	350,000	350,000	1,400,000	Supports the repair of private side sanitary connections to minimize the amount of inflow and infiltration entering the City's sanitary network.
Sewer Utility Pump Station Major Upgrades	250,000	50,000	50,000	50,000	50,000	450,000	To increase function, capacity, and resiliency of the sewer system.
Sanitary Maintenance Hole Upgrading	139,000	145,950	153,248	160,910	168,955	768,063	Installation of new and replacement and upgrading of existing sanitary maintenance holes.
Sanitary Inspection Chamber Connection Install and Replace	131,250	137,813	144,703	151,938	159,535	725,239	Installation and replacement of sanitary sewer inspection chambers and connections.
Flow Monitoring Station Install	60,000	60,000	60,000	60,000	60,000	300,000	To install new flow monitoring stations.
Equipment Sewers	21,000	22,050	23,153	24,310	25,526	116,038	To purchase new and replace aging equipment.
<b>Total - Sanitary Sewer Projects</b>	<b>3,414,200</b>	<b>3,719,410</b>	<b>3,882,381</b>	<b>4,053,500</b>	<b>4,233,175</b>	<b>19,302,665</b>	

Project Name	2025	2026	2027	2028	2029	2025-2029	Description
Storm Main Replacement	2,041,200	2,143,260	2,250,423	2,362,944	2,481,091	11,278,919	To improve function, capacity, and resiliency of the storm sewer system.
Storm Infill	1,181,250	1,240,313	1,302,328	1,367,445	1,435,817	6,527,152	Design and construct storm sewers where none exist.
Catch Basin Replacement and Conversion	431,520	453,096	475,751	499,538	524,515	2,384,420	To install new and replace catch basins.
Maintenance Hole Installations	243,731	255,918	268,714	282,149	296,257	1,346,769	To install new and replace existing manholes.
Clean Storm Water Discharge	250,000	250,000	500,000	525,000	551,250	2,076,250	To fund the installation of stormwater quality infrastructure.
Culvert Replace and Rehabilitation	-	50,000	150,000	200,000	210,000	610,000	To maintain, rehabilitate, and replace culverts.
Creek Hazard Management Infrastructure	50,000	50,000	50,000	50,000	50,000	250,000	Proactive monitoring, assessment, and mitigation of slope stability, erosion, and localized creek flood hazards.
Storm Inspection Chamber and Connection Installation and Replacement	82,950	87,098	91,452	96,025	100,826	458,351	To install inspection chambers and repair connections.
Flow Monitoring Station Installation	63,000	66,150	69,458	72,930	76,577	348,115	To install new flow monitoring stations.
Stream Environmental Enhancement	40,000	-	-	-	-	40,000	Improvement and health of surface waters in North Vancouver.
Atmospheric River Repair & Restoration	3,423,000	858,000				4,281,000	This project includes multiple initiatives in response to the October 2024 Atmospheric River event. The work focuses on slope stabilization, park trail repairs, creek channel and bank restoration, and natural areas rehabilitation. The work aims to repair damaged areas and, where appropriate, enhance them to improve resiliency. CNV will seek cost recovery through provincial disaster assistance programs for eligible projects.
Driveway Culvert Installation	-	15,000	15,000	15,000	15,000	60,000	To repair and replace driveway culverts.
<b>Total - Storm Drainage Projects</b>	<b>7,806,651</b>	<b>5,468,834</b>	<b>5,173,126</b>	<b>5,471,032</b>	<b>5,741,333</b>	<b>29,660,976</b>	
<b>Total</b>	<b>11,220,851</b>	<b>9,188,244</b>	<b>9,055,506</b>	<b>9,524,531</b>	<b>9,974,508</b>	<b>48,963,640</b>	

Programs	2024 Annual Budget	2025 Annual Budget (Nov 6, 2024)	2025 Annual Budget (February 17, 2025)	2025 Amendment	Notes
<b>Sanitary Sewer and Drainage Revenue</b>					
FLAT RATE SALES	11,036,243	13,464,200	13,464,200	-	
METERED SALES	5,083,181	6,201,500	6,201,500	-	
CONNECTION/SEVERANCE FEES	393,400	413,100	413,100	-	
OTHER	28,000	28,800	28,800	-	
<b>Sanitary Revenue</b>	<b>16,540,824</b>	<b>20,107,600</b>	<b>20,107,600</b>	-	
				-	
DRAINAGE LEVY	4,182,500	4,768,100	4,768,100	-	
CONNECTION/SEVERANCE FEES	920,600	966,600	966,600	-	
<b>Drainage Revenue</b>	<b>5,103,100</b>	<b>5,734,700</b>	<b>5,734,700</b>	-	
<b>Sub-Total Operating Revenue</b>	<b>21,643,924</b>	<b>25,842,300</b>	<b>25,842,300</b>	-	
<b>Transfers from Reserves</b>	<b>3,868,354</b>	<b>6,858,167</b>	<b>10,281,167</b>	<b>3,423,000</b>	Additional transfer from reserve to cover Atmospheric River repair and restoration cost
<b>Total Sanitary Sewer and Drainage Revenue</b>	<b>25,512,278</b>	<b>32,700,467</b>	<b>36,123,467</b>	<b>3,423,000</b>	
<b>Sanitary Sewer and Drainage Expenses</b>					
GVS&DD LEVY	9,964,424	16,721,861	16,721,861		
WAGES AND BENEFITS	769,014	734,878	693,845		
GOODS AND SUPPLIES	29,700	30,000	37,286		
SERVICE EXPENSES AND FEES	419,600	419,600	463,507		
FINANCIAL SERVICES	670,300	928,200	918,039		
<b>Sanitary Expenses</b>	<b>11,853,038</b>	<b>18,834,539</b>	<b>18,834,539</b>	-	
WAGES AND BENEFITS	911,985	888,678	929,540		
GOODS AND SUPPLIES	39,300	40,300	37,595		
SERVICES	518,400	240,500	206,135		
FINANCIAL SERVICES	420,600	641,900	638,107		
<b>Drainage Expenses</b>	<b>1,890,285</b>	<b>1,811,378</b>	<b>1,811,378</b>	-	
<b>Sub-Total Sanitary Sewer and Drainage Expenses</b>	<b>13,743,323</b>	<b>20,645,916</b>	<b>20,645,916</b>		
TRANSFER TO CAPITAL	9,679,645	7,978,851	11,401,851	3,423,000	Atmospheric River repair and restoration added
THIRD PARTY CONNECTIONS	1,199,200	1,259,200	1,259,200	-	
TRANSFERS TO RESERVES	890,110	2,816,500	2,816,500	-	
<b>Sanitary Sewer and Drainage Transfers</b>	<b>11,768,955</b>	<b>12,054,551</b>	<b>15,477,551</b>	<b>3,423,000</b>	
<b>Total Sanitary Sewer and Drainage Expenses</b>	<b>25,512,278</b>	<b>32,700,467</b>	<b>36,123,467</b>	<b>3,423,000</b>	



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## **NOTICE OF MOTION**

10. Responding to United States Tariffs through Local Government Action  
– File: 03-1200-01-0001/2025

Submitted by Mayor Buchanan

### **RECOMMENDATION:**

WHEREAS tariffs from the United States of America (US) threaten local jobs and the economy in the City of North Vancouver;

WHEREAS other orders of government including the Province of British Columbia and municipalities are preparing coordinated responses to such threats;

WHEREAS municipalities like The City of North Vancouver are purchasers of goods and services;

WHEREAS The City of North Vancouver has a Sustainable Purchasing Policy which makes no reference to preferential treatment for domestic suppliers;

WHEREAS similar motions adopted by other local governments have demonstrated the willingness of local governments to take decisive action to protect their economies from external trade pressures;

AND WHEREAS the Metro Vancouver Regional District has identified potential cross-jurisdictional impacts of US tariffs that require a coordinated regional approach;

THEREFORE BE IT RESOLVED:

THAT Council affirms and signals the City of North Vancouver supports the Team Canada approach to align local, provincial, and national priorities as necessary to counter foreign policies designed to harm the Canadian economy, joining other BC municipalities in this unified stance;

THAT Council direct staff to initiate a review of the City's sustainable purchasing policy and trade agreement exposure to identify opportunities to update the policy to Buy Local / Buy Canadian on a priority basis and report back as soon as possible with immediate and long-term strategies supporting the Team Canada approach;

THAT Council direct staff to initiate a review of the City's regulations to identify opportunities to streamline regulations and help the City of North Vancouver respond quickly to economic threats like tariffs and supply chain disruptions;

FURTHER THAT Council direct staff to establish an Internal Roundtable, to facilitate the rapid response to tariffs and other economic challenges facing the City of North Vancouver, including direction to report back on actions the City can take on an urgent basis given the US government imposition of tariffs including (but not limited to):

- Potential adjustments to the City's business licensing regime to enable businesses to expand the scope of their operations in the face of economic uncertainty, through a “split-license” mechanism that would reduce regulatory burden;
- Other opportunities that might exist;

THAT Council direct staff to immediately begin work with local business and community economic development organizations (including but not limited to Lower Lonsdale Business Improvement Area (LLBIA), Local Companies' Organization of British Columbia (LOCO BC), North Vancouver Chamber (NV Chamber), Canadian Federation of Independent Business (CFIB), Vancouver's North Shore Tourism Association) to explore opportunities to initiate and promote a targeted Buy Local / Buy Canadian campaign in response to tariffs, building on the successful “Support Local BC” model;

THAT Council direct staff to work with regional counterparts to develop a coordinated response strategy that amplifies the collective economic influence of BC municipalities;

THAT Council direct staff to engage with Invest Vancouver, to formally communicate that bolstering local economic development and attracting direct foreign investment from diverse markets beyond the US are key priorities for the City of North Vancouver;

THAT Council direct staff to report back on the implementation of these measures;

AND THAT a copy of this resolution be sent to the following:

LLBIA, LOCO BC, NV Chamber, CFIB, Vancouver's North Shore Tourism Association, District of North Vancouver Mayor and Council, District of West Vancouver Mayor and Council, and Invest Vancouver (Metro Vancouver).